



Village of North Palm Beach, FL



Annual Adopted Budget Fiscal Year 2019





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Village of North Palm Beach
Florida**

For the Fiscal Year Beginning

October 1, 2017

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Award Presentation Award to the Village of North Palm Beach, Florida for its annual budget for the fiscal year beginning October 1, 2017.

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 2019.

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 2019 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, 2018 and why. The Budget Message summarizes the challenges facing the Village and how the budget addresses them. The Department budget sections provide major goals and objectives for each department in the Village.

2. The Budget as a Financial Plan:

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

3. The Budget as an Operations Guide:

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

4. The Budget as a Communications Device:

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

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

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

Introduction

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

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

General Fund

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

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

Country Club Fund

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

Pay Plan

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

Capital Improvement Plan

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

Appendix

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

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

Main Section

GFOA Distinguished Budget Award 2
 Guide for Readers3-4
 Table of Contents5-7

Introduction

.....8
 Manager’s Budget Message9-15
 Organizational Structure 16
 Village Officials & Administrative Staff 17
 Village Boards & Committees 18-20
 Village Overview21-23
 Village Location Map.....24
 Village History25-29
 Village Departments.....30-32
 Village Budget at a Glance..... 33
 Budget Preparation Process.....34-38
 Fund Structure39-41
 Basis of Budgeting42-43
 Financial Policies44-47
 Debt Administration.....48-49
 Fund Balance Overview50-52
 Strategic Planning53-60
 Long Range Planning61-62

General Fund Budget

.....63
 General Fund Organization Chart64
 General Fund Budget Summary65
 General Fund Revenues.....66-78
 General Fund Expenses79-84
 General Fund Operating Highlights 85
 General Fund Department Summaries86
 Village Council87-92
 Village Manager93-98
 Human Resources99-105

Finance 106-113

Information Technology 114-119

Village Attorney 120-121

Village Clerk 122-129

General Services Village Hall 130

Public Safety 131-148

Public Works 149-163

Community Development 164-175

Library 176-183

Parks & Recreation 184-193

Reserves & Other 194-195

General Fund Charts and Graphs 196-199

General Fund Fee Schedules 200-213

Country Club Budget 214

 Country Club Organization Chart 215

 Country Club Narrative 216-221

 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 2019 Capital Outlay and Operating Impact Summary 259-262

Five Year CIP Summary263-266

Capital Request Forms267-346

Appendix 347

Acronyms 348

Glossary of Terms349-358



Introduction



FY 2019

Manager's Budget Message

FY 2019

TO: Honorable Mayor and Council
 FROM: Andrew D. Lukasik, Village Manager
 DATE: October 1, 2018
 SUBJECT: Fiscal Year 2018/19 Annual Budget

I am pleased to share with you this Fiscal Year 2018/19 Annual Budget for the Village of North Palm Beach which provides a plan to enhance many 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 (63.82%) from ad valorem property taxes. By comparison, the Village's gross taxable property values have increased this year to \$2,237,340,441, or nearly 5.3%, 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.

The financial plan for FY 2018/19 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, 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.

The FY 2018/19 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 a Beautification 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 existing property owners to respond in kind, with improvements that follow on private properties. The cyclical impact is the attraction of new homebuyers to improving neighborhoods, which further reinforces neighborhood stability, appearance, and desirability. The newly established Beautification Committee will work with staff and neighborhood participants to identify necessary improvements and be responsible for developing and implementing programs to address them. Further, it is anticipated that the Committee will advise on streetscape and other public landscape projects.

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 calling attention 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 included a new Code Compliance Officer in this year's budget, increasing the number of Code Compliance Officers in the Village to three (3) and creating the capacity necessary to address the volume of violations identified proactively by staff and through citizen complaints. This new capacity will better afford Officers the time necessary to work with residents and businesses to come into compliance prior to requiring a hearing with the Special Magistrate. Additionally, in an effort to maximize their time, the use of software to create efficiencies for Code Compliance Officers by allowing them to complete paperwork in the field will be evaluated this year.

Another strategy identified in the Citizens' Master Plan Report was the need to establish infill regulations that ensure compatibility in the neighborhood. Residents who participated in the Citizens' Master Plan Report charette 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 charette 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.

Lastly, during their Strategic Planning meetings in advance of development of the budget, the Village Council determined that there is a need to establish a committee or committees to assist with community building efforts.

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 reinvigorate 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 recreational programs, will conduct surveys and introduce 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 result in the development of a Recreation Master Plan that will guide activities for the next few years. This effort will also consider potential improvements to existing facilities to accommodate residents' recreational 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 into our commercial districts, create a more sustainable financial future for the community and enhance the small-town culture 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 endeavor 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 initiative, 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 (CRA), which implements a tax increment financing plan, is a common tool used throughout Florida and the nation. However, establishing a CRA requires Palm Beach County approval which has a policy that precludes the creation of new CRAs. While a CRA may not be a viable economic development tool for the Village, other opportunities will be explored 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 (6) lanes to four (4). Although US1 is four (4) 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.

Both Palm Beach County and the Florida Department of Transportation have bridge replacement projects scheduled to take place within the Village limits within the next five (5) 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, the addition of architectural features and more emphasis on 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.

Goal: Organizational Excellence

Community members are able to 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 to 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. Pursuant to their desire to engage the community to address challenges facing the Village, the Council will ask members of the Advisory Boards to identify issues that can 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 contingencies for contracting with 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 realistic goals and objectives. Additionally, Village staff will initiate an ongoing educational program to ensure that supervisors and employees appropriately implement the revised Pay for Performance system.

continued on next page

Budget Highlights:

The financial plan for the upcoming fiscal year represents an aggressive approach to adequately maintain infrastructure and address gaps in the organization in order to deliver services to the community while completing the North Palm Beach Country Club clubhouse construction and golf course renovation projects.

The Village's operating millage rate will increase from 7.3300 mils to 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. The millage increase was approved as a means to address potential increases associated with public safety union contracts and preparation for a significant revenue loss should Amendment 1 be approved by Florida voters in November. Although the millage increase will increase ad valorem revenues by \$300,000 this year, the impact of Amendment 1 is projected to reduce ad valorem revenues by nearly \$600,000.

Capital budget needs over the next five (5) years are addressed in a balanced Capital Improvement Plan. The FY 2018/19 budget provides funding for the Capital Improvement Plan 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, developing and beginning the multi-phased project to replace 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 (2) police officers this past year, the Police Department plays a key role in cultivating an interdepartmental "Neighborhood Enhancement Team" that focuses on quality of life issues within all of the Village's neighborhoods. Other disciplines within this team – including Fire Rescue, Planning, Code Compliance, Recreation and Building – will work collaboratively to tackle neighborhood issues that require creativity and persistence.

Construction of the Village's new Country Club will be completed this fiscal year. The Clubhouse will provide an enriched experience for North Palm Beach Country Club members and visitors alike. The new structure, which will boast an improved dining experience for anyone visiting the Clubhouse as well as a new banquet facility, in conjunction with the restoration of the Jack Nicklaus Signature Golf Course will provide the community with enhanced opportunities to gather and socialize. The golf course will resume operations in December 2018, and the Clubhouse is anticipated to open in August 2019.

continued on next page

Manager's Budget Message

FY 2019

These projects, while necessary, disrupted the Country Club's ability to deliver services and resulted in a number of short-term operational and financial impacts:

- During the closure of the clubhouse and the course, food and beverage services were suspended. Those services are anticipated to be delivered through the use of food trucks and a separate beverage service contractor when the course opens in December and to continue until the clubhouse is operational in August.
- The repayment schedule on the \$15 million loan to reconstruct the clubhouse began last fiscal year. Without revenues from the operation of the Country Club last fiscal year and most of this year, 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 23.50% 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% in the coming year. Police employee contributions are 4% and Fire employee contributions are 5%.

The actual figures will be based on asset returns, actuarial experience and the results of collective bargaining.

continued on next page

Budget Conclusion

Several operating and capital improvement project highlights are planned in the FY 2018/19 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.

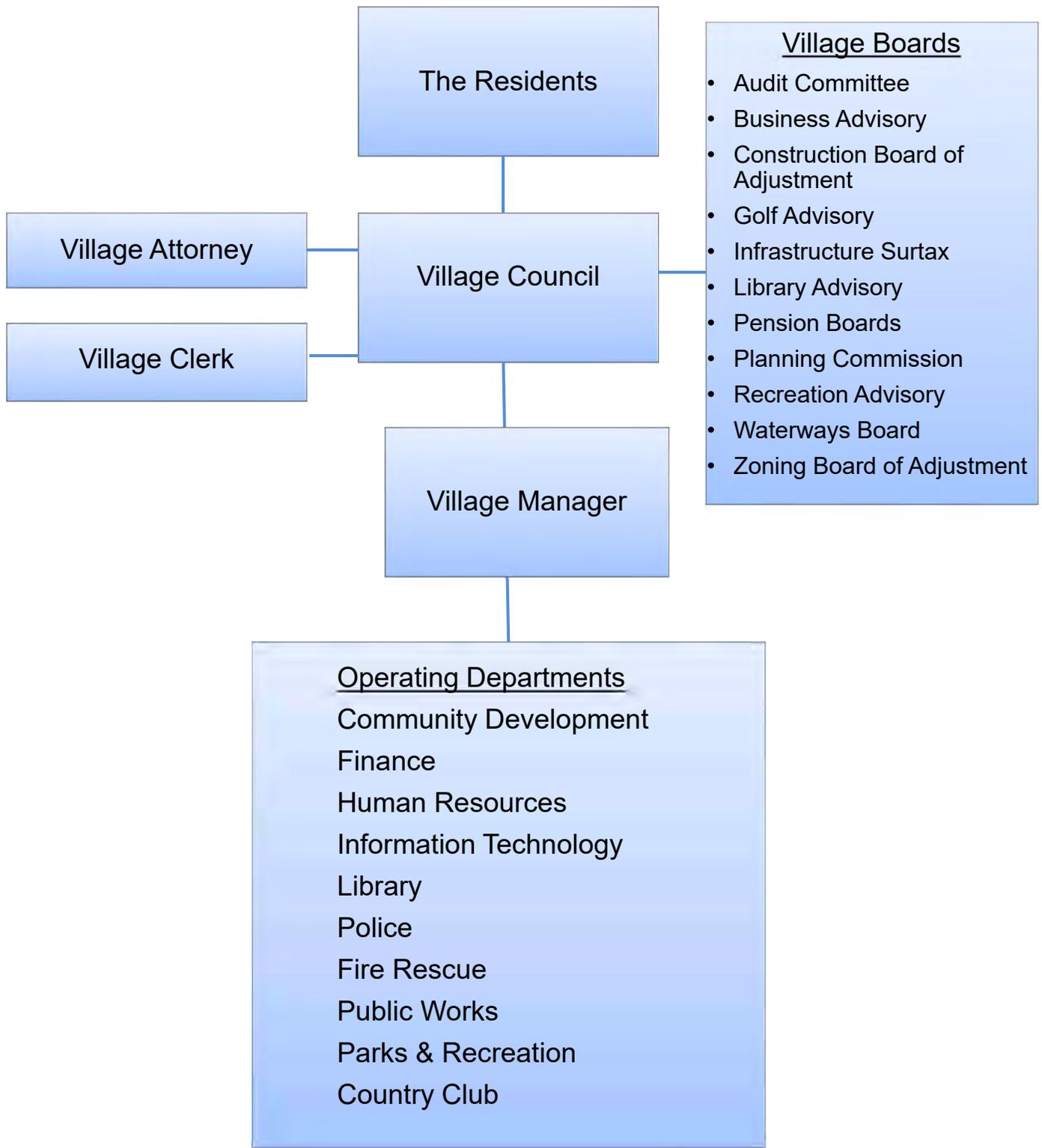
Several budget workshop meetings were held during the months of July, August, and September where Council reviewed the substance and content of this Budget in detail. All refinements are incorporated in this "Final" FY 2018/19 Annual Budget document.

Respectfully submitted,



Andrew D. Lukasik
Village Manager

Village of North Palm Beach Organizational Structure FY 2019



Village Officials and Administration Staff

FY 2019

Village Council:



Mayor
David B. Norris



Vice Mayor
Mark Mullinix



President Pro Tem
Susan Bickel



Councilmember
Darryl C. Aubrey



Councilmember
Deborah Searcy

Administrative Staff:

Village Manager

Village Attorney

Village Clerk

Chief of Police

Fire Chief

Director of Finance

Director of Information Technology

Director of Human Resources

Director of Library

Director of Parks & Recreation

Director of Special Projects

Director of Public Works

Country Club General Manager

Director of Community Development

Andrew Lukasik

Leonard G. Rubin

Melissa Teal

Richard Jenkins

J.D. Armstrong

Samia Janjua

Michael Applegate

Renee Govig

Zakariya Sherman

Mark Hodgkins

Chuck Huff

Steven Hallock

Vacant

Denise Malone

Note of Appreciation

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

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

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

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

The Village of North Palm Beach has twelve (12) Boards, Commissions, and/or Committees:

- Audit Committee
- Business Advisory Board
- Construction Board of Adjustment
- Golf Advisory Board
- Infrastructure Surtax Oversight 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.

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.

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.

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 2019

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 FY19 Budget	\$27.86 million
Total FY19 Property Valuation	\$2.24 billion
Total FY19 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 2019

Resident Statistics

Median Age	52.1
Median Income	\$61,217
Total Housing Units	8,120
Per Capita Income	\$46,290
Registered Voters	10,188
Population	13,057

Racial Composition

White	85.8%
Black	2.8%
Asian	1.4%
Other	.1%
Two or More Races	1.5%
Hispanic or Latino	9.2%

Age Distribution

Up to 17 years	14.5%
18-34 years	14.2%
35-54 years	25.6%
55-64 years	16.6%
65+	29.2%

Education

< Grade 9	1.51%
Grade 9 - 12	3.67%
High School	21.59%
Some College	21.40%
Associates Degree	7.55%
Bachelor's Degree	30.16%
Graduate Degree	14.12%

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	24.80
<i>(includes Marina)</i>	
Road ROW, Boat Slips & Intermittent Water Bodies	590.12

Municipal Employees

Full-time	151
Part-time	97
Total	248

Service Statistics

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

Public Safety

Police:	
Police Station	1
Sworn Police Officers	34
Civilian Employees	5
Crossing Guards	14
Average Response Time	3.14 minutes
Fire Rescue:	
Fire Station	1
Employees	24
Average Response Time	5.3 minutes

continued on next page

Village Overview

FY 2019

Major Employers	Employees
PBC School Board	21,200
Federal Government	6,226
Tenet Health Care Corp	5,939
PBC Government	5,952
NextEra Energy (FPL)	4,404
Hospital Corp of America(HCA)	3,550
Boca Raton Regional Hospital	2,800
State Government	3,003
Florida Atlantic University	2,644
Veterans Health Administration	2,468
Bethesda Memorial Hospital	2,282
Office Depot	2,055
The Breakers Hotel	2,000
Florida Crystals (Headquarters)	2,000
Jupiter Medical Center	1,907
G4S Secure Solution	1,501
City of West Palm Beach	1,420

Principal Tax Payers

Domani Development, LLC
Olen Residential Realty
Old Port Cove Equities, Inc.
Sanctuary Bay Trust Corporation
Florida Power & Light
JB Shoppes LLP
Pearland RJR LLC
New Country Motor Cars
Old Port Cove Holdings, Inc.
Chouest, Gary
Crystal tree NPB
CFO2 Palm Beach III LP
Greater Fla Inv CO
Village Shoppes at US1, LLC
Riverside National Bank of Florida
Northlake Storage, LLC

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

Taxable Value by category

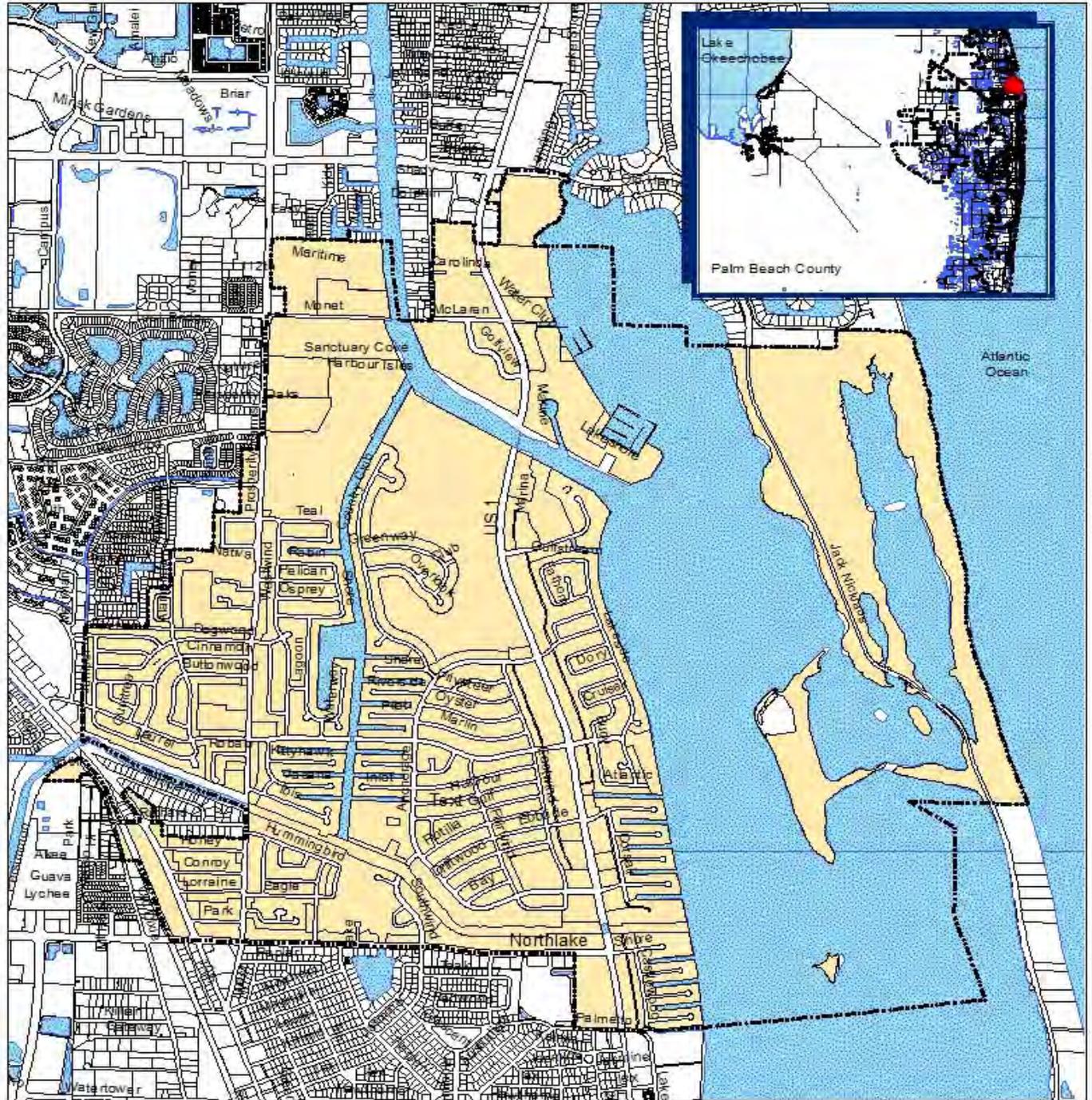
Description	# of parcels / accounts	Taxable Value
Personal Property Accounts	704	\$38,882,553
Real Property Parcels		
Vacant Residential	34	16,198,054
Single Family Residential	2,673	996,898,602
Multi-Family (10 units or more)	13	66,641,400
Condominiums	4,198	805,428,653
Cooperatives	248	14,928,563
Ret. Homes & Misc. Res.	45	0
Multi-family (less than 10 units)	61	20,443,572
Vacant Commercial	12	8,540,591
Improved Commercial	286	254,764,786
Vacant Industrial	2	30,591
Improved Industrial	2	12,326,870
Institutional	14	1,678,932
Government	19	0
Miscellaneous	21	577,274
Total	8,333	\$2,237,340,441

* Total Real Property parcels = 7,629

Sources

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

Village of North Palm Beach General Location Map



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



North Palm Beach Area before Incorporation:

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

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

1926



Golfers at the Winter Club

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



The Winter Club late 1920's

1928

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



The Earman River Bridge

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

1929-1930



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

1926-1955

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

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

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

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



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



John A. "Jack" Schwencke

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

North Palm Beach after Incorporation:

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

402 S. Anchorage Dr.



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

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



NPBCC Clubhouse and pool construction, 1962

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

Village History

FY 2019

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 2019

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.

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.

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, provide senior programs and operate the Village's swimming pool and Tennis Center.

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 2019

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 65 and the Country Club Budget Summary is on page 222.

Combined Budget Summary		FY 2019 Adopted Budget	FY 2018 Adopted Budget	FY 2017 Actual
Millage Rate		\$7.50	\$7.33	\$7.33
Budgeted Positions	Full-Time	151	149	147
	Part-Time	97	95	132
Revenues				
Ad-Valorem Taxes		\$15,941,051	\$14,789,868	\$13,091,985
Utility Service Taxes		2,478,772	2,310,575	2,413,679
Franchise Fees		1,227,209	1,148,647	1,306,996
Sales & Use Taxes		311,598	311,751	305,700
Licenses & Permits		980,100	955,200	997,656
Intergovernmental		1,500,382	1,466,358	1,459,577
Charges for Services		2,345,560	2,328,050	2,321,294
Fines & Forfeitures		72,800	68,575	124,394
Greens fee/cart rentals/membership fees		2,129,209	1,742,611	2,302,642
Golf shop revenues		159,400	239,500	296,119
Driving range revenues		300,000	238,524	303,994
Restaurant revenues		0	0	22,300
Interest revenues		105,530	60,300	69,073
Miscellaneous revenues		306,447	484,570	178,447
Total Revenues		27,858,058	26,144,529	25,193,857
Expenses				
General Government		3,709,139	3,157,283	4,395,896
Public Safety		9,671,875	9,206,587	8,886,615
Public Works		5,283,828	5,228,004	4,406,403
Community Development		1,658,923	1,567,934	1,197,052
Leisure Services		2,817,701	2,838,416	2,591,846
Debt Service		1,865,025	1,691,260	398,159
Golf course maintenance		1,163,500	1,161,822	1,137,008
Clubhouse grounds		29,000	4,886	120,796
Golf Shop		939,660	947,262	996,500
Food & beverage		12,314	16,600	65,579
Country Club Administration & General		302,093	133,676	152,931
Total Expenses		27,453,058	25,953,730	24,348,785
Revenues over (under) expenses		405,000	190,799	845,072
Other Financing Sources (uses)				
Transfer In / (Out)		(405,000)	(190,799)	689,495
Total Other Financing Sources (uses)		(405,000)	(190,799)	689,495
Net Change		\$ 0	\$ 0	\$ 1,534,567

Budget Preparation Process

FY 2019

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 2018/2019 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	May 16
Finance sends budget packages to departments	May 18
Department organization charts due	May 25
Department operating requests & revenue projections due	June 1
Department capital items due	June 8
Department narratives due	June 15
Finance compiles budget documents for Department budget review meetings with Village Manager	June 18 - 22
Departmental budget review meetings with Village Manager & Finance Director	June 25 - 29
Property appraiser provides certification of taxable values	July 1
Finance compiles proposed budget for presentation to Village Manager for recommendation to Village Council	July 2 - 13
Budget Workshop – Country Club and General Fund Overview	July 19
Village Manager presents proposed budget to Village Council <ul style="list-style-type: none"> • Village Council sets Tentative Millage Rate • Village submits TRIM documents 	July 26
Budget Workshops	Jul 31 - Aug 30
First public hearing on proposed budget: <ul style="list-style-type: none"> • Announce percentage by which computed millage exceeds roll back rate • Adopt tentative budget • Amendments (if any) • Re-compute proposed millage (if amended) 	September 13
Advertise notice of tax increase and proposed operating budget within 15 days of 1 st Public Hearing	September 27
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	October 1st
Certification of “TRIM” compliance signed by Village Manager and submitted to Tax Collector, Property Appraiser & Department of Revenue	October 2nd

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

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

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

Each phase is described below:

Policy & Strategy Phase

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

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

Assessment Phase

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

Development Phase

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

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

Review Phase

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

Public Adoption Phase

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

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

TRIM Compliance

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

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

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

Implementing, Monitoring & Amendment Phase-Budgetary Control

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

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

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

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

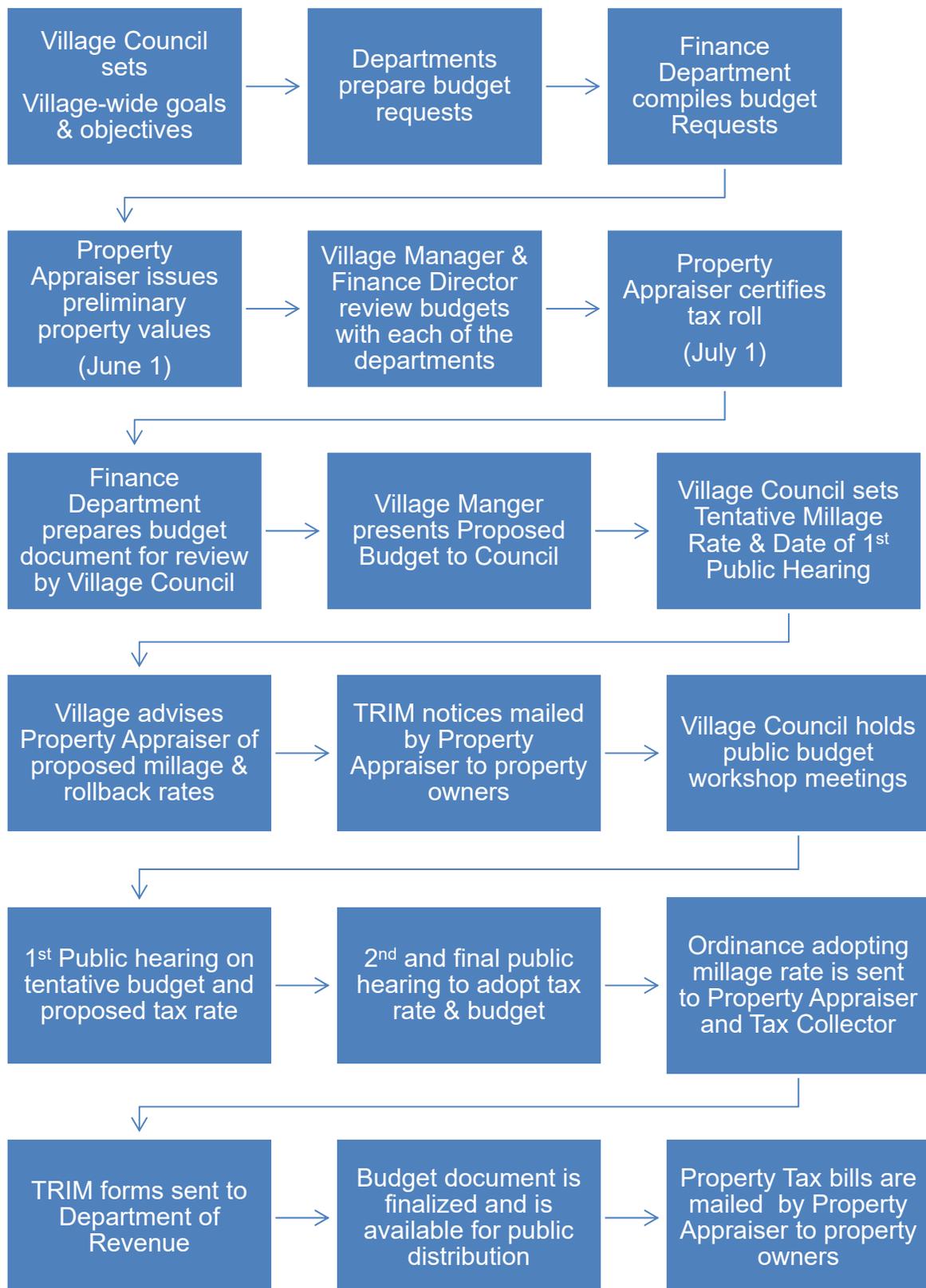
During ongoing monitoring, staff may note that corrective action is needed to help accomplish planned or needed programs and activities and request budget amendments. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is established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



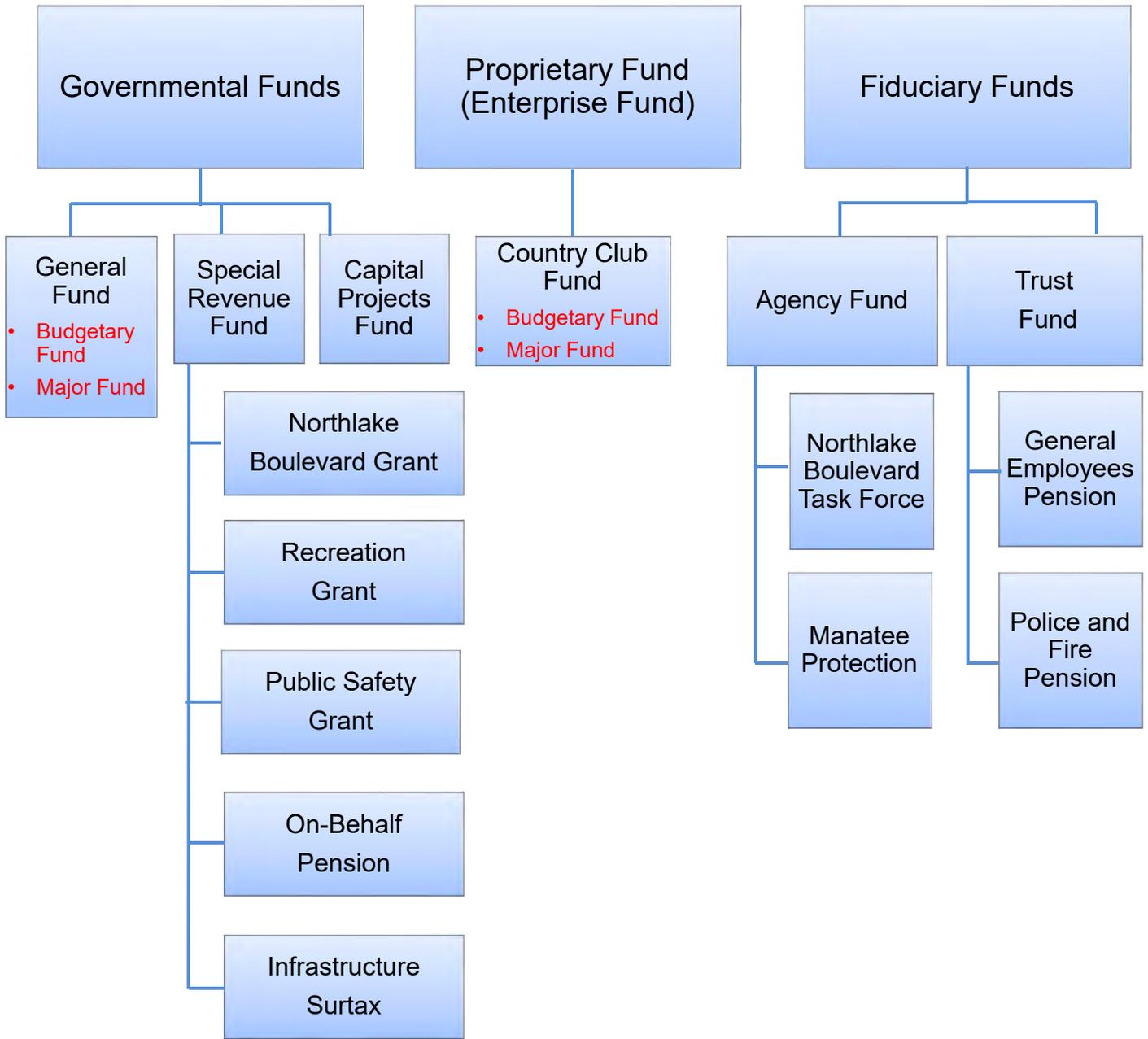
Budget Preparation Process

FY 2019

Flow Chart of Budget Process



Fund Structure	FY 2019
-----------------------	----------------



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.

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.

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.

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 State 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.

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.

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 2018-2019 this would amount to \$112 million (tax base of \$2.24 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 plans to enter 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 plans to enter 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:

Debt Administration

FY 2019

<u>Year Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	\$ 680,000	\$ 613,101	\$1,293,101
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	360,077	1,295,077
2024-2032	9,980,000	1,666,459	11,646,459
Total	\$15,000,000	\$ 4,407,671	\$19,407,671

Capital Lease:

The details of the lease are not yet available. A total of \$137,550 has been budgeted as the estimated lease payment for Fiscal Year 2019.

Country Club:

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

Bank Loan:

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

<u>Year Ending</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2018	307,719	90,440	398,159
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
2023-2024	573,557	24,048	597,605
	\$2,247,088	\$341,312	\$2,588,400

Inter-Fund Loan:

The General Fund loaned \$1.7 million to the Country Club to finance improvements to the Country Club Golf Course. The loan is to be repaid in ten (10) annual installments beginning September 30, 2019, with interest only payments until fiscal year 2024.

Fund Balance Overview

FY 2019

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.

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

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, 2017. The actual fund balances for fiscal year 2017-18 will be available upon completion of the Village's annual audit in early 2019. 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 2019

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.

	Actual FY 2015	Actual FY 2016	Actual FY 2017	Budget FY 2018	Budget FY 2019
Beginning Balance	\$ 12,987,864	\$ 11,410,036	\$ 11,643,878	\$ 13,092,709	\$ 13,092,709
Revenues					
Taxes	15,167,693	16,109,173	17,118,361	18,560,841	19,958,630
Licenses & Permits	947,138	1,235,782	997,656	955,200	980,100
Intergovernmental	1,437,219	1,435,795	1,459,577	1,466,358	1,500,382
Charges for Services	2,222,343	2,364,013	2,321,294	2,328,050	2,345,560
Fines & Forfeitures	111,200	91,535	124,394	68,575	72,800
Interest	105,868	103,353	58,799	50,300	95,530
Miscellaneous	151,416	191,251	157,071	52,800	24,800
Total	20,142,877	21,530,900	22,237,151	23,482,124	24,977,802
Expenditures					
General Government	2,904,557	2,889,266	4,395,896	3,157,283	3,709,139
Police and Fire	8,684,373	8,847,148	8,886,615	9,206,587	9,671,875
Public Works	4,255,638	4,254,050	4,406,403	5,228,004	5,283,828
Community Development & Planning	1,270,395	1,354,716	1,197,052	1,567,934	1,658,923
Leisure Services	2,514,495	2,448,129	2,591,846	2,838,416	2,817,701
Debt Service	-	-	-	1,293,101	1,431,336
Total	19,629,459	19,793,309	21,477,813	23,291,325	24,572,802
Excess /Deficiency of Revenues Over/Under Expenditures	513,418	1,737,592	759,338	190,799	405,000
Other financing sources (uses)					
Transfer In/Out, etc.	(2,091,246)	(1,503,750)	689,495	(190,799)	(405,000)
Net Change in Fund Balances	(1,577,828)	233,842	1,448,833	-	-
Ending Balance	\$ 11,410,036	\$ 11,643,878	\$ 13,092,711	\$ 13,092,709	\$ 13,092,709
Components of Fund Balance					
Designated/Reserved					
Undesignated					
Nonspendable	155,594	358,606	430,721	430,721	430,721
Restricted	131,931	353,019	326,311	326,311	326,311
Committed	-	-	-	-	-
Assigned	319,888	208,204	771,711	771,711	771,711
Unassigned	10,802,623	10,724,049	11,563,966	11,563,966	11,563,966
Ending Balance	\$ 11,410,036	\$ 11,643,878	\$ 13,092,709	\$ 13,092,709	\$ 13,092,709
Unassigned Fund Balance as a Percent of Original Budget					
Original Budget	19,863,106	20,524,967	21,328,539	23,482,124	24,977,802
Unassigned Fund Balance as a Percent of Original Budget	54.39%	52.25%	54.22%	49.25%	46.30%

Fund Balance Overview

FY 2019

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.

	Actual FY 2015	Actual FY 2016	Actual FY 2017	Budget FY 2018	Budget FY 2019
Beginning Balance	\$ 2,421,913	\$ 2,378,498	\$ 2,299,147	\$ 2,352,629	\$ 2,352,629
Operating Revenue					
Greens fee/cart rentals/membership fees	2,332,066	2,294,659	2,302,642	1,742,611	2,129,209
Golf shop revenues	407,268	326,280	296,119	239,500	159,400
Driving range revenues	313,882	322,208	303,994	238,524	300,000
Restaurant revenues	726,184	759,901	22,300	-	-
Miscellaneous	9,453	17,525	21,376	6,000	6,000
Total Operating Revenue	3,788,853	3,720,573	2,946,432	2,226,635	2,594,609
Operating Expenses					
Golf course maintenance	1,178,336	1,124,052	1,137,008	1,149,822	1,163,500
Clubhouse grounds	93,331	77,274	120,796	4,886	29,000
Golf Shop	901,509	970,645	996,500	936,262	939,660
Food & beverage	887,534	1,032,367	65,579	16,600	12,314
Administrative & general	102,539	92,438	105,462	89,638	255,538
Insurance	63,659	51,888	47,469	44,038	46,555
Depreciation	480,574	380,000	327,077	-	-
Total Operating Expense	3,707,481	3,728,665	2,799,890	2,241,246	2,446,567
Non-operating revenues (expenses)					
Interest revenue	10,393	9,230	10,274	10,000	10,000
Interest expense	(135,179)	(116,883)	(103,334)	-	-
Other revenues	-	-	-	425,770	275,647
Other expenses	-	-	-	(421,159)	(433,689)
Gain/(Loss) on disposal of fixed assets	-	36,393	-	-	-
Total Non-operating revenues (expenses)	(124,786)	(71,259)	(93,060)	14,611	(148,042)
Excess/Deficiency of Revenues Over/ Under Expenses	(43,415)	(79,351)	53,482	-	-
Operating Transfers Out	-	-	-	-	-
Change in Net Assets	(43,415)	(79,351)	53,482	-	-
Ending Balance	\$ 2,378,498	\$ 2,299,147	\$ 2,352,629	\$ 2,352,629	\$ 2,352,629
Components of Fund Balance					
Invested in Capital Assets, net of related debt	1,833,975	1,880,421	1,991,168	1,991,168	1,991,168
Unrestricted	544,523	418,726	361,461	361,461	361,461
Ending Balance	\$ 2,378,498	\$ 2,299,147	\$ 2,352,629	\$ 2,352,629	\$ 2,352,629

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.

