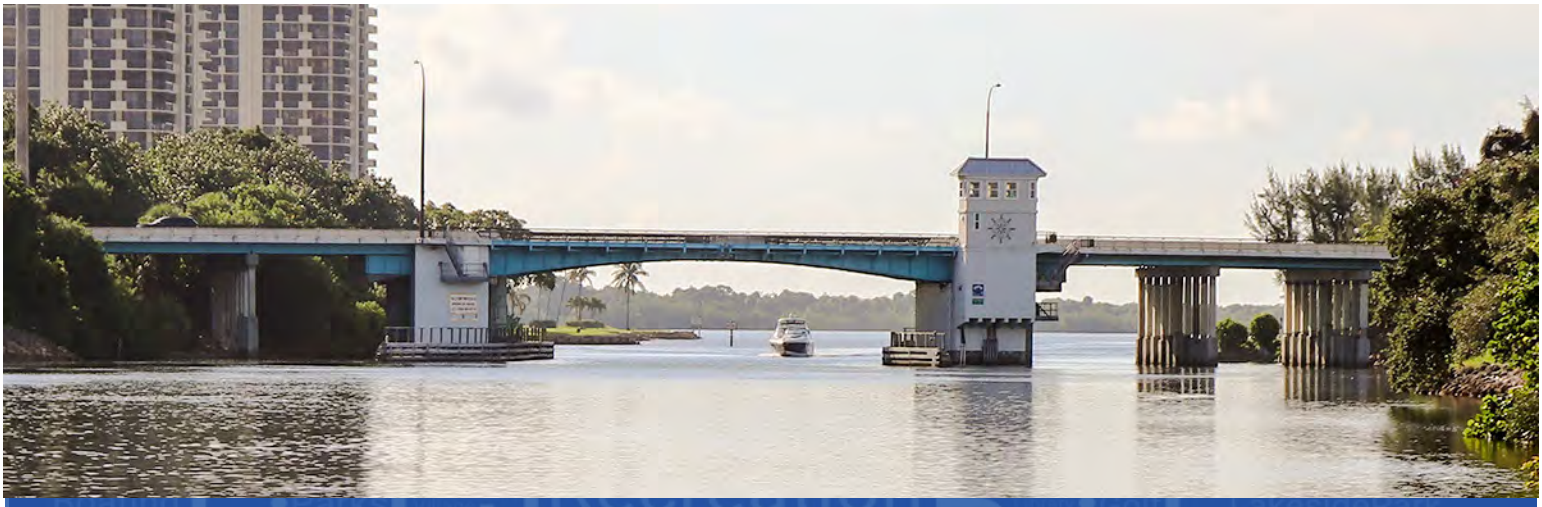


Village of North Palm Beach, FL

Annual Adopted Budget
Fiscal Year 2020

GFOA Budget Award

FY 2020

GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

Village of North Palm Beach

Florida

For the Fiscal Year Beginning

October 1, 2018

Christopher P. Morrill

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, 2018.

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 2020.

Guide for Readers

FY 2020

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 2020 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, 2019 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.

Guide for Readers

FY 2020

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.

Table of Contents FY 2020

Main Section

GFOA Distinguished Budget Award 2

Guide for Readers 3-4

Table of Contents 5-7

Introduction 8

Manager's Budget Message 9-15

Organizational Structure 16

Village Officials & Administrative Staff 17

Village Boards & Committees 18-20

Village Overview 21-23

Village Location Map 24

Village History 25-30

Village Departments 31-33

Village Budget at a Glance 34

Budget Preparation Process 35-39

Fund Structure 40-42

Basis of Budgeting 43-44

Financial Policies 45-48

Debt Administration 49-50

Fund Balance Overview 51-53

Strategic Planning 54-58

Long Range Planning 59-60

General Fund Budget 61

General Fund Organization Chart 62

General Fund Budget Summary 63

General Fund Revenues 64-76

General Fund Expenses 77-82

General Fund Operating Highlights 83

General Fund Department Summaries 84

Village Council 85-90

Village Manager 91-96

Human Resources 97-103

Finance 104-111
Information Technology 112-117
Village Attorney 118-119
Village Clerk 120-127
General Services Village Hall 128
Public Safety 129-146
Public Works 147-161
Community Development 162-173
Library 174-181
Parks & Recreation 182-187
Tennis & Pool Operations 188-190
Reserves & Other 191-192
General Fund Charts and Graphs 193-196
General Fund Fee Schedules 197-210
Country Club Budget 211
Country Club Organization Chart 212
Country Club Narrative 213-221
Country Club Budget Summary 222
Country Club Highlights 223
Country Club Revenues 224-228
Country Club Expenses 229-234
Country Club Department Summaries 235-240
Pay Plan 241
Pay Plan Narrative 242-244
Comprehensive Pay & Classification Plan 245-248
Pay Ranges 249-250
Five Year Position Summary 251
Employees by Function 252

Capital Improvement Plan.....253

CIP Narrative.....254-258

FY 2020 Capital Outlay and Operating Impact Summary 259-261

Five Year CIP Summary 262-265

Capital Request Forms 266-349

Appendix 350

Acronyms 351

Glossary of Terms 352-361

Introduction

FY 2020

Manager's Budget Message FY 2020

TO: Honorable Mayor and Council

FROM: Andrew D. Lukasik, Village Manager

DATE: October 1, 2019

SUBJECT: Fiscal Year 2019/20 Annual Budget

I am pleased to share with you this Fiscal Year 2019/20 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 operational enhancements 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 (64.07%) from ad valorem property taxes. By comparison, the Village's gross taxable property values have increased this year to $2,348,992,794, or nearly 5.18%, over last year's valuation.

The Village does not currently assess many of the traditional fees (taxes) 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 (taxes) 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.

continued on next page

The financial plan for FY 2019/20 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. Although budgeted in the prior year's budget, work on the Country Club Clubhouse and pool will continue for the first few weeks of the fiscal year. Village staff is eagerly planning for the opening of the new clubhouse and the introduction of our new restaurant and caterer, Farmer's Table, to the community. With Council's guidance, staff is anxious to begin and proud to be a part of this new chapter in the Country Club's history as it will provide members of the community with a quality experience each time they visit while generating needed revenues that will ultimately cover operating and needed capital expenditures. A conservative budget was developed for this year, but staff is confident that expenditures can be further reduced and revenues enhanced throughout the year.

The FY 2019/20 budget was developed collaboratively with assistance from the Village's Management Team, departmental supervisors and staff. This process allowed Administration 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. Our budgetary emphasis centers on the Council's budgetary goals:

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. Not only is the Village pursuing a different delivery model for tennis operations (i.e. private company as opposed to Village employees), but one of this year's priorities will be to reduce the financial impact of the pool operation on the General Fund. Additionally, the Village will be reviewing 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. Cohesive and significant landscaping and streetscape improvements, such as benches, lighting, and neighborhood signage, help create neighborhood identity and improve property values. Improving these features often encourages exiting property owners to respond in kind, with improvements that follow on private properties. Additionally, and central to the goals of the Committee, is the need to focus in on environmental sustainability. The newly established Environmental Committee will work with staff and neighborhood participants to identify necessary improvements and be responsible for developing and implementing programs to address them.

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 process and will include a series of public meetings to solicit input as potential changes to the code are developed 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, will conduct surveys and conduct 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. This effort will also consider potential improvements to existing facilities to accommodate residents' recreation needs.

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.

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 the last fiscal year, the evaluation options regarding replacement of the Lighthouse Bridge will be initiated this year. Replacement of the bridge is anticipated in 2023.

continued on next page

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.

To better ensure that employees are appropriately compensated for their work, the Village will continue to deploy employee workgroups to establish appropriate performance measures based upon job descriptions, create procedures for the evaluation process and set goals and objectives. Additionally, Village staff will initiate an ongoing educational program to ensure that supervisors and employees appropriately implement our Pay for Performance system.

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 2020 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).

The Public Works Department has oversight of Village sanitation, infrastructure, streets, facilities, equipment, and roadways. This Department will play a major role in maintaining and expanding the focus on community appearance during the coming year. 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 the addition of two police officers this year, the Police Department will play a key role in establishing an interdepartmental "Neighborhood Enhancement Team" that will focus 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.

Construction of the Village's new Country Club will be completed early this fiscal year. Completion of the Clubhouse will provide an enhanced experience for North Palm Beach Country Club members and visitors alike. The new facility, which will boast an improved dining experience, courtesy of Farmer's Table, for anyone visiting the Clubhouse as well as a new banquet facility, and a restored Jack Nicklaus Signature Golf Course, will provide the community with enhanced opportunities to gather and socialize.

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 based upon the final construction cost and be repaid with interest at a rate that is 0.5% greater than the return the General Fund receives from its investment revenue. These loan terms continue to ensure that golf operations are not subsidized by Village businesses and residents and are economically beneficial to both funds.

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 20.10% 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 20.04% 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.

Budget Conclusion

Several operating and capital improvement project highlights are planned in the FY 2019/20 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.

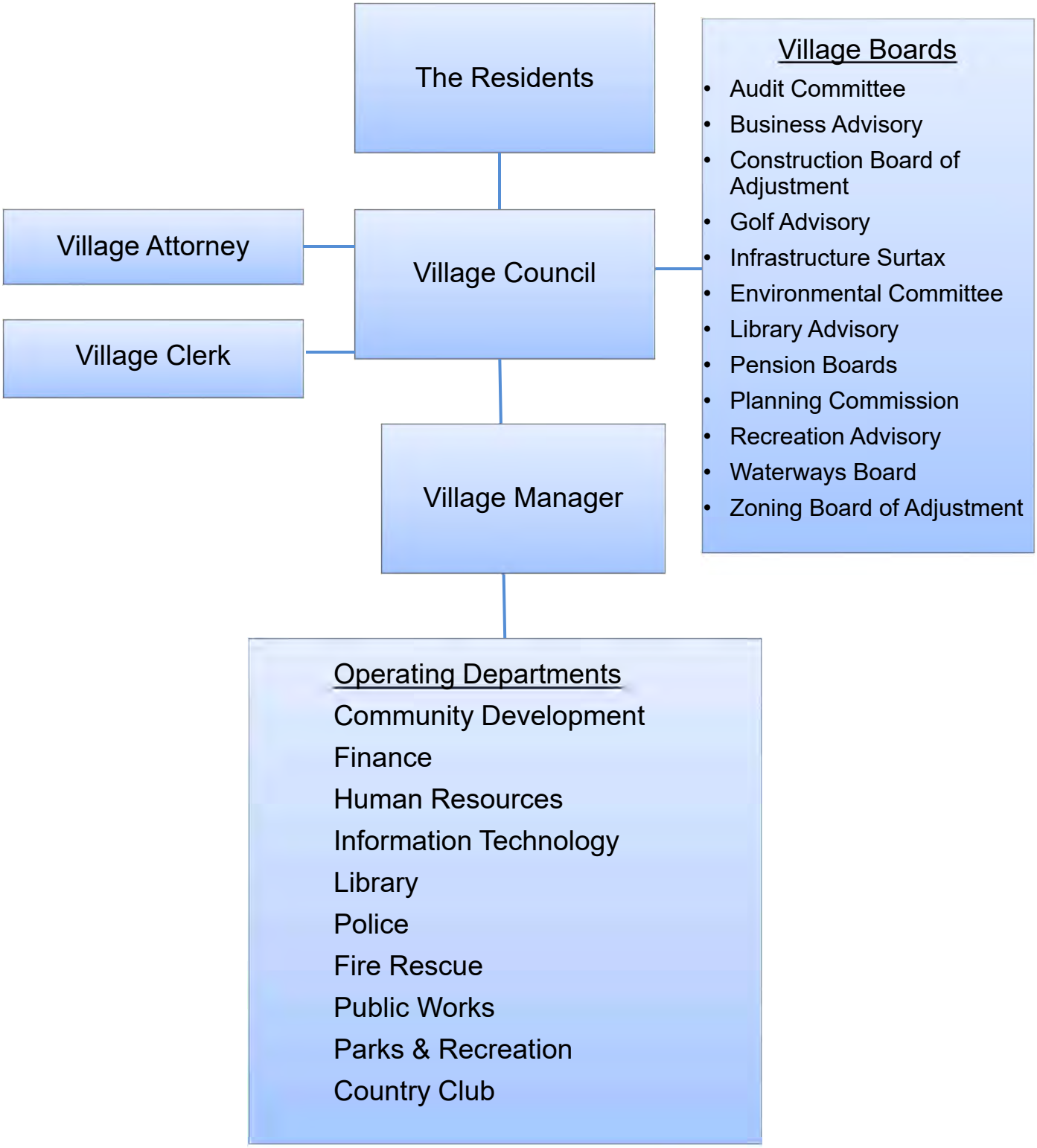
The preparation of this Annual Budget document was accomplished through the collaboration of all Village departments and the notable assistance of the Finance Department staff.

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 2019/20 Annual Budget document.

Respectfully submitted,

Andrew D. Lukasik
Village Manager

Village of North Palm Beach Organizational Structure FY 2020



Village Officials and Administration Staff

FY 2020

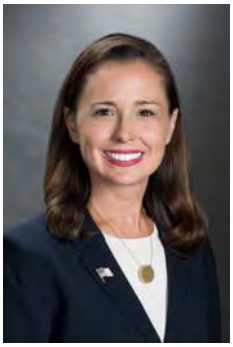
Village Council:

Mayor
Darryl C. Aubrey

Vice Mayor
Mark Mullinix

President Pro Tem
David Norris

Councilmember
Susan Bickel



Councilmember
Deborah Searcy

Administrative Staff:

Village Manager	Andrew Lukasik
Village Attorney	Leonard G. Rubin
Village Clerk	Jessica Green
Chief of Police	Richard Jenkins
Fire Chief	J.D. Armstrong
Director of Finance	Samia Janjua
Director of Information Technology	Michael Applegate
Director of Human Resources	Renee Govig
Director of Library	Zakariya Sherman
Director of Parks & Recreation	Russ Ruskay
Director of Special Projects	Chuck Huff
Director of Public Works	Steven Hallock
Country Club General Manager	Beth Davis
Director of Community Development	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.***"

Village Boards and Committees FY 2020

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 thirteen (13) Boards, Commissions, and/or Committees:

- Audit Committee
- Business Advisory Board
- Construction Board of Adjustment
- 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
- Zoning Board of Adjustment

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.

Village Boards and Committees FY 2020

Construction Board of Adjustment and Appeals

The Construction Board of Adjustment and Appeals hears appeals of decisions and interpretations of the building official and considers variances of the technical codes.

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.

Village Boards and Committees FY 2020

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 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.

Zoning Board of Adjustment and Appeal

The Zoning Board of Adjustment hears and decides appeals and variances. The Zoning Board of Adjustment has the power to authorize variances from the terms of the ordinance as will not be contrary to the public interest when, owing to special conditions, a literal enforcement of the provisions of the ordinance would result in unnecessary and undue hardship. In order to authorize any variance from zoning ordinances or regulations, the Board must find that certain conditions exist, according to specific requirements set forth in the Code of Ordinances. The Zoning Board of Adjustment hears appeals when it is alleged that there is an error in any order, requirement, decision, or determination made by an administrative official in the enforcement of any zoning ordinance or regulation.

Village Overview FY 2020

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 FY20 Budget	$30.11 million
Total FY20 Property Valuation	$2.35 billion
Total FY20 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 2020

Resident Statistics	
Median Age	53.5
Median Income	$59,905
Total Housing Units	8,024
Per Capita Income	$47,836
Registered Voters	10,455
Population	13,057
Racial Composition	
White	83.7%
Black	3.7%
Asian	1.4%
Two or More Races	0.8%
Hispanic or Latino	10.4%
Age Distribution	
Up to 17 years	14.1%
18-34 years	13.3%
35-54 years	24.6%
55-64 years	16.8%
65+	31.3%
Education	
< Grade 9	2.32%
Grade 9 - 12	3.22%
High School	21.82%
Some College	20.09%
Associates Degree	7.51%
Bachelor's Degree	29.83%
Graduate Degree	15.21%

Public Schools in the Village	
NPB Conservatory School	K-8

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	153
Part-time	96
Total	249

Service Statistics	
Solid Waste Res. Accounts	7,630
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	3.16 minutes
Fire Rescue:	
Fire Station	1
Employees	24
Average Response Time	5.37 minutes

continued on next page

Village Overview

FY 2020

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

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

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

Taxable Value by category

Description	# of parcels / accounts	Taxable Value
Personal Property Accounts	689	$38,006,833
Real Property Parcels		
Vacant Residential	32	12,905,588
Single Family Residential	2,676	1,054,663,990
Multi-Family (10 units or more)	13	73,068,388
Condominiums	4,236	839,275,215
Cooperatives	248	15,402,026
Ret. Homes & Misc. Res.	45	0
Multi-family (less than 10 units)	61	22,027,404
Vacant Commercial	13	8,266,249
Improved Commercial	286	270,070,006
Vacant Industrial	2	34,200
Improved Industrial	2	13,164,250
Institutional	14	1,517,129
Government	19	0
Miscellaneous	21	591,516
Total	8,357	$2,348,992,794

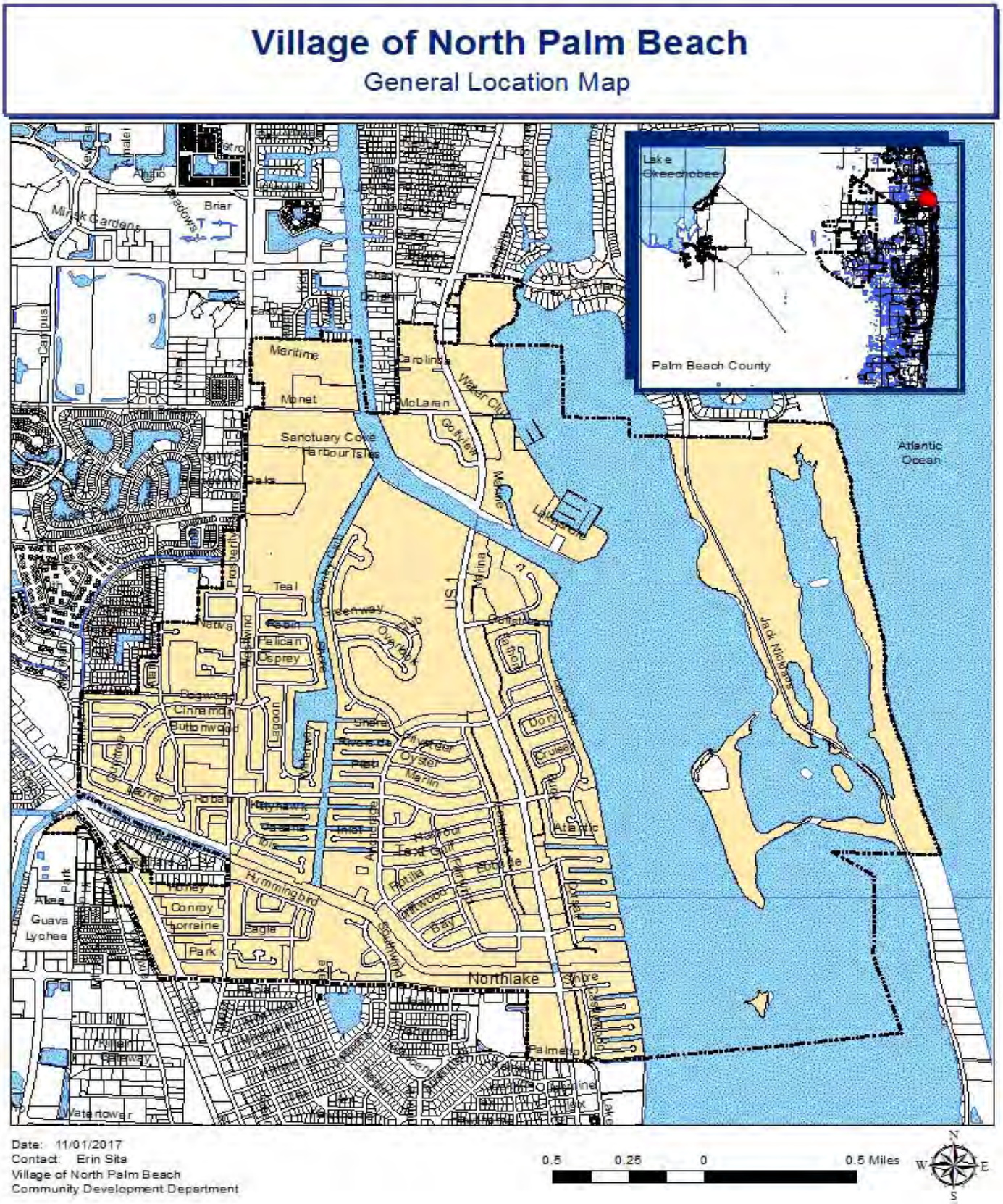
* Total Real Property parcels = 7,668

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 Location Map

FY 2020



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.

Village History

FY 2020

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

<u>08/13/1956</u> 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.

<u>North Palm Beach after Incorporation:</u>

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 2020

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 2020

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 2020

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.

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.

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.

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.

continued on next page

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's Swimming Pool and Tennis Center operations are supervised by the Country Club General Manager but recorded in the General Fund Budget.

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 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 three operations: Administration, Golf and Food & Beverage.

Administration:

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.

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. The clubhouse maintenance is the responsibility of the Village.

Food & Beverage:

The Country Club Restaurant is outsourced to an outside contractor.

Budget at a Glance FY 2020

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 222.

Combined Budget Summary		**FY 2020 Adopted Budget**	**FY 2019 Adopted Budget**	**FY 2018 Actual**
Millage Rate		**$7.50**	**$7.50**	**$7.33**
Budgeted Positions	**Full-Time**	**153**	**151**	**149**
	Part-Time	**96**	**97**	**95**
Revenues				
Ad-Valorem Taxes		$ 16,736,574	$15,941,051	$15,003,141
Utility Service Taxes		2,424,292	2,478,772	2,511,876
Franchise Fees		1,315,000	1,227,209	1,294,280
Sales & Use Taxes		308,655	311,598	302,207
Licenses & Permits		1,110,200	980,100	1,222,594
Intergovernmental		1,507,239	1,500,382	1,482,113
Charges for Services		2,516,812	2,345,560	2,210,437
Fines & Forfeitures		82,175	72,800	90,559
Greens fee/cart rentals/membership fees		2,610,854	2,129,209	1,743,760
Golf shop revenues		406,000	159,400	217,148
Driving range revenues		360,000	300,000	276,244
Restaurant revenues		329,500	0	0
Interest revenues		95,530	105,530	126,683
Miscellaneous revenues		304,734	306,447	449,455
Total Revenues		**$ 30,107,565**	**$27,858,058**	**$26,930,497**
Expenses				
General Government		$3,489,412	$3,709,139	3,689,207
Public Safety		10,290,842	9,671,875	9,431,609
Public Works		5,540,658	5,283,828	5,065,186
Community Development		1,773,946	1,658,923	1,435,769
Leisure Services		3,058,612	2,817,701	2,613,659
Debt Service		1,987,046	1,865,025	1,699,043
Golf course maintenance		1,430,000	1,163,500	2,523,604
Clubhouse grounds		470,858	29,000	68,350
Golf Shop		1,316,185	939,660	811,741
Food & beverage		50,000	12,314	46,201
Country Club Administration & General		282,856	302,093	141,680
Total Expenses		**$29,690,415**	**$27,453,058**	**$27,526,049**
Revenues over (under) expenses		**417,150**	**405,000**	**(595,552)**
Other Financing Sources (uses)				
Transfer In / (Out)		(417,150)	(405,000)	(4,963,307)
Total Other Financing Sources (uses)		**(417,150)**	**(405,000)**	**(4,963,307)**
Net Change		**$0**	**$0**	**$ (5,558,859)**

Budget Preparation Process

FY 2020

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 2019/2020 budget preparation process *(a flow chart of the budget process can be found on page 38 of this document)*:

Task	Date
Strategic Planning Workshop; Council sets village-wide goals & objectives	April 8 & April 29
Finance sends budget packages to departments	May 10
Department organization charts due	May 17
Department operating requests	May 24
Department revenue projections and fee schedules due	May 31
Department capital items due	June 7
Finance compiles budget documents & Department budget review meetings with Village Manager	June 28 – July 5
Property appraiser provides certification of taxable values	July 1
Finance compiles proposed budget for presentation to Village Manager for recommendation to Village Council	July 8 - 12
Budget Workshop – Country Club and General Fund Overview	July 18
Village Manager presents proposed budget to Village Council • Village Council sets Tentative Millage Rate • Village submits TRIM documents	July 25
Department Narratives Due	August 2
Budget Workshops	Aug 1 - Aug 30
First public hearing on proposed budget: • Announce percentage by which computed millage exceeds roll back rate • Adopt tentative budget • Amendments (if any) • Re-compute proposed millage (if amended)	September 12
Advertise notice of tax increase and proposed operating budget within 15 days of 1st Public Hearing	September 22
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 26
Certification of "TRIM" compliance signed by Village Manager and submitted to Tax Collector, Property Appraiser & Department of Revenue	September 27

Budget Preparation Process FY 2020

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.

Budget Preparation Process FY 2020

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.

Budget Preparation Process

FY 2020

Implementing, Monitoring & Amendment Phase-Budgetary Control

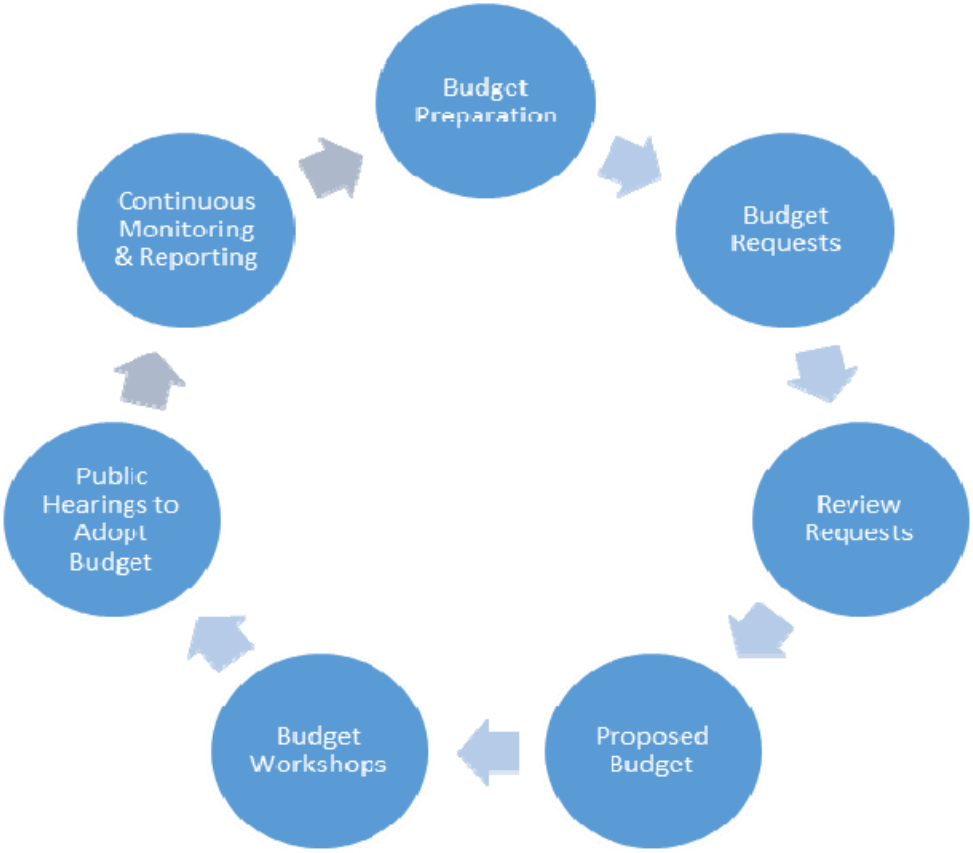
The budget process doesn't end with the adoption of the budget. Instead, it is a continuous ongoing cycle that includes budget development, public review, official adoption, implementation and auditing.

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.

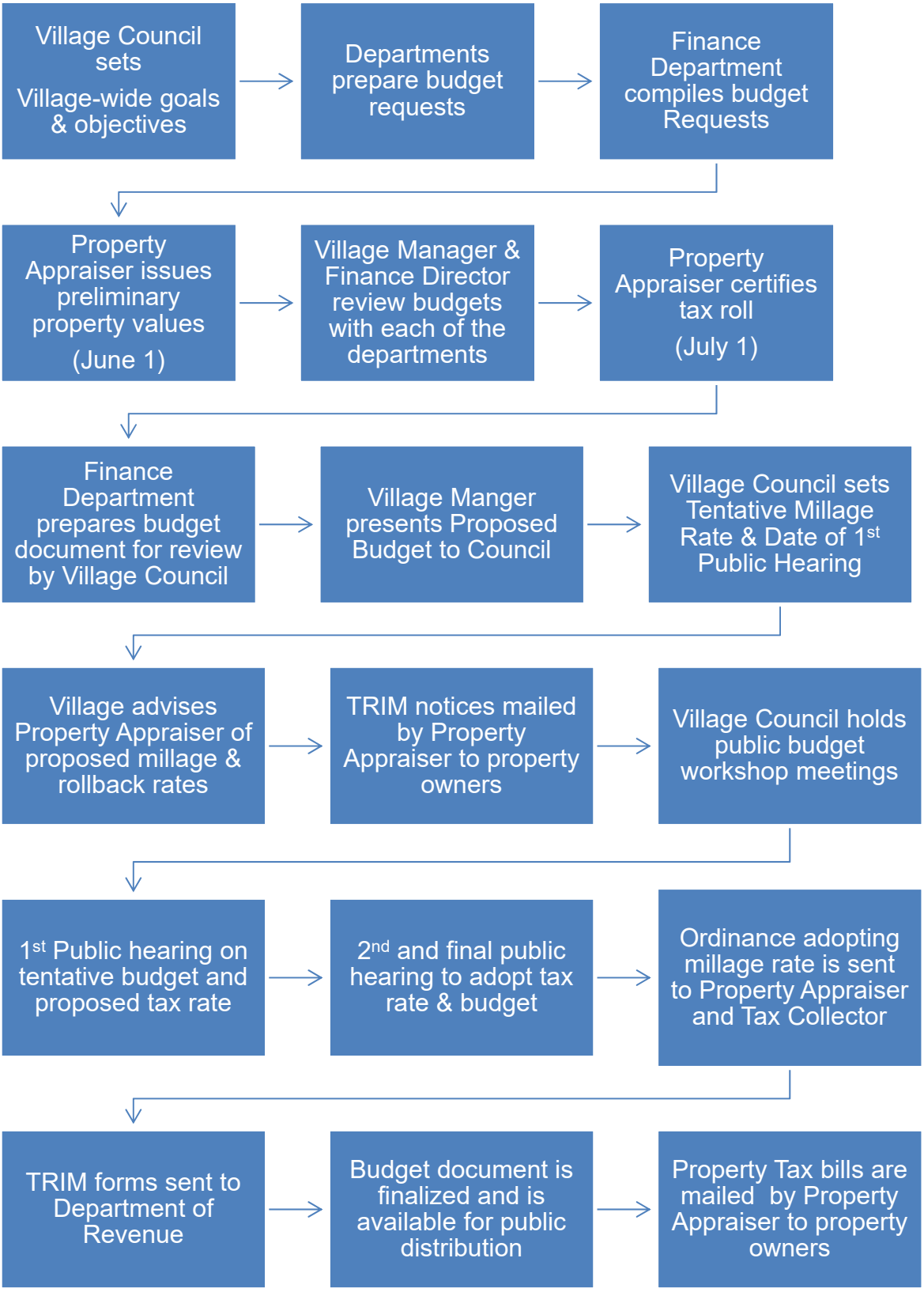
During ongoing monitoring, staff may note that corrective action is needed to help accomplish planned or needed programs and activities and request budget amendments. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is established 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.



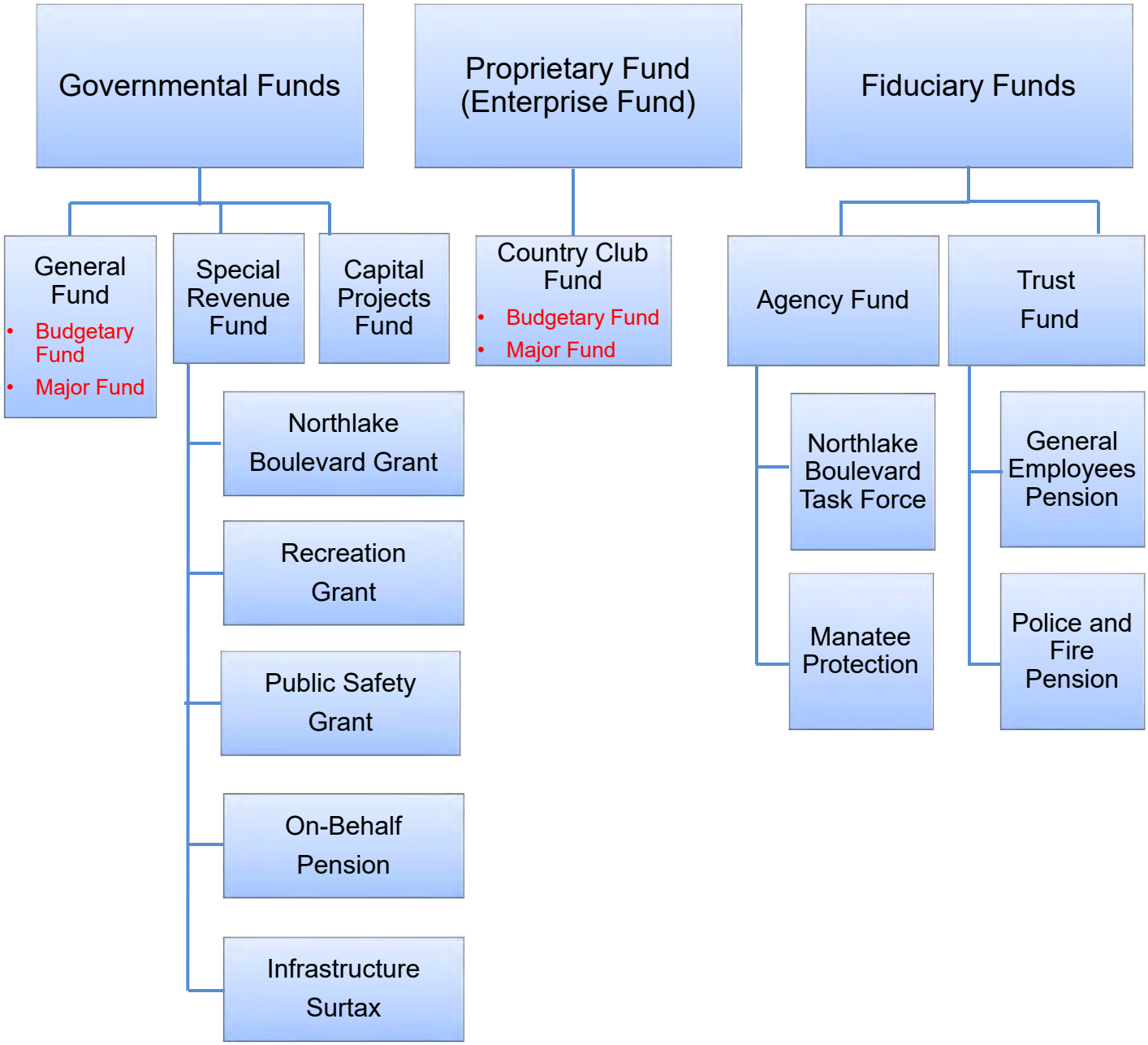
Budget Preparation Process

FY 2020

Flow Chart of Budget Process



Fund Structure FY 2020



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.

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. Account groups are a reporting requirement to account for certain assets and liabilities of the governmental funds not recorded directly in those funds. The funds are classified for reporting purposes into three basic fund types; governmental, proprietary and fiduciary funds. The purpose of the Village's funds and account groups are 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 golf and 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 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.

Basis of Budgeting

FY 2020

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.

Financial Policies FY 2020

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.

continued on next page

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.

continued on next page

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 2020

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 2019-2020 this would amount to $117 million (tax base of $2.34 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 entered into a capital lease program for a portion of its fleet in Fiscal Year 2019. 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. In addition, The Village entered into a capital lease program for a portion of its fleet in Fiscal Year 2019.

Bank Loan:

In March 2017, a $15 million loan was secured for the new Country Club Clubhouse project, which will include a new Clubhouse, a Splash Park and a remodeled pool deck. The loan has a fifteen (15) year term and the first debt service payment is scheduled for December 2017.

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:

Year Ending	Principal	Interest	Total
2019	805,000	488,786	1,293,786
2020	835,000	458,357	1,293,357
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	**$14,320,000**	**$ 3,794,476**	**$18,114,476**

Capital Lease:

In Fiscal Year 2020, a total of $260,000 has been budgeted in the General Fund as the estimated lease payment for the following lease programs:

Village-Wide Vehicle Replacement Lease Program:

The Village entered into a five-year capital lease agreement for financing the lease-purchase of 12 vehicles for replacement in 2019. Principal and interest payments are due annually, with a final maturity date in 2024. The Village will own the vehicles with a $1.00 buyout at the end of the term.

Fire Apparatus Replacement Lease Program:

The Village also entered into a seven-year capital lease agreement for financing the lease-purchase of a Fire Engine for replacement in 2019. Principal and interest payments are due annually, with a final maturity date in 2026. The final payment includes a balloon payment of $216,334.

Additional Vehicle Lease Programs (FY 2020):

In Fiscal Year 2020, The Village plans to enter into capital lease programs for the replacement of the following vehicles:

- One (1) Bucket Truck;
- One (1) Rescue Vehicle;
- Three (3) Police Vehicles; and
- One (1) truck for Public Works, Streets Division

The details of the Fiscal Year 2020 leases are not yet available.

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:

Year Ending	Principal	Interest	Total
2019	320,677	77,482	398,159
2020	333,990	64,169	398,159
2021	348,241	49,418	398,159
2022	362,904	35,255	398,159
2023	378,185	19,974	398,159
2023-2024	195,369	4,074	199,443
	$1,939,366	**$250,872**	**$2,190,238**

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 2020

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 decreased to $7.28 million during the 2018 fiscal year. The decrease is primarily due to providing additional funds for the Country Club Clubhouse project. Continued work to build a new clubhouse and renovate the golf course will result 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, 2018. The actual fund balances for fiscal year 2018-19 will be available upon completion of the Village's annual audit in early 2020. 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 2020

General Fund

	Actual FY 2016	Actual FY 2017	Actual FY 2018	Budget FY 2019	Budget FY 2020
Beginning Balance	**$ 11,410,036**	**$ 11,643,878**	**$ 13,092,709**	**$ 9,243,408**	**$ 9,243,408**
Revenues					
Taxes	16,109,173	17,118,361	19,111,504	19,958,630	20,784,521
Licenses & Permits	1,235,782	997,656	1,222,594	980,100	1,110,200
Intergovernmental	1,435,795	1,459,577	1,482,113	1,500,382	1,507,239
Charges for Services	2,364,013	2,321,294	2,210,437	2,345,560	2,516,812
Fines & Forfeitures	91,535	124,394	90,559	72,800	82,175
Interest	103,353	58,799	112,809	95,530	95,530
Miscellaneous	191,251	157,071	412,519	24,800	27,500
Total	**21,530,900**	**22,237,151**	**24,642,535**	**24,977,802**	**26,123,977**
Expenditures					
General Government	2,889,266	4,395,896	3,689,207	3,709,139	3,489,412
Police and Fire	8,847,148	8,886,615	9,431,609	9,671,875	10,290,842
Public Works	4,254,050	4,406,403	5,065,186	5,283,828	5,540,658
Community Development & Planning	1,354,716	1,197,052	1,435,769	1,658,923	1,773,946
Leisure Services	2,448,129	2,591,846	2,613,659	2,817,701	3,058,612
Debt Service	-	-	1,293,101	1,431,336	1,553,357
Total	**19,793,309**	**21,477,813**	**23,528,530**	**24,572,802**	**25,706,827**
Excess /Deficiency of Revenues Over/Under Expenditures	1,737,592	759,338	1,114,005	405,000	417,150
Other financing sources (uses) Transfer In/Out, etc.	(1,503,750)	689,495	(4,963,307)	(405,000)	(417,150)
Net Change in Fund Balances	233,842	1,448,833	(3,849,302)	-	-
Ending Balance	**$ 11,643,878**	**$ 13,092,711**	**$ 9,243,408**	**$ 9,243,408**	**$ 9,243,408**
Components of Fund Balance					
Designated/Reserved					
Undesignated					
Nonspendable	358,606	430,721	1,511,733	1,511,733	1,511,733
Restricted	353,019	326,311	47,338	47,338	47,338
Committed	-	-	-	-	-
Assigned	208,204	771,711	407,862	407,862	407,862
Unassigned	10,724,049	11,563,966	7,276,475	7,276,475	7,276,475
Ending Balance	**$ 11,643,878**	**$ 13,092,709**	**$ 9,243,408**	**$ 9,243,408**	**$ 9,243,408**
Unassigned Fund Balance as a Percent of Original Budget					
Original Budget	20,524,967	21,328,539	23,482,124	24,977,802	26,123,977
Unassigned Fund Balance as a Percent of Original Budget	52.25%	54.22%	30.99%	29.13%	27.85%

Fund Balance Overview

FY 2020

Enterprise Fund

	Actual FY 2016	Actual FY 2017	Actual FY 2018	Budget FY 2019	Budget FY 2020
Beginning Balance	**$ 2,378,498**	**$ 2,299,147**	**$ 2,375,748**	**$ 1,731,737**	**$ 1,731,737**
Operating Revenue					
Greens fee/cart rentals/membership fees	2,294,659	2,302,642	1,743,760	2,129,209	2,610,854
Golf shop revenues	326,280	296,119	217,148	159,400	406,000
Driving range revenues	322,208	303,994	276,244	300,000	360,000
Restaurant revenues	759,901	22,300	-	-	329,500
Miscellaneous	17,525	21,376	17,487	6,000	16,000
Total Operating Revenue	**3,720,573**	**2,946,432**	**2,254,639**	**2,594,609**	**3,722,354**
Operating Expenses					
Golf course maintenance	1,124,052	1,137,008	1,159,940	1,163,500	1,430,000
Clubhouse grounds	77,274	120,796	68,350	29,000	470,858
Golf Shop	970,645	996,500	811,741	939,660	1,316,185
Food & beverage	1,032,367	65,579	46,201	12,314	50,000
Administrative & general	92,438	105,462	98,970	255,538	236,301
Insurance	51,888	47,469	42,711	46,555	46,555
Depreciation	380,000	327,077	323,964	-	-
Total Operating Expense	**3,728,665**	**2,799,890**	**2,551,877**	**2,446,567**	**3,549,899**
Non-operating revenues (expenses)					
Interest revenue	9,230	10,274	13,874	10,000	-
Interest expense	(116,883)	(103,334)	(98,220)	-	-
Other revenues	-	23,119	-	275,647	261,234
Other expenses	-	-	-	(433,689)	(433,689)
Gain/(Loss) on disposal of fixed assets	36,393	-	(262,428)	-	-
Total Non-operating revenues (expenses)	**(71,259)**	**(69,941)**	**(346,773)**	**(148,042)**	**(172,455)**
Excess/Deficiency of Revenues Over/ Under Expenses	(79,351)	76,601	(644,011)	-	-
Operating Transfers Out	-	-	-	-	-
Change in Net Assets	(79,351)	76,601	(644,011)	-	-
Ending Balance	**$ 2,299,147**	**$ 2,375,748**	**$ 1,731,737**	**$ 1,731,737**	**$ 1,731,737**
Components of Fund Balance					
Invested in Capital Assets, net of related debt	1,880,421	1,991,168	1,685,269	1,685,269	1,685,269
Unrestricted	418,726	384,580	46,468	46,468	46,468
Ending Balance	**$ 2,299,147**	**$ 2,375,748**	**$ 1,731,737**	**$ 1,731,737**	**$ 1,731,737**

Strategic Planning FY 2020

Strategic Planning is a structured and coordinated approach for developing long-term organizational goals and for developing strategies to accomplish them. The Village has used the process to facilitate communication, set priorities and direct resources towards common goals established by the Council.

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.

Strengths, Weaknesses, Opportunities and Threats

Critical to the strategic planning process is the understanding of the forces, both positive and negative, that impact the Village's ability to achieve its mission. The Village, as an organization, has certain internal attributes that are recognized as beneficial assets; its strengths. However, the Village also has some internal attributes that are negative; its weaknesses. There are those external forces in the outside world that are beyond the Village's control or influence. Some of these forces create favorable conditions for achievement of the Village's mission; they are opportunities. Of course, some of the external forces are contrary, and potentially damaging to the Village's interests; these are threats.

Strategic Planning FY 2020

The internal organizational strengths and external opportunities represent sources of positive achievement and provide a launching point for development of strategies designed to accomplish the Village's vision. The internal weaknesses and external threats represent barriers to success but understanding them can also provide inspiration for new strategies.

The results of the strengths & challenges analysis are provided below:

Capabilities & Strengths

Village	Department
Community Characteristics	Competent Staff
Employees	Customer Centric Culture
Leadership	Community Support
Quality Services	Communication
Management Team	Inter-local Support
Safe Community	Adaptability
Residents	Teamwork
Council	Policy & Process
	Management Support

Challenges

Village	Department
Aging Infrastructure	Personnel/Staffing
Master Plan	Budget / Increasing Costs / Finances
Country Club	Communications (Internal & External)
Outdated Code	Infrastructure
Regulatory Requirements	Salaries
Salaries & Personnel	Project Management
Budget	Technology
	Strategy
	Policy Management

continued on next page

Strategic Planning

FY 2020

Strategic Goals & Initiatives

In April 2019, The Village Council and senior staff held a strategic planning workshop to identify key strategic issues. These strategic issues were grouped into eight goal areas. The Council then identified and prioritized objectives for each goal. These objectives were grouped into two levels, or tiers. Objectives receiving most support from Council for implementation over the next few years were identified as Tier 1 objectives. Those receiving secondary importance were designated as Tier 2.

Strategic Goals

- All Neighborhoods as Desirable Places to Live
- Mobility
- Financial Sustainability
- Beautification and Quality of Life
- Organizational Excellence
- Strong Local Economy
- Community Outreach
- Waterways and Recreation

Strategic Planning FY 2020

Strategic Initiatives

Tier 1

All Neighborhoods	Financial Sustainability	Beautification and Quality of Life	Community Outreach	Strong Local Economy	Waterways & Recreation
•Pepperwood Circle storm water repair	•Develop a Stormwater Master Plan	•New Country Club construction / landscaping •Finalization of boat & RV Ordinance	•Review/revise/ update Residential Zoning Codes	•Re-write code to be more business friendly but in compliance with the Master Plan	•Swimming pool improvements •Pool & Tennis Management •Review/update Code provisions for docks & seawalls

Tier 2

Beautification & Quality of Life	Financial Sustainability	Community Outreach
•US1 Bridge Replacement Plan •Environmental - need more Green/Sustainable Initiatives. Policy and Plan need to be developed •Code Compliance - Identify process improvements to be more effective	•Aggressively pursue annexation •Develop a plan for the establishment of a Country Club R&R fund •Ensure viability of country club & restaurant	•Develop citizen outreach program for citizens to engage with government

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.

Performance Measures

Performance measures form the foundation for the strategic planning process because they are really what assure goal accomplishment. Some measures track outputs or number of units of service delivered over time. Others measure efficiency or how well resources are leveraged. Each type of measure is significant within the performance measurement system.

Village departments have included performance measures in their department plans. Performance measures allow Village departments to monitor implementation of projects, programs, initiatives, and services funded through the budget; measure their success in meeting the targeted performance; identify opportunities to improve service delivery; inform Council as they make strategic adjustments; and provide data to support decisions for future resource allocation.

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.***"

Long Range Planning FY 2020

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 flowing elements:

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

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 2020-2024 period
2. Golf Revenues will represent approximately 79% of total Country Club revenues
3. Personnel Costs will represent 30% of total Country Club revenues
4. Operating Costs will represent 55% of total Country Club revenues
5. Debt Service requirement will not change

Long Range Planning

FY 2020

Revenues (Sources):	FY 2020 Budget	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected
Golf	$ 3,376,854	$ 3,241,446	$ 3,338,689	$ 3,438,850	$ 3,542,015
Food & Beverage	329,500	365,000	365,000	365,000	365,000
Administration	277,234	8,206	8,452	8,706	8,967
Total Revenue	3,983,588	4,103,096	4,226,189	4,352,974	4,483,563
Expenses (Uses):					
Personnel	1,006,219	1,230,929	1,267,857	1,305,892	1,345,069
Operating	2,543,680	2,256,703	2,324,404	2,394,136	2,465,960
Debt Service	433,689	433,689	433,689	433,689	433,689
Reserves/Contingencies	-	-	-	-	-
Total Expenses	3,983,588	3,921,320	4,025,949	4,133,717	4,244,718
Net Revenue / Expense	$ -	$ 181,775	$ 200,239	$ 219,257	$ 238,846

General Fund:

The projections are based on the following set of assumptions:

1. 3% annual growth rate during the FY 2020-2024 period
2. Property Taxes will represent approximately 60% of total General Fund revenues
3. Personnel Costs will represent 70% of total General Fund revenues
4. Operating Costs will represent 25% 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 2020 Budget	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	FY 2024 Projected
Property Taxes	$ 16,736,574	$ 16,144,618	$ 16,628,956	$ 17,127,825	$ 17,641,660
Other Revenue	9,387,403	10,763,079	11,085,971	11,418,550	11,761,107
Total Revenue	26,123,977	26,907,696	27,714,927	28,546,375	29,402,766
Expenses (Uses):					
Personnel	17,477,921	18,835,387	19,400,449	19,982,463	20,581,936
Operating	6,443,754	6,726,924	6,928,732	7,136,594	7,350,692
CIP Transfer	417,150	429,665	442,554	455,831	469,506
Debt Service	1,553,357	1,637,602	1,959,670	2,119,072	2,152,263
Contingency	231,795				
Total Expenses	26,123,977	27,629,578	28,731,405	29,693,959	30,554,397
Net Revenue / Expense	$ -	$ (721,882)	$ (1,016,478)	$ (1,147,584)	$ (1,151,631)

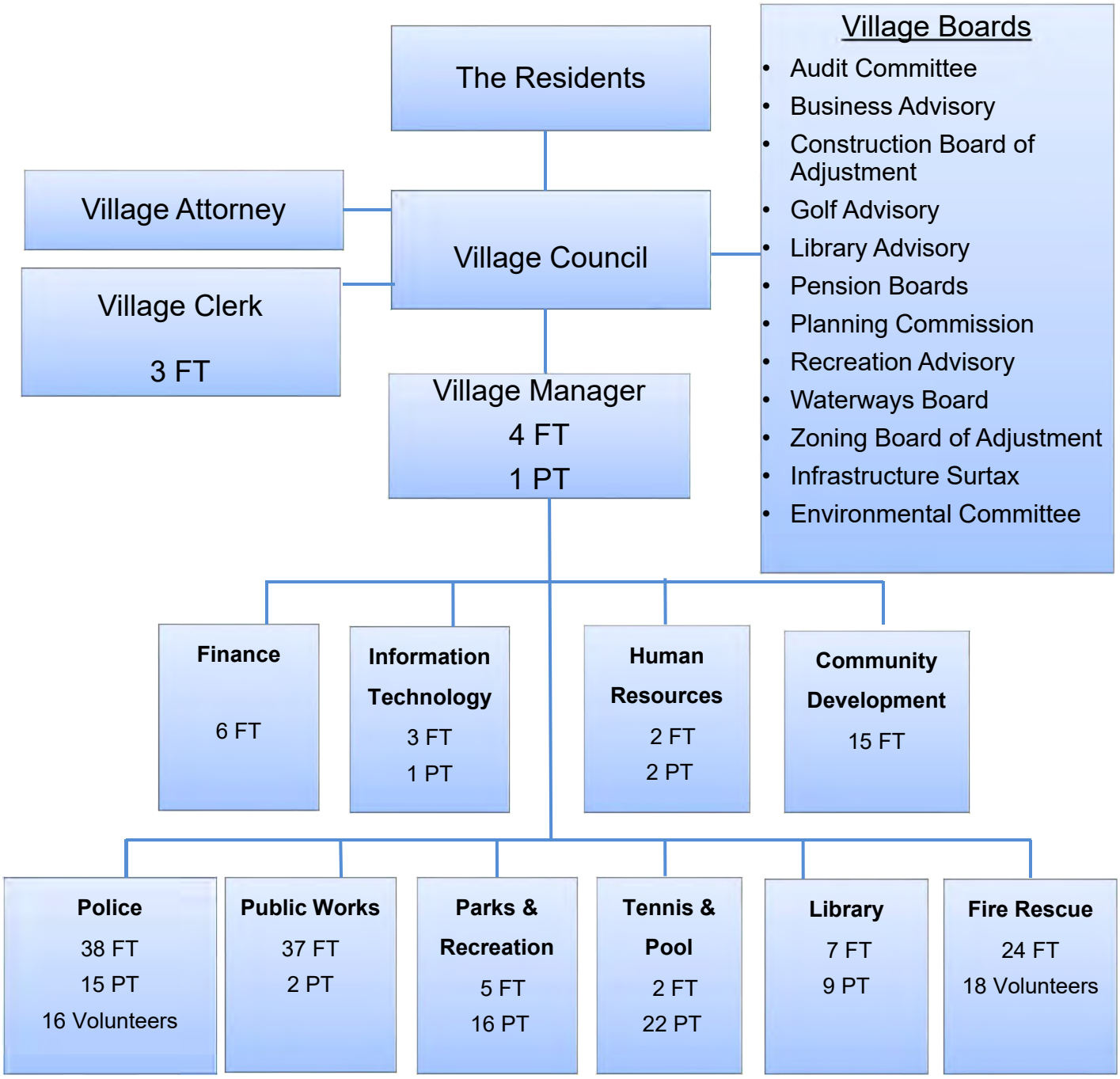
Some ways in which the imbalance between revenues and expenditures will be addressed include:

- 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 2020

General Fund Organization Chart FY 2020



Summary	FY 2020	FY 2019	Change
Full-Time	146	145	+1 FT
Part-Time	68	70	-2 PT
Volunteers	34	43	-9 Volunteers

General Fund Budget Summary

FY 2020

	Budgeted Amounts					
	FY 20 Adopted Budget	FY 19 Original Budget	% increase/ decrease	$ increase / decrease	Actual 09/30/18	Actual 09/30/17
Millage Rate	**$7.5000**	**$7.5000**	**0.00%**	**$ 0**	**$7.3300**	**$7.3300**
Revenues						
Ad-Valorem Taxes	$16,736,574	$15,941,041	4.99%	$ 795,523	$ 15,003,141	$13,091,985
Utility Service Taxes	2,424,292	2,478,772	-2.20%	(54,480)	2,511,876	2,413,679
Franchise Fees	1,315,000	1,227,209	7.15%	87,791	1,294,280	1,306,996
Sales & Use Taxes	308,655	311,598	-0.94%	(2,943)	302,207	305,700
Licenses & Permits	1,110,200	980,100	13.27%	130,100	1,222,594	997,656
Intergovernmental	1,507,239	1,500,382	0.46%	6,857	1,482,113	1,459,577
Charges for Services	2,516,812	2,345,560	7.30%	171,252	2,210,437	2,321,294
Fines & Forfeitures	82,175	72,800	12.88%	9,375	90,559	124,394
Interest	95,530	95,530	0.00%	0	112,809	58,799
Debt Proceeds	0	0	0.00%	0	0	15,000,000
Miscellaneous	27,500	24,800	10.89%	2,700	412,519	157,071
Transfers In	0	0	0.00%	0	0	53,082
Total Revenues:	**$26,123,977**	**$24,977,802**	**4.59%**	**$ 1,146,175**	**$24,642,535**	**$37,290,233**
Expenditures						
General Government	3,257,617	3,347,808	-2.69%	(90,191)	3,053,627	2,970,245
Public Safety	10,290,842	9,671,875	6.40%	618,967	9,431,609	8,886,615
Public Works	5,540,658	5,283,828	4.86%	256,830	5,065,186	4,406,403
Community Development	1,773,946	1,658,923	6.93%	115,023	1,435,769	1,197,052
Leisure Services	3,058,612	2,817,701	8.55%	240,911	2,613,659	2,591,846
Debt service	1,553,357	1,431,336	8.52%	122,021	1,293,101	0
Contingency / Other	231,795	361,331	-35.85%	(129,536)	635,579	1,425,652
Transfers Out	417,150	405,000	3.00%	12,150	4,963,307	14,363,587
Total Expenditures	**$26,123,977**	**$24,977,802**	**4.59%**	**$1,146,175**	**$28,491,836**	**35,841,400**
Net Revenue Over Expense	**$ 0**	**$ 0**			**$ (3,849,302)** ①	**$1,448,832**

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.

