

Public Notice

Notice is hereby given that the

Village Council

will hold a Workshop Session for the purpose of Strategic Planning and to review Advisory Boards and Committees' Code and Appointment Process

- **Thursday**
- **February 27, 2025**
- **Immediately following the Village Council Regular Session**
- **Village Hall**
- **Council Chambers**

Village of North Palm Beach Strategic Planning Workshop

Agenda:

- **Review results of Council Strategic Prioritization Exercise**
 - **High Priority Items (Score 4 – 5)**
- **Proposed Budget Calendar**



High Priority Items (Score 4 – 5)

Score 5: High

- Something that is necessary or mandatory to be done to fulfill the mission of the Village.
- Time Sensitive, has definite deadlines for completion (i.e. grant projects or state projects)
- Consider funding earlier rather than later

Score 4: High but less urgent

| Department | Description | Staff Comment | Council Rank |
|---------------------------------------|---|---|--------------|
| New from council (Lisa Interlandi) | Develop a plan to enhance alley functionality through multi-purpose use, incorporating signage, striping, and other improvements. | Need Council Direction and Funding | 4.2 |
| Village Council / Village Manager | As the 2016 Citizens Masterplan approaches its 10-year mark, management recommends updating both the Masterplan and the Strategic Plan to reflect progress, community input, and future needs, ensuring a clear vision for the next decade. | Need Council Direction and Funding | 4.2 |
| New from Council (Debbie Searcy) | Review and possibly reconfigure the Boards and Committees appointment process, duties, meeting requirements, etc. | A workshop for this review is planned in February 2025 | 4 |
| Country Club | Ensure viability of country club and restaurant. Develop Strategic Plan that includes marketing, management, fees | New restaurant partner in place thru 2029; Strategic Plan in conjunction with Village Strategic Plan tbd | 4 |
| Country Club | Address Club parking challenges by relocating tennis courts to expand the existing lot or construct a multi-level parking garage. | Need Council Direction & Funding (Lack of parking #1 threat and #1 weakness of Club) | 4 |

FY 2026 Tentative Budget Calendar

Note: Budget Workshops to start after regular council meeting

| Day | Date | Description |
|---|-----------------------|---|
| Thursday | 4/10/25 (6:00 pm) | NPB University – “Know Your Department” Budget Workshops Department Presentations to include: <ul style="list-style-type: none"> • Department Mission Statement • Department Org Chart • Department Highlights • Current Year Projects w/ status • Proposed Projects for upcoming year • Current Year Budget Summary (Mid-Year Financials) |
| Thursday | 4/24/25 (6:00 pm) | |
| Thursday | 5/8/25 (6:00 pm) | |
| Thursday | 5/22/25 (6:00 pm) | |
| Property Appraiser sends Taxable Value Information to Village June (Preliminary) * July (Final) | | |
| Thursday | 7/24/25 (6:00 pm) | Manager’s Proposed Budget Presentation Public Hearing to set Tentative Millage Rate |
| Property Appraiser sends Property Tax Notices to Residents in August | | |
| Thursday | 8/14/25 (6:00 pm) | Department Budget Workshop w/ Council |
| Thursday | 9/11/25 (6:00 pm) (*) | 1st Public Hearing to adopt FY 2026 Budget & Final Millage |
| Thursday | 9/25/25 (6:00 pm) (*) | 2nd Public Hearing to adopt FY 2026 Budget & Final Millage |

(*) Will depend on dates set by County & School District

Questions?



Boards and Committees Appointment Process and Code Revisions

February 27, 2025



Items for Consideration

- Appointment/Re-Appointment Process
- Code Revisions Related to Village Boards and Committees:
 - Consider changing unlimited successive terms of board and committee members to limited terms.
 - Review and consider changes to the composition and duties of the boards and committees.
 - Revisit the monthly meeting requirement for certain boards and committees.
 - Add a nepotism clause to the Village Code of Ordinances regarding eligibility for appointment to a Village Board or Committee.
 - Revisit the request of Council to have the boards and committees provide reports to Council at Council meetings.

Appointment Process

Background: The appointment process for Village Boards and Committees was evaluated and changed in 2023 due to concerns brought forward by certain Councilmembers and residents. In the former process Council would vote for the incumbents the majority of the time which left no opportunities for new members and created angst and confusion among the residents about the process.

After the reappointments and new appointments took place in April 2024, the current Village Council expressed interest in returning to the former appointment process with changing some aspects of the process.

Appointment Process cont'd

Current Process: Members whose terms are expiring on April 30th of each year and desire to remain serving on their current board or committee are required to complete and return an Application for Re-appointment. All applicants for re-appointment are re-appointed by resolution typically at the first Council meeting in April.

If there are any membership openings left on any of the boards or committees due to resignation or removal for excessive absences, the openings are advertised and Applications for Appointment from new applicants are accepted and brought forward at the last Council meeting in April where Council provides interview questions to each new applicant and votes on the new applicants by ballot.

Former Process: The Village Clerk's office would send an email to all members whose terms were expiring on April 30th asking them if they would like to be considered for re-appointment to their respective board. All membership openings would be advertised and the incumbent members who requested re-appointment along with any new applicants would be brought forward to Village Council for consideration. Each incumbent and new applicant would introduce themselves to Council and Council would ask them questions. Council would then vote on new applicants and incumbents by ballot where the incumbents were indicated with an (I) next to their name.