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, Weaknesses, Opportunities and Threats (SWOT) analysis are provided below:

Good now: maintain, build, leverage

S t r e n g t h s

- Strong financial position
- Safe place to live
- Quality of Life
- Unified Council
- High quality staff / level of service
- Citizen participation on Advisory Boards & Committees
- Tradition - 2nd & 3rd generation residents
- Vision & willingness to invest in the future
- Numerous Village amenities
- K-8 public school
- Jack Nicklaus Signature Golf Course
- Proximity to Intracoastal waterways & 30 miles of shoreline
- Village Library
- Village Parks
 - 6 convenient locations
 - Boat ramp & storage
- Village Country Club
 - Clubhouse
 - Golf Shop
 - Olympic Size pool
 - Tennis Courts
 - Restaurant
- Services unique to the Village
 - Police Department
 - Fire Rescue
 - Sanitation
- Village evokes a "small town" feel
 - Walkable
 - Scenic
 - "Curb appeal"

Bad now: remedy, stop

W
e
a
k
n
e
s
s
e
s
s

- Resistance to change/rumors
- Underutilized commercial properties
- No current anchor or destination
- Aged/deteriorated buildings in our community and in our Village Offices
- Dated infrastructure and backlog of project improvements
- Traffic flow on Northlake Boulevard & Parker Bridge
- Slow to take advantage of opportunities
- Lack of outreach/marketing/education
- Lack of staff training and development
- Lack of information sharing within organization
- Lack of quality hotel
- Lack of high school
- Not perceived as "business friendly"
 - Lack of certainty
 - Unfamiliar with Village Staff
 - Time
 - Process
 - Lack of consistency
 - Developers/property owners not getting what they request
 - Enforcement and Code
- Internal silos - we need to act as one entity
- Time consuming processes and outdated policies
 - Payroll
 - Purchasing
 - Employee Evaluations

**Good Future: prioritize,
optimize**

O
p
p
o
r
t
u
n
i
t
i
e
s

- Annexation
- Digital communications - citizen self serve / online / newsletter / social media
- Re-development/implementation of the Master Plan
 - Community building to help promote NPB
- Utilize the waterfront
- New Country Club facilities - destination / gathering place
- Return on Investment - Country Club / Master Plan
- Coalition of Business & Commercial Property Owners to join Advisory Boards
- Potential expansion of the K-8 public school to "K-12"
- Walkability / Bike friendly
- Provide additional opportunities for our citizens to help memorialize the Village through donations such as a "Wish List"
- One cent surtax allocation
- Grant Opportunities
 - US1 corridor project
 - Vacant properties
 - Underutilized properties
- Promotion of our State Park and other Village amenities
- New Revenue Source (Water Club)

Bad Future: counterT
h
r
e
a
t
s

- Federal, State and County Pressures on authority of municipalities
- Neighborhood decline / crime / special needs properties
- Sober Homes in residential areas
- Increase in operating costs (including health care)
- Return on Investment - Country Club / Master Plan
- Real estate affordability
- Aging housing stock
- Facility needs - capacity, hurricane prep
 - Public Works
 - Village Hall
 - Community Development
- Potential expansion of high school
 - Parking lot
 - School
 - Library
 - Village Hall
- Few annexation opportunities
- Renovation of competing golf operations
- Cost of infrastructure maintenance
- New Country Club operation and financial impact
- Improper implementation of the Master Plan
 - Loss of Village character
 - Do we maintain character when we redevelop?

Strategic Goals & Initiatives

In May 2018, 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
- Improve Mobility
- Financial Sustainability
- Beautification and Quality of Life
- Organizational Excellence
- Strong Local Economy
- Community Outreach
- Waterways and Recreation



Strategic Planning

FY 2019

Strategic Initiatives

Tier 1

Improve Mobility	Financial Sustainability	Beautification and Quality of Life	Organizational Excellence	Strong Local Economy	Waterways & Recreation
<ul style="list-style-type: none"> • US1 Corridor Feasibility Analysis • Prosperity Farms Road Improvements • US1 Bridge Concept design at Northlake Intersection 	<ul style="list-style-type: none"> • Evaluate Pool Operations 	<ul style="list-style-type: none"> • Village-wide beautification program consistent with the Master Plan 	<ul style="list-style-type: none"> • Challenge Boards to suggest actions to address issues 	<ul style="list-style-type: none"> • Re-establish the Business Advisory Board 	<ul style="list-style-type: none"> • Blue way trail involvement • Develop a Recreation Master Plan

Tier 2

Improve Mobility	Financial Sustainability	All Neighborhoods as Desirable Places to Live	Organizational Excellence	Strong Local Economy
<ul style="list-style-type: none"> • Lighthouse Bridge Analysis 	<ul style="list-style-type: none"> • Annexation Opportunities 	<ul style="list-style-type: none"> • Evaluate software to create efficiencies for Code Compliance Officers • Establish committees to assist with community building efforts • Establish regulations for infill single family that ensure compatibility in the neighborhood 	<ul style="list-style-type: none"> • Identify opportunities to engage consultants to supplement Village Staff 	<ul style="list-style-type: none"> • Evaluate use of CRA for public improvements, etc. in commercial areas

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.*"

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.

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

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

continued on next page

Long Range Planning

FY 2019

General Fund:

The projections are based on the following set of assumptions:

1. 3% annual growth rate during the FY 2019-2023 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 requirement will not change
6. CIP Transfer will represent the estimated General Fund transfer to CIP as shown in the CIP Plan

Revenues (Sources):	FY 2019 Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Property Taxes	\$ 15,941,051	\$ 15,436,282	\$ 15,899,370	\$ 16,376,351	\$ 16,867,642
Other Revenue	9,036,751	10,290,854	10,599,580	10,917,567	11,245,094
Total Revenue	24,977,802	25,727,136	26,498,950	27,293,919	28,112,736
Expenses (Uses):					
Personnel	16,782,752	18,008,995	18,549,265	19,105,743	19,678,915
Operating	5,997,383	6,431,784	6,624,738	6,823,480	7,028,184
CIP Transfer	405,000	417,150	429,665	442,554	455,831
Debt Service	1,431,336	1,431,336	1,431,336	1,431,336	1,431,336
Contingency	361,331				
Total Expenses	24,977,802	26,289,265	27,035,003	27,803,113	28,594,266
Net Revenue / Expense	\$ -	\$ (562,129)	\$ (536,053)	\$ (509,195)	\$ (481,530)

Country Club:

The projections are based on the following set of assumptions:

1. 3% annual growth rate during the FY 2019-2023 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
6. Capital Outlay will represent the totals in the CIP Plan

Revenues (Sources):	FY 2019 Budget	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected
Golf	\$ 2,588,609	\$ 2,343,664	\$ 2,413,974	\$ 2,486,393	\$ 2,560,985
Food & Beverage	-	200,000	200,000	200,000	200,000
Administration	291,647	5,933	6,111	6,295	6,484
Total Revenue	2,880,256	2,966,664	3,055,664	3,147,333	3,241,754
Expenses (Uses):					
Personnel	828,298	889,999	916,699	944,200	972,526
Operating	1,618,269	1,631,665	1,680,615	1,731,033	1,782,964
Capital Outlay	-	-	-	-	-
Debt Service	433,689	433,689	433,689	433,689	433,689
Reserves/Contingencies	-	-	-	-	-
Total Expenses	2,880,256	2,955,353	3,031,003	3,108,922	3,189,179
Net Revenue / Expense	\$ -	\$ 11,311	\$ 24,661	\$ 38,411	\$ 52,574

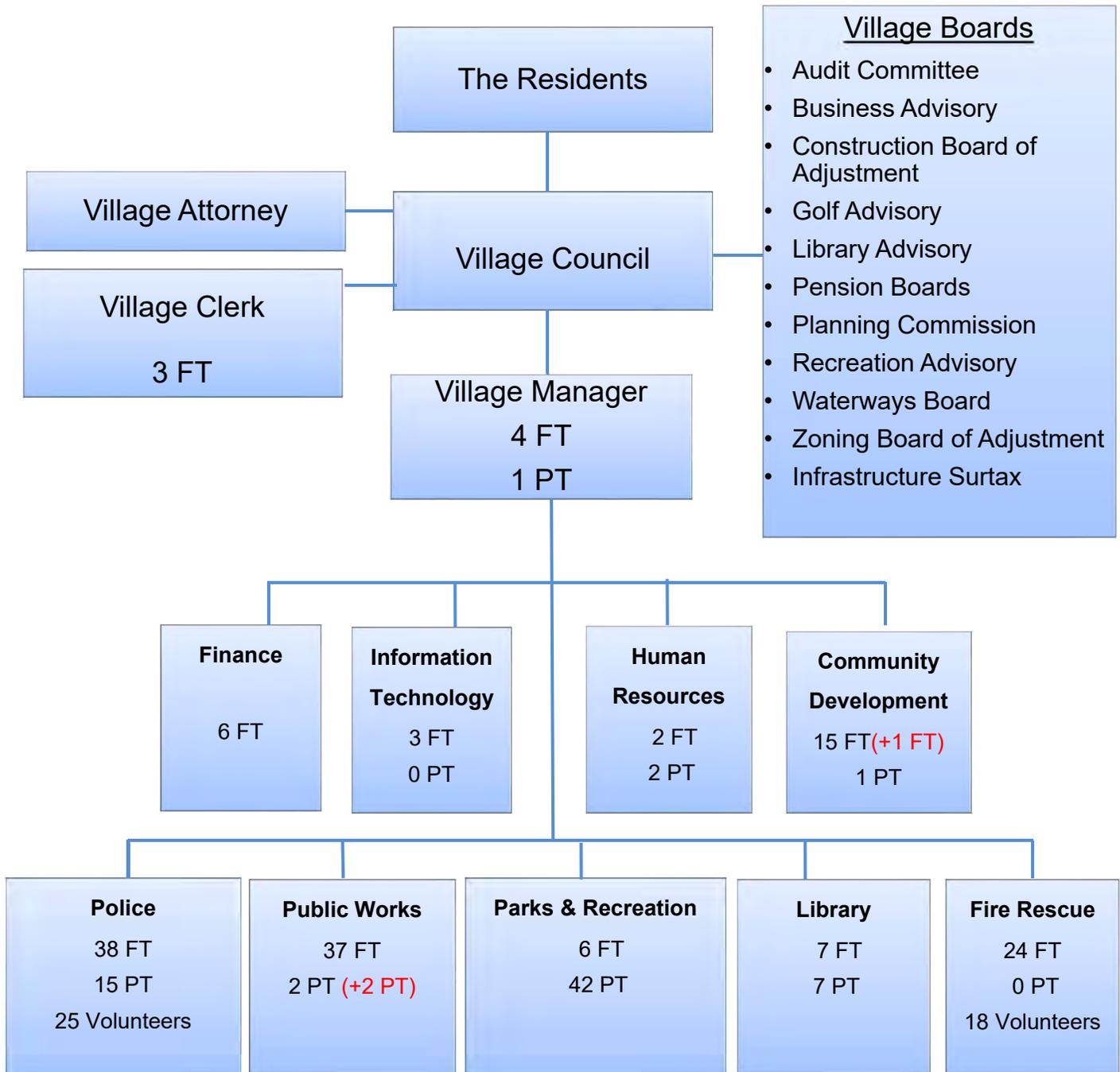


General Fund



FY 2019

General Fund Organization Chart **FY 2019**



Summary	FY 2019	FY 2018	Change
Full-Time	145	144	+1
Part-Time	70	68	+2
Volunteers	43	43	No Change

General Fund Budget Summary

FY 2019

	Budgeted Amounts		% increase/ decrease	\$ increase / decrease	Actual 09/30/17	Actual 09/30/16
	FY 19 Adopted Budget	FY 18 Original Budget				
Millage Rate	\$7.5000	\$7.3300	2.32%	\$ 0.17	\$7.3300	\$7.3300
Revenues						
Ad-Valorem Taxes	\$15,941,041	\$14,789,868	7.78%	\$1,151,183	\$13,091,985	\$12,253,917
Utility Service Taxes	2,478,772	2,310,575	7.28%	168,197	2,413,679	2,303,294
Franchise Fees	1,227,209	1,148,647	6.84%	78,562	1,306,996	1,263,812
Sales & Use Taxes	311,598	311,751	-0.05%	(153)	305,700	288,150
Licenses & Permits	980,100	955,200	2.61%	24,900	997,656	1,235,782
Intergovernmental	1,500,382	1,466,358	2.32%	34,024	1,459,577	1,435,795
Charges for Services	2,345,560	2,328,050	0.75%	17,510	2,321,294	2,364,013
Fines & Forfeitures	72,800	68,575	6.16%	4,225	124,394	91,535
Interest	95,530	50,300	89.92%	45,230	58,799	103,353
Debt Proceeds	0	0	0.00%	0	15,000,000	0
Miscellaneous	24,800	52,800	-53.03%	(28,000)	157,071	191,251
Transfers In	0	0	0.00%	0	53,082	0
Total Revenues:	\$24,977,802	\$23,482,124	6.37%	\$1,495,678	\$37,290,233	\$21,530,900
Expenditures						
General Government	3,347,808	3,157,283	6.03%	190,525	2,970,245	2,876,536
Public Safety	9,671,875	9,206,587	5.05%	465,288	8,886,615	8,847,148
Public Works	5,283,828	5,228,004	1.07%	55,824	4,406,403	4,254,050
Community Development	1,658,923	1,567,934	5.80%	90,989	1,197,052	1,354,716
Library	854,980	873,637	-2.14%	(18,657)	781,231	777,973
Parks & Recreation	1,962,721	1,964,779	-0.10%	(2,058)	1,810,615	1,670,156
Debt service	1,431,336	1,293,101	10.69%	138,235	0	0
Contingency / Other	361,331	0	0.00%	361,331	1,425,652	12,730
Transfers Out	405,000	190,799	112.27%	214,201	14,363,587	1,503,750
Total Expenditures	\$24,977,802	\$23,482,124	6.37%	1,495,678	35,841,400	21,297,059
Net Revenue Over Expense	\$ 0	\$ 0			\$1,448,832	\$233,842

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

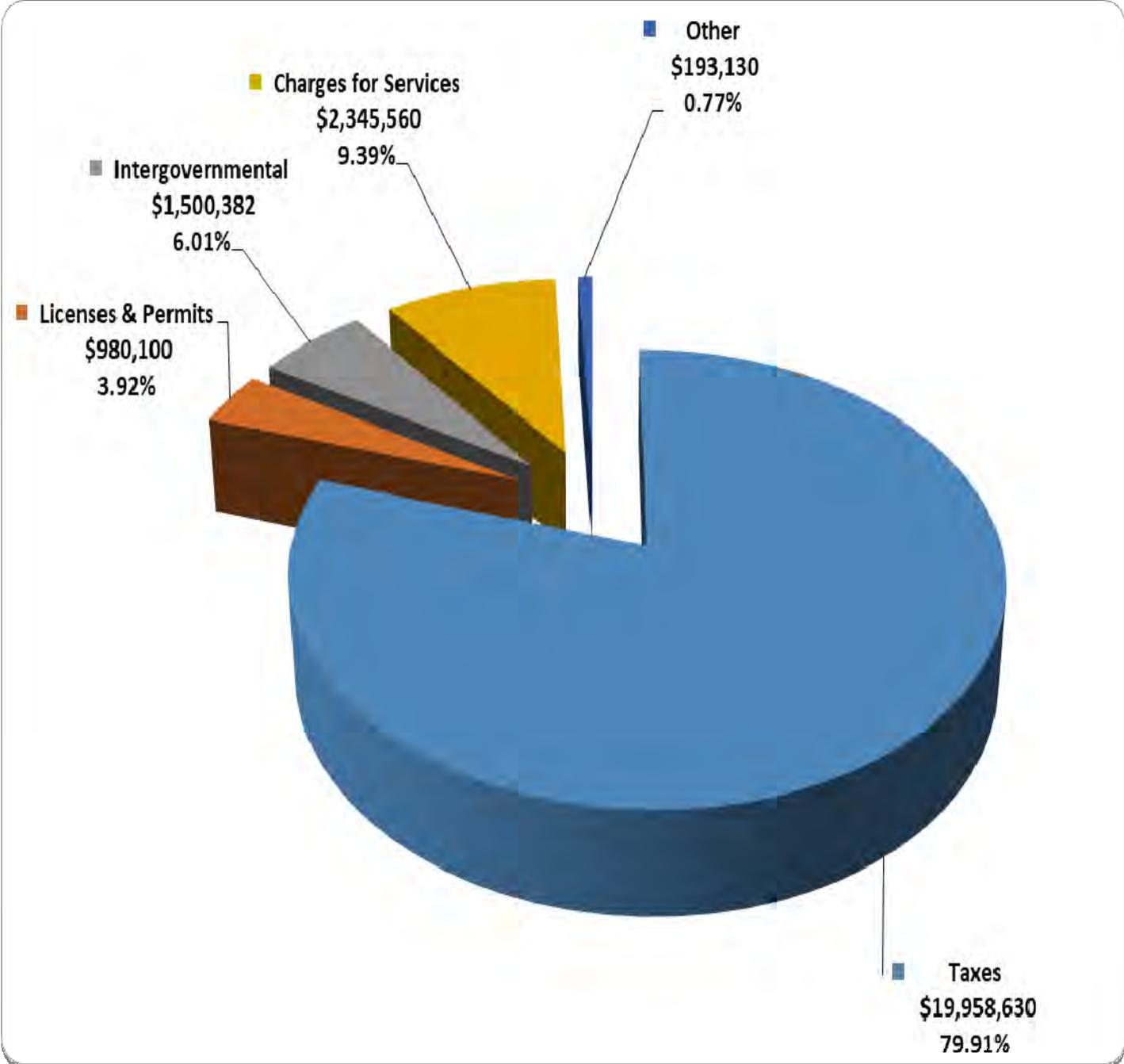


FY 2019

General Fund Revenues

FY 2019

Total Revenues = \$24,977,802



General Fund Revenues

FY 2019

Revenue Analysis

	Budgeted Amounts				Actual 09/30/17	Actual 09/30/16
	FY 19 Adopted	FY 18 Original	% increase / (decrease)	\$ increase / (decrease)		
Taxes:						
Ad-Valorem Taxes	\$15,941,051	14,789,868	7.78%	\$ 1,151,183	\$ 13,091,985	\$ 12,253,917
Franchise Fees:						
Electricity	847,517	786,067	7.82%	61,450	930,407	912,800
Gas	38,780	29,596	31.03%	9,184	41,075	30,685
Water	340,912	332,984	2.38%	7,928	335,514	320,327
Utility Service Taxes:						
Electricity	1,294,892	1,186,333	9.15%	108,559	1,289,385	1,253,235
Gas	93,394	93,330	0.07%	64	84,829	77,558
Telecommunication	699,645	632,253	10.66%	67,392	642,912	603,529
Water	390,841	398,659	-1.96%	(7,818)	396,553	368,972
Sales & Use Taxes	311,598	311,751	-0.05%	(153)	305,700	288,150
	19,958,630	18,560,841	7.53%	1,397,789	17,118,361	16,109,173
Licenses & Permits:						
Building Permits	720,000	695,000	3.60%	25,000	720,202	725,513
Developer Fees	-	-	0.00%	-	1,179	218,511
Occupational Licenses	250,000	250,000	0.00%	-	265,596	280,659
Other Licenses, Fees, Permits	10,100	10,200	-0.98%	(100)	10,679	11,099
	980,100	955,200	2.61%	24,900	997,656	1,235,782
Intergovernmental						
Shared Revenue						
Other Local Units	29,000	28,920	0.28%	80	58,019	42,631
State Shared Revenue						
Local Govt 1/2 Ct Sales Tax	1,019,083	997,500	2.16%	21,583	962,149	967,178
State Revenue Share	401,995	391,827	2.60%	10,168	386,278	373,227
Other State Shared Revenue	20,000	18,974	5.41%	1,026	23,462	23,548
Other Intergov Revenue	30,304	29,137	4.01%	1,167	29,669	29,210
	1,500,382	1,466,358	2.32%	34,024	1,459,577	1,435,795
Charges for Services						
Community Development	246,550	227,450	8.40%	19,100	243,593	251,006
Library	2,060	850	142.35%	1,210	992	1,610
Recreation						
Pool	94,000	93,000	1.08%	1,000	105,876	101,269
Recreation	440,000	483,800	-9.05%	(43,800)	457,352	478,616
Tennis	468,150	481,350	-2.74%	(13,200)	451,010	404,540
Police & Fire						
Ambulance Fees	375,000	375,000	0.00%	-	357,647	353,545
Other	181,800	97,800	85.89%	84,000	143,858	202,057
Public Works						
Solid Waste Collection	513,500	540,000	-4.91%	(26,500)	537,604	551,940
Other	14,000	17,500	-20.00%	(3,500)	9,496	7,619
Village Clerk	10,500	11,300	-7.08%	(800)	13,866	11,811
	2,345,560	2,328,050	0.75%	17,510	2,321,294	2,364,013

continued on next page

General Fund Revenues

FY 2019

	Budgeted Amounts				Actual 09/30/17	Actual 09/30/16
	FY 19 Adopted	FY 18 Original	% increase / (decrease)	\$ increase / (decrease)		
Fines & Forfeitures						
Community Development	17,500	13,100	33.59%	4,400	66,660	18,383
Library	4,300	4,800	-10.42%	(500)	5,000	5,827
Police & Fire	51,000	50,675	0.64%	325	52,734	67,324
	72,800	68,575	6.16%	4,225	124,394	91,535
Miscellaneous						
Insurance Refunds	0	0	0.00%	0	36,419	65,893
Sales of Surplus	0	0	0.00%	0	29,758	73,648
Other	24,800	52,800	-53.03%	(28,000)	90,894	51,709
	24,800	52,800	-53.03%	(28,000)	157,071	191,251
Interest	95,530	50,300	89.92%	45,230	58,799	103,353
Debt Proceeds	0	0	0.00%	0	15,000,000	0
Transfers In	0	0	0.00%	0	53,082	0
Total Revenues:	\$ 24,977,802	\$ 23,482,124	6.37%	\$ 1,495,678	\$ 37,290,233	\$ 21,530,900

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 2019

This section includes a discussion regarding revenue sources for the Village's FY 2018/19 General Fund Budget (total revenue estimate = \$24,977,802), 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

\$15,941,051

Property taxes are the single largest revenue line item in the General Fund Budget, making up approximately 63.82% of the total budget. The taxable property value increased from \$2.12 billion to \$2.24 billion. At the millage rate of 7.5000 mils, this will generate gross taxes for FY 2018/19 of \$16.78 million. But, due to discounts for prompt payment, state law requires that only 95% of the gross taxes be budgeted as revenue - equating to \$15,941,051.

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 25, 2018 Palm Beach County notified the Village that the preliminary taxable valuation was \$2,229,139,612. The final taxable valuation received on June 27, 2018 showed a valuation of \$2,237,340,441. This includes \$8,484,755 in new construction.

Based on this final taxable value and current legislation, the millage options, with respect to voting and advertising requirements for FY 2018/19, are discussed in the following paragraphs. Please note that the Village's current millage rate is 7.3300 mils. This rate will increase to 7.5000 for FY 2018/19 (*An increase of \$1,151,182 in budgeted ad-valorem revenue*).

Methodology for increasing Millage Rate:

As per current tax law (FS 200.185) the Village is required to follow these procedures for FY 2018/19 when setting its millage rate:

6.9710 Mils (Rolled-Back Rate):

A simple majority vote is all that is required to approve the rolled-back millage rate of 6.9710 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.

6.9711 – 7.5024 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 7.5024 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.

7.5025 – 8.2526 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.

8.2527 – 10.0000 Mils (Unanimous Vote Maximum Millage Rate):

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

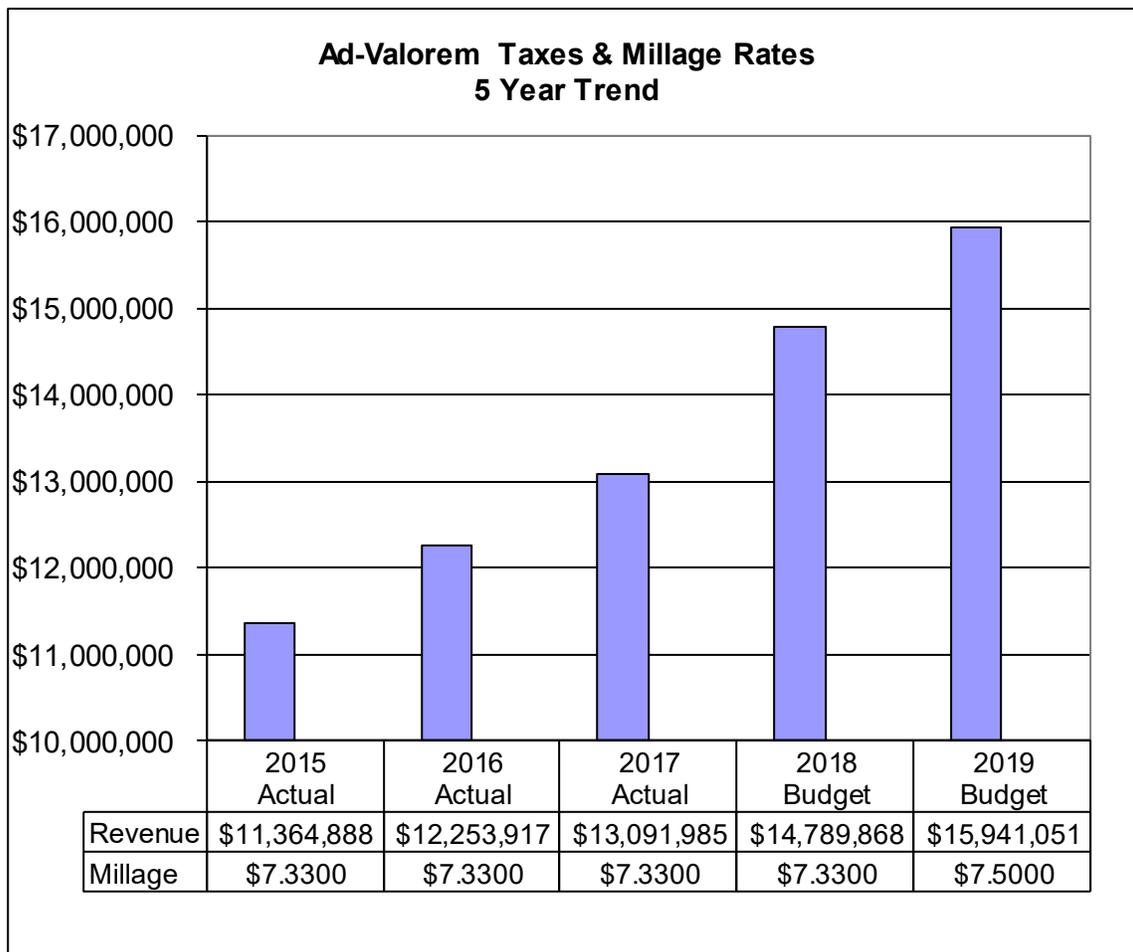
General Fund Revenues

FY 2019

Millage Rate Impact:

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

Millage Rate	Description	Ad-Valorem Revenue FY 2018/19	Ad-Valorem Revenue FY 2017/18 (as adopted)	\$ Increase / (Decrease)
\$6.9710	Rolled-Back Rate	\$14,816,675	\$14,789,868	\$26,807
\$7.3300	Current Millage	\$15,579,720	\$14,789,868	\$789,852
\$7.5024	Majority Vote Maximum	\$15,946,152	\$14,789,868	\$1,156,284
\$8.2526	Two-Thirds Vote Maximum	\$17,540,682	\$14,789,868	\$2,750,814
\$10.0000	Statutory Maximum	\$21,254,734	\$14,789,868	\$6,464,866



General Fund Revenues

FY 2019

Franchise Fees**\$1,227,209**

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 2017/18 franchise fees represent 4.91% of the total General Fund Revenues. The estimates are prepared based on past experience. The Village has the following franchise fees:

- Electric Franchise Fees (\$847,517):

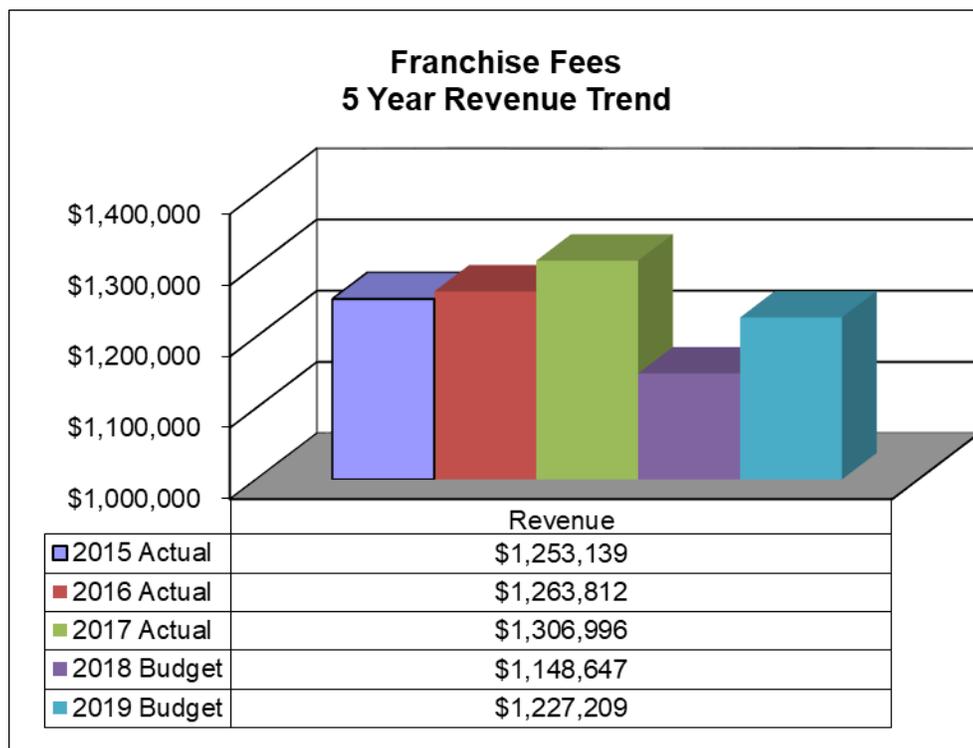
A thirty-year franchise (established by Ordinance No. 14-80 on July 10, 1980 for thirty years) was amended on August 28, 2008 (Ordinance 2008-09). The new agreement requires Florida Power & Light to pay a franchise fee of 5.9% from sales of electricity, with no deductions for ad valorem property taxes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

- Gas Franchise Fees (\$38,780):

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 (\$340,912):

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



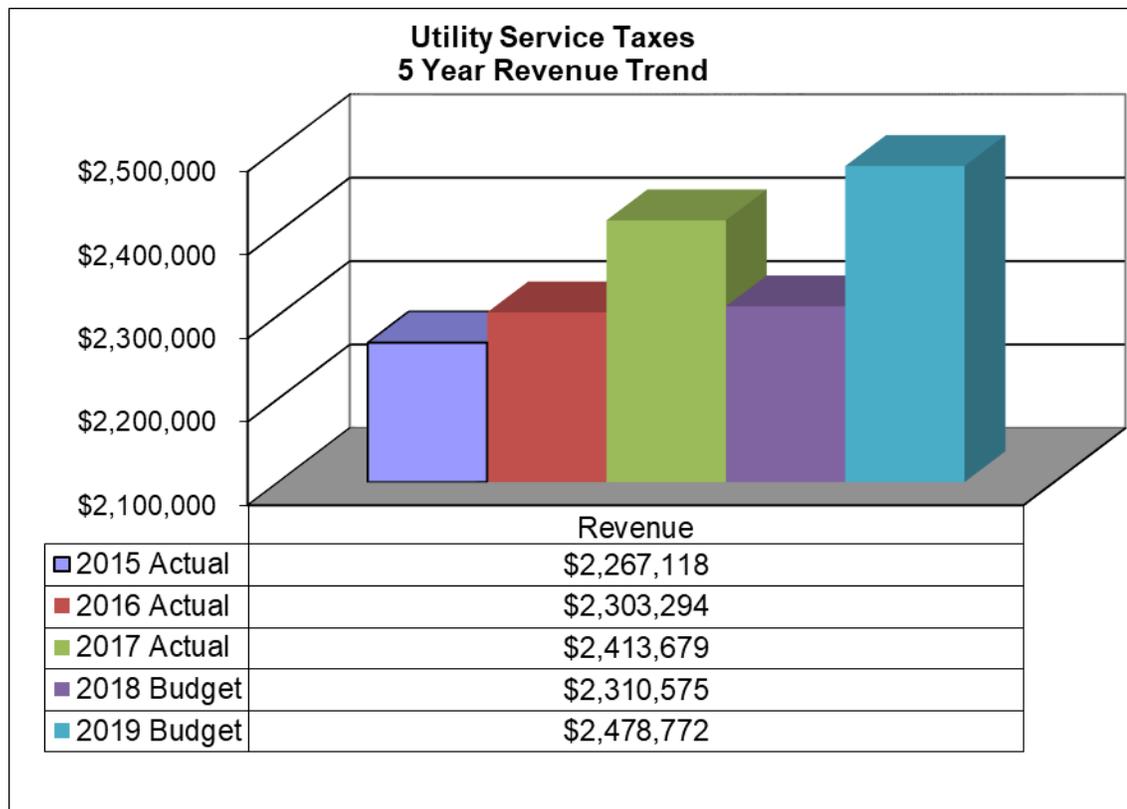
General Fund Revenues

FY 2019

Utility Taxes**\$2,478,772**

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 9.92% 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 (\$1,294,892):
The rate is set at 10% of electric sales generated by FPL.
- Water Utility Tax (\$390,841):
The rate is 10% of water service sales generated by Seacoast Utility Authority.
- Telecommunication (\$699,645):
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 (\$93,394):
The rate is 10% of natural gas sales.



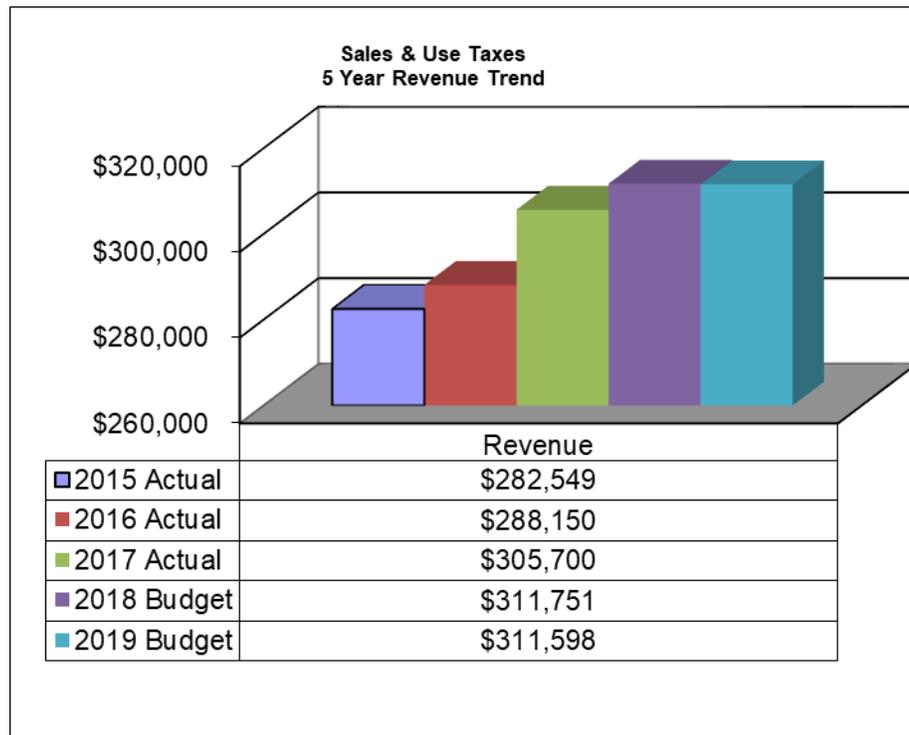
General Fund Revenues

FY 2019

Sales & Use Taxes (Local Option Fuel Taxes)

\$311,598

Gasoline taxes are collected at the state level and distributed by formula to cities and counties. Gas taxes represent 1.25% of the total General Fund Revenues. The estimates are prepared based on information provided by the Florida Department of Revenue and Palm Beach County.



Intergovernmental Revenues

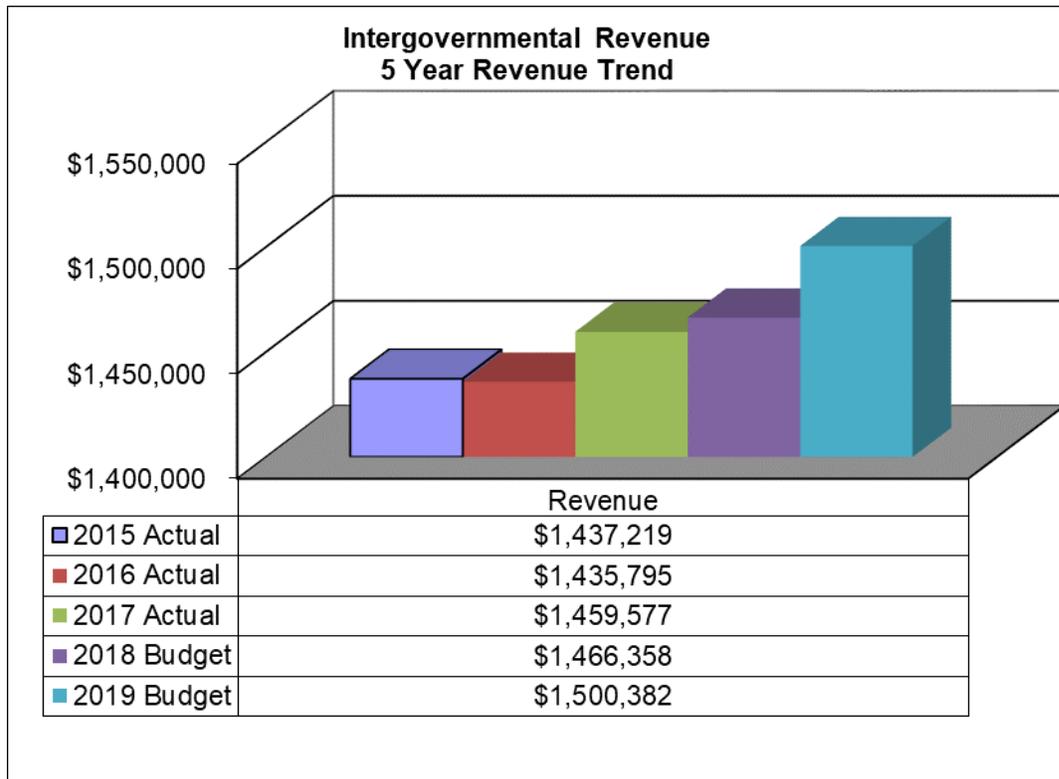
\$1,500,382

Intergovernmental revenue consists of revenues that are received from other governmental agencies. These revenues represent 6.01% 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 (\$1,019,083):***
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 (\$401,995):***
The Florida Revenue Sharing Act of 1972 created a revenue sharing trust fund for municipalities in order to ensure revenue parity. An allocation formula serves as the basis for the distribution of these revenues to each municipality that meets strict eligibility requirements. The apportionment factor is calculated for each eligible municipality using a formula consisting of the following weighted factors: municipal population, municipal sales tax collection, and the municipality's relative ability to raise revenues. The budget estimate is provided by the Department of Revenue each year.