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

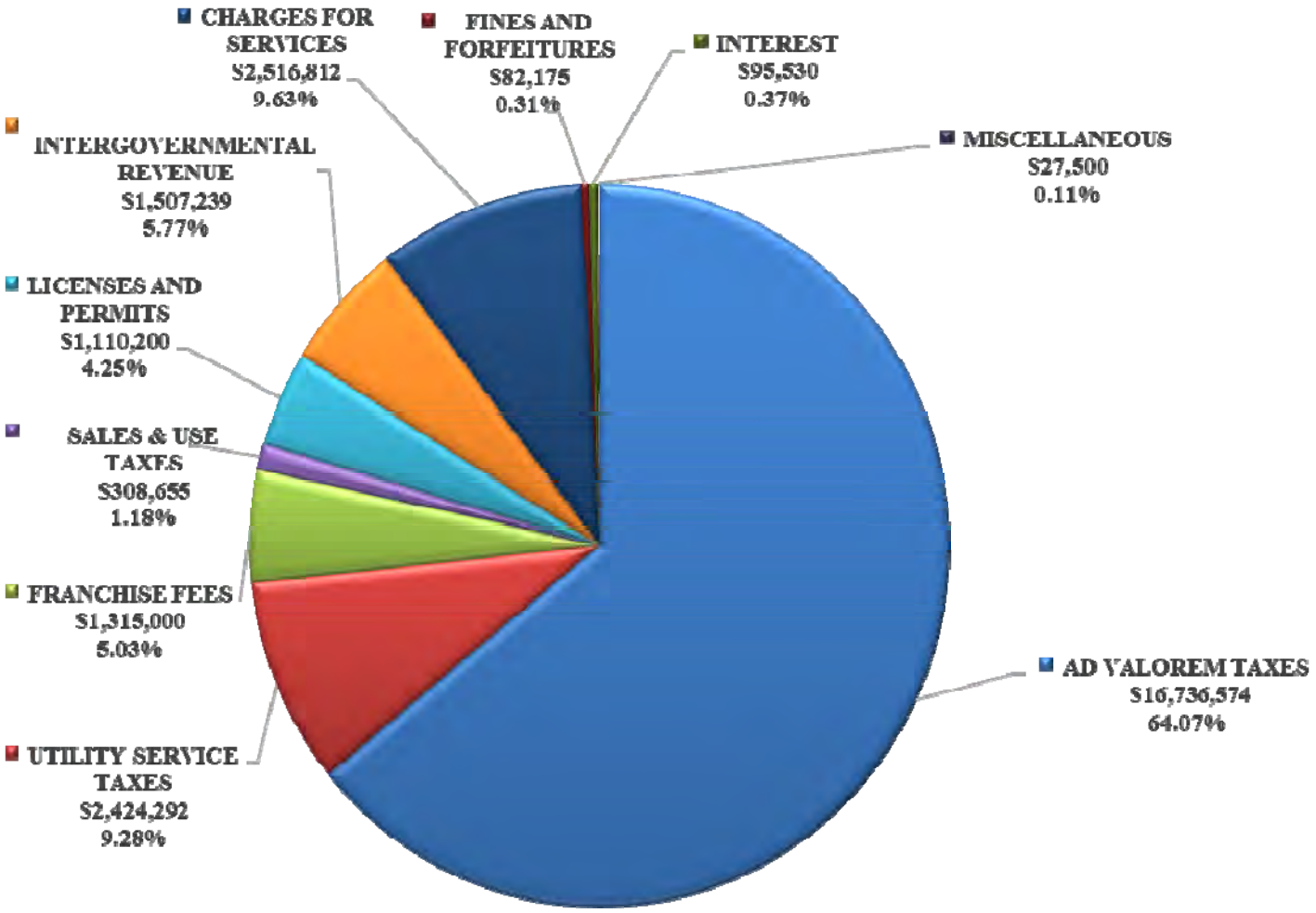
Revenues

FY 2020

General Fund Revenues

FY 2020

Total Revenues = $26,123,977



General Fund Revenues FY 2020

Revenue Analysis

	FY 2020 Adopted Budget	FY 2019 Adopted Budget	% increase / (decrease)	$ increase/ (decrease)	Actual 09/30/18	Actual 09/30/17
Taxes:						
Ad-Valorem Taxes	$ 16,736,574	15,941,051	4.99%	$ 795,523	$15,003,141	$13,091,985
Franchise Fees:						
Electricity	912,000	847,517	7.61%	64,483	914,132	930,407
Gas	44,000	38,780	13.46%	5,220	37,013	41,075
Water	359,000	340,912	5.31%	18,088	343,134	335,514
Utility Service Taxes:						
Electricity	1,200,000	1,294,892	-7.33%	(94,892)	1,312,775	1,289,385
Gas	81,000	93,394	-13.27%	(12,394)	82,167	84,829
Telecommunication	727,292	699,645	3.95%	27,647	721,601	642,912
Water	416,000	390,841	6.44%	25,159	395,333	396,553
Sales & Use Taxes	308,655	311,598	-0.94%	(2,943)	302,207	305,700
	20,784,521	**19,958,630**	**4.14%**	**825,891**	**19,111,504**	**17,118,361**
Licenses & Permits:						
Building Permits	800,000	720,000	11.11%	80,000	941,772	720,202
Developer Fees	-	-	0.00%	-	13,340	1,179
Occupational Licenses	300,000	250,000	20.00%	50,000	259,077	265,596
Other Licenses, Fees, Permits	10,200	10,100	0.99%	100	8,405	10,679
	1,110,200	**980,100**	**13.27%**	**130,100**	**1,222,594**	**997,656**
Intergovernmental						
Shared Revenue						
Other Local Units	29,500	29,000	1.72%	500	38,386	58,019
State Shared Revenue						
Local Govt 1/2 Ct Sales Tax	1,035,759	1,019,083	1.64%	16,676	990,968	962,149
State Revenue Share Proceeds	411,121	401,995	2.27%	9,126	394,485	386,278
Other State Shared Revenue	13,000	20,000	-35.00%	(7,000)	27,882	23,462
Other Intergov Revenue	17,859	30,304	-41.07%	(12,445)	30,392	29,669
	1,507,239	**1,500,382**	**0.46%**	**6,857**	**1,482,113**	**1,459,577**
Charges for Services						
Community Development	263,590	246,550	6.91%	17,040	316,639	243,593
Library	2,060	2,060	0.00%	-	1,617	992
Pool	100,000	94,000	6.38%	6,000	81,595	105,876
Recreation	435,000	440,000	-1.14%	(5,000)	353,582	457,352
Tennis	628,512	468,150	34.25%	160,362	436,775	451,010
Police & Fire						
Ambulance Fees	360,000	375,000	-4.00%	(15,000)	357,149	357,647
Other	136,800	181,800	-24.75%	(45,000)	142,207	143,858
Public Works						
Solid Waste Collection	550,000	513,500	7.11%	36,500	500,752	537,604
Other	2,000	14,000	-85.71%	(12,000)	9,779	9,496
Village Clerk	38,850	10,500	270.00%	28,350	10,342	13,866
	2,516,812	**2,345,560**	**7.30%**	**171,252**	**2,210,437**	**2,321,294**

General Fund Revenues FY 2020

	FY 2020 Adopted Budget	FY 2019 Adopted Budget	% increase / (decrease)	$ increase/ (decrease)	Actual 09/30/18	Actual 09/30/17
Fines & Forfeitures						
Community Development	43,250	17,500	147.14%	25,750	48,064	66,660
Library	2,925	4,300	-31.98%	(1,375)	3,634	5,000
Police & Fire	36,000	51,000	-29.41%	(15,000)	38,861	52,734
	82,175	**72,800**	**12.88%**	**9,375**	**90,559**	**124,394**
Miscellaneous						
Insurance Refunds	-	-	0.00%	-	239,012	36,419
Sales of Surplus	-	-	0.00%	-	43,977	29,758
Other	**27,500**	24,800	10.89%	2,700	129,530	90,894
	27,500	**24,800**	**10.89%**	**2,700**	**412,519**	**157,071**
Interest	**95,530**	**95,530**	**0.00%**	**-**	**112,809**	**58,799**
Loan Proceeds	**-**	**-**	**0.00%**	**-**	**-**	**15,000,000**
Inter-fund Transfers	**-**		**0.00%**	-	**-**	**53,082**
Total Revenues:	**$ 26,123,977**	**$24,977,802**	**4.59%**	**$ 1,146,175**	**$24,642,535**	**$37,290,233**

Explanation of Increase / (Decrease):

The increase in total General Fund Revenues is primarily due to the increase in Ad-Valorem Tax Revenue as a result of the increase in taxable value and millage rate.

continued on next page

General Fund Revenues FY 2020

This section includes a discussion regarding revenue sources for the Village's FY 2019/20 General Fund Budget (total revenue estimate = $26,123,977), 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 $16,736,574

Property taxes are the single largest revenue line item in the General Fund Budget, making up approximately 64.07% of the total budget. The taxable property value increased from $2.23 billion to $2.35 billion. At the millage rate of 7.5000 mils, this will generate gross taxes for FY 2019/20 of $17.62 million. But, due to discounts for prompt payment, state law requires that only 95% of the gross taxes be budgeted as revenue - equating to $16,736,574.

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 24, 2019 Palm Beach County notified the Village that the preliminary taxable valuation was $2,340,244,395. The final taxable valuation received on June 27, 2019 showed a valuation of $2,348,992,794. This includes $16,189,448 in new construction.

Based on this final taxable value and current legislation, the millage options, with respect to voting and advertising requirements for FY 2019/20, 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 2019/20.

Methodology for increasing Millage Rate:
As per current tax law (FS 200.185) the Village is required to follow these procedures for FY 2019/20 when setting its millage rate:

7.1798 Mils (Rolled-Back Rate):
A simple majority vote is all that is required to approve the rolled-back millage rate of 7.1798 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.

7.1799 – 7.4256 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 7.4256 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.

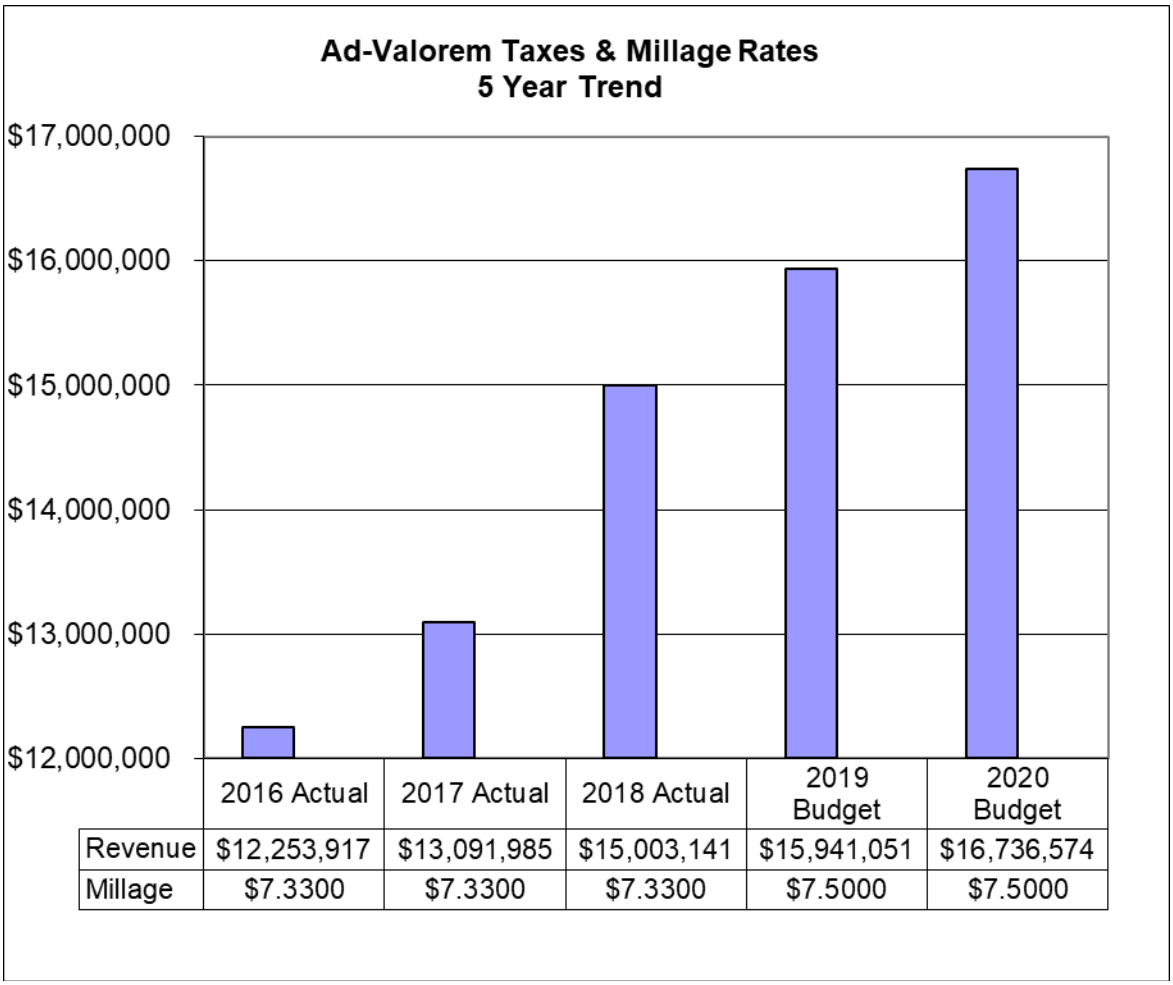
7.4257 – 8.1682 Mils (Two-Thirds Vote Maximum Millage Rate):
A super majority vote is required to increase the millage rate by up to 110% of the majority vote maximum rate.

8.1683 – 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.

Millage Rate Impact:

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

Millage Rate	Description	Ad-Valorem Revenue FY 2019/20	Ad-Valorem Revenue FY 2018/19 (as adopted)	$ Increase / (Decrease)
$ 7.1798	**Rolled-Back Rate**	**$16,022,034**	**$15,941,051**	**$80,983**
$ 7.5000	**Current Millage**	**$16,736,574**	**$15,941,051**	**$795,523**
$ 7.4256	**Majority Vote Maximum**	**$16,570,547**	**$15,941,051**	**$629,496**
$ 8.1682	**Two-Thirds Vote Maximum**	**$18,227,691**	**$15,941,051**	**$2,286,640**
$10.0000	**Statutory Maximum**	**$22,315,432**	**$15,941,051**	**$6,374,381**



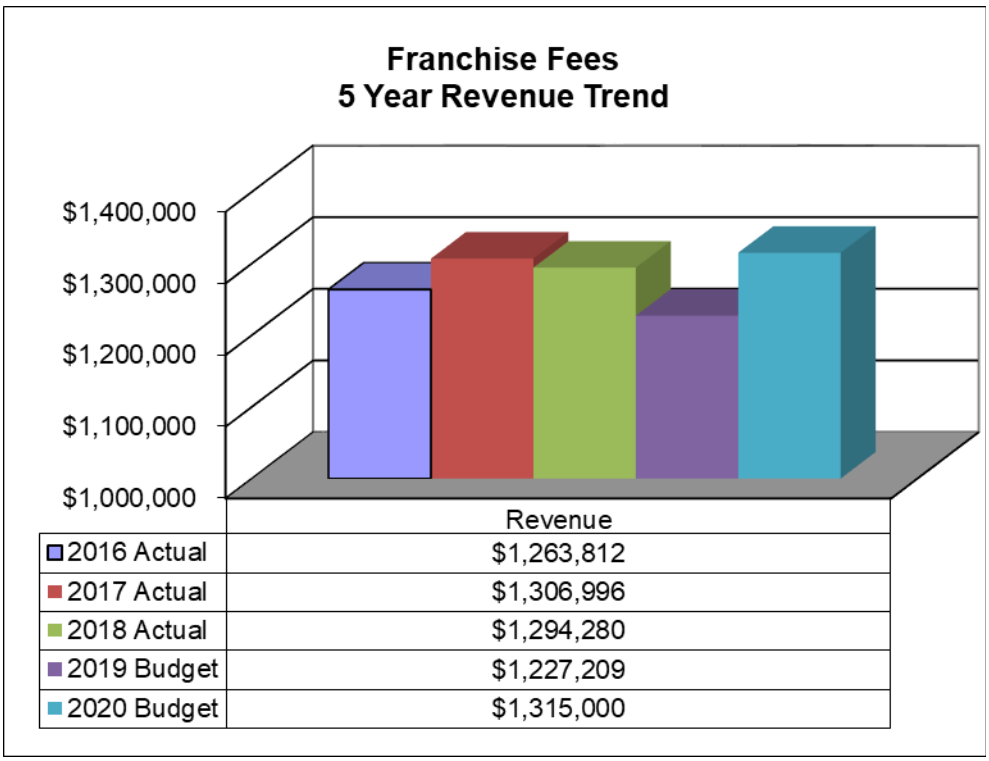
Franchise Fees **$1,315,000**

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 2019/20 franchise fees represent 5.03% of the total General Fund Revenues. The estimates are prepared based on past experience. The Village has the following franchise fees:

- *Electric Franchise Fees ($912,000)*:
  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 ($44,000):*
  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 ($359,000)*:
  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.



Utility Taxes $2,424,292

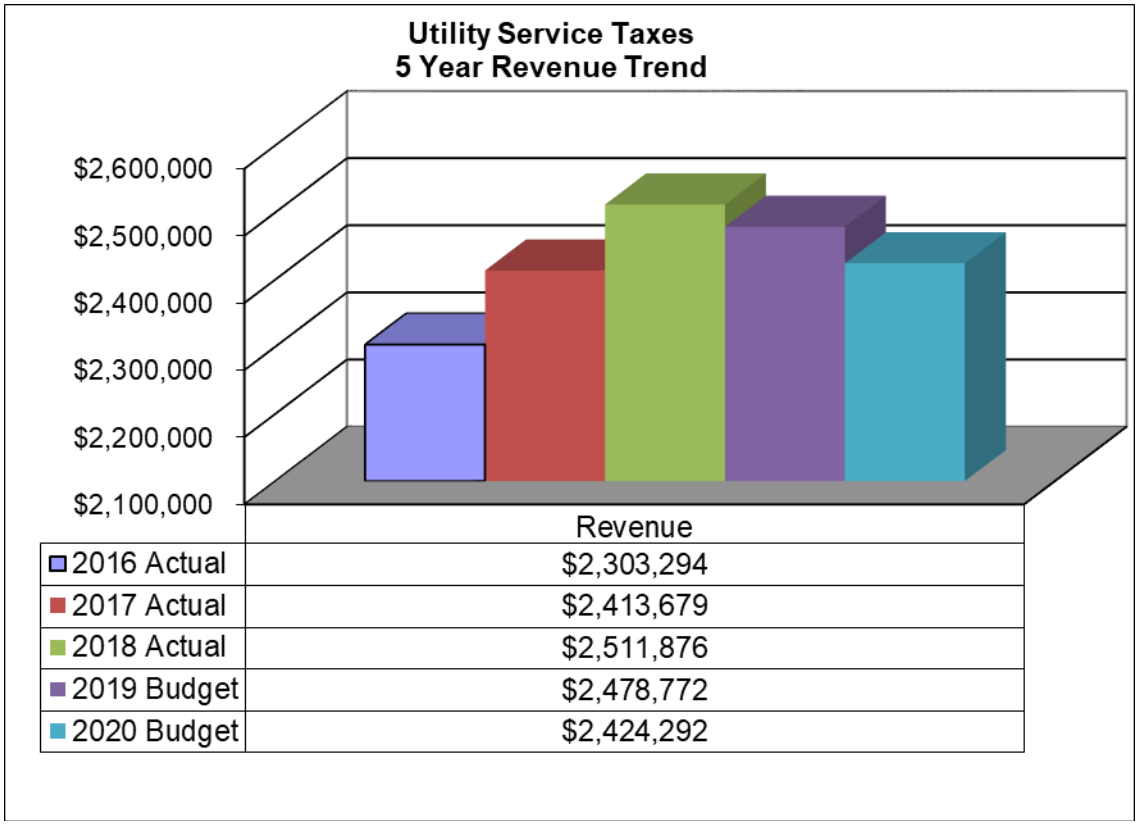
Utility taxes are levied on consumer consumption of utility services provided in the Village. The tax is levied as a percentage of gross receipts. Utility taxes represent 9.28% of the total General Fund revenues. The estimates are prepared based on past experience and information received from the utility companies. The Village has the following Utility Service Taxes:

- *Electric Utility Tax ($1,200,000):*
  The rate is set at 10% of electric sales generated by FPL.

- *Water Utility Tax ($416,000):*
  The rate is 10% of water service sales generated by Seacoast Utility Authority.

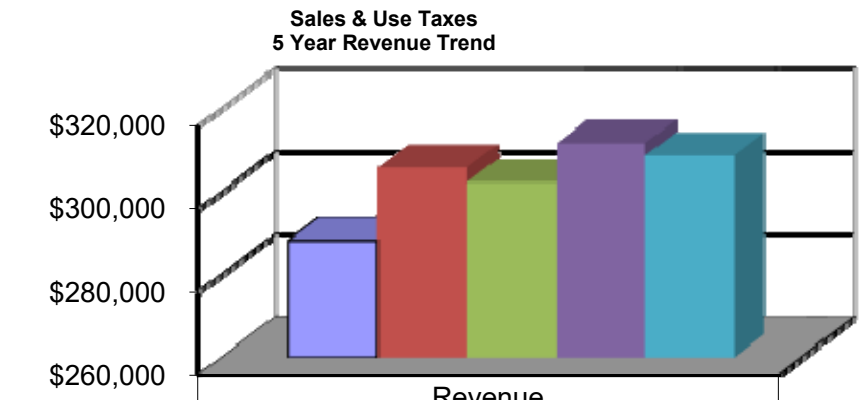
- *Telecommunication ($727,292):*
  As of 2001 Communications Service Tax (CST) replaced Telecommunications Utility Service Tax, Telecommunications Franchise Fees and Cable TV Franchise Fees. The CST is charged at the maximum rate of 5.22% on all local telephone service through all providers on phone 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.



Sales & Use Taxes (Local Option Fuel Taxes) $308,655

Gasoline taxes are collected at the state level and distributed by formula to cities and counties. Gas taxes represent 1.18% of the total General Fund Revenues. The estimates are prepared based on information provided by the Florida Department of Revenue and Palm Beach County.



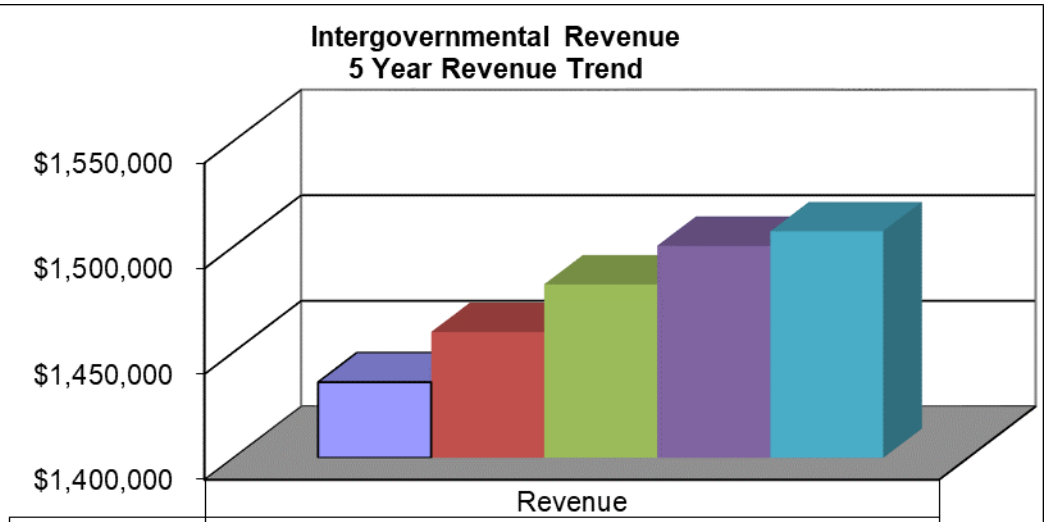
	Revenue
2016 Actual	$288,150
2017 Actual	$305,700
2018 Actual	$302,207
2019 Budget	$311,598
2020 Budget	$308,655

Intergovernmental Revenues $1,507,239

Intergovernmental revenue consists of revenues that are received from other governmental agencies. These revenues represent 5.77% 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 ($1,035,759):*
  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 ($411,121):*
  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 flowing 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.



	Revenue
2016 Actual	$1,435,795
2017 Actual	$1,459,577
2018 Actual	$1,482,113
2019 Budget	$1,500,382
2020 Budget	$1,507,239

Charges for Services $2,516,812

Charges for Services represent 9.63% of total General Fund Revenues. The budget estimates are based on past experience and are described below:

- *Community Development $263,590*
  Revenues included in this category are the following: Cell Tower Rent, Protective Inspection Fees, Building Plan Reviews and Non-Domicile Business Registrations.
- *Village Clerk $38,850*
  The Clerk's office makes available various records and publications and collects the filing fees from candidates for public office.
- *Public Works $552,000*
  Included in this category are the following revenues: Solid Waste Collection and Cardboard Recycling.

  Solid Waste Collection Fee ($550,000): Charge to commercial establishments for collection services. Rates are based on type of business at property and square footage.

  Cardboard Recycling ($2,000): Revenue generated from the collection and commodity sale of cardboard to private vendors.
- *Public Safety $496,800*
  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 ($360,000): Fee for ambulance transport provided by the Village. The fee applies to residents and non-residents.

Fire Inspection Fees ($35,000): 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.

Fire Plan Review Fees ($75,000): Fees collected for plans review of new projects or existing building modifications

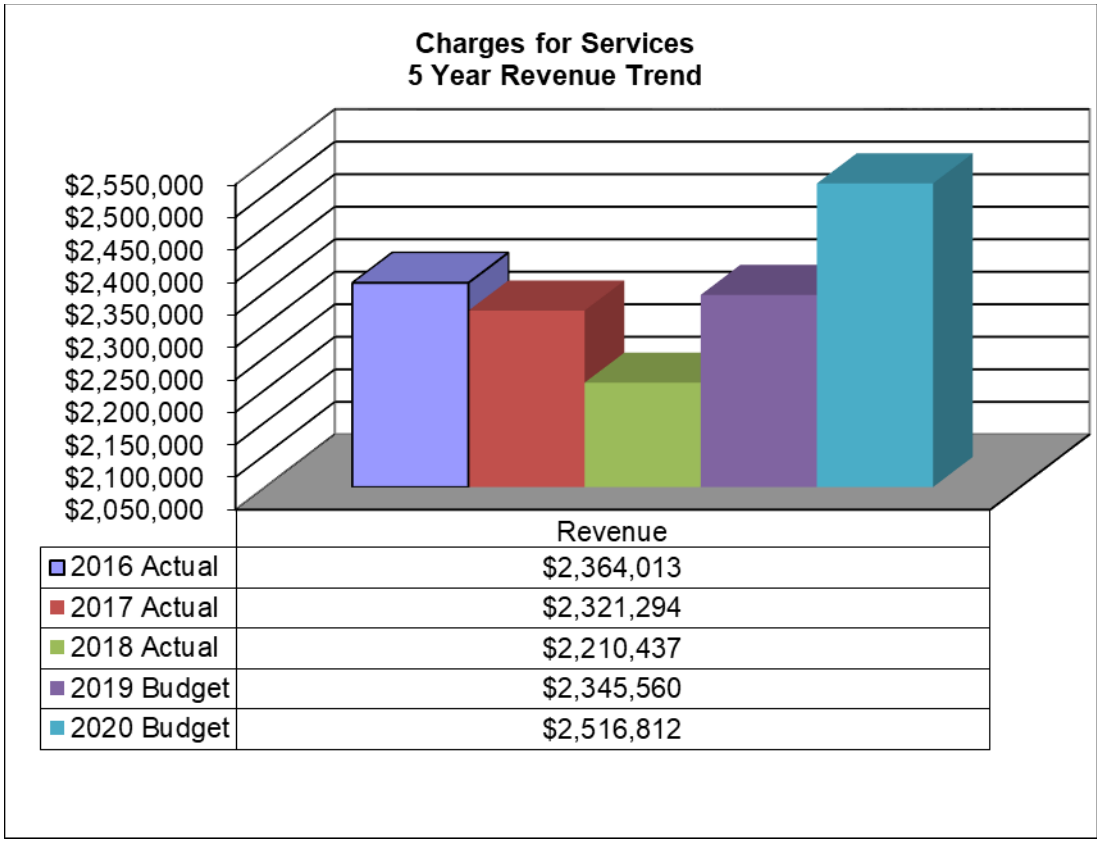
Alarm Users Permit Fee ($23,000): All operating alarms require a permit. The fee is $25, which is collected once a year.

- *Recreation / Tennis / Pool Operations ($1,163,512):*
  Recreation, Tennis & Pool Operations make up the largest of the total "Charges for Services" Revenue Category. There are various types of charges: Program Fees (including classes, lessons, trips and events), Marina, Memberships, Merchandise Sales, and Rental and or/lease. The major types are described below:

  Program Fees / Lessons $723,900:
  This is the amount paid to participate in various classes, lessons, trips and events for Recreation, Pool and Tennis. The revenues are offset by an expenditure account in the respective department.

  Marina $183,000:
  This includes the amount paid to the Village for wet slip boat dockage, dry storage space and marina ramp usage.

  Memberships $108,912:
  This amount includes year-round membership for the Tennis and Pool Facilities.

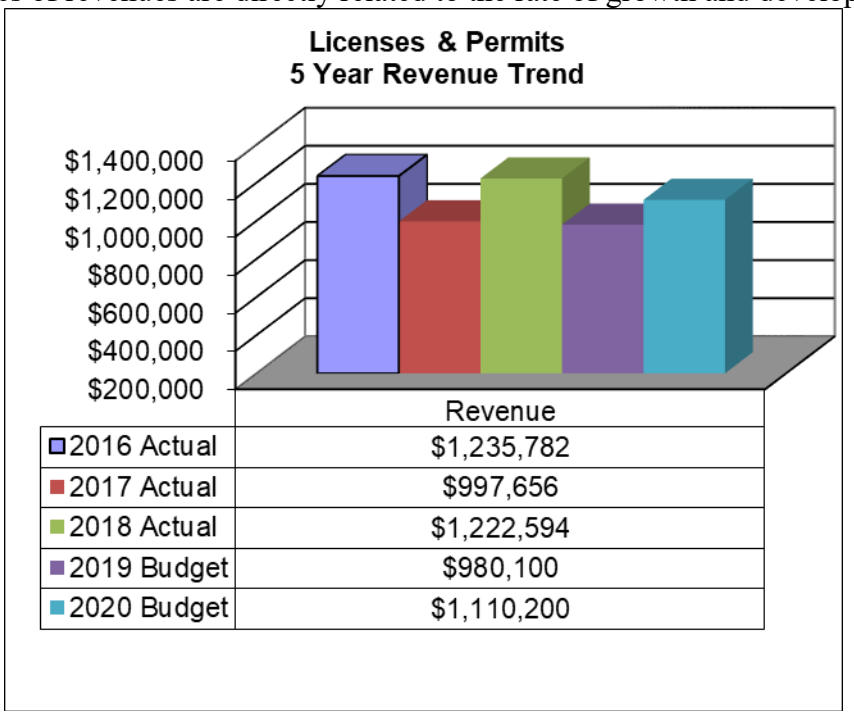


	Revenue
2016 Actual	$2,364,013
2017 Actual	$2,321,294
2018 Actual	$2,210,437
2019 Budget	$2,345,560
2020 Budget	$2,516,812

General Fund Revenues FY 2020

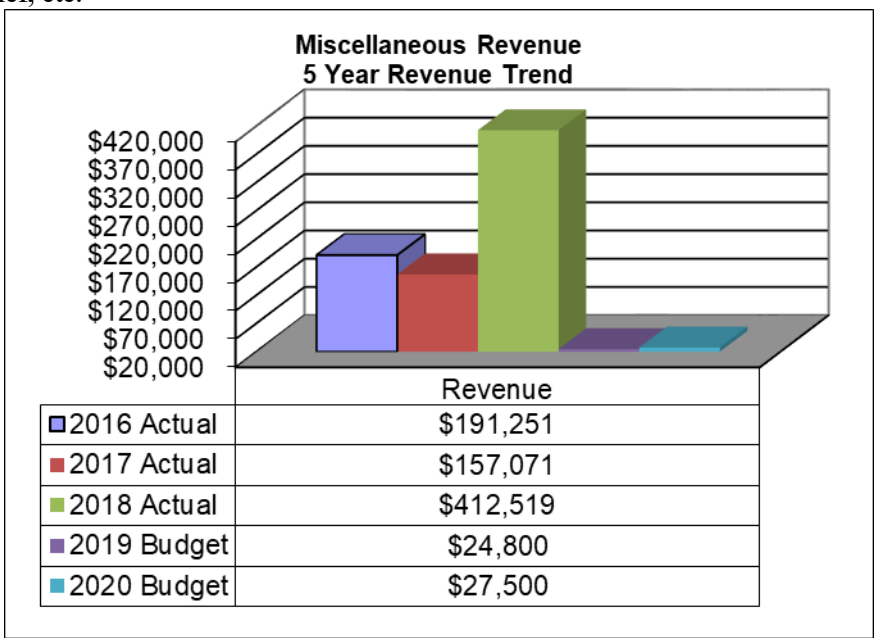
Licenses and Permits $1,110,200

Licenses and Permits consist of Building Permits, Contractor Registration, Village Business Tax Receipts, Zoning & Annexation Fees and Temporary Banner Fees. These revenues represent 4.25% of the total General Fund Revenues. These types of revenues are directly related to the rate of growth and development in the Village.



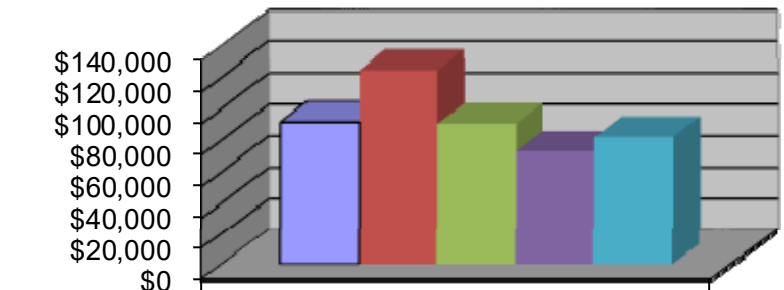
Miscellaneous Revenues $24,800

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.



Fines and Forfeitures $82,175

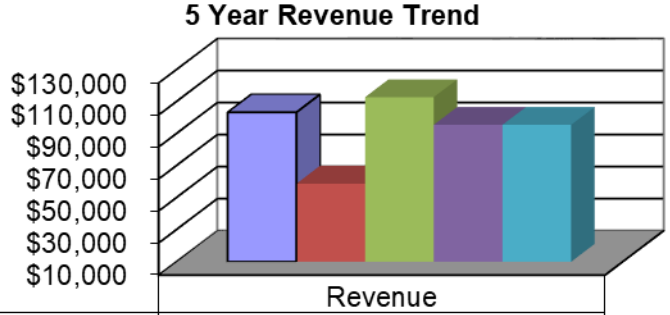
Fines and forfeitures are revenues generated by enforcement and prosecution of municipal ordinances and state statutes. These line items represent 0.31% of total General Fund revenues. This category was decreased due to past experience.



	Revenue
2016 Actual	$91,535
2017 Actual	$124,394
2018 Actual	$90,559
2019 Budget	$72,800
2020 Budget	$82,175

Investment Income $95,530

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 0.37% of total General Fund Revenues. The decline in this revenue source is due to the downturn in the economy.



	Revenue
2016 Actual	$103,353
2017 Actual	$58,799
2018 Actual	$112,809
2019 Budget	$95,530
2020 Budget	$95,530

Expenses

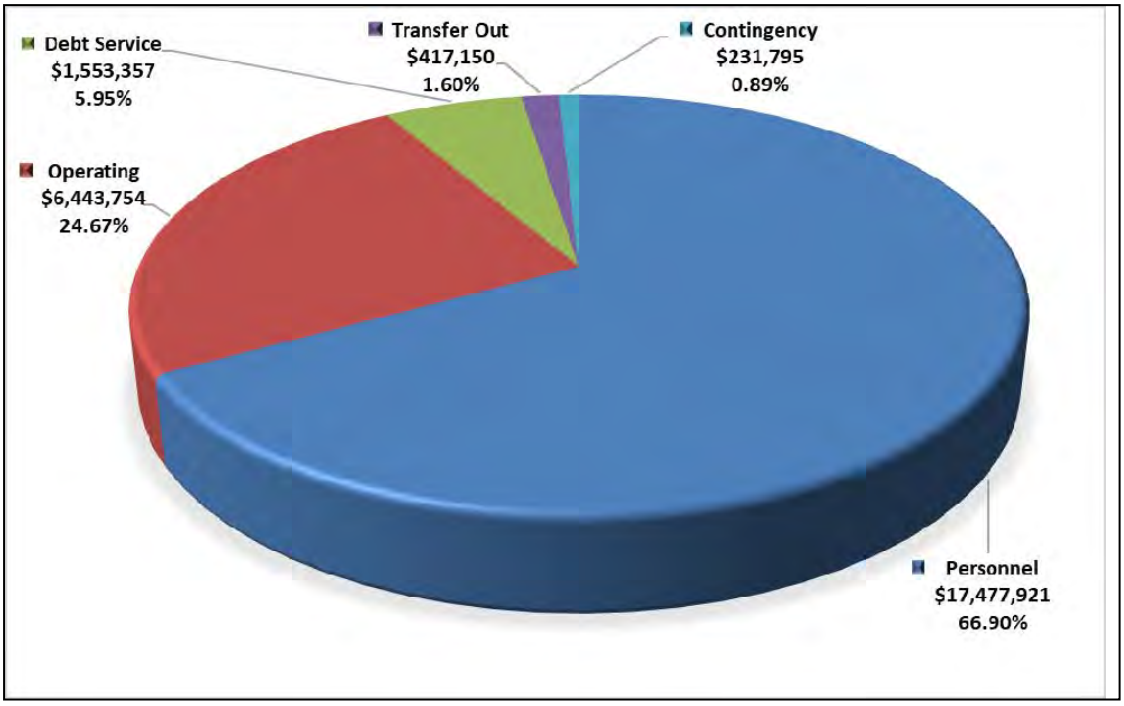
FY 2020

General Fund Expenses

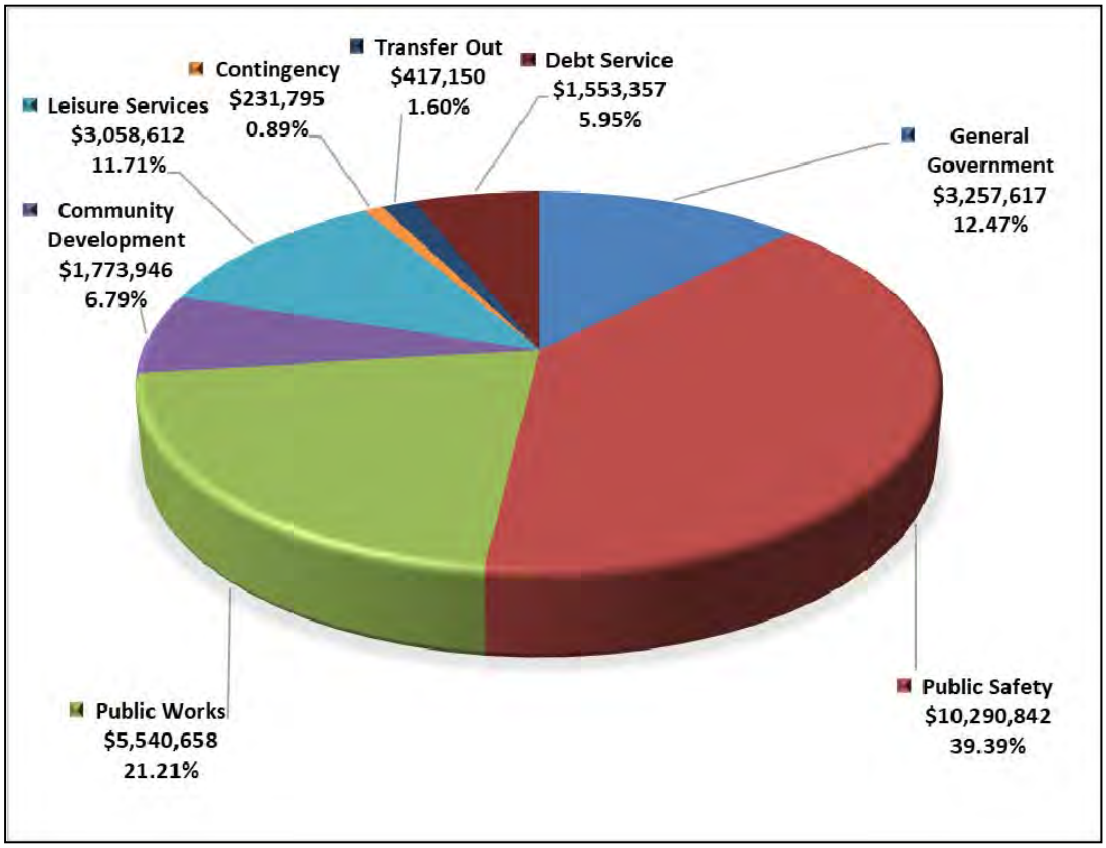
FY 2020

Total Expenses = $26,123,977

By Category:



By Department:



General Fund Expenses FY 2020

This section includes a discussion regarding appropriations for the Village's FY 2019/20 General Fund budget (total budget = $26,123,977), how much of the total budget it comprises, and assumptions used in determining the projections.

Personnel Costs $17,477,921

Employee salary and benefits represent 66.90% 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 2019/2020 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	20.10 %	6 %
ICMA-RC Pension Plan	15.00%	3%, 5%, 10% or 15%
Police and Fire Pension Plan	20.04%	Fire 7 % (*) Police 6 % (*)

(*) per terms of collective bargaining agreements

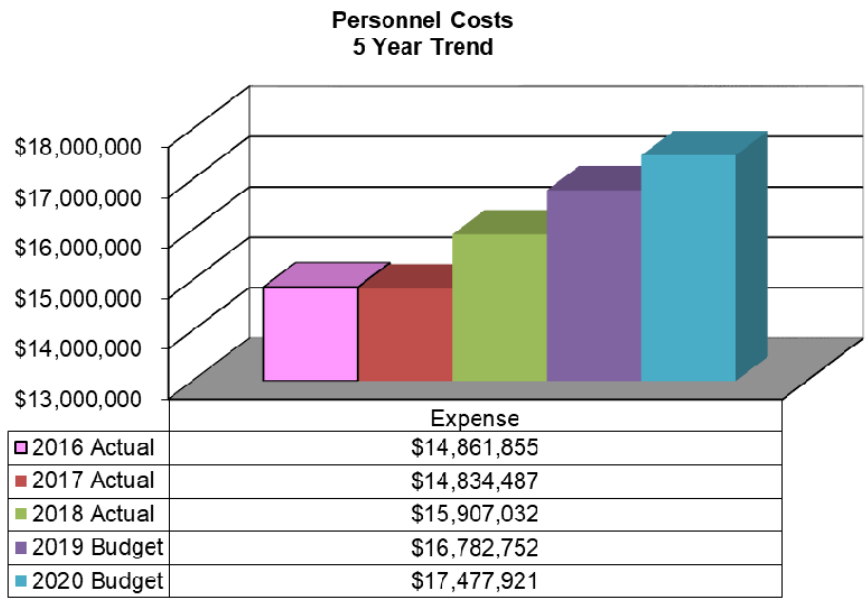
Health Insurance:
Health insurance is budgeted at the employee level for the cost provided by the insurance carrier based on type of coverage.

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.

continued on next page

General Fund Expenses FY 2020



	Expense
2016 Actual	$14,861,855
2017 Actual	$14,834,487
2018 Actual	$15,907,032
2019 Budget	$16,782,752
2020 Budget	$17,477,921

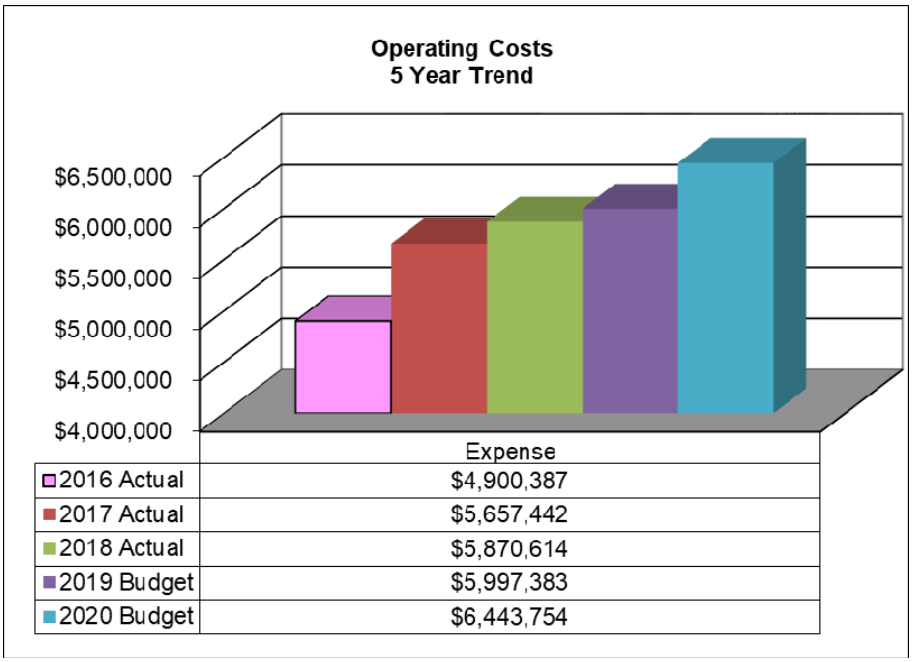
Operating Costs $6,443,754

Appropriations for each department are budgeted based on past history and the needs of the department. Operating costs represent 24.67% of the overall General Fund Expenses. Some highlights of operating costs are listed below:

- Contractual Services $1,832,060
- Utilities $ 565,600
- Legal Fees $ 160,000
- Materials & Supplies $1,005,318
- Gas, Oil & Lubricants $ 271,500
- Repairs & Maintenance $ 712,025
- Solid Waste Disposal $ 136,000
- Property/General Liability $ 268,000
- Professional Services $ 506,700
- Travel, Training & Conferences $ 214,672
- Uniforms / Uniform Rental $ 102,350
- Special Events $ 96,000

continued on next page

General Fund Expenses FY 2020

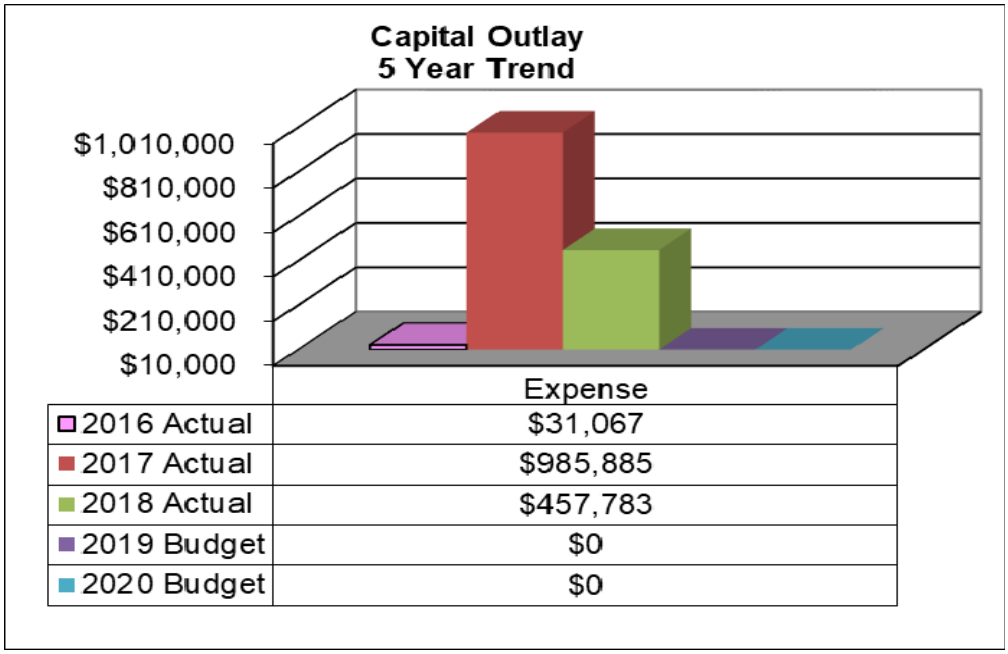


Capital Outlay $0

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.

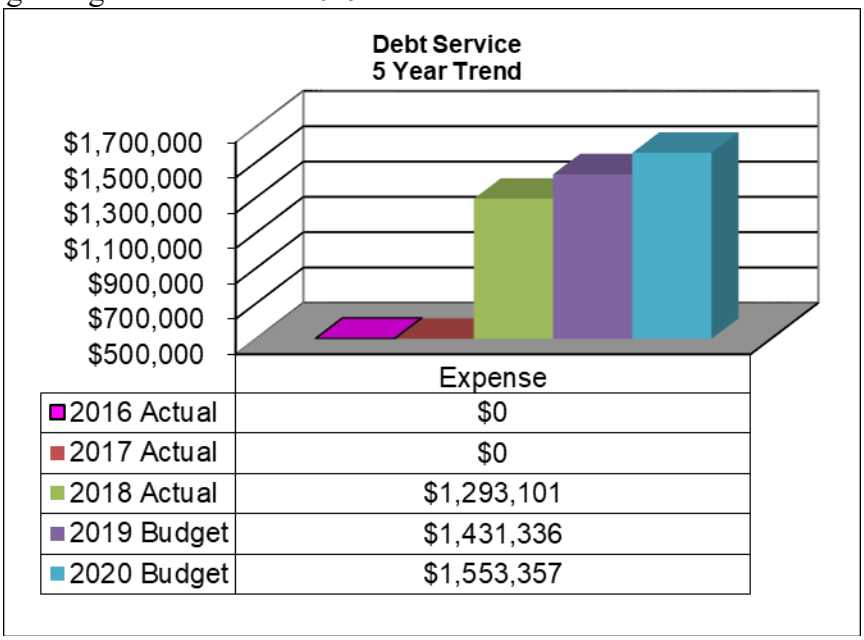
Those items deemed necessary are funded in the respective department's budget; the remaining items are deferred to future years. For FY 2019/20, there is no capital outlay budgeted in the general fund budget; all capital items are to be funded with either CIP funds, Developer Fees, Infrastructure Surtax Proceeds or Grant Funds.



General Fund Expenses FY 2020

Debt Service $1,553,357

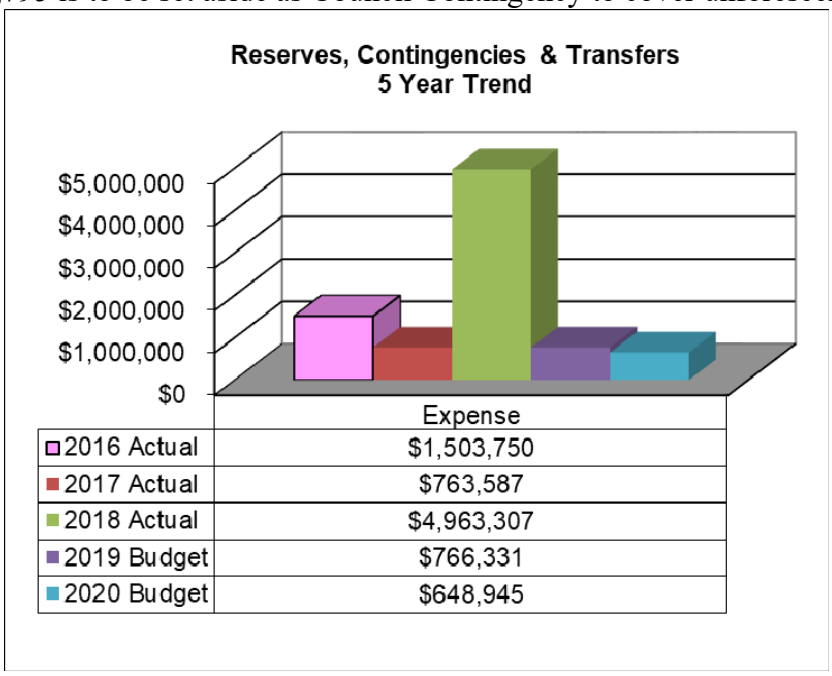
Debt service payments are the series of payments of principal and interest required on a debt over the fiscal year. The FY 2019/20 debt service budget represents 5.95% of the overall general fund budget. The General Fund has one loan obligation. In addition, the Village entered into a capital lease program for a portion of its fleet beginning in Fiscal Year 2019.



	Expense
2016 Actual	$0
2017 Actual	$0
2018 Actual	$1,293,101
2019 Budget	$1,431,336
2020 Budget	$1,553,357

Reserves, Contingencies & Transfers $648,945

This category includes items such as contingency and transfers to other funds. For the FY 2019/20 budget, this category represents 2.48% of the overall general fund budget. An appropriation of $417,150 is to be transferred to the Capital Projects Fund to finance the General Fund's Capital Improvement Plan and an appropriation of $231,795 is to be set aside as Council Contingency to cover unforeseen events.



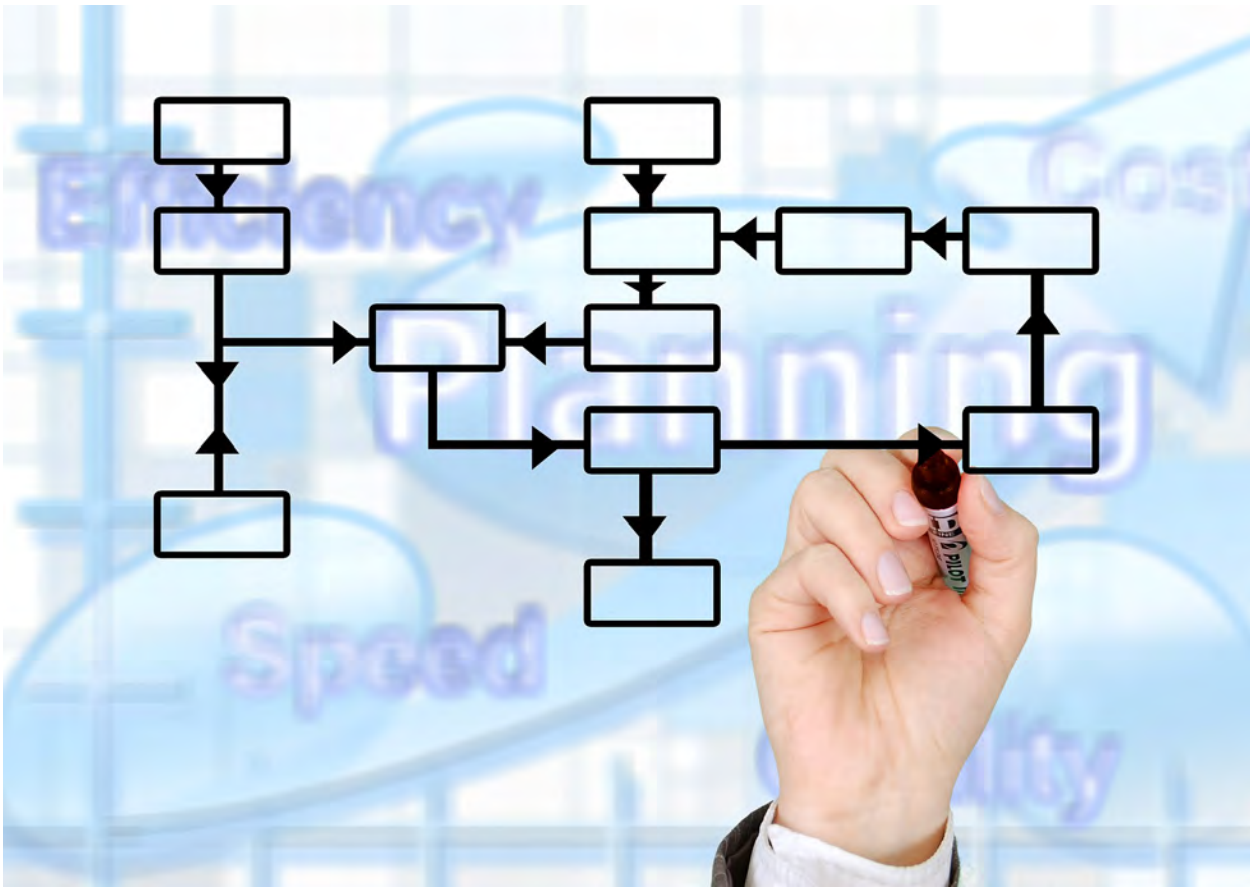
	Expense
2016 Actual	$1,503,750
2017 Actual	$763,587
2018 Actual	$4,963,307
2019 Budget	$766,331
2020 Budget	$648,945

General Fund Operating Highlights FY 2020

Description			Amount
Contractual Services			$ 1,832,060
	* Maintenance Contract (Landscaping & Grounds Maintenance)	503,796	
	* Consolidated Dispatch	432,195	
	* Community Development Lease Agreement	55,000	
	* Custodial Services	150,000	
Utilities			565,600
	* Electricity	279,100	
	* Gas	30,700	
	* Telephone & Data	102,200	
	* Water & Sewer	153,600	
Materials & Supplies			1,005,318
	* Materials & Supplies	655,768	
	* Office Supplies	48,200	
	* Computer Supplies	81,350	
	* Auto Parts Supplies	120,000	
	* Library Materials	92,000	
Property/General Liability			268,000
Recreation Program Expenses			159,000
Gas, Oil & Lubricants			271,500
Repairs & Maintenance			712,025
	* R & M Automotive	97,500	
	* R & M Building & Grounds	348,300	
	* R & M Machinery & Equipment	61,500	
	* R & M P.A. & Communication Systems	71,525	
	* R & M Irrigation System	50,600	
	* Street Striping	25,000	
	* Tree Trimming	25,000	
	* Exterminating	25,400	
Legal Fees			160,000
Solid Waste Disposal			136,000
Uniforms / Uniform Rental			102,350
Travel, Training & Conferences			214,672
Special Events			96,000
Professional Services			506,700
	* Residential Code re-write	75,000	
	* Tennis Court Maintenance	43,500	
	* Recreation Needs Assessment	50,000	
	* Grant Management Services	20,000	
	* Professional Architectural Services for Facility Maintenance	10,000	
	* Building Official & Inspection Services	205,000	
	* General Planning Services	30,000	
	* Strategic Planning	20,000	
	* EMS Director Fee	14,400	

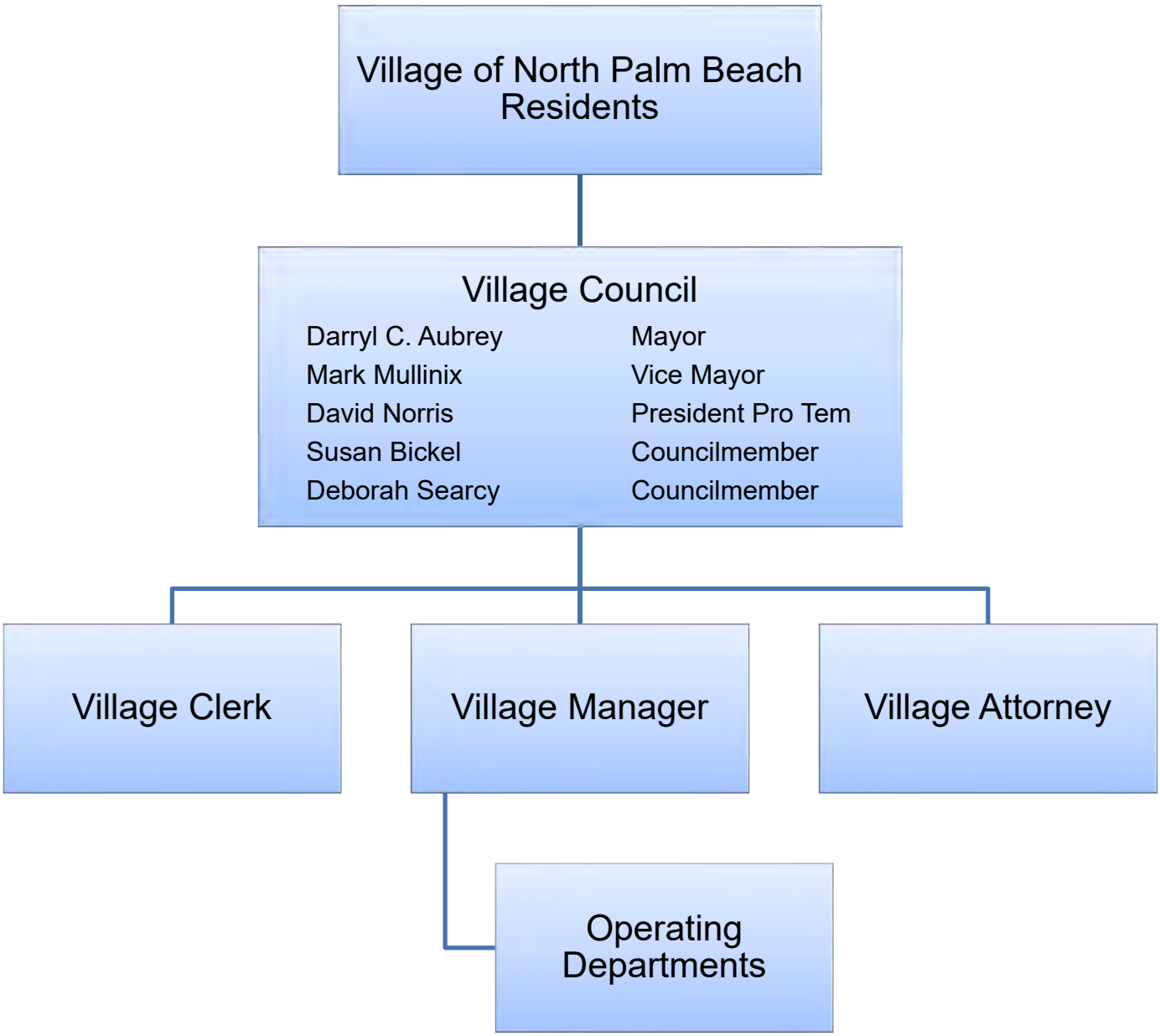
Total Fiscal Year 2019-2020 Operating Costs **$ 6,443,754**

Department Summaries



FY 2020

Village Council FY 2020



Village Council

FY 2020

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.