Appointment Process cont'd

Proposed Changes to Former Process: The process would remain the same except for the incumbent would no longer be asked if they want to be considered for re-appointment. If they would like to continue on the same board or apply for a new board, they will be required to fill out an Application for Appointment (not an Application for Re-appointment). All Applications for Appointment from incumbents and new applicants would be brought forward to Council for consideration. Introductions, not interviews would be conducted. Interview questions were added to the newly revised application where the applicant could answer the questions beforehand so that their answers can be reviewed by Council before the meeting takes place.

– Additional Appointment Process Options

1. Implementing term limits would eliminate the need for voting for incumbents and provide more membership opportunities for new applicants.
2. Members may be appointed by nomination whereby each Councilmember nominates one (1) board member that are voted in by a majority vote. Since there are seven members on each board the Mayor and Vice Mayor may make two (2) nominations.

Terms of Members

Consider changing successive terms to limited terms.

- This change would ensure that all residents who are interested in volunteering for a Village Board or Committee would have the opportunity to serve and bring new ideas and perspectives to the boards and committees without being declined because of the seniority of an incumbent member who wishes to remain on the board.

– Options

1. One (1) six (6) year term
2. Two (2) consecutive three (3) year terms (most commonly used for non-profit advisory boards) (Highland Beach – must take a 1 year hiatus before returning to the same board, Palm Beach Gardens – may be reappointed to successive terms but shall serve no more than six consecutive years and must take 1 year off before returning to the same board)
3. Three (3) consecutive two (2) year terms

*After term expiration, members could be considered for a different board or have one term off before returning to the same board.

Composition and Duties of Boards and Committees

Council has expressed the desire to revisit and possibly revise the composition and duties of the boards and committees.

A summary of all of the boards and committees was provided to Council for review and study before the meeting and a copy of the summary has been provided to Council on the dais.

The following boards and committees are included in the summary:

- Audit Committee
- Business Advisory Board
- Country Club Advisory Board (n/a – new board adopted on 2/13/25)
- Environmental Committee
- General Employees Pension Board
- Infrastructure Surtax Oversight Committee (n/a – governed by PBC ordinance, scheduled to sunset after 12/31/26)
- Library Advisory Board
- Planning, Zoning & Adjustment Board
- Police and Fire Pension Board
- Recreation Advisory Board
- Waterways Board

Meeting Requirements

Consider revisions to the Boards and Committees code regarding meeting requirements for certain boards and committees:

Through the adoption of Ordinance 2023-02 on 1/26/23, the meeting requirements for advisory boards and committees was changed from “shall endeavor to “shall schedule” a regular meeting once per month. The exception to this rule was the two pension boards (meet quarterly), the Infrastructure Surtax Oversight (on-call) Committee, and the Audit Committee (on-call).

Recently Council has expressed a desire to revisit the monthly meeting requirement for all or some of the boards and committees.

– Options

1. All boards and committees with the exception of the Planning, Zoning and Adjustment Board could be required to meet quarterly instead of monthly and call a special meeting as needed.
2. Some of the boards and committees who meet monthly may go to on-call meetings and some may go to a quarterly meeting.

Anti-Nepotism Clause

Consider adding an anti-nepotism clause to Boards and Committees code.

According to the Palm Beach County Code of Ethics Section 2-445, an elected official may not appoint a family member to an advisory board or committee in the county or municipality in which the elected official is serving. However, this does not apply to all municipalities. Elected officials in municipalities with a population under 35,000 can appoint family members to boards that do not have land-planning or zoning responsibilities if the municipalities' code does not prohibit it.

Currently the Village's Code of Ordinances does not prohibit elected officials from appointing family members to advisory boards or committees. Councilmembers have expressed that they would like to add this prohibition to the Village's code.

Reports from Advisory Boards and Committees

Village Council has requested that a member from each of the Village Boards and Committees bring a monthly or quarterly report with their recommendations and/or update on activities to Village Council meetings. Village Council agendas have a “Reports (Special Committees and Advisory Boards)” section for this purpose.

The boards and committees have not been bringing these reports to Council meetings and members of Council have expressed whether the reports should be made a requirement or to delete the item from Council agendas due to no participation or enforcement.

Update on upcoming Advisory Boards and Committees Membership Opportunities

On April 30, 2025 there will be 32 memberships expiring on the following boards and committees:

- Audit Committee – Three (3) memberships are expiring and there are currently three (3) vacancies which totals six (6) membership opportunities.
- Country Club Advisory Board – There are currently seven (7) membership opportunities on the newly formed board.
- Environmental Committee – Four (4) memberships are expiring.
- Infrastructure Surtax Oversight Committee – All five (5) memberships are expiring. Staff recommends that the incumbent memberships be extended to 2026 since the board is scheduled to sunset by December 31, 2026.
- Library Advisory Board – Four (4) memberships are expiring.
- General Employees Pension Board – Two (2) council appointed memberships are expiring.
- Planning, Zoning & Adjustment Board – Five (5) memberships are expiring.
- Recreation Advisory Board - Five (5) memberships are expiring.
- Waterways Board – Four (4) memberships are expiring.

Total Membership Opportunities (excluding ISOC): 37