General Fund Revenues

FY 2019

**Charges for Services****\$2,345,560**

Charges for Services represent 9.39% of total General Fund Revenues. The budget estimates are based on past experience and are described below:

- Community Development \$246,550
Revenues included in this category are the following: Cell Tower Rent, Protective Inspection Fees, Building Plan Reviews and Non-Domicile Business Registrations.
- Village Clerk \$10,500
The Clerk's office makes available various records and publications and collects the filing fees from candidates for public office.
- Public Works \$527,500
Included in this category are the following revenues: Solid Waste Collection and Cardboard Recycling.
Solid Waste Collection Fee (\$513,500): Charge to commercial establishments for collection services. Rates are based on type of business at property and square footage.
Cardboard Recycling (\$14,000): Revenue generated from the collection and commodity sale of cardboard to private vendors.
- Public Safety \$556,800
Included in this category are items such as Ambulance Fees, Fire Inspection Fees, Alarm Users Permit Fees, Bicycle Registrations, Fire Plan Review Fees and Accident Reports.
Ambulance Fees (\$375,000): Fee for ambulance transport provided by the Village. The fee applies to residents and non-residents.

General Fund Revenues

FY 2019

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 (\$120,000): 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 \$1,002,150

This department is the largest of the total “Charges for Services” Revenue Category. Within this department, 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 \$613,150:

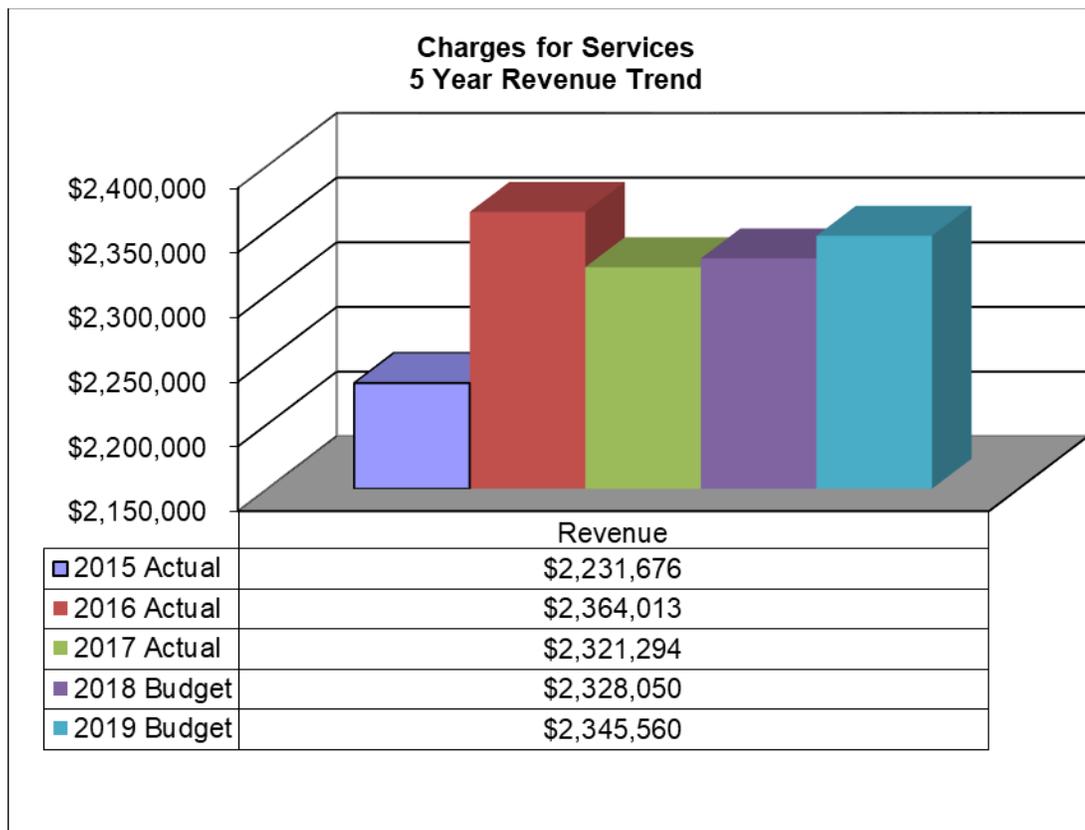
This is the amount paid to participate in various classes, lessons, trips and events for Recreation, Pool and Tennis. The revenues are offset by an expenditure account in the respective department.

Marina \$173,000:

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

Memberships \$90,000:

This amount includes year-round membership for the Tennis and Pool Facilities.



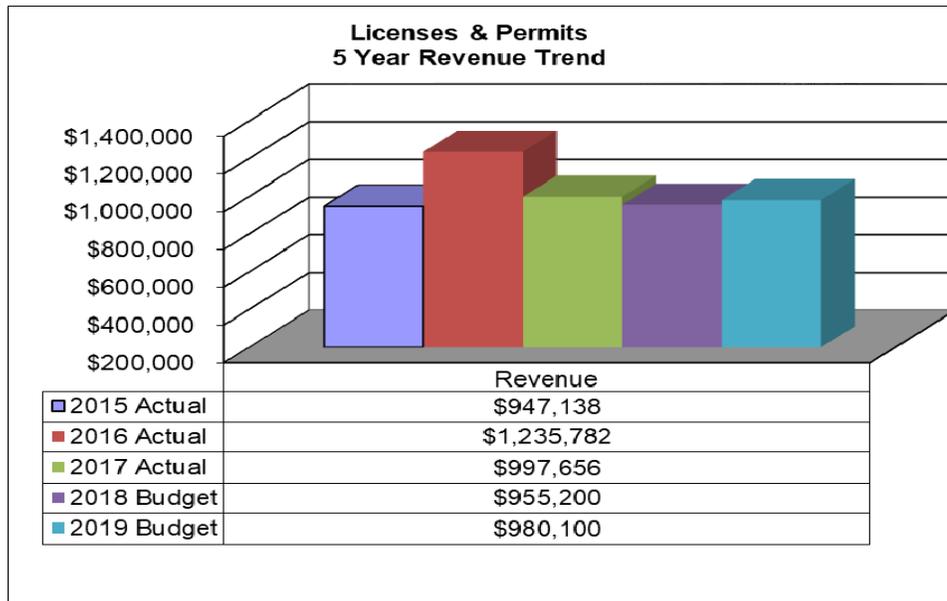
General Fund Revenues

FY 2019

Licenses and Permits

\$980,100

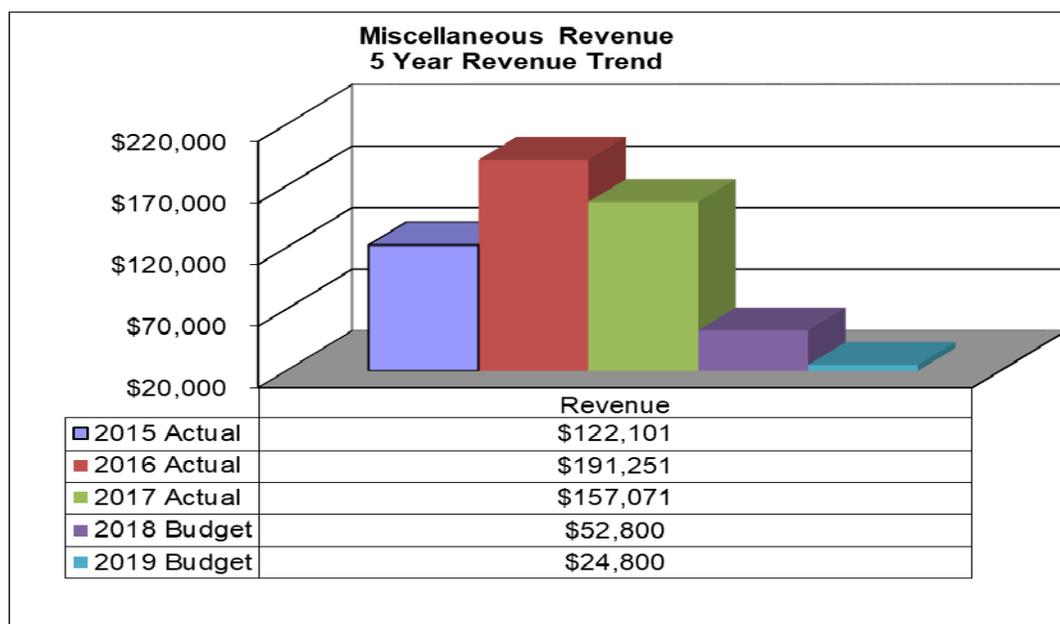
Licenses and Permits consist of Building Permits, Contractor Registration, Village Business Tax Receipts, Zoning & Annexation Fees and Temporary Banner Fees. These revenues represent 3.92% of the total General Fund Revenues. These types of revenues are directly related to the rate of growth and development in the Village.



Miscellaneous Revenues

\$24,800

The miscellaneous revenue classification represents 0.10% of total General Fund Revenues. This classification includes items such as public records requests, requests for bid documents, vending machines, NSF fees, charge card service fees, insurance refunds, sales of surplus, use of developer contributions, use of reserves that have been set aside for future tax relief, etc.



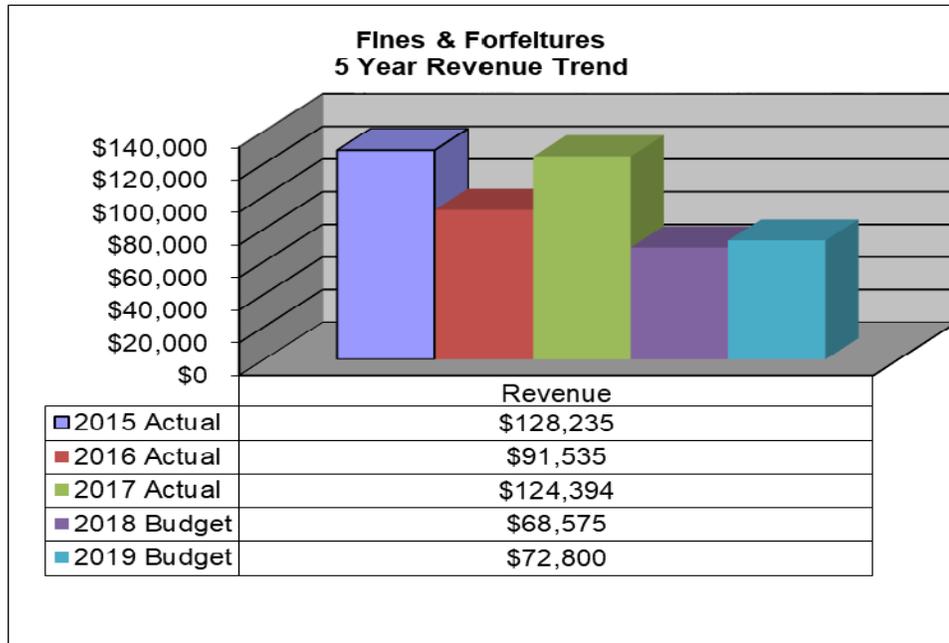
General Fund Revenues

FY 2019

Fines and Forfeitures

\$72,800

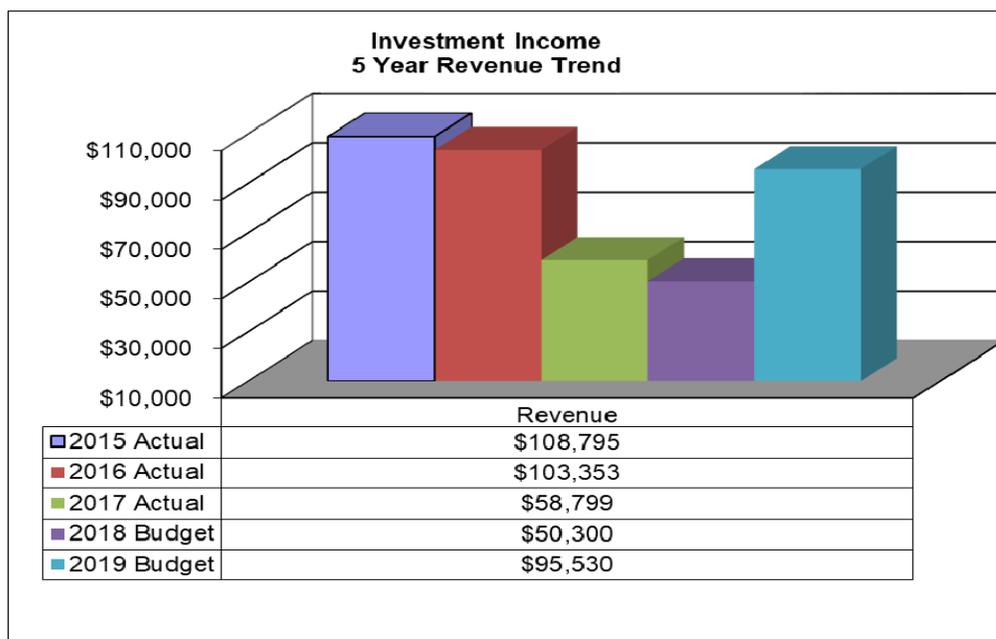
Fines and forfeitures are revenues generated by enforcement and prosecution of municipal ordinances and state statutes. These line items represent 0.29% of total General Fund revenues. This category was decreased due to past experience.



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 0.38% of total General Fund Revenues. The decline in this revenue source is due to the downturn in the economy.





Expenses

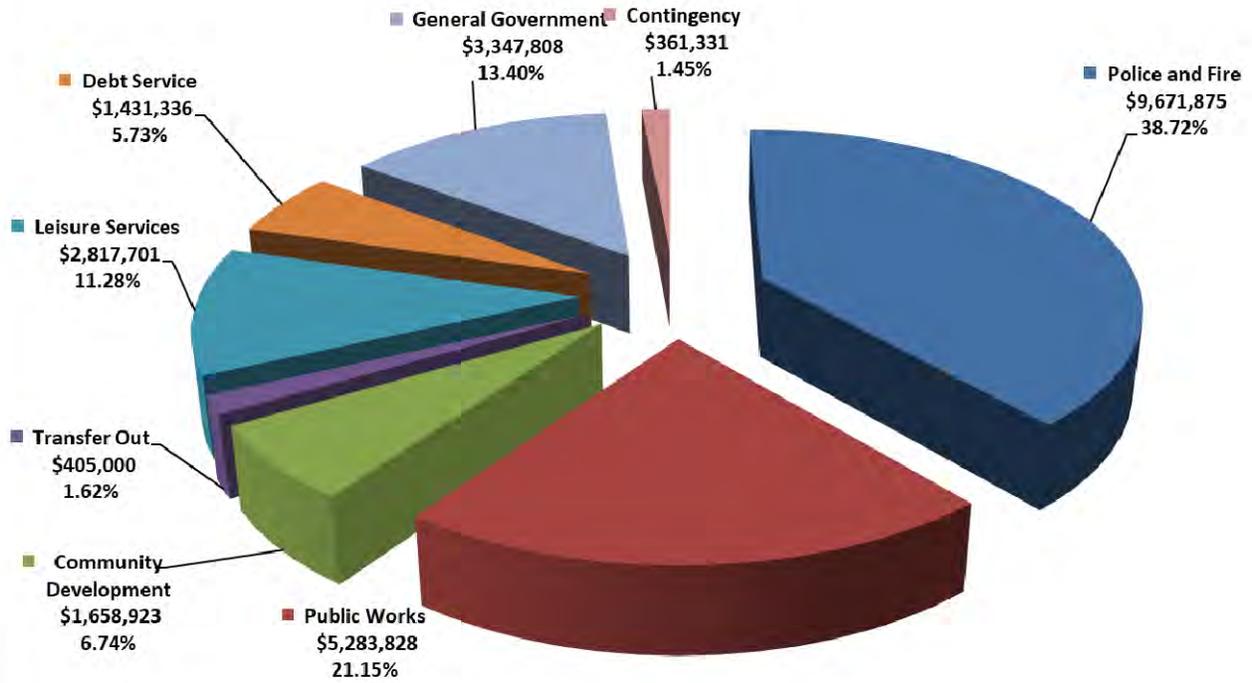


FY 2019

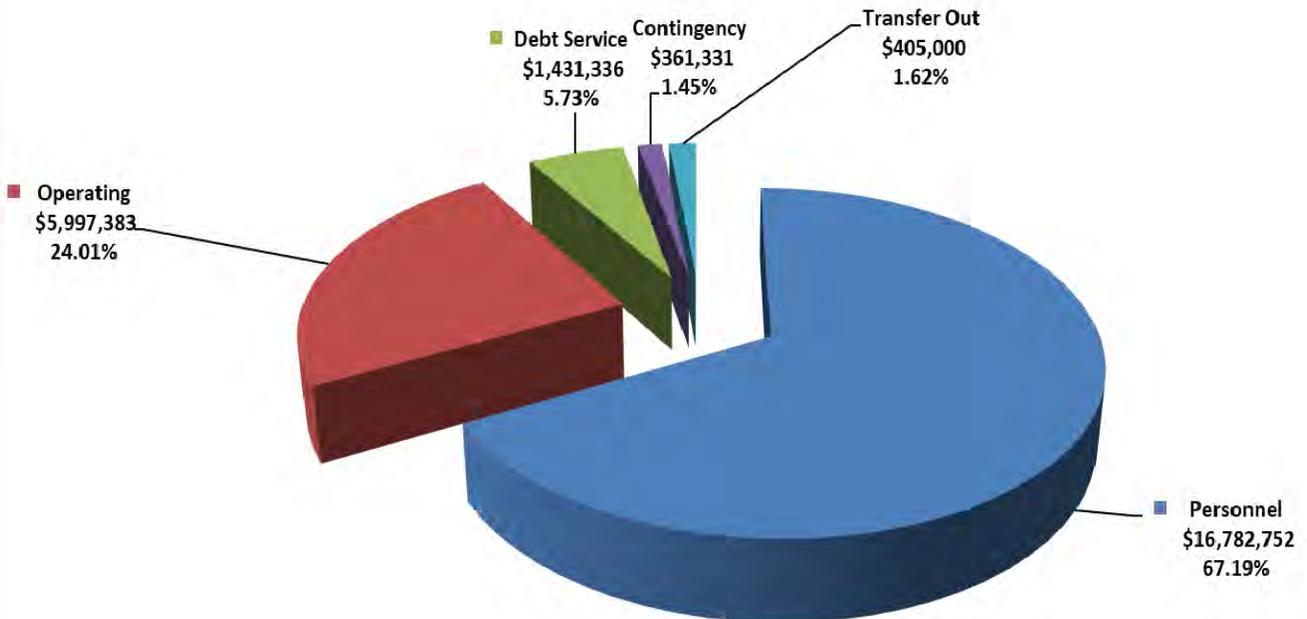
General Fund Expenses **FY 2019**

Total Expenses = \$24,977,802

By Department



By Function



General Fund Expenses

FY 2019

This section includes a discussion regarding appropriations for the Village's FY 2018/19 General Fund budget (total budget = \$24,977,802), how much of the total budget it comprises, and assumptions used in determining the projections.

Personnel Costs

\$16,782,752

Employee salary and benefits represent 67.19% 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 2018/2019 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	23.5 %	6.0 %
ICMA-RC Pension Plan	15%	3%, 5%, 10% or 15%
Police and Fire Pension Plan	20.0%	Fire 5.0% (*) Police 4.0 % (*)

(*) 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.

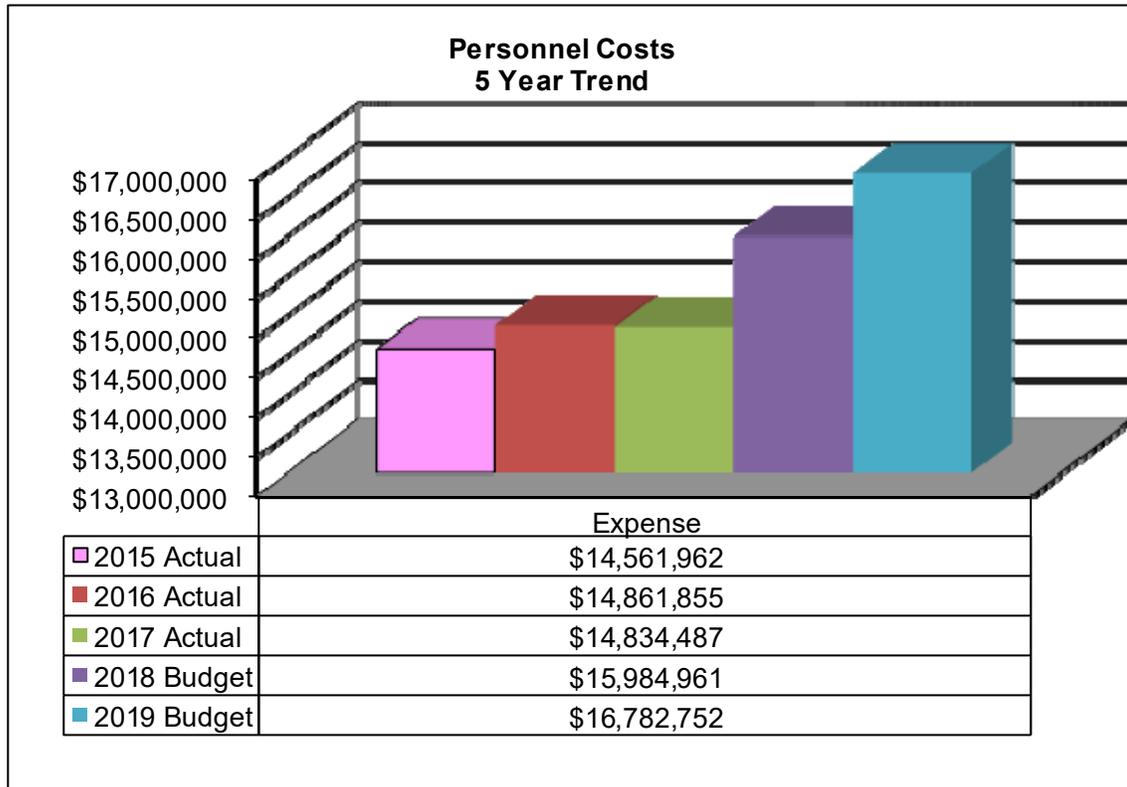
Worker's Compensation:

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 2019

**Operating Costs****\$5,997,383**

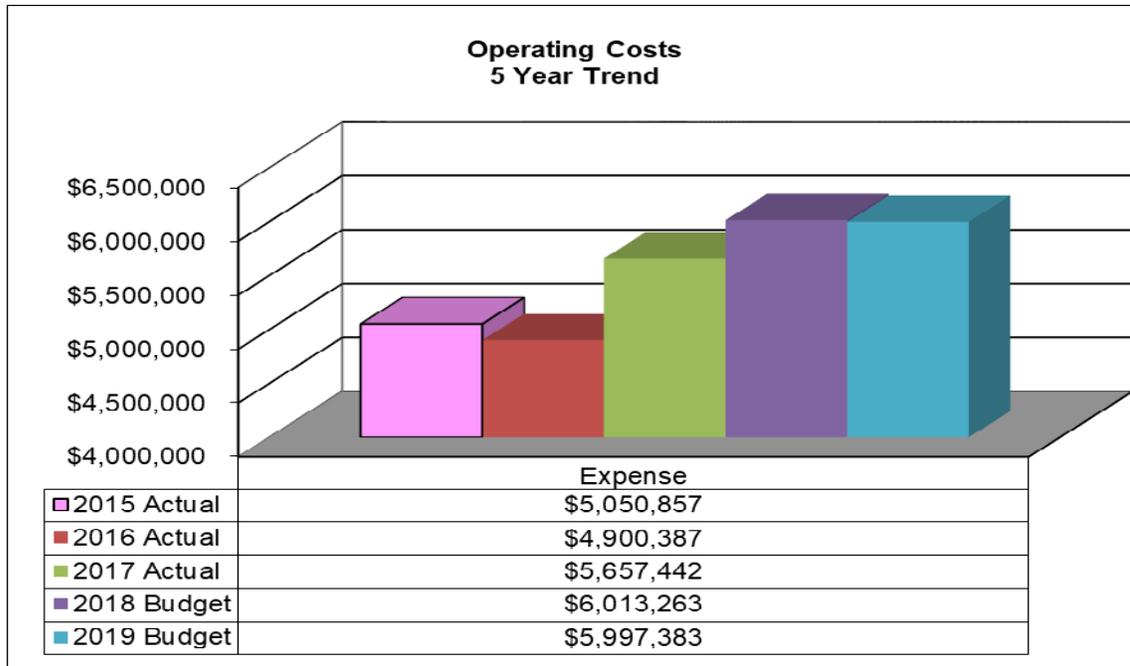
Appropriations for each department are budgeted based on past history and the needs of the department. Operating costs represent 24.01% of the overall General Fund Expenses. Some highlights of operating costs are listed below:

- Contractual Services \$1,726,232
- Utilities \$ 537,870
- Program Expenses *(offset with Program Revenue)* \$ 175,500
- Legal Fees \$ 160,000
- Materials & Supplies \$1,089,702
- Gas, Oil & Lubricants \$ 253,630
- Repairs & Maintenance \$ 563,105
- Solid Waste Disposal \$ 132,000
- Property/General Liability \$ 258,077
- Professional Services \$ 315,400
- Travel, Training & Conferences \$ 194,661
- Uniforms / Uniform Rental \$ 99,200
- Special Events \$ 104,000

continued on next page

General Fund Expenses

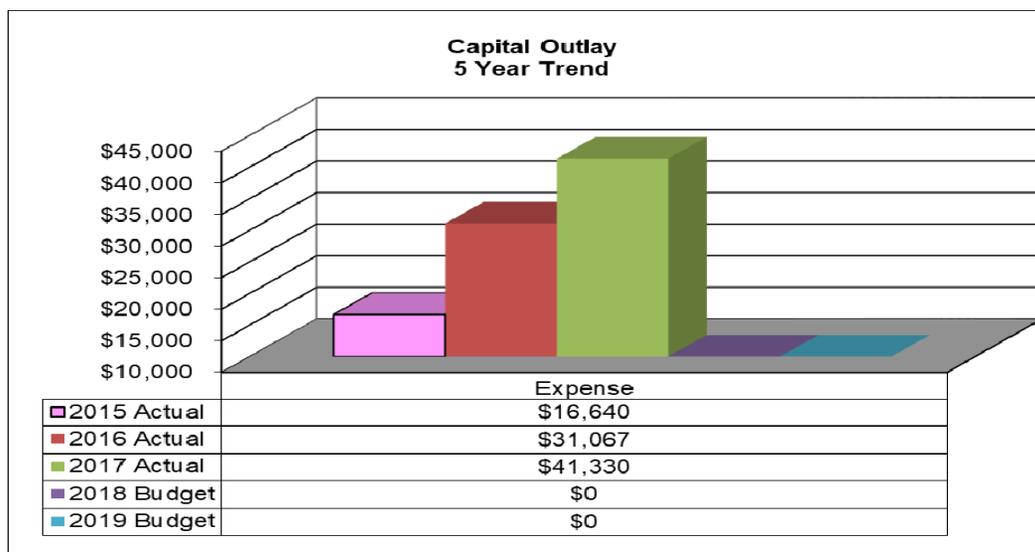
FY 2019

**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 2018/19, 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.



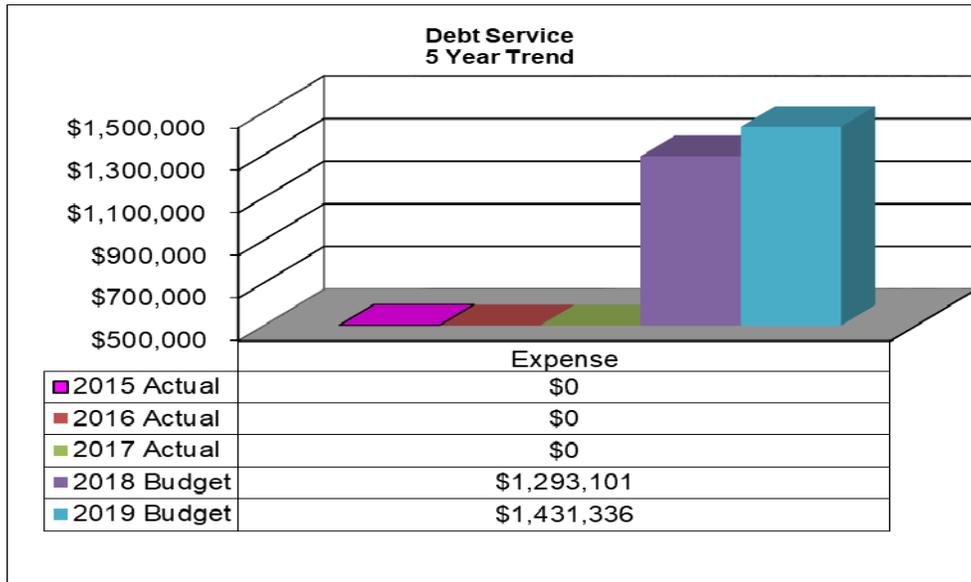
General Fund Expenses

FY 2019

Debt Service

\$1,431,336

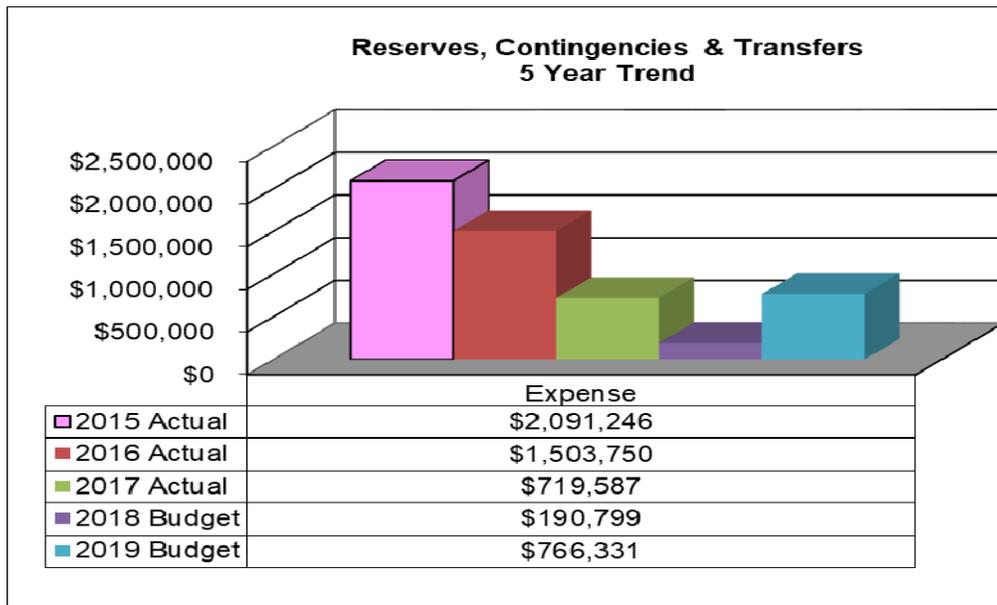
Debt service payments are the series of payments of principal and interest required on a debt over the fiscal year. The FY 2018/19 debt service budget represents 5.73% of the overall general fund budget. The General Fund has one loan obligation. In addition, the Village plans to enter into a capital lease program for a portion of its fleet in Fiscal Year 2019.



Reserves, Contingencies & Transfers

\$766,331

This category includes items such as contingency and transfers to other funds. For the FY 2018/19 budget, this category represents 3.07% of the overall general fund budget. An appropriation of \$405,000 is to be transferred to the Capital Projects Fund to finance the General Fund’s Capital Improvement Plan and an appropriation of \$361,331 is to be set aside as Council Contingency to cover unforeseen events.



General Fund Operating Highlights

FY 2019

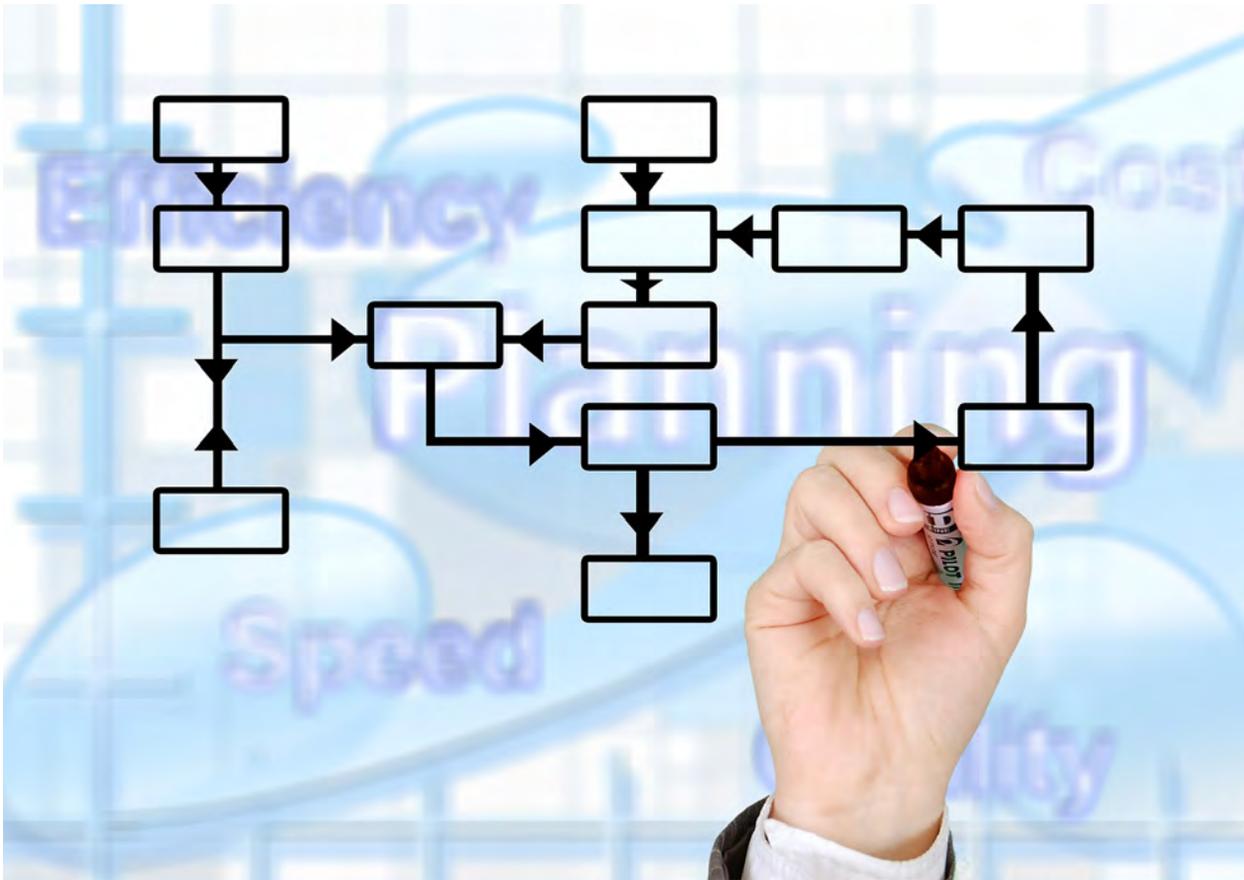
Description		Amount
Contractual Services		\$ 1,726,232
	* Maintenance Contract (Landscaping & Grounds Maintenance)	703,469
	* Consolidated Dispatch	409,220
	* Community Development Lease Agreement	60,000
	* Custodial Services	150,000
Utilities		537,870
	* Electricity	278,140
	* Gas	30,630
	* Telephone & Data	104,090
	* Water & Sewer	125,010
Materials & Supplies		1,089,702
	* Materials & Supplies	704,210
	* Office Supplies	46,992
	* Computer Supplies	132,500
	* Auto Parts Supplies	110,500
	* Library Materials	92,000
Recreation Program Expenses (offset with Recreation Program Revenues)		175,500
Property/General Liability		258,077
Gas, Oil & Lubricants		253,630
Repairs & Maintenance		563,105
	* R & M Automotive	92,500
	* R & M Building & Grounds	222,700
	* R & M Machinery & Equipment	57,500
	* R & M P.A. & Communication Systems	40,525
	* R & M Storm Drainage System	10,000
	* R & M Irrigation System	8,500
	* Street Striping	25,750
	* Tree Trimming	50,000
	* Exterminating	34,380
Legal Fees		160,000
Solid Waste Disposal		132,000
Uniforms / Uniform Rental		99,200
Travel, Training & Conferences		194,661
Special Events		104,000
Professional Services		315,400
	* UCLD re-write & Master Plan implementation	100,000
	* Tennis Court Maintenance	42,000
	* Recreation Master Plan	50,000
	* Grant Management Services	15,000
	* Professional Architectural Services for Facility Maintenance	25,800
	* Salary Study	10,000
	* Strategic Planning	25,000
	* EMS Director Fee	14,400

Total Fiscal Year 2018-2019 Operating Costs

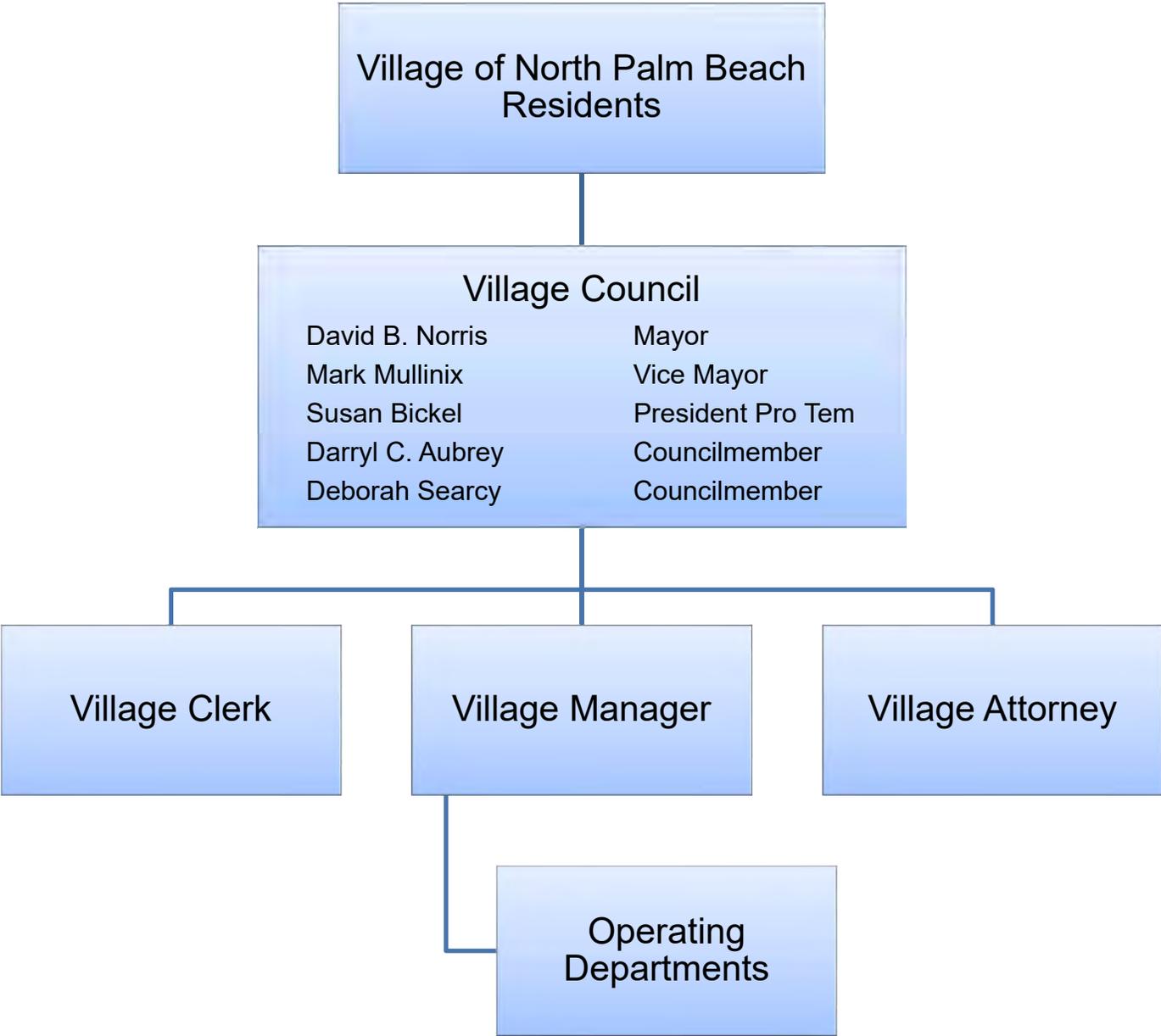
\$ 5,997,383



Department Summaries



FY 2019



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.