In 2019, Groups 2 and 4 were open to election. The incumbent councilmembers Susan Bickel, Group 2 and David Norris, Group 4 were both re-elected to a two-year term, therefore the election scheduled for March 12, 2019 was not held. Council officers Mayor Darryl Aubrey, Vice Mayor Mark Mullinix, and President Pro Tem David Norris were appointed on March 14, 2019 and will hold office until March 2020. The next municipal election will be held on March 17, 2020.

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 Utilities, Natural Resources, and Public Works Legislative Policy Committee;
- PBC Multi-Jurisdictional Issues Coordination Forum;
- 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.

Village Council

FY 2020

Current Year Accomplishments

During Fiscal Year 2019, 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.
- Engaged Trainnovations to provide Strategic Planning Technical Assistance to better facilitate the achievement of Council's goals for the year and complete tasks identified by the Strategic Planning process.
- Entered into an Interlocal Agreement with Treasure Coast Regional Planning Council to move forward with data gathering, analysis and public outreach necessary to make a recommendation to Village Council on the proposal to repurpose the US1 Corridor.
- Continued with the North Palm Beach Country Club clubhouse project: contracted for design and build services of low voltage systems and purchased decorative lighting for the new clubhouse; entered into a 5 year Restaurant Operator Agreement with Farmer's Table LLC; upgraded the Country Club Driving Range ground lights to LED; purchased a high density mobile shelving golf bag storage system that will hold 144 golf bags, provided for resurfacing and installation of lighting at the Country Club Pool and renovation of the pool pump room; and provided for purchases of furniture for the restaurant and office and meeting rooms at the new Country Club. The grand opening of the new Country Cub is scheduled for November 2019.
- Funded improvements to Anchorage Park, including installation of a north marina trail and access, floating docks, a new circuit panel and electrical work at the marina and landscape improvements to the bulkhead area.
- Appropriated $100,000 to provide matching funds for a $300,000 grant from the Florida Inland Navigation District to be used for a new non-motorized vessel launch, waterway access pathways, and a waterway viewing shelter.
- Appropriated $2,000 to provide matching funds for a $53,000 grant from Florida Department of Agriculture and Consumer Services to be used for 28 LED fixtures to be installed at the Community Center.
- Upgraded Village facilities by replacing the carpeting and installing a Hearing Loop Audio System which meets ADA accessibility requirements in the Village Hall Council Chambers, installed new rooftop units for the HVAC systems at the Community Center and Osborne Park, replaced the exterior doors at the Community Center, replaced stone steps, flat tiles, concrete foots and repaired exterior stucco cracks at Village Hall.
- 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); funded the purchase of 12 AED cardiac defibrillators for Village facilities; and sidewalk repairs that eliminated 1,230 trip hazards.
- Enacted amendments to the Village Code of Ordinances to update the Village Boards and Committees operations and composition, address the heights of walls and fences on residential corner lots, revised the regulations applicable to the parking of storage of boats and recreational vehicles in the R-1 and R-2 zoning districts, update construction standards, criteria and variance procedures for seawalls, bulkheads, docks and piers and update the reasonable accommodation procedure to include the requirement of a Florida Association Recovery Residences (FARR) certification.

Village Council FY 2020

Strategic Goals and Projects

The Village Council has prioritized the following projects under specific strategic goals for the coming year:

Strategic Goal: All Neighborhoods as Desirable Places to Live

Project Category: Code Rewrites

1. Review, revise and update Residential Zoning Codes.

Strategic Goal: Improve Mobility

Project Category: Master Plan

1. Build more sidewalks, pathways and bike lanes as defined within the Master Plan.

Strategic Goal: Financial Sustainability

Project Category: Country Club

1. Develop a plan for the establishment of a Country Club Renewal & Replacement Fund.

Strategic Goal: Beautification and Quality of Life

Project Category: Roadway Projects

1. US 1 Bridge Replacement Plan.
2. Prosperity Farms Road bridge improvements.
3. Prosperity Farms Road corridor improvements.

Project Category: Community Outreach

1. Develop library outreach pilot project.

Project Category: Code Rewrites

1. Update sign code.

Strategic Goal: Organizational Excellence

Project Category: Technology

1. More efficient financial software.

Project Category: Organizational Excellence

1. Process refinement (Work Innovations Program).
2. Public Works Policy and Procedure Manual.

Strategic Goal: Waterways and Recreation

Project Category: Parks Projects

1. Lakeside Park Trail Project.
2. Complete Anchorage Park Phase II Marina South.
3. Parks and Recreation Master Plan to include programs and facilities.

Village Council

FY 2020

Performance / Workload Measures

Performance Measure	FY 2018 Actual	FY 2019 Projected	FY 2020 Estimated
Council Meetings per year			
Regular Session	21	22	22
Workshop Session	10	4	10
Special Session	3	11	7
Budget Workshop	7	7	7
Total Ordinances per year	15	17	17
Code Amendment ordinances per year	6	8	8
Total Resolutions per year	108	125	120
Resolutions approving contracts, leases, or agreements per year	55	65	60

Village Council

FY 2020

Budget Summary

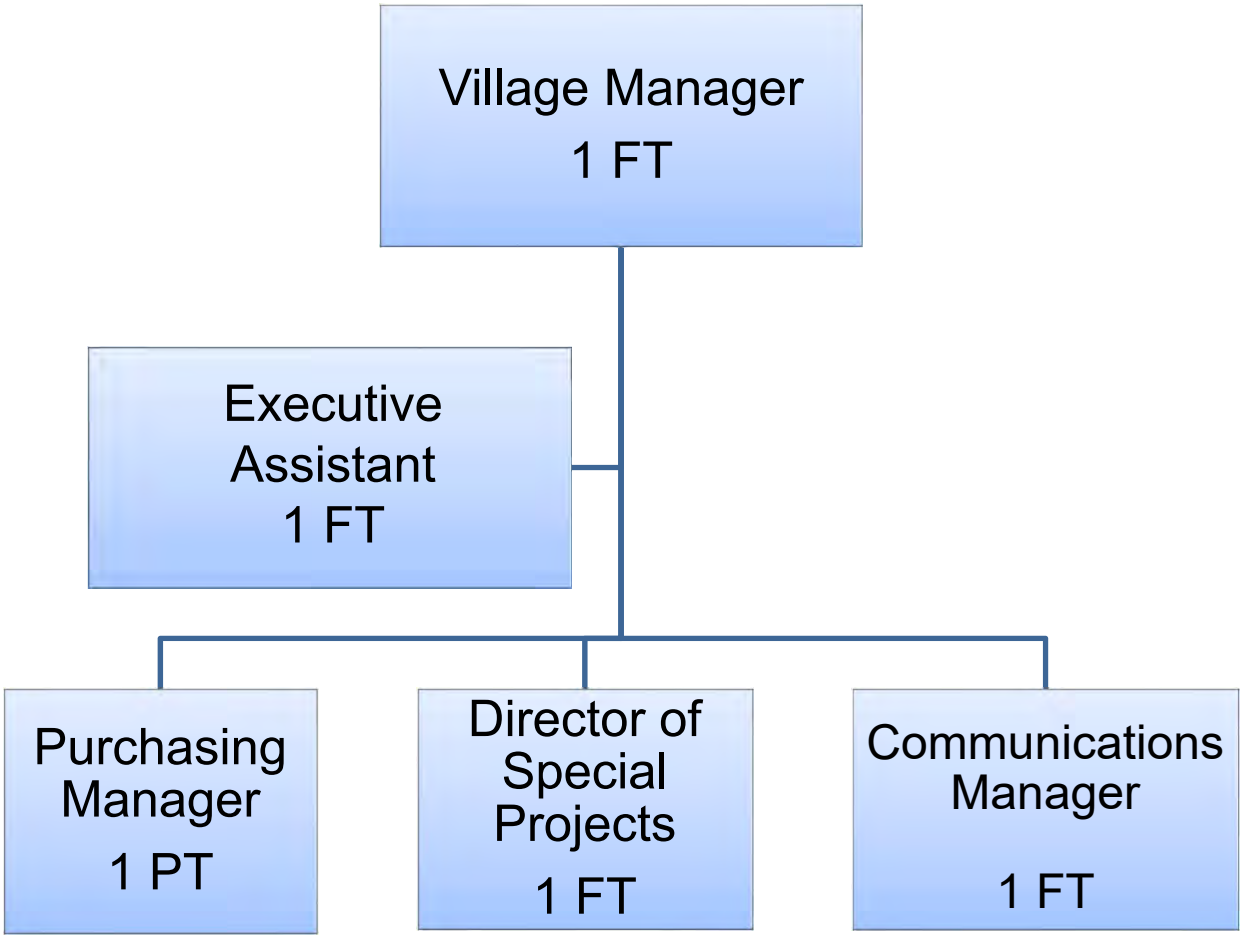
	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 50,448**	**$ 50,470**	**-0.04%**	**$ (22)**	**$ 50,464**	**$ 50,477**
Operating							
Accounting & Auditing	28,000		28,000	0.00%	0	26,278	23,388
Advertising	10,700		10,700	0.00%	0	8,432	8,393
Advisory Board Dinner	8,000		6,000	33.33%	2,000	4,306	6,070
Conferences & Seminars	1,575		1,575	0.00%	0	1,050	1,575
Contractual Services	3,700		3,700	0.00%	0	3,609	3,387
Council Donations	4,500		4,500	0.00%	0	4,000	5,250
Membership & Dues	11,300		11,090	1.89%	210	10,757	10,685
Materials & Supplies	1,800		7,200	-75.00%	(5,400)	1,142	919
Professional Services	7,500		7,500	0.00%	0	12,810	3,153
Repairs & Maintenance	-		7,000	-100.00%	(7,000)	0	0
Travel	4,075		4,075	0.00%	0	823	2,059
Other Operating Costs	0		0	0.00%	0	0	(0)
Total Operating Costs		**81,150**	**91,340**	**-11.16%**	**(10,190)**	**73,206**	**64,878**
Total Expenses		**$ 131,598**	**$ 141,810**	**-7.20%**	**$ (10,212)**	**$123,670**	**$115,356**

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 FY 19, which included one-time costs associated with the installation of new carpet in the Council Chambers; and
- An overall decrease in materials and supplies as compared to FY 19, which included one-time costs associated with the installation of a Hearing Loop Audio System in the Council Chambers.

Village Manager FY 2020



Summary	FY 2020	FY 2019	Change
Full-Time	4	4	No Change
Part-Time	1	1	No Change

Village Manager FY 2020

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 of the new North Palm Beach Country Club Clubhouse. 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 utilizing 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.

The Purchasing Manager oversees the purchasing of products and services associated with the Country Club Clubhouse Project. The Purchasing Manager position will be eliminated once the Clubhouse Project is completed this fiscal year.

Personnel Changes

There are no personnel/title changes for Fiscal Year 2019/2020

Village Manager FY 2020

Current Year Accomplishments

The following are some of the major accomplishments that occurred in Fiscal Year 2018/2019:

- Initiated the first steps in developing a 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 Community Development Director, Parks and Recreation Director, Country Club General Manager and Head Golf Pro.
- Completed workshops for the new development code (to implement the vision of the Citizens Master Plan) in preparation for the public hearing process.
- Established the Neighborhood Enhancement Team (NET).
- Worked with key staff to complete the construction of backlogged capital projects.
- Oversaw the planning and construction of the Country Club Clubhouse and pool improvements.

New Initiatives

Although not a new initiative, the Village has conducted a series of workshops over the past year and is now poised to being 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 will be made to determine how US1 will function in the future as a four-lane and six-lane roadway. Regardless of the conclusions made, those results will be shared with the public and discussions held regarding how US1 should look, feel and function in the future.

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 will be asked to provide input on design alternatives at meetings throughout the year.

The newly established Environmental Committee recently held its first meeting as is beginning to develop a list of priority initiatives that it will pursue to improve the environment and appearance of the community. Staff will be working collaboratively with the Committee members to implement these new initiatives.

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.

Village Manager FY 2020

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.

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.

Strategic Goal:

Strong Local Economy

Department Goal:
Provide an environment that attracts economic development

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

Village Manager FY 2020

Strategic Goal:

All Neighborhoods as Desirable Places to Live

Department Goal:
Ensure reinvestment in the existing community

Objectives:
a. Maintain diverse, safe, and attractive neighborhoods throughout the Village.
b. Provide well-designed, well-maintained Village infrastructure.
c. 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:
a. Develop and implement a plan to enhance and promote resident use of the Village's facilities and programs.
b. Promote a safe and secure community.
c. Protect and preserve our natural resources for future generations.

Performance / Workload Measures

Performance Measure	FY 2018 Actual	FY 2019 Projected	FY 2020 Estimated
Village Newsletter Circulation	8,515	8,515	8,515
Budget submitted to Council before October 1 of each year	Yes	Yes	Yes
Council Meetings per year: Regular Session Workshop Session Special Session Budget Workshop	 21 10 3 7	 22 4 11 7	 22 10 7 7
Staffing Levels (adopted budget): Full-time Part-time	 149 95	 151 97	 153 96
Number of followers on various social media outlets: Facebook Twitter Nextdoor	 1,663 100 1,928	 2,243 175 2,905	 2,800 250 3,100
Total e-newsletter subscriptions	N/A	1,569	1,700
Number of website visits	177,725	202,500	215,000

Village Manager FY 2020

Budget Summary

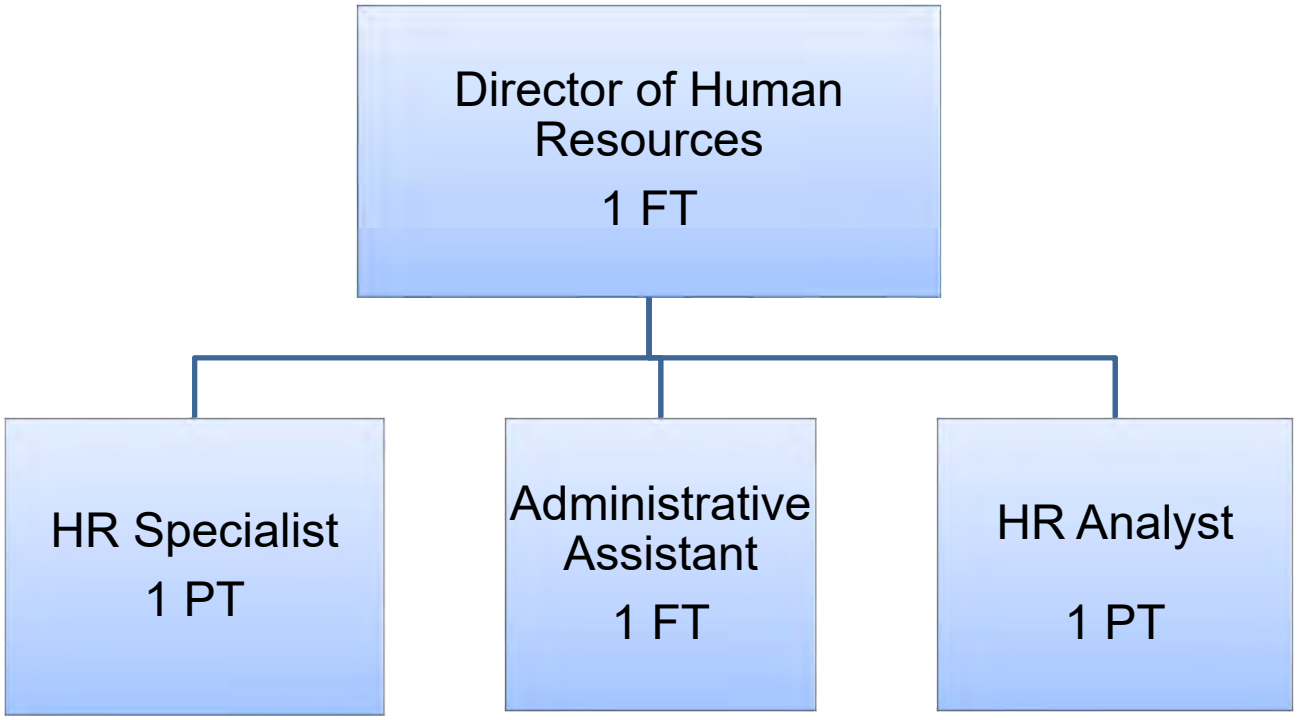
	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 624,200**	**$ 685,349**	**-8.92%**	**$ (61,149)**	**$ 592,063**	**$563,825**
Operating							
Advertising	2,500		4,000	-37.50%	(1,500)	2,168	1,517
Books, Publ. & Subscriptions	500		500	0.00%	-	-	-
Conferences & Seminars	2,000		3,000	-33.33%	(1,000)	990	1,799
Contractual Services	10,000		10,000	0.00%	-	7,368	68,070
Materials & Supplies	8,000		13,500	-40.74%	(5,500)	12,153	5,116
Memberships & Dues	3,100		3,100	0.00%	-	2,662	2,737
Postage	400		400	0.00%	-	325	101
Printing & Binding	1,000		1,000	0.00%	-	84	241
Professional Services	21,200		26,200	-19.08%	(5,000)	5,158	13,439
Travel & Training	4,500		5,500	-18.18%	(1,000)	8,947	5,533
Uniforms	200		200	0.00%	-	-	137
Utilities	0		-	0.00%	-	(36)	547
Other Operating Costs	1,000		1,000	0.00%	-	3,800	1,441
Total Operating Costs		**54,400**	**68,400**	**-20.47%**	**(14,000)**	**43,619**	**100,677**
Total Expenses		**$ 678,600**	**$ 753,749**	**-9.97%**	**$(75,149)**	**$ 635,682**	**$664,502**

Explanation of Increase / (Decrease):

The decrease in total expenses is primarily due to the decrease in personnel costs. The FY20 budget includes:

- A decrease in budgeted salary and benefits for the part-time Purchasing Manager

Human Resources FY 2020



Summary	FY 2020	FY 2019	Change
Full-Time	2	2	No Change
Part-Time	2	2	No Change

Human Resources FY 2020

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, safety and 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 153 full-time and 96 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, HIPAA, etc.).

Currently the HR Department is staffed with a Director of Human Resources, a part-time Human Resources Specialist, a part-time HR Analyst and a full-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. As the Village's designated Safety Coordinator, the HR Director chairs all Safety Committee meetings, reviews accident investigations, and recommends safety improvements.

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.

Human Resources FY 2020

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.

Personnel Changes

There are no personnel/title changes for Fiscal Year 2019/2020

continued on next page

Human Resources FY 2020

Current Year Accomplishments and New Initiatives

During Fiscal Year 2018/2019, the HR Department accomplished the following new initiatives and goals for improvement:

- Completed a comprehensive Compensation Study of all pay grades excluding PBA and IAFF
- Utilized behavioral interviewing system to identify critical job candidates.
- Recruited and hired several key personnel – Head Golf Professional, Director of Community Development, General Manager, Director of Parks & Recreation, Principal Planner
- Led a committee for re-vamping the Performance Evaluation System.
- Continued DDI Management Development Training for front line supervisors.
- Achieved 100% compliance with Ethics Retraining initiative.
- Provided Harassment and Discrimination Training to all employees.
- Organized and executed a full-scale Wellness Fair for all employees including biometric assessments.
- Implemented revised Educational Reimbursement Program Policy
- Expanded the firefighter selection process, resulting in a highly qualified pool of candidates.

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 workplace safety

Objectives:

a. Initiate monthly lunch-n-learn meetings on various health and safety topics.
b. Partner with Insurance Broker to conduct a Wellness Fair for Village employees.
c. Explore the viability of changing medical services provider to reduce associated costs, provide more hours of operation and improve quality of service.

Department Goal:

Enhance employees' work quality of life

Objectives:

a. Continue to look at options to improve the current Pay for Performance Program, inclusive of creating new appraisal documents.
b. Continue with Compensation and Classification Study through consultant.

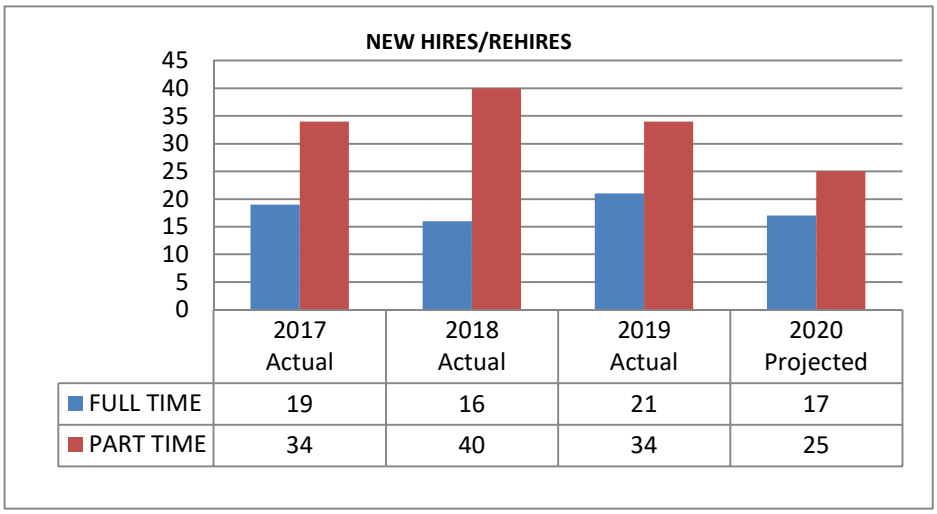
Department Goal:

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

Objectives:

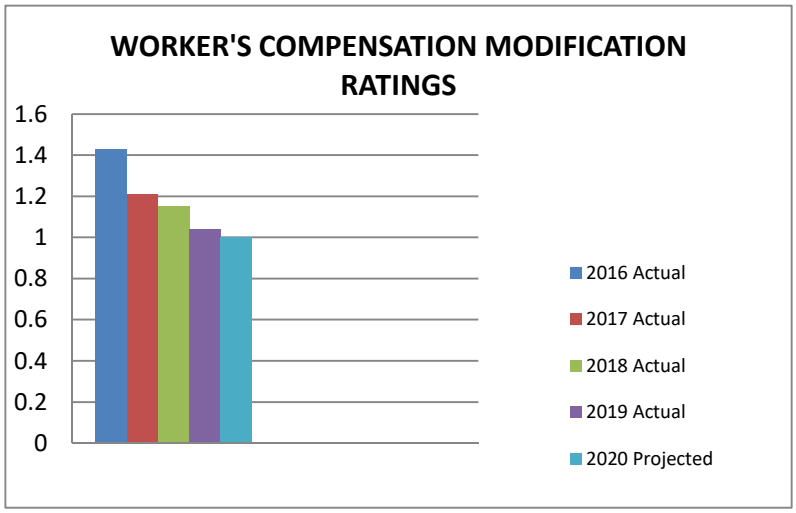
a. Continue to revise and distribute personnel policies and conduct relevant training as needed.
b. Continue to audit and consolidate personnel records to ensure compliance with records retention schedules.
c. Partner with and provide guidance to departments as they implement policies and programs.

Factors Monitored by Human Resources



	2017 Actual	2018 Actual	2019 Actual	2020 Projected
FULL TIME	19	16	21	17
PART TIME	34	40	34	25

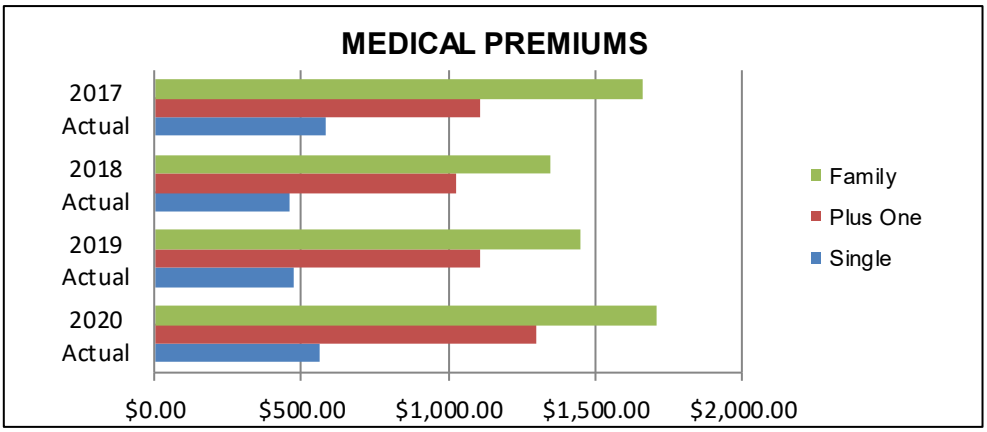
As illustrated below, the Village's Workers' Compensation experience modification rating (MOD) has greatly decreased since 2016. Fiscal Year 2019 dropped to 1.04. HR and the Safety Committee will focus on safety training and programs for the coming year to manage our Workers' Compensation costs.



Human Resources FY 2020

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.

For 2019/2020, with two (2) plans in place, Single coverage for the HDHP OAP with Health Savings Account will be $563.90; Plus One coverage will be $1,301.18 and Family coverage is $1,707.37 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 2020

Budget Summary

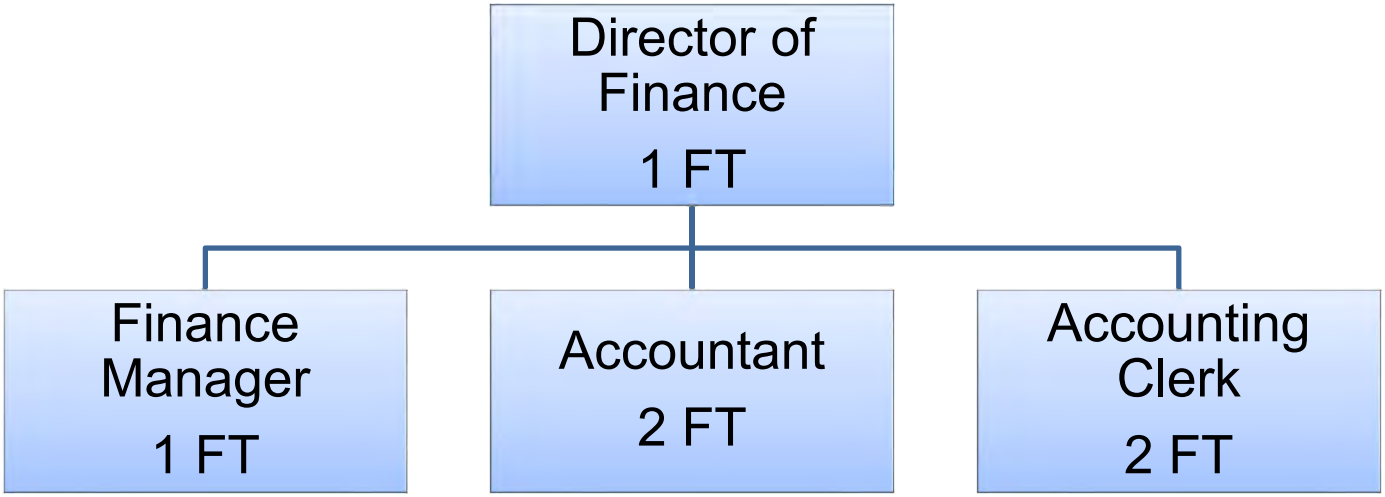
	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 333,400**	**$ 296,428**	**12.47%**	**$ 36,972**	**$ 299,027**	**$ 216,625**
Operating							
Advertising	1,000		1,500	-33.33%	(500)	1,144	100
Books, Publ.& Subscriptions	800		0	0.00%	800	970	3,296
Conferences & Seminars	-		900	-100.00%	(900)	0	498
Contractual Services	20,000		20,000	0.00%	0	2,676	6,361
EAP	5,200		5,200	0.00%	0	5,115	5,115
Employee Physical Exams	7,500		9,000	-16.67%	(1,500)	7,472	7,286
Employee Relations	23,000		20,000	15.00%	3,000	20,342	25,853
Materials & Supplies	2,000		2,250	-11.11%	(250)	2,933	1,274
Memberships & Dues	650		650	0.00%	0	274	367
Postage	75		100	-25.00%	(25)	16	19
Printing & Binding	-		0	0.00%	0	0	576
Professional Services	10,000		10,000	0.00%	0	20,733	1,455
Travel & Training	30,000		31,000	-3.23%	(1,000)	21,712	0
Other Operating Costs	-		0	0.00%	0	0	(0)
Total Operating Costs		**100,225**	**100,600**	**-0.37%**	**(375)**	**83,387**	**52,200**
Total Expenses		**$ 433,625**	**$ 397,028**	**9.22%**	**$ 36,597**	**$ 382,413**	**$ 268,824**

Explanation of Increase / (Decrease):

The increase in total expenses is primarily due to the increase in personnel costs. The FY20 budget includes:

- An increase in budgeted salary and benefits for the part-time HR Specialist

Finance FY 2020



Note: The Finance Director also oversees the following position:

- 1 FT Country Club Accounting Clerk

Summary	FY 2020	FY 2019	Change
Full-Time	6	6	No Change
Part-Time	0	0	No Change

Finance FY 2020

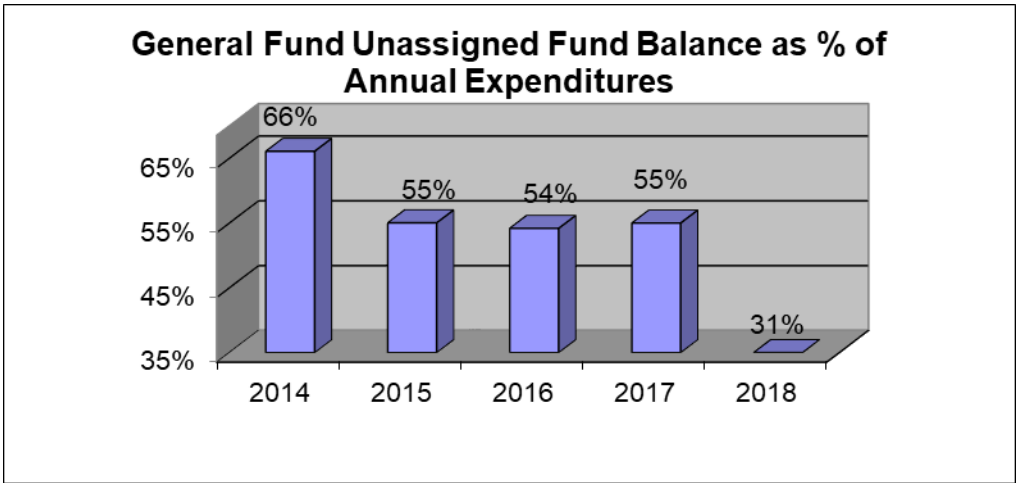
Mission Statement

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, 2018 is $7.28 million. The decrease 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.

Finance FY 2020

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 2019/2020

continued on next page

Finance FY 2020

Current Year Accomplishments and New Initiatives

During Fiscal Year 2018/2019, 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 11th consecutive year;
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 31st 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;
- Updated the investment policy;
- Investment of Country Club Loan proceeds to maximize interest earnings;
- Transitioned to a new Banking Institution as a result of a Banking Services RFP;
- Implemented MUNIS General Billing module;
- Financial management and accounting for the construction of the Country Club Clubhouse;
- Served on negotiating team for labor unions and provided calculations associated with these negotiations;
- Budget updates:
    - A separate "Budget-in-Brief" document was prepared to accompany the budget document
    - A flow chart of the budget process was prepared to accompany the budget process narrative
    - CIP section revised to include the following: project photo and location, project link to the strategic plan and project costs to include all expenses related to the project.

Goals and Objectives

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

Strategic Goal:

Financial Sustainability

Department 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. Distribution of Country Club Construction costs between the General Fund and Enterprise Fund.
    2. Evaluation of Storm-water Fees to fund stormwater infrastructure repairs and improvements.
    3. Review of rate adjustments for the lease of floating docks in the Anchorage Park Marina.
    4. Review of rate adjustments for memberships and daily usage at the newly renovated North Palm Beach Jack Nicklaus Signature Golf Course.

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.

continued on next page

Finance FY 2020

Performance Measures

Goals, Objectives, and Measures	FY 2018 Actual	FY 2019 Projected	FY 2020 Estimated
Village Council Goal: Financial Sustainability			
➢ Provide effective information to the Village Council, citizens, and the Government Finance Officers Associations (GFOA)			
o 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

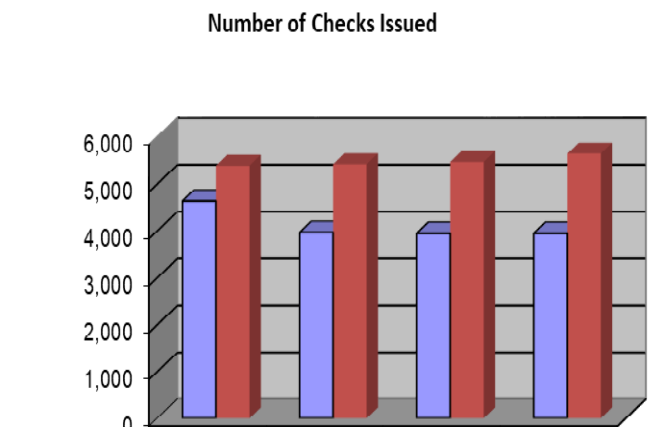
Departmental Workload Indicators

Performance Measure	FY 2018 Actual	FY 2019 Projected	FY 2020 Estimated
Number of Purchase Orders issued	247	291	291
Number of Payroll Checks issued	5,416	5,462	5,462
Number of Accounts Payable Checks issued	3,962	3,944	3,944
Number of Accounts Payable Invoices processed	7,705	7,676	7,676
Number of Credit Card transactions	1,299	1,274	1,274
Number of 1099's issued	74	75	75
Number of W-2's issued	264	260	260
Number of Budget Amendments Processed	14	10	10
Number of EFT's	269	264	264

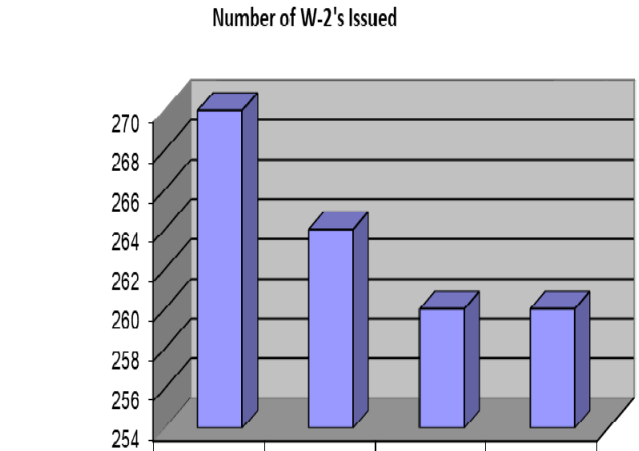
continued on next page

Finance FY 2020

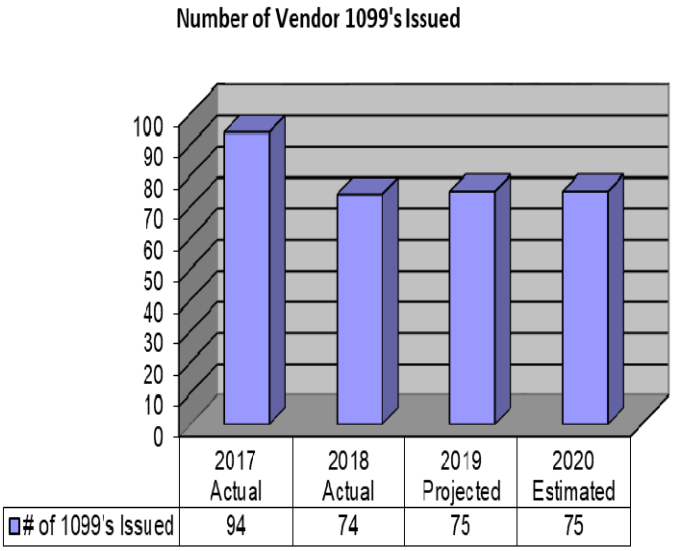
The following charts illustrate some departmental workload indicators:



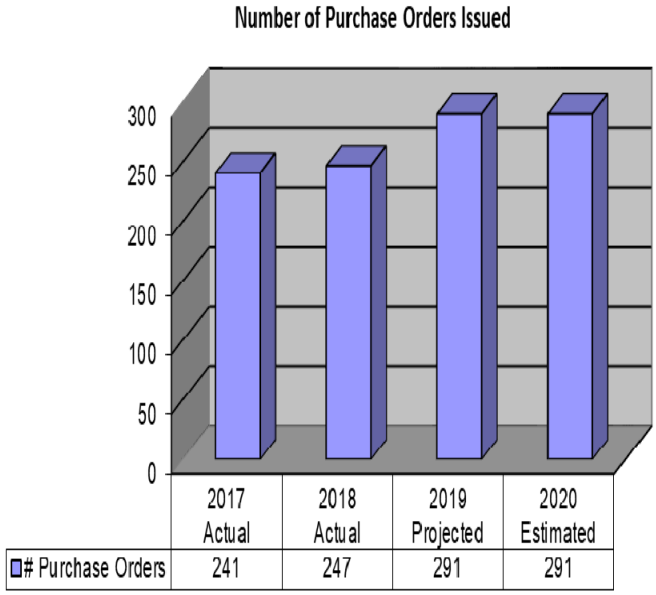
	2017 Actual	2018 Actual	2019 Projected	2020 Estimated
# A/P Checks	4,629	3,962	3,944	3,944
# P/R Checks	5,384	5,416	5,462	5,642



	2017 Actual	2018 Actual	2019 Projected	2020 Estimated
# of W-2's issued	270	264	260	260



	2017 Actual	2018 Actual	2019 Projected	2020 Estimated
# of 1099's Issued	94	74	75	75



	2017 Actual	2018 Actual	2019 Projected	2020 Estimated
# Purchase Orders	241	247	291	291

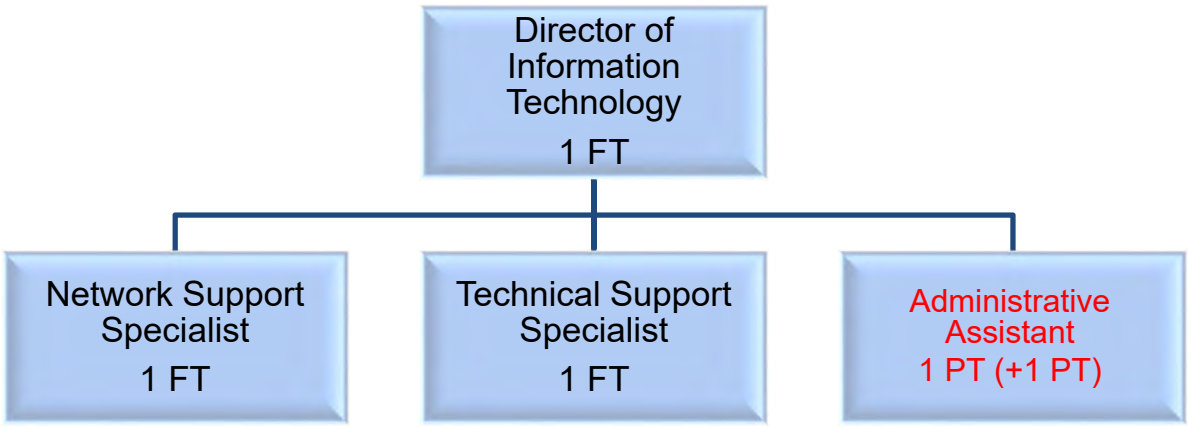
Finance FY 2020

Budget Summary

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 622,266**	**$ 618,043**	**0.68%**	**$ 4,223**	**$ 557,353**	**$ 533,670**
Operating							
Advertising	250		250	0.00%	-	162	-
Books,Publ.& Subscriptions	300		300	0.00%	-	429	-
Conferences & Seminars	200		200	0.00%	-	120	120
Contractual Services	35,000		35,000	0.00%	-	36,251	51,807
Materials & Supplies	9,500		9,500	0.00%	-	6,804	9,461
Memberships & Dues	370		370	0.00%	-	400	430
Postage	100		100	0.00%	-	110	120
Printing & Binding	3,000		3,000	0.00%	-	1,121	3,222
Professional Services	1,000		1,000	0.00%	-	38,534	30,258
Travel & Training	3,000		3,000	0.00%	-	1,121	-
Uniforms	0		0	0.00%	-	-	324
Other Operating Costs	0		0	0.00%	-	0	0
Total Operating Costs		**52,720**	**52,720**	**0.00%**	**-**	**85,052**	**95,741**
Total Expenses		**$ 674,986**	**$ 670,763**	**0.63%**	**$ 4,223**	**$ 642,406**	**$ 629,411**

Explanation of Increase / (Decrease):
The increase in total expenses is negligible.

Information Technology FY 2020



The personnel change in this department is to provide administrative support.

Summary	FY 2020	FY 2019	Change
Full-Time	3	3	No Change
Part-Time	1	0	+1 PT

Information Technology FY 2020

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, installation, and support of all desktop computers; network design, support and troubleshooting; voice and data cabling; wireless video support; troubleshooting of Country Club 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 for fiscal year 2020 we have added a 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.

Information Technology FY 2020

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

The personnel changes for Fiscal Year 2019/2020 are:

- Addition of one (1) part-time Administrative Assistant position

Current Year Accomplishments and New Initiatives

During Fiscal Year 2018-2019, the IT Department accomplished the following new initiatives and goals for improvement:

- Roll-out of 30 new ruggedized laptops to Police.
- Design and implementation of new FIREMED mobile application.
- Increase Village network bandwidth to 100mb.
- Installation of new surveillance cameras at Anchorage Park Marina.
- Upgraded Anchorage Park facility to fiber connectivity.
- Installation of new surveillance cameras at Lakeside Park.
- Upgrade Golftrac POS system to new version 3.1.
- Installation of data cabling for Community Development office expansion.
- Upgrade of Symantec Anti-virus server to 14.2RU1.
- Destruction and wiping of old computer hard drives.
- Enhanced Security awareness training for Village employees.
- Low voltage cabling for new clubhouse.
- Replication of Village backups to offsite cloud location.
- Upgrade of Village computers to Windows 10.
- Upgrade of Police domain to Windows 2016 Server.
- Network redesign for enhanced security.
- Staff training on new golf pos software.
- New timekeeping system for all golf staff.
- Upgrade of Munis server to latest version.
- Redesign of webtrac website for online tee times and reservations.
- Revisions to IT policy and procedure manual to meet new FDLE mandates.
- Integration of hearing loop system in Village council chambers.
- Implementation of ADA compliant documents on Village website.
- Enhanced intrusion prevention detection on prevention.

Information Technology FY 2020

Goals and Objectives

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

Strategic Goal:

Community Outreach

Department 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. Allow Village residents the capability to sign up for Village events and activities.
c. Post all materials related to RFP's and bids on Bids and Proposals module for potential contractors.

Strategic Goal:

Organizational Excellence

Department Goal:

Provide an economically efficient IT infrastructure for all Village operations.

Objectives:
a. Streamline processes utilizing workflows in Laserfiche document system.
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.

Strategic Goal:

Financial Sustainability

Department Goal:

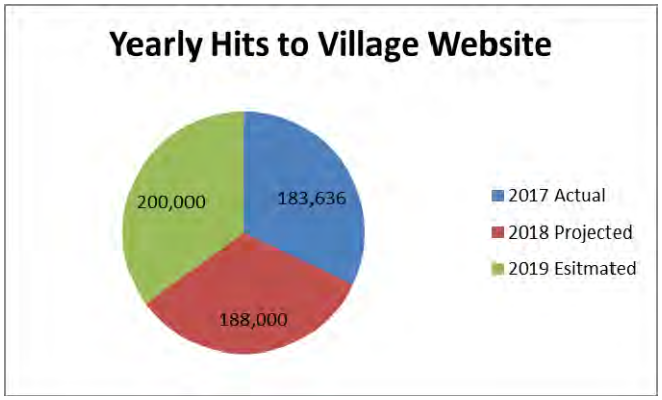
Plan IT-related capital expenses in accordance with Village's established long-term capital plan.

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.

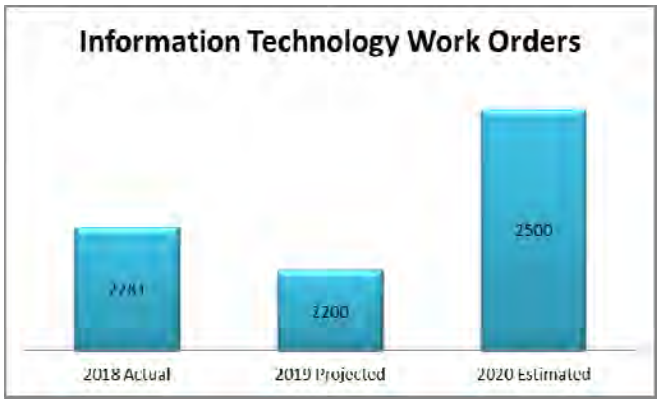
Information Technology FY 2020

Performance / Workload Measures

Performance Measure	FY 2018 Actual	FY 2019 Projected	FY 2020 Estimated
Yearly Hits to Village Website	180,827	225,000	250,000
Security Awareness Assessment Rating	28%	3.8%	4.0%
IT Work Orders Completed	2281	2200	2500



Village Website Hits: As shown above, the new 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, Building department information, Country Club information and Library events seem to be the favorites among visitors.



IT Work Orders: In 2018, the Information Technology Department completed 2,281 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 new clubhouse at the Country Club, increased security measures and additional staff and 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 2020

Budget Summary

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 372,728**	**$ 339,117**	**9.91%**	**$ 33,611**	**$ 318,182**	**$ 309,673**
Operating							
Contractual Services	50,000		47,000	6.38%	3,000	34,754	44,625
Licenses & Fees	45,000		18,000	150.00%	27,000	6,919	5,298
Materials & Supplies	8,200		8,300	-1.20%	(100)	12,909	11,793
Postage	25		25	0.00%	0	5	11
Professional Services	0		0	0.00%	0	28	30
Repairs & Maintenance	3,000		3,000	0.00%	0	6,116	9,352
Travel & Training	1,000		1,000	0.00%	0	770	39
Utilities	0		0	0.00%	0	549	0
Other Operating Costs	0		0	0.00%	0	0	0
Total Operating Costs		**107,225**	**77,325**	**38.67%**	**29,900**	**62,050**	**71,147**
Total Expenses		**$ 479,953**	**$ 416,442**	**15.25%**	**$ 63,511**	**$ 380,231**	**$ 380,820**

Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs. The FY20 budget includes:

- A personnel expenditure increase reflecting the addition of one (1) part-time Administrative Assistant position; and
- An increase in licenses and fees to purchase 2016 E-mail server software licenses.

Village Attorney

FY 2020

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 2020

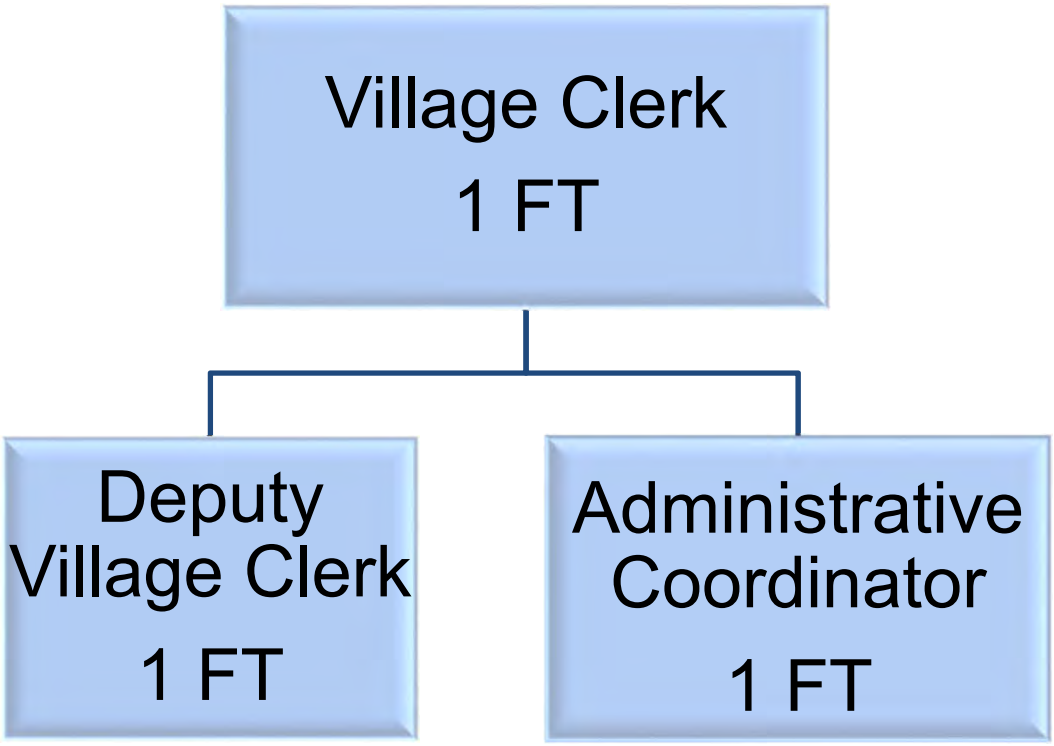
Budget Summary

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Operating							
Legal Services-Village Attorney	$125,000		$125,000	0.00%	$ 0	$ 149,722	$ 144,596
Legal Services-Special	10,000		10,000	0.00%	0	22,252	22,833
Legal Services-Labor	25,000		25,000	0.00%	0	13,730	12,485
Materials & Supplies	0		0	0.00%	0	0	0
Total Operating Costs		**160,000**	**160,000**	**0.00%**	**0**	**185,703**	**179,915**
Total Expenses		**$ 160,000**	**$ 160,000**	**0.00%**	**$ 0**	**$ 185,703**	**$ 179,915**

Explanation of Increase / (Decrease):

There is no change in total expenses.

Village Clerk FY 2020



Summary	FY 2020	FY 2019	Change
Full-Time	3	3	No Change
Part-Time	0	0	No Change

Village Clerk FY 2020

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;
- Coordination of the Village's military support program in partnership with Support Our Troops USA, Inc.

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.

Village Clerk FY 2020

Personnel Changes

There are no personnel/title changes for Fiscal Year 2019/2020.

Current Year Accomplishments and New Initiatives

- Implemented Municode Agenda Management Software which streamlined agenda packet creation and publication by improving communication, collaboration and the coordination of the agenda preparation process and provision of backup materials by departments to the Village Manager and Village Clerk.
- Upgraded the Village Clerk's office by installing new carpeting and paint.
- 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 during National Volunteer Week; and coordinated the Advisory Board Dinner.
- 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, as well as the ability to report and track concerns.
- Served as Village liaison and Board member of Support Our Troops USA Inc.; publicized activities through the newsletter/website/slideshow/Facebook, participated in packing days, and coordinated the use of Village clerical, facility, and vehicle resources.
- Deputy Village Clerk became an Associate Member of the Florida Association of Code Enforcement and completed Level 1 Code Enforcement Certification.
- Clerk's office employees attended training sessions through the FL Institute of Government, FL Assoc. of City Clerks, PBC Municipal Clerks Association, and other organizations in order to stay up-to-date on statutory requirements and best practices regarding elections, government in the sunshine, records management, and administrative services.

continued on next page

Village Clerk FY 2020

Goals and Objectives

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

Strategic Goal:

Organizational Excellence

Department Goal:

Assess key 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. Evaluate filing structure, storage, and retrieval of long-term and permanent records in the Clerk's office and begin disposition of records that have met retention.

Strategic Goal:

Community Outreach

Department Goal:

Enhance communication with residents 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.
b. Review website statistics in order to measure the effectiveness of communications and gauge resident's level of interest in, and use of, online resources.

Department Goal:

Encourage resident participation in Village Boards, programs and events.

Objectives:

a. Enhance Council/Board communications by assisting Village Administration in scheduling ongoing Board reports at Council meetings; schedule joint Council/Board meetings as necessary.
b. Continue collaboration with Communications Manager to promote opportunities for volunteers and public participation through social media, the Village newsletter, website, and email notifications.
c. Recognize volunteers at Council meetings and special events and publicize on social media.

continued on next page

Village Clerk FY 2020

Performance / Workload Measures

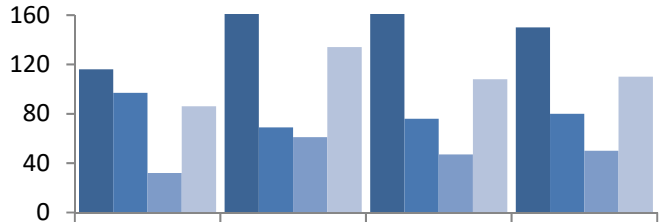
Performance Measure	FY 2018 Actual	FY 2019 Projected	FY 2020 Estimated
Council Meetings: Regular Session	21	22	22
Workshop Session	10	4	10
Special Session	3	11	7
Budget Workshop	7	7	7
Total Ordinances/Code Amendment ordinances	15/6	17/8	17/8
Total Resolutions/Resolutions approving contracts, leases, agreements	108/55	125/65	120/60
Code Enforcement Special Magistrate Hearings	12	12	12
Code Enforcement case files prepared	151	165	170
Code Enforcement liens recorded	50	45	50
Code Enforcement liens released	10	31	25
Newsletter articles promoting Village volunteers, volunteering, and civic involvement	24	30	30
Applications and inquiries received in Clerk's Office regarding Village boards and/or public service options	14	30	25
Public records provided within 1-5 business days of receipt	42.59% 69/162	45.24% 76/168	53.33% 80/150
Public records provided the same day as requested	37.65% 61/162	27.98% 47/168	33.33% 50/150
Public records provided at no charge to requestor	82.72% 134/162	64.29% 108/168	73.33% 110/150

continued on next page

Village Clerk

FY 2020

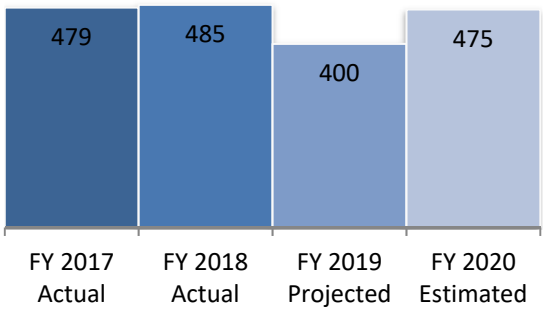
Public Records Requests



	2017 Actual	2018 Actual	2019 Projected	2020 Estimated
Total Requests	116	162	168	150
Provided 1-5 business days	97	69	76	80
Provided same day	32	61	47	50
Provided at no charge	86	134	108	110

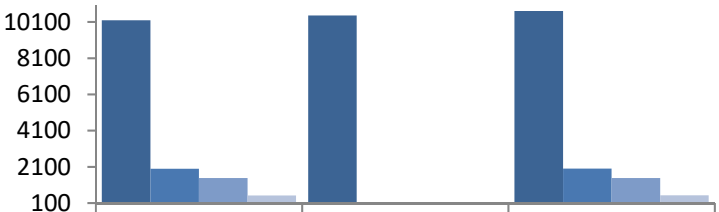
The public may review or obtain copies of records by searching the online public records database or by contacting the Clerk's office or relevant department. The Clerk's office acknowledges receipt of requests for public records and ensures that the requestor receives documents in a timely manner. Records 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.