Effective beginning with the March 13, 2018 general election, the qualifying period for candidates for the Village Council was changed to the first seven business days in January in order to provide sufficient time for the Palm Beach County Supervisor of Elections to send vote-by-mail (absentee) ballots to overseas voters. In 2018, two candidates qualified for the Group 1 seat and two candidates qualified for the Group 5 seat; the incumbent councilmember in Group 3, Darryl Aubrey, was re-elected without opposition to a two-year term. North Palm Beach had 10,186 registered voters, as certified by the Palm Beach County Supervisor of Elections on February 15, 2018. The general election was held on March 13, 2018. Deborah Searcy was elected as the Group 1 councilmember and Mark Mullinix was re-elected as the Group 5 councilmember; each will serve a two-year term. Council officers were appointed on March 22, 2018. Mayor David Norris, Vice Mayor Mark Mullinix, and President Pro Tem Susan Bickel will hold office until March 28, 2019. The next municipal election will be held on March 12, 2019 to elect councilmembers in Groups 2 and 4.

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

- FLC 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.

Current Year Accomplishments

During Fiscal Year 2018, 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.

- Maintained the Village’s operating millage rate at the Fiscal Year 2017 rate of 7.3300 mils.
- Engaged Dover, Kohl and Partners to provide consulting services for the preparation of a form-based/hybrid land development code to implement the Village Master Plan.
- Proceeded with the North Palm Beach Country Club clubhouse project: approved the clubhouse redesign and authorized final construction drawings; contracted for demolition of the old clubhouse and commenced construction on the new clubhouse; and received a \$50,000 Florida Recreational Development Assistance Program (FRDAP) grant for Country Club pool improvements. A Clubhouse Farewell event was held on April 26, 2018.
- Provided for renovation of the Jack Nicklaus “Signature” Golf Course. Construction commenced in May 2018; project completion is anticipated in November 2018.
- Entered into a lease agreement for 80 new golf carts that will be delivered in November 2018 in time for the reopening of the golf course.
- Funded improvements to Anchorage Park, including a new irrigation system at the ball field, installation of new sod and landscaping, bulkhead repairs, and construction of floating docks.
- Appropriated \$50,000 from the General Fund Unassigned Fund Balance to provide matching funds for a \$250,000 grant from the Florida Department of Environmental Protection Recreation Trails Grant to be used to construct a multi-use paved fitness trail and purchase and install four fitness stations at the Community Center.
- Upgraded Village facilities by replacing the original lower level windows and doors at the Library with new impact resistant, energy efficient windows and doors, installed two 10-ton Split HVAC systems in the Anchorage Park Activities Building, and installed a new automatic gate at the Public Works Facility.
- Partnered with FPL on a pilot project converting existing FPL street lights to energy efficient LED lights.
- Appropriated \$190,799 in the Fiscal Year 2018 Budget, which was transferred to the Capital Projects Fund to finance the General Fund Capital Improvement Plan (CIP).
- Provided for capital expenditures from CIP funds, including the purchase of five Police vehicles, one Fire Rescue vehicle, and three Public Works sanitation satellite collection vehicles (Kubotas).
- 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); acquisition of Fire-Rescue equipment with CIP funds (cardiac monitor/defibrillators) and an EMS grant (electronic narcotic safes/lockboxes); and sidewalk repairs that eliminated 1,557 trip hazards.
- Utilized proceeds from the voter-approved one percent local government infrastructure surtax to fund all or part of these infrastructure projects: Earman River pump station, Lighthouse Bridge repairs, Anchorage Park bulkhead repairs, roadway milling and resurfacing, and sidewalk repairs.
- Enacted amendments to the Village Code of Ordinances to update the Standard Housing Code property maintenance and occupancy requirements/restrictions; address group living facilities and codify the reasonable accommodation process; and prohibit medical marijuana treatment center dispensing facilities.
- Amended the Investment Policy to revise the percentages applicable to the Village’s Operating Funds (Short-Term Portfolio) per the recommendation of the Audit Committee and the Investment Advisor.

Village Council

FY 2019

Goals and Objectives

The Village Council has prioritized the following goals and objectives for the coming year:

Strategic Goal: All Neighborhoods as Desirable Places to Live

Objectives:

- a. Well maintained property.
 1. Evaluate software to create efficiencies for Code Compliance Officers.
- b. Quality Public Safety Services.
 1. Establish Committees to assist with community-building efforts (Beautification, Events, etc.).
- c. Maintain Single Family Character.
 1. Establish regulations for infill single-family that ensure compatibility in the neighborhood, consistent with the Master Plan.

Strategic Goal: Improve Mobility

Initiatives:

1. U.S. Highway 1 corridor feasibility analysis, consistent with the Master Plan.
2. Prosperity Farms Road improvements, consistent with the Master Plan.
3. U.S. Highway 1 Bridge concept design at Northlake Boulevard intersection.
4. Lighthouse Bridge analysis: replacement or other, consistent with the Master Plan.

Strategic Goal: Financial Sustainability

Objectives:

- a. Capitalize on the investment in the new clubhouse.
 1. Evaluate pool operations.
- b. Actively pursue annexation
 1. Monet Acres
 2. Lost Tree Village

Strategic Goal: Beautification and Quality of Life

Objective:

- a. Maintain a high level of appearance and condition of Village parks and recreational facilities, including the Country Club, consistent with the Master Plan.
 1. Village-wide beautification program consistent with the Master Plan.

Strategic Goal: Organizational Excellence

Objectives:

- a. Improve Board and Committee operations.
 1. Challenge Boards to suggest actions to address issues.
- b. Evaluate key work processes.
 1. Identify opportunities to engage consultants to supplement Village staff, including landscape architects, architects, and traffic engineers/planners.

Village Council

FY 2019

Strategic Goal: Strong Local Economy

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 CRA for public improvements, etc. in commercial areas.

Strategic Goal: Waterways and Recreation

Objective:

- a. Improve and maintain waterways as a unique Village asset.
 1. Blue Way Trail involvement, consistent with the Master Plan.
 2. Develop a Recreation Master Plan.

Performance / Workload Measures

Performance Measure	FY 2017 Actual	FY 2018 Projected	FY 2019 Estimated
<u>Council Meetings per year</u>			
Regular Session	21	21	21
Workshop Session	15	11	11
Special Session	15	3	3
Budget Workshop	7	7	7
Total Ordinances per year	17	18	17
Code Amendment ordinances per year	4	8	7
Total Resolutions per year	115	120	107
Resolutions approving contracts, leases, or agreements per year	53	65	51

Village Council

FY 2019

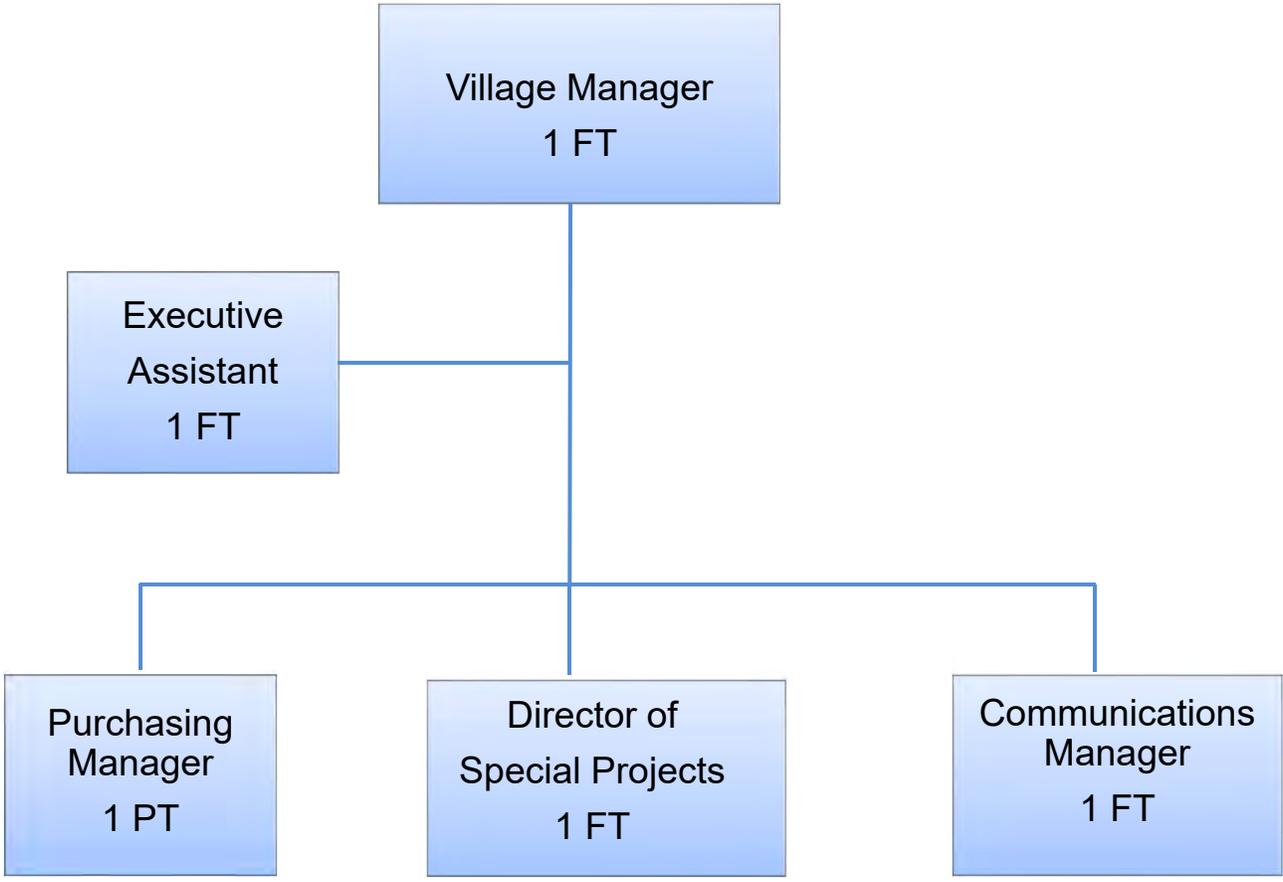
Budget Summary

	<u>FY 2019 Budget</u>	<u>FY 2018 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/17</u>	<u>Actual 09/30/16</u>
Personnel						
Total Salary & Benefits	\$ 50,470	\$ 50,466	0.01%	\$ 4	\$ 50,477	\$ 50,469
Operating						
Accounting & Auditing	28,000	27,000	3.70%	1,000	23,388	26,748
Advertising	10,700	10,500	1.90%	200	8,393	5,577
Advisory Board Dinner	6,000	6,000	0.00%	0	6,070	7,777
Conferences & Seminars	1,575	1,500	5.00%	75	1,575	525
Contractual Services	3,700	3,650	1.37%	50	3,387	3,249
Council Donations	4,500	5,000	-10.00%	(500)	5,250	5,275
Membership & Dues	11,090	10,851	2.20%	239	10,685	10,617
Materials & Supplies	7,200	6,970	3.30%	230	919	1,094
Professional Services	7,500	6,350	18.11%	1,150	3,153	2,041
Repairs & Maintenance	7,000	0	0.00%	7,000	0	0
Travel	4,075	5,244	-22.29%	(1,169)	2,059	991
Other Operating Costs	0	0	0.00%	0	(0)	67
Total Operating Costs	91,340	83,065	9.96%	8,275	64,878	63,961
Total Expenses	\$ 141,810	\$ 133,531	6.20%	\$ 8,279	\$115,356	\$114,430

Explanation of Increase / (Decrease):

The increase in total expenses is primarily due to one-time costs associated with the installation of a Hearing Loop Audio System and new carpet in the Council Chambers.

Village Manager	FY 2019
------------------------	----------------



Summary	FY 2019	FY 2018	Change
Full-Time	4	4	No Change
Part-Time	1	1	No Change

Mission Statement

To provide clear direction, support, accountability, achievement, and recognition through an operational framework that guides and empowers Village staff in providing public services to the citizens of North Palm Beach as established by 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 nurture creativity, responsibility, accountability, and teamwork...all focused on the core goal of Serving the Community.

Service Levels Narrative

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 notably the new North Palm Beach Country Club, requiring him to ensure the project comes in on time and on budget. 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. The Director also works 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, with the primary responsibility to ensure that a consistent message is conveyed throughout the 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.

Personnel Changes

There are no personnel/title changes for Fiscal Year 2018/2019

Current Year Accomplishments

The following are some of the major accomplishments that occurred in Fiscal Year 2017/2018:

- Prepared a comprehensive annual budget that maintained productive levels of service.
- Coordinated department activities to provide efficient and effective programs and services throughout the Village.
- Established the Emergency Response Team.
- Refined the CIP process to ensure that adequate funding is available for planned capital expenditures.
- Revamped the Village Newsletter.
- Established the Neighborhood Enhancement Team (NET).
- Secured meaningful media coverage for the Village.
- Increased social media presence.
- Oversaw the planning and initial construction of the Country Club Clubhouse.
- Refined the strategic planning process to include strategic goals, priorities and initiatives.

New Initiatives

Improving and strengthening customer service while fostering local neighborhood relationships continues to be a primary focus in the Fiscal Year 2018/2019 budget. The Village continues to evaluate and re-focus ongoing services toward essential/high-value service areas that “we do best,” allowing contractual opportunities that improve resident service quality while restraining or reducing Village costs.

As part of this effort to re-evaluate and re-focus, the Management Team, under the guidance of the Village Manager, will vigorously pursue all options for retraining and repurposing its workforce. The philosophy of the Village Manager’s office is to provide the most cost-effective approach to residential service, without compromising the quality or quantity of those services whenever possible. The Management Team recognizes that through a better and smarter application of technology to streamline processes and procedures already in place, it is possible to reduce growing personnel-related costs without reducing valuable residential services.

The Village Manager’s Office will continue to operate in an effective, efficient and professionally responsible fashion following the goal-setting support and policy direction of the Village Council. During Fiscal Year 2018/2019, the Village Manager’s Office will also remain committed to lowering personnel, capital, and operational costs wherever possible while continuing to advance the Village of North Palm Beach as the “best place to live under the sun.”

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 strategic plan, the budget and Council priorities.
- 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. Retain 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.

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.

Village Manager

FY 2019

Strategic Goal:

Beautification and Quality of Life

Department Goal:

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

Objectives:

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

Performance / Workload Measures

Performance Measure	FY 2017 Actual	FY 2018 Projected	FY 2019 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	21	21	21
Workshop Session	15	11	11
Special Session	15	3	3
Budget Workshop	7	7	7
Staffing Levels:			
Full-time	147	149	151
Part-time	132	95	97
Number of followers on various social media outlets:			
Facebook	1,242	1,633	2,187
Twitter (started in April 2018)	N/A	67	134
Nextdoor (started in April 2018)	N/A	1,928	2,120
Number of new businesses in the Village (*)	122	146	134
Number of website visits (**)	186,093	177,725	177,725

(*) A decrease for FY 2019 due to redevelopment opportunities

(**) Because social media (not website) has become the primary communication tool to push out information, website visits often decline as social media increases. Village website visits declined 4.49 percent from FY2017 to FY2018, so the estimate for FY2019 is held flat at 2018's number

Village Manager

FY 2019

Budget Summary

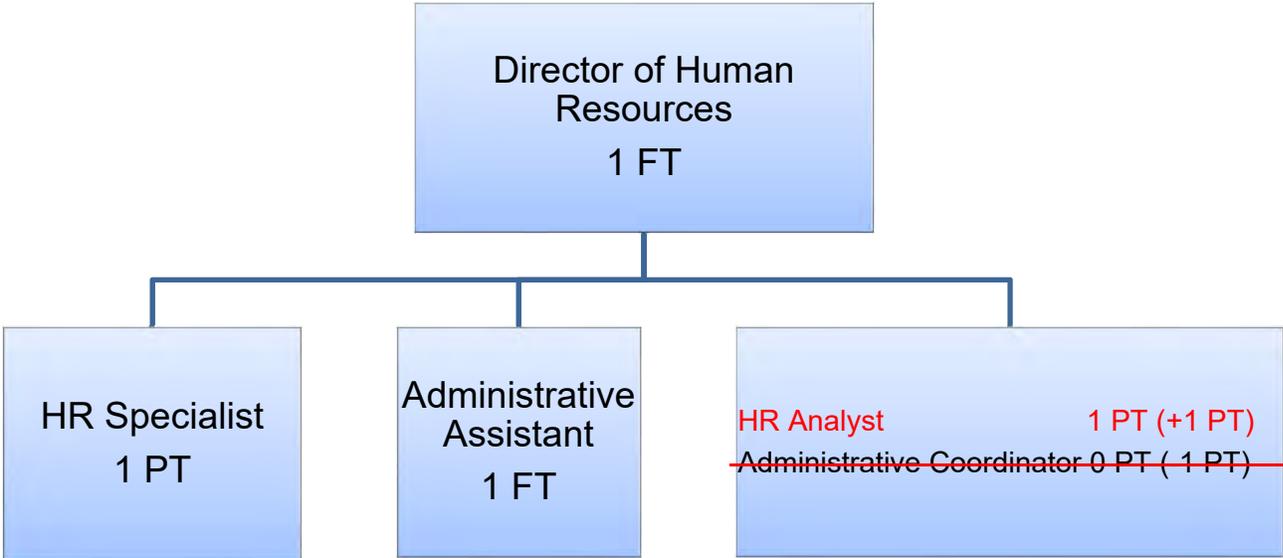
	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 685,349	\$ 614,040	11.61%	\$ 71,309	\$ 563,825	\$390,933
Operating						
Advertising	4,000	3,000	33.33%	1,000	1,517	2,631
Periodicals	500	550	-9.09%	(50)	0	1,230
Conferences & Seminars	3,000	3,300	-9.09%	(300)	1,799	249
Contractual Services	10,000	10,465	-4.44%	(465)	68,070	22,916
Materials & Supplies	13,500	11,500	17.39%	2,000	5,116	4,982
Memberships & Dues	3,100	3,500	-11.43%	(400)	2,737	1,353
Postage	400	600	-33.33%	(200)	101	321
Printing & Binding	1,000	1,100	-9.09%	(100)	241	0
Professional Services	26,200	7,100	269.01%	19,100	13,439	14,850
Travel & Training	5,500	3,750	46.67%	1,750	5,533	76
Uniforms	200	200	0.00%	0	137	61
Utilities	0	0	0.00%	0	547	0
Other Operating Costs	1,000	600	66.67%	400	1,441	0
Total Operating Costs	68,400	45,665	49.79%	22,735	100,677	48,669
Total Expenses	\$ 753,749	\$ 659,705	14.26%	\$ 94,044	\$ 664,502	\$439,603

Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs. The FY19 budget includes:

- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel;
- An increase in budgeted salary and benefits for a newly hired employee; and
- An increase in professional services related to strategic planning for the Village.

Human Resources	FY 2019
------------------------	----------------



The personnel change in this department is a result of reclassifying a position to more fully capture the essential functions.

Summary	FY 2019	FY 2018	Change
Full-Time	2	2	No Change
Part-Time	2	2	No Change

Mission Statement

The Department of Human Resources is committed to fostering a work environment which attracts, retains, develops and motivates a high quality workforce that upholds and supports 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 151 full-time and 97 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-subsidized 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, HIPAA, ERISA, 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 pension disbursement and education assistance, calculating merit-based pay increases and providing oversight for employee rates of pay and other disbursements.

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

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

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

- Conducting labor relations and collective bargaining sessions with Federation of Public Employees (FPE), Police Benevolent Association (PBA), and International Association of Fire Fighters (IAFF) unions;
- Administering the Employee Assistance Program (EAP);
- Collaborating with the Village Clerk regarding personnel-related records requests;
- Managing all workers' compensation cases in conjunction with workers' compensation carrier, Concentra 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

The personnel/title change for Fiscal Year 2018/2019 is:

- Addition of one (1) part-time HR Analyst position / Deletion of one (1) part-time Administrative Coordinator position.

continued on next page

Current Year Accomplishments and New Initiatives

During Fiscal Year 2017/2018, the HR Department accomplished the following new initiatives and goals for improvement:

- Established Employee Event Planning Committee.
- Offered new medical insurance choices with high deductible plans and health savings accounts (HSA).
- Re-established the Village Safety Committee.
- Utilized behavioral interviewing system to identify critical job candidates.
- Recruited and hired several key personnel - Communications Manager, Building Official, and Sanitation Supervisor.
- Offered department-wide training to Community Development staff.
- Implemented a plan to covert former “contracted” employees in Parks & Recreation to Instructors in accordance with IRS guidelines.
- Re-tooled Higher Education Assistance Program.
- Created a committee for re-vamping the Performance Evaluation System.
- Offered Sexual Harassment training update to all part-time and full-time employees.
- Coordinated PTSD Training for Public Safety employees.
- Presented DDI Management Development Training for front line supervisors.

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. Conduct regular Safety Committee meetings and expand membership to all departments.
- b. Conduct a Safety Needs Assessment to establish goals, objectives, activities and training.
- c. Partner with Insurance Broker and Village Health Insurance Team to research the viability of establishing a full-service clinic to serve the health needs of Village employees.

Department Goal:

Enhance employees’ work quality of life

Objectives:

- a. Continue to look at options to improve the current Pay for Performance Program, inclusive of creating new appraisal documents.
- b. Continue with Compensation and Classification Study through consultant.
- c. Improve Open Enrollment process, with login on a phone APP.

Human Resources

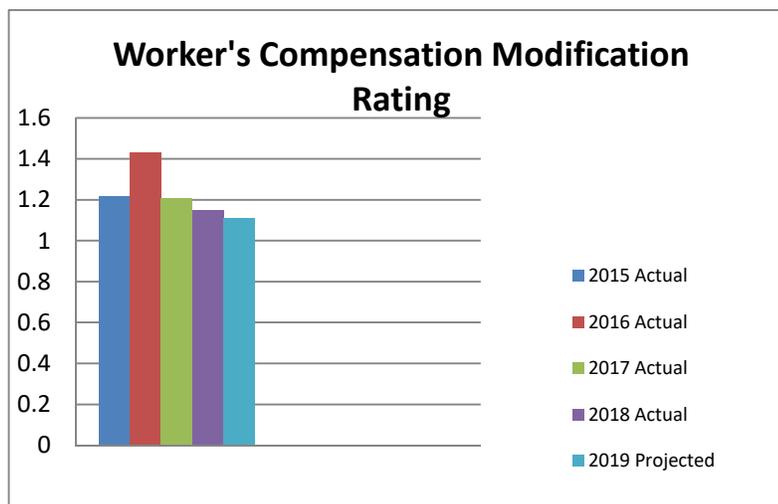
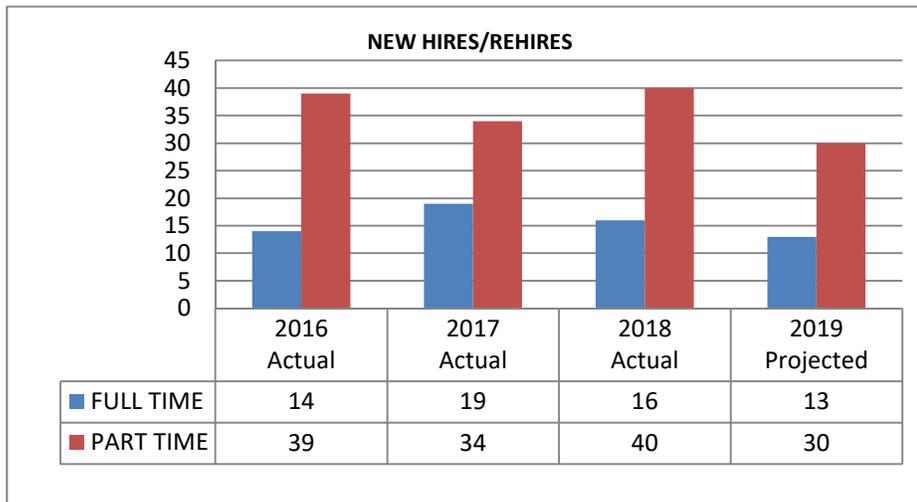
FY 2019

Department Goal:

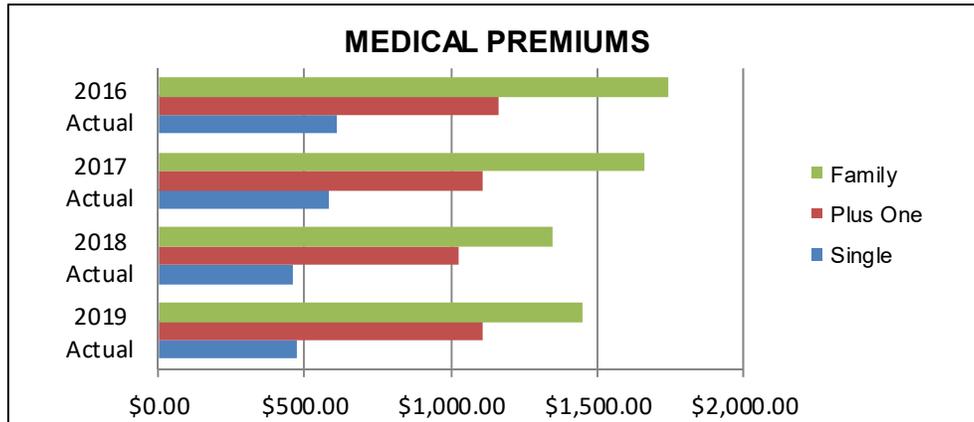
Bring consistency to personnel policies and procedures while remaining current and compliant with all federal, state and local employment and labor laws

Objectives:

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

Factors Monitored by Human Resources

As illustrated above, the Village's Workers' Compensation experience modification rating (MOD) has greatly decreased since 2016. Fiscal Year 2018 dropped to 1.15. Our 2019 goal is 1.1 or lower. HR and the Safety Committee will focus on safety training and programs for the coming year to manage our Workers' Compensation costs.



As a result of the costs mandated by the Affordable Care Act, medical premiums across the country have been increasing exponentially over the past several years.

For 2018/2019, with three (3) plans in place, Single coverage for the HMO HDHP with Health Savings Account will be \$475.59; Plus One coverage will be \$1,108.47 and Family coverage is \$1,453.12 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 2019

Budget Summary

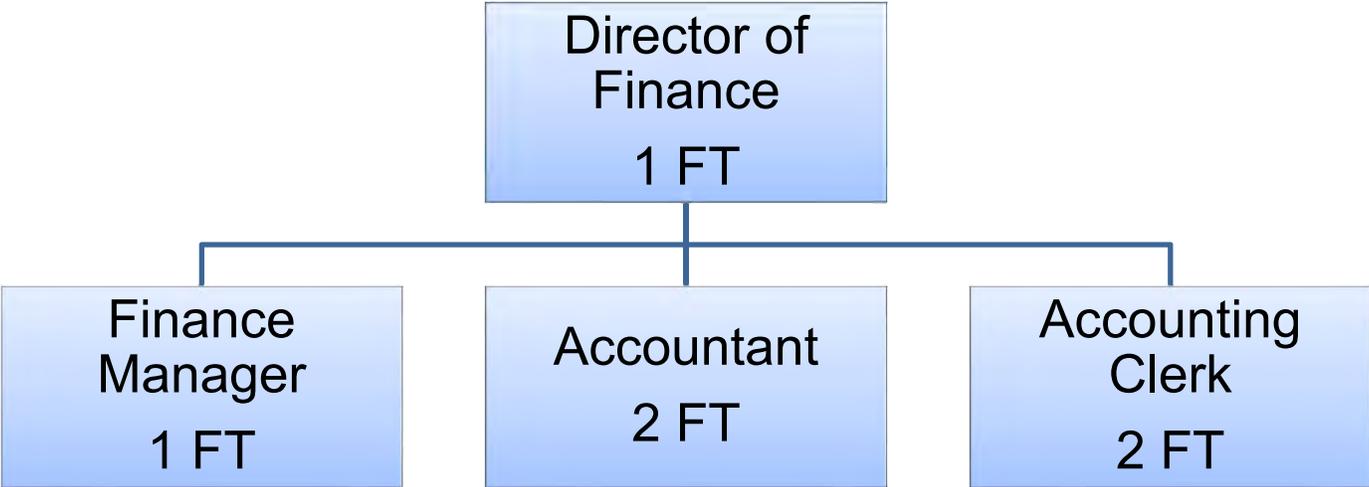
	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 295,708	\$ 308,734	-4.22%	\$ (13,026)	\$216,625	\$271,839
Operating						
Advertising	1,500	1,000	50.00%	500	100	1,326
Periodicals	0	2,816	-100.00%	(2,816)	3,296	3,371
Conferences & Seminars	900	600	50.00%	300	498	0
Contractual Services	20,000	20,000	0.00%	0	6,361	5,476
Employee Assistance Program	5,200	4,500	15.56%	700	5,115	3,059
Employee Physical Exams	9,000	8,369	7.54%	631	7,286	6,941
Employee Relations	20,000	20,000	0.00%	0	25,853	29,752
Materials & Supplies	2,250	3,200	-29.69%	(950)	1,274	5,735
Memberships & Dues	650	1,548	-58.01%	(898)	367	499
Postage	100	150	-33.33%	(50)	19	59
Printing & Binding	0	700	-100.00%	(700)	576	482
Professional Services	10,000	34,000	-70.59%	(24,000)	1,455	27,538
Travel & Training	31,000	20,000	55.00%	11,000	0	5,441
Other Operating Costs	720	0	0.00%	720	(0)	(0)
Total Operating Costs	101,320	116,883	-13.32%	(15,563)	52,200	89,678
Total Expenses	\$ 397,028	\$ 425,617	-6.72%	\$ (28,589)	\$268,824	\$361,517

Explanation of Increase / (Decrease):

The decrease in total expenses is a combination of personnel and operating costs. The FY19 budget includes:

- A decrease in budgeted salary and benefits for newly hired employee; and
- A decrease in professional services.

Finance	FY 2019
----------------	----------------



Note: The Finance Director also oversees the following position:

- 1 FT Country Club Accounting Clerk

Summary	FY 2019	FY 2018	Change
Full-Time	6	6	No Change
Part-Time	0	0	No Change

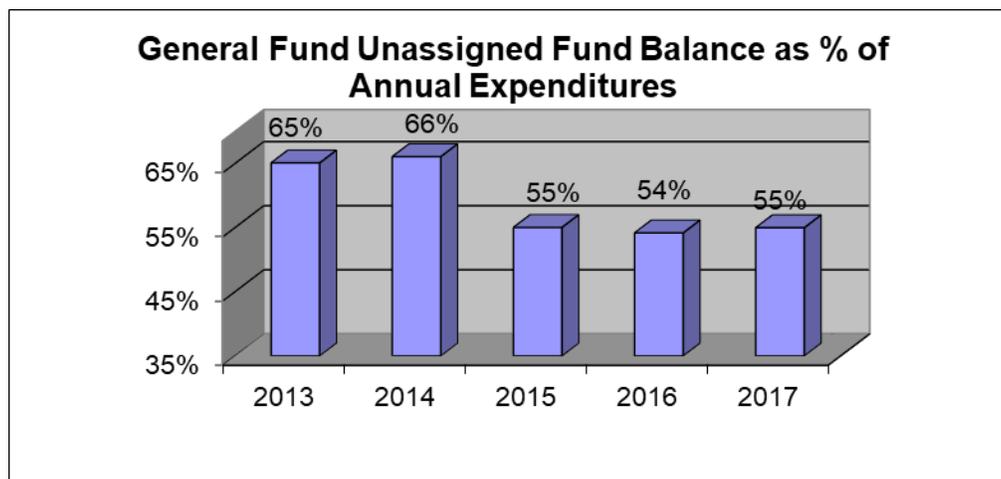
Mission Statement

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

Service Levels Narrative

As the largest support department, Finance provides administrative, operational and financial assistance to management, elected officials and the Village's residents. The Department's responsibilities primarily relate to the administration, control and reporting of all Village finances. The Department monitors the Village's fund balances, prepares the Village's annual budget document, invests the Village's excess cash balances, reports on Village grants, and prepares the Village's financial reports – including the Comprehensive Annual Financial Report (“CAFR”). The Village's CAFR has received the Certificate of Achievement in Financial Reporting from the Government Finance Officers Association (“GFOA”) for 30 consecutive years and the Village's annual budget has received the Distinguished Budget Presentation award from the GFOA for 9 consecutive years.

The Village's General Fund Unassigned Fund Balance is viewed by Staff as a measurement of Village financial stability since the General Fund is the chief operating fund of the Village. Prudent financial management has resulted in a healthy financial “cushion” to meet unexpected financial hardships for the Village (*The General Fund Unassigned Fund Balance at September 30, 2017 is \$11.8 million*). As a measure of the general fund's liquidity, it is useful to compare the unassigned fund balance to total fund expenditures:



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

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

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

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

The Department is responsible for the following functions:

- Preparing, recording, analyzing and monitoring all of the Village's financial transactions;
- Preparing various Village financial reports;
- Monitoring and improving all Village internal financial controls;
- Verifying accuracy, completeness, legitimacy, and proper account recording for all Village expenditures;
- Ensuring that payment is remitted timely and accurately in accordance with Village procurement policies;
- Processing all payroll-related functions in accordance with federal, state & local guidelines as well as all current union Collective Bargaining Agreements;
- Reconciling quarterly pension statements and submitting all payroll reports;
- Reconciling and tracking fifteen (15) different funds;
- Overseeing Village-wide grant compliance to ensure complete, accurate grant reporting;
- Overseeing the Village's Inventory Control operations;
- Supervising risk management for Property/Casualty & General Liability claims;
- 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 2018/2019

continued on next page

Current Year Accomplishments and New Initiatives

During Fiscal Year 2017/2018, 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 9th consecutive year [**previously this award had not been received since 1995**];
- Received the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 29th 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;
- The FY18 budget document was revised to include a summary of the impact of the capital outlay on the operating budget;
- The capital request forms in the FY18 budget document were revised so that they are easier to read within the budget document and provide more relevant information for each project; and
- The statistical information in the FY18 budget document was revised to include additional data that describe the Village, our community and population rather than having the same information that is provided in the CAFR. This information is now located in one “Village Overview” section.

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 Stormwater 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

Performance Measures

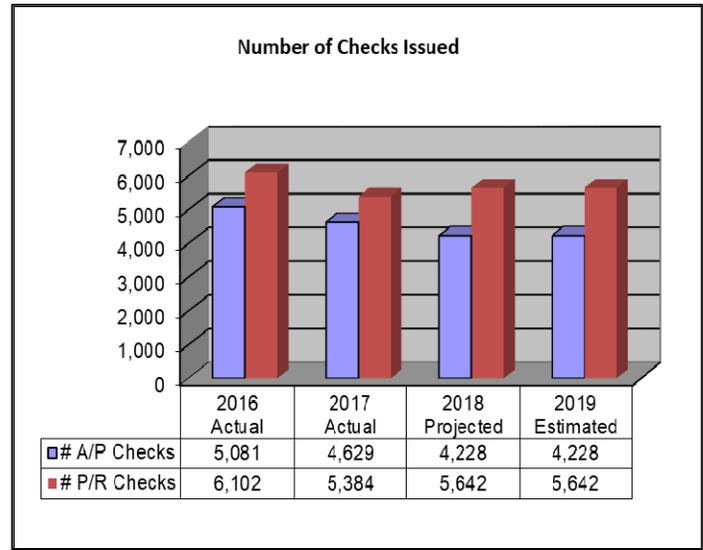
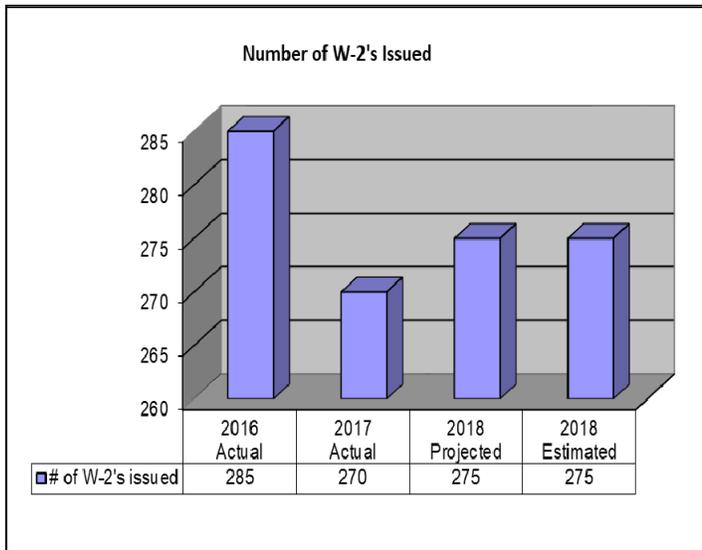
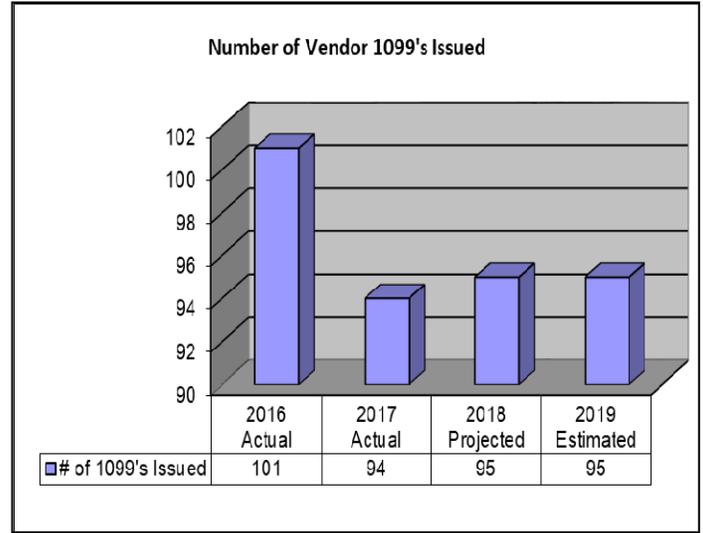
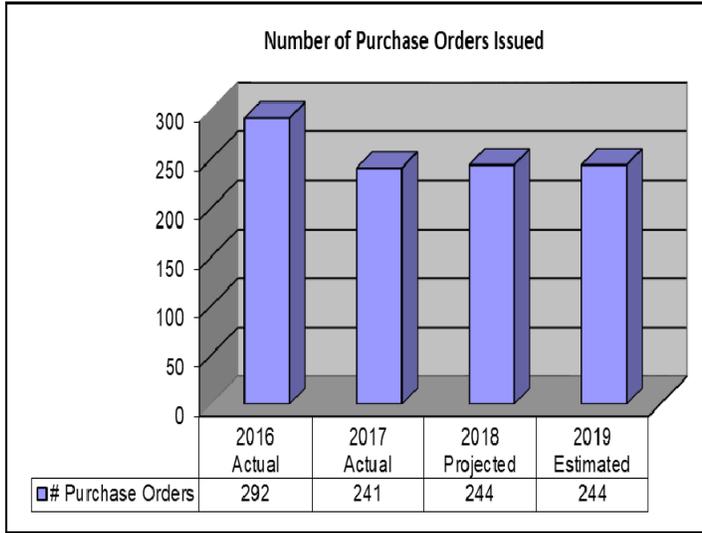
Goals, Objectives, and Measures	FY 2017 Actual	FY 2018 Projected	FY 2019 Estimated
Village Council Goal: Financial Sustainability			
➤ Provide effective information to the Village Council, citizens, and the Government Finance Officers Associations (GFOA)			
○ Utilize best practices when preparing the annual budget and the comprehensive annual financial report			
✓ Achievement of GFOA Award for CAFR	Yes	Yes	Yes
✓ Achievement of GFOA Award for Budget document	Yes	Yes	Yes

Departmental Workload Indicators

Performance Measure	FY 2017 Actual	FY 2018 Projected	FY 2019 Estimated
Number of Purchase Orders issued	241	244	244
Number of Payroll Checks issued	5,384	5,642	5,642
Number of Accounts Payable Checks issued	4,629	4,228	4,228
Number of Accounts Payable Invoices processed	7,942	7,900	7,900
Number of Credit Card transactions	881	1,436	1,436
Number of 1099's issued	94	95	95
Number of W-2's issued	270	275	275
Number of Budget Amendments Processed	23	15	15
Number of EFT's	458	300	300

continued on next page

The following charts illustrate some departmental workload indicators:



Finance

FY 2019

Budget Summary

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 618,043	\$ 588,169	5.08%	\$ 29,874	\$ 533,670	\$ 674,916
Operating						
Advertising	250	250	0.00%	0	0	0
Periodicals	300	100	200.00%	200	0	597
Conferences & Seminars	200	200	0.00%	0	120	0
Contractual Services	35,000	30,000	16.67%	5,000	51,807	27,336
Materials & Supplies	9,500	8,500	11.76%	1,000	9,461	8,182
Memberships & Dues	370	370	0.00%	0	430	645
Postage	100	100	0.00%	0	120	134
Printing & Binding	3,000	3,000	0.00%	0	3,222	1,680
Professional Services	1,000	1,000	0.00%	0	30,258	280
Travel & Training	3,000	15,600	-80.77%	(12,600)	0	591
Uniforms	0	0	0.00%	0	324	166
Other Operating Costs	0	0	0.00%	0	(0)	0
Total Operating Costs	52,720	59,120	-10.83%	(6,400)	95,741	39,612
Total Expenses	\$ 670,763	\$ 647,289	3.63%	\$ 23,474	\$ 629,411	\$ 714,528

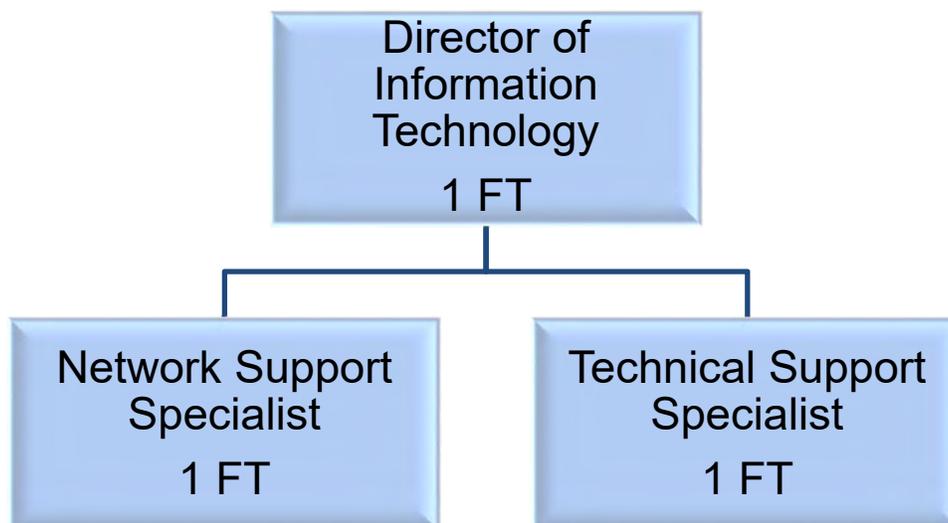
Explanation of Increase / (Decrease):

The increase in total expenses is primarily due to the increase in personnel costs. The FY19 budget includes:

- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel; and
- A change in health insurance coverage for an employee.

Information Technology

FY 2019



Summary	FY 2019	FY 2018	Change
Full-Time	3	3	No Change
Part-Time	0	0	No Change

Mission Statement

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

Service Levels Narrative

The Information Technology (IT) Department provides Village staff with all information technology-related assistance. Departmental responsibilities include daily data back-ups; recovery, 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

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

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

Personnel Changes

There are no personnel/title changes for Fiscal Year 2018/2019.

Current Year Accomplishments and New Initiatives

During Fiscal Year 2017-2018, the IT Department accomplished the following new initiatives and goals for improvement:

- Installation of new LPR site at AltA1A and Juniper Lane.
- Migration of all Village security cameras to unified system.
- Vmware upgrade to version 6.5u3.
- Installation of new Watchguard firewall for added security.
- Upgraded Public Works facility to fiber connectivity.
- Antivirus upgrade to version 14.0.
- New data circuit for Tennis facility.
- Migration of Police air cards and phones to Firstnet network.
- Migration of Village network domain to Windows 2016.
- Upgrade of data backup system to latest version.
- Implementation of Barracuda web filtering for Library computer lab.
- Installation of new surveillance cameras at Anchorage Park.
- Upgrade of Rectrac/Golfrac systems to meet new PCL credit card standards.
- Implementation of new helpdesk software for improved reporting of IT work orders.
- Re-cabling of the Village Library and computer lab.
- Increased bandwidth to 150mb at Village library computer lab.
- Setup and cabling of Country Club temp facilities.
- Munis upgrade to version 11.3
- New data drops at Public Safety facility.
- Installation of new Inventory module in Munis for Public Works.
- Installation of new IP camera system at Public Safety.
- Re-cabling of Village EOC center for future upgrades.
- Security awareness training for Village employees.
- New security cameras in Veterans Park.
- Cloud based data archiving.

continued on next page

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. Implement Laserfiche forms and workflows to streamline department processes.
- b. Provide security awareness training to all Village staff (Human Firewall).
- c. Continue to implement safeguards on Village network and update policies to prevent cyber-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

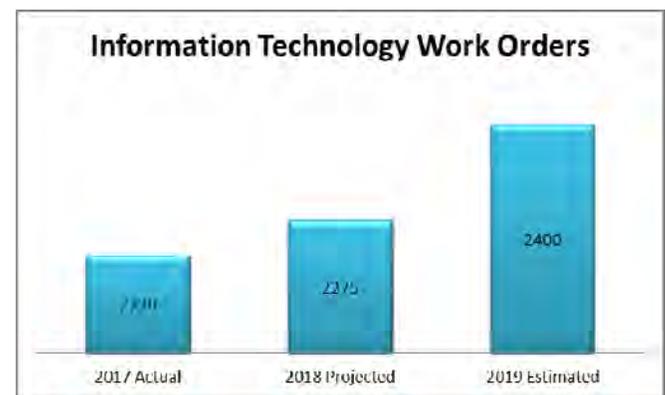
FY 2019

Performance / Workload Measures

Performance Measure	FY 2017 Actual	FY 2018 Projected	FY 2019 Estimated
Virtualization of Village servers	20	22	25
Average number of yearly hits to Village website	183,636	188,000	200,000
IT Work Orders Completed	2,105	2,235	2,300



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 the website to stay current with Village events. We have also seen an increase on residents and visitors signing up to be notified on specific Village business topics. Council meetings and Library events seem to be the favorites among visitors.



IT Work Orders: In 2017, the Information Technology Department completed 2,229 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 renovation of the new clubhouse at the Country Club and additional staff and computers 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.

Information Technology

FY 2019

Budget Summary

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 339,117	\$ 338,809	0.09%	\$ 308	\$ 309,673	\$ 313,439
Operating						
Contractual Services	47,000	47,000	0.00%	0	44,625	27,783
Licenses & Fees	18,000	6,000	200.00%	12,000	5,298	7,855
Materials & Supplies	8,300	10,300	-19.42%	(2,000)	11,793	57,173
Postage	25	25	0.00%	0	11	16
Professional Services	0	3,000	-100.00%	(3,000)	30	531
Repairs & Maintenance	3,000	3,000	0.00%	0	9,352	2,744
Travel & Training	1,000	1,000	0.00%	0	39	0
Other Operating Costs	0	0	0.00%	0	(0)	0
Total Operating Costs	77,325	70,325	9.95%	7,000	71,147	96,101
Total Expenses	\$ 416,442	\$409,134	1.79%	\$ 7,308	\$ 380,820	\$ 409,540

Explanation of Increase / (Decrease):

The increase in total expenses is negligible.

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 2019
------------------	---------

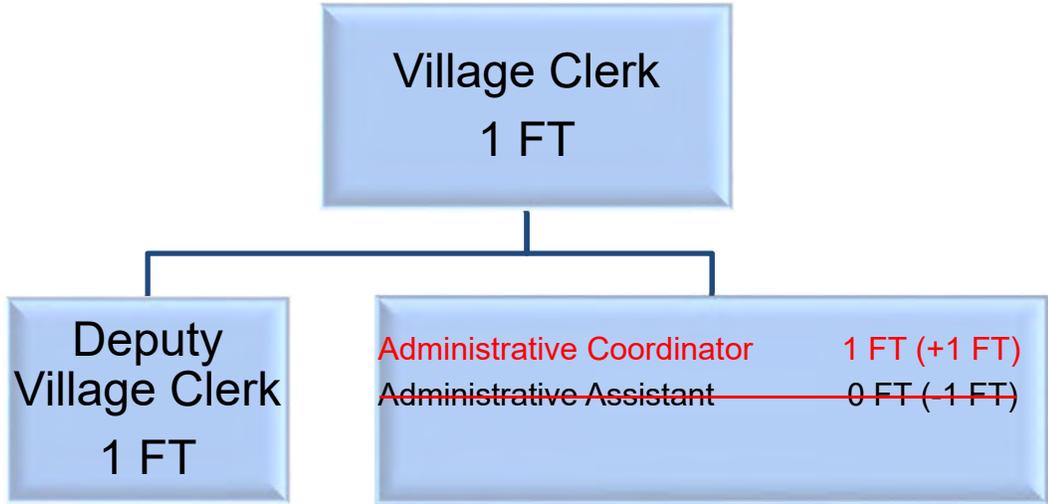
Budget Summary

	<u>FY 2019 Budget</u>	<u>FY 2018 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/17</u>	<u>Actual 09/30/16</u>
Operating						
Legal Services-Village Attorney	\$125,000	\$125,000	0.00%	\$0	\$144,596	\$102,062
Legal Services-Special	10,000	10,000	0.00%	0	22,833	4,125
Legal Services-Labor	25,000	25,000	0.00%	0	12,485	7,246
Total Operating Costs	160,000	160,000	0.00%	0	179,915	113,432
Total Expenses	\$160,000	\$ 160,000	0.00%	\$0	\$179,915	\$113,432

Explanation of Increase / (Decrease):

There is no change in total expenses.

Village Clerk	FY 2019
---------------	---------



The personnel change in this department is to match the position title to the job duties being performed.

Summary	FY 2019	FY 2018	Change
Full-Time	3	3	No Change
Part-Time	0	0	No Change

Mission Statement

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

Service Levels Narrative

The Office of the Village Clerk is comprised of the Clerk, Deputy Clerk, and Administrative Assistant, 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.

Personnel Changes

The personnel/title change for Fiscal Year 2018/2019 is:

- Addition of one (1) full-time Administrative Coordinator position / Deletion of one (1) full-time Administrative Assistant position

Current Year Accomplishments and New Initiatives

- Administered the March 13, 2018 Municipal Election. Duties included: qualifying five candidates; receiving campaign finance reports; hiring poll workers; securing polling locations; legal advertising; delivering ballots to the tabulation center; serving on the canvassing board; and coordinating election activities with the Palm Beach County Supervisor of Elections. Effective beginning with this election, the qualifying period for candidates for the Village Council was changed to the first seven business days in January in order to provide sufficient time for the Palm Beach County Supervisor of Elections to send vote-by-mail (absentee) ballots to overseas voters.
- Supported Village voters by providing information on the municipal election and primary/general elections through the newsletter and website, including information on how to qualify as a candidate for Village Council; the candidates for Village Council; polling locations; voter registration; early voting; vote-by-mail (absentee); sample ballots; constitutional amendments; and candidates for county, state, and federal office. Publicized the municipal, primary, and general elections on Facebook and the Village Hall slideshow. Assisted the AAUW (American Association of University Women) with its “Meet the Candidates” event to introduce Village voters to the candidates for Village Council.
- 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 Picnic.
- 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 completed the advanced educational and professional service components required to achieve the designation of Master Municipal Clerk awarded by the International Institute of Municipal Clerks, marking the first time in the Office of Village Clerk that both Clerk and Deputy Clerk are MMC certified.
- 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.

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. Implement Agenda Management software to improve coordination of the agenda preparation process and provision of backup materials by departments to the manager and clerk.
- b. Continue efforts with Code Compliance Division to review and improve interdepartmental procedures for Code Enforcement Special Magistrate Hearings. Deputy Clerk will become an associate member of the Florida Association of Code Enforcement to stay abreast of regulatory changes and best practices, and to facilitate collaboration with code compliance officers.
- c. Continually evaluate filing structure, storage, and retrieval of long-term and permanent records in the Village's electronic records database.

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. Reformat Agenda Center portion of Village website to simplify access to Council and Advisory Board agendas, agenda backup documents, minutes, and recordings; ensure email/text notifications contain links to agendas and backup documents.
- c. Review website statistics in order to measure the effectiveness of communications and gauge resident's level of interest in, and use of, online resources.
- d. Increase use of social media (in addition to traditional, legally-required methods) to issue public notices.

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.

Village Clerk

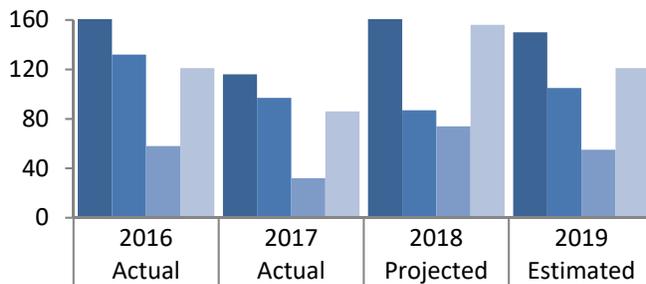
FY 2019

Performance / Workload Measures

Performance Measure	FY 2017 Actual	FY 2018 Projected	FY 2019 Estimated
<u>Council Meetings:</u> Regular Session	21	21	22
Workshop Session	15	15	11
Special Session	15	15	3
Budget Workshop	7	7	7
Total Ordinances/Code Amendment ordinances	17/4	18/8	17/7
Total Resolutions/Resolutions approving contracts, leases, agreements	115/53	120/65	107/51
Code Enforcement Special Magistrate Hearings	11	12	12
Code Enforcement case files prepared	46	146	160
Code Enforcement liens recorded	14	61	70
Code Enforcement liens released	11	9	15
Newsletter articles, Website/Facebook/Lobby postings promoting Village volunteers, volunteering, and civic involvement	65	80	90
Applications and inquiries received in Clerk's Office regarding Village boards and/or public service options	17	20	30
Public records provided within 1-5 business days of receipt	83.62% 97/116	51.18% 87/107	70.00% 105/150
Public records provided the same day as requested	27.59% 32/116	43.53% 74/170	36.67% 55/150
Public records provided at no charge to requestor	74.14% 86/116	91.76% 156/170	80.67% 121/150

Website Subscriber Data	FY 2017 effective 8/25/17	FY 2018 effective 7/13/18
AGENDAS Village Council and Advisory Boards	109 subscribers for 11 Agendas 1. Council Regular Session 58 2. Council Workshop Session 45 3. Planning Commission 39 4. Waterways Board 34 5. Audit Committee 31	131 subscribers total for 11 Agendas 1. Council Regular Session 66 2. Council Workshop Session 50 3. Planning Commission 50 4. Waterways Board 42 5. Audit Committee 35
CALENDARS Village Council Advisory Boards Departments/Events	248 subscribers total for 14 Calendars 1. NPB Country Club 116 2. Recreation Events 97 3. Parks & Recreation 96 4. Village Council 73 5. Planning Commission 53	303 subscribers total for 14 Calendars 1. NPB Country Club 147 2. Parks & Recreation 121 3. Recreation Events 118 4. Village Council 83 5. Library Events 70

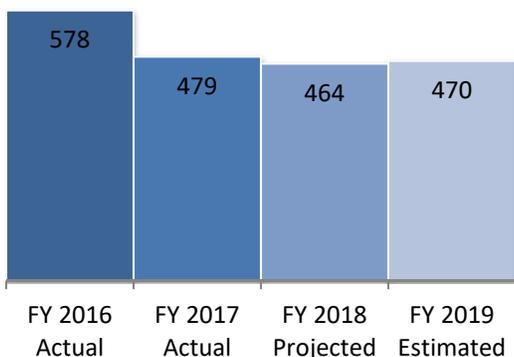
Public Records Requests



	2016 Actual	2017 Actual	2018 Projected	2019 Estimated
Total Requests	164	116	170	150
Provided 1-5 business days	132	97	87	105
Provided same day	58	32	74	55
Provided at no charge	121	86	156	121

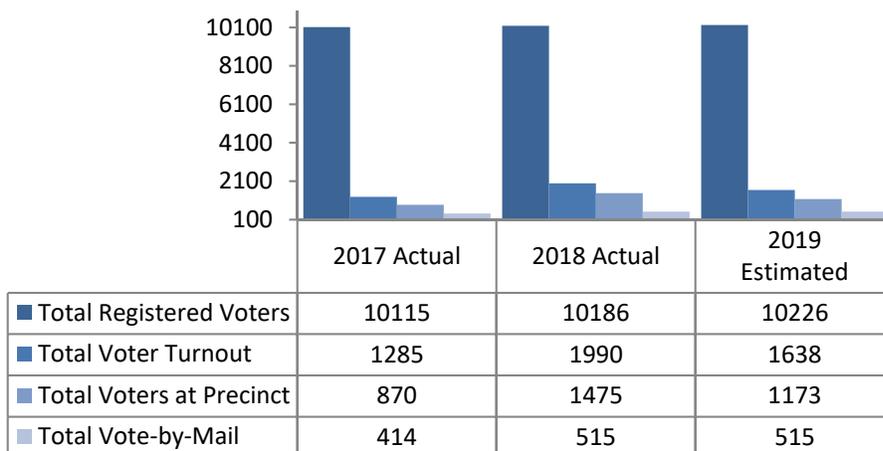
The public may review or obtain copies of records by searching the online public records database or by contacting the Clerk’s office or relevant department. The Clerk’s office acknowledges receipt of requests for public records and ensures that the requestor receives documents in a timely manner. Records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

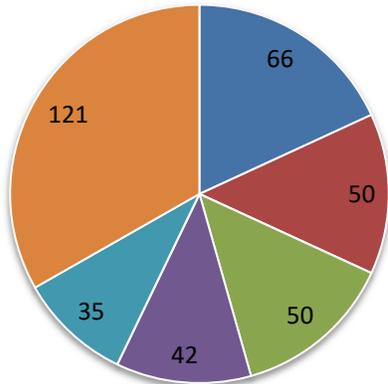


Village Clerk

FY 2019

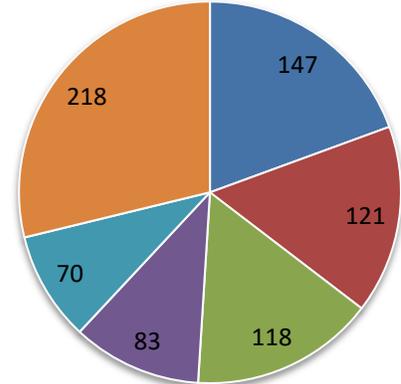
The Village website was completely redesigned in FY 2015 to improve communication and service delivery to our residents through interactive tools and online access to Village staff, services, and resources. Residents can sign up (subscribe) to receive news alerts and notifications of meetings and community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

Website Agenda Subscribers



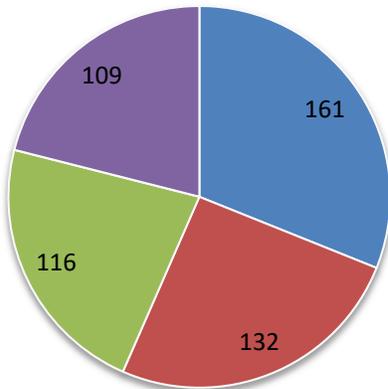
- Council Regular
- Council Workshop
- Planning Commission
- Waterways Board
- Audit Committee
- Other Agendas (6)

Website Calendar Subscribers



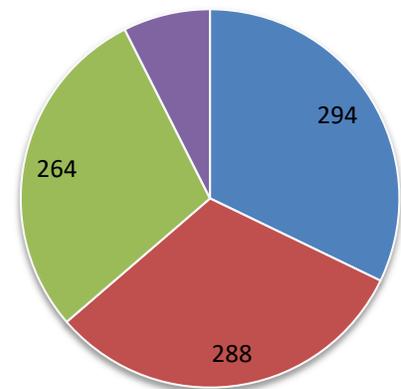
- NPB Country Club
- Parks & Recreation
- Recreation Events
- Village Council
- Library Events
- Other Calendars (14)

Website Newsflash Subscribers



- Country Club
- Police Department
- Public Hearings
- Elections & Voting

Website Notify Me Subscribers



- New Clubhouse
- Village Newsletter
- Village Master Plan
- Hurricane Updates
68

Village Clerk

FY 2019

Budget Summary

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 375,284	\$ 344,291	9.00%	\$ 30,993	\$342,421	\$316,432
Operating						
Periodicals	25	35	-28.57%	(10)	24	22
Conferences & Seminars	325	925	-64.86%	(600)	625	925
Contractual Services	23,000	5,000	360.00%	18,000	4,615	3,687
Election Expense	25,500	24,300	4.94%	1,200	23,922	270
Materials & Supplies	3,800	3,500	8.57%	300	1,498	2,303
Memberships & Dues	655	505	29.70%	150	445	575
Printing & Binding	600	600	0.00%	0	138	570
Professional Services	100	100	0.00%	0	32	0
Repairs & Maintenance	3,200	0	0.00%	3,200	0	0
Special Events	0	0	0.00%	0	0	766
Travel & Training	1,730	1,410	22.70%	320	1,734	577
Uniforms	0	0	0.00%	0	29	27
Other Operating Costs	1,500	1,150	30.43%	350	1,225	475
Total Operating Costs	60,435	37,525	61.05%	22,910	34,287	10,198
Total Expenses	\$ 435,719	\$ 381,816	14.12%	\$ 53,903	\$ 376,708	\$ 326,630

Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs:

- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel; and
- An operating expenditure increase in repairs and maintenance for carpet installation in the Clerk's Office; and
- An operating expenditure increase in contractual services for the purchase of Agenda Management Software.

General Services – Village Hall

FY 2019

Mission Statement

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

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

Budget Summary

	<u>FY 2019 Budget</u>	<u>FY 2018 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/17</u>	<u>Actual 09/30/16</u>
Operating						
Historian	\$ 0	\$ 0	0.00%	\$ 0	\$ 74	\$ 0
Materials & Supplies	10,000	10,000	0.00%	0	5,440	6,526
Newsletter	50,000	44,000	13.64%	6,000	36,895	37,511
Postage	25,000	25,000	0.00%	0	21,646	23,932
Rental	5,310	5,605	-5.26%	(295)	5,456	5,409
Repairs & Maintenance	3,500	0	0.00%	3,500	4,790	12,188
Utilities	20,330	21,429	-5.13%	(1,099)	22,971	22,872
Other Operating Costs	80	80	0.00%	0	154	0
Total Operating Costs	114,220	106,114	7.64%	8,106	97,426	108,438
Total Expenses	\$ 114,220	\$ 106,114	7.64%	\$ 8,106	\$ 97,426	\$ 108,438

Explanation of Increase / (Decrease):

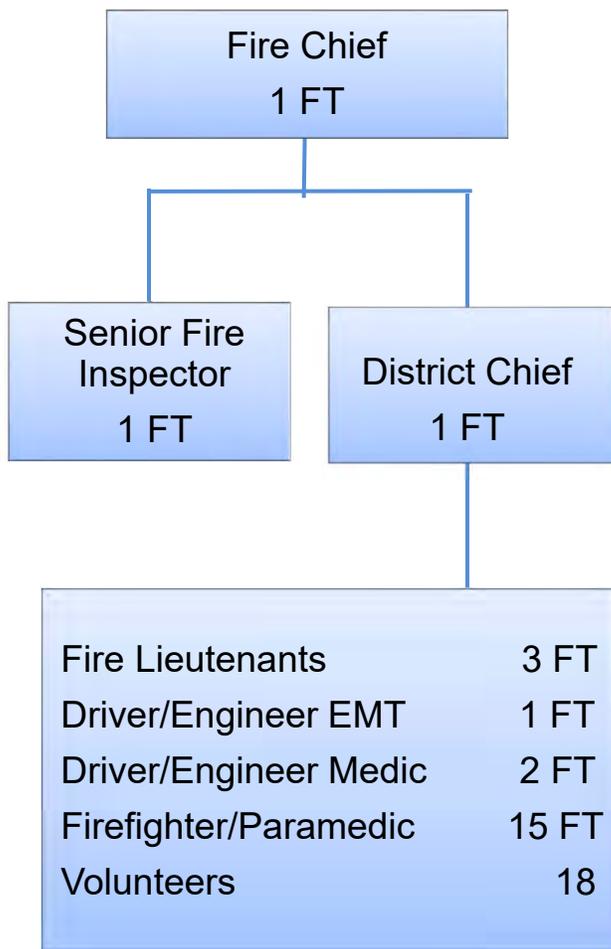
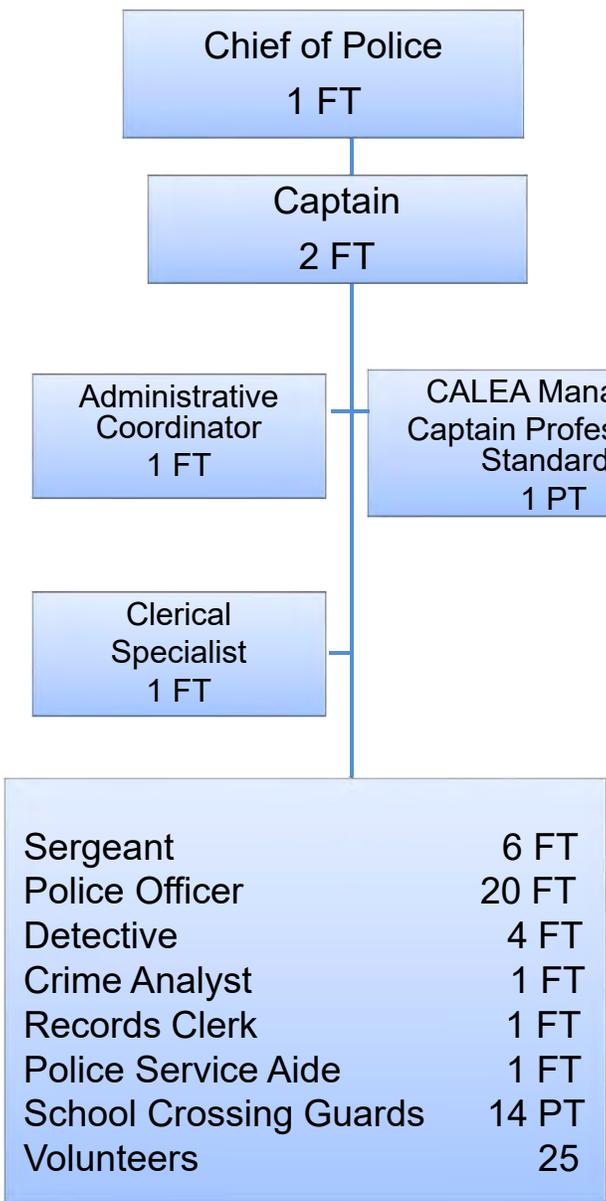
The increase in total expenses is primarily due to an increase in costs for the monthly newsletter.

Public Safety (Combined)	FY 2019
---------------------------------	----------------

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

Police

Fire Rescue



Summary	FY 2019	FY 2018	Change
Full-Time	62	62	No Change
Part-Time	15	15	No Change
Volunteers	43	43	No Change

Public Safety (Combined)

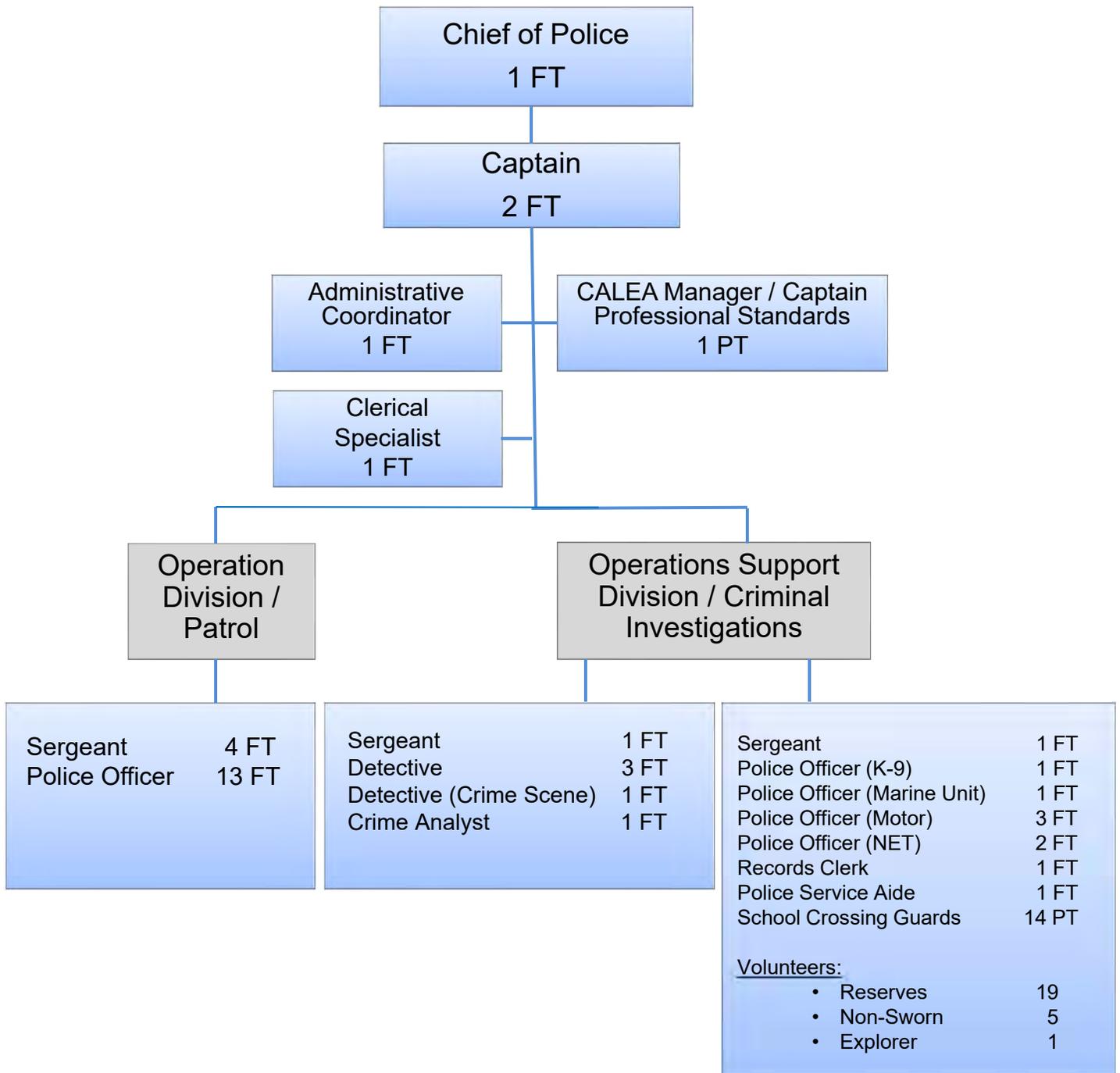
FY 2019

Budget Summary

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$8,195,985	\$7,843,093	4.50%	\$ 352,892	\$7,694,405	\$ 7,794,826
Operating						
Advertising	180	180	0.00%	0	0	0
Periodicals	2,300	2,600	-11.54%	(300)	70	1,436
Conferences & Seminars	600	600	0.00%	-	130	379
Contractual Services	511,497	516,871	-1.04%	(5,374)	457,620	426,640
Employee Relations	4,000	3,000	33.33%	1,000	2,204	1,044
Gas, Oil & Lubricants	138,000	142,200	-2.95%	(4,200)	87,712	86,435
Law Enforcement Trust	0	0	0.00%	0	4,800	4,800
Licenses & Fees	10,866	9,666	12.41%	1,200	5,158	1,038
Materials & Supplies	314,850	242,700	29.73%	72,150	164,510	143,972
Memberships & Dues	4,380	4,140	5.80%	240	4,522	2,662
Postage	2,200	2,200	0.00%	0	1,608	1,191
Printing & Binding	3,900	4,000	-2.50%	(100)	3,573	3,220
Professional Services	23,600	25,600	-7.81%	(2,000)	21,818	25,139
Rental	29,922	29,950	-0.09%	(28)	24,378	20,677
Repairs & Maintenance	167,000	154,500	8.09%	12,500	181,069	105,273
Travel & Training	82,685	69,060	19.73%	13,625	60,993	55,492
Uniforms	73,000	64,000	14.06%	9,000	56,314	53,108
Utilities	106,830	92,147	15.93%	14,683	85,994	92,412
Other Operating Costs	80	80	0.00%	0	55	0
Total Operating Costs	1,475,890	1,363,494	8.24%	112,396	1,162,527	1,024,917
Capital						
Automotive	0	0	0.00%	0	29,683	27,405
Capital Outlay	0	0	0.00%	0	29,683	27,405
Total Expenses	\$9,671,875	\$ 9,206,587	5.05%	\$ 465,288	\$8,886,615	\$8,847,148

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 2019
---------------	----------------



Summary	FY 2019	FY 2018	Change
Full-Time	38	38	No Change
Part-Time	15	15	No Change
Volunteers	25	25	No Change

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.

Service Levels Narrative

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 nineteen (19) 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 three (3) 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 Technician. 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.

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. Effective April 2017, inspections will be 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:

Explorer Program

The Explorer program focuses on individuals between the ages of 14 and 21. The participants are introduced to the many facets of law enforcement and emergency services. The Explorers work hand-in-hand with the Police Officers and assist them in community policing. The program is directed toward people who have an interest in the field of law enforcement. Each Explorer must meet certain requirements before being accepted into the program. The program currently has five (5) participants.

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 nineteen (19) Reserve Police Officers, with openings for an additional thirteen (13) 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 seventeen (17) security surveys in 2017.

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-two (42) 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 philosophy 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 two thousand three hundred and fifteen flyers in 2017.

Gun Lock Program

Free gun locks are provided to residents to keep their homes safe through secured firearms. The Department distributed one hundred and eighty (180) gun locks in 2017.

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 forty (340) residents who either attended or showed interest in community meetings in 2017

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 nine (9) meetings in 2017.

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-three (23) seminars in 2017.

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 two (2) Workers on Watch meetings held at Public Works in 2017.

SmartWater Program

This is a new program implemented to address residential, auto and vessel burglaries. The Police Department purchased kits that were distributed to residents to safeguard their personal property and aid in the recovery of stolen property. We have distributed one hundred and twenty-five (125) Smart Water kits.