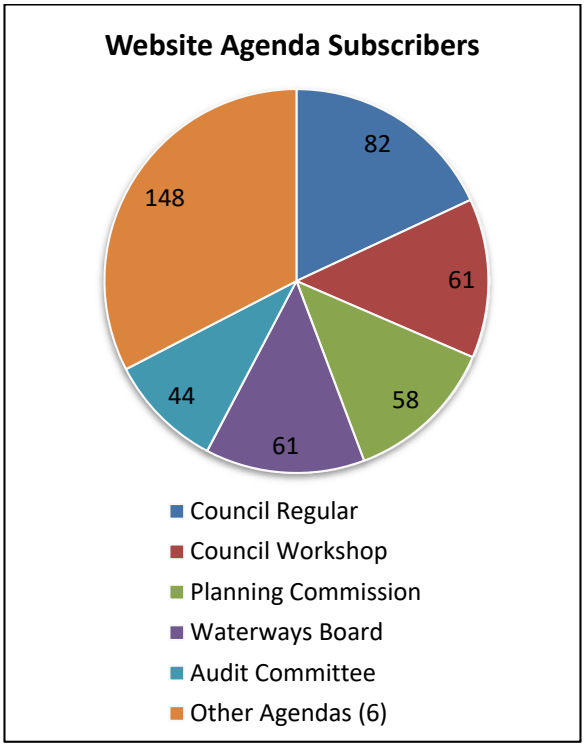
Municipal Election Voter Turnout

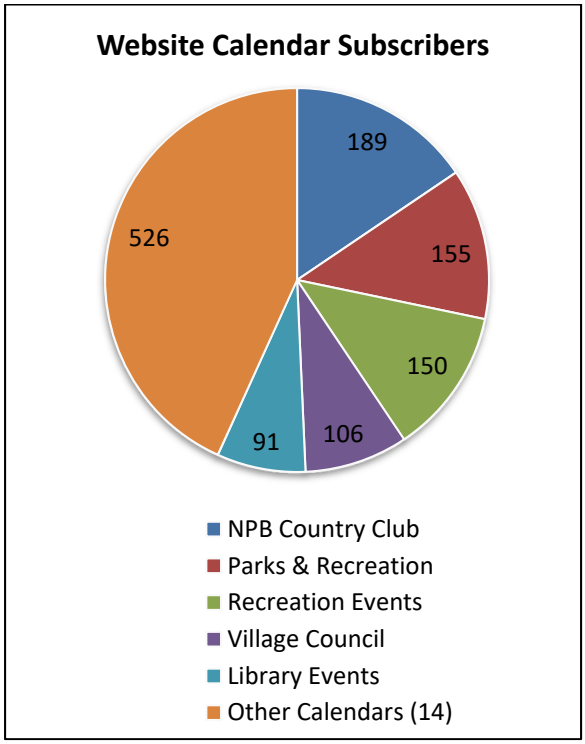


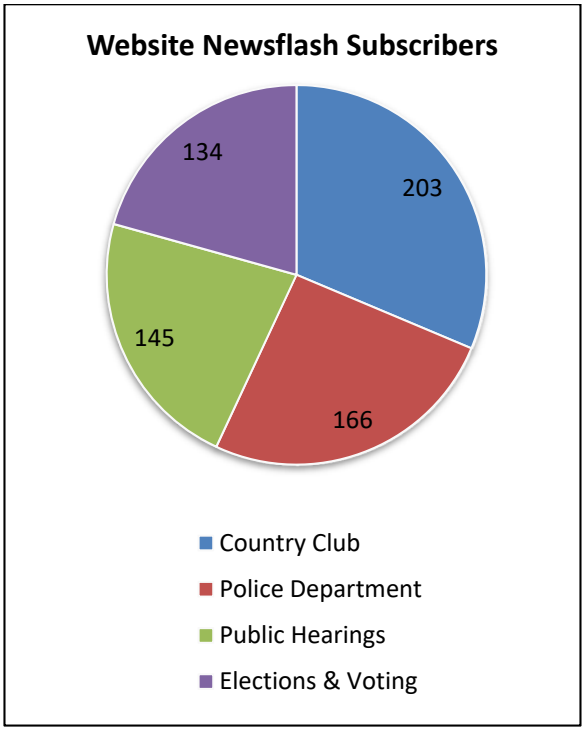
	2018 Actual	2019 Actual No Election	2020 Estimated
Total Registered Voters	10186	10455	10700
Total Voter Turnout	1990	0	2000
Total Voters at Precinct	1475	0	1480
Total Vote-by-Mail	515	0	520

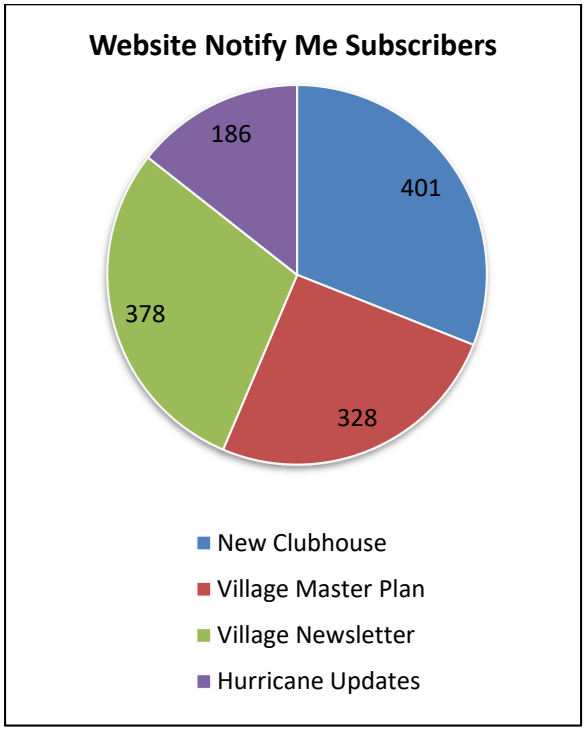
Village Clerk FY 2020

The Village website was completely redesigned in FY 2015 to improve communication and service delivery to our residents through interactive tools and online access to Village staff, services, and resources. Residents can sign up (subscribe) to receive news alerts and notifications of meetings and community events via email and/or text message.









Village Clerk

FY 2020

Budget Summary

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 281,673**	**$ 375,284**	**-24.94%**	**$ (93,611)**	**$ 358,094**	**$ 342,421**
Operating							
Books, Publ. &Subscriptions	25		25	0.00%	0	24	24
Conferences & Seminars	950		325	192.31%	625	600	625
Contractual Services	9,600		23,000	-58.26%	(13,400)	4,531	4,615
Election Expense	18,000		25,500	-29.41%	(7,500)	23,885	23,922
Materials & Supplies	3,400		3,800	-10.53%	(400)	2,649	1,498
Memberships & Dues	650		655	-0.76%	(5)	630	445
Printing & Binding	600		600	0.00%	0	814	138
Professional Services	100		100	0.00%	0	32	32
Repairs & Maintenance	0		3,200	-100.00%	(3,200)	0	0
Travel & Training	3,077		1,730	77.86%	1,347	1,320	1,734
Uniforms	0		0	0.00%	0	0	29
Other Operating Costs	1,500		1,500	0.00%	0	1,786	1,225
Total Operating Costs		**37,902**	**60,435**	**-37.28%**	**(22,533)**	**36,271**	**34,287**
Total Expenses		**$ 319,575**	**$ 435,719**	**-26.66%**	**$ (116,144)**	**$ 394,365**	**$ 376,708**

Explanation of Increase / (Decrease):

The decrease in total expenses is primarily due to the decrease in personnel costs. The FY20 budget includes:

- A personnel expenditure decrease resulting from the departure of a long-tenured employee

General Services – Village Hall

FY 2020

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

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Operating							
Historian	$ 0		$ 0	0.00%	$ 0	$ 0	$ 74
Materials & Supplies	10,200		10,000	2.00%	200	6,648	5,440
Newsletter	50,000		50,000	0.00%	0	44,929	36,895
Postage	25,000		25,000	0.00%	0	22,412	21,646
Rental	2,300		5,310	-56.69%	(3,010)	5,329	5,456
Repairs & Maintenance	3,500		3,500	0.00%	0	3,500	4,790
Utilities	20,200		20,330	-0.64%	(130)	21,105	22,971
Other Operating Costs	80		80	0.00%	0	60	154
Total Operating Costs		**111,280**	**114,220**	**-2.57%**	**(2,940)**	**103,984**	**97,426**
Total Expenses		**$ 111,280**	**$ 114,220**	**-2.57%**	**$ (2,940)**	**$ 103,984**	**$ 97,426**

Explanation of Increase / (Decrease):
The decrease in total expenses is negligible.

Public Safety (Combined) FY 2020

This is a combined organization chart for Police & Fire. Please refer to the organization charts provided for each department in the following pages

Police

Chief of Police
1 FT

Captain
2 FT

Administrative Coordinator
1 FT

CALEA Manager / Captain Professional Standards
1 PT

Clerical Specialist
1 FT

Sergeant	6 FT
Police Officer	20 FT
Detective	4 FT
Crime Analyst	1 FT
Records Clerk	1 FT
Police Service Aide	1 FT
School Crossing Guards	14 PT
Volunteers	16

Fire Rescue

Fire Chief
1 FT

Senior Fire Inspector
1 FT

District Chief
1 FT

Fire Captain	3 FT
Driver/Engineer EMT	1 FT
Driver/Engineer Medic	2 FT
Firefighter/Paramedic	15 FT
Volunteers	18

Summary	FY 2020	FY 2019	Change
Full-Time	62	62	No Change
Part-Time	15	15	No Change
Volunteers	34	43	-9 Volunteers

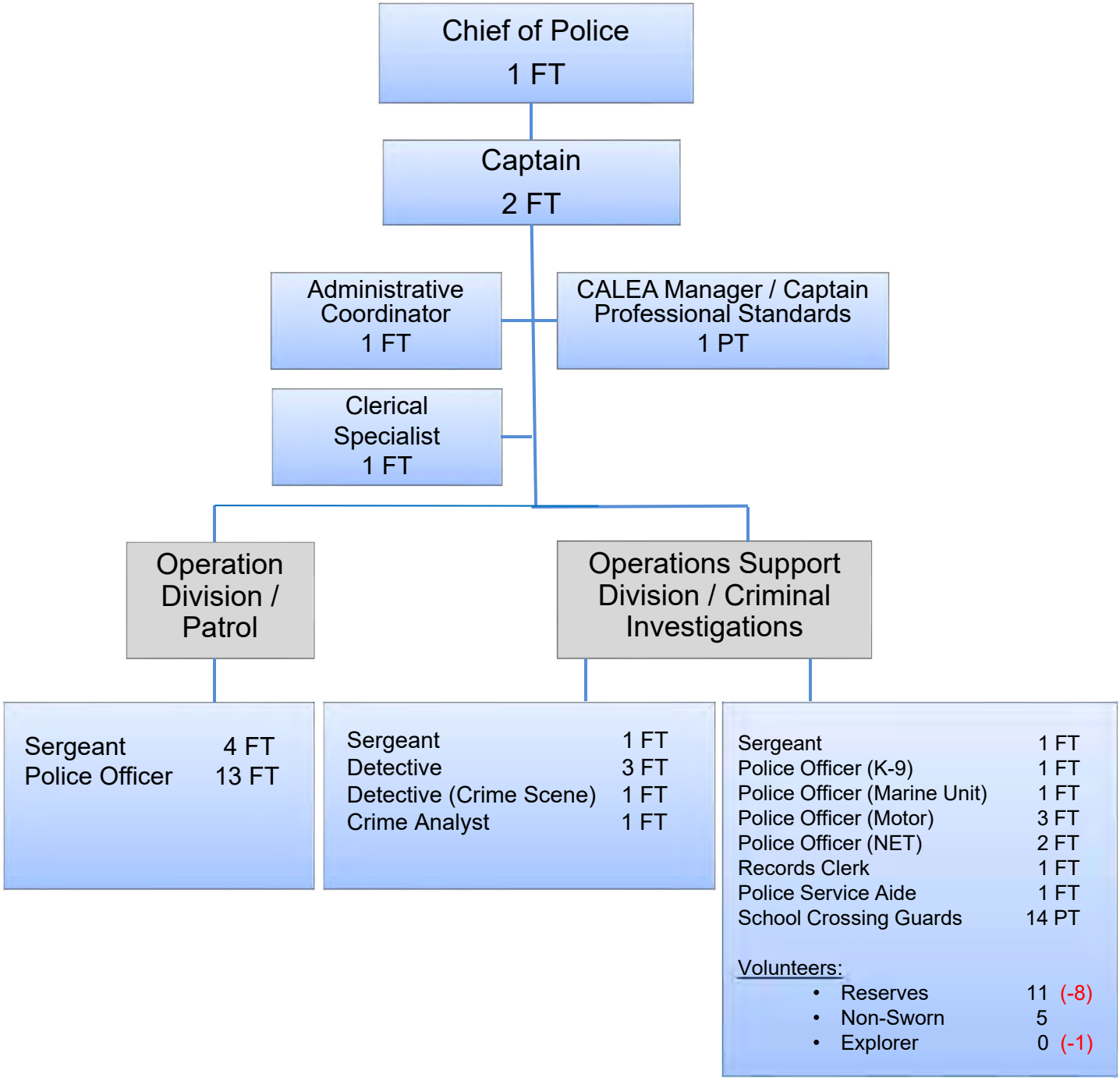
Public Safety (Combined) FY 2020

Budget Summary

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 8,829,858**	**$ 8,195,985**	**7.73%**	**$ 633,873**	**$8,178,323**	**$7,694,405**
Operating							
Advertising	180		180	0.00%	0	-	-
Books, Publ. & Subscriptions	2,950		2,300	28.26%	650	1,906	70
Conferences & Seminars	2,100		600	250.00%	1,500	175	130
Contractual Services	551,000		511,497	7.72%	39,503	467,498	457,620
Employee Relations	4,000		4,000	0.00%	0	1,295	2,204
Gas, Oil & Lubricants	144,200		138,000	4.49%	6,200	105,615	87,712
Law Enforcement Trust	0		0	0.00%	0	5,040	4,800
Licenses & Fees	3,000		10,866	-72.39%	(7,866)	1,868	5,158
Materials & Supplies	251,650		314,850	-20.07%	(63,200)	206,774	164,510
Memberships & Dues	4,395		4,380	0.34%	15	2,769	4,522
Postage	1,987		2,200	-9.68%	(213)	1,294	1,608
Printing & Binding	3,900		3,900	0.00%	0	3,697	3,573
Professional Services	23,400		23,600	-0.85%	(200)	18,127	21,818
Rental	16,922		29,922	-43.45%	(13,000)	23,884	24,378
Repairs & Maintenance	167,000		167,000	0.00%	0	140,730	181,069
Travel & Training	104,970		82,685	26.95%	22,285	54,248	60,993
Uniforms	75,750		73,000	3.77%	2,750	55,176	56,314
Utilities	103,500		106,830	-3.12%	(3,330)	92,286	85,994
Other Operating Costs	80		80	0.00%	0	60	55
Total Operating Costs		**1,460,984**	**1,475,890**	**-1.01%**	**(14,906)**	**1,182,442**	**1,162,527**
Capital							
Automotive	0		0	0.00%	0	70,844	29,683
Capital Outlay		**0**	**0**	**0.00%**	**0**	**70,844**	**29,683**
Total Expenses		**$ 10,290,842**	**$ 9,671,875**	**6.40%**	**$ 618,967**	**$9,431,609**	**$8,886,615**

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 2020



Summary	FY 2020	FY 2019	Change
Full-Time	38	38	No Change
Part-Time	15	15	No Change
Volunteers	16	25	-9 Volunteers

Police FY 2020

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. The Coordinator also performs duties related to payroll, purchasing, and Criminal Justice Standards and Training Commission requirements.

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

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

Each functional area is commanded by a Police Captain who 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 Internal Affairs function, the Training function, 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.

Police FY 2020

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:

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.

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 five (5) 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 fifteen (15) 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-four (44) 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 (2000) flyers last year.

Gun Lock Program

Free gun locks are provided to residents to keep their homes safe through secured firearms. The Department distributed sixty-six (66) 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 three hundred and sixty (360) 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 eight (8) meetings, this include 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 twenty-five (25) 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 three (3) 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 distributed one hundred and twenty-five (125) Smart Water kits.

Special Response Team (SRT)

There are currently seventeen (17) members in SRT that includes 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 2019/2020

Volunteers

- Recruiting efforts underway to increase the number of Reserve Police Officers

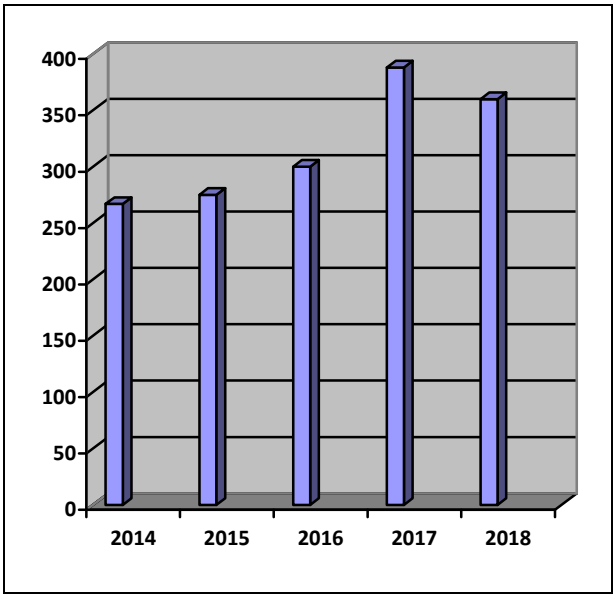
2019 Awards:

The agency has been recognized by three (3) organizations as being in the top ten (10) lowest crime cities in Florida.

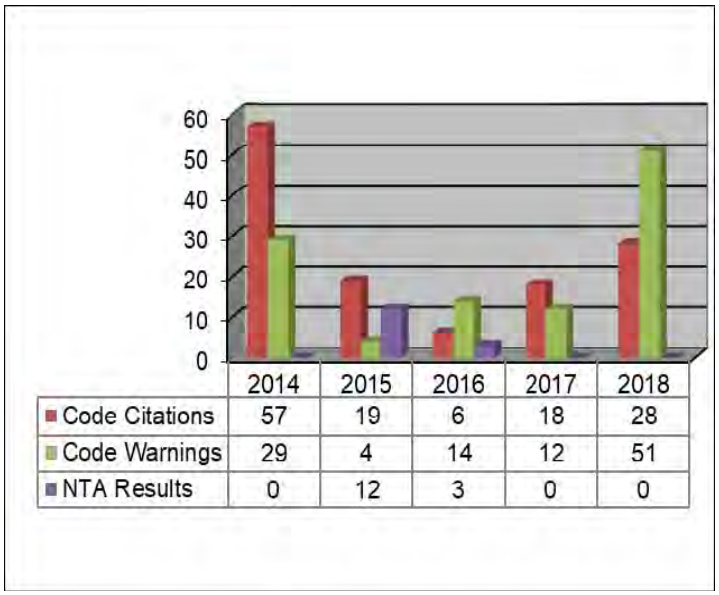
Current Year Accomplishments and New Initiatives

During Fiscal Year 2018/2019, the Police Department achieved the following results:

Participation in Community Meetings



Increased Code Enforcement Actions



	2014	2015	2016	2017	2018
Code Citations	57	19	6	18	28
Code Warnings	29	4	14	12	51
NTA Results	0	12	3	0	0

Police FY 2020

ANNUAL 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 Live

Department 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
    - CALEA re-accreditation completed on 7/26/17. Re-accreditation is done every 4 years and will now be done yearly.
b. Community policing focus.
    - Police department will continue to partner with residents, businesses, schools and places of worship and provide safety training.
c. NET (Neighborhood Enhancement Team) / Neighborhood relationships
    - NET team active and collaborating with other Village departments.
    - Continued emphasis upon community policing and increased positive resident contact in our community through NET/directed patrol.
    - Park walk and talk and residential knock and talk are conducted in traditional and transitional neighborhoods, to identify areas of improvement through community engagement.
    - Paradigm shift to include holistic multi-discipline involvement to enhance neighborhoods quality of life and partnership with sober homes and the community.
    - Added two (2) fixed and two (2) mobile LPR (License Plate Reader) in the current NET area.
    - Ongoing side-walk and street light upgrades and repairs in the NET area.
    - No-Parking signs installed in the NET area.
    - Paint-your-heart program through SWA (Solid Waste Authority) and a group of volunteers completed rehabilitation at four (4) residential homes in 2018. We have two (2) homes pending approval from SWA this upcoming year.
    - No-Parking signs installed with surveillance cameras in the immediate area of Lakeside Park including the south side of the park in collaboration with the “Friends of Lakeside Park”.

Police FY 2020

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.

- Establish homes in the neighborhoods that need attention (action plan ongoing with NET)
- Grants for infrastructure (to be researched by NET)
- Housing needs (based on community needs)
- Lighting (ongoing)
- LPR's (ongoing)

Performance / Workload Measures

Performance Measure	FY 2018 Actual	FY 2019 Projected	FY 2020 Estimated
Community Policing Contacts	1,430	1,500	1,550
Enforcement Contacts	5,590	5,600	5,600
Number of code compliance issues	25	20	13
Increase number of warnings issued for traffic stops	1,842	1,860	1,900
Reduce traffic crash reports	245	180	160

continued on next page

Crime Statistics

NORTH PALM BEACH CRIME STATISTICS

	Jan 17 Dec 17	Jan 18 Dec 18	-/+	% Change
Murder	0	0	0	0.0%
Sexual Assault	1	0	-1	-100.0%
Robbery	5	5	0	0.0%
Aggravated Assault	10	7	-3	-30.0%
Aggravated Stalking	1	0	-1	-100.0%
Stolen Vehicle	18	15	-3	-16.7%
Burglary to Residence	17	7	-10	-58.8%
Burglary Non-Residence	2	5	3	150.0%
Burglary to Vehicle	33	25	-8	-24.2%
Theft	67	54	-13	-19.4%
TOTALS:	154	118	-36	-23.4%
Arrests:	243	175	-68	-28.0%

Jan - Dec 10 Year Statistics

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Murder	0	0	0	0	0	0	0	0	0	0
Sexual Assault	1	1	0	2	0	4	1	0	1	0
Robbery	16	9	9	13	6	5	1	2	5	5
Aggravated Assault	21	14	10	4	8	10	9	8	10	7
Stolen Vehicle	14	22	14	11	8	20	14	17	18	15
Burglary to Residence	51	66	39	64	38	59	27	33	17	7
Burglary Non Residence	34	14	17	14	7	16	10	11	2	5
Burglary to Vehicle	70	55	31	44	33	58	50	38	33	25
Theft	124	139	131	106	105	135	85	74	67	54
TOTALS:	331	320	251	258	205	307	197	184	154	118

Police FY 2020

Budget Summary

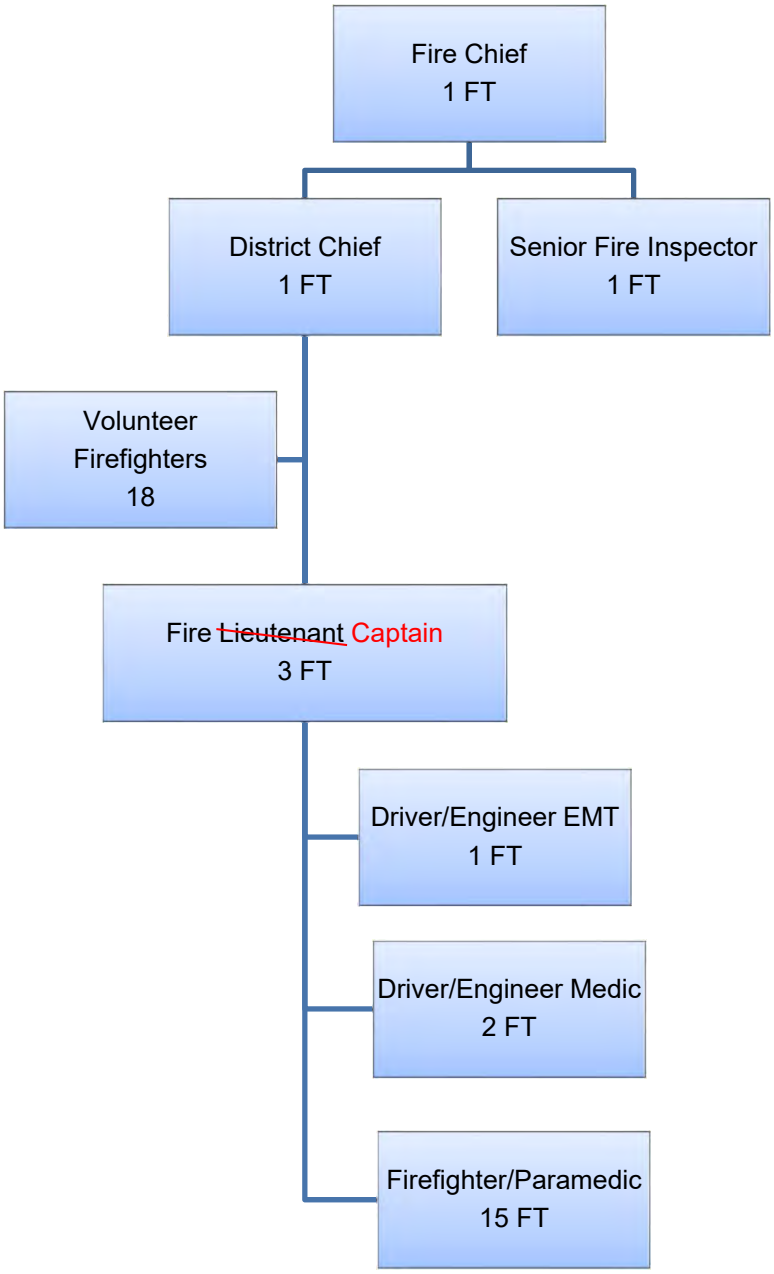
	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 5,389,019**	**$ 4,939,348**	**9.10%**	**$ 449,671**	**$5,037,871**	**$4,484,837**
Operating							
Advertising	180		180	0.00%	0	0	0
Books, Publ& Subscription	500		500	0.00%	0	27	70
Conferences & Seminars	600		600	0.00%	0	175	130
Contractual Services	519,000		481,497	7.79%	37,503	428,956	424,763
Employee Relations	4,000		4,000	0.00%	0	1,295	2,204
Gas, Oil & Lubricants	120,000		118,000	1.69%	2,000	88,066	72,176
Law Enforcement Trust	0		0	0.00%	0	5,040	4,800
Licenses & Fees	1,500		8,166	-81.63%	(6,666)	1,164	880
Materials & Supplies	173,500		234,600	-26.04%	(61,100)	143,086	107,420
Memberships & Dues	2,960		2,960	0.00%	0	2,035	2,399
Postage	300		300	0.00%	0	198	606
Printing & Binding	3,500		3,500	0.00%	0	3,454	3,201
Professional Services	8,000		8,000	0.00%	0	2,527	6,198
Rental	14,172		27,172	-47.84%	(13,000)	21,478	22,309
Repairs & Maintenance	119,500		89,500	33.52%	30,000	79,031	62,377
Travel & Training	46,000		46,000	0.00%	0	21,865	42,150
Uniforms	32,000		32,000	0.00%	0	34,264	31,000
Utilities	21,900		20,660	6.00%	1,240	6,913	5,944
Total Operating Costs		**1,067,612**	**1,077,635**	**-0.93%**	**(10,023)**	**839,575**	**788,628**
Capital							
Automotive	0		0	0.00%	0	70,844	29,683
Capital Outlay		**0**	0	**0.00%**	0	70,844	29,683
Total Expenses		**$ 6,456,631**	**$ 6,016,983**	**7.31%**	**$ 439,648**	**$5,948,290**	**$5,303,147**

Explanation of Increase / (Decrease):

The increase in total expenses is primarily due to the increase in personnel costs. The FY20 budget includes:

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

Fire Rescue FY 2020



Summary	FY 2020	FY 2019	Change
Full-Time	24	24	No Change
Part-Time	0	0	No Change
Volunteers	18	18	No Change

Fire Rescue FY 2020

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.

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.

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.

Fire Rescue FY 2020

Personnel Changes

The personnel/title changes for Fiscal Year 2019/2020 are:

- Title Change: Lieutenant position title changed to Captain as per the IAFF Collective Bargaining Agreement

Current Year Accomplishments and New Initiatives

During Fiscal Year 2018/2019, the Fire Rescue Department achieved the following new initiatives and goals for improvement:

- Recertify personnel in Advanced Cardiac Life Support (ACLS).
- Working member of the Village NET.
- Received an EMS Grant to purchase a replacement cardiac monitor/defibrillator.
- Replaced all Village-owned Automatic External Defibrillators (AEDS).
- Ordered/awaiting delivery of first leased fire engine.
- Participated in a number of Village and countywide events including Annual Safety Fair, Heritage Day, 9/11 Remembrance Ceremony, Independence Day Fireworks and Veterans Day Ceremony.

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:

a. Conduct operational readiness drills to enhance staff speed in deployment and overall readiness.
b. 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:

a. Conduct regularly scheduled in-house training to maintain job skills.
b. Offer and encourage advanced educational opportunities.
c. Provide a multi-discipline, multi-agency training program.

Fire Rescue FY 2020

Department Goal:

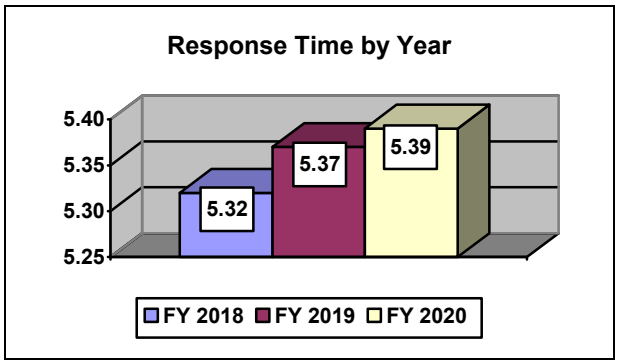
Use the apparatus lease program to replace one (1) rescue.

Objectives:
a. Replace EMS apparatus utilizing a six (6) year lease plan.
b. Turn in and replace apparatus at the end of lease periods.

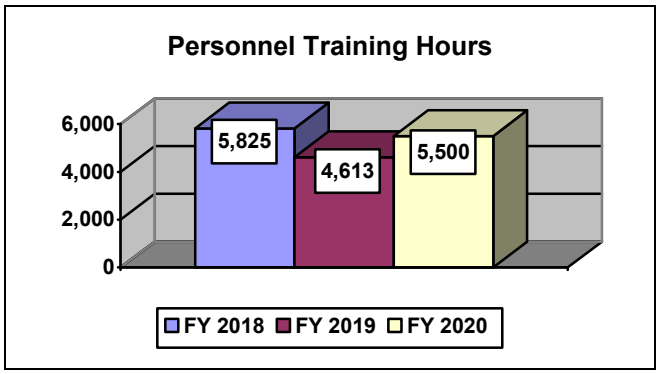
This lease will replace a 2009 MedTec/International with 86,297 miles that will reach its end of life cycle in years and mileage by the time the replacement arrives. This will also allow the current front line rescue, a 2016 AEV/Freightliner, to move to reserve; having already posted 33,139 miles in only three years this unit should be rested to save value as its end of life cycle approaches.

Performance / Workload Measures

Performance Measure	FY 2018 Actual	FY 2019 Projected	FY 2020 Estimated
N.P.B. Average Response Time*	5:32	5:37	5:39
Personnel training hours	5825	4613	5500



***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 2020

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 next reporting period covers 2017-2019. Those numbers will not be available until the FY2021 budget year, so we are providing the current charts for your review.

Triennium Emergency Responses

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

Triennium Automatic Aid Given Responses

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

Automatic Aid Given vs Received

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

Average Response Times vs. Automatic Aid Only Response Times

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

As you can see from the collected data, as our call volume increases so do our response times; this is a two-fold problem. As our call volume increases we are more reliant on our automatic aid partners to cover these calls, but their call volumes are also increasing making them less available to assist. If these trends continue, as we anticipate, we will need to address ways of increasing our response capabilities to continue providing the high-quality service our residents have come to expect and deserve.

Fire Rescue FY 2020

Budget Summary

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 3,440,839**	**$3,256,637**	**5.66%**	**$ 184,202**	**$ 3,140,453**	**$3,209,568**
Operating							
Books, Publ.& Subscriptions	2,450		1,800	36.11%	650	1,879	0
Conferences & Seminars	1,500		0	0.00%	1,500	0	0
Contractual Services	32,000		30,000	6.67%	2,000	38,542	32,857
Gas, Oil & Lubricants	24,200		20,000	21.00%	4,200	17,549	15,536
Licenses & Fees	1,500		2,700	-44.44%	(1,200)	704	4,278
Materials & Supplies	78,150		80,250	-2.62%	(2,100)	63,688	57,090
Memberships & Dues	1,435		1,420	1.06%	15	734	2,123
Postage	500		500	0.00%	0	279	176
Printing & Binding	400		400	0.00%	0	243	371
Professional Services	15,400		15,600	-1.28%	(200)	15,600	15,620
Rental	2,750		2,750	0.00%	0	2,406	2,069
Repairs & Maintenance	47,500		47,500	0.00%	0	27,462	35,765
Travel & Training	58,970		36,685	60.75%	22,285	32,383	18,843
Uniforms	43,750		41,000	6.71%	2,750	20,911	25,314
Utilities	1,600		2,000	-20.00%	(400)	1,537	1,444
Total Operating Costs		**312,105**	**282,605**	**10.44%**	**29,500**	**223,918**	**211,486**
Total Expenses		**$ 3,752,944**	**$ 3,539,242**	**6.04%**	**$ 213,702**	**$ 3,364,370**	**$3,421,054**

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 FY20 budget includes:

- 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; and
- An operating expenditure increase in staff training.

General Services – Public Safety Building FY 2020

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:

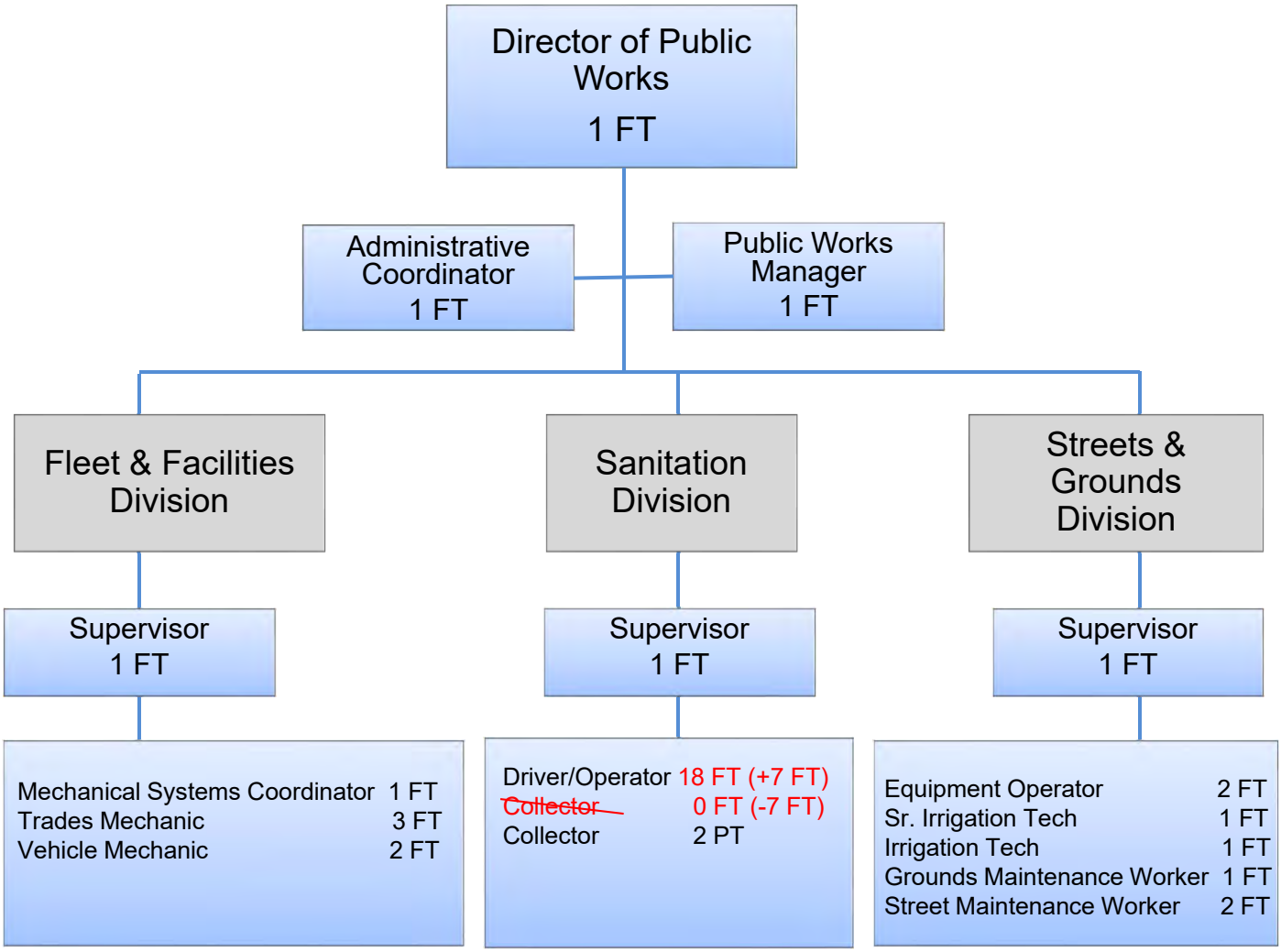
- Postage
- Utilities (Telephone, Electric, Water and Sewer)
- General Supplies
- General Repairs and Maintenance.

Budget Summary

	FY 2020 Budget		FY 2019 Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Operating							
Postage	$ 1,187		$ 1,400	-15.21%	$ (213)	$ 817	$ 826
Repairs & Maintenance	0		30,000	-100.00%	(30,000)	34,237	82,927
Utilities	80,000		84,170	-4.95%	(4,170)	83,835	78,606
Other Operating Costs	80		80	0.00%	0	60	55
Total Operating Costs		**81,267**	**115,650**	**-29.73%**	**(34,383)**	**118,949**	**162,414**
Total Expenses		**$ 81,267**	**$ 115,650**	**-29.73%**	**$ (34,383)**	**$118,949**	**$162,414**

Explanation of Increase / (Decrease):
The decrease in total expenses is primarily due to the completion of a maintenance project.

Public Works FY 2020



The personnel change in the Sanitation Division was implemented in FY 2019. Collectors were provided training to obtain their CDL licenses so they can be assigned to drive rear and front load vehicles when needed so the Division has more flexibility.

Summary	FY 2020	FY 2019	Change
Full-Time	37	37	No Change
Part-Time	2	2	No Change

Public Works FY 2020

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, Library, Community Center, Anchorage Park and Marina, Osborne Park, Lakeside Park, Public Works, 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 currently consist of one (1) Supervisor, eighteen (18) Sanitation Driver/ Operators, and two (2) part-time Sanitation Collectors.

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

Monday – Garbage and Vegetation
Tuesday – Bulk Items and Recycling for Multi-Unit Buildings
Wednesday - Garbage and Vegetation
Thursday - Bulk Items and Recycling for Single-Family Homes
Friday - Garbage and Vegetation

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 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, one (1) Senior Irrigation Technician, and one (1) 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 administration of 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 and irrigation maintenance of Village properties, including the various parks. They also oversee the installation of new landscaping and administering tasks such as the tree trimming and sidewalk repair contracts.

Personnel Changes

The personnel / title changes for Fiscal Year 2019/2020 are:

- Addition of seven (7) full-time Sanitation Driver/Operator positions / Deletion of seven (7) full-time Sanitation Collector positions

Public Works FY 2020

Current Year Accomplishments and New Initiatives

- Anchorage Park North Marina improvements
- Facilities air conditioning and air duct cleaning
- Yacht Club Drive seawall repair
- Public Safety Building roof replacement
- Tree/Palm trimming and pruning contract
- Northlake and U.S. Highway 1 landscape improvements
- Athletic field Bermuda turf maintenance contract
- Sidewalk saw cutting and replacement
- Village-wide vehicle lease program
- Replacement of front load sanitation truck with rear load truck
- Sanitation staff received Class B CDLs
- Changed sanitation schedule for residential collection
- Earman River pump station construction
- Installed new Driving Range lights at NPBCC
- Installed new HVAC at Community Center, Osborne Park, and Public Works
- Assisted with the organization and sale of the golf shop merchandise
- Assisted with NPBCC and pool construction projects
- Converted the irrigation at Lakeside Park from manual to automatic
- Installed new landscaping and irrigation at entrance to Anchorage Park
- Installed three (3) new irrigation pumps at the golf course pump house
- Fixed 38 irrigation main breaks on US Highway 1
- Removed fence at the end of Club Drive at the request of the golf course
- Installed pole and electric near the basketball court at Lakeside Park for camera installation
- Removed and installed trees and hedges in the median north of the Parker Bridge due to accident
- Painted the west alleyway wall
- Installed new irrigation pump at Anchorage Park Lot #3
- Installed new exterior doors at Community Center
- Installed new gates at NPBCC cart barn
- Demolition of the old breakroom at the NPBCC cart barn
- Construction of new kitchen and rest rooms at the NPBCC cart barn
- Installed all new emergency lighting in all Village facilities
- Cleaned and sealed gas and diesel tank sump pumps per State regulation
- Repaired Community Center and concession stand roofs
- Supervised 24 auctions resulting in $271,394 in revenue
- Handled 65 insurance claims, three (3) lawsuits, and obtained 10 certificates of insurance
- Instituted successful sharps collection program to prevent employees from needle sticks
- Activated online account for irrigation water usage so we get instant notification of leaks
- Set up an account with a new car wash facility to ensure that vehicles are being cleaned properly
- WEX gas cards for travel purposes implemented and successful
- Oversaw Public Safety Building mold remediation project
- Village Hall concrete restoration
- Landscaping and grounds maintenance contract

Public Works FY 2020

Strategic Goals and Initiatives

Strategic Goal:

All Neighborhoods as Desirable Places to Live

Department Goal:
Maintain and repair all right-of-way in neighborhoods at a high level.

Objectives:

a. **Complete Pepperwood Circle stormwater repair**
b. Continue sidewalk repair and replacement
c. Identify and perform street paving projects
d. Continue five (5) day a week sanitation collection
e. Prioritize and implement stormwater improvements
f. Continue changeover to LED street lights

Strategic Goal:

Beautification and Quality of Life

Department Goal:
Continue to improve the appearance of all publicly owned property throughout the Village to improve quality of life for all users.

Objectives:

a. **Begin East alley wall replacement**
b. Facility and park planning, maintenance and improvements
c. Streetscape and median planning, maintenance and improvements

Strategic Goal:

Financial Sustainability

Department Goal:
Utilize budgets efficiently and effectively; seek and secure new revenue streams to fund Village priorities.

Objectives:

a. **Complete Stormwater Fee Study and implement if directed**
b. Investigate sanitation fee structure
c. Aggressively seek out grant funding
d. Prioritize and make wise expenditures with available funding

Strategic Goal:

Improve Mobility

Public Works FY 2020

Department Goal:

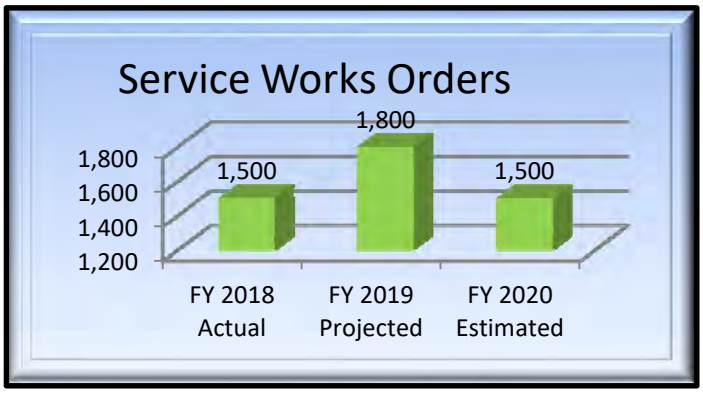
Utilizing the Master Plan, develop project scopes with State, County and Village on upcoming bridge projects, while still focusing on maintaining or improving the Village's streets, sidewalks and bridges.

Objectives:

a. **Make Monet Bridge repairs recommended in the annual inspection report**
b. US 1 Corridor Feasibility Analysis
c. Prosperity Farms Road Improvements
d. US 1 Bridge Concept Design
e. Lighthouse Bridge Analysis
f. Mill and pave to maintain the Village's street network
g. Remove Sidewalk Trip Hazards by Remove/Replace and Saw Cut

Performance / Workload Measures

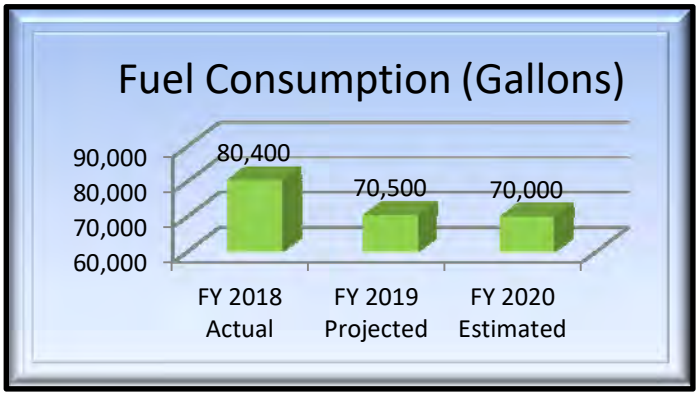
Performance Measure	FY 2018 Actual	FY 2019 Projected	FY 2020 Estimated
Service Work Orders (Facility Dude)	1500	1800	1500
Fuel Consumption (Gallons/Full Fleet)	80,400	70,500	70,000
Paper & Cardboard Recycling (tons)	885	880	876
Glass & Plastic Recycling (tons)	588	590	594
Solid Waste Collection (Tons)	8041	8369	8400
Risk Management Claims	61	66	60
Competitive Solicitations Issued	15	20	15
Items Sold (govdeals.net)	128	60	60



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.

Public Works

FY 2020

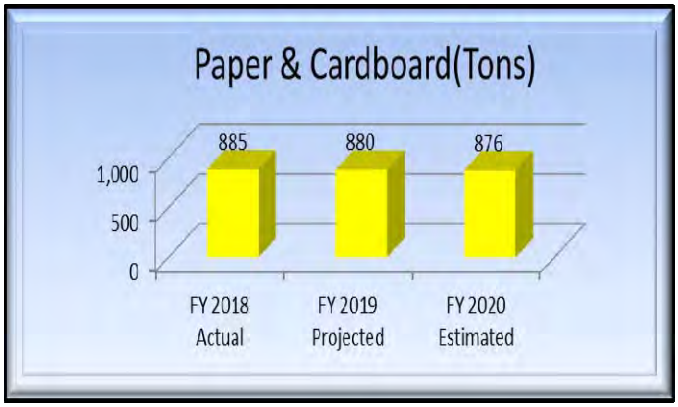


Fuel Consumption: This graph illustrates fuel usage for the entire Village fleet and assorted machinery and equipment. When older vehicles are replaced they are replaced with more fuel efficient models.

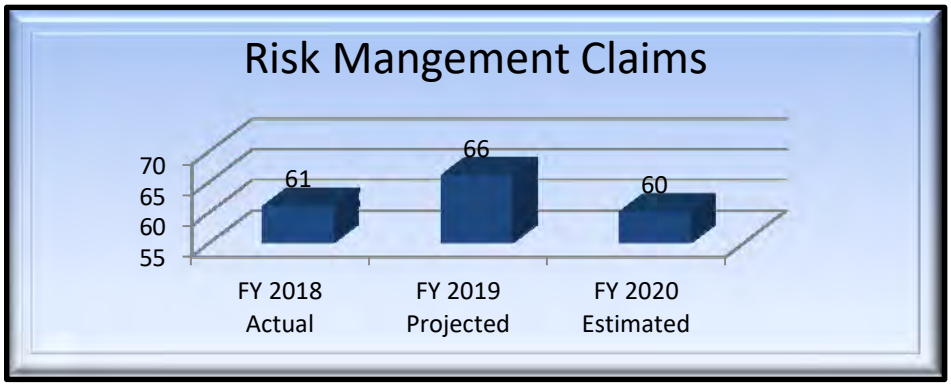
Glass & Plastic Recycling: This graph indicates that glass and recycling collection may have topped out and efforts should be made to promote more recycling.

Solid Waste Collection: This graph depicts the number of tons of garbage and trash collected on an annual basis. There is a dip in FY 2018 but it is expected to return to the average in the past.

Public Works FY 2020



Paper & Cardboard Recycling: This graph indicates that paper and cardboard collection may have topped out and efforts should be made to promote more recycling.



Risk Management Claims: This graph shows the number of Risk Management Claims for the fiscal year. These claims include vehicles accidents, damage to personal property and personal injury. Only eight (8) claims were sent to our insurance company for handling.

Competitive Solicitations: This graph depicts Competitive Solicitations that the Public Works Department has issued for projects within the Village.

Public Works

FY 2020

Govdeals Sales: This graph shows the amount of Govdeals Sales. The increase in 2018 was due to the closing of the Country Club. The total amount of the items sold to date is $271,394.00 which includes $210,000.00 from the sale of the Front Load Sanitation Truck. Govdeals is used to sell any surplus items within the Village.

Public Works FY 2020

Budget Summary (Public Works combined)

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 3,119,433**	**$ 3,014,083**	**3.50%**	**$105,350**	**$ 2,764,228**	**$2,620,017**
Operating							
Advertising	1,250		1,250	0.00%	0	881	193
Conferences & Seminars	4,000		3,500	14.29%	500	1,351	1,099
Contractual Services	962,000		918,175	4.77%	43,825	939,175	838,204
Employee Relations	3,500		1,500	133.33%	2,000	618	129
Equipment Rental	5,500		9,000	-38.89%	(3,500)	11,314	2,412
Gas, Oil & Lubricants	116,800		107,050	9.11%	9,750	99,884	89,337
Licenses & Fees	4,200		6,950	-39.57%	(2,750)	9,231	2,075
Materials & Supplies	401,000		461,400	-13.09%	(60,400)	437,426	282,264
Memberships & Dues	2,500		2,000	25.00%	500	1,741	1,625
NPEDS Permitting	15,000		15,000	0.00%	0	10,345	10,738
Postage	1,000		1,000	0.00%	0	427	164
Printing & Binding	1,500		525	185.71%	975	603	208
Professional Services	15,000		30,000	-50.00%	(15,000)	72,009	19,915
Repairs & Maintenance	491,525		339,975	44.58%	151,550	349,578	188,496
Solid Waste Disposal	136,000		132,000	3.03%	4,000	136,035	123,095
Travel & Training	22,000		22,250	-1.12%	(250)	6,381	5,597
Uniforms	19,500		19,250	1.30%	250	18,307	19,699
Utilities	212,600		196,300	8.30%	16,300	202,896	194,002
Other Operating Costs	6,350		2,620	142.37%	3,730	2,757	1,782
Total Operating Costs		**2,421,225**	**2,269,745**	**6.67%**	**151,480**	**2,300,958**	**1,781,035**
Capital Outlay		**0**	0	**0.00%**	0	0	5,352
Total Expenses		**$ 5,540,658**	**$ 5,283,828**	**4.86%**	**$256,830**	**$ 5,065,186**	**$4,406,403**

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 FY 2020

Budget Summary (Public Works Administration)

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 350,219**	**$ 340,292**	**2.92%**	**$ 9,927**	**$ 329,189**	**$131,658**
Operating							
Advertising	250		250	0.00%	0	196	0
Conferences & Seminars	2,000		1,500	33.33%	500	1,351	1,099
Contractual Services	32,000		32,000	0.00%	0	26,384	49,481
Employee Relations	3,500		1,500	133.33%	2,000	618	129
Materials & Supplies	7,750		4,750	63.16%	3,000	15,663	13,869
Memberships & Dues	2,500		2,000	25.00%	500	1,741	1,625
Postage	1,000		1,000	0.00%	0	427	164
Printing & Binding	1,500		525	185.71%	975	603	208
Professional Services	5,000		5,000	0.00%	0	3,200	673
Travel & Training	5,500		4,600	19.57%	900	4,646	1,042
Uniforms	0		0	0.00%	0	0	88
Utilities	26,600		21,290	24.94%	5,310	25,214	19,499
Other Operating Costs	2,250		2,120	6.13%	130	1,510	1,290
Total Operating Costs		**89,850**	**76,535**	**17.40%**	**13,315**	**81,554**	**89,166**
Total Expenses		**$ 440,069**	**$ 416,827**	**5.58%**	**$ 23,242**	**$ 410,744**	**$220,824**

Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs, with the primary contributing factor being operating costs. The FY20 budget includes:

- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel;
- An operating expenditure increase in employee relations for an APWA luncheon for Nat'l Public Work Week and an employee performance recognition program;
- An operating expenditure increase in materials and supplies for office supplies, computer supplies and first aid supplies; and
- An operating expenditure increase in utilities expense for phone and data connection.

Public Works FY 2020

Budget Summary (Facility Services)

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 362,577**	**$ 350,568**	**3.43%**	**$ 12,009**	**$ 324,249**	**$333,039**
Operating							
Contractual Services	175,000		170,725	2.50%	4,275	216,751	133,390
Professional Services	10,000		25,000	-60.00%	(15,000)	0	200
Equipment Rental	500		1,500	-66.67%	(1,000)	0	0
Gas, Oil & Lubricants	12,000		8,250	45.45%	3,750	8,610	7,593
Licenses & Fees	3,200		5,150	-37.86%	(1,950)	9,056	1,648
Materials & Supplies	35,000		36,200	-3.31%	(1,200)	47,080	9,306
Repairs & Maintenance	340,025		209,225	62.52%	130,800	222,798	72,158
Solid Waste Disposal	29,000		32,000	-9.38%	(3,000)	31,437	22,193
Travel & Training	3,000		1,000	200.00%	2,000	0	0
Uniforms	2,500		2,500	0.00%	0	2,406	2,570
Other Operating Costs	600		500	20.00%	100	1,247	458
Total Operating Costs		**610,825**	**492,050**	**24.14%**	**118,775**	**539,385**	**249,515**
Total Expenses		**$ 973,402**	**$ 842,618**	**15.52%**	**$ 130,784**	**$ 863,635**	**$ 582,554**

Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs, with the primary contributing factor being operating costs. The FY20 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 agreement; and
- An increased cost for repairs and maintenance of Village facilities. Some maintenance projects include:
  - Paint Public Works Building
  - Community Center stucco repair and exterior paint
  - Hurricane windows at PW Building
  - Osborne Park exterior paint
  - Osborne Park roof replacement
  - Tennis Center painting & sealing
  - Public Safety Building sally port doors
  - Replacement of two gates at Public Safety
  - Corsair Drive repairs

Public Works FY 2020

Budget Summary (Vehicle Maintenance)

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 300,424**	**$ 289,572**	**3.75%**	**$ 10,852**	**$ 268,532**	**$ 259,868**
Operating							
Contractual Services	5,000		4,350	14.94%	650	4,208	3,395
Gas, Oil & Lubricants	4,300		2,500	72.00%	1,800	4,016	551
Licenses & Fees	1,000		1,800	-44.44%	(800)	175	427
Materials & Supplies	195,500		199,000	-1.76%	(3,500)	185,855	170,371
Repairs & Maintenance	30,500		25,000	22.00%	5,500	20,046	41,009
Travel & Training	5,000		1,550	222.58%	3,450	35	3,374
Uniforms	2,250		2,250	0.00%	0	1,820	1,831
Utilities	400		320	25.00%	80	286	347
Other Operating Costs	0		0	0.00%	0	0	0
Total Operating Costs		**243,950**	**236,770**	**3.03%**	**7,180**	**216,441**	**221,306**
Capital Outlay		**0**	**0**	**0.00%**	**0**	**0**	**5,352**
Total Expenses		**$ 544,374**	**$ 526,342**	**3.43%**	**$ 18,032**	**$ 484,973**	**$ 486,526**

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 FY20 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 agreement; and
- An operating expenditure increase in repairs and maintenance of Village fleet; and
- An increase in training to allow staff to obtain Commercial Driver's Licenses (CDL's)

Public Works FY 2020

Budget Summary (Sanitation)

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$1,534,546**	**$ 1,508,363**	**1.74%**	**$ 26,183**	**$1,382,646**	**$1,450,919**
Operating							
Conferences & Seminars	2,000		2,000	0.00%	0	0	0
Contractual Services	0		0	0.00%	0	860	2,410
Gas, Oil & Lubricants	90,000		86,300	4.29%	3,700	79,577	75,172
Materials & Supplies	18,750		14,500	29.31%	4,250	7,415	7,915
Repairs & Maintenance	5,000		12,000	-58.33%	(7,000)	6,305	28,408
Solid Waste Disposal	107,000		100,000	7.00%	7,000	104,598	100,903
Travel & Training	6,500		13,100	-50.38%	(6,600)	1,400	1,156
Uniforms	11,400		11,000	3.64%	400	11,294	12,089
Other Operating Costs	3,500		0	0.00%	3,500	(0)	28
Total Operating Costs		**244,150**	**238,900**	**2.20%**	**5,250**	**211,448**	**228,080**
Total Expenses		**$ 1,778,696**	**$ 1,747,263**	**1.80%**	**$ 31,433**	**$ 1,594,094**	**$ 1,678,999**

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 FY20 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; and
- An increase in waste disposal costs.

Public Works FY 2020

Budget Summary (Streets and Grounds Maintenance)

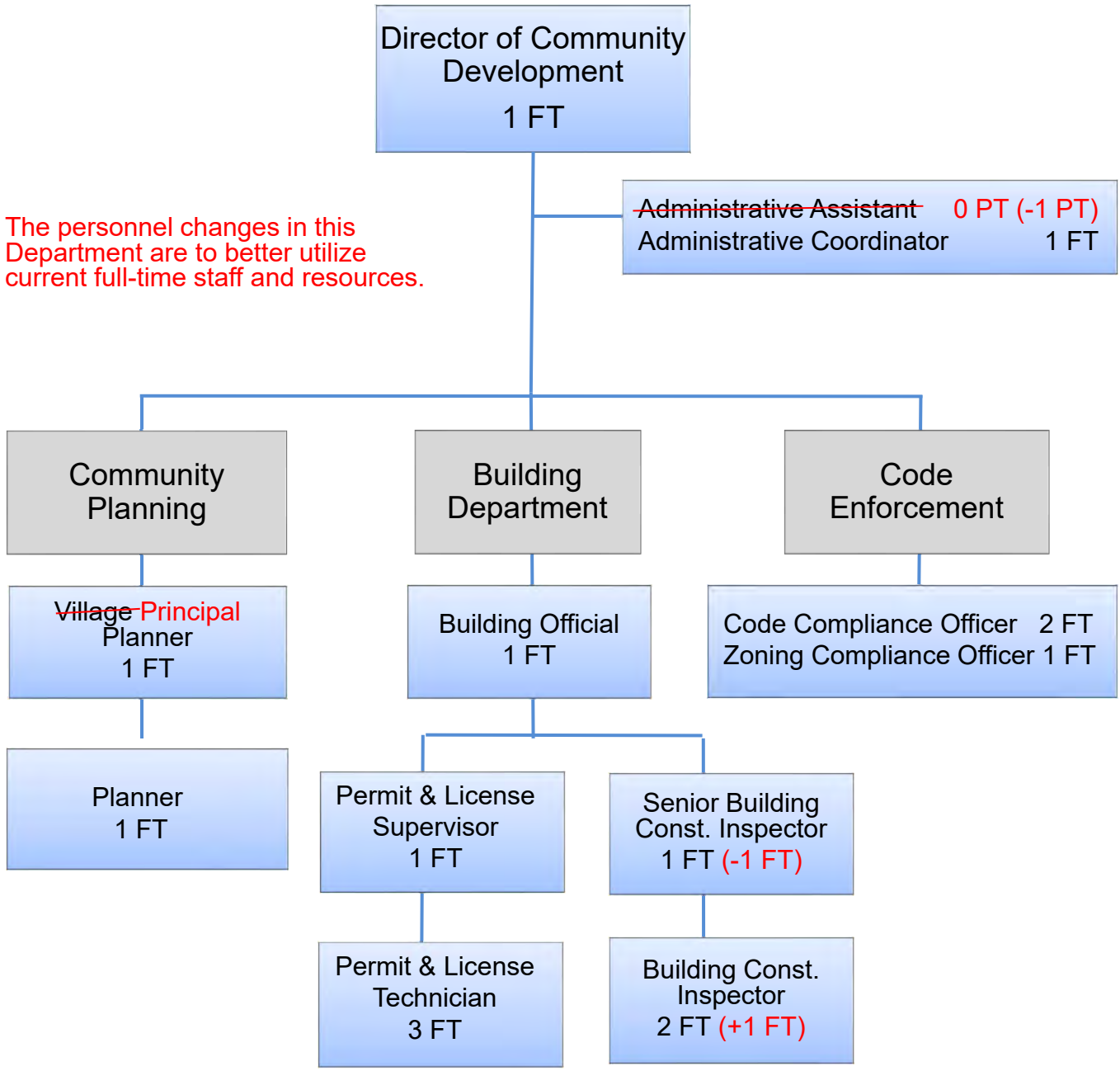
	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 571,667**	**$ 525,288**	**8.83%**	**$ 46,379**	**$ 459,611**	**$ 444,534**
Operating							
Advertising	1,000		1,000	0.00%	0	685	193
Contractual Services	750,000		711,100	5.47%	38,900	690,972	649,529
Equipment Rental	5,000		7,500	-33.33%	(2,500)	11,314	2,412
Gas, Oil & Lubricants	10,500		10,000	5.00%	500	7,681	6,021
Materials & Supplies	144,000		206,950	-30.42%	(62,950)	181,413	80,803
NPEDS Permitting	15,000		15,000	0.00%	0	10,345	10,738
Professional Services	0		0	0.00%	0	68,809	19,042
Repairs & Maintenance	116,000		93,750	23.73%	22,250	100,430	46,920
Travel & Training	2,000		2,000	0.00%	0	300	25
Uniforms	3,350		3,500	-4.29%	(150)	2,787	3,121
Utilities	185,600		174,690	6.25%	10,910	177,396	174,156
Other Operating Costs	0		0	0.00%	0	0	6
Total Operating Costs		**1,232,450**	**1,225,490**	**0.57%**	**6,960**	**1,252,130**	**992,967**
Total Expenses		**$1,804,117**	**$ 1,750,778**	**3.05%**	**$ 53,339**	**$1,711,740**	**$1,437,501**

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 FY20 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.