Transitional Neighborhood Team (TNT)

There are currently seventeen (17) members of TNT which include 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 2018/2019

Volunteers

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

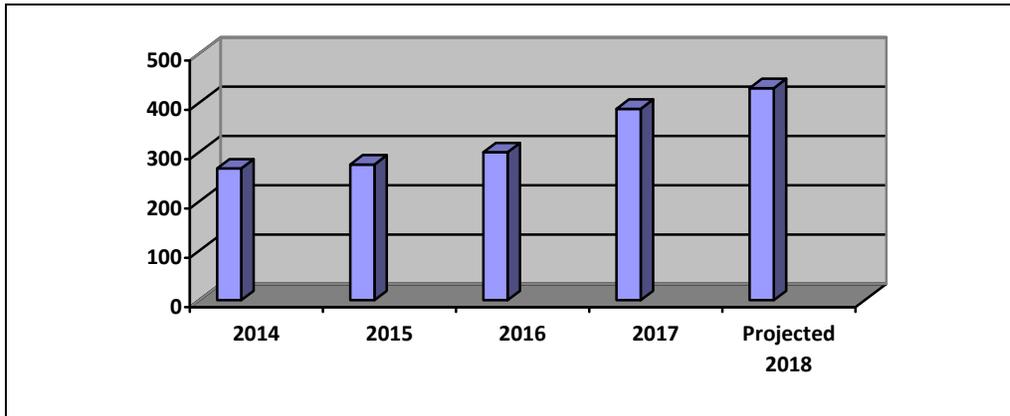
2018 Awards:

The agency has been recognized by 3 sources as being in the top 10 lowest crime cities in Florida.

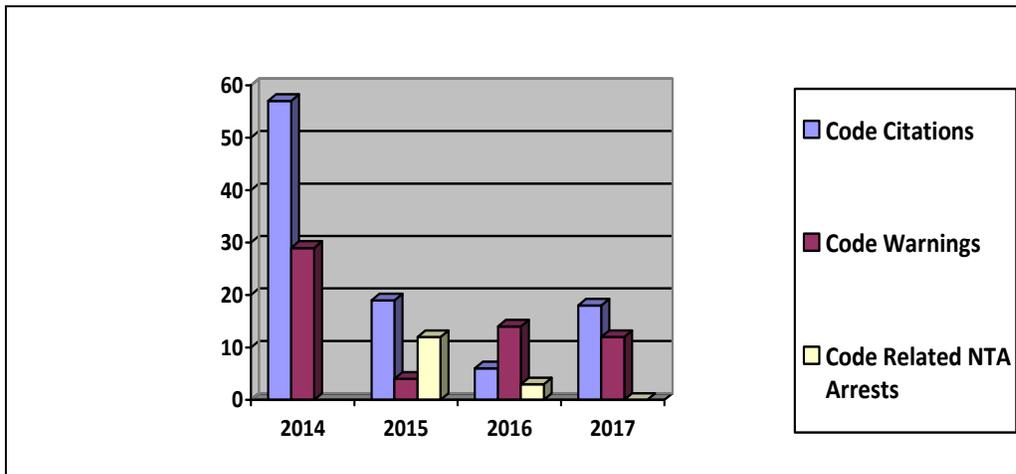
Current Year Accomplishments and New Initiatives

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

Increased community participation/meetings



Increased code enforcement actions

ANNUAL REPORT INFORMATION

- Using a Neighborhood Enhancement Team approach that Police, Fire, Code Enforcement and Public Works Departments will focus on the declining neighborhoods, and partner with local motels to reduce code violations as well as make enhancements that will aid in the reduction of overdoses and drug sales/usage.
- 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 was 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.

Strategic Goal:**Strong Local Economy**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 and creation of a NET program to address “community building” needs, infrastructure needs (i.e. sanitary sewer), issues with the aging housing stock, and affordability.
 - Establish first neighborhood (action plan ongoing)
 - Grants for infrastructure (to be researched by NET)
 - Housing needs (Based on community needs)
 - Lighting (ongoing)
 - LPR’s (ongoing)

Police

FY 2019

Performance / Workload Measures

Performance Measure	FY 2017 Actual	FY 2018 Projected	FY 2019 Estimated
Community Policing Contacts	1,430	1,480	1650
Enforcement Contacts	5230	5,471	5,570
Number of code compliance issues	18	20	12
Increase number of warnings issued for traffic stops	1822	2,115	2120
Reduce traffic crash reports	242	215	180

Crime Statistics

NORTH PALM BEACH CRIME STATISTICS										
	Jan 16 Dec 16	Jan 17 Dec 17	-/+	% Change						
Murder	0	0	0	0.0%						
Sexual Assault	0	1	1	100.0%						
Robbery	2	5	3	150.0%						
Aggravated Assault	8	10	2	25.0%						
Aggravated Stalking	1	1	0	0.0%						
Stolen Vehicle	16	18	2	12.5%						
Burglary to Residence	33	17	-16	-48.5%						
Burglary Non- Residence	11	2	-9	-81.8%						
Burglary to Vehicle	38	33	-5	-13.2%						
Theft	74	67	-7	-9.5%						
TOTALS:	183	154	-29	-15.8%						
Arrests:	233	243	10	4.3%						
Jan - Dec 10 Year Statistics										
	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Murder	0	0	0	0	0	0	0	0	0	0
Sexual Assault	2	1	1	0	2	0	4	1	0	1
Robbery	10	16	9	9	13	6	5	1	2	5
Aggravated Assault	9	21	14	10	4	8	10	9	8	10
Stolen Vehicle	16	14	22	14	11	8	20	14	17	18
Burglary to Residence	50	51	66	39	64	38	59	27	33	17
Burglary Non Residence	20	34	14	17	14	7	16	10	11	2
Burglary to Vehicle	77	70	55	31	44	33	58	50	38	33
Theft	136	124	139	131	106	105	135	85	74	67
TOTALS:	320	331	320	251	258	205	307	197	184	154

Police

FY 2019

Budget Summary

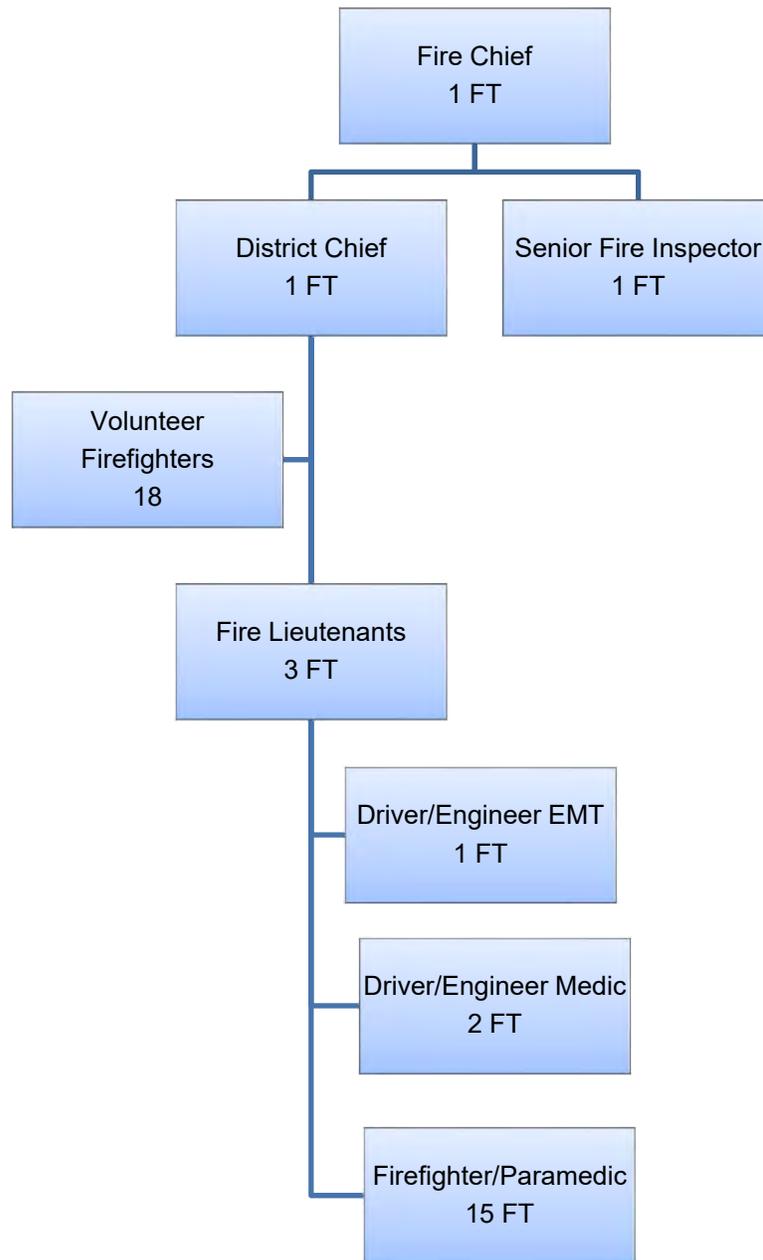
	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 4,939,348	\$4,648,909	6.25%	\$ 290,439	\$4,484,837	\$4,597,368
Operating						
Advertising	180	180	0.00%	0	0	0
Periodicals	500	500	0.00%	0	70	131
Conferences & Seminars	600	600	0.00%	0	130	379
Contractual Services	481,497	480,871	0.13%	626	424,763	393,092
Employee Relations	4,000	3,000	33.33%	1,000	2,204	1,044
Gas, Oil & Lubricants	118,000	118,000	0.00%	0	72,176	73,314
Law Enforcement Trust	0	0	0.00%	0	4,800	4,800
Licenses & Fees	8,166	8,166	0.00%	0	880	993
Materials & Supplies	234,600	176,700	32.77%	57,900	107,420	87,073
Memberships & Dues	2,960	2,800	5.71%	160	2,399	1,905
Postage	300	300	0.00%	0	606	119
Printing & Binding	3,500	3,500	0.00%	0	3,201	2,702
Professional Services	8,000	10,000	-20.00%	(2,000)	6,198	9,669
Rental	27,172	27,200	-0.10%	(28)	22,309	18,394
Repairs & Maintenance	89,500	77,000	16.23%	12,500	62,377	53,451
Travel & Training	46,000	38,500	19.48%	7,500	42,150	31,851
Uniforms	32,000	32,000	0.00%	0	31,000	27,818
Utilities	20,660	15,150	36.37%	5,510	5,944	12,280
Other Operating Costs	0	0	0.00%	0	0	0
Total Operating Costs	1,077,635	994,467	8.36%	83,168	788,628	719,014
Capital						
Automotive	0	0	0.00%	0	29,683	27,405
Capital Outlay	0	0	0.00%	0	29,683	27,405
Total Expenses	\$6,016,983	\$5,643,376	6.62%	\$ 373,607	\$ 5,303,147	\$5,343,786

Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs. The FY19 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;
- A personnel expenditure increase as a result of an increase in the number of Officers with assignment pay;
- An operating expenditure increase in materials & supplies for the purchase of 28 Police laptops; and
- An operating expenditure increase in repairs & maintenance for radios & headsets

Fire Rescue	FY 2019
--------------------	----------------



Summary	FY 2019	FY 2018	Change
Full-Time	24	24	No Change
Part-Time	0	0	No Change
Volunteers	18	18	No Change

Fire Rescue

FY 2019

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 lieutenants, 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 Lieutenants 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 Lieutenants are responsible for the day-to-day operations: responding to emergency calls, in-house training drills and station maintenance. The Lieutenants 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 Lieutenant is also assigned a specific task; inventory maintenance, fleet and facility overview, or pre-fire plan maintenance as examples. The Lieutenants 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 lieutenant 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 the same certifications as career personnel: 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 twenty-four (24) 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 2019

Personnel Changes

There are no personnel/title changes for Fiscal Year 2018/2019

Current Year Accomplishments and New Initiatives

During Fiscal Year 2017/2018, the Fire Rescue Department achieved the following new initiatives and goals for improvement:

- Recertify personnel in Pediatric Advanced Life Support (PALS).
- Recertify personnel in Pre-Hospital Trauma Life Support (PHTLS)
- Working member of the Village NET.
- Worked with CDD and Village Attorney to bring new “sober homes” into Fire Code compliance.
- Served as a host location for the annual countywide Hands-only CPR training event.
- Received an EMS Grant to purchase electronic narcotic lockboxes for our apparatus.
- Conducting lieutenant promotional exam to fill vacancy created through retirement.
- Conducting driver/engineer promotional exam to create eligibility list which had expired and is required by the IAFF CBA.
- Participated in a number of Village and countywide events including Annual Safety Fair, Heritage Day, 9/11 Remembrance Ceremony, Virtual Honor Flight 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 2019

Department Goal:

Move from a purchase to a lease method to acquire apparatus.

Objectives:

- Replace fire apparatus utilizing a seven (7) year lease plan.
- Replace EMS apparatus utilizing a five (5) year lease plan.
- Turn in and replace apparatus at the end of lease periods.

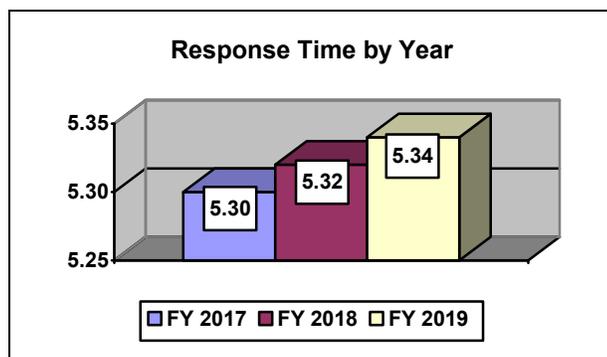
This is the most significant change to Fire Rescue budgeting. Moving from the purchase of our apparatus fleet to leasing has the potential of avoiding just under \$1,000,000.00 in costs over the five-year CIP, while updating our fleet, cutting maintenance costs, reducing mechanical downtime and replacing apparatus in a more timely manner. Apparatus leasing has been employed nationwide by fire rescue departments both large and small with great success. Most apparatus manufacturers offer lease plans as well as plans made available through local lending institutions; keeping our options open and searching out the best fit for the Village will produce the successful program we anticipate.

Through this lease program we hope to:

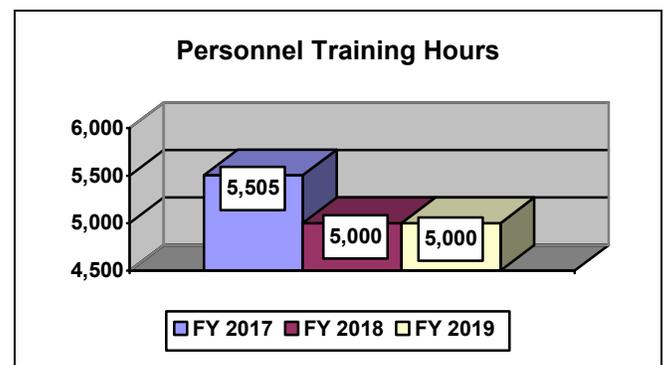
- Reduce maintenance costs
- Reduce mechanical downtime
- Replace apparatus before they become obsolete

Performance / Workload Measures

Performance Measure	FY 2017 Actual	FY 2018 Projected	FY 2019 Estimated
N.P.B. Average Response Time*	5.30	5.32	5.34
Personnel training hours	5,505	5,000	5,000



***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, EMT and fire inspector, scheduled bi-annually and tri-annually, planned training hour cycles are scheduled accordingly.

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 will cover 2017-2019. As we compile those numbers for a future report, we have resubmitted the past study data 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 into the next reporting cycle, the Village must become more self-reliant. It would be our recommendation that consideration be given to increasing staffing and equipment to allow Fire Rescue to continue providing service at its current level.

Fire Rescue

FY 2019

Budget Summary

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 3,256,637	\$3,194,184	1.96%	\$ 62,453	\$3,209,568	\$3,197,458
Operating						
Periodicals	1,800	2,100	-14.29%	(300)	0	1,305
Contractual Services	30,000	36,000	-16.67%	(6,000)	32,857	33,548
Gas, Oil & Lubricants	20,000	24,200	-17.36%	(4,200)	15,536	13,121
Licenses & Fees	2,700	1,500	80.00%	1,200	4,278	45
Materials & Supplies	80,250	66,000	21.59%	14,250	57,090	56,899
Memberships & Dues	1,420	1,340	5.97%	80	2,123	757
Postage	500	500	0.00%	0	176	113
Printing & Binding	400	500	-20.00%	(100)	371	518
Professional Services	15,600	15,600	0.00%	0	15,620	15,470
Rental	2,750	2,750	0.00%	0	2,069	2,283
Repairs & Maintenance	47,500	47,500	0.00%	0	35,765	25,064
Travel & Training	36,685	30,560	20.04%	6,125	18,843	23,641
Uniforms	41,000	32,000	28.13%	9,000	25,314	25,289
Utilities	2,000	2,000	0.00%	0	1,444	1,306
Other Operating Costs	0	0	0.00%	0	0	(0)
Total Operating Costs	282,605	262,550	7.64%	20,055	211,486	199,360
Total Expenses	\$ 3,539,242	\$ 3,456,734	2.39%	\$ 82,508	\$3,421,054	\$3,396,819

Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs. The FY19 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
- Increased cost for materials and supplies for:
 - medical and safety supplies
 - supplies for use in Police assist incidents.

General Services – Public Safety Building

FY 2019

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

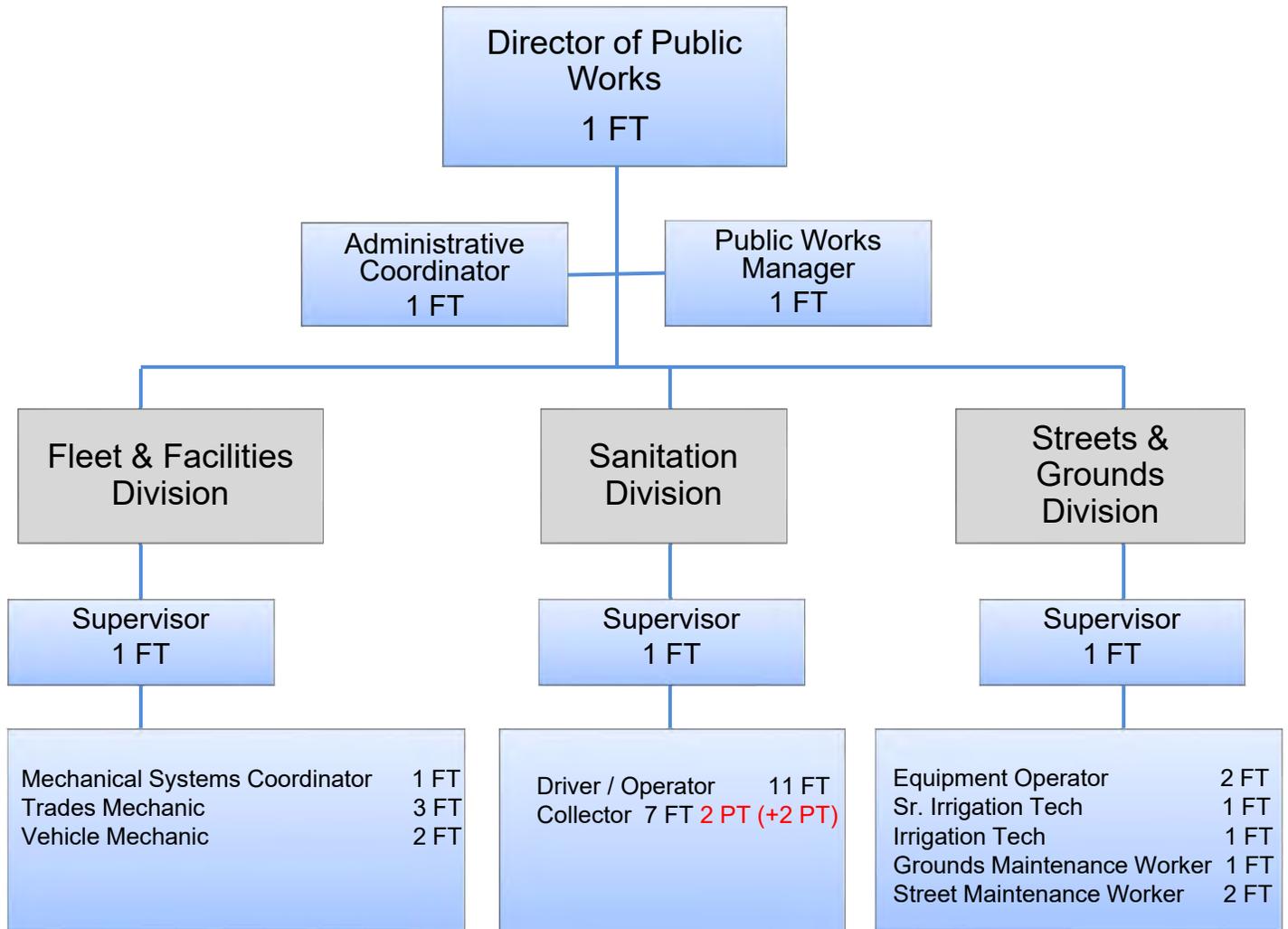
	FY 2019 Budget		FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Operating							
Postage	\$ 1,400		\$ 1,400	0.00%	\$ 0	\$ 826	\$ 959
Repairs & Maintenance	30,000		30,000	0.00%	0	82,927	26,758
Utilities	84,170		74,997	12.23%	9,173	78,606	78,826
Other Operating Costs	80		80	0.00%	0	55	0
Total Operating Costs		115,650	106,477	8.62%	9,173	162,414	106,543
Total Expenses		\$ 115,650	\$ 106,477	8.62%	\$ 9,173	\$162,414	\$ 106,543

Explanation of Increase / (Decrease):

The increase in total expenses is primarily due to an increase in utility costs.

Public Works

FY 2019



The personnel change in this department is due to staffing needed to complete work schedules on time and not rollover collection days and/or pay overtime.

Summary	FY 2019	FY 2018	Change
Full-Time	37	37	No Change
Part-Time	2	0	+ 2

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 of Public Works 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 Public Works 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.

The Administrative Coordinator assists the Director 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 Complex, Tennis Facility, Country Club Clubhouse, Country Club Golf Pro Shop, Country Club Restaurant and Bar, Country Club Administrative Offices, Country Club Mechanics Shop, and all Village maintained street lights (173 out of 628 street lights). In addition, the staff of this Division constructs and assembles furniture, completes minor office remodeling, monitors building operations, performs preventive maintenance and makes electrical, lighting, and plumbing repairs, as well as repairs to HVAC equipment and to street lights.

The Sanitation Division currently consists of one (1) Supervisor, eleven (11) Sanitation Driver/Operators, and seven (7) Sanitation Collectors.

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

- Monday – Garbage, Trash, and Bulk Items
- Tuesday – Vegetation
- Wednesday - Garbage, Trash, and Bulk Items
- Thursday – Vegetation and Recycling
- Friday - Garbage, Trash, and Bulk Items

The Sanitation Division 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-days a week) sanitation service is one of the highest level of services provided in Palm Beach County when compared with other municipalities.

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 maintenance of Village properties, including the various parks. They also install new vegetation as part of the Village's revitalization program. Additional responsibilities include the replacement of landscape material that is damaged as the result of automobile accidents or vandalism.

Personnel Changes

The personnel/title changes for Fiscal Year 2018/2019 are:

- Addition of two (2) part-time Sanitation Collector positions to complete work schedules on time and not rollover collection days and/or pay excessive overtime.

Current Year Accomplishments and New Initiatives

- Eliminated 1,557 sidewalk tripping hazards in the Village by saw cutting.
- Started replacing old rusted posts and signs throughout the Village streets and parks. The posts are being replaced with aluminum to increase the longevity and improve appearance.
- Added improvements to the existing irrigation system at Lakeside Park to have all of the sprinklers on a time clock. This maximizes time, proper coverage and uniformity.
- Added improvements to the irrigation system on Corsair Drive by adding more zones to cover new landscaping improvements.
- Assisted FDOT by providing Maintenance of Traffic (MOT) and closing off the waterway under the US 1 Bridge when the sidewalk collapsed.
- Assisted Lake Clarke Shores by moving sand off sidewalks by Palm Beach inlet.
- Replaced sod and landscaping in areas that needed improvement (Public Safety Building, Community Center, Osborne Park, Anchorage Park and Lakeside Park).
- Set up all of the decorations including the Christmas tree for the Christmas tree lighting.
- Installed a stormwater flume on Yacht Club Drive to allow the stormwater to sheet-flow off of the street.
- Installed an Oak Tree at Community Center to have the Village designated as a “Tree City”.
- Assisted the Police Department with several accidents throughout the Village by cleaning up all of the debris and taking care of MOT.
- Set up, maintained and took down all of the MOT for the Heritage Day parade.
- Replaced two (2) air conditioning units at Anchorage Park.
- Installed three phase electric for new irrigation pump at Anchorage Park.
- Replaced one (1) air conditioning unit at the Community Center.
- Replaced two (2) HVAC RTU at Community Center.
- Installed a new electric gate at the Public Works Facility.
- Purchased three (3) new Kubota to replace the last of the old Jitneys.
- Installed a new roof shelter to protect the ten (10) new Kubotas.
- Built a new office for the Sanitation Supervisor.
- Installed fiber optics for Public Works Facility connection.
- Installed LPR camera pole and electric.
- Prepared old Country Club for demolition.
- Prepared temporary facilities for golf and pool operations including water and electric.
- Prepared temporary bathrooms and showers on pool deck.
- Built and installed two (2) temporary gates on pool deck.
- Upgraded the fuel system and software.
- Installed and began utilizing new inventory hardware and software.
- Removed and replaced the Public Safety Building roof.
- Hired a new Sanitation Supervisor.
- Started weekly OSHA meetings to focus on safety; Daily Sanitation safety briefings designed to reduce workers comp claims.
- Decreased overtime throughout the Sanitation Division by adjusting routes and staff.
- Implemented “Haul or Call” process to eliminate missed sanitation stops.
- Developed a plan to improve the Sanitation efficiency and effectiveness by adjusting trucks, manpower, and routes.

Public Works

FY 2019

- Formed a vehicle committee which helped to identify and prioritize vehicle needs. One of the goals of this committee is to analyze the costs associated with a vehicle and identifying the point, when on average, a vehicle is reasonable depreciated but not yet incurring significant maintenance costs.
- Provide Risk Management oversight for property/casualty & general liability claims, ensuring that all claims are monitored, tracked and settled in a timely, efficient and consistent manner.
- Managed 85% of insurance claims internally which saves in the cost of filing claims (\$34.00 per claim versus \$351.00 - \$1,026.00) and results in a better rate of reimbursement and lower future insurance premiums.
- Maximized the revenue resulting from the sale of vehicles and other equipment collecting a total of \$58,824.89 for 127 items sold on Govdeals.net.
- Implemented fuel card program utilizing WEX cards.
- Accepted a proposal from Hazen and Sawyer and started an initial stormwater management study.
- Approved a contract with Hinterland Group, Inc. and constructed a new Earman River Pump Station.
- Approved a contract with Proshot Concrete, Inc. and completed Lighthouse Drive Bridge Repairs.
- Accepted a proposal from M & M Asphalt Maintenance, Inc. d/b/a All County Paving, and completed milling and paving project: Lighthouse Drive, Oyster Road, Riverside Road, Atlantic Road, Lakeside Drive, Cruiser Road, and west end of Camelot Motor Lodge alley.
- Diverted all of the Stormwater Drainage System Infrastructure Surtax monies to the Anchorage Park Bulkhead project so that it is fully funded and can be completed.
- Approved an LED Lighting Agreement with Florida Power & Light Company (FPL) to switch street lights over to LED in the Neighborhood Enhancement Team (NET) area.
- Anchorage Park Improvements:
 - Continued work on the Anchorage Park Master Plan.
 - Removed the berm, installed irrigation and sodded a new ball field in Anchorage Park.
 - Approved a contract with Cone & Graham, Inc. and completed construction of a new Anchorage Park bulkhead and removal of the peninsula.
 - Added fill, adjusted irrigation, and installed new sod in the “Bowl” area of Anchorage Park.
 - Installed new Anchorage Park landscaping under the Bayan trees by Anchorage Drive.
 - Installed new sod in both dog parks.
- Awarded an athletic field Bermuda turf maintenance contract to STO Landscape Services who specialize in high quality athletic fields. This improved the quality of the Village’s athletic fields and eliminated complaints from the public.
- Attended weekly Country Club construction meetings, reviewed plans, salvage and surplus of old Country Club items, improved and painted three (3) bathroom buildings to match the new Club House, installed a drain pipe for the pool, installed three (3) new irrigation pumps for the golf course.
- Master Plan Implementation:
 - Worked with Village Manager to draft a Request for Qualifications (RFQ) to hire a consultant to assist with Master Plan implementation opportunities.
 - Accepted a proposal from Engenuity Group, Inc. and completed a topographic survey of Lighthouse Drive to utilize for Master Planning.
 - Communication with Palm Beach County on Prosperity Farms Bridge replacement; and FDOT on US 1 Bridge replacement to incorporate Master Plan elements.
- Accepted a proposal from Tyler Technology to provide software and hardware for inventory and scanning to make operations more efficient and effective.
- Utilized NPBCC Staff over the summer to start a self-assessment utilizing the APWA “Public Works Management Practices Manual”.

Public Works

FY 2019

- Worked with Village Manager and Directors to create a more realistic 5-year capital improvement plan; Researched and implemented a new 5-year Vehicle Lease Program.
- Hurricane Irma – Public Works First to Respond, Last to Leave...

Strategic Goals and Initiatives

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

Strategic Goal:

Improve Mobility

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:

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

Strategic Goal:

Financial Sustainability

Department Goal:

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

Objectives:

- Complete Stormwater Fee Study and implement if directed
- Aggressively seek out grant funding
- Prioritize and make wise expenditures with available funding

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:

- Facility and Park Planning and Maintenance
- Streetscape and Median Planning and Maintenance
- Begin East alley wall replacement

Public Works

FY 2019

Strategic Goal:**Organizational Excellence**Department Goal:

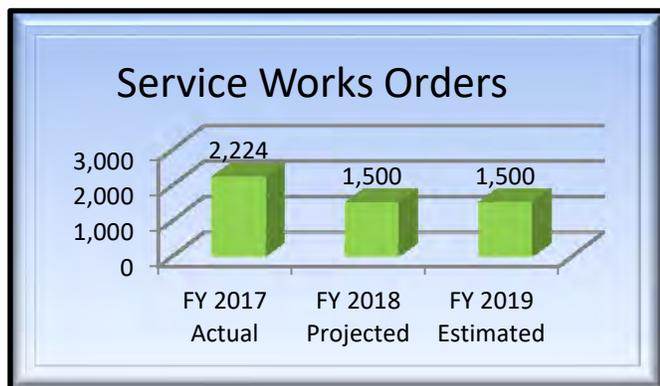
- Continue ongoing efforts to establish an internal framework of standards and processes intended to engage and motivate employees to deliver products and services that fulfill internal and external customer requirements within Village expectations.

Objectives:

- Continue work on American Public Works Association (APWA) accreditation
- Draft a Policy and Procedure Manual specific to the Public Works Department
- Require all Sanitation Staff to obtain CDL licenses and be able to operate all Sanitation vehicles
- Implement new Tyler Technology (Munis) modules for inventory/scanning and Sanitation annual billing
- Complete all major projects on time and within budget to a high level of customer satisfaction
- Establish and implement a Department safety program
- Ensure all MS4 NPDES permit requirements are met in a timely fashion

Performance / Workload Measures

Performance Measure	FY 2017 Actual	FY 2018 Projected	FY 2019 Estimated
Service Work Orders (Facility Dude)	2,224	1,500	1,500
Fuel Consumption (Gallons/Full Fleet)	82,000	108,000	110,000
Paper & Cardboard Recycling (tons)	786	948	933
Glass & Plastic Recycling (tons)	550	612	600
Solid Waste Collection (Tons)	8,496	8,041	8,369
Risk Management Claims	75	60	50
Competitive Solicitations Issued	n/a	14	14
Items Sold (govdeals.net)	70	135	50



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

Fuel Consumption (Gallons)



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 & Recycling (Tons)



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 (Tons)



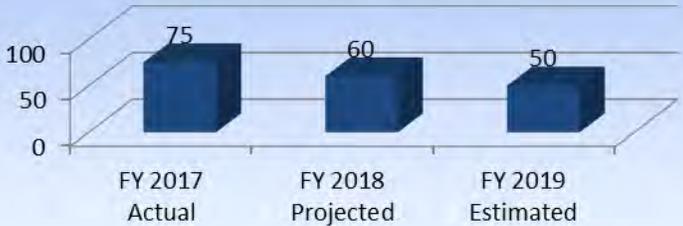
Solid Waste Collection: This graph depicts the number of tons of garbage and trash collected on an annual basis. There is a dip in FY 2018 but it is expected to return to the average in the past.

Paper & Cardboard (Tons)



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



Competitive Solicitations



Govdeals Sales



Public Works

FY 2019

Budget Summary (Public Works combined)

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 3,014,803	\$2,785,603	8.23%	\$ 229,200	\$ 2,620,017	\$2,588,043
Operating						
Advertising	1,250	1,000	25.00%	250	193	189
Conferences & Seminars	3,500	6,750	-48.15%	(3,250)	1,099	1,589
Contractual Services	918,175	904,850	1.47%	13,325	838,204	682,516
Employee Relations	1,500	1,000	50.00%	500	129	-
Equipment Rental	9,000	9,050	-0.55%	(50)	2,412	956
Gas, Oil & Lubricants	107,050	104,750	2.20%	2,300	89,337	75,021
Licenses & Fees	6,950	7,875	-11.75%	(925)	2,075	7,015
Materials & Supplies	461,400	469,000	-1.62%	(7,600)	282,264	338,797
Memberships & Dues	2,000	1,150	73.91%	850	1,625	1,001
NPEDS Permitting	15,000	15,000	0.00%	-	10,738	10,622
Postage	1,000	400	150.00%	600	164	554
Printing & Binding	525	525	0.00%	0	208	557
Professional Services	30,000	141,800	-78.84%	(111,800)	19,915	17,461
Repairs & Maintenance	339,975	459,000	-25.93%	(119,025)	188,496	198,671
Solid Waste Disposal	132,000	99,100	33.20%	32,900	123,095	127,948
Travel & Training	22,250	15,050	47.84%	7,200	5,597	2,916
Uniforms	19,250	19,750	-2.53%	(500)	19,699	14,869
Utilities	196,300	184,931	6.15%	11,369	194,002	184,974
Other Operating Costs	1,900	1,420	33.80%	480	1,782	351
Total Operating Costs	2,269,025	2,442,401	-7.10%	(173,376)	1,781,035	1,666,007
Capital						
Total Expenses	\$ 5,283,828	\$ 5,228,004	1.07%	\$ 55,824	\$ 4,406,403	\$4,254,050

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 2019

Budget Summary (Public Works Administration)

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 341,012	\$ 316,332	7.80%	\$ 24,680	\$ 131,658	\$213,724
Operating						
Advertising	250	0	0.00%	250	0	0
Conferences & Seminars	1,500	1,500	0.00%	0	1,099	1,589
Contractual Services	32,000	30,000	6.67%	2,000	49,481	30,395
Employee Relations	1,500	1,000	50.00%	500	129	0
Licenses & Fees	0	0	0.00%	0	0	6,715
Materials & Supplies	4,750	4,525	4.97%	225	13,869	3,663
Memberships & Dues	2,000	1,150	73.91%	850	1,625	1,001
Postage	1,000	400	150.00%	600	164	554
Printing & Binding	525	525	0.00%	0	208	557
Professional Services	5,000	5,000	0.00%	0	673	2,770
Travel & Training	4,600	4,150	10.84%	450	1,042	1,876
Uniforms	0	0	0.00%	0	88	0
Utilities	21,290	18,968	12.24%	2,322	19,499	21,337
Other Operating Costs	1,400	995	40.70%	405	1,290	158
Total Operating Costs	75,815	68,213	11.14%	7,602	89,166	70,614
Total Expenses	\$ 416,827	\$ 384,545	8.39%	\$ 32,282	\$ 220,824	\$284,338

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 FY19 budget includes:

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

Public Works

FY 2019

Budget Summary (Facility Services)

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$350,568	\$ 341,669	2.60%	\$ 8,899	\$ 333,039	\$312,503
Operating						
Conferences & Seminars	0	1,500	-100.00%	(1,500)	0	0
Contractual Services	170,725	148,000	15.35%	22,725	133,390	121,397
Professional Services	25,000	0	0.00%	25,000	200	7,095
Equipment Rental	1,500	1,550	-3.23%	(50)	0	54
Gas, Oil & Lubricants	8,250	8,250	0.00%	0	7,593	6,651
Licenses & Fees	5,150	5,150	0.00%	0	1,648	75
Materials & Supplies	36,200	41,125	-11.98%	(4,925)	9,306	34,451
Repairs & Maintenance	209,225	187,250	11.74%	21,975	72,158	103,407
Solid Waste Disposal	32,000	27,000	18.52%	5,000	22,193	23,165
Travel & Training	1,000	2,300	-56.52%	(1,300)	0	0
Uniforms	2,500	2,500	0.00%	0	2,570	1,982
Other Operating Costs	500	225	122.22%	275	458	193
Total Operating Costs	492,050	424,850	15.82%	67,200	249,515	298,469
Total Expenses	\$ 842,618	\$ 766,519	9.93%	\$ 76,099	\$ 582,554	\$610,972

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 FY19 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;
- Increased cost for contractual services for janitorial services;
- Increased cost for professional services for architectural consulting services; and
- Increased cost for repairs and maintenance for exterminating of Village facilities.

Public Works

FY 2019

Budget Summary (Vehicle Maintenance)

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 289,572	\$ 267,662	8.19%	\$ 21,910	\$ 259,868	\$229,216
Operating						
Conferences & Seminars	0	1,250	-100.00%	(1,250)	0	0
Contractual Services	4,350	4,350	0.00%	0	3,395	2,366
Gas, Oil & Lubricants	2,500	1,500	66.67%	1,000	551	1,359
Licenses & Fees	1,800	725	148.28%	1,075	427	225
Materials & Supplies	199,000	196,800	1.12%	2,200	170,371	181,971
Repairs & Maintenance	25,000	63,000	-60.32%	(38,000)	41,009	30,507
Travel & Training	1,550	2,750	-43.64%	(1,200)	3,374	0
Uniforms	2,250	2,250	0.00%	0	1,831	2,082
Utilities	320	325	-1.54%	(5)	347	252
Other Operating Costs	0	0	0.00%	0	(0)	0
Total Operating Costs	236,770	272,950	-13.26%	(36,180)	221,306	218,761
Total Expenses	\$ 526,342	\$ 540,612	-2.64%	\$ (14,270)	\$ 486,526	\$447,977

Explanation of Increase / (Decrease):

The decrease in total expenses is primarily due to a decrease in cost for maintaining the Village's fleet as a result of the vehicle leasing program.