Community Development FY 2020



Summary	FY 2020	FY 2019	Change
Full-Time	15	15	No Change
Part-Time	0	1	-1 PT

Community Development FY 2020

Mission Statement

It is the mission of the Community Development Department 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 (CDD) 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 recently eliminated a part-time Administrative Assistant position. The employee in this position served the Village for approximately three years and was primarily focused on scanning and digitizing departmental documents. A significant portion of the necessary scanning work is complete, and the Department will be outsourcing any remaining scanning needs.

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 License & Permit Supervisor, and three (3) full-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 the 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 in a timely and professional manner. Duties also include plan review, records management and scanning.

The License & Permit Supervisor oversees the Permit & License Technicians and directly interfaces with the Inspectors and Building Official to ensure follow through and completion of inquiries, status requests, various tasks, and assistance with the front counter to provide a high level of customer service. 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 Village 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 2019/2020 are:

- Addition of one (1) full-time Building Construction Inspector position / Deletion of one (1) full-time Senior Building Construction Inspector position;
- Deletion of one (1) part-time Administrative Assistant position; and
- Title Change: Village Planner position title changed to Principal Planner

Current Year Accomplishments and New Initiatives

During Fiscal Year 2018/2019, the Community Development Department accomplished a number of projects including the following:

- Adoption of an Ordinance modifying the Village's walls & fencing code provisions for corner lots
- Adoption of an Ordinance updating the Village's Seawall and Dock Regulations
- Adoption of an Ordinance updating the Village's Boat and RV parking requirements

Community Development FY 2020

- Adoption of an Ordinance updating the Village's reasonable accommodation process.
- Participated in workshops with Dover, Kohl and Partners and Spikowski Planning Associates for the preparation of a form-based/hybrid land development code to implement the Village Master Plan.
- Conducted outreach to the development community to educate them on the progress of the form-based code updates and to make them aware of development opportunities along US-1 and Northlake Boulevard.
- Collaborated with the Neighborhood Enhancement Team (NET) in setting code compliance priorities and improving several properties throughout the Village.
- Code Enforcement has resolved several long-standing compliance issues and is taking a more pro-active role in enforcing Village codes.
- Worked with Safe Harbor Marinas to make repairs and enhancements at their facilities at North Palm Beach Marina and Old Port Cove.
- Created website updates, including Code Enforcement Zone Map and several Planning and Zoning documents.
- Conducted plan reviews and inspections on several large commercial projects, such as North Palm Beach Country Club, Water Club Tower 3, Galaxy HQ, Benjamin School STEM Building, and Crystal Cove Commons.
- Participated in discussions with Village Manager and consulting team regarding Earman River Bridge Replacement project.
- Participated in Annexation meetings with Village Manager and Village Attorney.
- Reduced a considerable amount of backlogged scanning of permit and project records for permanent electronic retention by utilizing the newly purchased large scale format scanner.

Some initiatives planned for this fiscal year include:

- Adoption of Commercial Code and Comprehensive Plan Amendments.
- Update of the Comprehensive Plan Future Land Use Maps and Zoning District Map.
- Continue working with the development community to make them aware of opportunities along the Village's Commercial Corridors.
- Begin the process of revising the Village's Residential Zoning Code.
- Bringing properties with boats and RV's into compliance with the new code.
- Coordination with NET team and various Village Departments to handle Reasonable Accommodation requests and monitor rehab facilities in the Village.
- Evaluation of a new software system that will enable digital submittals of Building and Zoning applications.
- Continue working with Village Manager, Village Attorney, and County on annexations.
- Streamline of the Business Tax Receipts (BTR) process.
- Creation of a formal Development Review Committee (DRC) that holds regularly scheduled meetings.
- Collaboration with the Neighborhood Enhancement Team (NET).
- Evaluate the administrative citation process for Code Enforcement.
- Coordination of roadway, bridge, bike/pedestrian enhancements with Village Manager.

Community Development FY 2020

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. Develop a Neighborhood Plan
   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. Finalization of Boat and RV Ordinance

   1. Work with Village Manager and Parks Department to give residents the opportunity to relocate their boats or RV's to Anchorage Park.
   2. Work to bring properties in compliance with the new 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 and Village Council.

continued on next page

Community Development FY 2020

Strategic Goal: Waterways and Recreation

Department Goal:

Create code changes and policy updates to address concerns related to docks, seawalls, and environmental issues that may affect the community.

Objectives:

a. Update Dock and Seawall Ordinance
   1. Educate community and contractors about new regulations.
   2. Streamline review process and create review guidelines for Planning, Building, and Engineering.

b. Collaborate with Village Manager and Environmental Committee on environmental issues related to waterways.

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:

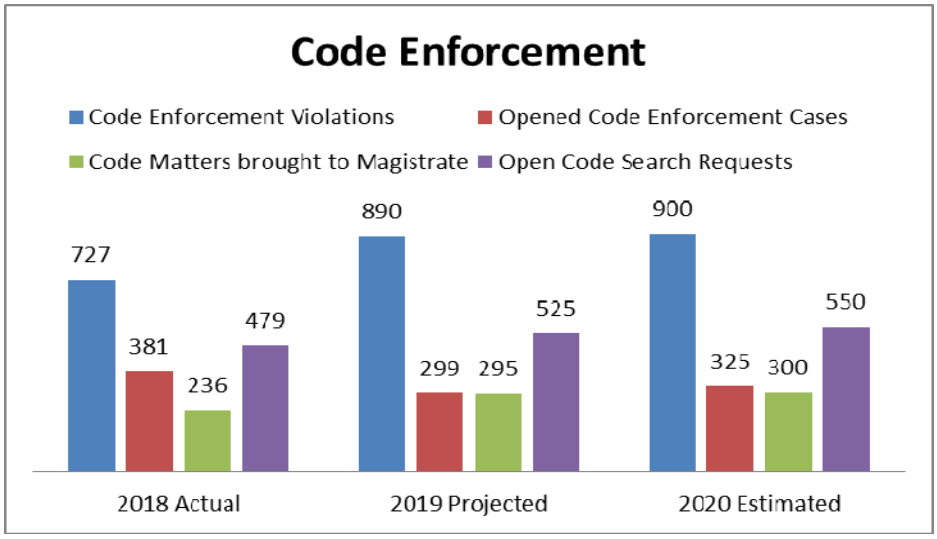
a. Implementation of Master Plan to encourage new businesses and to promote economic development
   1. Re-establish the Business Advisory Board.
   2. Evaluate the use of a Redevelopment Fund for public improvements, etc. in commercial areas.
   3. Revise the Comprehensive Plan and Land Development Regulations to facilitate the implementation of the Master Plan.
   4. Undertake marketing, branding, and place making efforts to help enhance commercial corridors and stimulate economic activity.

Performance / Workload Measures

Performance Measures	FY 2018 Actual	FY 2019 Projected	FY 2020 Estimated
Number of Inspections	7,833	7,965	8,500
Number of Primary Building Permits Issued	2,294	2,170	2,350
Number of Opened Code Enforcement Cases	381	299	325
Number of Code Enforcement Special Magistrate Cases	236	295	300
Number of Walk-ins	7,380	8,064	8,100

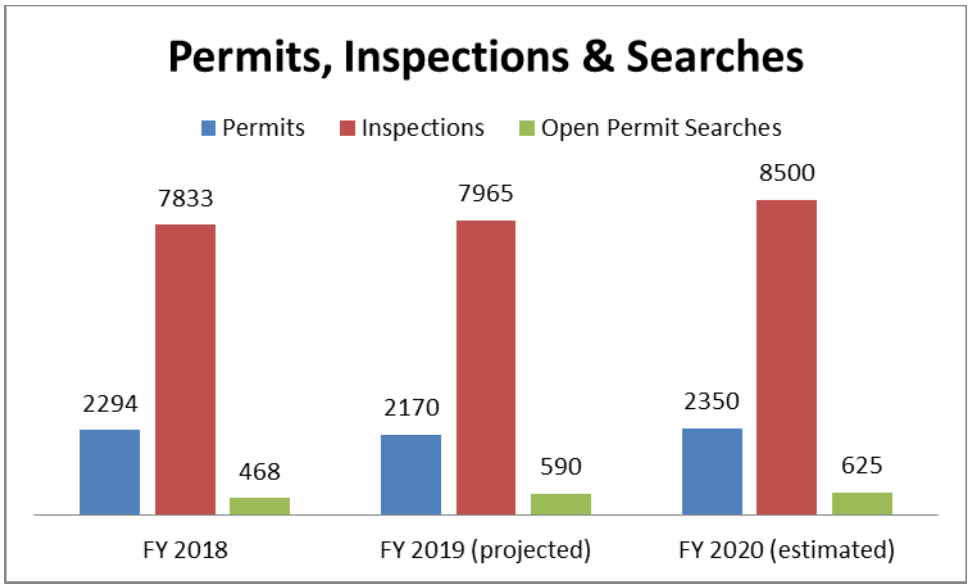
Community Development FY 2020

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.



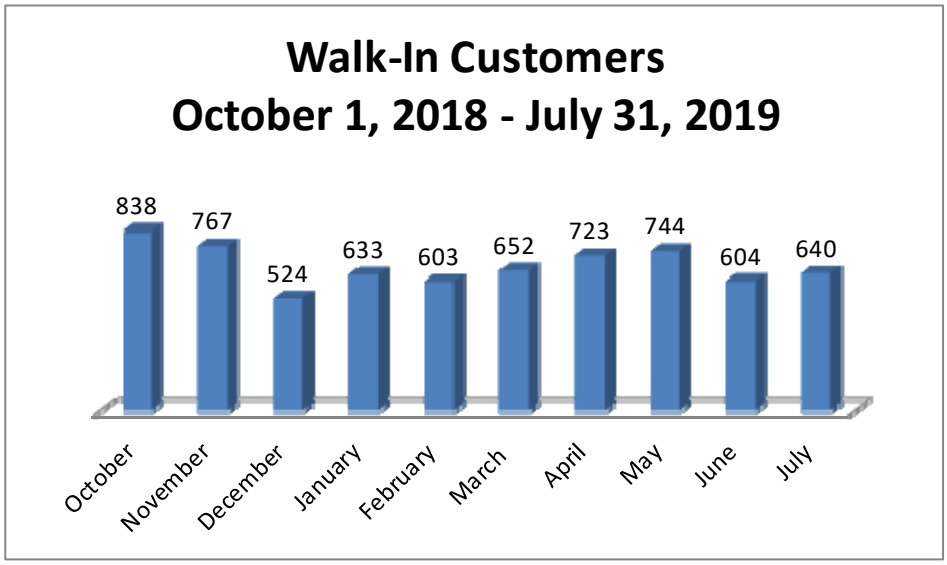
Building Permits: Building permits, inspections, and revenues are all anticipated to have a slight increase in FY 20 based on increased residential construction activity and commercial redevelopment. The number listed reflects only the primary permit issued. No sub permits, certificates of completion, 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 2020

Number of Walk in Customers: During this past fiscal year, as indicated by the graph below, the Department is averaging 672 walk-ins per month. This is an increase of 57 visits per month from FY18 when the department averaged 615 walk-ins per month. This trend of steady walk-ins is expected to continue into FY20.



Community Development

FY 2020

Budget Summary (Community Development combined)

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 1,236,796**	**$ 1,335,371**	**-7.38%**	**$ (98,575)**	**$1,043,882**	**$ 940,697**
Operating							
Advertising	3,000		5,000	-40.00%	(2,000)	1,548	1,190
Books, Publ.&Subscriptions	2,250		4,322	-47.94%	(2,072)	657	2,361
Charge Card Fees	5,000		5,460	-8.42%	(460)	7,367	6,394
Conferences & Seminars	5,500		5,450	0.92%	50	2,292	2,030
Contractual Services	109,800		109,860	-0.05%	(60)	71,970	56,219
Developer Fees	0		0	0.00%	-	15,864	10,754
Gas, Oil & Lubricants	5,700		5,250	8.57%	450	3,028	2,456
Materials & Supplies	29,300		24,500	19.59%	4,800	11,781	12,739
Memberships & Dues	4,200		5,795	-27.52%	(1,595)	2,462	2,577
Postage	1,650		3,150	-47.62%	(1,500)	3,802	2,804
Printing & Binding	900		900	0.00%	0	1,320	637
Professional Fees	310,000		110,000	181.82%	200,000	243,213	112,009
Repairs & Maintenance	400		380	5.26%	20	10	456
Small Business Grant	0		0	0.00%	0	0	7,500
Travel & Training	34,750		18,775	85.09%	15,975	2,074	7,743
Uniforms	1,900		1,800	5.56%	100	364	916
Utilities	22,500		22,710	-0.92%	(210)	23,070	20,976
Other Operating Costs	300		200	50.00%	100	1,065	299
Total Operating Costs		**537,150**	**323,552**	**66.02%**	**213,598**	**391,887**	**250,060**
Capital Outlay		**0**	**0**	**0.00%**	**0**	**0**	**6,295**
Total Expenses		**$ 1,773,946**	**$ 1,658,923**	**6.93%**	**$ 115,023**	**$1,435,769**	**$1,197,052**

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 FY 2020

Budget Summary (Planning & Zoning)

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 342,532**	**$ 341,487**	**0.31%**	**$ 1,045**	**$ 269,495**	**$226,333**
Operating							
Advertising	3,000		5,000	-40.00%	(2,000)	1,548	1,190
Books, Publ. & Subscriptions	750		750	0.00%	0	265	538
Conferences & Seminars	3,200		3,200	0.00%	0	1,139	1,235
Contractual Services	17,000		17,260	-1.51%	(260)	10,515	9,983
Developer Fees	0		0	0.00%	0	15,864	10,754
Gas, Oil & Lubricants	750		0	0.00%	750	0	28
Materials & Supplies	8,100		7,100	14.08%	1,000	4,574	5,530
Memberships & Dues	3,250		3,845	-15.47%	(595)	2,027	1,967
Postage	150		150	0.00%	0	16	15
Printing & Binding	200		200	0.00%	0	27	45
Professional Services	105,000		100,000	5.00%	5,000	157,453	65,176
Small Business Grant	0		0	0.00%	0	0	7,500
Travel & Training	13,500		9,000	50.00%	4,500	632	1,940
Uniforms	300		200	50.00%	100	0	188
Utilities	1,200		470	155.32%	730	739	242
Other Operating Costs	0		0	0.00%	0	0	0
Total Operating Costs		**156,400**	**147,175**	**6.27%**	**9,225**	**194,800**	**106,331**
Total Expenses		**$ 498,932**	**$ 488,662**	**2.10%**	**$ 10,270**	**$ 464,295**	**$332,664**

Explanation of Increase / (Decrease):

The increase in total expenses is negligible.

Community Development FY 2020

Budget Summary (Building)

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 674,994**	**$ 781,940**	**-13.68%**	**$ (106,946)**	**$ 645,618**	**$633,328**
Operating							
Books, Publ. & Subscriptions	1,000		2,822	-64.56%	(1,822)	370	1,823
Charge Card Fees	5,000		5,460	-8.42%	(460)	7,367	6,394
Conferences & Seminars	1,350		1,350	0.00%	0	758	580
Contractual Services	79,800		70,500	13.19%	9,300	51,440	36,759
Gas, Oil & Lubricants	3,000		3,000	0.00%	0	2,024	1,530
Materials & Supplies	17,700		13,400	32.09%	4,300	5,911	5,707
Memberships & Dues	500		1,480	-66.22%	(980)	410	365
Postage	1,500		3,000	-50.00%	(1,500)	3,786	2,789
Printing & Binding	500		500	0.00%	0	494	260
Professional Services	205,000		10,000	1950.00%	195,000	85,760	43,808
Repairs & Maintenance	400		380	5.26%	20	10	438
Travel & Training	16,000		8,475	88.79%	7,525	856	4,474
Uniforms	1,000		1,000	0.00%	0	254	423
Utilities	20,200		21,370	-5.47%	(1,170)	21,494	19,962
Other Operating Costs	200		200	0.00%	0	340	299
Total Operating Costs		**353,150**	**142,937**	**147.07%**	**210,213**	**181,274**	**125,612**
Capital							
Machinery & Equipment	0		0	0.00%	0	0	6,295
Capital Outlay		**0**	**0**	**0.00%**	**0**	**0**	**6,295**
Total Expenses		**$1,028,144**	**$ 924,877**	**11.17%**	**$ 103,267**	**$ 826,892**	**$765,234**

Explanation of Increase / (Decrease):

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

- An increase in professional services for Building Official and Inspector services.

Community Development FY 2020

Budget Summary (Code Compliance)

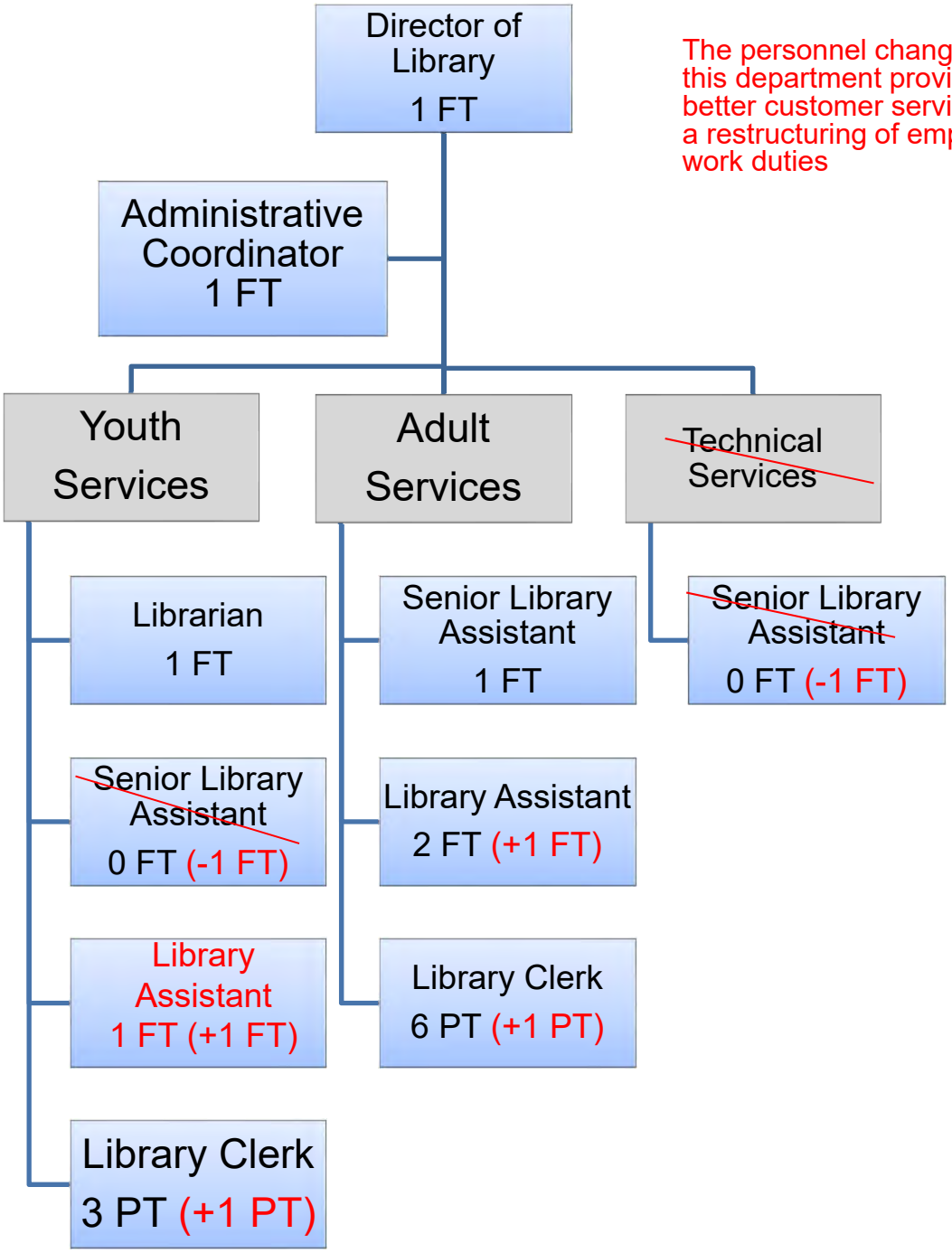
	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 219,270**	**$ 211,944**	**3.46%**	**$ 7,326**	**$ 128,768**	**$ 81,037**
Operating							
Books, Publ. & Subscriptions	500		750	-33.33%	(250)	22	0
Conferences & Seminars	950		900	5.56%	50	395	215
Contractual Services	13,000		22,100	-41.18%	(9,100)	10,015	9,476
Gas, Oil & Lubricants	1,950		2,250	-13.33%	(300)	1,004	898
Materials & Supplies	3,500		4,000	-12.50%	(500)	1,297	1,503
Memberships & Dues	450		470	-4.26%	(20)	25	245
Printing & Binding	200		200	0.00%	0	798	331
Professional Services	0		0	0.00%	0	0	3,025
Repairs & Maintenance	0		0	0.00%	0	0	18
Travel & Training	5,250		1,300	303.85%	3,950	586	1,328
Uniforms	600		600	0.00%	0	110	305
Utilities	1,100		870	26.44%	230	836	772
Other Operating Costs	100		0	0.00%	100	725	0
Total Operating Costs		**27,600**	**33,440**	**-17.46%**	**(5,840)**	**15,813**	**18,117**
Total Expenses		**$ 246,870**	**$ 245,384**	**0.61%**	**$ 1,486**	**$ 144,582**	**$ 99,154**

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 FY20 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 2020



The personnel changes in this department provide for better customer service and a restructuring of employee work duties

Summary	FY 2020	FY 2019	Change
Full-Time	7	7	No Change
Part-Time	9	7	+2 PT

Library FY 2020

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, which can be described as "modified Aztec," sits behind the Village Hall, off U.S. 1 and includes a multi-purpose meeting room, a Florida book collection, a genealogy section, the local history & archives, a main reading area, a children's library, and a computer lab.

The library is staffed with one (1) Director of Library, one (1) Administrative Coordinator, one (1) Librarian, one (1) Senior Library Assistant, three (3) Library Assistants, and nine (9) part-time Library Clerks for a total of 11.5 FTE. The Director and Librarian each have a Master's degree in Library Science. The Library consists of two (2) departments: **Adult Services,** which issues library cards, checks in and out books, provides readers advisory and reference services, prepares and catalogs materials for lending, and processes requests for items not in our collection; and **Youth Services,** which conducts activities for children and families and hosts weekly class visits from local schools.

Services are available seven (7) days a week, sixty (60) hours per week, and many resources such as Rosetta Stone language learning software, Heritage Quest, MyHeritage, and Overdrive ebooks and audiobooks are accessible 24/7 through the Library's website.

The Library's collection includes 45,000 print and media items as well as electronic resources available through the website. Formats include print, large print, newspapers and magazines, music CDs, books on CD, DVDs, ebooks and audiobooks, and e-readers containing bestsellers and classics.

The computer lab provides access to fourteen (14) Internet computers and offers printing, photocopying, scanning, and faxing services. Microsoft Office is installed on the computers and patrons have in-house access to Ancestry Genealogy and ABCmouse. Wi-Fi is available for free throughout the building.

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

The Friends of the Library actively support the Library's many programs through fundraising activities and have been integral to the success of the Library in the community since 1982. Since that time they have raised thousands of dollars. For Fiscal Year 2019/2020, the Friends gifted $16,000 to the library.

Library FY 2020

Personnel Changes

The personnel/ title changes for Fiscal Year 2019/2020 are:

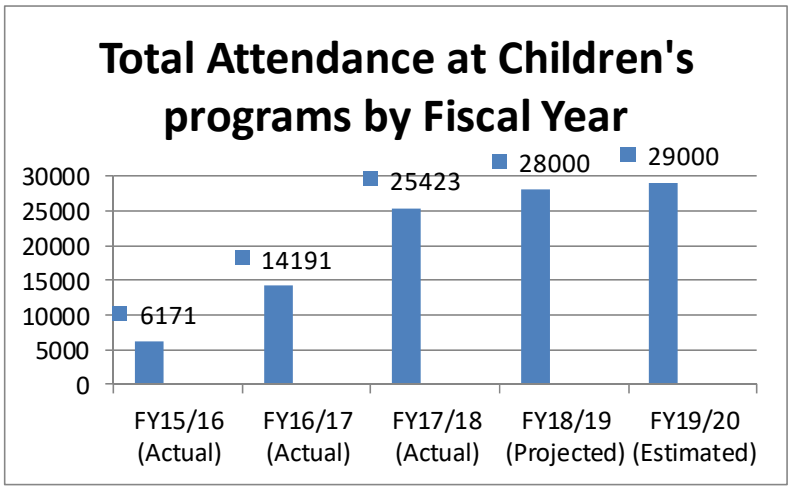
- Addition of two (2) full-time Library Assistant positions;
- Addition of two (2) part-time Library Clerks; and
- Deletion of two (2) full-time Senior Library Assistant positions

Current Year Accomplishments and New Initiatives

During Fiscal Year 2018/2019, the Library achieved the following new initiatives and goals for improvement:

Youth Services

- Expanded program offerings for teens to include culinary literacy, creative writing, Animanga book club, holiday-themed crafts, interactive games, and summer reading.
- Partnered with The Conservatory School to host various school-funded programs, including performances by the Kravis Center, One Humanity, and visits from authors/ illustrators.
- Renovated former technical services room into new teen programming space.
- Continued to host weekly class visits from The Conservatory School and issue fine-free memberships to students without a library card.
- Purchased (6) additional laptops, bringing total number to fourteen (14), along with a Yeti Microphone, to be used in teen tech-related programs.
- Recruited teen volunteers to help with day-to-day activities and also with summer reading.
- Initiated Babies and Brews program with coffee, social time, and playdates for moms and babies.
- Provided 603 free lunches and 728 free snacks during the summer to children ages 0-18 in partnership with the Palm Beach County School District as part of a USDA grant.
- Facilitated successful year-end water wars event with dunk tank, squirt guns, water balloons, pizza and ice cream for 35 children and 52 teens.
- Accepted $750 donation from the Parent Teachers Organization (PTO) at The Conservatory School for payment of one (1) summer reading program.
- Implemented new policy requiring children to remain in library after school studying, reading, or participating in a program until signed out by a parent or guardian, and requiring all children younger than fourth grade to be supervised by a parent or guardian at all times.
- Initiated daily storytimes for children afterschool prior to all programming to instill a love of reading.
- Increased year-over-year programming attendance by 10%.

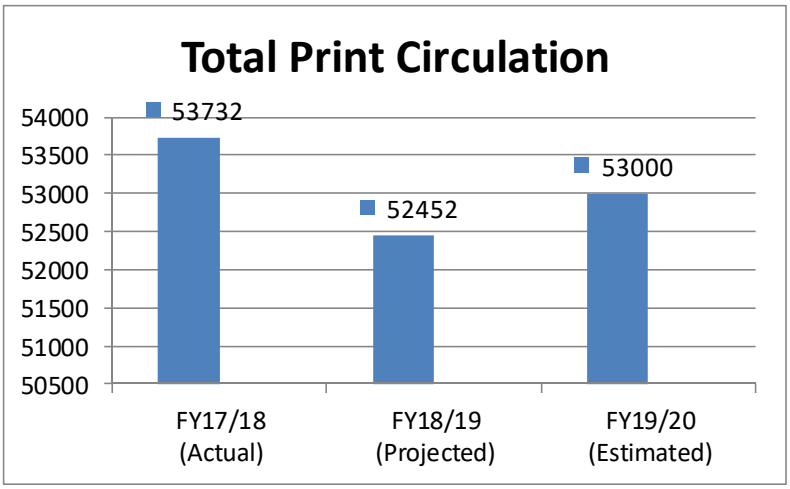


Library FY 2020

- Continued successful summer reading program to children, inviting special guest performers, and promoting the program to students and residents with approximately 4,143 participants.
- Participated in Village events such as Heritage Day, 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.
- Coordinated with The Conservatory School to host Fall and Spring Scholastic book fairs, netting the library $3,700 to spend on STEM kits for programming.
- Hosted toddler's birthday party in children's room after family's event got rained out at Anchorage Park.

Circulation

- Issued 1,047 new library cards through the first ten (10) months of Fiscal Year 2019, resulting in highest number of cardholders (8,619) since May 2014 when the library had 9,500
- Replaced current ILS (integrated library system) Sirsi with new open source, web-based ILS Koha for better reporting, financial savings, and ease of use.
- Installed Hearing loop device at circulation desk.



Adult Services

- 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.
- Coordinated second annual Village Art show with Village Manager's office.
- Partnered with Palm Beach Bar Association for lawyer program.
- Coordinated second annual Women's History program with AAUW.
- Hosted monthly Wellness presentations by HR in Obert room.
- Planned 50th anniversary library celebration in conjunction with the Friends for Saturday, October 19, 2019.

Collections

- Added genealogy database MyHeritage, available 24/7 from library's website.
- Digitized entire local history & archives in high-resolution 600 dpi Tiff format for preservation and greater access.

Library FY 2020

Facilities
- Upgraded Comcast high speed internet to 300mbps.
- Replaced all tile flooring, cove base, and covered front lobby stairs with new treads featuring added safety strip.
- Repaired all windowsill damage from old water leaks and repainted as necessary.
- Installed new shelving in Obert room closet to store all meeting room-related supplies.
- Purchased 40 new meeting room chairs, along with two chairs dollies for easy storage.
- Installed locks on all downstairs cabinets/ drawers.
- Professionally cleaned all carpets and will continue to do so twice per year.

Safety & Security
- Installed additional HD security cameras downstairs.
- Installed new buzzer for downstairs rear door for delivery drivers.
- Completed mandatory Security Awareness Training (All staff).
- Completed mandatory Ethics training (All staff).
- Completed 3 hours of American Heart Association Heartsaver CPR/AED training (eleven out of sixteen staff members).
- Installed AED downstairs near Obert room.

The Friends of the Library
- Allocated $16,000 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 $4,365, taking in $4,556.00.
- Increased year-over-year in-house Booksale revenues by 200%, netting $6,778.22 versus $2,203.59 for the previous year.
- Diversified payment options by adding PayPal as a payment method for the purchase of books and Friends memberships.
- Donated $5,000 to library for the purchase of equipment in the newly renovated teen room.
- Donated $5,000 to library for the purchase of new meeting room chairs.

Grants
- Applied for and received State Aid to Libraries grant in the amount of $17,859.
- Applied for and received LSTA grant in the amount of $2,875.11.

Conferences
- Attended 2018 Florida Public Library Directors Meeting in Tampa; 2019 Directors' Academy & Florida Library Association Conference in Orlando.

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

Library FY 2020

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. Implement afterschool sports program for elementary students in conjunction with Parks and Recreation at Anchorage Park.
d. Partner with Palm Beach Opera for storytime series for elementary students.
e. Partner with Institute for Academic and Career English to offer a mommy and me, pre-k, elementary or teen Spanish class, or a conversational Spanish class for adults.
f. Furnish new teen room with money donated for that purpose.
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 and by holding a second annual Booksale.
b. Identify volunteer opportunities and create job titles and descriptions to match library needs.
c. Continue updating policies and procedures.
d. Make available online the newly digitized local history & archives for easy searching and greater accessibility.

Performance Measures

Performance Measure	FY 2018 Actual	FY 2019 Projected	FY 2020 Estimated
Materials in Collection	43,992	45,100	47,000
Print Circulation	53,732	52,452	53,000
E-book Circulation	3,579	3,624	3,700
Registered Borrowers	8,431	8,584	8,600
Purchase Suggestions	620	1320	1400
Interlibrary Loans	216	283	285
Program Attendance	30,319	31,834	32,000
Computer usage (Total Sessions)	14,545	12,682	12,500

continued on next page

Library FY 2020

As shown by the statistics above, circulation of print materials remains steady. E-book circulation is slightly on the rise, as is the number of registered borrowers, which has been rising since June 2014. We expect e-books and e-audiobooks to continue to circulate at a slightly higher rate each year as well.

Computer usage saw a brief uptick when we first moved the lab upstairs because of better visibility, but has since declined due to a good economy and most people owning some type of Internet device, such as a smart phone. In fact, from FY13 to FY18 computer usage has declined by 50%, which is why we downsized our computer lab from 16 PCs to 14.

As to the fantastic program attendance numbers, it all began in FY14 when the library hired a full-time staff person to lead children's services. Prior to the position being filled, the library's attendance to children's programs amounted to a meager 2,441 in FY13. With a full-time person leading the department in FY14, that number jumped to 4,015 and continued to rise to 6,263 in FY15. Increases further occurred in FY17 and FY18 due to the frequency of class during the day and visits from kids afterschool.

By signing up students with library cards and having them visit the library each week to check out books, and by implementing afterschool activities to include children of all ages, the library became a fairly popular place.

More adults started visiting too, and not just with their children or grandchildren. Once the children's department moved downstairs, accommodations were made to expand the upstairs reading area and provide for additional study spaces with plenty of elbow room, now fully taken advantage of by tutors.

Using social media has also helped to increase public awareness, resulting in higher page likes and post activity. To date, we have amassed 558 Facebook page likes.

Looking forward, we expect our program attendance to remain steady over the next few years due to changes in our afterschool program, which will now focus on 4th through 8th grade. Over the past year, we have maximized our existing space and feel our efficient use of the building will even further enhance our services in a way that benefits everyone.

With a new full time staff member onboard to take over adult programming, we will now be ramping up our offerings to adults. Currently, we host many popular activities such as quilting, knit & crochet, yoga, arts and crafts, rock painting, chess, Great Courses lectures, and local speakers and authors. In the future, we envision getting out into the community for outreach and meeting people where they live.

Library FY 2020

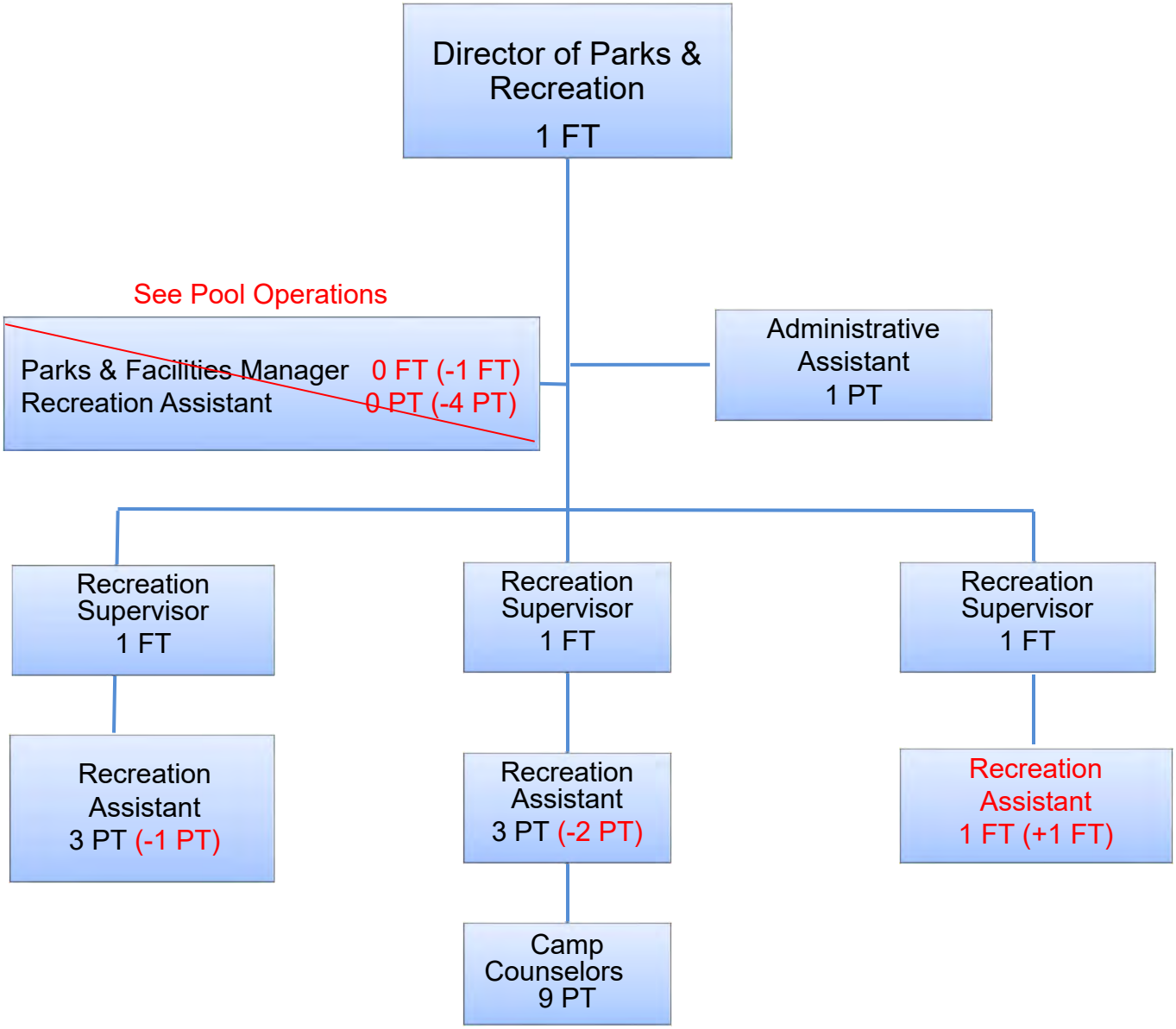
Budget Summary

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 657,657**	**$ 675,094**	**-2.58%**	**$ (17,437)**	**$ 602,930**	**$ 619,778**
Operating							
Books, Publ. & Subscriptions	500		500	0.00%	0	464	452
Contractual Services	36,500		38,500	-5.19%	(2,000)	30,330	29,194
Library Collections:							
Audio Visual Materials	22,000		22,000	0.00%	0	13,472	16,646
Books	39,500		39,000	1.28%	500	44,776	41,732
Electronic Resources	24,000		24,000	0.00%	0	17,626	17,473
Magazines	3,000		3,000	0.00%	0	2,868	3,062
Reference Materials	3,500		4,000	-12.50%	(500)	2,909	3,946
Library Gift Account	0		0	0.00%	0	58,787	2,181
Licenses & Fees	330		350	-5.71%	(20)	314	1,391
Materials & Supplies	21,118		11,800	78.97%	9,318	28,302	12,343
Postage	300		100	200.00%	200	986	875
Rental	0		5,200	-100.00%	(5,200)	4,876	4,111
Repairs & Maintenance	0		5,050	-100.00%	(5,050)	0	1,450
Conferences & Seminars	535		640	-16.41%	(105)	460	240
Memberships & Dues	3,175		3,000	5.83%	175	2,841	3,257
Travel & Training	3,400		3,306	2.84%	94	2,776	2,242
Utilities	21,300		19,440	9.57%	1,860	21,267	20,858
Other Operating Costs	0		0	0.00%	0	0	0
Total Operating Costs		**179,158**	**179,886**	**-0.40%**	**(728)**	**233,054**	**161,453**
Total Expenses		**$ 836,815**	**$ 854,980**	**-2.12%**	**$ (18,165)**	**$ 835,984**	**$ 781,231**

Explanation of Increase / (Decrease):

The decrease in total expenses is primarily due to a decrease in personnel costs resulting from the retirement of two long term employees.

Parks & Recreation FY 2020



The personnel changes in this Department are a result of transferring the oversight of the Tennis and Pool Operations to the Country Club General Manager.

Summary	FY 2020	FY 2019	Change
Full-Time	5	5	No Change
Part-Time	16	23	-7 PT

Parks and Recreation FY 2020

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, eight (8) 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 7 – 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, and Veteran's Day ceremony, Egg Hunts, Fishing Tournament and Arts & Crafts Festival.

Sports

Adult recreational sports league opportunities are offered including Softball, Volleyball, Pickleball and Basketball.

Youth recreational Tennis, Basketball, Flag Football, Volleyball, Lacrosse 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, Bright Futures and Lake Park Baptist home basketball and volleyball games

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 2019/2020 are:

- Addition of one (1) full-time Recreation Assistant position / Deletion of seven (7) part-time Recreation Assistant positions;
- Deletion of one (1) full-time Parks & Facilities Manager position

Current Year Accomplishments

During Fiscal Year 2019, the Parks & Recreation Department achieved the following initiatives and goals for improvement:

- Increased the number of trips to an average of 3 per month.
- Renovated the walking trail at the Community Center.
- Completed retro fit of new LED lights in the Community Center gym.
- Brought the playgrounds up to State safety standards.
- Coordinated the transfer of the Tennis and Pool function to the Country Club.
- Revised youth summer camp procedures and policies.
- Completed the FIND and LWCF grants for Anchorage Park docks and boat ramp.
- Filled the vacant position of Recreation Supervisor.
- Updating the waiting list for the wet slips and dry storage.
- Developed a weekly Parks and Recreation staff meeting.
- Attend the monthly Public Works Management team meetings.

Special Events

- Ran several successful events throughout the year.
- The July 4th event received numerous comments on well it was run.

Parks and Recreation FY 2020

New Initiatives

- Implement on going playground safety program
- Open Community Center in the mornings for adult activities
- Replace park amenities as needed using a systematic approach to replacement items
- Move the 5k run to the Country Club to help promote club usage
- Remove unauthorized recreation activities from Village parks
- Review all youth sport programs regarding ages of participants and marketing
- Introduce various youth sport clinics to help promote our youth sport programs
- Bring youth baseball back to the Village
- Update and develop a more efficient process for the waiting list regarding dry storage and wet slips
- Coordinate the renovation of the dry storage area at Anchorage Park
- Renovate the dog park at Anchorage Park
- Adjust the hours at the Anchorage Park building to better accommodate night meetings
- Renovate the basketball courts at the Community Center
- Administer Parks and Recreation Master Plan/Needs Assessment
- Review financial aspects of all special events for value to the community
- Replace the outdoor fitness equipment at the Community Center
- Maintain the beach/berm at Lakeside Park on an annual schedule
- Re -obtain a Florida Recreation & Parks professional certification

Goals and Objectives

Strategic Goal:

Waterways & Recreation

Department Goal:
Implement Parks and Recreation Master Plan

Objectives:

a. Coordinate efforts with a consultant to initiate community engagement activities and, as a result, develop a Parks and Recreation Master Plan.
b. Determine future Community Center renovation
c. Review all programs and facilities to determine value to the community

Department Goal:
Review all marina wet slip and dry storage fees.

Objectives:

a. Determine new wet slip fees for the north docks to recover cost
b. Renovate the current dry storage to allow for more renters and increased revenues
c. Renovate dry storage area to better accommodate RV's

Parks and Recreation FY 2020

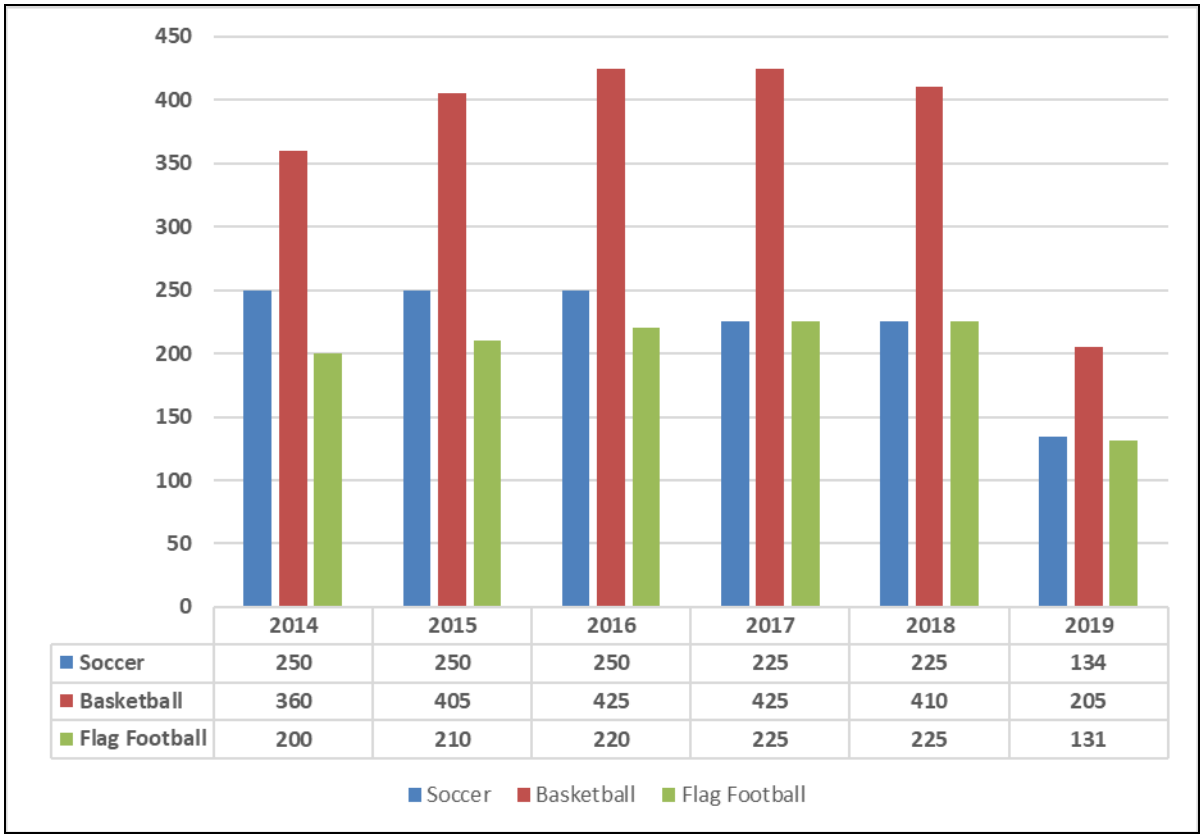
Department Goal:
Continue to evaluate all Facilities in terms of age and use

Objectives:

a. Improve the ancillary areas at Community Center and Osborne Park sports fields (dugouts, batting cages etc.).
b. Begin program to educate staff on better evaluating usage of the existing facilities.
c. Work closer with outside Village vendors that maintain and clean the Village fields and buildings.
d. Obtain a Tree City USA designation.

Youth Sports League Participation:

The Village Parks and Recreation Department oversees youth Basketball, Soccer and Flag Football leagues throughout the year. Last year's numbers show a decrease in participation. All of our leagues are co-ed and reflect ages 6.5-17.



	2014	2015	2016	2017	2018	2019
Soccer	250	250	250	225	225	134
Basketball	360	405	425	425	410	205
Flag Football	200	210	220	225	225	131

Parks and Recreation FY 2020

Budget Summary (Recreation and Special Events)

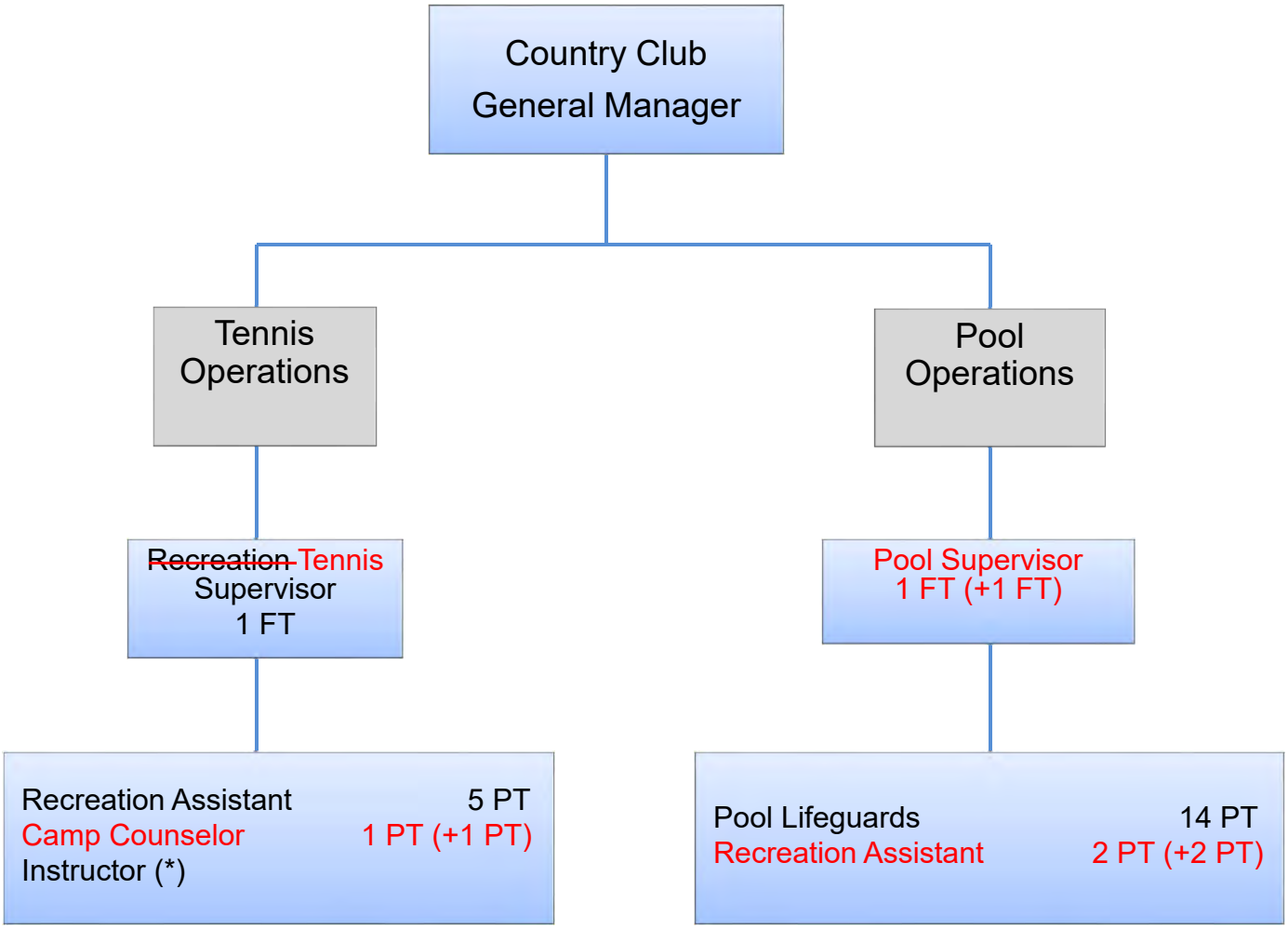
	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 604,062**	**$ 701,440**	**-13.88%**	**$ (97,378)**	**$ 638,586**	**$ 692,347**
Operating							
Advertising	2,500		750	233.33%	1,750	2,115	595
Charge Card Fee	3,000		3,646	-17.72%	(646)	4,605	5,288
Conferences & Seminars	1,200		1,250	-4.00%	(50)	0	332
Contractual Services	14,000		9,500	47.37%	4,500	7,902	7,596
Gas, Oil & Lubricants	4,800		3,330	44.14%	1,470	2,948	3,784
Materials & Supplies	71,150		62,292	14.22%	8,858	22,550	22,372
Memberships & Dues	1,200		1,200	0.00%	0	120	270
Postage	600		600	0.00%	0	641	576
Printing & Binding	250		250	0.00%	0	0	0
Professional Services	75,000		65,000	15.38%	10,000	17,530	15,000
Program Expense	159,000		158,500	0.32%	500	131,486	170,476
Repairs & Maintenance	21,000		20,000	5.00%	1,000	39,672	19,121
Special Events	93,000		101,000	-7.92%	(8,000)	63,566	90,065
Travel & Training	1,900		1,900	0.00%	0	0	560
Uniforms	1,500		1,800	-16.67%	(300)	1,271	292
Utilities	116,900		102,260	14.32%	14,640	96,461	88,086
Other Operating Costs	0		4,900	-100.00%	(4,900)	5,133	6,699
Total Operating Costs		**567,000**	**538,178**	**5.36%**	**28,822**	**396,001**	**431,111**
Total Expenses		**$ 1,171,062**	**$ 1,239,618**	**-5.53%**	**$ (68,556)**	**$1,034,587**	**$1,123,458**

Explanation of Increase / (Decrease):

The decrease in total expenses is primarily due to a decrease in personnel costs. The FY20 budget includes:

- A decrease in personnel costs resulting from transferring the Pool and Tennis operations to the Country Club

Pool and Tennis Operations | FY 2020



The personnel changes in the Pool & Tennis departments are a result of transferring the oversight of these operations from Recreation to the Country Club General Manager.

Summary	FY 2020	FY 2019	Change
Full-Time	2	1	+1 FT
Part-Time	22	19	+3 PT
Instructor (*)	The number of instructors will vary based on program development.		

Tennis and Pool Operations FY 2020

Budget Summary (Tennis)

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 555,834**	**$ 421,214**	**31.96%**	**$ 134,620**	**$ 416,297**	**$ 129,383**
Operating							
Advertising	1,000		1,000	0.00%	0	0	172
Charge Card Fee	8,000		10,500	-23.81%	(2,500)	9,264	7,777
Contractual Services	0		0	0.00%	0	0	264
Equipment Rental	500		500	0.00%	0	0	0
Materials & Supplies	58,500		34,910	67.57%	23,590	27,787	15,154
Memberships & Dues	50		100	-50.00%	(50)	35	35
Postage	150		200	-25.00%	(50)	0	0
Printing & Binding	500		500	0.00%	0	35	249
Professional Services	43,500		42,000	3.57%	1,500	42,000	42,000
Program Expense	3,000		3,000	0.00%	0	2,598	215,802
Repairs & Maintenance	21,600		14,000	54.29%	7,600	10,751	10,334
Special Events	3,000		3,000	0.00%	0	3,295	1,647
Tennis Merchandise	8,000		3,500	128.57%	4,500	1,932	5,104
Uniforms	1,000		750	33.33%	250	103	370
Utilities	21,500		23,000	-6.52%	(1,500)	22,743	14,310
Other Operating Costs	400		0	0.00%	400	(0)	(0)
Total Operating Costs		**170,700**	**136,960**	**24.63%**	**33,740**	**120,542**	**313,218**
Total Expenses		**$ 726,534**	**$ 558,174**	**30.16%**	**$ 168,360**	**$ 536,839**	**$ 442,601**

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 FY20 budget includes

- A personnel expenditure increase associated with treating the Tennis instructors as part-time employees versus independent contractors per IRS Regulations; and
- A personnel expenditure increase reflecting the addition of one (1) part-time Camp Counselor

Tennis and Pool Operations

FY 2020

Budget Summary (Pool)

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 189,566**	**$ 69,354**	**173.33%**	**$ 120,212**	**$ 82,084**	**$118,308**
Operating							
Charge Card Fee	650		650	0.00%	0	720	795
Contractual Services	30,460		0	0.00%	30,460	49	0
Licenses & Fees	275		275	0.00%	0	250	250
Materials & Supplies	29,500		29,900	-1.34%	(400)	45,095	34,673
Memberships & Dues	250		250	0.00%	0	0	0
Program Expense	14,000		14,000	0.00%	0	12,524	27,877
Repairs & Maintenance	4,000		0	0.00%	4,000	10,889	2,645
Travel & Training	2,000		2,000	0.00%	0	1,500	620
Uniforms	1,500		1,500	0.00%	0	1,142	1,485
Utilities	47,000		47,000	0.00%	0	51,997	57,904
Other Operating Costs	5,000		0	0.00%	5,000	(0)	0
Total Operating Costs		**134,635**	**95,575**	**40.87%**	**39,060**	**124,165**	**126,249**
Total Expenses		**$ 324,201**	**$ 164,929**	**96.57%**	**$ 159,272**	**$206,249**	**$244,557**

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 FY20 budget includes:

- A personnel expenditure increase reflecting the addition of one (1) full-time Pool Supervisor and the addition of two (2) part-time Recreation Assistants; and
- An operating expenditure increase in contractual services for a pool maintenance contract.

Reserves and Other

FY 2020

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 Fiscal Year 2019, The Village entered into a five-year capital lease program for a portion of its fleet. The fiscal year 2020 budgeted lease payment is $260,000.

Contingency

In FY 2020, an appropriation of $231,795 has been set aside to accommodate unanticipated expenditures.

Transfers

In FY 2020, an appropriation of $417,150 is to be transferred to the Capital Projects Fund to finance the General Fund's Capital Improvement Plan.

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 FY20 the Village has once again chosen PRM as the Property/Casualty and General Liability provider.

Reserves and Other

FY 2020

Budget Summary

	FY 2020 Budget		FY 2019 Adopted Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Debt Service							
Debt Service		**$ 1,553,357**	**$ 1,431,336**	**8.52%**	**$ 122,021**	**$1,293,101**	**$ 0**
Non-Departmental							
Property/General Liability Insurance		**268,000**	**258,077**	**3.84%**	**9,923**	**205,174**	**257,283**
Reserves, Contingencies and Transfers							
Council Contingency	231,795		361,331	-35.85%	(129,536)	0	0
Professional Services	0		0	0.00%	0	86,170	800,430
Transfer to Other Funds	417,150		405,000	3.00%	12,150	4,963,307	14,363,587
Other Operating Costs	0		0	0.00%	0	248,640	481,097
Construction & Major Renovation	0		0	0.00%	0	300,769	144,125
Total Reserves, Contingencies & Transfers		**648,945**	**766,331**	**-15.32%**	**(117,386)**	**5,598,886**	**15,789,239**
Total Expenses		**$ 2,470,302**	**$2,455,744**	**0.59%**	**$ 14,558**	**$7,097,160**	**$16,046,522**

Explanation of Increase / (Decrease):

The increase in total expenses is due to the following:

- An increase in debt service related to a capital lease program for a portion of the Village's fleet;
- 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.

Charts and Graphs

FY 2020

Property Value and Millage Summary — FY 2020

Property Value:

FY 2019 Millage Rate	$7.5000		
FY 2019 Ad-Valorem Proceeds	$15,941,051		
FY 2019 FINAL GROSS Taxable Value	$ 2,233,205,100	Increase in GROSS taxable value	
		$115,787,694	5.18%
FY 2020 GROSS Taxable Value	$ 2,348,992,794		
FY 2020 BUDGETARY Taxable Value (95%)	$ 2,231,543,154		
FY 2020 Rolled Back Rate	$7.1798		

Millage Table:

MIL	Amount
1.00 MIL	$ 2,231,543
.75 MIL	$ 1,673,657
.60 MIL	$ 1,338,926
.55 MIL	$ 1,227,349
.50 MIL	$ 1,115,772
.40 MIL	$ 892,617
.35 MIL	$ 781,040
.30 MIL	$ 669,463
.25 MIL	$ 557,886
.20 MIL	$ 446,309
.10 MIL	$ 223,154

Millage Options:

Calculations for selection of millage rate:	Millage Rate	Ad-Valorem	$ Increase / (Decrease) over 2019 Ad-Valorem	% increase / (decrease) over FY 2019 Millage Rate	% increase / (decrease) over FY 2020 RBR
Retain FY 2019 Millage Rate	$ 7.5000	$16,736,574	$ 795,523	0.00%	4.46%
FY 2020 Rolled Back Rate	$ 7.1798	$16,022,034	$ 80,983	-4.27%	0.00%
Millage Rate Required to retain FY 2019 Ad-Valorem	$ 7.1435	$15,941,051	$ 0	-4.75%	-0.51%
FY 2020 Majority Vote Rate	$ 7.4256	$16,570,547	$ 629,496	-0.99%	3.42.%
FY 2020 Two-Thirds Vote Rate	$ 8.1682	$18,227,691	$ 2,286,640	8.91%	13.77%
Statutory Maximum	$10.0000	$22,315,432	$ 6,374,381	33.33%	39.28%
Council's Adopted Rate	**$ 7.5000**	**$ 16,736,574**	**$ 795,523**	**0.00%**	**4.46%**

Ad-Valorem, Assessed Value, Millage and Budget

FY 2020

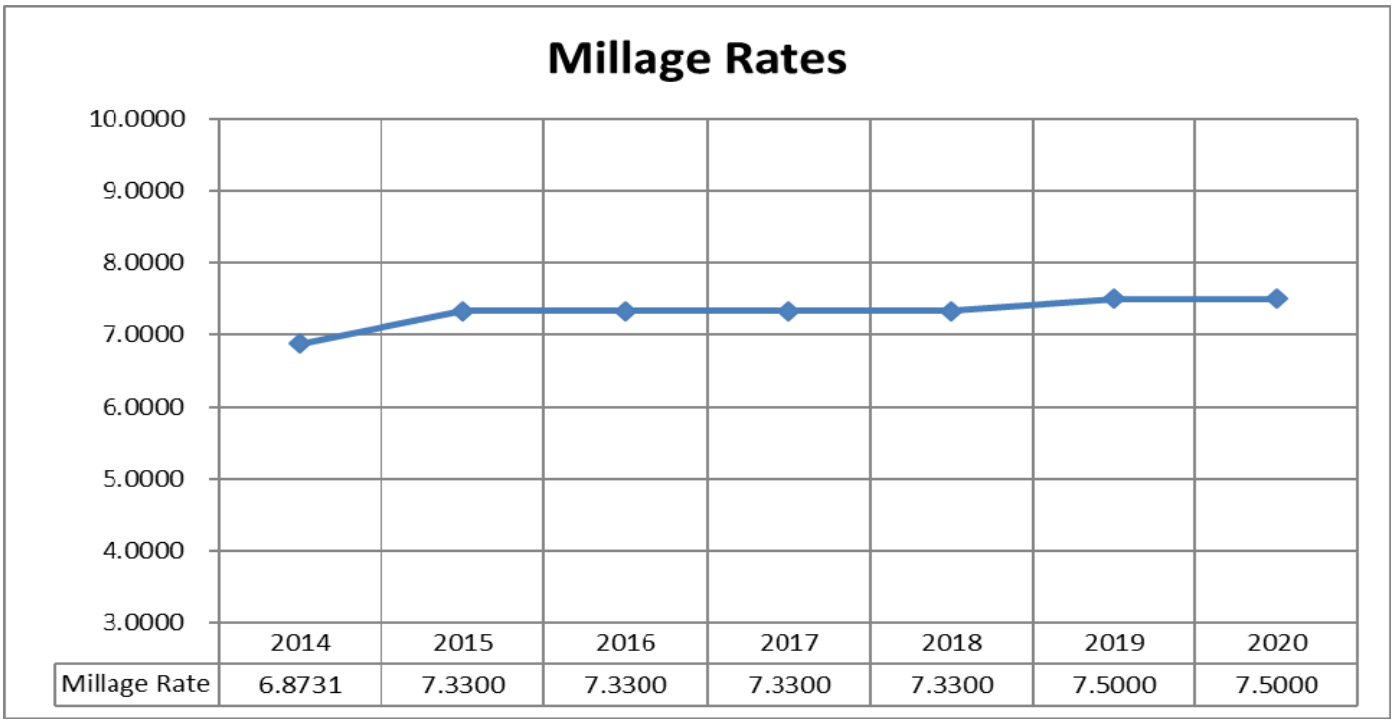
Fiscal Year 2002-2020 presented below:

Fiscal Year	Assessed Value	Taxable Valuation	Millage Rate	Total Taxes	Total Budget	Total Budget % Increase / (Decrease) over Prior Year	Total Taxes as % of Total Budget	Total Budget as % of Assessed Value
2002	992,018,426	942,417,505	5.6000	5,277,538	12,986,918	-6.89%	40.64%	1.31%
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%

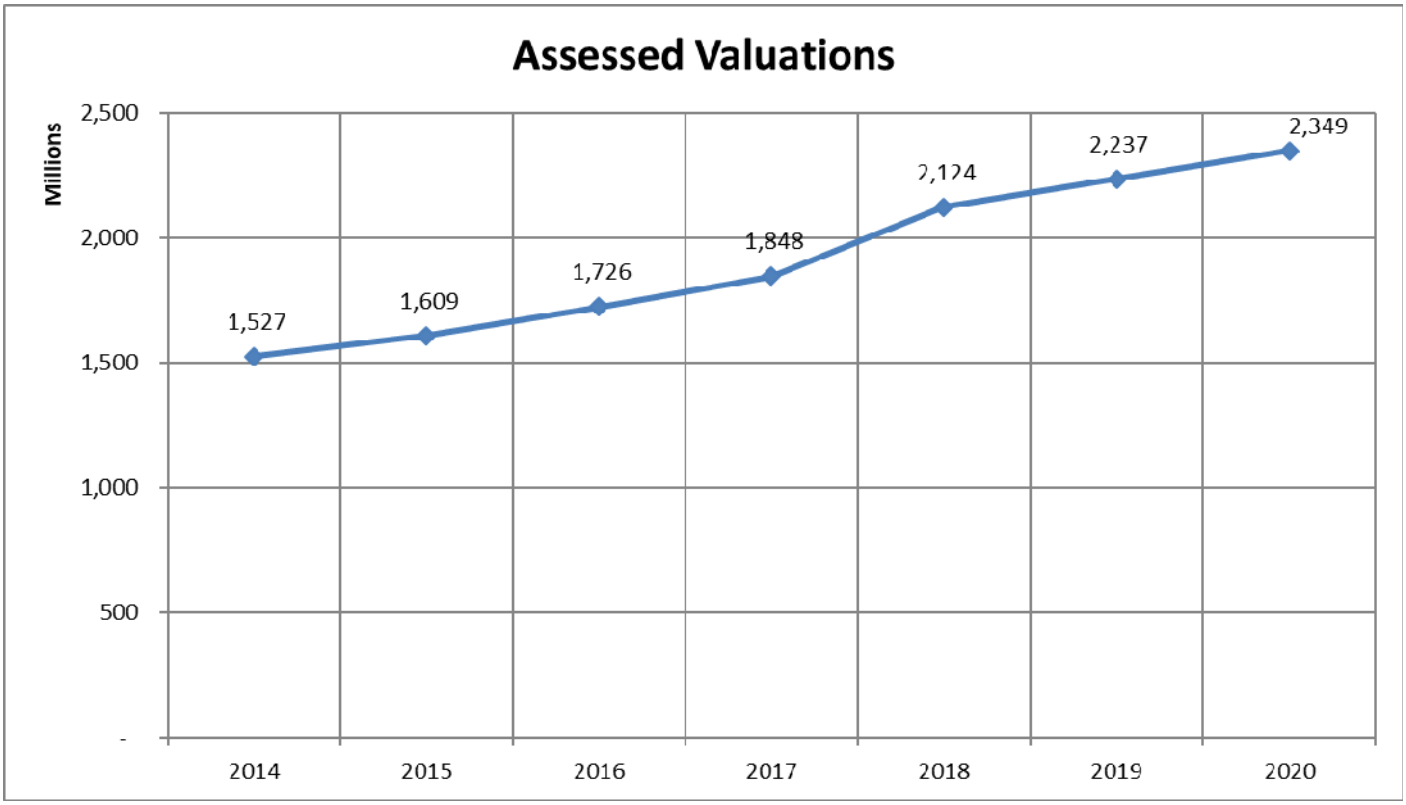
Millage Rates and Assessed Valuations

FY 2020

Fiscal Year 2014 – 2020 presented below:



	2014	2015	2016	2017	2018	2019	2020
Millage Rate	6.8731	7.3300	7.3300	7.3300	7.3300	7.5000	7.5000



Fee Schedule

FY 2020

General Fund Fee Schedules FY 2020

Recreation / Pool / Tennis

Notes for Recreation / Pool / 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.

Description	Fee	
Anchorage Park Activities Building (Hourly)	**Resident**	**Non-Resident**
Room A	$ 26.52	$ 37.13
Room B	$ 37.13	$ 63.65
After hours building charge	$ 106.09	$ 212.18
After hours staff charge	$ 26.52	$ 26.52
Anchorage Park (Hourly)		
Anchorage Gazebo	$ 25.75	$ 41.20
Volleyball (1 court)	$ 25.75	$ 36.05
Volleyball (2 courts)	$ 36.05	$ 51.50
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	$ 25.75
Osborne Park (Hourly)		
Recreation Building	$ 53.04	$ 159.13
Field (No Lights)	$ 37.13	$ 74.26
Field (With Lights)	$ 74.26	$ 106.09
After hours building charge	$ 106.09	$ 212.18
After hours staff charge	$ 25.75	$ 25.75
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 2020

Description	Fee	
Pool Membership Fees (Annual)	**Resident**	**Non-Resident**
Family	$ 345.00	$ 468.00
Resident Single	$ 175.00	$ 260.00
Junior (17 & under)	$ 95.00	$ 115.00
Masters (training only)	$ 115.00	$ 160.00
Pool Fees (Daily)		
Adult	$ 5.00	$ 8.00
Child (4 yrs – 13 yrs)	$ 5.00	$ 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	$1,000.00
Single	$600.00	$800.00
Junior (17 & under)	$115.00	$125.00
Summer Single	$400.00	$450.00
Summer Family	$450.00	$500.00
Tennis Guest Fees (Daily)		
Guest Fees (Juniors – 17 & under)	$8.00	$ 8.00
Guest Fees (Adults – 18 & over)	$12.00	$ 12.00

Library

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 Individual	$ 25.00
Library Cards-Non-Residents per Family	$ 35.00
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

General Fund Fee Schedules FY 2020

Finance

Description	Fee
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.	

Public Works

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	$2.50
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

General Fund Fee Schedules FY 2020

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 2020

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.

③Violation 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 or 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.

Police

Description	Fee
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
Forfeiture Revenue	Varies

Fire Rescue

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
Vehicle operating cost per hour	$12.98

General Fund Fee Schedules FY 2020

Description	Fee
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
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)

General Fund Fee Schedules FY 2020

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 2020

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	Total Fee (cash/check)	Total Fee (credit card)
AGRICULTURAL SERVICES		
Veterinary Services:		
Veterinary service from a truck	$ 132.00	$ 134.97
Veterinary service to animal specialties	$ 132.00	$ 134.97
Animal specialty services, except veterinary	$ 132.00	$ 134.97
Landscape counseling and planning	$ 132.00	$ 134.97
Lawn and garden service	$ 110.00	$ 112.48
Ornamental shrub and tree service	$ 110.00	$ 112.48
Building construction-Contractors as defined by the Contractors Licensing Board of Palm Beach County	$ 132.00	$ 134.97
TRANSPORTATION		
Taxi cabs:		
Local Trucking	$ 93.00	$ 95.09
Each place or business	$ 66.00	$ 67.49
Each vehicle	$ 66.00	$ 67.49
Water transportation of passengers	$ 66.00	$ 67.49
Marinas (also see retail) each space (minimum $55.00 increased to $57.75); each	$ 3.30	$ 3.37
Water transportation services NEC	$ 66.00	$ 67.49
Arrangement of passenger transportation	$ 164.50	$ 168.20
Arrangement of freight/cargo transportation	$ 164.50	$ 168.20
COMMUNICATIONS		
Radiotelephone communications	$ 176.00	$ 179.96
Telephone company (franchise)	$ 66.00	$ 67.49
Telephone communication except radiotelephone	$ 176.00	$ 179.96
Telegraph	$ 478.50	$ 489.27
Radio television broadcasting	$ 412.50	$ 421.78
Cable and other pay television services	$ 412.50	$ 421.78

General Fund Fee Schedules FY 2020

Classification	Total Fee (cash/check)	Total Fee (credit card)
ELECTRONIC, GAS AND SANITARY SERVICES		
Electric services (franchise)	$ 578.50	$ 591.52
Natural gas transmission (franchise)	$ 578.50	$ 591.52
Natural gas distributors	$ 578.50	$ 591.52
Liquefied petroleum distributors	$ 578.50	$ 591.52
Water supply (franchise)	$ 578.50	$ 591.52
Sanitary sewer services (franchise)	$ 578.50	$ 591.52
WHOLESALE TRADE (See RETAIL)		
Wholesale-durable goods:		
Inventory value cost-not exceeding $1,000.00	$ 38.50	$ 140.97
Each additional $1,000.00	$ 9.45	$ 140.97
RETAIL TRADE		
Retail store:		
Inventory value cost-not exceeding $1,000.00	$ 38.50	$ 39.37
Each additional $1,000.00 (Maximum cap $7,500)	$ 9.45	$ 9.66
Filing station, marine/auto/other:		
1-4 dispensers	$ 93.00	$ 95.09
Each additional dispenser	$ 27.00	$ 27.61
Eating place ($54.50 increased to $57.00 minimum) each seat	$ 2.70	$ 2.76
Drinking place (alcoholic drinks) ($54.50 increased to $57.00 minimum) each seat	$ 2.70	$ 2.76
Food service-no seats	$ 132.00	$ 134.97
Non-store retail		
Catalog and mail order	$ 132.00	$ 134.97
Automatic merchandise machines operator	$ 280.00	$ 286.30
Each machine	$ 32.50	$ 33.23
Fuel oil dealer (bottled gas)	$ 132.00	$ 134.97
LP gas dealer (bottled gas)	$ 132.00	$ 134.97
Direct selling-each person/vehicle	$ 132.00	$ 134.97
Solicitor/canvasser each:		
Per year	$ 346.50	$ 354.30
Each canvasser	$ 115.50	$ 118.10
Retail store NEC:		
Florist	$ 132.00	$ 134.97
Tobacco store	$ 132.00	$ 134.97
News dealer/news stand	$ 132.00	$ 134.97
Optical goods store	$ 132.00	$ 134.97
Miscellaneous Retail Store NEC (Consignment, Pawn)	$ 132.00	$ 134.97
FINANCE, INSURANCE, REAL ESTATE		
Depository institution	$ 297.00	$ 303.68
Non-depository institution	$ 297.00	$ 303.68
Security and commodity brokers/dealers	$ 150.00	$ 153.38
Brokers sales agent	$ 37.50	$ 38.34
INSURANCE		
Insurance carriers	$ 132.00	$ 134.97
Insurance agents, broker service	$ 132.00	$ 134.97
Insurance sales agent	$ 132.00	$ 134.97

General Fund Fee Schedules

FY 2020

Classification	Total Fee (cash/check)	Total Fee (credit card)
REAL ESTATE		
Real estate operator ($54.50 increased to $57.00 minimum):		
Base (1-5 sleeping rooms)	$ 15.75	$ 16.10
Each additional room	$ 3.30	$ 3.37
Real estate agents and manager	$ 132.00	$ 134.97
Real estate sales agent (No Longer Applicable)	$ 0	$ 0
Title abstract office	$ 132.00	$ 134.97
Land sub dividers and developers	$ 186.50	$ 190.70
Holding and other investment offices	$ 297.00	$ 303.68
SERVICES		
Hotels, rooming houses, etc. ($54.50 increased to $57.00 minimum):		
Base (1-5 sleeping rooms)	$ 16.50	$ 16.87
Each additional sleeping room	$ 3.30	$ 3.37
Personal Services:		
Laundry, cleaning, garment service	$ 132.00	$ 134.97
Coin operated laundry, dry cleaning	$ 132.00	$ 134.97
Operator 1-20 machines	$ 132.00	$ 134.97
Each additional machine	$ 6.50	$ 6.65
Photographic studio, portrait	$ 132.00	$ 134.97
Beauty shop	$ 132.00	$ 134.97
Each state licensed operator	$ 37.50	$ 38.34
Barber shop	$ 132.00	$ 134.97
Each state licensed operator	$ 37.50	$ 38.34
Shoe repair shop	$ 132.00	$ 134.97
Funeral service	$ 297.00	$ 303.68
Additional for ambulance service	$ 186.50	$ 190.70
Tax preparation service	$ 132.00	$ 134.97
Miscellaneous personal service NEC	$ 132.00	$ 134.97
Advertising agency	$ 132.00	$ 134.97
Consumer credit reporting/collection	$ 132.00	$ 134.97
Mailing, reproduction. Commercial art and stenographic service	$ 132.00	$ 134.97
Service to dwelling	$ 132.00	$ 134.97
Miscellaneous equipment rental/leasing	$ 132.00	$ 134.97
Personnel supply service	$ 132.00	$ 134.97
Computer programming, data processing	$ 132.00	$ 134.97
Miscellaneous business service NEC	$ 132.00	$ 134.97
Business services NEC	$ 132.00	$ 134.97
Telemarketing	$ 186.50	$ 190.70
Plus each phone	$ 37.50	$ 38.34

General Fund Fee Schedules FY 2020

Classification	Total Fee (cash/check)	Total Fee (credit card)
AUTO SERVICE/REPAIR		
Auto Rental	$ 132.00	$ 134.97
Auto repair shop:		
2 persons	$ 37.50	$ 38.34
3-4 persons	$ 59.50	$ 60.84
5-6 persons	$ 110.00	$ 112.48
7-10 persons	$ 176.00	$ 179.96
11-20 persons	$ 220.00	$ 224.95
More than 21 person	$ 363.00	$ 371.17
Car wash	$ 132.00	$ 134.97
MISCELLANEOUS REPAIR SERVICES		
Misc. repair services store	$ 132.00	$ 134.97
Misc. repair services from a truck	$ 66.00	$ 67.49
Misc. repair services with retail store	$ 66.00	$ 67.49
MOTION PICTURES		
Motion picture production/distributor	$ 132.00	$ 134.97
Motion picture theatre/drive-in	$ 275.00	$ 281.19
Plus per seat/per space	$ 0.49	$ 0.50
AMUSEMENT AND RECREATION SERVICE		
Dance studios	$ 132.00	$ 134.97
Theatrical producers	$ 132.00	$ 134.97
Bowling center (1-5 alleys)	$ 132.00	$ 134.97
Each additional alley	$ 37.50	$ 38.34
Commercial sports	$ 186.50	$ 190.70
Physical fitness facilities	$ 132.00	$ 134.97
Coin operated amusement devices operator	$ 280.00	$ 286.30
Plus each machine	$ 32.50	$ 33.23
Amusement and recreation services NEC	$ 132.00	$ 134.97
Fortune teller-fee charged	$ 1,267.00	$ 1,295.51
No fee charged-contribution	$ 2,205.00	$ 2,254.61
Phrenologist-fee charged	$ 1,487.50	$ 1,520.97
No fee charged-contribution	$ 2,205.00	$ 2,254.61
HEALTH SERVICES		
Licensed practitioner each	$ 132.00	$ 134.97
Nursing and personal care facility	$ 186.50	$ 190.70
Hospital	$ 186.50	$ 190.70
Medical and dental laboratory	$ 186.50	$ 190.70
Home health care	$ 132.00	$ 134.97
Miscellaneous health services NEC	$ 132.00	$ 134.97
LEGAL SERVICES		
Attorneys each	$ 132.00	$ 134.97
EDUCATIONAL SERVICES		
Elementary and secondary school	$ 132.00	$ 134.97
Vocational school	$ 132.00	$ 134.97
Schools and educational services NEC	$ 132.00	$ 134.97

General Fund Fee Schedules FY 2020

Classification	Total Fee (cash/check)	Total Fee (credit card)
SOCIAL SERVICES		
Individual and family services	$ 132.00	$ 134.97
Job training service	$ 132.00	$ 134.97
Child care facility (Fla. Statute)	$ 154.00	$ 157.47
Family day care (Fla. Statute)	$ 59.50	$ 60.84
Community residential home (Fla. Statute)	$ 154.00	$ 157.47
Social services NEC	$ 132.00	$ 134.97
Membership organizations	$ 132.00	$ 134.97
ENGINEERING, ACCOUNTING, RESEARCH MANAGEMENT		
Engineering, architectural and surveying-each practitioner	$ 132.00	$ 134.97
Residential designer	$ 132.00	$ 134.97
ACCOUNTING, AUDITING AND BOOKKEEPING SERVICES		
Accounting/bookkeeping service	$ 132.00	$ 134.97
Certified public accountant each	$ 132.00	$ 134.97
RESEARCH, DEVELOPMENT AND TESTING SERVICES		
Research, development and testing services	$ 132.00	$ 134.97
MANAGEMENT AND PUBLIC RELATIONS SERVICES		
Management services	$ 132.00	$ 134.97
Management consulting services	$ 132.00	$ 134.97
Public relation services	$ 132.00	$ 134.97
Facility support management services	$ 132.00	$ 134.97
Business consulting services NEC	$ 132.00	$ 134.97

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 Statues 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 Statues 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 2020

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

Refund of building permit fees:

Refunds requested due to application error or canceling of a permit (All conditions must be met):

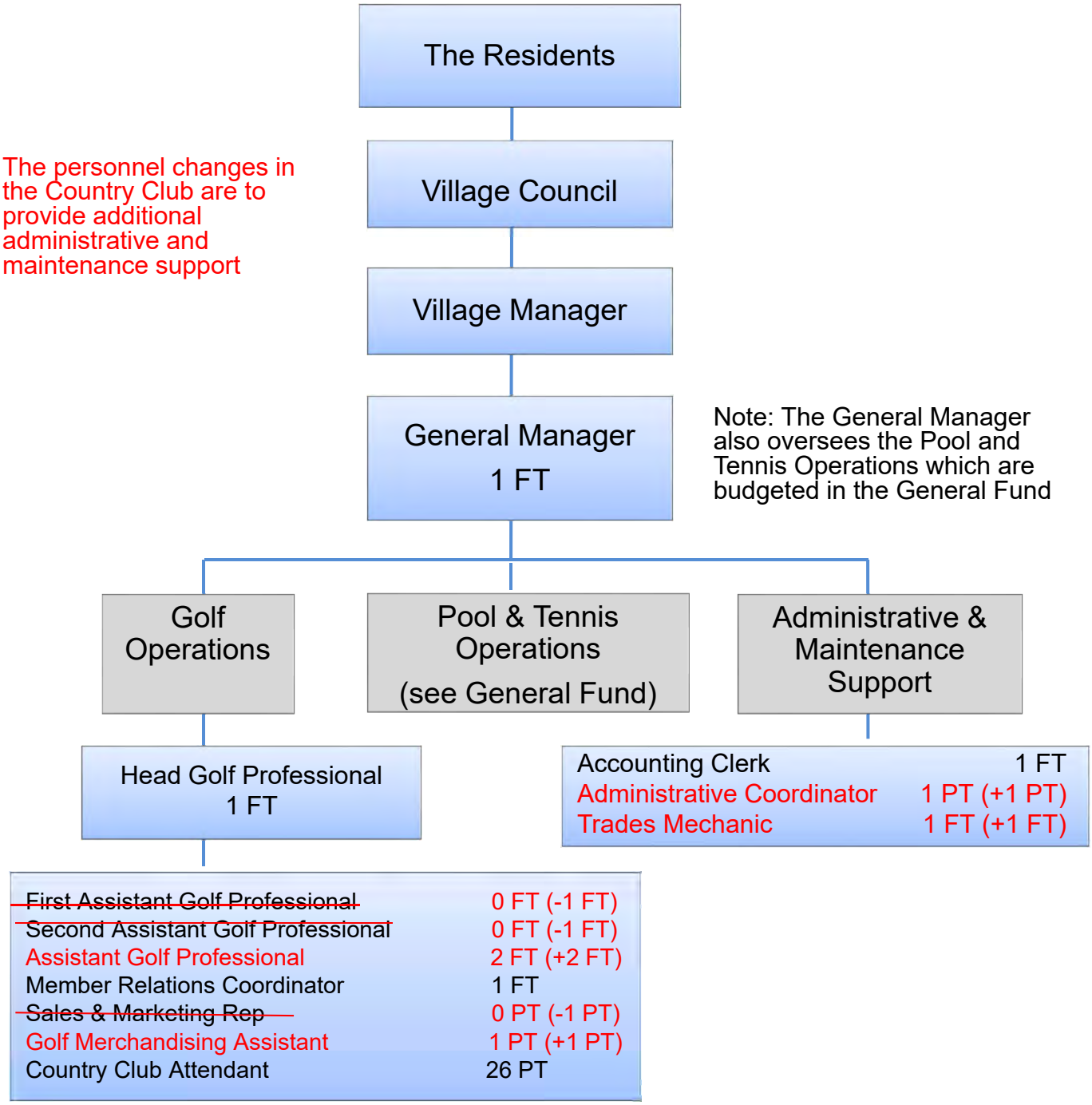
1. A maximum of 50% will be refunded.
2. Permit cannot be expired.
3. No-work has occurred or commenced on the project
   (Verified by the building inspector and plan review has processed the application).
4. Request must be in writing, addressed to the Building Official.
5. Plan review fees are not subject to refund.

Country Club

FY 2020

Country Club Organization Chart — FY 2020

The personnel changes in the Country Club are to provide additional administrative and maintenance support



Summary	FY 2020	FY 2019	Change
Full-Time	7	6	+1 FT
Part-Time	28	27	+1 PT

Country Club FY 2020

Mission Statement

The North Palm Beach Country Club (NPBCC) is committed to offering a quality recreational facility, featuring golf, tennis and pool 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 is under construction through The Weitz Company as the Village's Construction Manager with a scheduled date for completion in November 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.

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; monthly tournaments for all levels of skill and experience; and a lighted driving range. The golf shop offers a variety of soft goods, golf accessories, and golf clubs 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 & racquet stringing, showers, multi-purpose room, and offices. The shop staff will 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 seven (7) days-a-week featuring an L-shaped Olympic size pool with six 50-meter lanes, six 25-yard lanes, deep diving well with board, 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 introduce a series of events for our residents and members. Featured events will include Family FUN, kid's movie night, cookouts, and musical performances.

Memberships

Due to the opening of the new clubhouse, an influx of new residents and proposed membership requirements for team and academy members, an increase in total memberships for pool and tennis is anticipated. The Village is also developing new membership categories – including a social membership – that will be introduced during the fiscal year. In order to provide reasonable member access to course play while preserving access to "walk-in" guests during high season and holidays, a maximum of 210 annual golf memberships has been established for the facility. Available memberships will continue to be prioritized as follows:

- Renewal of existing club members,
- Residents of North Palm Beach,
- New members sponsored by existing members in membership initiative program, and
- Non-resident applications.

Organizational Structure

The Country Club facility is headed by the General Manager who supervises all staff and manages contracts associated with golf, golf maintenance, tennis and pool facilities, as well as, the restaurant and banquet facility. The General Manager is also responsible for business development and marketing functions. One (1) part-time Administrative Coordinator and one (1) full-time Accounting Clerk 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, and answering inquiries from the public.

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, one (1) full-time Member Relations Coordinator, one (1) part-time Golf Merchandising Assistant, and twenty-six (26) 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 five (5) part-time USPTA or USPTR certified professionals.

The pool operation will be led by one (1) full-time Pool Supervisor. In addition to the Pool Supervisor, the pool operation also includes two (2) part-time recreation assistants and fourteen (14) part-time and seasonal Lifeguards.

Historically, the maintenance of the club building, tennis and pool have been assigned to the Public Works Department. In FY 2020, the Village will hire 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, Golf Course Maintenance building and irrigation pump station.

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 and excellent golfing experience. To maintain the "Signature" course, however, the proposed Golf Operations budget reflects funding for additional trees and sod which supports the "fine tuning" of the golf course as it moves into its twelfth season of play. The tennis courts are maintained by Splash & Swing, Inc. Janitorial services and Landscaping services are outsourced as well.

The Village has made some changes to the Clubhouse organization to improve operations:

- Addition of one (1) full-time Trades Mechanic position to ensure appropriate maintenance of the facilities and grounds;
- First and Second Assistant Golf Professional position titles changed to Assistant Golf Professional;
- Replaced one (1) part-time Golf Sales & Marketing position with one (1) part-time Golf Merchandising Assistant position;
- Recreation Supervisor position title changed to Tennis Supervisor;
- Addition of one (1) part-time Camp Counselor position that will focus on tennis camps;
- The Recreation Facilities Manager position will be replaced with a Pool Supervisor position; and
- Addition of one (1) part-time Administrative Coordinator position

Food & Beverage (F&B) Operation

The Food & Beverage (F&B) Operation will be outsourced in the coming fiscal year to Farmer's Table NPB, LLC. The Village and Farmer's Table agreed to a lease agreement for the use of the restaurant and dining facilities after an extensive search for restaurant and catering vendors.

This full-service food & beverage restaurant operation will feature indoor & 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 advance reservation preference and discounted private event minimums. Farmer's Table is working to create Birthday programs, member specials and themed events. 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.

Current Year Accomplishments and New Initiatives

The following activities were completed or conducted during the last fiscal year (FY 2019).

Golf:

- Hosted two complimentary Member Mixers during the seasonal months with an overwhelmingly positive response from attendees. The first Member Mixer in early January served as a "welcome back," with our second event in March serving as our summer farewell mixer.
- 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 implemented summer clinic options which were previously not offered.
- Experienced a very successful Junior Golf and Swim Camp summer program as evidenced by the first week of camp having record attendance.
- Continued to reduce the carbon footprint of the Golf Operation by reducing waste in landfills and continuing the recycling initiative initially implemented in FY2016.
- 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.

- Met with the Nicklaus Group and initiated an open dialogue between the architects and agronomists during the fiscal year in preparation for proposed course projects and renovations.
- Hosted a meeting for Council, Golf Advisory Board members, Green's Committee members, Golf and IGM staff (the former golf course maintenance company), and Village Administration to interact with the Nicklaus Group in order to provide valuable information on proposed course projects and renovations.

Tennis:

2019

- Added special events (one per month); increased attendance in daily clinics; and grew the afterschool program for the youngest children (4 to 6 years)
- Club staff started organizing adult round robins each evening to improve revenue stream
- Started the process of improving the landscaping and overall look to the entire property
- Working closely with Public Works to improve buildings and structures

2020

- Increase special events to two per month; continue to improve attendance in the daily clinics; and increase promotion of the afterschool program for all ages
- Initiate relations with local elementary schools to improve and grow the junior program
- Work closely with the social media personnel to improve presence of tennis profile on the website and social media
- Initiate online registration for prepaid group tennis clinics and junior programs
- Working with a local Tennis Academy to improve and grow the junior program and tennis memberships.

Pool:

2020

- Complete refurbishment of pool deck to include the addition of an interactive water feature for children, a snack bar and full-service locker room facility.
- Establish solid vendor agreements to improve and grow pool memberships and sustain exceptional facility maintenance.
- Hire newly created Pool Supervisor position to manage day-to-day on-site pool operation to ensure safety and maintenance standards are met; create and implement diverse aquatic programs for residents, members and community and increase overall pool revenues through exceptional customer service skills and events.

Country Club FY 2020

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

Department Goal:

Golf:

Continue to enhance the conditions of the course, clubhouse grounds and club offerings to align with the expectations of a Jack Nicklaus Signature golf facility and to become a destination facility for traveling golfers and corporate groups.

Objectives:

a. Work closely with a Nicklaus-approved agronomist regarding the current and future needs of the golf course and facility and utilize their expertise to effectively and efficiently implement a master renovation plan for the golf course. This plan will enhance the overall playability and aesthetics of the golf course and driving range facilities. By adding synthetic turf at the north end of the driving range, it will provide relief to the Bermuda turf on a weekly basis and will improve the overall look and playability of the public range. The addition of LED lighting will provide a better overall experience for those practicing at night by making the hitting tee and ball flight more visible.

b. Utilize the current contract with Brightview to realize a cost-savings for the Village through the renovation project while working in conjunction with the Nicklaus group to ensure the project is on schedule and under budget.

c. Regularly assess the program offerings of the club and adjust programs to meet the needs of the community. The first Team Golf Elite program at the North Palm Beach Country Club was implemented in fall 2017 as a stepping stone for juniors interested in playing competitive golf.

d. Host weekly staff meetings with the course Superintendent and golf administrators to discuss ongoing and upcoming projects and to schedule work priorities, tournaments and activities accordingly.

e. Enhance the appearance and offerings of the golf shop to reflect Village pride and brand awareness, particularly as it relates to the larger, improved space anticipated in the new Country Club Clubhouse.

Tennis:

Continue to work closely with existing contractors to improve the overall look of the tennis building, outdoor patios, landscaping, and the tennis courts. Upcoming specific projects include:

a. Landscaping project along U.S. Hwy. 1
b. Improved court drainage through re-trenching
c. Refurbishment of courts 1 & 2
d. Addition of shaded seating for team players to observe their teammates matches
e. Removal of nuisance animals on the Country Club property
f. Increase programming for families; coordinating with the pool and restaurant for events designed specifically for families
g. Re-sodding as budget allows

Pool:

Through market research both internally and externally, create diverse programs to increase membership, participation and revenues. Professionally maintain and manage this new aquatic facility to create a reputation as being one of the best pool facilities in the county.

a. Regularly review pricing to insure sustainability

b. Create Pool Advisory Committee to ensure management is aware of any issues, desires, needs to build membership, programming and satisfaction levels of members and residents.

c. Continue to develop programming that increase participation in tennis activities

Actively participate in the planning of the new Country Club Clubhouse through the collaboration and building phases.

Objectives:

a. Provide valuable feedback regarding the golf and restaurant operations as it pertains to traffic flow, clubhouse design functionality, member and customer desires, and employee/operational necessities and requirements prior to, during, and through construction.

b. Foster a transparent and open line of communication with patrons and residents concerning the progress, subsequent steps, and expected outcomes of the various phases.

Strategic Goal:

Financial Sustainability

Department Goal:

Build a support network of members, guests, employees, and industry professionals to provide valuable feedback, insight, and ideas to improve the overall Country Club operations for the enjoyment of all visitors.

Objectives:

a. Evaluate local area courses and communicate with administrative staff in order to gain valuable information regarding industry trends, maintenance practices, and other golf-related business decisions, particularly as it pertains to the planned renovations of the course and impacts to the overall operation.

b. Head Pro to attend the yearly PGA Merchandise show and GM the CMAA Club Managers Association of America national and regional conferences to learn about trends nation-wide and world-wide to help plan for the future of the North Palm Beach Country Club.

c. Encourage members and guests to participate in the monthly Green's Committee and Golf Advisory Board meetings by word of mouth, email communication, and external posts of meeting information.

d. Engage in chapter and national meetings of the Professional Golfers and Club Manager's Association of America and network with local professionals and industry leaders to conceptualize and collaborate on issues pertinent to the golf and club industry.

e. Participate in Florida's Municipal Golf Course Association as a PGA Professional and Administrator to examine areas of opportunity and gain a better understanding of the threats, opportunities, and trends affecting the industry in our immediate area. Also, to that end, establish ongoing work relationships with local area professionals to build a community of clubs, with whom we can partner for future mutual benefit.

f. Participate in Palm Beach North Chamber of Commerce events to promote our facilities and services to businesses and individuals in north county.

g. Cross-train the current staff at the North Palm Beach Country Club across the various functions of the golf operation to help alleviate scheduling conflicts, create a more knowledgeable and helpful staff base and cover for emergencies in short-term situations.

Department Goal:

Golf:

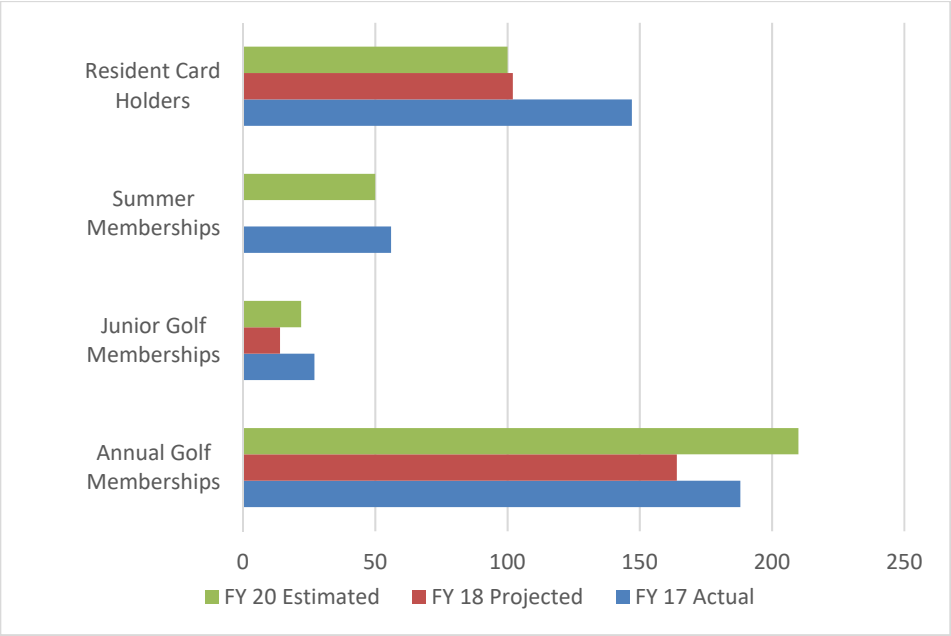
Develop a master plan for the golf course in conjunction with the 5-year capital plan that outlines and prioritizes large-scale future projects and associated costs.

Objectives:

a. Implement the "wish list" as envisioned by the Nicklaus Group, Golf Advisory Board, Green's Committee, golf staff, and Village Administration in the summer of 2018 with the guidance of a Nicklaus-approved agronomist and Nicklaus architect(s).

b. Regularly assess the current and future needs of the course, acknowledging it as a "living, breathing entity" in need of constant care, and provide and plan for the implementation of projects in terms of both time and financial impacts.

Golf Memberships: The number of golf members is a good indicator of the golf club's overall health based on the fact that member plays accounts for approximately 45% of total rounds played. The club is at capacity and possess a healthy waiting list. With the change in golf operations procedures – a new membership year will begin for all memberships excluding summer memberships on October 1st thus a substantial revenue will be derived in the first quarter from golf memberships which will help cover operating expenses throughout the year.



Country Club FY 2020

Golf Instructional Programs at the North Palm Beach Country Club: Due to range closure in 2019, minimal revenues were recognized as originally forecasted. FY2020 instructional programs are in the process of being rebuilt to provide practices and instructions with our PGA Professionals on-site. 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. 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.

Tennis:

Through market research both internally and externally, create diverse programs to increase membership, participation and revenues. Professionally maintain and manage the Tennis Center to create a reputation as being one of the best tennis facilities in the county.

Objectives:

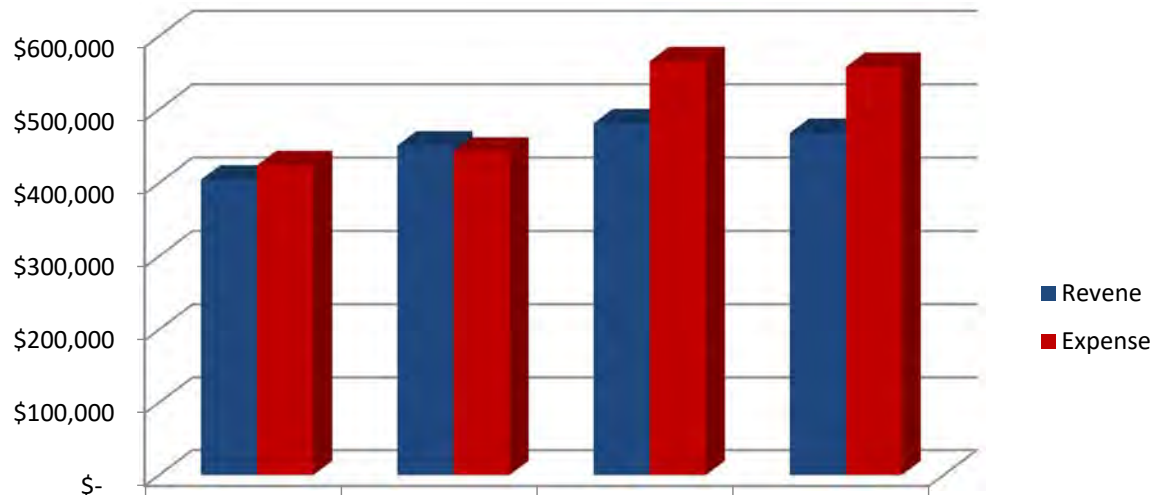
a. Regularly review pricing to insure sustainability
b. Create Tennis Advisory Committee to ensure management is aware of any issues, desires, needs to build membership, programming and satisfaction levels of members and residents.
c. Continue to develop programming that increase participation in tennis activities
d. Use attendants when possible lower overhead of programming

Develop a master plan for the tennis center in conjunction with the 5-year capital plan that outlines and prioritizes large-scale future projects and associated costs.

Objectives:

a. Seek grants that will assist with funding large scale projects.
b. Increase revenues to cover costs of operating budget.

Tennis Operation



	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Budget
Revene	$404,540	$451,010	$481,350	$468,150
Expense	$424,151	$442,601	$565,855	$558,174

Country Club FY 2020

Tennis Facilities

- North Palm Beach Country Club Tennis Facility – 951 US Highway 1
  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 Stringer Revenue
  - Bus trip to the Miami Open – Sold out for 6th consecutive year!

Performance Measures

Performance Measure	FY 2018 Actual	FY 2019 Projected	FY 2020 Estimated
Junior Program (Mondays & Saturdays) & Camps	n/a	196	300
Number of total memberships	182	187	187
Tennis Participation	22,653	22,854	23,000

All Departments

Enhance and promote the complete Country Club experience

Objectives:

a. Continue to be an integral part of the planning and design of the Clubhouse to ensure that the full needs of the residents are addressed in terms of country club amenities and recreation experience. Continue to work with Brightview in the daily maintenance and project targets to improve and enhance our Signature Jack Nicklaus golf course.

b. Develop strategies to enhance the experience of residents, guests and swim team members at the pool facility. Develop long term strategies to improve the pool area experience for current users as well as attracting new users and grow pool membership.

c. Enhance the overall atmosphere and maintenance of the tennis facility.
   1. Create new strategies to increase participation in all phases of the programs.
   2. Increase merchandizing revenue and work with the golf management staff to better coordinate this process
   3. Hire Tennis Academy to improve and grow our current Junior Tennis program and membership

Return to Table of Contents

Country Club Budget Summary

FY 2020

Revenue	FY 2020 Budget	FY 2019 Budget	% increase / (decrease)	$ increase / (decrease)	Actual 9/30/18	Actual 9/30/17
Greens fee/cart rentals/membership fees	$ 2,610,854	$2,129,209	22.62%	$ 481,645	$1,743,760	$2,302,642
Golf Shop revenues	406,000	159,400	154.71%	246,600	217,148	296,119
Driving range revenues	360,000	300,000	20.00%	60,000	276,244	303,994
Restaurant revenues	329,500	0	0.00%	329,500	0	32,595
Interest revenues	0	10,000	-100.00%	(10,000)	13,874	10,274
Sale of Surplus	0	0	0.00%	0	19,448	0
Miscellaneous	16,000	6,000	166.67%	10,000	17,487	11,081
Appropriated Retained Earnings	261,234	275,647	-5.23%	(14,413)	0	0
Total Revenues	**$3,983,588**	**$2,880,256**	**38.31%**	**$1,103,332**	**$2,287,962**	**$2,956,706**
Expenses						
Personnel Costs	1,006,219	828,298	21.48%	$ 171,921	573,017	649,433
Operating Costs						
Golf Course Maintenance	1,430,000	1,163,500	22.91%	266,500	1,159,940	1,137,008
Golf Shop and Range	600,925	343,200	75.09%	257,725	310,952	418,621
Food and Beverage	50,000	12,314	306.04%	37,686	41,979	64,288
Country Club Administration	13,700	13,700	0.00%	0	17,192	20,109
Clubhouse & Grounds	392,500	29,000	1253.45%	363,500	68,350	118,380
Insurance & General Liability	46,555	46,555	0.00%	0	42,711	47,469
Attorney Fees	10,000	10,000	0.00%	0	13,772	4,683
Capital Outlay						
Capital Outlay	0	0	0.00%	0	1,363,664	2,416
Debt Service						
Debt Service	433,689	433,689	0.00%	0	405,942	398,159
Reserves						
Contingency	0	0	0	0	0	10,407
Total Expenses	**$3,983,588**	**$2,880,256**	**38.31%**	**$ 1,103,332**	**$3,997,519**	**$2,870,972**
Revenues over (under) expenses	**$ 0**	**$ 0**		**$ 0**	**$(1,709,557)**	**$85,734**
# Rounds	**42,500**	**40,000**			**25,832**	**41,979**

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: no taxes or assessments are used to support the Country Club operations. The Country Club can be divided into three operations: Golf, Food & Beverage and Administration. 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: For FY 2020, the Village's Pool and Tennis Operations are supervised by the Country Club General Manager but recorded in the General Fund Budget.

Country Club Highlights

FY 2020

Number of Memberships			**210**
Target Number of Rounds			**42,500**
Personnel Highlights:			
*Employee Salaries	$ 782,607		
*Employee Benefits	223,612		
Total Personnel Costs		**$ 1,006,219**	
Operating Highlights:			
*Golf Course Maintenance Contract	1,299,000		
*Utilities	247,000		
*Cost of Golf Merchandise	219,000		
*Golf Cart Lease with GPS	160,000		
*Materials & Supplies	108,850		
*Landscaping	100,000		
*Charge Card Fees	57,500		
*Property/General Liability	46,555		
*Repairs & Maintenance	46,000		
*Janitorial Services	40,000		
*Food & Beverage Broker Commission Fee	30,000		
*Marketing & Advertising	30,000		
*Tree Trimming	30,000		
*Food & Beverage Property Tax Assessment	20,000		
*Irrigation System Maintenance	16,500		
*Exterminating	15,000		
*Legal Fees	10,000		
*Uniforms & Shoes	5,000		
Total Operating Costs		**$ 2,543,680**	
Debt Service:			
*Golf Course Renovation loan	398,159		
*Inter-fund loan from General Fund	35,530		
Total Debt Service		**$ 433,689**	
Capital Outlay		**$ 0**	
Country Club Contingency		**$ 0**	
Total Fiscal Year 2019-2020 Country Club Budget			**$ 3,983,588**

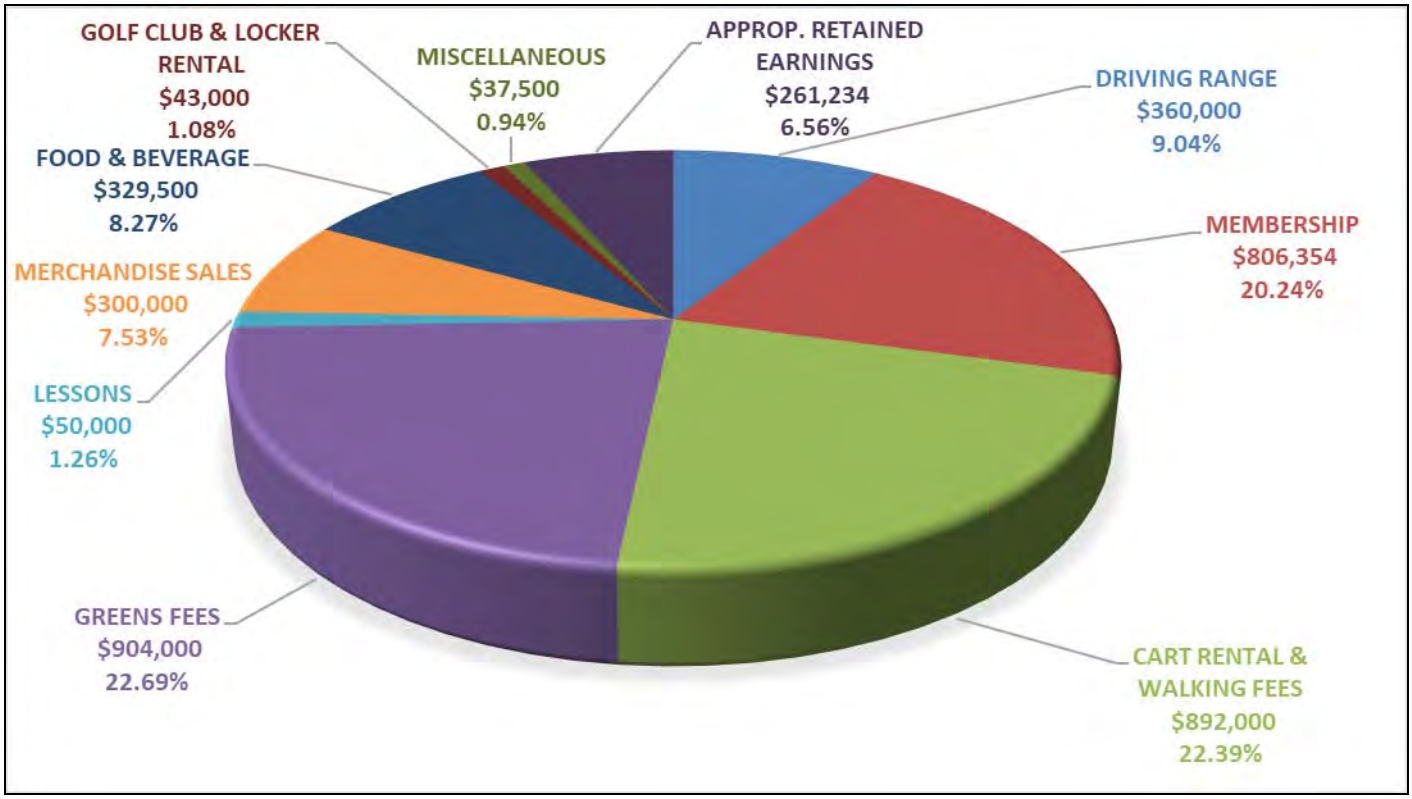
Revenues

FY 2020

Country Club Revenues

FY 2020

Total Revenues = $3,983,588



Country Club Revenues FY 2020

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 2019/20 Country Club Budget (total budget = $3,983,588). The major source of Country Club revenues (74.36%) are derived from golf memberships, cart rentals, walking fees, greens fees, and the driving range.

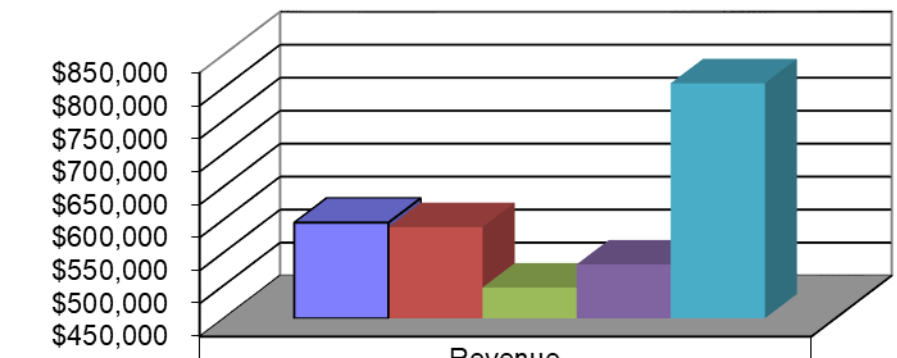
The budgeted revenues are estimated based on the number of memberships, plays, and cart rentals over past years; fees for these items are adjusted yearly to accommodate the estimated budgeted expenses of the Country Club Operations.

The following assumptions were used when preparing the Country Club Golf Revenue Estimates:

- Grand Opening November 2019
- 42,500 anticipated rounds
- 210 memberships
- 25% increase in membership dues
- Increased focus on merchandising
- Outside marketing vendor (corporate packages, partnerships)

Membership $806,354

Golf Memberships represent 20.24% of total Country Club Revenues and are based on type of membership and historical trend:



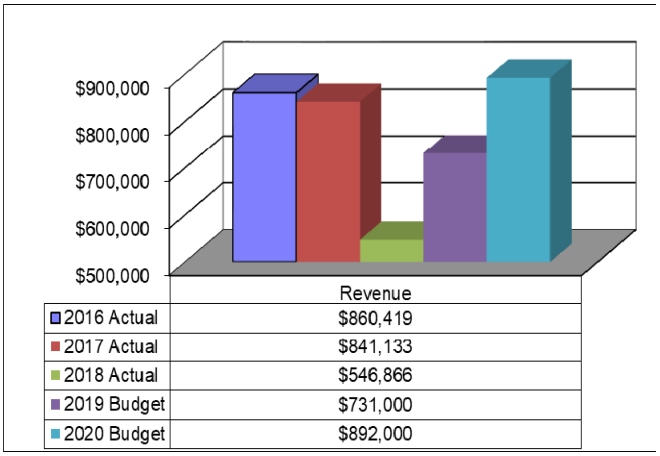
	Revenue
2016 Actual	$595,076
2017 Actual	$588,219
2018 Actual	$496,634
2019 Budget	$531,709
2020 Budget	$806,354

Country Club Revenues

FY 2020

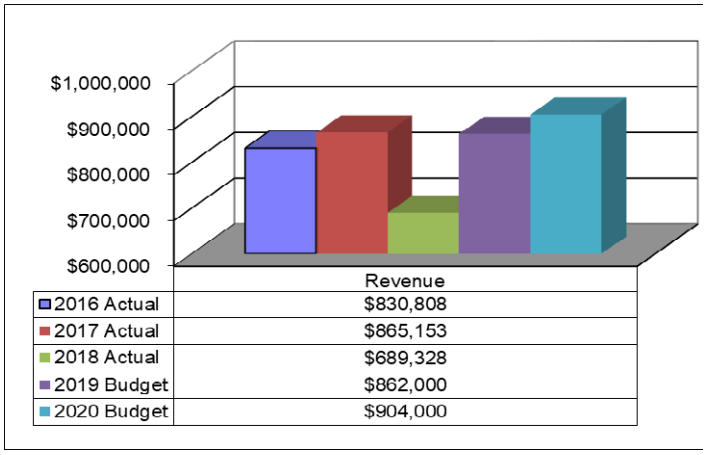
Cart Rental/Walking Fee $892,000

This class of revenue represents 22.39% of the overall Country Club Revenues. The calculation is based on historical trend.



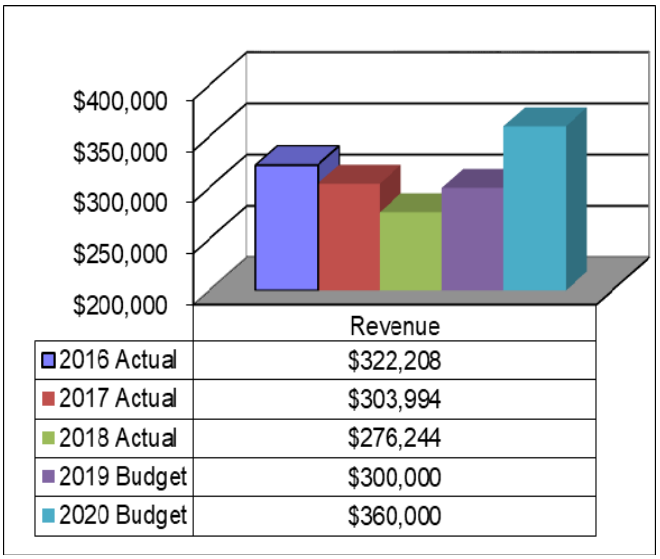
Greens Fees $904,000

Greens Fees represent 22.69% of total Country Club Revenues and are calculated based on historical trend.



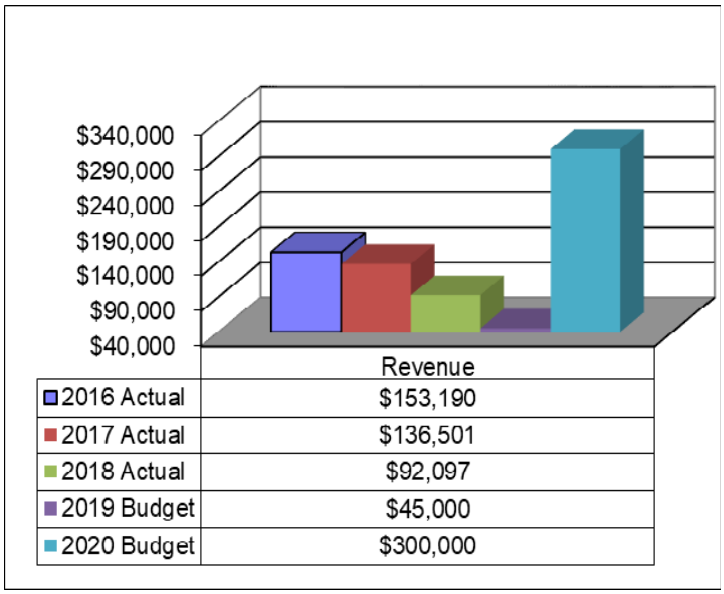
Driving Range $360,000

Driving Range revenue represents 9.04% of total Country Club Revenues and is based on historical trend.



Merchandise Sales $300,000

Golf Merchandise sales represent 7.53% of total Country Club Revenues and are calculated based on historical trend.