Public Works

FY 2019

Budget Summary (Sanitation)

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 1,508,363	\$1,378,335	9.43%	\$ 130,028	\$1,450,919	\$1,404,229
Operating						
Conferences & Seminars	2,000	1,250	60.00%	750	0	0
Contractual Services	0	2,500	-100.00%	(2,500)	2,410	11,808
Gas, Oil & Lubricants	86,300	85,000	1.53%	1,300	75,172	61,586
Materials & Supplies	14,500	10,950	32.42%	3,550	7,915	15,170
Repairs & Maintenance	12,000	40,000	-70.00%	(28,000)	28,408	0
Solid Waste Disposal	100,000	72,100	38.70%	27,900	100,903	104,783
Travel & Training	13,100	2,050	539.02%	11,050	1,156	0
Uniforms	11,000	10,000	10.00%	1,000	12,089	8,347
Other Operating Costs	0	100	-100.00%	(100)	28	0
Total Operating Costs	238,900	223,950	6.68%	14,950	228,080	201,695
Total Expenses	\$ 1,747,263	\$ 1,602,285	9.05%	\$ 144,978	\$1,678,999	\$1,605,924

Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs. The FY19 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 two (2) additional part-time Sanitation Collectors;
- An increase in waste disposal costs; and
- An increase in training to allow for staff to obtain Commercial Drivers Licenses (CDL's).

Public Works

FY 2019

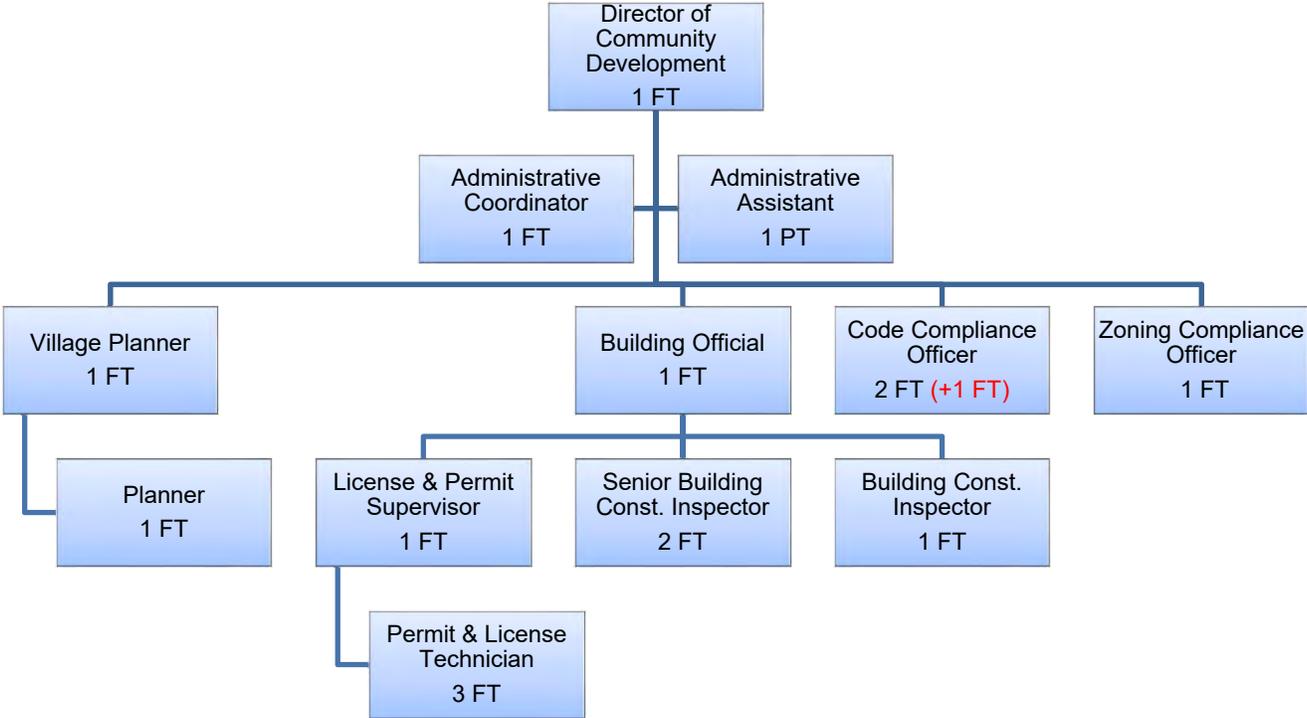
Budget Summary (Streets and Grounds Maintenance)

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$525,288	\$481,605	9.07%	\$43,683	\$444,534	\$ 428,372
Operating						
Advertising	1,000	1,000	0.00%	0	193	189
Conferences & Seminars	0	1,250	-100.00%	(1,250)	0	0
Contractual Services	711,100	720,000	-1.24%	(8,900)	649,529	516,550
Equipment Rental	7,500	7,500	0.00%	0	2,412	902
Gas, Oil & Lubricants	10,000	10,000	0.00%	0	6,021	5,425
Licenses & Fees	0	2,000	-100.00%	(2,000)	0	0
Materials & Supplies	206,950	215,600	-4.01%	(8,650)	80,803	103,543
NPEDS Permitting	15,000	15,000	0.00%	0	10,738	10,622
Professional Services	0	136,800	-100.00%	(136,800)	19,042	7,596
Repairs & Maintenance	93,750	168,750	-44.44%	(75,000)	46,920	64,757
Travel & Training	2,000	3,800	-47.37%	(1,800)	25	1,040
Uniforms	3,500	5,000	-30.00%	(1,500)	3,121	2,457
Utilities	174,690	165,638	5.46%	9,052	174,156	163,386
Other Operating Costs	0	100	-100.00%	(100)	6	0
Total Operating Costs	1,225,490	1,452,438	-15.63%	(226,948)	992,967	876,467
Total Expenses	\$1,750,778	\$1,934,043	-9.48%	\$ (183,265)	\$1,437,501	\$ 1,304,839

Explanation of Increase / (Decrease):

The decrease in total expenses is primarily due to the change in budgeting for capital projects. The professional and contractual service costs associated with capital projects are now budgeted in the five-year CIP plan as a project related cost.

Community Development	FY 2019
------------------------------	----------------



The personnel change in this Department is being made to provide a greater level of customer service in Code Enforcement

Summary	FY 2019	FY 2018	Change
Full-Time	15	14	+1
Part-Time	1	1	No Change

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 part-time Administrative Assistant provides administrative support to the Department and ensures documents for long-term storage are properly indexed and scanned.

Planning and Zoning Division

The Planning & Zoning Division is staffed by the Village 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, Planning Commission, Zoning Board of Adjustment and Construction Board of Adjustment and Appeals.

The Village 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 applications 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 Village Planner with the Planner-on-Call duties as well as zoning & building permit application review.

In FY 2018, the Planning & Zoning Division processed Twenty (20) Certificates of Appropriateness, the Village's Comprehensive Plan EAR Text Amendments, and assisted in the review and processing of three (3) amendments to the Village Code of Ordinances. In addition, the Planning & Zoning Division prepared nine (9) text and site-specific agenda items and five (5) workshop items for the Planning Commission and Board of Adjustments; and sixteen (16) text and site-specific agenda items and five (5) workshop items for Village Council. Finally, the Planning & Zoning Division reviewed 449 permits for zoning compliance and issued eighteen (18) Zoning Confirmation Letters as of August 13, 2018.

Building Division

The Building Division consists of a full-time Building Official, two (2) full-time Senior Building Construction Inspectors, one (1) full-time Building Construction Inspector, 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 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 two (2) full-time Code Compliance Officers (one (1) position created in this fiscal year due to demands and meeting level of service) 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 2018/2019 are:

- Addition of one (1) full-time Code Compliance Officer

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 establishing a Zoning in Progress (ZIP) to ensure that developers are aware of the goals and objectives of the Village's Master Plan and, to the greatest extent practicable and feasible, incorporate the Master Plan principles adopted in the ZIP into any new development or redevelopment applications.
- Adoption of the State required Comprehensive Plan Evaluation and Appraisal Report (EAR).
- Adoption of an updated Flood Plain Ordinance and conducted community outreach for the new FEMA flood maps.
- Adoption of a Resolution opting into the County's PACE program.
- Adoption of an Ordinance regulating Medical Marijuana Treatment Centers.
- Adoption of an Ordinance modifying the Village's walls & fencing code provisions for public projects.
- Adoption of an Ordinance updating the Village's housing code provisions
- Adoption of an Ordinance codifying the Village's reasonable accommodation process.
- Adoption of amendments to the Water Club PUD Signage and Tower III site plan.
- Adoption of amendments to the Crystal Cove Commons CPUD, Site Plan, Landscaping Plan and Signage Plan.
- Council Workshops on proposed revisions to modify the Village's docks and piers provisions, to establish an impervious maximum for front yards in the R-1 District, and to establish provisions to allow for artificial turf.
- Prepared the RFQ and worked with Dover, Kohl and Partners to provide consulting services for the preparation of a form-based/hybrid land development code to implement the Village Master Plan.
- Initiated implementation of the newly adopted revisions to Chapter 18, Section 18-33, 35, and 35.1 regarding Boats, Recreation Vehicles and Trailers Boats and RV Ordinance.
- Completion of the Local Update of Census Addresses (LUCA).
- Collaborated with the Neighborhood Enhancement Team (NET) and in setting code compliance priorities.
- 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:

- Implementation of the Master Plan Report.
- Adoption of a Form-Based/Hybrid code.
- Adoption of a Unified Land Development Code (ULDC).
- Electronic Zoning Application submittal and review.
- Update of the Comprehensive Plan Future Land Use Maps and Zoning District Map.
- Continue the digitization of Department records.
- Collaboration with the Neighborhood Enhancement Team (NET).
- Continue to assess operations and processes for improved efficiencies.

Community Development

FY 2019

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. Establish regulations for infill single-family that ensure compatibility in the neighborhood, consistent with the Master Plan.
 2. Continue collaborative efforts with the Neighborhood Enhancement Team (NET).
- d. Well maintained property
 1. Prioritize pro-active enforcement and voluntary code compliance.
 2. Evaluate software to create efficiencies for Code Compliance Officers.

Strategic Goal: Improve Mobility

Department Goal:

Engage in initiatives to improve the mobility of multi-users along major Village Roadways.

Objectives:

- a. U.S. Highway 1 Corridor Feasibility Analysis, consistent with the Master Plan.
- b. Prosperity Farms Road improvements, consistent with the Master Plan.
- c. U.S. Highway 1 Bridge concept design at Northlake Boulevard intersection.

Strategic Goal: Financial Sustainability

Department Goal:

Engage in initiatives to pursue annexations that are financially beneficial to the Village.

Objective:

- a. Assist in the efforts of actively pursuing annexation.
 1. Monet Acres
 2. Lost Tree Village

continued on next page

Community Development

FY 2019

Strategic Goal: Organizational Excellence

Department Goal:

Enhance customer service and implement operational/process efficiencies.

Objectives:

- a. Evaluate key work processes.
 1. Identify opportunities to engage consultants to supplement Village staff, including landscape architects, architects, and traffic engineers/planners.
 2. Continue evaluating operations and processes, and implementing improved efficiencies.
- b. Provide customer service training to frontline personnel.

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 CRA for public improvements, etc. in commercial areas.
 3. Revise the Comprehensive Plan and Land Development Regulations to facilitate the implementation of the Master Plan.

Performance / Workload Measures

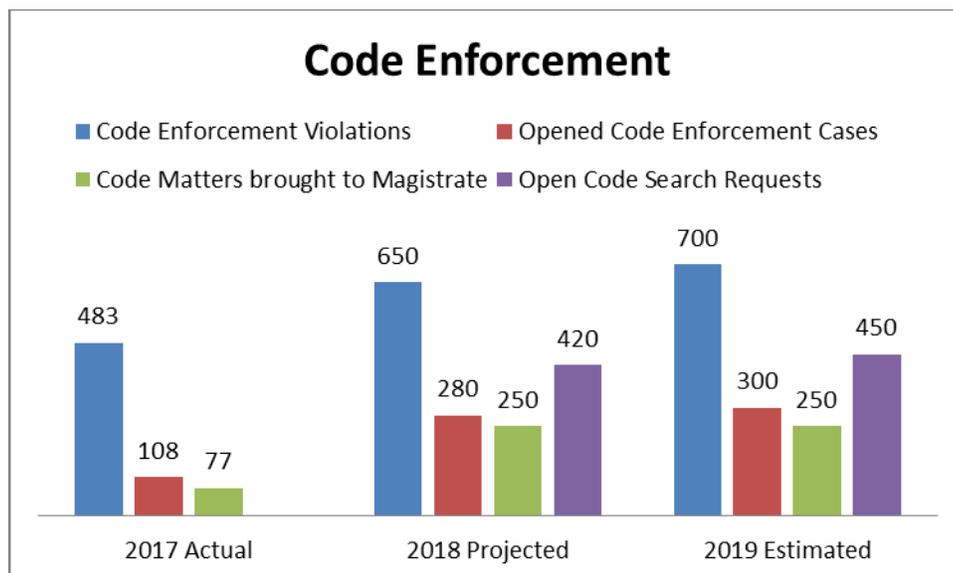
Performance Measures	FY 2017 Actual	FY 2018 Projected	FY 2019 Estimated
Number of Inspections	7774	9760	9900
Number of Primary Building Permits Issued	2309	2350	2400
Number of New Businesses Tax Receipts issued (BTRs)	111	142	150
Number of Opened Code Enforcement Cases	108	280	300
Number of Code Enforcement Special Magistrate Cases	77	250	250
Number of Walk-ins	3030	7350	7400

continued on next page

Planning and Zoning Cases: The Planners are resources to residents and property owners seeking to improve their property by providing public information about the Village's Comprehensive Plan and Land Development regulations (LDRs) as well as conducting formal review of applications and permits for consistency with said LDRs. While the table below reflects the number of public hearing workshops, agenda items and permits, it is the goal of the Planning & Zoning Division to develop indicators to capture the volume of public information provided by the Division (including walk-ins and phone inquiries) to the community in the next fiscal year. However, the Division is servicing a portion of the walk-in customers identified in the section below.



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.

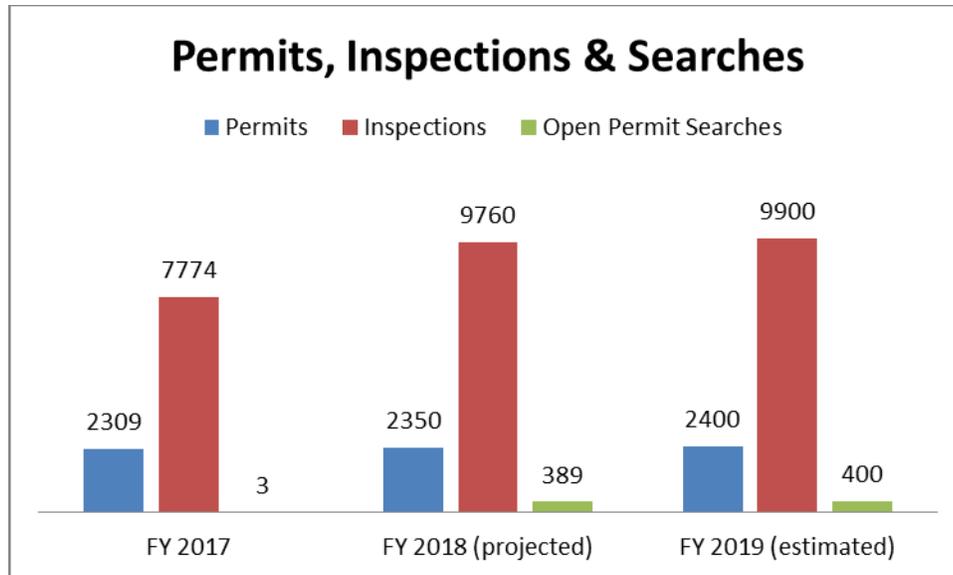


Community Development

FY 2019

Building Permits: Building permits, inspections, and revenues are all anticipated to increase in FY 18 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.



Number of Walk in Customers: During this past fiscal year, as indicated by the graph below, the Department is averaging over 615 walk-ins per month for related services and is experiencing an increase in activity over previous months. This trend is expected to continue into FY19.



Community Development

FY 2019

Budget Summary (Community Development combined)

	<u>FY 2019 Budget</u>	<u>FY 2018 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/17</u>	<u>Actual 09/30/16</u>
Personnel						
Total Salary & Benefits	\$ 1,335,371	\$1,222,785	9.21%	\$112,586	\$ 940,697	\$ 987,991
Operating						
Advertising	5,000	5,000	0.00%	0	1,190	802
Periodicals	4,322	4,322	0.00%	0	2,361	547
Charge Card Fees	5,460	5,460	0.00%	0	6,394	5,373
Conferences & Seminars	5,450	4,950	10.10%	500	2,030	1,214
Contractual Services	109,860	97,900	12.22%	11,960	56,219	55,107
Developer Fees	0	0	0.00%	0	10,754	12,531
Gas, Oil & Lubricants	5,250	6,000	-12.50%	(750)	2,456	2,580
Materials & Supplies	24,500	24,700	-0.81%	(200)	12,739	13,051
Memberships & Dues	5,795	5,315	9.03%	480	2,577	2,629
Postage	3,150	3,150	0.00%	0	2,804	3,470
Printing & Binding	900	900	0.00%	0	637	191
Professional Fees	110,000	145,000	-24.14%	(35,000)	112,009	235,852
Repairs & Maintenance	380	630	-39.68%	(250)	456	249
Small Business Grant	0	0	0.00%	0	7,500	7,500
Travel & Training	18,775	17,275	8.68%	1,500	7,743	2,373
Uniforms	1,800	1,800	0.00%	0	916	546
Utilities	22,710	22,547	0.72%	163	20,976	19,039
Other Operating Costs	200	200	0.00%	0	299	10
Total Operating Costs	323,552	345,149	-6.26%	(21,597)	250,060	363,063
Capital						
Computer Hardware & Software	0	0	0.00%	0	0	3,662
Machinery & Equipment	0	0	0.00%	0	6,295	0
Capital Outlay	0	0	0.00%	0	6,295	3,662
Total Expenses	\$ 1,658,923	\$1,567,934	5.80%	\$90,989	\$1,197,052	\$1,354,716

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 2019

Budget Summary (Planning & Zoning)

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 341,487	\$ 337,132	1.29%	\$ 4,355	\$ 226,333	\$246,026
Operating						
Advertising	5,000	5,000	0.00%	0	1,190	802
Periodicals	750	750	0.00%	0	538	0
Conferences & Seminars	3,200	2,700	18.52%	500	1,235	200
Contractual Services	17,260	13,200	30.76%	4,060	9,983	12,022
Developer Fees	0	0	0.00%	0	10,754	12,531
Gas, Oil & Lubricants	0	0	0.00%	0	28	15
Materials & Supplies	7,100	7,100	0.00%	0	5,530	2,865
Memberships & Dues	3,845	3,410	12.76%	435	1,967	1,759
Postage	150	150	0.00%	0	15	50
Printing & Binding	200	200	0.00%	0	45	56
Professional Services	100,000	125,000	-20.00%	(25,000)	65,176	181,168
Small Business Grant	0	0	0.00%	0	7,500	7,500
Travel & Training	9,000	7,500	20.00%	1,500	1,940	746
Uniforms	200	200	0.00%	0	188	305
Utilities	470	1,440	-67.36%	(970)	242	631
Other Operating Costs	0	0	0.00%	0	0	0
Total Operating Costs	147,175	166,650	-11.69%	(19,475)	106,331	220,651
Capital						
Computer Hardware & Software	0	0	0.00%	0	0	3,662
Capital Outlay	0	0	0.00%	0	0	3,662
Total Expenses	\$ 488,662	\$ 503,782	-3.00%	\$ (15,120)	\$ 332,664	\$470,339

Explanation of Increase / (Decrease):

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

- An overall decrease in professional services as compared to FY 18 which included the one-time cost for consulting services associated with implementing the Master Plan.

Community Development

FY 2019

Budget Summary (Building)

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$781,940	\$ 756,593	3.35%	\$ 25,347	\$633,328	\$636,038
Operating						
Periodicals	2,822	2,822	0.00%	0	1,823	547
Charge Card Fees	5,460	5,460	0.00%	0	6,394	5,373
Conferences & Seminars	1,350	1,350	0.00%	0	580	1,014
Contractual Services	70,500	66,700	5.70%	3,800	36,759	31,931
Gas, Oil & Lubricants	3,000	3,000	0.00%	0	1,530	1,424
Materials & Supplies	13,400	14,600	-8.22%	(1,200)	5,707	9,397
Memberships & Dues	1,480	1,435	3.14%	45	365	795
Postage	3,000	3,000	0.00%	0	2,789	3,420
Printing & Binding	500	500	0.00%	0	260	136
Professional Services	10,000	20,000	-50.00%	(10,000)	43,808	54,684
Repairs & Maintenance	380	430	-11.63%	(50)	438	195
Travel & Training	8,475	8,475	0.00%	0	4,474	1,438
Uniforms	1,000	1,000	0.00%	0	423	167
Utilities	21,370	20,416	4.67%	954	19,962	17,338
Other Operating Costs	200	200	0.00%	0	299	0
Total Operating Costs	142,937	149,388	-4.32%	(6,451)	125,612	127,858
Capital						
Machinery & Equipment	0	0	0.00%	0	6,295	0
Capital Outlay	0	0	0.00%	0	6,295	0
Total Expenses	\$924,877	\$ 905,981	2.09%	\$ 18,896	\$765,234	\$763,896

Explanation of Increase / (Decrease):

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

- An increase in budgeted salary and benefits for a newly hired employee.

Community Development

FY 2019

Budget Summary (Code Compliance)

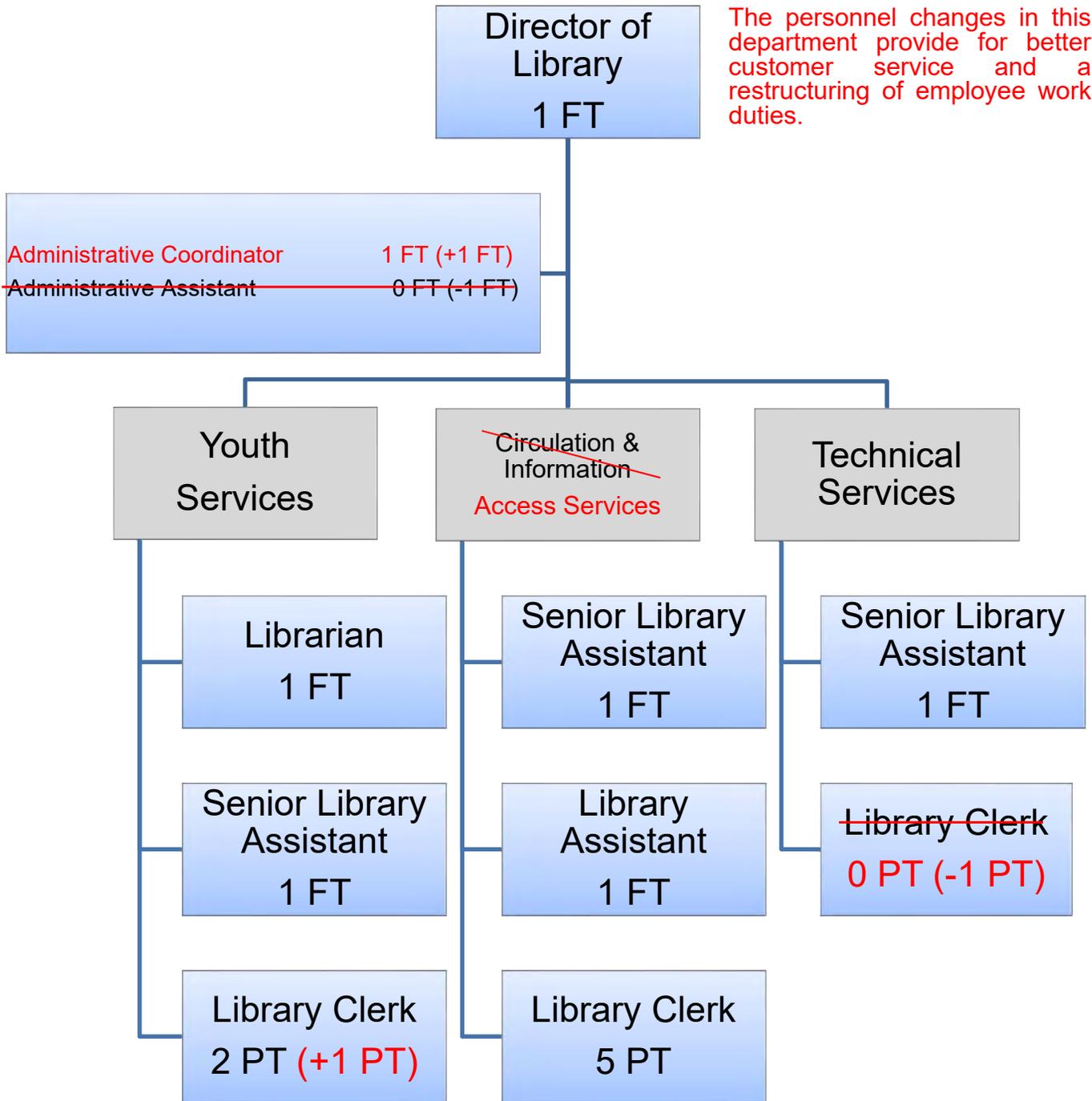
	FY 2019 Budget		FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel							
Total Salary & Benefits		\$211,944	\$ 129,060	64.22%	\$ 82,884	\$ 81,037	\$105,927
Operating							
Periodicals	750		750	0.00%	0	0	0
Conferences & Seminars	900		900	0.00%	0	215	0
Contractual Services	22,100		18,000	22.78%	4,100	9,476	11,153
Gas, Oil & Lubricants	2,250		3,000	-25.00%	(750)	898	1,140
Materials & Supplies	4,000		3,000	33.33%	1,000	1,503	789
Memberships & Dues	470		470	0.00%	0	245	75
Postage	0		0	0.00%	0	0	0
Printing & Binding	200		200	0.00%	0	331	0
Professional Services	0		0	0.00%	0	3,025	0
Repairs & Maintenance	0		200	-100.00%	(200)	18	54
Travel & Training	1,300		1,300	0.00%	0	1,328	189
Uniforms	600		600	0.00%	0	305	74
Utilities	870		691	25.90%	179	772	1,070
Other Operating Costs	0		0	0.00%	0	0	10
Total Operating Costs		33,440	29,111	14.87%	4,329	18,117	14,554
Total Expenses		\$245,384	\$ 158,171	55.14%	\$ 87,213	\$ 99,154	\$120,481

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 FY19 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
- A personnel expenditure increase reflecting one (1) additional full-time Code Officer.

Library	FY 2019
----------------	----------------



Summary	FY 2019	FY 2018	Change
Full-Time	7	7	No Change
Part-Time	7	7	No Change

Mission Statement

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

Service Levels Narrative

The North Palm Beach Public Library opened in 1968 and quickly became the best place to read under the sun. Consisting of 24,893 square feet and two stories, the Library includes a children's library, a multi-purpose meeting room, the local history & archives, a reading area, and a computer lab.

Currently the library is staffed with one (1) Director of Library, one (1) Librarian, three (3) Senior Library Assistants, one (1) Library Assistant, one (1) Administrative Coordinator, and seven (7) part-time Library Clerks. The Director and Librarian each have a Master's degree in Library Science. The Library consists of three (3) departments: **Technical Services**, which orders, receives, prepares and catalogs materials for lending; **Access Services**, which issues library cards, checks in and out books, provides readers advisory, helps with downloading e-books and audiobooks, 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, World Vital Records, and Overdrive ebooks and audiobooks are accessible 24/7 through the Library's website.

The Library's collection includes print and media items and even more when combined with the electronic resources available through our 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 newly renovated children's department contains play areas and reading corners, soft seating, a large screen TV for gaming and movies, two (2) kid-friendly computer stations with educational software, eight (8) laptops, and toys, games and puzzles. The teen room boasts a laptop bar, soft seating, and a large screen TV for gaming and movies.

The Friends of the Library actively support the Library's many programs through fundraising activities and are integral to the success of the Library in the community. For Fiscal Year 2018/2019, the Friends gifted \$11,000 to the library.

Personnel Changes

The personnel/title changes for Fiscal Year 2018/2019 are:

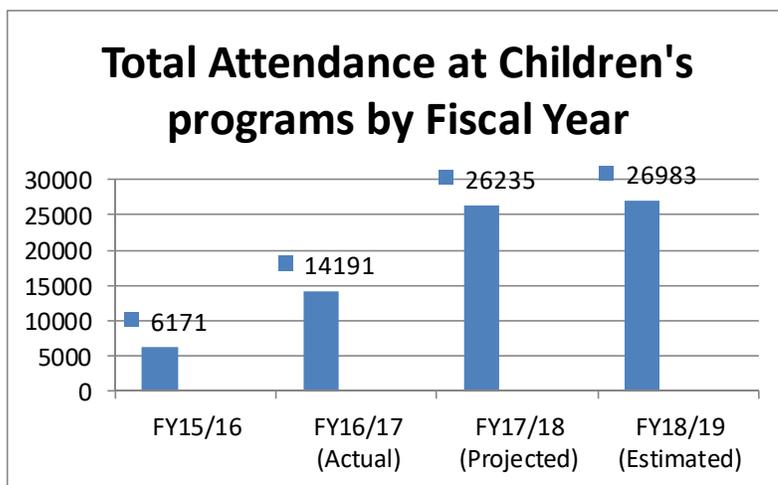
- Addition of one (1) full-time Administrative Coordinator position / Deletion of one (1) full-time Administrative Assistant position

Current Year Accomplishments and New Initiatives

During Fiscal Year 2017/2018, the Library achieved the following new initiatives and goals for improvement:

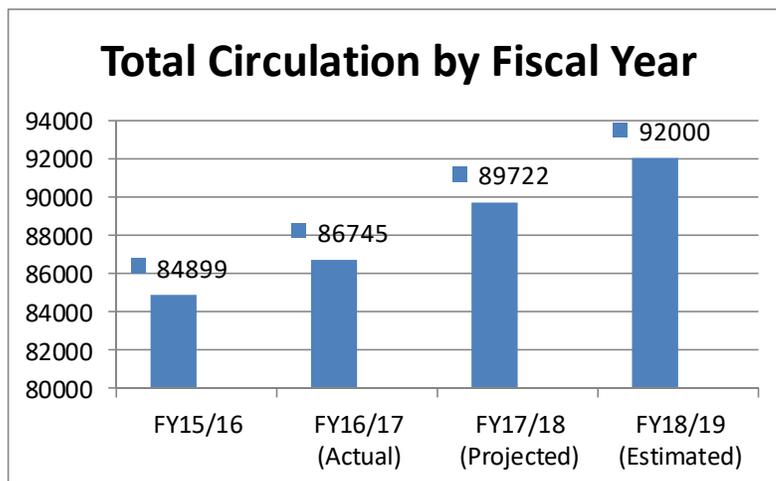
Youth Services

- Expanded storytime offerings to include children of varying age groups from birth to age five to address the different developmental stages of children.
- Added more toys, games and puzzles for children to play with and to use during programs.
- Planned and implemented successful Solar Eclipse party for 440 people of all ages.
- Expanded relationship with The Conservatory School by hosting weekly visits and issuing memberships to every Pre-K through fifth grade student without a library card.
- Hosted afterhours TCS middle school dance for 92 students.
- Renovated former computer lab into new children's and teen space, replete with play areas and reading corners, soft seating, new shelving, a laptop bar, two (2) large screen TVs for gaming and movies, two (2) kid-friendly computer stations with educational software, eight (8) laptops, and toys, games and puzzles.
- Coordinated with Home Depot to sponsor crafts at the Santa's Trolley rides in December.
- Participated in pilot YOUmedia program to introduce teenagers to new technology-related skills such as coding, music production, photography and video editing, podcasting and robotics.
- Enacted new policy making all children's materials fine free.
- Increased afterschool programming from two to five days per week.
- Increased year-over-year programming attendance by 76%.
- Increased number of programs by 75%.
- Recruited teen volunteers for Reading Buddies and summer reading.
- Participated in a number of Village events including Heritage Day, Veterans Day Ceremony, Santa's Trolley Rides, and Tree Lighting.



Circulation

- Issued 1,081 new library cards through the first eight (8) months of Fiscal Year 2018, resulting in highest number of cardholders (8,327) since July 2014 when the library had 8,464.
- Increased total circulation by 3.4%.
- Improved service delivery by implementing new procedures for purchase suggestions, resulting in faster fulfillment times and better workflow.



Adult Services

- Hosted hearing loss group and local camera club meetings/classes.
- Relocated adult reading area to opposite side of the library and enlarged it by removing one (1) unit of shelving and adding more study tables.
- Coordinated with Palm Beach Sail & Power Squadron for free boating safety courses.
- Coordinated first annual Village Art show with Village Manager's office.
- Increased number of programs by 31%.

Information

- Enhanced communication with residents by redesigning website, newsletter, and in-house flyers.
- Hosted "Meet the candidates" program in conjunction with Clerk's office.

Collections

- Added ABCmouse for in-house use only.
- Relocated local history & archives upstairs for greater visibility and access.

Computer Lab

- Relocated computer lab, public copier, printer, and charging station from downstairs to upstairs.
- Converted (2) two sit-down computers to stand-up computers.
- Upgraded to Comcast high speed internet (150mbps).
- Upgraded web-filtering software.
- Launched redesign of desktop and shortcut bars on all public PCs, providing for a consistent user experience across machines.

Safety & Security

- Added new HD security cameras in Veterans Park.
- Replaced downstairs windows and doors with hurricane resistant windows and doors.
- Installed new blinds on all library windows.
- Installed new LED bulbs in all fixtures.
- Replaced flooring in downstairs rear entryway.

The Friends of the Library

- Allocated \$11,000 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.
- Purchased eight (8) laptops and a laptop charging cart for use in the children's department.
- Expanded Booksale area and replaced signage updating prices and implementing new procedures concerning book donations.

Grants

- Applied for and received State Aid to Libraries grant in the amount of \$21,604.

Awards/Recognition

- Featured in State Library's FLYP Forward newsletter (Volume 10, Issue 7) concerning our Solar Eclipse party.

Conferences

- Attended 2017 Florida Public Library Directors Meeting in Tallahassee; 2018 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****Objectives:**

- a. Continue speaker series to complement adult programming and bring interesting subjects to life with community experts.
- b. Continue partnership with The Conservatory School to include library card sign up, regular visits, after school programs, and volunteer opportunities for teens.
- c. Implement additional afterschool activities for teens with a focus on coding, music production, photography and video editing, podcasting and robotics.
- d. Explore adding sign language and music programs for children under two years of age.
- e. Prepare plan for outreach services to various organizations and communities in the Village.
- f. Evaluate existing space to accommodate increased activity of youth services.
- g. Replace existing signage to establish consistent theme and sustain cohesiveness of the library message.
- h. 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 Booksale revenues by implementing new procedures concerning book donations and focusing on in-house sales.
- b. Identify volunteer opportunities and create job titles and descriptions to match library needs.
- c. Enhance customer service by adding faxing component to Toshiba staff printer, located at the main service desk.
- d. Continue updating policies and procedures.
- e. Replace current ILS (integrated library system) Sirsi with new open source, web-based ILS Koha.
- f. Explore options for renovating front lobby entryway.
- g. Implement new policies and procedures concerning local history & archives and provide for onboarding of new Historian.

Performance Measures

Performance Measure	FY 2017 Actual	FY 2018 Projected	FY 2019 Estimated
Circulation of Library Materials	86,745	89,722	91,965
Circulation of Print Materials Only (Books & Magazines)	50,444	56,289	57,696
Circulation of ebooks	3,282	3,535	3,623
New Library Cards Issued	1,682	1,621	1,662
Program Attendance (Total)	17,793	32,266	33,072
Computer usage (Total Sessions)	14,573	15,621	16,089

As shown by the chart above, total circulation of library materials is projected to rise 3.4% and print circulation 11.5%. While new library card memberships are expected to remain steady, circulation of ebooks is projected to rise 7.7% and total program attendance by 81%. By contrast, computer usage has declined over the years - by 33%, in fact, from FY13 to FY17, but is projected to increase 7% in FY18, due in large part to moving the lab upstairs, increasing its visibility.

continued on next page

What is to account for the rising attendance and circulation 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. Then something amazing happened: dramatic increases occurred in FY17 and FY18, and it all had to do with the close partnership between the Library and The Conservatory School (TCS).

By signing up TCS 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 the go-to-place in the Village, especially for kids after school.

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.

Using social media has also helped to increase public awareness, resulting in an increase in new Facebook Page likes. In FY16 we had fifty-two; in FY17 eighty-two; and already through the first eight (8) months of FY18, we've had seventy-three.

Looking forward, we expect our circulation numbers and program attendance to rise even more over the next few years. With the addition of a ninth grade at TCS, starting in August 2018, coupled with increases in other grades, nearly one hundred more students will be enrolled in school next year, which means more opportunities for the Library. Already, we are looking at ways to better utilize our existing space in order to provide for better services in a way that benefits everyone.

We now are heading in the right direction with adult programming too. 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. We envision the next great challenge in adult services lies in doing community outreach and meeting people where they live.