Country Club Revenues

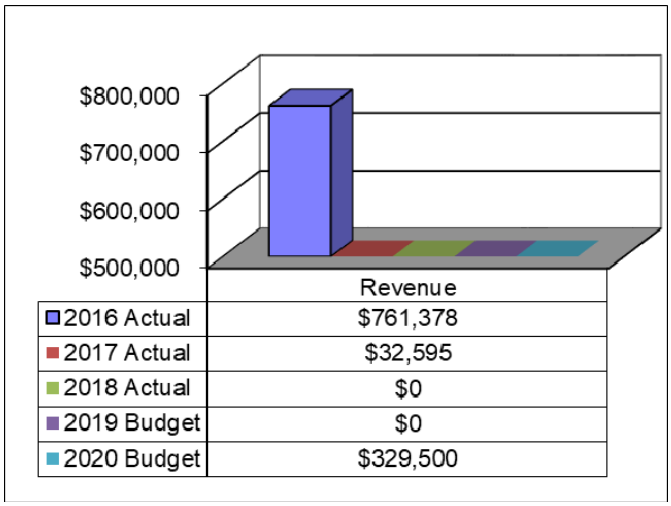
FY 2020

Food & Beverage $329,500

The Food & Beverage operation is contracted out to an outside vendor. The total food and beverage revenue represents 8.27% of total Country Club Revenues.

The following assumptions were used:

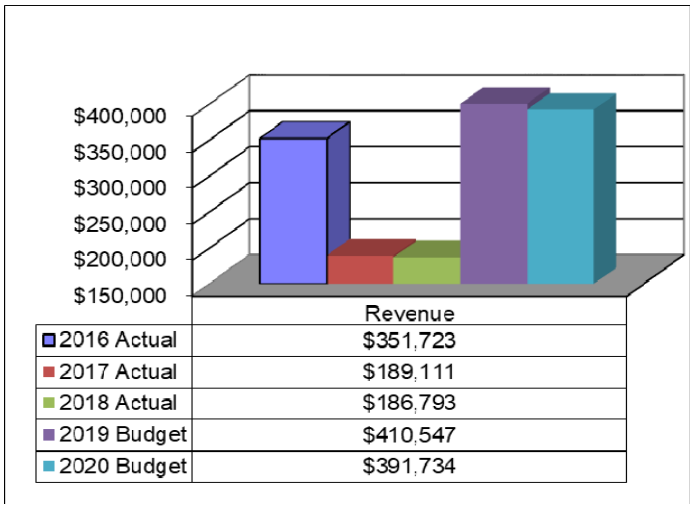
- Lease estimated at $215,000
- Grand Opening in November 2019
- Rent $8,333/month ($100k annually) for 8 months
- 5% of gross revenue over ($2m) with $5m projected



Miscellaneous $391,734

Miscellaneous Revenue represents 9.83% of total Country Club Revenues. Key components include the following:

Bag Room	12,000
Golf Handicap Service	5,000
Locker Rental	3,000
Resident Card	10,000
Rental-Golf Clubs	40,000
Golf Lessons	50,000
Appropriated Retained Earnings	261,234



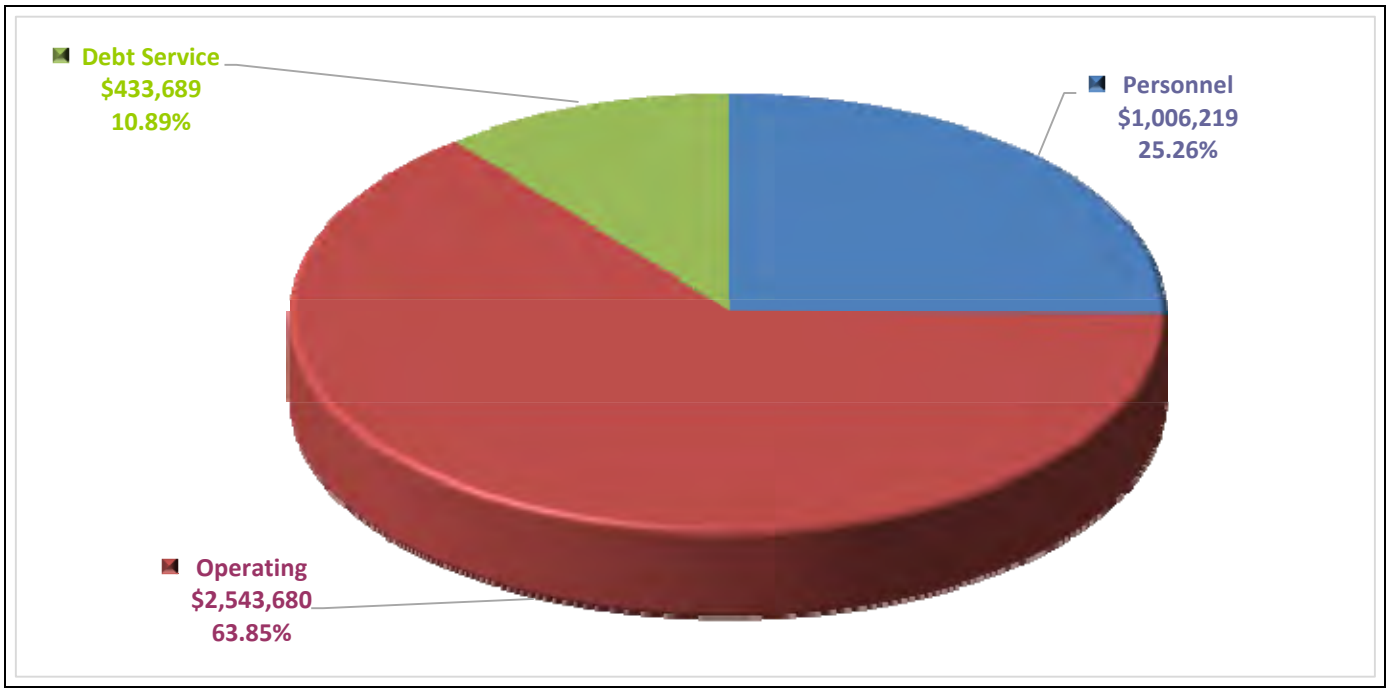
Expenses

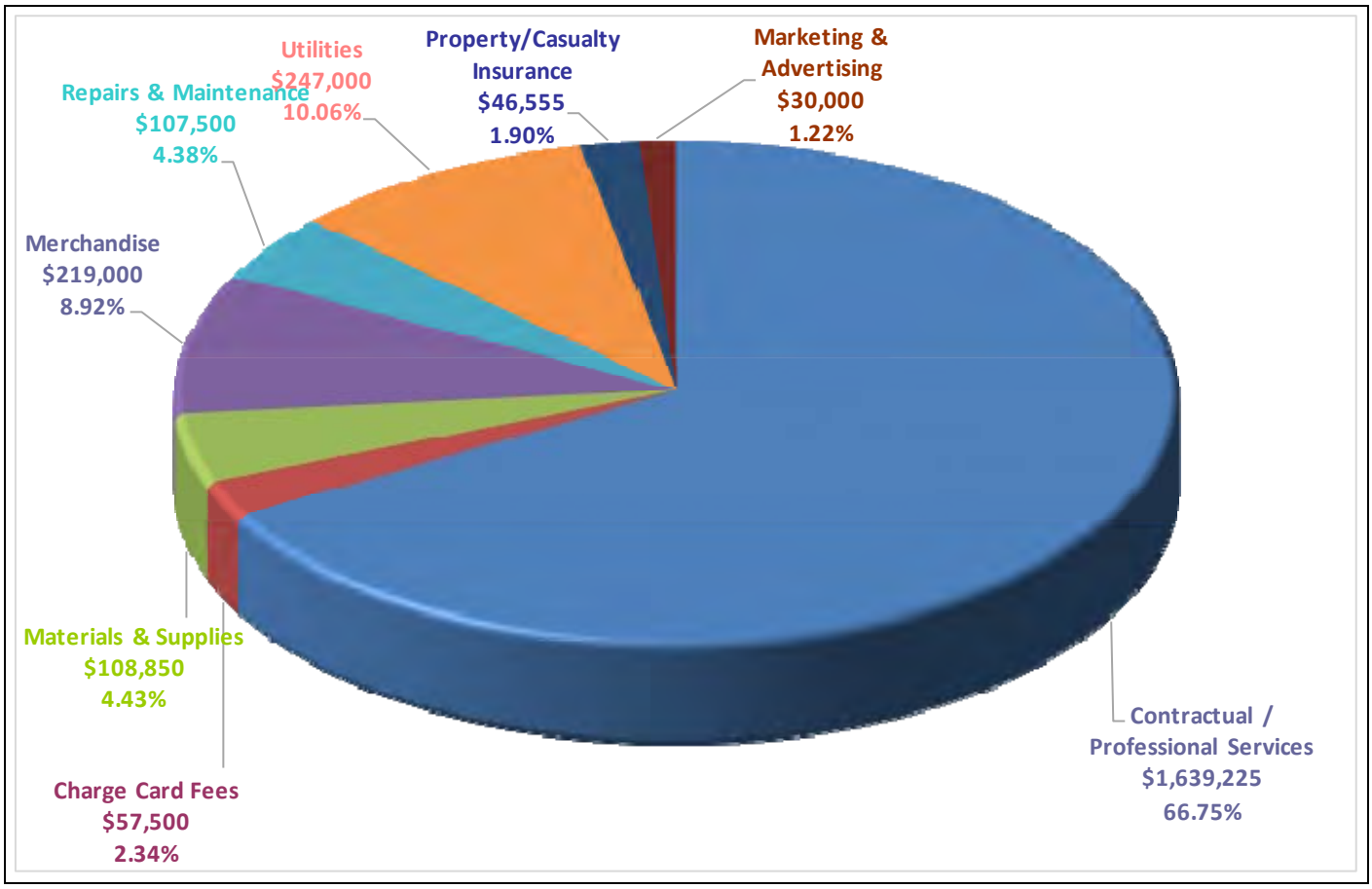
FY 2020

Country Club Expenses

FY 2020

Total Expenses = $3,983,588





Country Club Expenses FY 2020

This section includes a discussion regarding appropriations for the Village's FY 2019/20 Country Club budget (total budget = $3,983,588), how much of the total budget it comprises, and assumptions used in determining the projections. All expenses are funded by user charges; **no taxes or assessments are used to support the Country Club operations.** It is important to note that the FY 2019/20 Country Club budget was prepared with the following assumptions:

- Clubhouse grand opening in November 2019
- First full year with new General Manager and new golf course maintenance company

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 $1,006,219

Employee salary and benefits represent 25.26% 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 2019/2020 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:

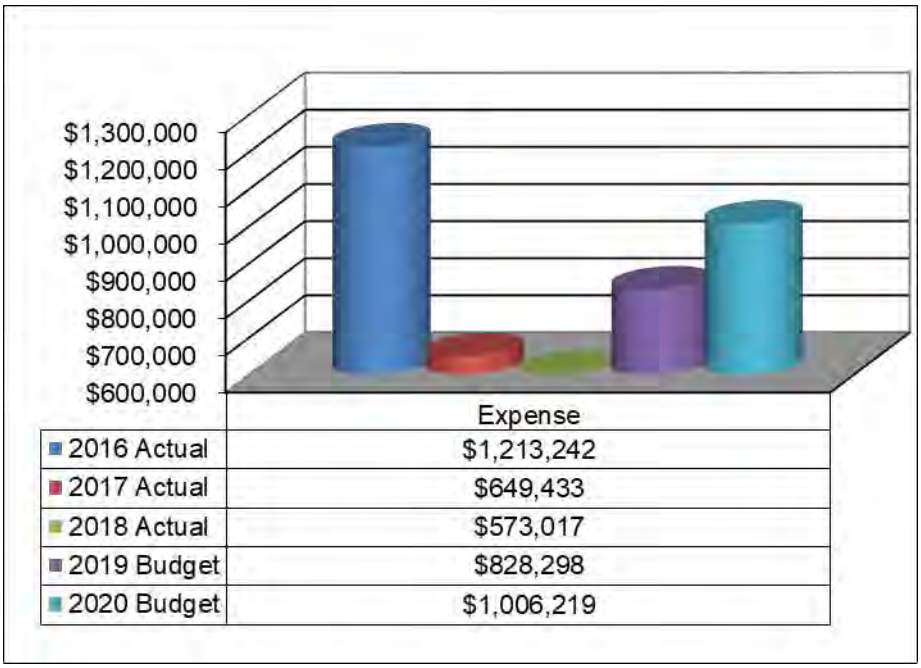
Pension Plan	Employer Contribution	Employee Contribution
General Employee Pension Plan	20.10 %	6 %
ICMA-RC Pension Plan	15%	3%, 5%, 10% or 15%

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 2020

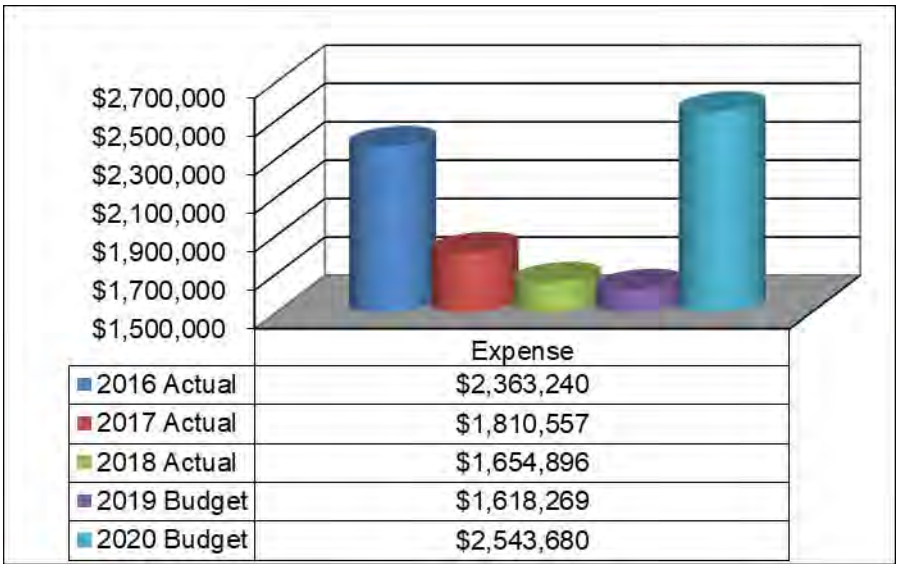


Operating Costs $2,543,680

Appropriations are budgeted based on past history and the needs of the Club. Operating costs represent 63.85% of the overall Country Club Expenses. Some highlights of operating costs are listed below:

Golf Course Maintenance & Agronomist	1,299,000
Utilities	247,000
Cost of Golf Merchandise	219,000
Golf Cart Lease w/ GPS	160,000
Materials & Supplies	108,850
Landscaping	100,000
Charge Card Fees	57,500
Property/General Liability	46,555
Repairs & Maintenance	46,000
Janitorial Services	40,000
F&B Broker Commission Fee	30,000
Marketing & Advertising	30,000
Tree Trimming	30,000
F&B Property Tax Assessment (Lease Operation)	20,000
Irrigation System Maintenance	16,500
Exterminating	15,000
Legal Fees	10,000
Uniforms & Shoes	5,000

Country Club Expenses FY 2020

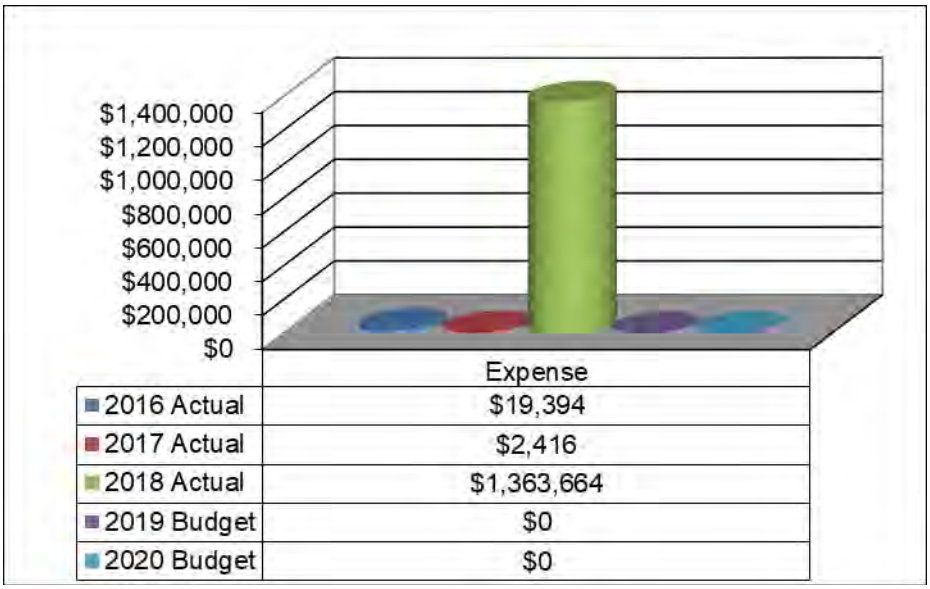


Capital Outlay $0

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.

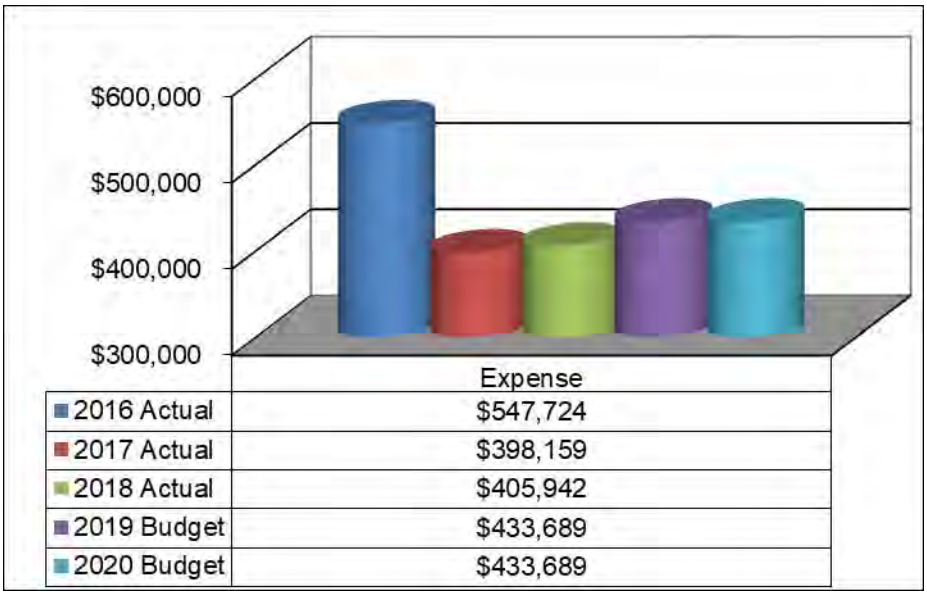
Those items deemed necessary are funded in the respective department's budget; the remaining items are deferred to future years. For the FY 2019/20 budget, the Capital Outlay category represents 0% of the overall Country Club budget.



Country Club Expenses FY 2020

Debt Service $433,689

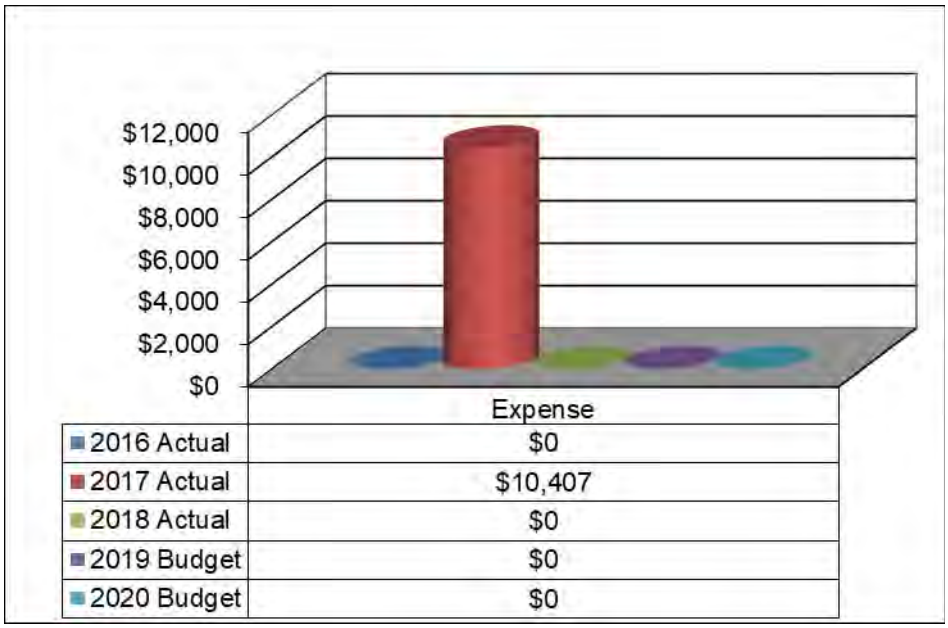
Debt service payments are the series of payments of principal and interest required on a debt over the fiscal year. The FY 2019/20 debt service budget represents 15.06% of the overall Country Club budget. The Country Club has one loan obligation and one inter-fund loan outstanding.



	Expense
2016 Actual	$547,724
2017 Actual	$398,159
2018 Actual	$405,942
2019 Budget	$433,689
2020 Budget	$433,689

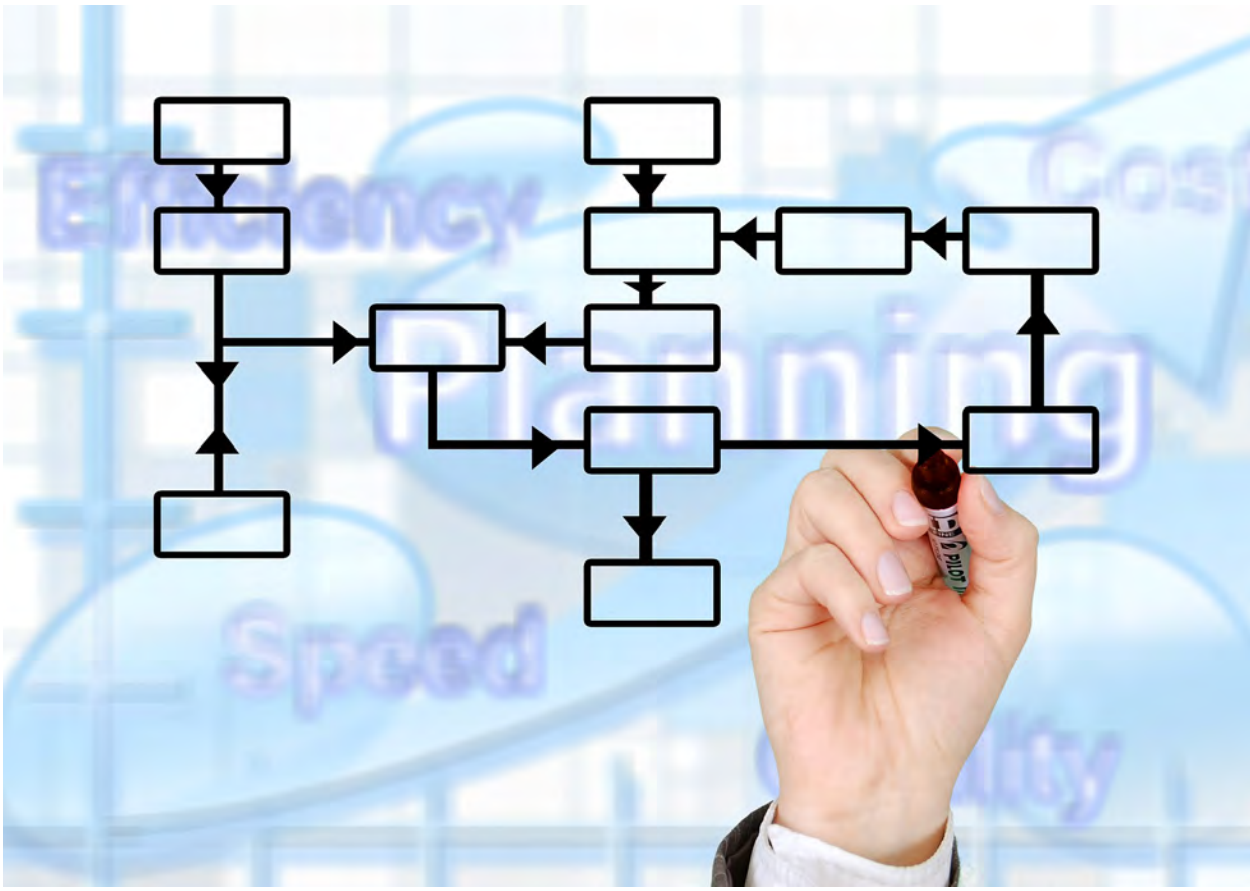
Contingency $0

During the budget process, reserves are set aside to accommodate unanticipated expenditures. For the FY 2019/20 budget, the Contingency category represents 0% of the overall Country Club budget. Village Council opted to remove this item from the budget and will utilize unrestricted retained earnings for unanticipated expenditures.



	Expense
2016 Actual	$0
2017 Actual	$10,407
2018 Actual	$0
2019 Budget	$0
2020 Budget	$0

Department Summaries



FY 2020

Golf FY 2020

Budget Summary

	FY 2020 Budget		FY 2019 Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 793,618**	**$ 596,460**	**33.05%**	**$ 197,158**	**$ 500,789**	**$ 577,880**
Operating							
Advertising & Marketing	30,000		15,000	100.00%	15,000	13,372	10,421
Books & Publications	-		-	0.00%	-	-	-
Charge Card Fee	57,500		45,000	27.78%	12,500	44,587	56,347
Club Relations	10,000		8,000	25.00%	2,000	8,541	5,854
Conferences & Seminars	3,500		2,500	40.00%	1,000	600	1,314
Contractual Services	1,609,000		1,249,000	28.82%	360,000	1,190,344	1,284,786
Rental-Equipment/Golf Club	8,000		7,500	6.67%	500	153	5,757
Golf Handicap Expense	4,500		4,500	0.00%	-	4,064	4,369
Lessons	1,200		-	0.00%	1,200	367	18,445
Materials & Supplies	107,850		54,750	96.99%	53,100	54,371	33,457
Memberships & Dues	5,000		1,500	233.33%	3,500	788	932
Merchandise	219,000		30,000	630.00%	189,000	56,695	83,437
Printing & Binding	3,750		3,500	7.14%	250	354	912
Professional Services	225		200	12.50%	25	-	3,700
Repairs & Maintenance	107,500		11,000	877.27%	96,500	12,322	13,725
Special Events / Camps	1,200		1,500	-20.00%	(300)	325	395
Travel	1,700		1,200	41.67%	500	1,641	591
Uniforms & Shoes	5,000		4,000	25.00%	1,000	4,089	5,691
Utilities	247,000		95,500	158.64%	151,500	146,601	143,836
Other Operating Costs	500		50	900.00%	450	29	40
Total Operating Costs		**2,423,425**	**1,535,700**	**57.81%**	**887,725**	**1,539,242**	**1,674,008**
Capital							
Machinery & Equipment	-		-	0.00%	-	-	2,416
Total Capital		**0**	**0**	**0.00%**	**0**	**1,363,664**	**2,416**
Debt & Other							
Debt Service	433,689		433,689	0.00%	0	405,942	398,159
		433,689	**433,689**	**0.00%**	**0**	**405,942**	**398,159**
Total Expenses		**$3,650,732**	**$ 2,565,849**	**42.28%**	**$ 1,084,883**	**$ 3,809,637**	**$2,652,463**

Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs. The FY 20 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;
- A personnel expenditure increase reflecting the addition of one (1) full-time Trades Mechanic position;
- An operating expenditure increase in contractual services for the golf course maintenance contract, clubhouse landscaping services contract, and the janitorial services contract;
- An operating expenditure increase in merchandise expense to reflect an increased focus on merchandising;
- An operating expenditure increase repairs & maintenance items such as: exterminating, tree trimming, irrigation, etc.; and
- An operating expenditure increase in utilities expense for the new Clubhouse facility and grounds.

Golf FY 2020

Membership Fees

		FY2020	FY2019	Difference	Special Offers or Notes
Resident	Single	$2,818.75	$2,255.00	25%	Billed on October 1 and Jan 1 (60% and 40%)
	Family	$4,262.50	$3,410.00	25%	
Non-Resident	Single	$4,062.50	$3,250.00	25%	Billed on October 1 and Jan 1 (60% and 40%)
	Family	$5,500.00	$4,350.00	25%	
Golf Plus Resident (Golf, Tennis & Pool)	Single	$3,158.75	$2,527.00	25%	Billed on October 1 and Jan 1 (60% and 40%)
	Family	$4,775.00	$3,820.00	25%	
Golf Plus Non-Resident (Golf, Tennis & Pool)	Single	$4,521.25	$3,617.00	25%	Billed on October 1 and Jan 1 (60% and 40%)
	Family	$6,158.75	$4,927.00	25%	
N.P.B Business	Single	$3,375.00	$2,700.00	25%	**Eligibility:** Non-Residents owning a business or rental property within the Village.
	Family	$4,750.00	$3,800.00	25%	
Juniors	Resident	$375.00	$300.00	25%	Junior Golfer Pass prices will be the same for Residents and Non-Residents.
	Non-Resident	$375.00	$300.00	25%	
Unlimited Golf Cart Program	Single	$3,300.00	$3,000.00	10%	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	$2,750.00	10%	
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 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.
	Gold (Birdie)	$14,000.00	$14,000.00	No change	
	Platinum (Eagle)	$17,500.00	$17,500.00	No change	
	Each Additional	$2,500.00	$2,500.00	No change	

Golf FY 2020

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, 2019 - Dec 31, 2019)	Morning	$85.00	$90.00	$50.00	$55.00
	After 12pm	$75.00	$80.00	$50.00	$55.00
	After 2:00pm	$65.00	$70.00	$40.00	$40.00
	After 4:00pm	$50.00	$50.00	$40.00	$40.00
Peak Season (Jan. 1, 2020 - April 12, 2020)	Morning	$125.00	$135.00	$75.00	$80.00
	After 12pm	$ 115.00	$ 125.00	$65.00	$70.00
	After 2:00pm	$70.00	$75.00	$55.00	$60.00
	After 4:00pm	X	X	$50.00	$55.00
Spring Season (April 13, 2020 - May 31, 2020)	Morning	$85.00	$95.00	$50.00	$55.00
	After 12pm	$75.00	$85.00	$50.00	$55.00
	After 2:00pm	$65.00	$75.00	$40.00	$40.00
	After 4:00pm	$50.00	$50.00	$40.00	$40.00
Summer Season (June 1 , 2020 - Sept 30, 2020)	Morning	$55.00	$65.00	$40.00	$45.00
	After 12pm	$50.00	$60.00	$40.00	$45.00
	After 2:00pm	$40.00	$45.00	$30.00	$30.00
	After 4:00pm / 5:00pm	$35.00	$35.00	$20.00	$25.00

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

Food and Beverage FY 2020

Budget Summary

	FY 2020 Budget		FY 2019 Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 0**	**$ 0**	**0.00%**	**$ 0**	**$ 4,223**	**$ 1,291**
Operating							
Charge Card Fee	0		0	0.00%	0	166	340
Contractual Services	0		0	0.00%	0	0	10,585
Entertainment	0		0	0.00%	0	1,410	2,433
Gas, Oil & Lubricants	0		0	0.00%	0	0	0
Licenses & Fees	0		2,314	-100.00%	(2,314)	2,676	2,600
Professional Services	30,000		0	0.00%	30,000	0	0
Repairs & Maintenance	0		0	0.00%	0	0	463
Utilities	0		0	0.00%	0	29,116	47,867
Other Operating Costs	20,000		10,000	100.00%	10,000	8,611	0
Total Operating Costs		**50,000**	**12,314**	**306.04%**	**37,686**	**41,979**	**64,288**
Capital Outlay		**0**	**0**	**0.00%**	**0**	**0**	**0**
Total Expenses		**$ 50,000**	**$ 12,314**	**306.04%**	**$ 37,686**	**$ 46,201**	**$ 65,579**

Explanation of Increase / (Decrease):

The Food & Beverage operation is contracted out to an outside vendor. The increase in total expenses reflects the Village's allocation of the following items as negotiated in the Food & Beverage Operator's lease agreement:

- $30,000 for the payment of the broker commission fee; and
- $20,000 for the payment of the property tax assessment.

Country Club Administration

FY 2020

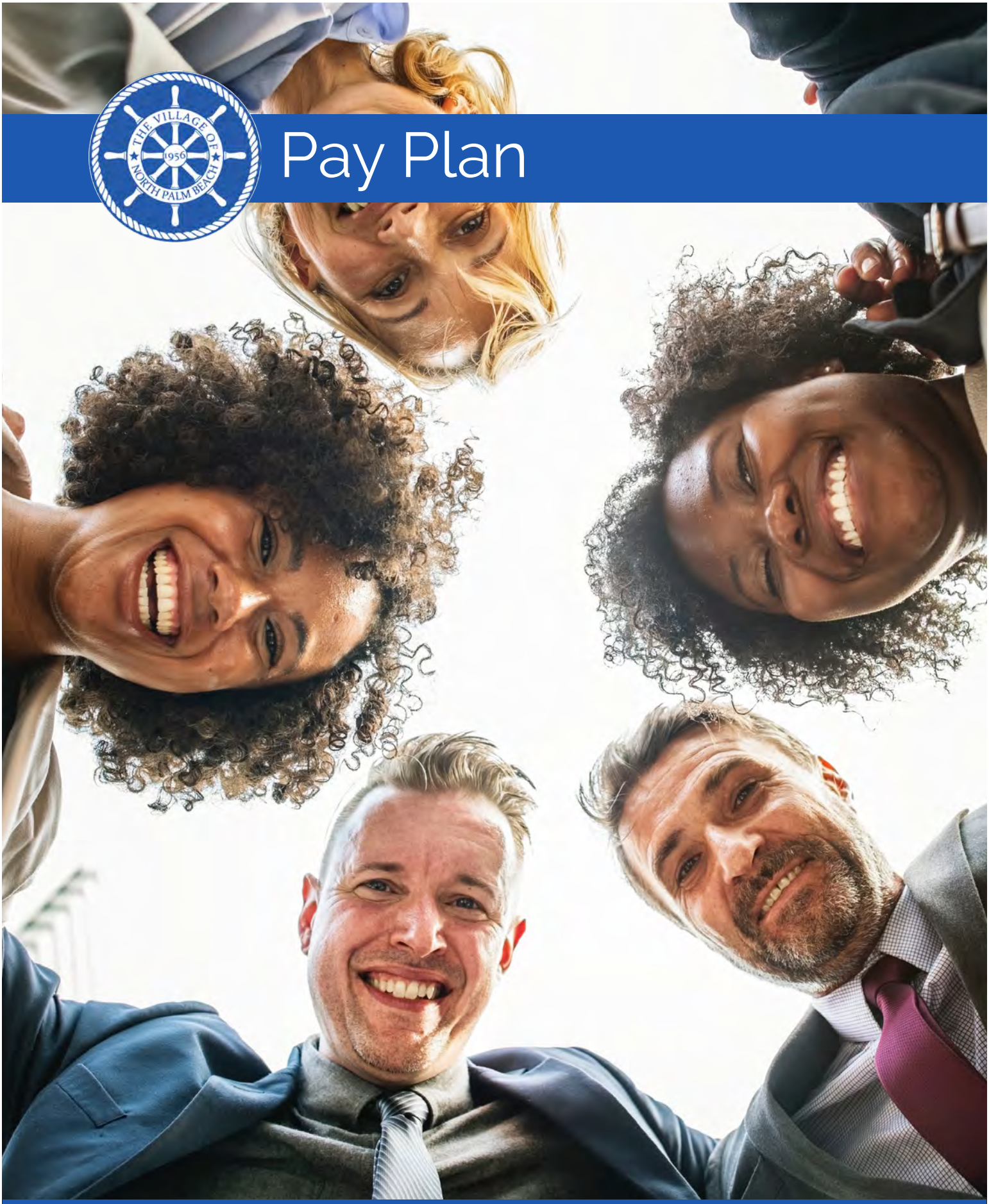
Budget Summary

	FY 2020 Budget		FY 2019 Budget	% increase / (decrease)	$ increase / (decrease)	Actual 09/30/18	Actual 09/30/17
Personnel							
Total Salary & Benefits		**$ 212,601**	**$ 231,838**	**-8.30%**	**$ (19,237)**	**$ 68,005**	**$ 70,263**
Operating							
Accounting & Auditing	7,000		7,000	0.00%	0	6,007	5,847
Contractual Services	0		0	0.00%	0	0	3,545
Rental-Copier	3,200		3,200	0.00%	0	2,949	3,147
Materials & Supplies	1,000		1,250	-20.00%	(250)	1,545	3,794
Memberships & Dues	1,000		0	0.00%	1,000	0	0
Postage	500		750	-33.33%	(250)	751	1,149
Printing & Binding	0		0	0.00%	0	0	144
Utilities	0		1,500	-100.00%	(1,500)	2,246	2,209
Legal Fees	10,000		10,000	0.00%	0	13,772	4,683
Other Operating Costs	1,000		0	0.00%	1,000	3,694	275
Total Operating Costs		**23,700**	**23,700**	**0.00%**	**0**	**30,964**	**24,792**
Capital Outlay		**0**	**0**	**0.00%**	**0**	**0**	**0**
Debt & Other							
Contingency	0		0	0.00%	0	0	10,407
Insurance-Property/Gen.Liability	46,555		46,555	0.00%	0	42,711	47,469
Total Debt & Other		**46,555**	**46,555**	**0.00%**	**0**	**42,711**	**57,876**
Total Expenses		**$ 282,856**	**$ 302,093**	**-6.37%**	**$ (19,237)**	**$141,680**	**$152,931**

Explanation of Increase / (Decrease):

The decrease in total expenses is primarily due to the decrease in personnel costs for a newly hired employee.

Pay Plan



FY 2020

Comprehensive Pay Plan FY 2020

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, 2019. 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 (ADD), and Long Term Disability (LTD) plans.

Personnel Changes

Additions / Deletions

- Add one (+1) f/t Recreation Assistant position (pay grade 101);
- Add one (+1) p/t Administrative Coordinator position (pay grade 109);
- Add one (+1) f/t Trades Mechanic position (pay grade 108);
- Add two (+2) f/t Library Assistant positions (pay grade 104) / Add two (+2) p/t Library Clerk positions (pay grade 103) / Delete two (-2) f/t Senior Library Assistant positions (pay grade 109);
- Add one (+1) p/t Camp Counselor position (pay grade 100);
- Add one (+1) p/t Golf Merchandising Assistant position (pay grade 104) / Delete one (-1) p/t Golf Sales and Marketing Representative position;
- Add one (+1) f/t Pool Supervisor position (pay grade 112) / Delete one (-1) f/t Parks & Facilities Manager positon;
- Add seven (+7) f/t Sanitation Driver/Operator positions (pay grade 107) / Delete (-7) f/t Sanitation Collector positions (pay grade 104);
- Add one (+1) f/t Building Construction Inspector position (pay grade 111) / Delete one (-1) f/t Senior Building Construction Inspector position (pay grade 115);
- Add one (+1) p/t Administrative Assistant (pay grade 108) in IT / Delete one (-1) p/t Administrative Assistant (pay grade 108) in Building Department
- Delete five (-5) p/t Recreation Assistant positions (pay grade 101);
- Title Change Village Planner position title changed to Principal Planner (pay grade 117);
- Title Change Fire Rescue Lieutenant position title changed to Fire Rescue Captain (pay grade 206);
- Title Change First and Second Assistant Golf Professional positions title changed to Assistant Golf Professional (pay grade 112); and
- Title Change Recreation Supervisor position title changed to Tennis Supervisor (pay grade 112).

Summary of Personnel Changes

Net Changes for 2019/2020		
Fiscal Year	**Full-time Positions**	**Part-time Positions**
2020	153	96
2019	151	97
Net change	**+2 positions**	**-1 position**

Pension

For Fiscal Year 2019/2020, 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	20.10%	6%
ICMA-RC Pension Plan	15.00%	3%, 5%, 10% or 15%
Police and Fire Pension Plan	20.04%	Fire 7% (*) Police 6% (*)

(*) 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 catastrophic claims experience, the Gehring Group, the Village's insurance broker, put the Village's insurance business for both medical and dental out to bid in the market. In response to the RFP, the Village's current healthcare vendor, Florida Blue, proposed a 14.4% overall increase for FY 2020. Quotes were provided by only two carriers, United HealthCare through FMIT and Cigna. While United/FMIT provided a quote that was lower, following consultation with employees participating in the Village's internal Health Insurance Team, it is recommended that the Village and employees pay slightly more for the anticipated improvement in service and responsiveness from Cigna. Cigna proposed an 8.2% overall increase for medical coverage for FY 2020. There have been growing concerns by employees regarding the quality of dental care provided by Humana. Cigna proposed a nominal increase of 1.2% for dental coverage.

continued on next page

Comprehensive Pay Plan FY 2020

2020 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 2020 Open Enrollment will receive a one-time additional funding amount 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

An outside vendor conducted a Compensation Study and the recommended changes will be implemented October 1, 2019. An outcome of the study is increasing all pay ranges (excluding those for PBA and IAFF) by 6%. Bargaining unit employees shall receive base wage increases only 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

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	$ 1,200.00
Successful Level I to Exceptional Level I	$ 900.00
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 AN ASSIGNMENT AT A 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 pension 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 an 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.

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.

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.

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.

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 2020

(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
*		INSTRUCTOR	NU	*	N	$ 35.00	$ 62.50	$ 45,500.00	$ 81,250.00
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
26		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
	1	IRRIGATION TECHNICIAN	FPE	104	N	$ 13.83	$ 22.13	$ 28,766.40	$ 46,030.40
	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
	18	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
2	1	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
	2	ASSISTANT GOLF PROFESSIONAL	NU	109	N	$ 18.51	$ 29.62	$ 38,500.80	$ 61,609.60
	3	PERMIT & LICENSE TECHNICIAN	FPE	109	N	$ 18.51	$ 29.62	$ 38,500.80	$ 61,609.60
1	5	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	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	POOL 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	LICENSE & PERMIT SUPERVISOR	NU	113	E	$ 23.37	$ 37.39	$ 48,609.60	$ 77,771.20
	3	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		PURCHASING 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

Pay Plan Ranges FY 2020

(P/T positions shown with F/T annual rate for categorization purposes only)

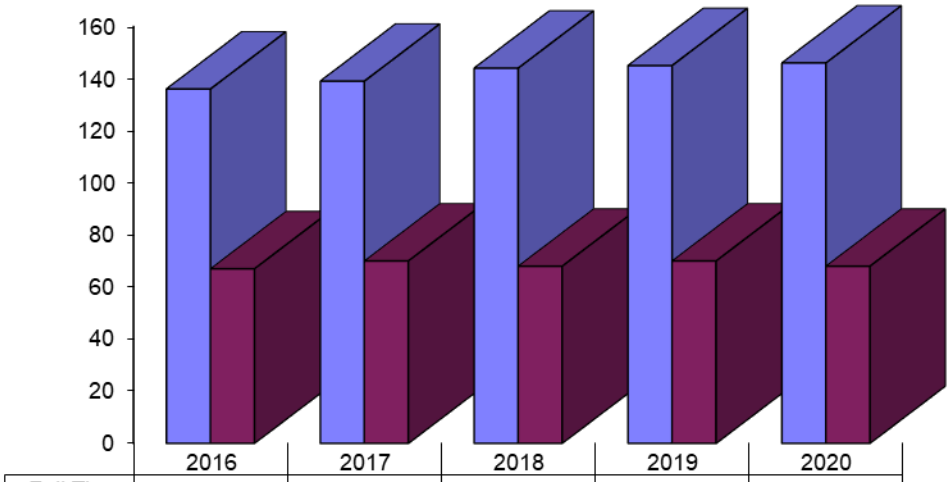
All union pay / positions are shown for categorization purposes only and are subject to ratification of Collective Bargaining Agreements

PT	FT	Class Title	Union	Pay Grade	FLSA	Hrly Min	Hrly Max	Annual Min	Annual Max
	1	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
	2	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	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	126	E	$ 52.88	$ 84.62	$ 110,000.00	$ 176,000.00
	15	FIREFIGHTER/MEDIC	IAFF	202	N	$ 22.06	$ 35.30	$ 55,068.50	$ 88,109.60
	1	DRIVER ENGINEER/EMT	IAFF	203	N	$ 22.45	$ 35.92	$ 56,031.65	$ 89,650.64
	2	DRIVER ENGINEER/MEDIC	IAFF	204	N	$ 23.92	$ 38.28	$ 59,709.16	$ 95,534.65
	3	FIRE RESCUE CAPTAIN	IAFF	206	N	$ 28.19	$ 45.10	$ 70,358.77	$ 112,574.03
	1	RECORDS CLERK	PBA	300	N	$ 23.50	$ 37.60	$ 48,876.60	$ 78,202.56
	24	POLICE OFFICER	PBA	302	N	$ 26.40	$ 42.24	$ 54,917.75	$ 87,868.40
	6	POLICE SERGEANT	PBA	306	N	$ 33.33	$ 53.33	$ 69,332.39	$ 110,931.83
96	**153**								

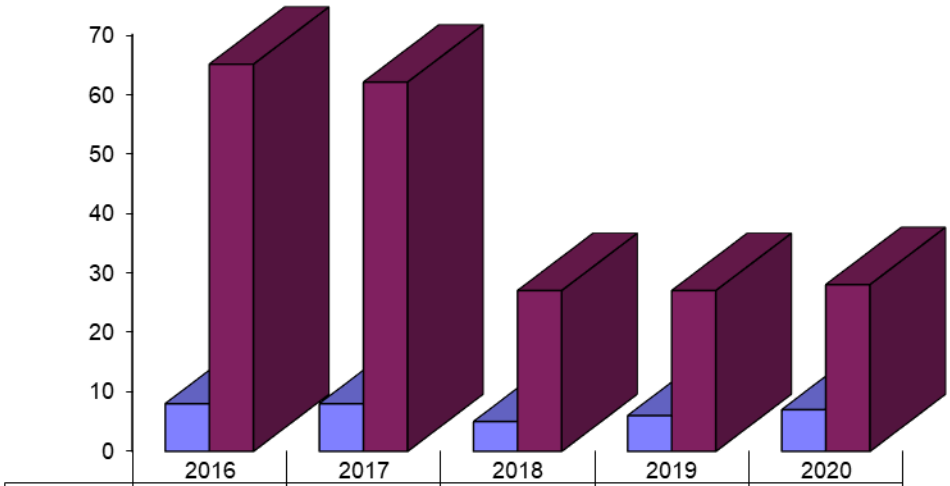
*** The number of instructors will vary based on program development. The annual rates are based on 25 hours per week**

Five-Year Position History

FY 2020



	2016	2017	2018	2019	2020
Full Time	136	139	144	145	146
Part Time	67	70	68	70	68



	2016	2017	2018	2019	2020
Full Time	8	8	5	6	7
Part Time	65	62	27	27	28

Village Employees by Function

FY 2020

			FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
General Government								
	Village Manager							
		Full-Time	2	2	4	4	4	4
		Part-Time	0	0	1	1	1	1
	Information Technology							
		Full-Time	3	3	3	3	3	3
		Part-Time	0	0	0	0	0	1
	Human Resources							
		Full-Time	2	2	2	2	2	2
		Part-Time	1	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	7	5	6	6	6
		Part-Time	0	0	1	0	0	0
Public Works								
		Full-time	35	34	36	37	37	37
		Part-Time	0	0	0	0	2	2
Police & Fire								
	Police							
		Full-time	36	36	36	38	38	38
		Part-Time	13	13	13	15	15	15
	Fire Rescue							
		Full-time	24	24	24	24	24	24
		Part-Time	0	0	0	0	0	0
Community Development								
		Full-Time	11	12	13	14	15	15
		Part-Time	0	0	1	1	1	0
Leisure Services								
	Library							
		Full-Time	7	7	7	7	7	7
		Part-Time	9	9	9	7	7	9
	Recreation							
		Full-Time	6	6	6	6	6	5
		Part-Time	43	43	43	42	42	16
	Pool & Tennis							
		Full-Time	Pool & Tennis Operations were removed from the Recreation Budget in FY2020					2
		Part-Time						22
Other Government - Country Club								
		Full-time	8	8	8	5	6	7
		Part-Time	65	65	62	27	27	28
TOTAL			**275**	**276**	**279**	**244**	**248**	**249**

Capital Improvement Plan

FY 2020

Capital Improvement Plan FY 2020

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:

	Capitalize and Depreciate
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 2020, this amounts to $117 million (tax base of $2.34 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 2020

The first year (2020) is the most active and important year of the CIP. The total budget request for capital improvements in FY 2020 is $1,375,700 and will be funded as follows: $200,000 will be funded with Grant Funds, $610,000 will be funded with infrastructure surtax proceeds, $40,000 will be with Country Club proceeds and $525,700 will be funded with CIP Funds. A brief summary of the first year of the plan (2020) is as follows:

Description	Country Club	CIP	Grant	Surtax	Total
Ventilation / Rehab Fans		$ 20,700			$ 20,700
Virtualization		70,000			70,000
Range / Cover Shot	40,000				40,000
Public Safety Evidence Room		100,000			100,000
Lakeside Park Paths				50,000	50,000
Anchorage Park Enhancement		175,000	200,000	25,000	400,000
Asphalt Resurfacing		10,000		300,000	310,000
Sidewalks & Crosswalks				100,000	100,000
Pool Chiller		50,000			50,000
Alley Wall Replacement				50,000	50,000
Bridge Improvement – US1				25,000	25,000
Seawall – Lakeside Park				60,000	60,000
Storm-water Study		100,000			100,000
Total Projects	**$ 40,000**	**$ 525,700**	**$ 200,000**	**$ 610,000**	**$1,375,700**

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 (2020 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 2020

As shown in the table below, the FY 2020 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	Ventilation / Rehab Fans	Lithium-ion battery powered fans	$20,700	No operating impact. Replacement of existing equipment.
Equipment	Virtualization	Upgrade current virtualization hardware, two (2) servers and a storage area network	70,000	No operating impact. This project is consistent with the goal of providing high quality level of service to the community
Equipment	Range / Cover Shot	Mobile Canopy	40,000	No operating impact. Canopy provides protection from harmful UV rays as well as inclement weather when teaching clinics, camps and schools
Improvement	Public Safety Evidence Room	Rebuild Evidence Room so it is isolated and secure from the rest of the Public Safety Building	100,000	Minimal impact on operating budget. The project will require staff time to develop specs, prepare plans and bid documents, and monitor progress of project.
Improvement	Lakeside Park Paths	Renovation of the walking paths at Lakeside Park	50,000	No operating impact. These improvements are working towards the goal of the Master Plan to update and upgrade the Village infrastructure.
Improvement	Anchorage Park Enhancement	Renovation of the dog park and installation of the dry storage wall	400,000	No significant impact. This project is primarily grant funded. The Village will appropriate any grant matching requirements upon notification of grant approval. Per Council direction, the dry storage component to be completed regardless of grant outcome.
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	Alley Wall Replacement	Replace the existing alley wall	50,000	This project will reduce or eliminate staff time and materials on maintenance but these impacts are not presently quantifiable and are believed to be marginal.

CIP – Impact on Operating Budget

FY 2020

Category	Project	Description	Estimated Cost	Operating Budget Impact
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.
Equipment	Pool Chiller	System to regulate the temperature in the pool	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	US1 Bridge Improvement	FDOT is replacing bridge. FDOT is open to Village design input, but Village will need to pay for construction that goes above and beyond FDOT's established design standards.	25,000	No significant impact. Consultant services and payment to FDOT to construct Village desired Master Plan elements as a part of the bridge construction.
Improvement	Seawall – Lakeside Park	Replace or make improvements to southeast seawall to avoid structural failure	60,000	Seawall failure could cause the loss of the park peninsula and observation area. 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	Storm-water Study	Storm-water pipe cleaning and televising	100,000	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.
Total			**$ 1,375,700**	

Capital Improvement Plan Summary FY 2020

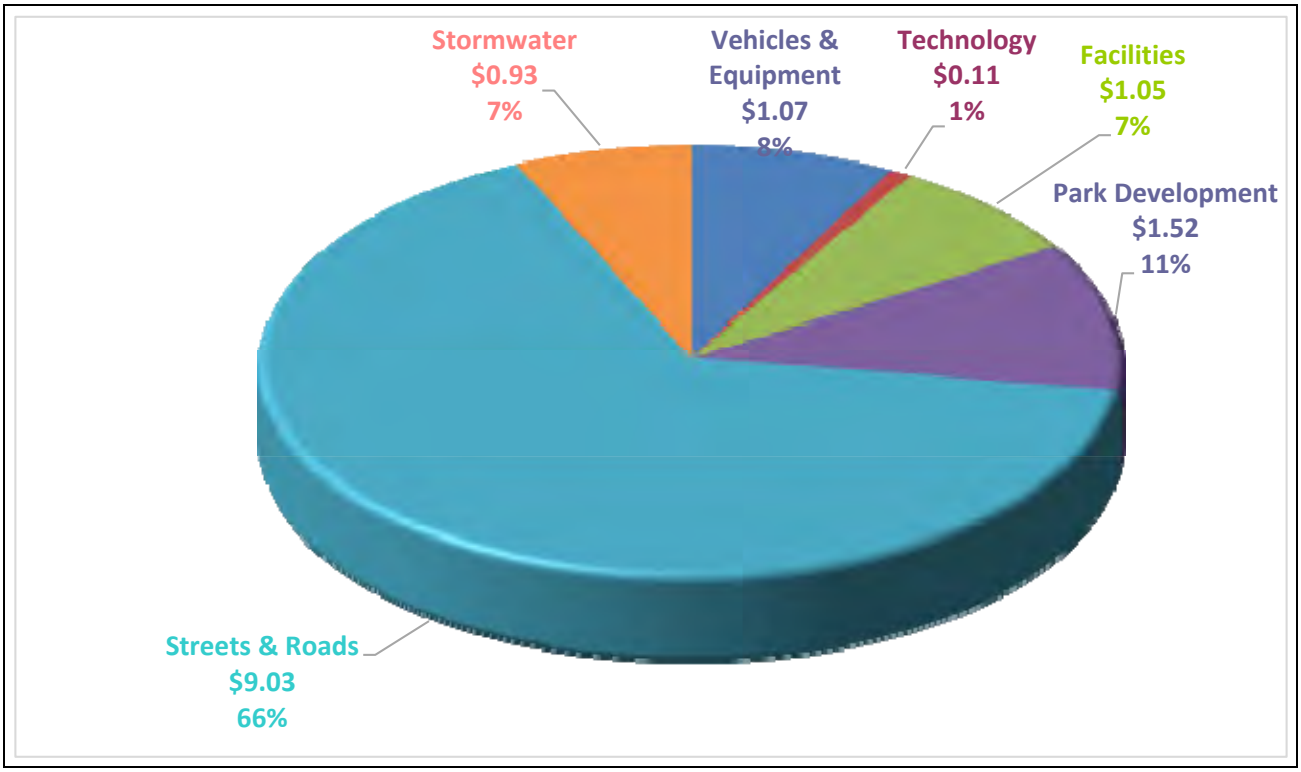
Fiscal Year 2020-2024 Five-Year CIP - By Category and Funding Source

By Category						
Category	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**Total**
Vehicles	$ 0	$ 0	$ 181,000	$ 43,000	$ 86,000	**$ 310,000**
Equipment	110,700	513,500	58,000	78,500	0	**760,700**
Technology	70,000	0	0	43,900	0	**113,900**
Village Facilities	100,000	297,900	50,000	0	0	**447,900**
Recreational Facilities	0	400,000	200,000	0	0	**600,000**
Park Development	450,000	885,000	152,000	30,000	0	**1,517,000**
Streets & Roads	545,000	710,000	985,000	1,265,000	5,520,000	**9,025,000**
Storm-water	100,000	275,000	275,000	275,000	0	**925,000**
Total (Category)	**$1,375,700**	**$3,081,400**	**$1,901,000**	**$1,735,400**	**$5,606,000**	**$13,699,500**
By Funding Source						
Funding Source	**FY 2020**	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**Total**
General Revenues	$525,700	$953,800	$501,000	$205,400	$156,000	**$2,341,900**
Country Club	40,000	140,000	35,000	30,000	0	**245,000**
Infrastructure Surtax	610,000	700,000	850,000	725,000	450,000	**3,335,000**
Grant Funding	200,000	1,012,600	215,000	500,000	2,500,000	**4,427,600**
Other	0	275,000	300,000	275,000	2,500,000	**3,350,000**
Total (Funding Source)	**$1,375,700**	**$3,081,400**	**$1,901,000**	**$1,735,400**	**$5,606,000**	**$13,699,500**

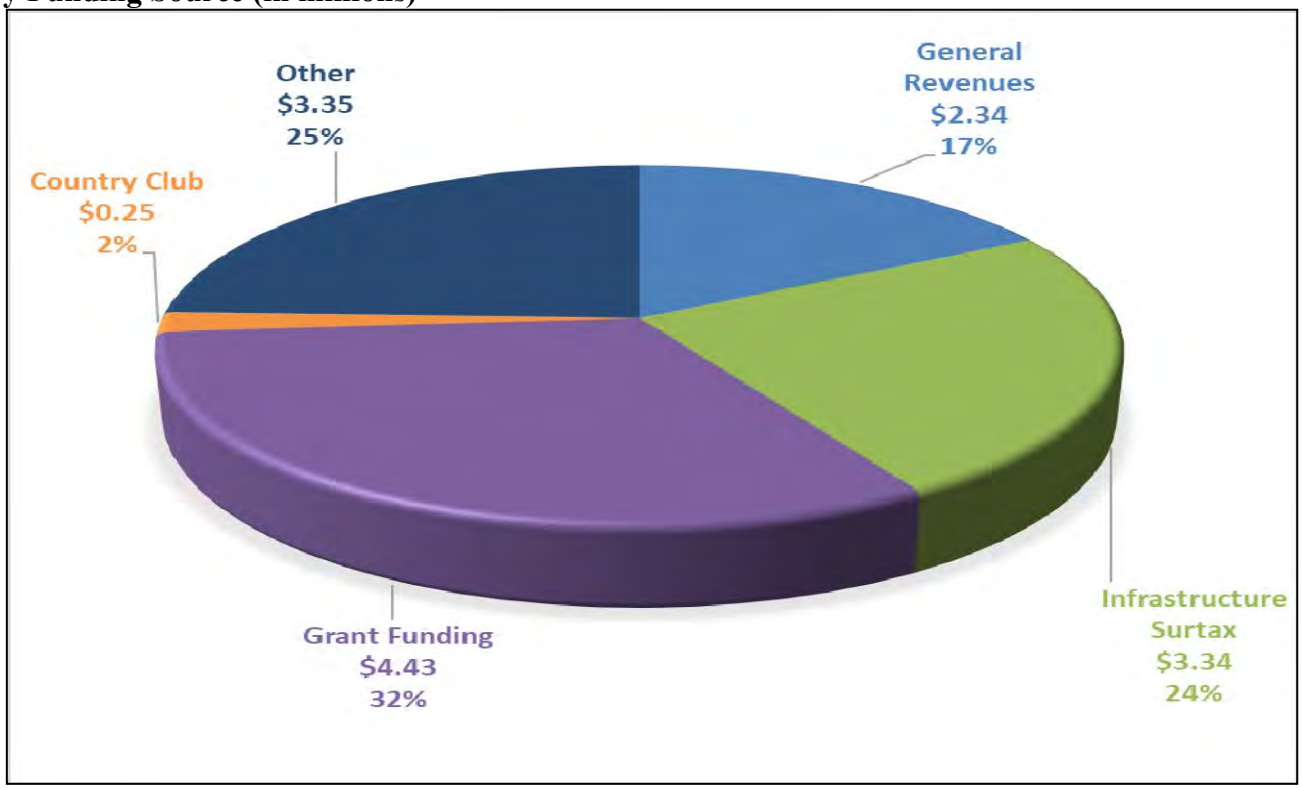
Capital Improvement Plan FY 2020

Total 5 Year CIP = $13,699,500

By Category (in millions)



By Funding Source (in millions)



Capital Improvement Plan FY 2020

5-Year CIP (by Project)

Project Title	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Vehicles						
Public Works						
Grapple Truck Replacement			$181,000			$181,000
Kubota Replacement				43,000	86,000	129,000
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
EMS Training Simulation Manikins		30,000				30,000
Ventilation / Rehab Fans	20,700					20,700
Recreation						
Lakeside Park Playground Renovation		40,000				40,000
Public Works						
Construction Equipment Replacement			58,000	78,500		136,500
IT						
LPR Cameras		41,000				41,000
Police						
Patrol Boat Engine		50,000				50,000
Country Club						
Pool Chiller	50,000					50,000
Range / Cover Shot	40,000					40,000
Launch Monitor		25,000				25,000
Information / Communication Technology						
Web-streaming				43,900		43,900
Virtualization	70,000					70,000
						-
Village Facilities						
Public Safety Building						
Fire Kitchen Remodel		65,000				65,000
Rebuild Evidence Room	100,000					100,000
Air Handler Replacement		90,000				90,000
Library						
Front Lobby Renovation			50,000			50,000
Air Handler Replacement		142,900				142,900

Capital Improvement Plan FY 2020

Project Title	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
Recreational Facilities						
Community Center						
Community Center Renovation			200,000			200,000
Country Club						
Tennis Court Lighting		250,000				250,000
Tennis Court Fencing		150,000				150,000
Park Development						
Lakeside Park						
Lakeside Park Paths	50,000					50,000
Community Center						
Community Center Park Enhancement		600,000				600,000
Country Club						
Natural Area Restoration		35,000	35,000	30,000		100,000
Pond Beautification		200,000				200,000
Anchorage Park						
Anchorage Park Enhancement	400,000					400,000
Boat Ramp Repair		30,000				30,000
South Seawall		20,000	117,000			137,000
Streets & Roads						
Asphalt Resurfacing-Streets	310,000	310,000	310,000	310,000	310,000	1,550,000
Alley Wall Replacement	50,000	100,000	100,000	100,000	100,000	450,000
Sidewalk Repairs	100,000	75,000	75,000	75,000	50,000	375,000
Bridge Replacement - Lighthouse			250,000	250,000	5,000,000	5,500,000
Bridge Improvement - Prosperity Farms		200,000				200,000
Bridge Improvement - US1	25,000			500,000		525,000
Seawall - Lakeside Park	60,000					60,000
Seawall - Monet Road				30,000	60,000	90,000
Parking Lot - Anchorage Park		25,000	250,000			275,000
Storm-water						
Storm-water	100,000	275,000	275,000	275,000		925,000
Grand Total	**$1,375,000**	**$3,801,400**	**$1,901,000**	**$1,735,400**	**$5,606,000**	**$13,699,500**

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Organizational Excellence	**Department :** Public Works (Sanitation)
Project Name : Grapple Truck Replacement	**Year(s) :** 2022

Project Description :
To maintain a high quality of service for Village residents, Sanitation Collection Trucks 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.

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 our vehicles to ensure employee safety as well as improve operational efficiencies.

Location & Area Map	**Project Photo**

Comments :

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Grapple Truck Replacement					
Strategic Result :	Organizational Excellence					
Department :	Public Works (Sanitation)					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction						$ -
Vehicle(s)			$181,000			$ 181,000
Equipment						$ -
Other						$ -
Total Budget	$ -	$ -	$181,000	$ -	$ -	$ 181,000
Funding Sources :						
General revenues			$181,000			$ 181,000
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ -	$181,000	$ -	$ -	$ 181,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
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
2020 - 2024

Strategic Result : Organizational Excellence	**Department :** Public Works (Sanitation)
Project Name : Kubota Replacement	**Year(s) :** 2023-2024

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.

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 our vehicles to ensure employee safety as well as improve operational efficiencies.

Location & Area Map	**Project Photo**

Comments :

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Kubota Replacement					
Strategic Result :	Organizational Excellence					
Department :	Public Works (Sanitation)					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction						$ -
Vehicle(s)				$ 43,000	$ 86,000	$ 129,000
Equipment						$ -
Other						$ -
Total Budget	$ -	$ -	$ -	$ 43,000	$ 86,000	$ 129,000
Funding Sources :						
General revenues				$ 43,000	$ 86,000	$ 129,000
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ -	$ -	$ 43,000	$ 86,000	$ 129,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
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
2020 - 2024

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 allows more cylinders to be refilled quicker to place our units back in service faster

Location & Area Map

Project Photo

Comments :
This purchase replaces existing, outdated equipment with modern, state-of-the-art equipment.

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Breathing Air Compressor & Fill Station Replacement					
Strategic Result :	Organizational Excellence					
Department :	Fire Rescue					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction						$ -
Vehicle						$ -
Equipment		$ 68,000				$ 68,000
Other						$ -
Total Budget	$ -	$ 68,000	$ -	$ -	$ -	$ 68,000
Funding Sources :						
General revenues		$ 3,400				$ 3,400
Impact fees						$ -
Grant revenues		$ 64,600				$ 64,600
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ 68,000	$ -	$ -	$ -	$ 68,000
Operating Impact :						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	Minimal impact on operating budget. 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
2020 - 2024

Strategic Result : Organizational Excellence	**Department :** Fire Rescue
Project Name : Cardiac Monitor/Defibrillator Replacement	**Year(s) :** 2021

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.

Location & Area Map	**Project Photo**

Comments :
These purchases replace existing equipment. No new or additional equipment is included.

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Cardiac Monitor/Defibrillator Replacement					
Strategic Result :	Organizational Excellence					
Department :	Fire Rescue					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction						$ -
Vehicle						$ -
Equipment		$ 160,000				$ 160,000
Other						$ -
Total Budget	$ -	$ 160,000	$ -	$ -	$ -	$ 160,000
Funding Sources :						
General revenues		$ 8,000				$ 8,000
Impact fees						$ -
Grant revenues		$ 152,000				$ 152,000
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ 160,000	$ -	$ -	$ -	$ 160,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	Minimal impact on operating budget. This equipment is vital to the continuance of providing high quality, critical medical care to the community.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Organizational Excellence	**Department :** Fire Rescue
Project Name : Power Stretcher Replacement	**Year(s) :** 2021

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 possiblity of dropping the patient or causing injury to the caregiver.

Location & Area Map

Project Photo

Comments :
This replaces existing equipment. No new or additional equipment is included.

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Power Stretcher Replacement					
Strategic Result :	Organizational Excellence					
Department :	Fire Rescue					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction						$ -
Vehicle						$ -
Equipment		$ 80,000				$ 80,000
Other						$ -
Total Budget	$ -	$ 80,000	$ -	$ -	$ -	$ 80,000
Funding Sources :						
General revenues		$ 4,000				$ 4,000
Impact fees						$ -
Grant revenues		$ 76,000				$ 76,000
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ 80,000	$ -	$ -	$ -	$ 80,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	Minimal impact on operating budget. This equipment is vital to the continuance of providing high-quality, critical medical care to the community.					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

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 conciderable 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
2020 - 2024

Project Name :	Lithium-Ion Battery Powered Extrication Tool					
Strategic Result :	Organizational Excellence					
Department :	Fire Rescue					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$0
Planning / Design						0
Engineering						0
Construction						0
Equipment		19,500				19,500
Vehicle						0
Other						0
Total Budget	$0	$19,500	$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	$0	$19,500	$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.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Organizational Excellence / Financial Sustainability	**Department : Fire Rescue** Fire Rescue
Project Name : EMS Training Manikin Replacement	**Year(s) :** 2021

Project Description :
Our training manikins are decades old and do not meet current standards. We plan on replacing two CPR manikins and one ACLS manikin. This will give us adequate equipment to train our personnel and the public.

Link to Strategic Plan :
By replacing the current manikins we will be able to continue training our personnel in-house on a regular basis to maintain a high-degree of skill. We will also have the availability to teach classes and certify the public in CPR. This purchase provides the additional benefit of keeping this training in-house greatly reducing the cost associated with bringing in an outside vendor and their equipment to train our personnel.

Need, Justification, Benefits:
As previously stated, our manikins no longer meet the standard for training our personnel or the public in CPR or ACLS. Keeping this training in-house allows more frequent training, keeping our personnel's skills sharp and reducing the cost of using outside vendors.

Location & Area Map

Project Photo

Comments :
This purchase is a win-win; enhancing our training and reducing costs.

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	EMS Training Manikin Replacement					
Strategic Result :	Organizational Excellence / Financial Sustainability					
Department :	Fire Rescue					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$0
Planning / Design						0
Engineering						0
Construction						0
Equipment		30,000				30,000
Vehicle						0
Other						0
Total Budget	$0	$30,000	$0	$0	$0	$30,000
Funding Sources :						
General revenues		$30,000				$30,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	$0	$30,000	$0	$0	$0	$30,000
Operating Impact:						
Personnel						$0
Operating						0
Capital						0
Other						0
Total Operating	$0	$0	$0	$0	$0	$0
Comment:	There should be no appreciable fiscal impact following this purchase					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Organizational Excellence	**Department :** Fire Rescue
Project Name : PPV/Rehab Fan Purchase	**Year(s) :** 2020

Project Description :
Purchase lithium-ion battery powered fans to replace our current 15 year old gasoline powered fans.

Link to Strategic Plan :
These battery powered fans serve a dual role. When used as a Positive Pressure Ventilation (PPV) fan they rapidly remove smoke from the affected area reducing damage and providing a safer work environment for our personnel. As a rehab fan they provide a humidified cooling for personnel preparing to reenter the working area. In both cases, these fans increase the safety to our customers and personnel.

Need, Justification, Benefits:
Our current gasoline powered fans are 15 years old and at the end of their service life. Being gasoline powered they present their own dangers; introducting gasoline into the emergency scene and the carbon monoxice from their exhaust. The new lithium-ion battery powered fans eliminate these hazards while providing the same levels of service.

Location & Area Map	**Project Photo**

Comments :
These fans are lighter, easier to carry and set up, and serve a dual purpose as needed.

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	PPV/Rehab Fan Purchase					
Strategic Result :	Organizational Excellence					
Department :	Fire Rescue					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$0
Planning / Design						0
Engineering						0
Construction						0
Equipment	20,700					20,700
Vehicle						0
Other						0
Total Budget	$20,700	$0	$0	$0	$0	$20,700
Funding Sources :						
General revenues	$20,700					$20,700
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	$20,700	$0	$0	$0	$0	$20,700
Operating Impact:						
Personnel						$0
Operating						0
Capital						0
Other						0
Total Operating	$0	$0	$0	$0	$0	$0
Comment:	Replacement for existing equipment. No additional fiscal impact.					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Waterways & Recreation	**Department :** Parks & Recreation
Project Name : Lakeside Park Playground Renovation	**Year(s) :** 2021

Project Description :

Renovate the exsisting playground area and equipment by adding additional components,shade, benches etc.

Link to Strategic Plan :

Need, Justification, Benefits:

The existing main playground structure is in good condition. There is plenty of open area to add more components along with shade. Add new sitting areas.

Location & Area Map	Project Photo

Comments :

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Lakeside Park Playground Renovation					
Strategic Result :	Waterways & Recreation					
Department :	Parks & Recreation					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$0
Planning / Design						0
Engineering						0
Construction						0
Equipment		40,000				40,000
Vehicle						0
Other						0
Total Budget	$0	$40,000	$0	$0	$0	$40,000
Funding Sources :						
General revenues		$40,000				40,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	$0	$40,000	$0	$0	$0	$40,000
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
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result :	**Department :**
Organizational Excellence	Public Works
Project Name :	**Year(s) :** 2022-2023
Construction Equipment Replacement	

Project Description :

To maintain a high quality of service for Village residents, construction equipment needed for various repairs around the Village must be replaced on a regular schedule. The Public Works Department maintains 3 pieces of construction equipment. This construction equipment cannot be procured by lease and must be purchased out right. This project is intended to replace the following construction equipment over the next five years:

Type	2020	2021	2022	2023	2024	Total
Bobcat S570						0
John Deere Tractor				1		1
New Holland Tractor			1			1
Total	**0**	**0**	**1**	**1**	**0**	**2**

Link to Strategic Plan :

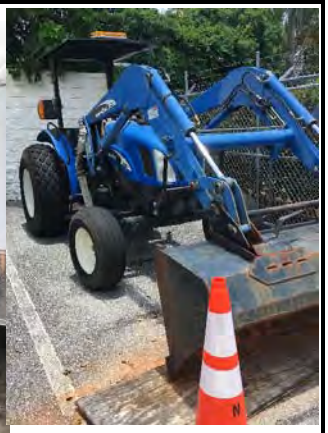
By maintaining a modern, up to date fleet, the residents of North Palm Beach can be assured that all Village services are being delivered at the highest quality service available.

Need, Justification, Benefits :

The three criteria that are considered when establishing the replacement schedule for construction equipment are hours, age and maintenance cost.

Location & Area Map

Project Photo



Comments :

The construction equipment in this plan replace existing construction equipment; no additional construction equipment is a part of this plan.

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Construction Equipment Replacement					
Strategic Result :	Organizational Excellence					
Department :	Public Works					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction						$ -
Vehicle						$ -
Equipment			$ 58,000	$ 78,500	$ -	$ 136,500
Other						$ -
Total Budget	$ -	$ -	$ 58,000	$ 78,500	$ -	$ 136,500
Funding Sources :						
General revenues			$ 58,000	$ 78,500		$ 136,500
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ -	$ 58,000	$ 78,500	$ -	$ 136,500
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	No significant impact. New warranties will cover most repair items and regular maintenance costs will be less.					

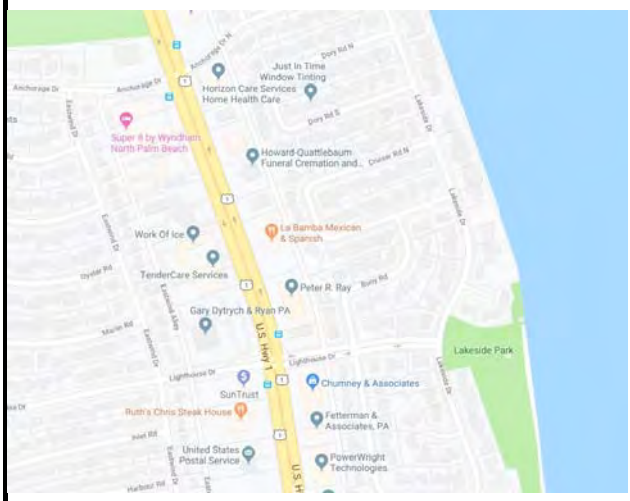
VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Organizational Excellence	**Department :** Information Technology
Project Name : LPR Lakeside Park	**Year(s) :** 2021

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 permiter 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 :

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	LPR Lakeside Park					
Strategic Result :	Organizational Excellence					
Department :	Information Technology					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction						$ -
Vehicle						$ -
Equipment		$ 41,000				$ 41,000
Other						$ -
Total Budget	$ -	$ 41,000	$ -	$ -	$ -	$ 41,000
Funding Sources :						
General revenues		$ 41,000				$ 41,000
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ 41,000	$ -	$ -	$ -	$ 41,000
Operating Impact:						
Personnel						$ -
Operating			$ 8,000	$ 8,000	$ 8,000	$ 24,000
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ 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
2020 - 2024

Strategic Result :	**Department :**
Organizational Excellence	Police
Project Name :	**Year(s) :** 2021
Patrol Boat Engine Replacement	

Project Description :

The Marine Unit patrol boat engine has a 6 year warranty and will be due for replacement in 2021.

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
2020 - 2024

Project Name :	Patrol Boat Engine Replacement					
Strategic Result :	Organizational Excellence					
Department :	Police					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction						$ -
Vehicle						$ -
Equipment		$ 50,000				$ 50,000
Other						$ -
Total Budget	$ -	$ 50,000	$ -	$ -	$ -	$ 50,000
Funding Sources :						
General revenues		$ 50,000				$ 50,000
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ 50,000	$ -	$ -	$ -	$ 50,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
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
2020 - 2024

Strategic Result : All Neighborhoods as Desirable Places to Live	**Department :** Country Club Pool
Project Name : Pool Chiller	**Year(s) :** 2020

Project Description :

This is the purchase of a pool chiller system. This system would give the facility the ability to regulate the temperature in the pool during the summer months. This sytem will allow staff to reduce the temperature of the pool water to a level that is more cunducive to training and aerobics and more refreshing for daily pool recreational use. Lower temperatures also reduce the amount of chemicals required during the summer months.

Link to Strategic Plan :

Need, Justification, Benefits :

This purchase will allow the pool to be open year round for training and open swim usage

Location & Area Map	Project Photo

Comments :

The chiller would be place on a 8'X8' concrete slab next to the existing pool heater at the south end of the pool

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Pool Chiller					
Strategic Result :	All Neighborhoods as Desirable Places to Live					
Department :	Country Club Pool					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction						$ -
Vehicle						$ -
Equipment	$ 50,000					$ 50,000
Other						$ -
Total Budget	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
Funding Sources :						
General revenues	$ 50,000					$ 50,000
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	There may be operating efficiences or avoidance of future costs that result from the replacement, but these impacts are not presently quantifiable and are believed to be marginal					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Financial Sustainability	**Department :** Country Club Golf
Project Name : Cover Shot	**Year(s) :** 2020

Project Description :
Cover Shot will provide relief from the elements when teaching clinics, camps, schools.

Link to Strategic Plan :
This will help ensure viability of golf opertions and the driving range. Long term plan would be to have a unit at the front and back of the range. The initial unit would go to back of range. This would be insure the NPBCC is a state of the art club with a long term vision - lessons - golf schools - club fititng - player development opportunites. Provides relief from rain and sun (hurricane protected to 140 mph)

Need, Justification, Benefits :
Summer heat and rain would justify this expense for teaching golfers in all conditions. Goes toward the goal sustainability of country club

Location & Area Map	**Project Photo**

Comments :

It does not require a permit and can withstand winds of 140 mph

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Cover Shot					
Strategic Result :	Financial Sustainability					
Department :	Country Club Golf					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$0
Planning / Design						0
Engineering						0
Construction						0
Equipment	40,000					40,000
Vehicle						0
Other						0
Total Budget	$40,000	$0	$0	$0	$0	$40,000
Funding Sources :						
Club Revenues	$40,000					$40,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	$40,000	$0	$0	$0	$0	$40,000
Operating Impact:						
Personnel						$0
Operating						0
Capital						0
Other						0
Total Operating	$0	$0	$0	$0	$0	$0
Comment:	No significant impact. Canopy provides protection from harmful UV rays as well as inclement weather when teaching clinics, camps and schools.					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Financial Sustainability	**Department :** Country Club Golf
Project Name : Launch Monitor	**Year(s) :** 2021

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 ananlyize 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 crtitical elements of fitting players with golf clubs and instruction. This device will asssit 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

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Launch Monitor					
Strategic Result :	Financial Sustainability					
Department :	Country Club Golf					
	2020	**2021**	**2022**	**2023**	**2024**	**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
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						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:	Replacement for existing equipment. No additional fiscal impact.					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

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
FINANCIAL INFORMATION
2020 - 2024

Return to Table of Contents

Project Name :	Webstreaming					
Strategic Result :	Organizational Excellence					
Department :	Information Technology					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction						$ -
Equipment				$ 43,900		$ 43,900
Vehicle						$ -
Other						$ -
Total Budget	$ -	$ -	$ -	$ 43,900	$ -	$ 43,900
Funding Sources :						
General revenues				$ 43,900		$ 43,900
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ -	$ -	$ 43,900	$ -	$ 43,900
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
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
2020 - 2024

Return to Table of Contents

Strategic Result : Organizational Excellence	**Department :** Information Technology
Project Name : Virtualization upgrade	**Year(s) :** 2020

Project Description :
Upgrade current Virtualization hardware, two (2) servers and a storage area network.

Link to Strategic Plan :
Maintaining a high level of service to our residents requires the use of many different software packages. In order to keep these applications up and running, necessary hardware resources are required.

Need, Justification, Benefits :
Currently the Village utilizes Vmware and Dell hardware to run all of the Village's virtual servers. As technology continues to evolve, so does the demand for more hardware resources. New servers are added each budget year to support new Village applications and services to our residents. New virtualization hardware will provide the IT department with adequate resources to support the Village's continued growth.

Location & Area Map	**Project Photo**

Comments :

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Virtualization upgrade					
Strategic Result :	Organizational Excellence					
Department :	Information Technology					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction						$ -
Equipment	$ 70,000					$ 70,000
Vehicle						$ -
Other						$ -
Total Budget	$ 70,000	$ -	$ -	$ -	$ -	$ 70,000
Funding Sources :						
General revenues	$ 70,000					$ 70,000
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ 70,000	$ -	$ -	$ -	$ -	$ 70,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	No operating impact. This project is consistent with the goal of providing high quality level of service to the community					

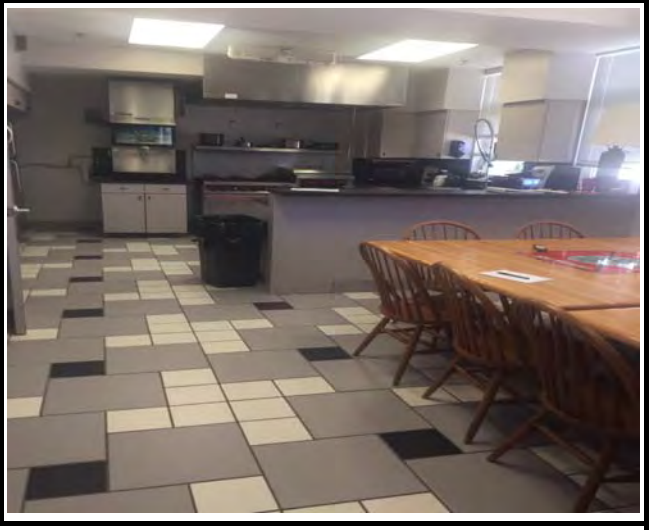
VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Organizational Excellence	**Department :** Public Safety Building
Project Name : Fire Rescue Kitchen Remodel	**Year(s) :** 2021

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 :

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Fire Rescue Kitchen Remodel					
Strategic Result :	Organizational Excellence					
Department :	Public Safety Building					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction		$ 65,000				$ 65,000
Vehicle						$ -
Equipment						$ -
Other						$ -
Total Budget	$ -	$ 65,000	$ -	$ -	$ -	$ 65,000
Funding Sources :						
General revenues		$ 65,000				$ 65,000
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ 65,000	$ -	$ -	$ -	$ 65,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
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.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Organizational Excellence	**Department :** Public Safety Building
Project Name : Public Safety Evidence Room	**Year(s) :** 2020

Project Description :
Rebuild Evidence Room

Link to Strategic Plan :
Evidence room needs to be isolated and secure from the rest of the Public Safety Building.

Need, Justification, Benefits :
The Public Safety Evidence room needs to be rebuilt to the International Association for Property and Evidence, Inc. Professional Standards. This standard provides for Evidence and Property Room security.

Location & Area Map	Project Photo

Comments :

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Public Safety Evidence Room					
Strategic Result :	Organizational Excellence					
Department :	Public Safety Building					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$0
Planning / Design	25,000					25,000
Engineering						0
Construction	60,000					60,000
Equipment	15,000					15,000
Vehicle						0
Other						0
Total Budget	$100,000	$0	$0	$0	$0	$100,000
Funding Sources :						
General revenues	$100,000					$100,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	$100,000	$0	$0	$0	$0	$100,000
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.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Organizational Excellence	**Department :** Public Safety Building
Project Name : Public Safety Building Air Handler Replacement	**Year(s) :** 2021

Project Description :
Replace (2) Air Handlers in the Public Safety Building

Link to Strategic Plan :
Avoid brake down of air handlers in our police and Fire Department.

Need, Justification, Benefits :
Due to the age of the Air Handler Units a the Public Safety Complex and the close location to salt water, these four (4) Air Handlers will need to be replaced in the very near future. The interior and exterior of these units are rusting away. As the Public Safety Complex is a twenty-four (24) hour facility and needs A/C Units working at all times.

Location & Area Map	**Project Photo**

Comments :

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Public Safety Building Air Handler Replacement					
Strategic Result :	Organizational Excellence					
Department :	Public Safety Building					
	2020	**2021**	**2022**	**2023**	**2024**	**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	$90,000	$0	$0	$0	$90,000
Funding Sources :						
General revenues		$90,000				$90,000
Impact fees						0
Grant revenues						0
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
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.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Waterways and Recreation	**Department :** Library
Project Name : Front Lobby Renovation	**Year(s):** 2022

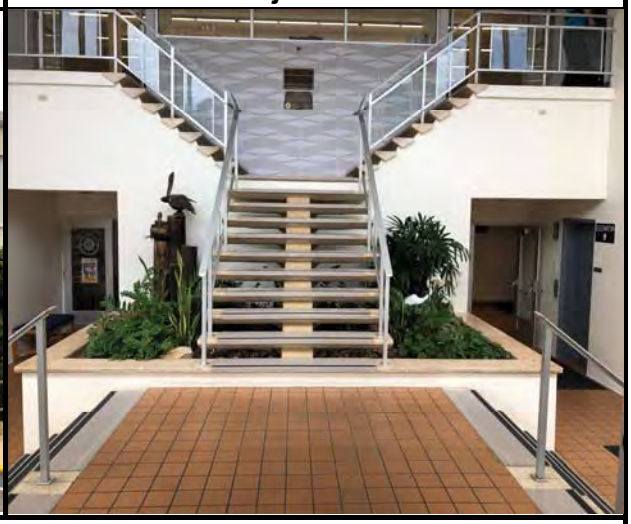
Project Description :
Work consists of renovating the planter under the front steps by altering its shape to include built-in seating. Scope includes new landscaping and additional seating on either side of the main entryway doors.

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 rennovation 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.

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Return to Table of Contents

Project Name :	Front Lobby Renovation					
Strategic Result :	Waterways and Recreation					
Department :	Library					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction			$ 50,000			$ 50,000
Vehicle						$ -
Equipment						$ -
Other						$ -
Total Budget	$ -	$ -	$ 50,000	$ -	$ -	$ 50,000
Funding Sources :						
General revenues						$ -
Impact fees						$ -
Grant revenues			$ 25,000			$ 25,000
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other			$ 25,000			$ 25,000
Total Revenues	$ -	$ -	$ 50,000	$ -	$ -	$ 50,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
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.					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Return to Table of Contents

Strategic Result : Organizational Excellence	**Department :** Library
Project Name : Library Air Handler Replacement	**Year(s) :** 2021

Project Description :
Replace air handler per engineer specification.

Link to Strategic Plan :
To avoid an emergency purchase and having to remove windows to install temporary A/C units.

Need, Justification, Benefits :
The A/C System Air Handler in the second floor of the Library is original. This system uses R22 Refrigerant which is no longer produced. If the system gets a leak or 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 any materials inside the Library.

Location & Area Map

Project Photo

Comments :

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Library Air Handler Replacement					
Strategic Result :	Organizational Excellence					
Department :	Library					
	2020	**2021**	**2022**	**2023**	**2024**	**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	$0	$142,900	$0	$0	$0	$142,900
Funding Sources :						
General revenues		$142,900				$142,900
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	$0	$142,900	$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					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Waterways & Recreation	**Department :** Parks & Recreation
Project Name : Community Center Renovation	**Year(s) :** 2022

Project Description :
Renovate the Community Center per the Master Plan.

Link to Strategic Plan :

Need, Justification, Benefits:
The improvements at the Community Center are working towards the goal of the strategic plan to update and upgrade the Village infrastructure.

Location & Area Map	Project Photo

Comments :
Specific improvements are unknown at this time

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Community Center Renovation					
Strategic Result :	Waterways & Recreation					
Department :	Parks & Recreation					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$0
Planning / Design						0
Engineering						0
Construction			200,000			200,000
Equipment						17,500
Vehicle						0
Other						0
Total Budget	$0	$0	$200,000	$0	$0	$217,500
Funding Sources :						
General revenues			$135,000			$135,000
Impact fees						0
Grant revenues			65,000			65,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	$0	$0	$200,000	$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 operational efficiencies that result in future cost.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Waterways and Recreation	**Department :** Country Club Tennis
Project Name : Tennis Court Lighting	**Year(s) :** 2021

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 :

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Tennis Court Lighting					
Strategic Result :	Waterways and Recreation					
Department :	Country Club Tennis					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction		$ 250,000				$ 250,000
Equipment						$ -
Vehicle						$ -
Other						$ -
Total Budget		$ 250,000	$ -	$ -	$ -	$ 250,000
Funding Sources :						
General revenues						$ -
Impact fees						$ -
Grant revenues		$ 250,000				$ 250,000
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ 250,000	$ -	$ -	$ -	$ 250,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
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.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Beautification & Quality of Life	**Department :** Country Club Tennis
Project Name : Tennis Fence Replacement	**Year(s) :** 2021

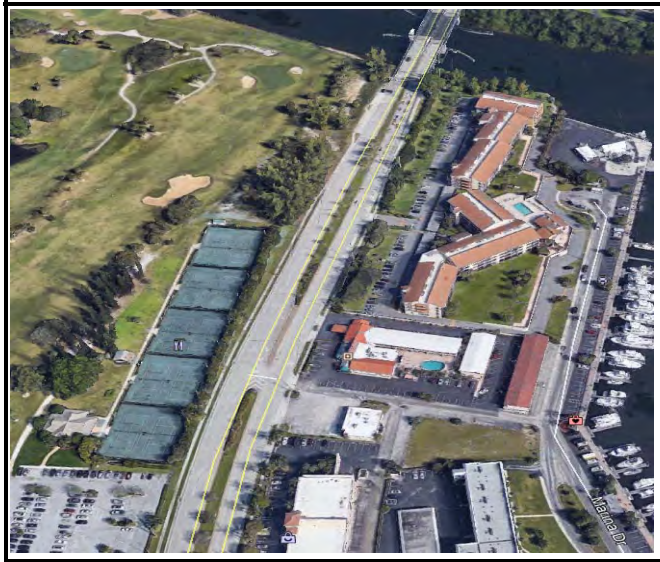
Project Description :

This is the renovation of the Tennis Center which is the 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 hendered 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 hendering 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 :

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Tennis Fence Replacement					
Strategic Result :	Beautification & Quality of Life					
Department :	Country Club Tennis					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction		150,000				$ 150,000
Vehicle						$ -
Equipment						$ -
Other						$ -
Total Budget	$ -	$ 150,000	$ -	$ -	$ -	$ 150,000
Funding Sources :						
General revenues		100,000				$ 100,000
Impact fees						$ -
Grant revenues		50,000				$ 50,000
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ 150,000	$ -	$ -	$ -	$ 150,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	No significant impact. Capital expenditure is designed to replace existing fencing. 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.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Waterways & Recreation	**Department :** Parks & Recreation
Project Name : Lakeside Park Pathways	**Year(s) :** 2020

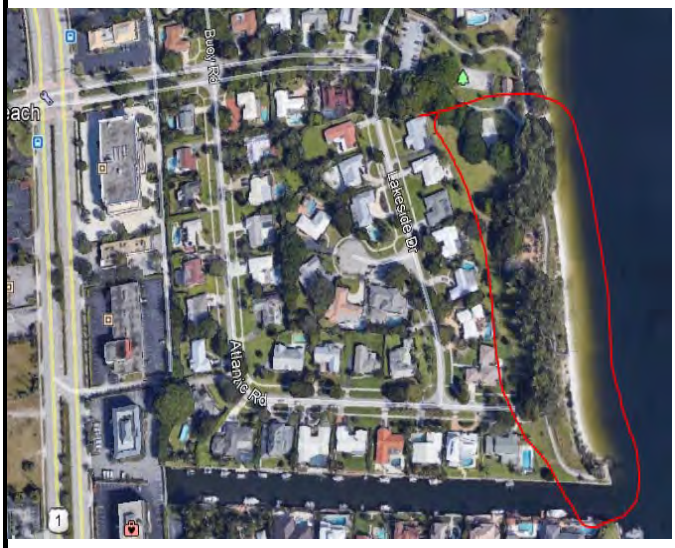
Project Description :

This is the renovation of the walking paths at Lakeside Park. The project will also include park amenities related to the path

Link to Strategic Plan :

Need, Justification, Benefits :

These improvements at the lakeside pathways are working towards the goal of the Master Plan to update and upgrade the Village infrastructure.

Location & Area Map	Project Photo
	

Comments :

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Lakeside Park Pathways					
Strategic Result :	Waterways & Recreation					
Department :	Parks & Recreation					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction	$ 50,000					$ 50,000
Vehicle						$ -
Equipment						$ -
Other						$ -
Total Budget	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
Funding Sources :						
General revenues						$ -
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax	$ 50,000					$ 50,000
Fund balance						$ -
Other						$ -
Total Revenues	$ 50,000	$ -	$ -	$ -	$ -	$ 50,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	There may be operating efficiencies or avoidance of futre costs that result from the improvements, but these impacts are not prensently quantifiable and are believed to be marginal.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Waterways & Recreation	**Department :** Parks & Recreation
Project Name : Community Center Park Enhancement	**Year(s) :** 2021

Project Description :

Replace the playground at the Community Center. Replace the existing ball field chain link fencing at the Community Center. Provide a low level ligting system that will increase the usage of the new trail at the Community Center. Milling and paving of the Community Center south parking lot with the goals of saving the trees and eliminating trip hazards.

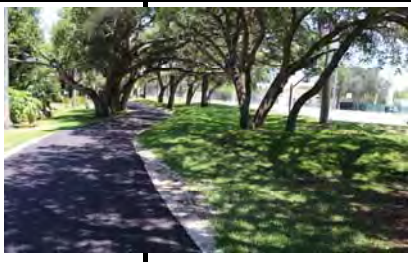
Link to Strategic Plan :

Need, Justification, Benefits:

The existing playground has numerous components that are failing structurally through rust and excessive usage. We have taken off some of the failing components, but the playground structure needs to be replaced. It also needs shade structures due to the exposed location.The existing chain link fencing around the four ball fields needs to be replaced. Both the structures condition and appearance are very poor. Since the half mile trail has been asphalted, the number of users has increased greatly.We have received numerous request to light the trail in order to maximize its usage. The lighting will be low level bollard type with no impact on the surrounding neighborhoods. 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 redesign.

Location & Area Map

Project Photo



Comments :

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Community Center Park Enhancement					
Strategic Result :	Waterways & Recreation					
Department :	Parks & Recreation					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$0
Planning / Design						0
Engineering						0
Construction		600,000				600,000
Equipment						0
Vehicle						0
Other						0
Total Budget	$0	$600,000	$0	$0	$0	$600,000
Funding Sources :						
General revenues		$300,000				$300,000
Impact fees						0
Grant revenues		300,000				300,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	$0	$600,000	$0	$0	$0	$600,000
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					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Waterways and Recreation	**Department :** Country Club Golf
Project Name : Natual Areas Restoration	**Year(s) :** 2021-2023

Project Description :
Landscaping / Beautification of Natural Areas

Link to Strategic Plan :

Cleaning up and improving landscpae of natural areas

Need, Justification, Benefits :
As stewards of the community and environment - it is our responsibility to take care of the golf course that we share vista views with our exisitng homeowners. Many of these areas border the golf course and lack proper irrigation to have grass. We would address short term and long term needs of of the golf course by making these areas more of a weed free zone.

Location & Area Map	**Project Photo**

Comments :

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Natual Areas Restoration					
Strategic Result :	Waterways and Recreation					
Department :	Country Club Golf					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$0
Planning / Design						0
Engineering						0
Construction		$35,000	$35,000	$30,000		100,000
Equipment						0
Vehicle						0
Other						0
Total Budget	$0	$35,000	$35,000	$30,000	$0	$100,000
Funding Sources :						
Club Revenues		$35,000	$35,000	$30,000		$100,000
Impact fees						0
Grant revenues						0
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
Other						0
Total Revenues	$0	$35,000	$35,000	$30,000	$0	$100,000
Operating Impact:						
Personnel						$0
Operating						0
Capital						0
Other						0
Total Operating	$0	$0	$0	$0	$0	$0
Comment:	Target one of our natural areas for conversion each year					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Waterways & Recreation	**Department :** Country Club Golf
Project Name : Pond Beautification	**Year(s) :** 2021

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 andlittorals 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 aesthertically pleasing view with its array of flaowers ranging in colors and natural beauty.

Location & Area Map	Project Photo

Comments :

Start with holes # 10 / # 15 and Holes # 13 / #14 Holes #8. These locations already have some form of littoral shelve.Helps with golf course erosion and filtering the water. Assists in algae control

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Pond Beautification					
Strategic Result :	Waterways & Recreation					
Department :	Country Club Golf					
	2020	**2021**	**2022**	**2023**	**2024**	**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
Impact fees						0
Grant revenues		120,000				120,000
Debt Service						0
Infrastructure Surtax						0
Fund balance						0
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 those impacts are not presently quantifiable and are believed to be marginal.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Beautification & Quality of Life	**Department :** Parks & Recreation
Project Name : Anchorage Park Enhancement	**Year(s) :** 2020

Project Description :

Renovation of the dog park and installation of the dry storage wall at Anchorage Park. The dog park renovation includes new fencing and sod. The dry storage work includes the design and installation of the eight (8') foot wall, along with landscaping, irrigation, lighting, security equipment etc. It does not include a new surface. Per Council Direction, the Dry Storage component to be completed regardless of grant outcome.

Link to Strategic Plan :

Need, Justification, Benefits :

The dog park at Anchorage Park is used on a regular basis and needs to be renovated. It has become a community gathering location in the mornings and evenings. The installation of the eight (8') wall around the proposed dry storage area is a key component of the Anchorage Park Master Plan.

Location & Area Map	Project Photo

Comments :

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Anchorage Park Enhancement					
Strategic Result :	Beautification & Quality of Life					
Department :	Parks & Recreation					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering	10,000					$ 10,000
Construction	340,000					$ 340,000
Vehicle						$ -
Equipment	50,000					$ 50,000
Other						$ -
Total Budget	$ 400,000	$ -	$ -	$ -	$ -	$ 400,000
Funding Sources :						
General revenues	175,000					$ 175,000
Impact fees						$ -
Grant revenues	200,000					$ 200,000
Debt Service						$ -
Infrastructure Surtax	25,000					$ 25,000
Fund balance						$ -
Other						$ -
Total Revenues	$ 400,000	$ -	$ -	$ -	$ -	$ 400,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	No significant impact. The Village will appropriate any grant matching requirements upon notification of grant approval. Per Council Direction, Dry Storage component to be completed regardless of grant outcome.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Waterways & Recreation	**Department :** Parks & Recreation
Project Name : Anchorage Park Boat Ramp Repair	**Year(s) :** 2021

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 faciliites as well. Active recreation opportunities continue to be emphasized.

Need, Justification, Benefits :
These improvements in Anchorage Park are working towards 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 subaquoius inspection. Scope may need to be adjusted after further inspection.

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Anchorage Park Boat Ramp Repair					
Strategic Result :	Waterways & Recreation					
Department :	Parks & Recreation					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction		$ 30,000				$ 30,000
Vehicle						$ -
Equipment						$ -
Other						$ -
Total Budget	$ -	$ 30,000	$ -	$ -	$ -	$ 30,000
Funding Sources :						
General revenues		$ 30,000				$ 30,000
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ 30,000	$ -	$ -	$ -	$ 30,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
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					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Waterways & Recreation	**Department :** Parks & Recreation
Project Name : Anchorage Park South Seawall	**Year(s) :** 2021-2022

Project Description :
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. Based on feedback from engineers and contractors the seawall has neared the end of it's lifespan and needs to be replaced. 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.

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 original theory was that the south seawall can be capped so it was bid as an alternate for the north seawall construction contract. After further investigation, this is not the case and the south seawall needs to be replaced.

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.

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Anchorage Park South Seawall					
Strategic Result :	Waterways & Recreation					
Department :	Parks & Recreation					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design		$ 20,000				$ 20,000
Engineering			$117,000			$ 117,000
Construction						$ -
Vehicle						$ -
Equipment						$ -
Other						$ -
Total Budget	$ -	$ 20,000	$117,000	$ -	$ -	$ 137,000
Funding Sources :						
General revenues		$ 20,000	$117,000			$ 137,000
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ 20,000	$117,000	$ -	$ -	$ 137,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	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.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

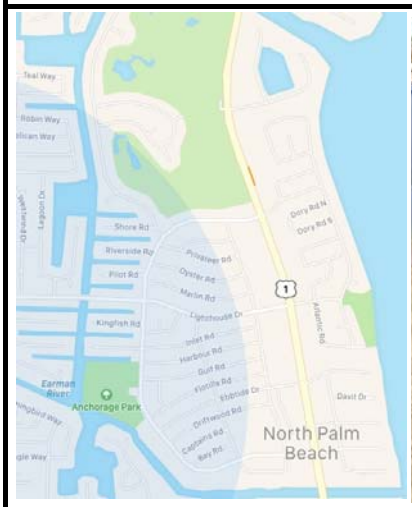
Strategic Result : Improve Mobility	**Department :** Public Works
Project Name : Asphalt Resurfacing	**Year(s) :** 2020 - 2024

Project Description :
Pavement preservation improvements to include milling and paving of streets 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 :
Milling and paving before streets deteriorate and need complete reconstruction at a substantially higher cost (5 times more expensive). Benefits include road condition improvement, pedestrian safety, and appearance.

Location & Area Map



Project Photo

Comments :
Prioritized based on 2018 Pavement Management Services Pavement Condition Report; Pilot project to apply Reclamite® asphalt rejuvenator to extend street life.

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Asphalt Resurfacing					
Strategic Result :	Improve Mobility					
Department :	Public Works					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
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						$ -
Equipment						$ -
Other						$ -
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	$ 10,000	$ 50,000
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax	$ 300,000	$ 300,000	$300,000	$300,000	$300,000	$1,500,000
Fund balance						$ -
Other						$ -
Total Revenues	$ 310,000	$ 310,000	$310,000	$310,000	$310,000	$1,550,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	Maintains existing condition of the Village street network.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

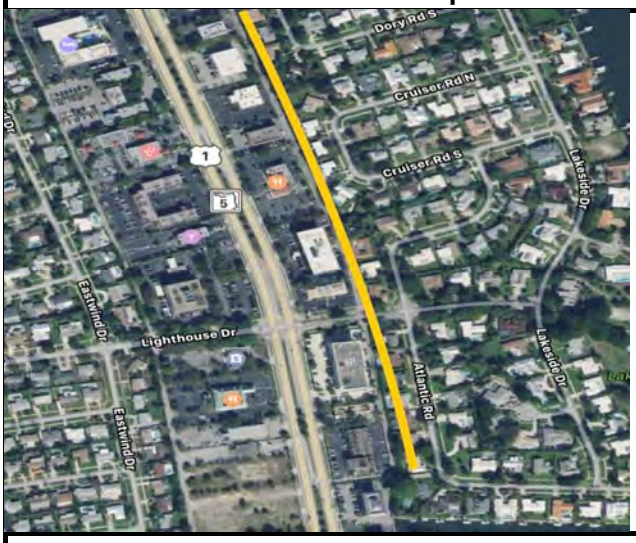
Strategic Result : Beautification and Quality of Life	**Department :** Public Works
Project Name : Alley Wall Replacement	**Year(s) :** 2020 - 2024

Project Description :
Public Works proposes the replacement of East Alleyway Wall. A different design is needed.

Link to Strategic Plan :
Improve appearance of the alleyway and encourage multi-modal usage.

Need, Justification, Benefits :
The East Alleyway Wall is in need of replacement and a new design. The new design needs to have the ability to be easily replaced when damage occurs.

Location & Area Map



Project Photo

Comments :
Design and community consensus in FY 20. Start construction phase in FY 21. Use old alley wall materials for repairs until project is completed. Seek grants to help pay for the construction if possible.

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Alley Wall Replacement					
Strategic Result :	Beautification and Quality of Life					
Department :	Public Works					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design	$ 50,000					$ 50,000
Engineering						$ -
Construction		$ 100,000	$100,000	$100,000	$100,000	$ 400,000
Vehicle						$ -
Equipment						$ -
Other						$ -
Total Budget	$ 50,000	$ 100,000	$100,000	$100,000	$100,000	$ 450,000
Funding Sources :						
General revenues						$ -
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax	$ 50,000	$ 100,000	$100,000	$100,000	$100,000	$ 450,000
Fund balance						$ -
Other						$ -
Total Revenues	$ 50,000	$ 100,000	$100,000	$100,000	$100,000	$ 450,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	This project will reduce or eliminate staff time and materials on east alley wall maintenance but these impacts are not presently quantifiable and are believed to be marginal					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Improve Mobility	**Department :** Public Works
Project Name : Sidewalk Repairs	**Year(s) :** 2020 - 2024

Project Description :
Village Sidewalk Repairs (saw cutting and removal/replacement).

Link to Strategic Plan :
Pedestrian safety.

Need, Justification, Benefits :
Eliminate possible trip hazards.

Location & Area Map	Project Photo

Comments :
A complete sidewalk inventory and inspection was completed in June 2018 and will be used to prioritize projects.

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Sidewalk Repairs					
Strategic Result :	Improve Mobility					
Department :	Public Works					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction	$ 100,000	$ 75,000	$ 75,000	$ 75,000	$ 50,000	$ 375,000
Equipment						$ -
Vehicle						$ -
Other						$ -
Total Budget	$ 100,000	$ 75,000	$ 75,000	$ 75,000	$ 50,000	$ 375,000
Funding Sources :						
General revenues						$ -
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax	$ 100,000	$ 75,000	$ 75,000	$ 75,000	$ 50,000	$ 375,000
Fund balance						$ -
Other						$ -
Total Revenues	$ 100,000	$ 75,000	$ 75,000	$ 75,000	$ 50,000	$ 375,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	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.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

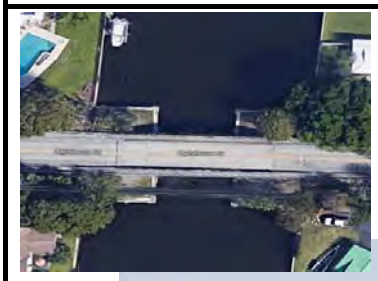
Strategic Result : Improve Mobility	**Department :** Public Works
Project Name : Bridge Replacement - Lighthouse	**Year(s) :** 2022-2024

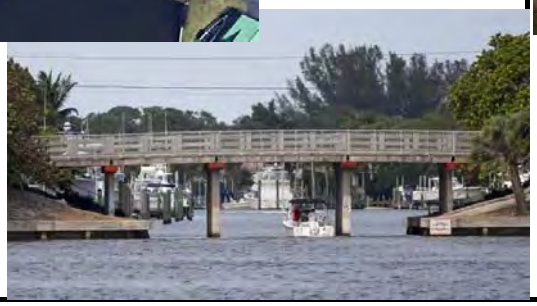
Project Description :
Complete reconstruction of the Lighthouse Drive bridge.

Link to Strategic Plan :
Failure or closure of the Lighthouse Drive bridge will have a significant impact on the Village street network and overall traffic flow. Options should be seriously evaluated within the next 2-3 years with engineering beginning in 2022.

Need, Justification, Benefits :
The Lighthouse Drive bridge has been in use for 60 years and is nearing the end of its useful life. A recent bridge inspection report gave the bridge only a 26.2 sufficiency rating and recommends the Village seriously consider a plan for replacing the bridge in 5 to 8 years. Village staff is proposing construction in 2024.

Location & Area Map	Project Photo





Comments :
Needed repairs identified by the annual FDOT bridge inspection report were completed in 2018.

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Bridge Replacement - Lighthouse					
Strategic Result :	Improve Mobility					
Department :	Public Works					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering			$250,000	$ 250,000		$ 500,000
Construction					$ 5,000,000	$5,000,000
Vehicle						$ -
Equipment						$ -
Other						$ -
Total Budget	$ -	$ -	$250,000	$ 250,000	$ 5,000,000	$5,500,000
Funding Sources :						
General revenues						$ -
Impact fees						$ -
Grant revenues					$ 2,500,000	$2,500,000
Debt Service						$ -
Infrastructure Surtax			$250,000	$ 250,000		$ 500,000
Fund balance						$ -
Other					$ 2,500,000	$2,500,000
Total Revenues	$ -	$ -	$250,000	$ 250,000	$ 5,000,000	$5,500,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	Needed repairs identified by the annual FDOT bridge inspection reports have been completed, but the bridge has reached the end of its life cycle.					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Improve Mobility	**Department :** Public Works
Project Name : Bridge Improvement - Prosperity Farms	**Year(s) :** 2021

Project Description :
Palm Beach County is replacing the Prosperity Farms Bridge (Project Number: 2018800) and issued an RFQ for engineering services on June 28, 2018 and opened the RFQs on July 31, 2018. The Village has met with the County and requested to be involved in the design process.

Link to Strategic Plan :
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 has reached the end of its life cycle and needs to be replaced. The County is open to Village design input, but the Village will need to pay for construction that goes above and beyond the County's established design standards.

Location & Area Map	**Project Photo**

Comments :
Palm Beach County is scheduled to replace the bridge. The proposed configuration includes a 3 lane bridge, bike lanes and sidewalks. Any upgrades consistent with the Master Plan will require Village funding. The current timeline for the County has design work being initiated in summer, 2019 and construction in Fiscal Year 2021. A more detailed schedule will be provided after the consultant selection process and the work scope is finalized. The Village will work to complete design concepts before initiation of County design work.

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Bridge Improvement - Prosperity Farms					
Strategic Result :	Improve Mobility					
Department :	Public Works					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering						$ -
Construction		$ 200,000				$ 200,000
Vehicle						$ -
Equipment						$ -
Other						$ -
Total Budget	$ -	$ 200,000	$ -	$ -	$ -	$ 200,000
Funding Sources :						
General revenues						$ -
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax		$ 200,000				$ 200,000
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ 200,000	$ -	$ -	$ -	$ 200,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	Consultant services and payment to Palm Beach County to construct Village desired Master Plan elements as a part of the bridge construction.					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Improve Mobility	**Department :** Public Works
Project Name : Bridge Improvement - US 1	**Year(s) :** 2020- 2024

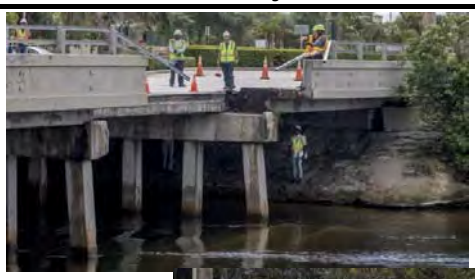
Project Description :
FDOT - District IV is replacing the US 1 Bridge over the Earman River (FPID 442891-1-32-01), and four (4) conceptual bridge replacement typical section options have been developed. The Village has met with FDOT and requested to be involved in the design process.

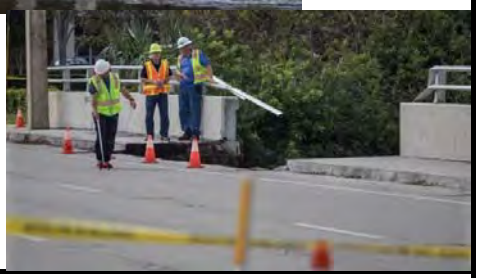
Link to Strategic Plan :
Objective is to achieve a multi-modal design for the new bridge with the added benefit of beautification of this traffic corridor.

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.

Location & Area Map

Project Photo





Comments :
The Village issued an RFQ in 2018 for Consulting Services to Prepare Conceptual Designs and Budgets for Street Beautification. The Firm(s) selected will work with Village Staff on desired improvements to the bridge design.

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Bridge Improvement - US 1					
Strategic Result :	Improve Mobility					
Department :	Public Works					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design	$ 25,000					$ 25,000
Engineering						$ -
Construction				$500,000		$ 500,000
Vehicle						$ -
Equipment						$ -
Other						$ -
Total Budget	$ 25,000	$ -	$ -	$500,000	$ -	$ 525,000
Funding Sources :						
General revenues						$ -
Impact fees						$ -
Grant revenues				$500,000		$ 500,000
Debt Service						$ -
Infrastructure Surtax	$ 25,000					$ 25,000
Fund balance						$ -
Other						$ -
Total Revenues	$ 25,000	$ -	$ -	$500,000	$ -	$ 525,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	Consultant services and payment to FDOT to construct Village desired Master Plan elements as a part of the bridge construction.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Waterways and Recreation	**Department :** Public Works
Project Name : Seawall Replacement at Lakeside Park	**Year(s) :** 2020

Project Description :
Two options should be considered. The first option is replacement of the seawall. The second option is installation of interlocking sheet piling on the water ward side of the seawall. With the resulting gap filled by sand, gravel, or flowable fill, with rip-rap stacked on the waterward side of the sheets for structural support, aesthetics, and wave energy absorption.

Link to Strategic Plan :
Avoid a seawall failure that could cause the loss of the park peninsula and observation area.

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.

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Seawall Replacement at Lakeside Park					
Strategic Result :	Waterways and Recreation					
Department :	Public Works					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering	$ 60,000					$ 60,000
Construction						$ -
Vehicle						$ -
Equipment						$ -
Other						$ -
Total Budget	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000
Funding Sources :						
General revenues						$ -
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax	$ 60,000					$ 60,000
Fund balance						$ -
Other						$ -
Total Revenues	$ 60,000	$ -	$ -	$ -	$ -	$ 60,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
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.					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Waterways and Recreation	**Department :** Public Works
Project Name : Seawall - Monet Road	**Year(s) :** 2023 - 2024

Project Description :
Engineering study to determine the extent of needed repairs and establish a timeline 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.

Location & Area Map	Project Photo
Monet Road	

Comments :

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Seawall - Monet Road					
Strategic Result :	Waterways and Recreation					
Department :	Public Works					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design				$ 30,000		$ 30,000
Engineering					$ 60,000	$ 60,000
Construction						$ -
Equipment						$ -
Vehicle						$ -
Other						$ -
Total Budget	$ -	$ -	$ -	$ 30,000	$ 60,000	$ 90,000
Funding Sources :						
General revenues				$ 30,000	$ 60,000	$ 90,000
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ -	$ -	$ 30,000	$ 60,000	$ 90,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	Engineering study should determine the extent of needed repairs and establish a timeline for construction activities. Construction costs are estimated at $600k.					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Beautification & Quality of Life	**Department :** Public Works
Project Name : Parking Lot - Anchorage Park	**Year(s) :** 2021-2022

Project Description :

The finishing touch of the Anchorage Park Master Plan construction project will be redesigning the parking lot and boat wash area to improve drainage, milling and paving, and striping.

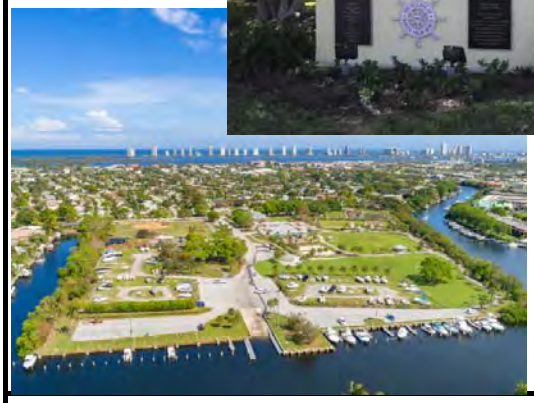
Link to Strategic Plan :

The Village has made a substantial investment in Anchorage Park beautification. 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.

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 redesign.

Location & Area Map



Project Photo

Comments :

Project needs to be done after all of the other Master Plan elements have been completed.

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Parking Lot - Anchorage Park					
Strategic Result :	Beautification & Quality of Life					
Department :	Public Works					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design						$ -
Engineering		$ 25,000				$ 25,000
Construction			$250,000			$ 250,000
Vehicle						$ -
Equipment						$ -
Other						$ -
Total Budget	$ -	$ 25,000	$250,000	$ -	$ -	$ 275,000
Funding Sources :						
General revenues						$ -
Impact fees						$ -
Grant revenues			$125,000			$ 125,000
Debt Service						$ -
Infrastructure Surtax		$ 25,000	$125,000			$ 150,000
Fund balance						$ -
Other						$ -
Total Revenues	$ -	$ 25,000	$250,000	$ -	$ -	$ 275,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
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					

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2020 - 2024

Strategic Result : Waterways and Recreation	**Department :** Public Works
Project Name : Stormwater Repair and Replacement	**Year(s) :** 2020-2023

Project Description :

Stormwater pipe cleaning and televising
* Pepperwood Circle stormwater repair
* Lighthouse Drive and US 1 stormwater repair

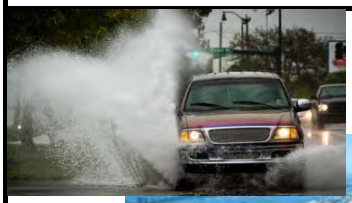
Link to Strategic Plan :

Improve drainage and protect surrounding water bodies.

Need, Justification, Benefits :

Reduce flooding and improve water quality; Some work mandated by the Village's National Pollutant Discharge Elimination System (NPDES) permit.

Location & Area Map



Project Photo

Comments :

Stormwater Atlas was completed in 2015 identifying pipe and discharge locations but conditions are unknown at this time. Initial stormwater management study commenced in FY 17-18.

Return to Table of Contents

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2020 - 2024

Project Name :	Stormwater Repair and Replacement					
Strategic Result :	Waterways and Recreation					
Department :	Public Works					
	2020	**2021**	**2022**	**2023**	**2024**	**Total**
Project Budget :						
Land acquisition						$ -
Planning / Design	$ 100,000					$ 100,000
Engineering						$ -
Construction		$275,000	$275,000	$275,000		$ 825,000
Vehicle						$ -
Equipment						$ -
Other						$ -
Total Budget	$ 100,000	$275,000	$275,000	$275,000	$ -	$ 925,000
Funding Sources :						
General revenues	$ 100,000					$ 100,000
Impact fees						$ -
Grant revenues						$ -
Debt Service						$ -
Infrastructure Surtax						$ -
Fund balance						$ -
Other		$275,000	$275,000	$275,000		$ 825,000
Total Revenues	$ 100,000	$275,000	$275,000	$275,000	$ -	$ 925,000
Operating Impact:						
Personnel						$ -
Operating						$ -
Capital						$ -
Other						$ -
Total Operating	$ -	$ -	$ -	$ -	$ -	$ -
Comment:	Assumes some type of fair and equitable stormwater fee structure is developed and implemented.					

Appendix

FY 2020

Acronyms

FY 2020

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

Glossary FY 2020

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.

Glossary FY 2020

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.

Glossary

FY 2020

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.

Glossary FY 2020

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.