Library

FY 2019

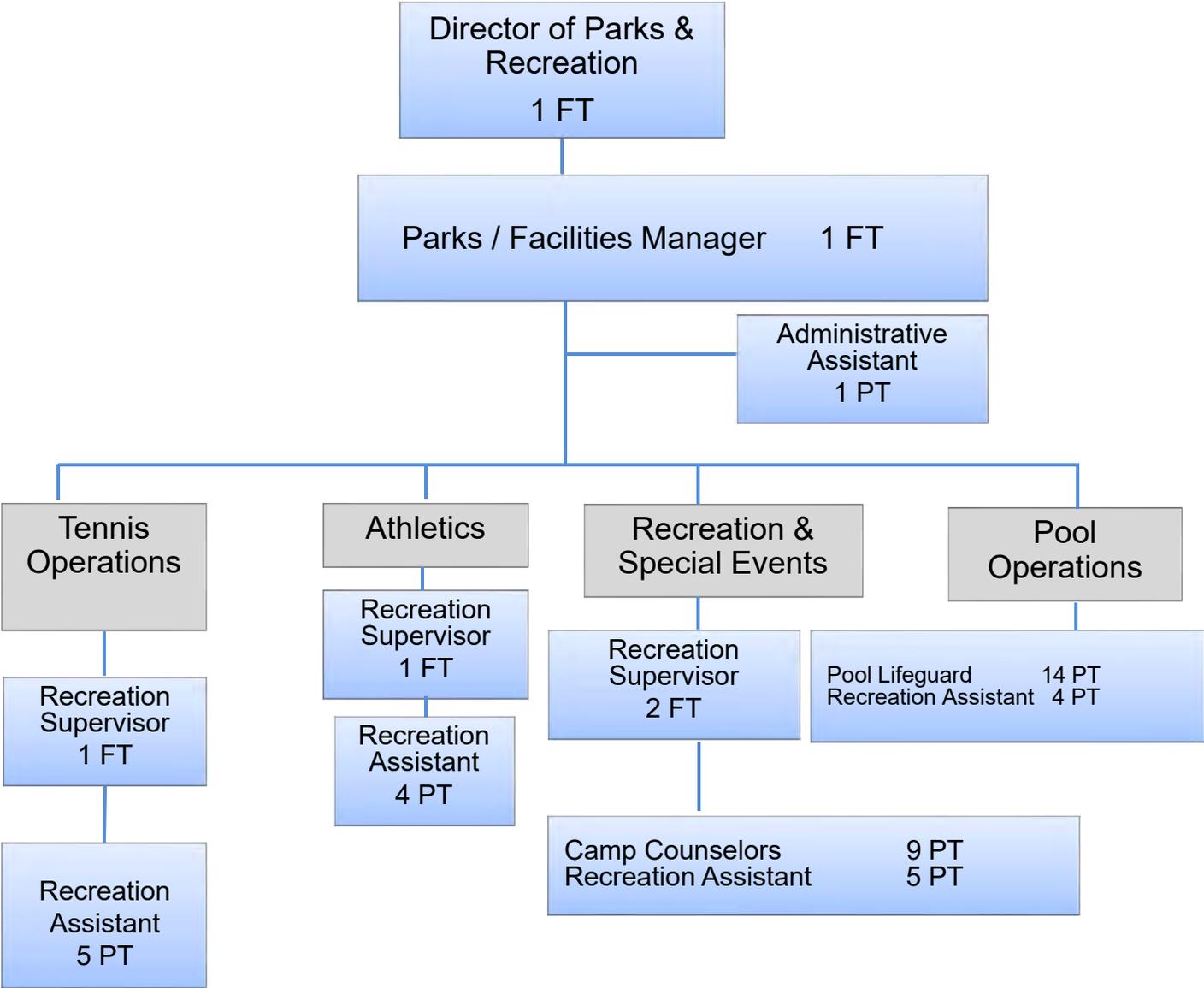
Budget Summary

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 675,094	\$ 669,017	0.91%	\$ 6,077	\$619,778	\$618,270
Operating						
Periodicals	500	456	9.65%	44	452	468
Contractual Services	38,500	28,455	35.30%	10,045	29,194	21,863
Library Collections:						
Audio Visual Materials	22,000	22,000	0.00%	0	16,646	21,751
Books	39,000	39,000	0.00%	0	41,732	32,377
Electronic Resources	24,000	24,000	0.00%	0	17,473	24,004
Magazines	3,000	3,000	0.00%	0	3,062	2,886
Reference Materials	4,000	4,000	0.00%	0	3,946	5,889
Library Gift Account	0	40,000	-100.00%	(40,000)	2,181	5,285
Licenses & Fees	350	1,400	-75.00%	(1,050)	1,391	1,258
Materials & Supplies	11,800	11,950	-1.26%	(150)	12,343	13,011
Postage	100	755	-86.75%	(655)	875	883
Rental	5,200	4,208	23.57%	992	4,111	3,123
Repairs & Maintenance	5,050	0	0.00%	5,050	1,450	659
Conferences & Seminars	640	845	-24.26%	(205)	240	996
Memberships & Dues	3,000	3,096	-3.10%	(96)	3,257	3,298
Travel & Training	3,306	2,839	16.45%	467	2,242	831
Uniforms	0	0	0.00%	0	0	206
Utilities	19,440	18,616	4.43%	824	20,858	20,915
Other Operating Costs	0	0	0.00%	0	0	0
	179,886	204,620	-12.09%	(24,734)	161,453	159,703
Total Expenses	\$ 854,980	\$ 873,637	-2.14%	\$(18,657)	\$781,231	\$777,973

Explanation of Increase / (Decrease):

The decrease in total expenses is primarily due to a change in budgeting for the use of Library gift account monies.

Parks & Recreation	FY 2019
-------------------------------	----------------



Summary	FY 2019	FY 2018	Change
Full-Time	6	6	No Change
Part-Time	42	42	No Change

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.
- North Palm Beach Country Club Pool Facility – 951 US Highway 1
Features an Olympic-size swimming pool, one meter diving board, lap lanes, locker room facilities, pro shop, and three (3) children's wading pools.
- 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

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, Puppy Love, Touch-A-Truck, Food Truck Frenzies, Kids Night Out, Village-Wide Garage Sales, and Veteran's Day ceremony, Egg Hunts, Turkey Shoot 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, Swimming, Lacrosse and Soccer are also operated within the Department.

Organization Involvement

- The North Palm Beach Swim Club trains and holds county-wide competitions at the Village Pool.
- Palm Beach Crew (a youth rowing club) trains out of Anchorage Park
- Northern Palm Beach Little League plays on North Palm Beach fields
- Two college swim teams train at the pool over the winter holidays
- 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.
- Pool Revenue – The Village retains all membership, rental, and daily fees as well as rental fees obtained from swim training and private lessons.
- 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.
- Tennis Revenue – The Village retains all membership, rental, and guest fees as well as fees obtained from clinics and private lessons.

Personnel Changes

There are no personnel/title changes for Fiscal Year 2018/2019

Current Year Accomplishments and New Initiatives

During Fiscal Year 2017-2018, the Parks & Recreation Department achieved the following initiatives and goals for improvement:

Parks & Community Center

- Coordinated field usage with Northern Palm Beach County Little League
- Increased the number of trips to an average of 3 per month
- Applied for and were awarded grants for the jogging trail and the gym lighting at the Community Center, Anchorage Park Phase #2, the NPBCC Pool and Lakeside Park

Special Events

- Increased Fishing Tournament entrants by 5 boats

Village Pool

- Offering multiple training classes/lessons through American Red Cross
- Extended pool hours to accommodate resident/member requests
- Pool renovations are moving forward

Parks and Recreation

FY 2019

Tennis Facility

- 7 Ladies Teams
- 3 Senior Men's Teams
- Increased Stringer Revenue
- Bus trip to the Miami Open – Sold out for 5th consecutive year!

Goals and Objectives

Strategic Goal:

Waterways & Recreation

Department Goal:

Enhance and promote all Village Parks and Recreational amenities

Objectives:

- a. Coordinate efforts with a consultant to initiate community engagement activities and, as a result, develop a Parks and Recreation Master Plan.
- b. Keep the residents informed throughout the Village through all outlets of the media. (Facebook, Constant Contact, etc.)
- c. Further promote the easy access to information and registration through our new and improved Village website.
- d. Continue to monitor user survey feedback on all facility rentals.
- e. Form a community engagement group to evaluate the Youth Sports that are offered within the Village.
- f. Create a community engagement group to evaluate Recreation programming offered.
- g. Review Summer Camp policies/protocols and training.
- h. Oversee the Anchorage Park Master plan development and implementation.
- i. Work in unison with the Public Works Department to create a neighborhood outreach program in regards to sidewalk/tree conflicts throughout the Village

Department Goal:

Enhance and promote the complete Country Club experience

Objectives:

- a. Continue to be an integral part of the planning and design of the Club House to ensure that the full needs of the residents are addressed in terms of recreation and parks.
- b. Develop strategies to enhance the experience of residents and swim team members at the pool facility.
 - a. Create strategies to increase coverage and improve oversight.
 - b. With the assistance of an ad hoc committee of Village residents and concerned pool users, develop long term strategies to improve the pool area experience for current users as well as attracting new users.
- c. Enhance the overall atmosphere and maintenance of the tennis facility.
 - a. Create new strategies to increase participation in all phases of the programs.
 - b. Increase merchandizing revenue and work with the golf management staff to better coordinate this process

Parks and Recreation

FY 2019

Department Goal:**Continue to monitor all Facilities in terms of age and use**Objectives:

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

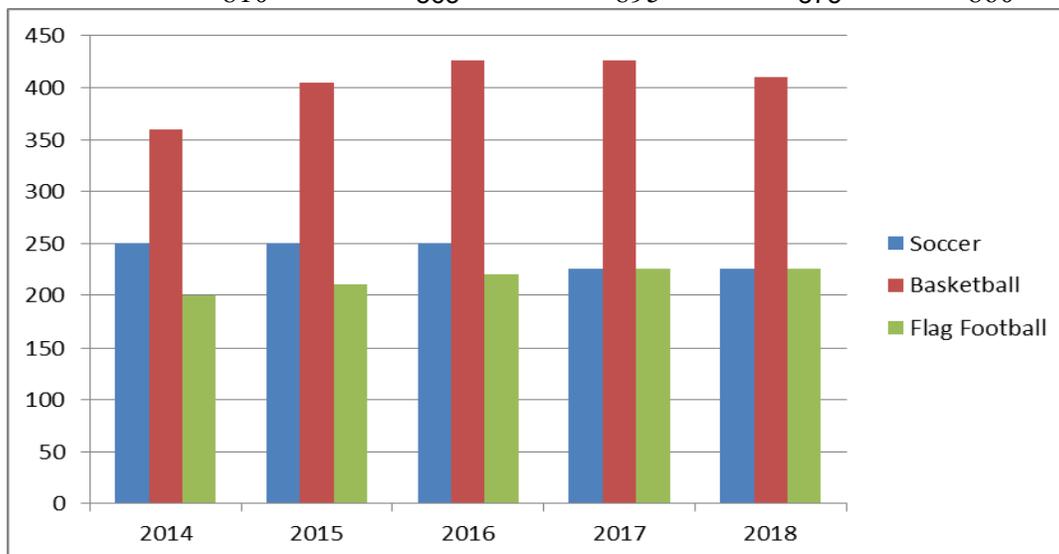
Performance / Workload Measures

Performance Measure	FY 2016 Actual	FY 2017 Projected	FY 2018 Estimated
Daily usage memberships	125 – Pool 205 - Tennis	89 – Pool 210 - Tennis	50 – Pool 210 - Tennis
Business participation	95	93	95
School/organization participation	14	17	18

Youth Sports League Participation:

The Village Parks and Recreation Department oversees youth Basketball, Soccer and Flag Football leagues throughout the year. The numbers show a steady growth in participation. The spike in 2014 is the addition of Flag Football. All of our leagues are co-ed and reflect ages 7-17. Independent contractor Soccer Shots training program is introducing 3-6 year olds into soccer, The Northern Palm Beach County Little League manages all youth baseball for the Village.

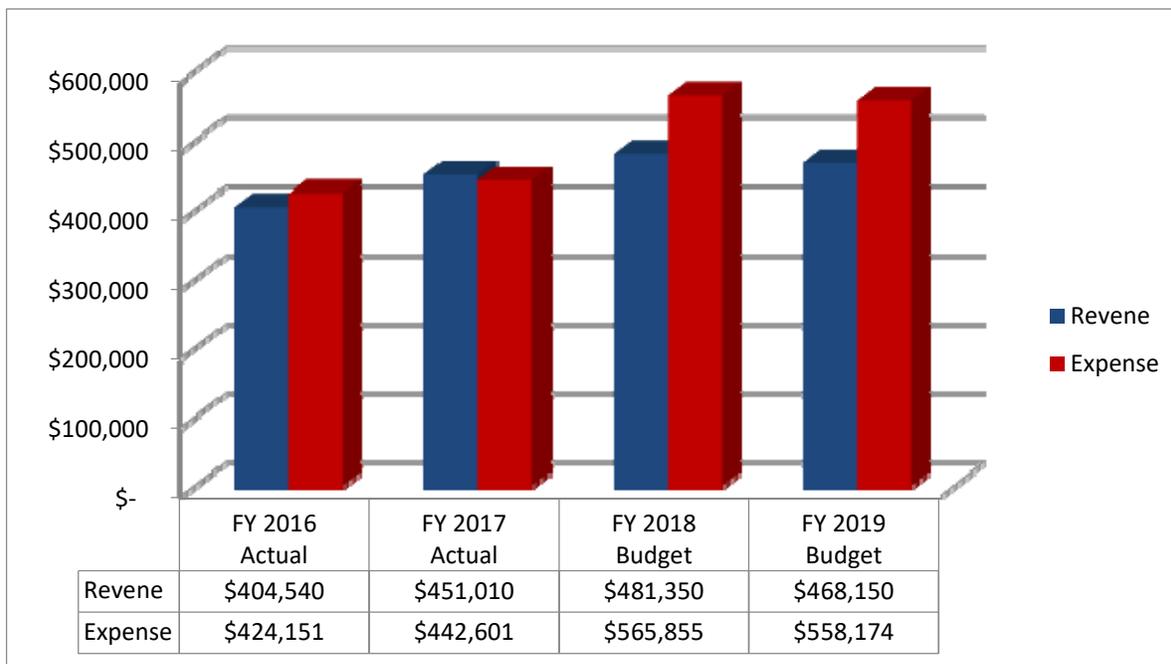
	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Soccer	250	250	250	225	225
Basketball	360	405	425	425	410
Flag Football	200	210	220	225	225
Totals	810	865	895	875	860



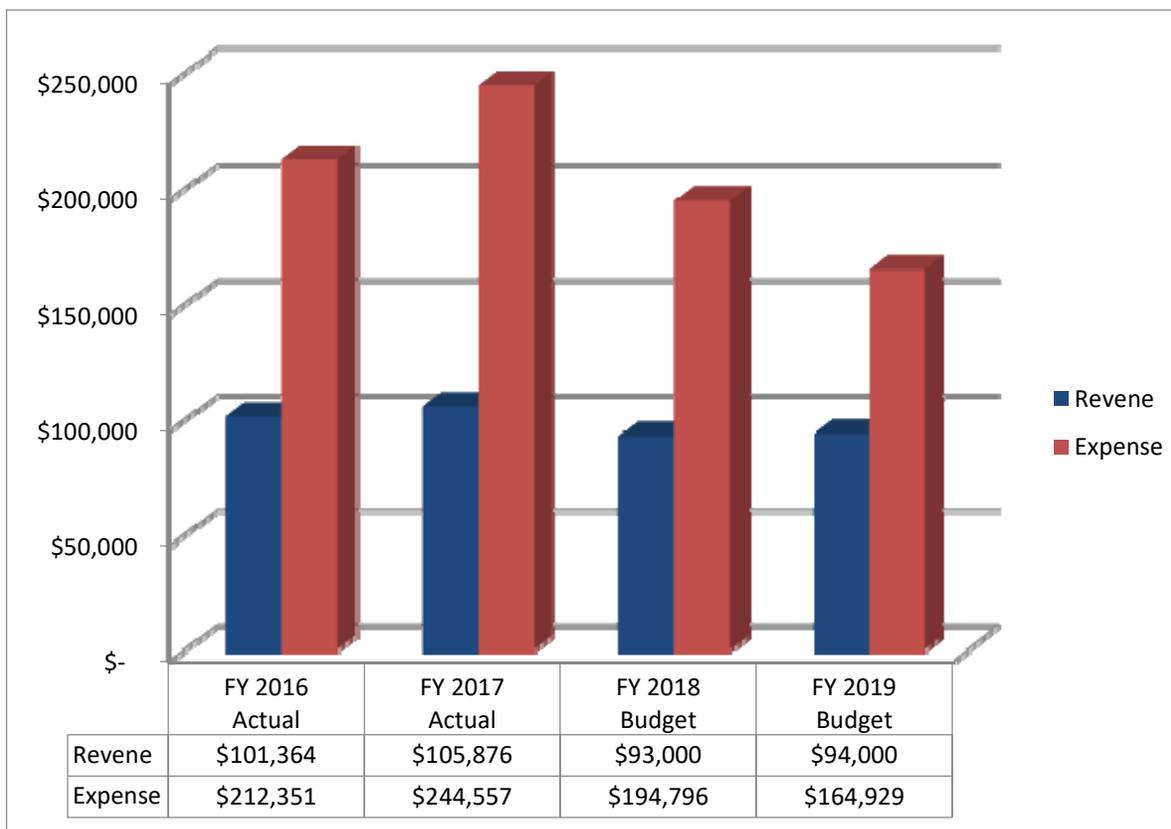
Parks and Recreation

FY 2019

Tennis Operation



Pool Operation



Parks and Recreation

FY 2019

Budget Summary (Parks and Recreation combined)

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$1,196,808	\$1,214,434	-1.45%	\$ (17,626)	\$ 940,037	\$ 854,696
Operating						
Advertising	1,750	1,500	16.67%	250	767	182
Charge Card Fee	14,796	16,118	-8.20%	(1,322)	13,860	12,598
Conferences & Seminars	1,250	1,250	0.00%	-	332	-
Contractual Services	9,500	9,000	5.56%	500	7,860	7,630
Equipment Rental	500	500	0.00%	0	0	0
Gas, Oil & Lubricants	3,330	3,600	-7.50%	(270)	3,784	4,183
Licenses & Fees	275	275	0.00%	-	250	250
Materials & Supplies	127,102	126,550	0.44%	552	72,199	74,528
Memberships & Dues	1,550	1,550	0.00%	-	305	785
Merchandise	3,500	4,000	-12.50%	(500)	5,104	6,057
Postage	800	800	0.00%	-	576	375
Printing & Binding	750	750	0.00%	-	249	410
Professional Services	107,000	57,000	87.72%	50,000	57,000	49,125
Program Expense	175,500	169,500	3.54%	6,000	414,155	381,877
Repairs & Maintenance	34,000	81,000	-58.02%	(47,000)	32,100	34,674
Special Events	104,000	104,000	0.00%	0	91,712	92,538
Travel & Training	3,900	2,900	34.48%	1,000	1,180	52
Uniforms	4,050	4,000	1.25%	50	2,146	2,456
Utilities	172,260	160,252	7.49%	12,008	160,299	145,619
Other Operating Costs	100	5,800	-98.28%	(5,700)	6,699	2,121
Total Operating Costs	765,913	750,345	2.07%	15,568	870,578	815,461
Total Expenses	\$1,962,721	\$1,964,779	-0.10%	\$ (2,058)	\$1,810,615	\$1,670,156

The Parks and Recreation Department is responsible for community events and includes the following divisions: Recreation and Special Events, Tennis and Pool. 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.

Parks and Recreation

FY 2019

Budget Summary (Recreation and Special Events)

	<u>FY 2019 Budget</u>	<u>FY 2018 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/17</u>	<u>Actual 09/30/16</u>
Personnel						
Total Salary & Benefits	\$706,240	\$ 724,230	-2.48%	\$ (17,990)	\$ 692,347	\$ 626,300
Operating						
Advertising	750	500	50.00%	250	595	0
Charge Card Fee	3,646	4,218	-13.56%	(572)	5,288	4,710
Conferences & Seminars	1,250	1,250	0.00%	0	332	0
Contractual Services	9,500	9,000	5.56%	500	7,596	7,630
Gas, Oil & Lubricants	3,330	3,600	-7.50%	(270)	3,784	4,183
Materials & Supplies	62,292	58,650	6.21%	3,642	22,372	20,654
Memberships & Dues	1,200	1,200	0.00%	0	270	585
Postage	600	600	0.00%	0	576	288
Printing & Binding	250	250	0.00%	0	0	0
Professional Services	65,000	15,000	333.33%	50,000	15,000	13,125
Program Expense	158,500	154,500	2.59%	4,000	170,476	168,591
Repairs & Maintenance	20,000	28,000	-28.57%	(8,000)	19,121	11,536
Special Events	101,000	101,000	0.00%	0	90,065	90,669
Travel & Training	1,900	1,900	0.00%	0	560	25
Uniforms	1,800	1,750	2.86%	50	292	1,081
Utilities	102,260	92,680	10.34%	9,580	88,086	84,180
Other Operating Costs	100	5,800	-98.28%	(5,700)	6,699	96
Total Operating Costs	533,378	479,898	11.14%	53,480	431,111	407,354
Capital Outlay	0	0	0.00%	0	0	0
Total Expenses	\$1,239,618	\$ 1,204,128	2.95%	\$ 35,490	\$1,123,458	\$1,033,654

Explanation of Increase / (Decrease):

The increase in total expenses is primarily due to an increase in operating costs. The FY19 budget includes:

- An increase in professional services relating to a Recreation Master Plan study.

Parks and Recreation

FY 2019

Budget Summary (Tennis)

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 421,214	\$ 410,132	2.70%	\$ 11,082	\$ 129,383	\$139,530
Operating						
Advertising	1,000	1,000	0.00%	0	172	182
Charge Card Fee	10,500	11,000	-4.55%	(500)	7,777	7,013
Contractual Services	0	0	0.00%	0	264	0
Equipment Rental	500	500	0.00%	0	0	0
Materials & Supplies	34,910	26,000	34.27%	8,910	15,154	22,501
Memberships & Dues	100	100	0.00%	0	35	0
Postage	200	200	0.00%	0	0	87
Printing & Binding	500	500	0.00%	0	249	410
Professional Services	42,000	42,000	0.00%	0	42,000	36,000
Program Expense	3,000	3,000	0.00%	0	215,802	193,487
Repairs & Maintenance	14,000	49,000	-71.43%	(35,000)	10,334	4,165
Special Events	3,000	3,000	0.00%	0	1,647	1,869
Tennis Merchandise	3,500	4,000	-12.50%	(500)	5,104	6,057
Uniforms	750	750	0.00%	0	370	385
Utilities	23,000	14,673	56.75%	8,327	14,310	12,464
Other Operating Costs	0	0	0.00%	0	(0)	(0)
Total Operating Costs	136,960	155,723	-12.05%	(18,763)	313,218	284,621
Total Expenses	\$ 558,174	\$ 565,855	-1.36%	\$ (7,681)	\$ 442,601	\$424,151

Explanation of Increase / (Decrease):

The decrease in total expenses is primarily due to the decrease in the budgeted amount for court clay contract.

Parks and Recreation

FY 2019

Budget Summary (Pool)

	<u>FY 2019 Budget</u>	<u>FY 2018 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/17</u>	<u>Actual 09/30/16</u>
Personnel						
Total Salary & Benefits	\$ 69,354	\$ 80,072	-13.39%	\$ (10,718)	\$ 118,308	\$ 88,865
Operating						
Charge Card Fee	650	900	-27.78%	(250)	795	874
Licenses & Fees	275	275	0.00%	0	250	250
Materials & Supplies	29,900	41,900	-28.64%	(12,000)	34,673	31,372
Memberships & Dues	250	250	0.00%	0	0	200
Program Expense	14,000	12,000	16.67%	2,000	27,877	19,799
Repairs & Maintenance	0	4,000	-100.00%	(4,000)	2,645	18,973
Travel & Training	2,000	1,000	100.00%	1,000	620	27
Uniforms	1,500	1,500	0.00%	0	1,485	991
Utilities	47,000	52,899	-11.15%	(5,899)	57,904	48,976
Other Operating Costs	0	0	0.00%	0	0	2,025
Total Operating Costs	95,575	114,724	-16.69%	(19,149)	126,249	123,486
Total Expenses	\$ 164,929	\$ 194,796	-15.33%	\$ (29,867)	\$ 244,557	\$212,351

Explanation of Increase / (Decrease):

The decrease in total expenses is a combination of personnel and operating costs due to the assumption that the pool will be closed during a portion of the year to allow for renovations.

Reserves and Other

FY 2019

Mission Statement

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

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

Debt Service

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

In addition, The Village plans to enter into a capital lease program for a portion of its fleet in Fiscal Year 2019.

Contingency

In FY 2019, an appropriation of \$361,331 has been aside to accommodate unanticipated expenditures.

Transfers

In FY 2019, an appropriation of \$405,000 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 FY19 the Village has once again chosen PRM as the Property/Casualty and General Liability provider.

Reserves and Other

FY 2019

Budget Summary

	FY 2019 Budget	FY 2018 Budget	% increase / decrease	\$ increase / decrease	Actual 09/30/17	Actual 09/30/16
Debt Service	\$1,431,336	\$1,293,101	10.69%	\$138,235	\$ 0	\$ 0
Property/General Liability Insurance	258,077	234,077	10.25%	24,000	257,283	288,419
Reserves/Contingencies/Transfers						
Contingency	361,131	0	0.00%	361,131	0	0
Inter-Fund Transfer	405,000	190,799	112.27%	214,201	14,363,587	1,503,750
Professional Services	0	0	0.00%	0	800,430	0
Construction & Major Renovation	0	0	0.00%	0	144,125	0
Other Costs	0	0	0.00%	0	481,097	12,730
Total Reserves, Contingency & Transfers	766,331	190,799	301.64%	575,532	15,789,239	1,516,480
Total Expenses	\$2,455,744	\$1,717,977	42.94%	\$737,767	\$16,046,522	\$1,804,898

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;
- An increase in Council Contingency to address unforeseen expenditures; 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 2019

Property Value and Millage Summary

FY 2019

Property Value:

FY 2018 Millage Rate	\$7.3300		
FY 2018 Ad-Valorem Proceeds	\$14,789,868		
FY 2018 <u>GROSS</u> Taxable Value	\$ 2,123,913,004		
			<u>Increase in GROSS taxable value</u>
		\$113,427,437	5.34%
FY 2019 <u>GROSS</u> Taxable Value	\$ 2,237,340,441		
FY 2019 <u>BUDGETARY</u> Taxable Value (95%)	\$ 2,125,473,419		
FY 2019 Rolled Back Rate	\$6.9710		

Millage Table:

MIL	Amount
1.00 MIL	\$ 2,125,473
.75 MIL	\$ 1,594,105
.60 MIL	\$ 1,275,284
.55 MIL	\$ 1,169,010
.50 MIL	\$ 1,062,737
.40 MIL	\$ 850,189
.35 MIL	\$ 743,916
.30 MIL	\$ 637,642
.25 MIL	\$ 531,368
.20 MIL	\$ 425,095
.10 MIL	\$ 212,547

Millage Options:

Calculations for selection of millage rate:	Millage Rate	Ad-Valorem	\$ Increase / (Decrease) over 2018 Ad-Valorem	% increase / (decrease) over FY 2018 Millage Rate	% increase / (decrease) over FY 2019 RBR
Retain FY 2018 Millage Rate	7.3300	\$15,579,720	\$ 789,852	0.00%	5.15%
FY 2019 Rolled Back Rate	6.9710	\$14,816,675	\$ 26,807	-4.90%	0.00%
Millage Rate Required to retain FY 2018 Ad-Valorem	6.9584	\$14,789,868	\$ 0	-5.07%	-0.18%
FY 2019 Majority Vote Rate	7.5024	\$15,946,152	\$ 1,156,284	2.35%	7.62%
FY 2019 Two-Thirds Vote Rate	8.2526	\$17,540,682	\$ 2,750,814	12.59%	18.38%
Statutory Maximum	10.0000	\$21,254,734	\$ 6,464,866	36.43%	43.45%
Council's Adopted Rate	7.5000	\$ 15,941,051	\$ 1,151,182	2.32%	7.59%

Ad-Valorem, Assessed Value, Millage and Budget

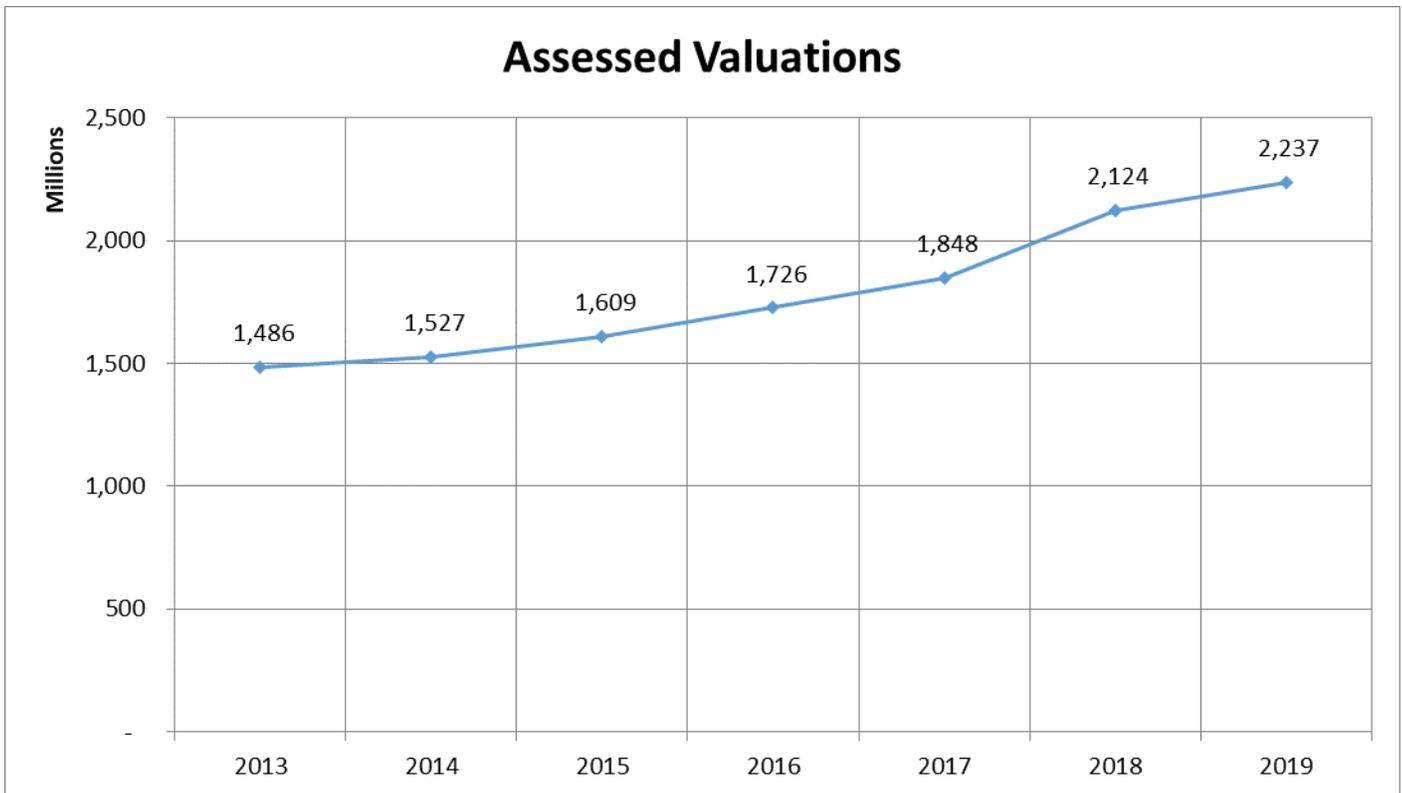
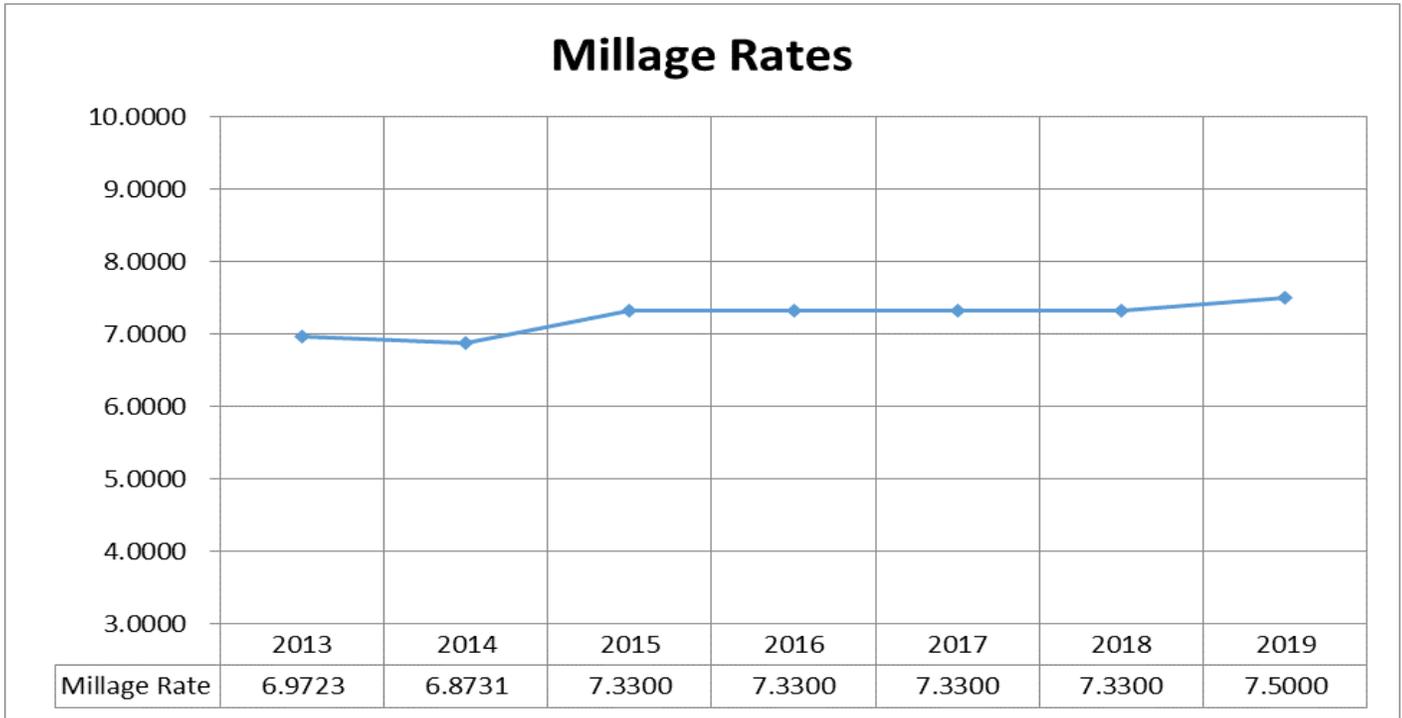
FY 2019

Fiscal Year 2002-2019 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%

Millage Rates and Assessed Valuations	FY 2019
--	----------------

Fiscal Year 2013 – 2019 presented below:





Fee Schedule



FY 2019

General Fund Fee Schedules

FY 2019

Recreation

Notes for Recreation Fee Schedule:

1. Programs offered by the Village of North Palm Beach (VNPB) are not taxable; however, rentals are subject to sales tax. **The fees shown below do not include sales tax.** Rental fees are hourly unless specified (*). The VNPB reserves the right to change fees at any time with approval from the Village Council.
2. Programs may be offered by independent instructors that are not listed. These programs will be set and collected by the program instructor (sales tax applicable).
3. Non-profit 501C organizations and local schools will be charged at the Resident rate unless otherwise specified.

Description	Fee
Anchorage Park Activities Building (Hourly)	
Resident Room A	\$ 26.52
Non-Resident Room A	\$ 37.13
Resident Room B	\$ 37.13
Non-Resident Room B	\$ 63.65
Resident after hours building charge	\$ 106.09
Non-Resident after hours building charge	\$ 212.18
After hours staff charge	\$ 26.52
Anchorage Park (Hourly)	
Resident Anchorage Gazebo	\$ 25.75
Non-Resident Anchorage Gazebo	\$ 41.20
Resident Volleyball (1 court)	\$ 25.75
Resident Volleyball (2 courts)	\$ 36.05
Non-Resident Volleyball (1 court)	\$ 36.05
Non-Resident Volleyball (2 courts)	\$ 51.50
Community Center (Hourly)	
Resident Gymnasium	\$ 110.00
Non-Resident Gymnasium	\$ 210.00
Non-profit (W-501 C-3) Charge	\$ 110.00
Resident Field (No Lights)	\$ 35.00
Resident Field (With Lights)	\$ 70.00
Non-Resident Field (No Lights)	\$ 70.00
Non-Resident Field (With Lights)	\$ 100.00
Lakeside Park (Hourly)	
Resident Tiki Hut - Large	\$ 25.75
Osborne Park (Hourly)	
Resident Recreation Building	\$ 53.04
Non-Resident Recreation Building	\$ 159.13
Resident Field (No Lights)	\$ 37.13
Resident Field (With Lights)	\$ 74.26
Non-Resident Field (No Lights)	\$ 74.26
Non-Resident Field (With Lights)	\$ 106.09
Resident after hours building charge	\$ 106.09
Non-Resident after hours building charge	\$ 212.18
After hours staff charge	\$ 25.75

General Fund Fee Schedules

FY 2019

Description	Fee
Sports Programs (Per/Player/League)	
Resident Youth (All Sports)	\$ 75.00
Non-Resident Youth (All Sports)	\$ 85.00
Pool Membership Fees (Annual)	
Resident Family	\$ 345.00
Non-Resident Family	\$ 468.00
Resident Single	\$ 175.00
Non-Resident Single	\$ 260.00
Resident Junior (17 & under)	\$ 95.00
Non-Resident Junior (17 & under)	\$ 115.00
Resident Masters (training only)	\$ 115.00
Non-Resident Masters (training only)	\$ 160.00
Pool Fees (Daily)	
Resident Adult	\$ 2.83
Non Resident Adult	\$ 4.72
Child (13 & under)	\$ 2.83
Child (3 & under)	Free
Resident/Member Tiki Hut	\$ 25.75
Non-Resident Tiki Hut	\$ 41.20
After hours Full facility rental (3 hrs)	\$ 550.00
After hours lifeguards per guard per hr.	\$ 25.00
Tennis Membership Fees (Annual)	
Resident Family	\$ 540.63
Non-Resident Family	\$ 721.00
Resident Single	\$ 422.30
Non-Resident Single	\$ 540.63
Resident Junior (17 & under)	\$ 108.15
Non-Resident Junior (17 & under)	\$ 113.30
Summer Resident Single	\$ 206.00
Summer Resident Family	\$ 231.75
Summer Non-Resident Single	\$ 231.75
Summer Resident Family	\$ 257.50
Guest Fees (members)	\$ 10.00
Guest Fees (non-members)	\$ 12.00
Marina Fees (Annual)	
Dry Storage	
15 feet & under	\$ 681.34
16 - 20 feet	\$ 738.10
21 - 25 feet	\$ 794.90
26 - 30 feet	\$ 851.67
31 - 35 feet	\$ 908.46
36 & over	\$ 965.23
Wet Storage	\$ 2,141.68
Ramp Decal	\$ 60.00
Temporary Day Launch Permit (Res. Only)	\$ 9.43

General Fund Fee Schedules

FY 2019

General Services

Description	Fee
Library	
Overdue Fines (Maximum fine per item is \$5.00)	
7/14/28 day Books	\$ 0.25 a day
Audio/CD Books	\$ 0.25 a day
Music CDs	\$ 0.25 a day
DVD	\$ 0.25 a day
Interlibrary Loans	\$ 0.25 a day
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	\$10.00
Plug Adapter	\$10.00
Carrying Bag	\$10.00
Memberships	
Library Cards-NPB Resident / PBC Resident	No charge
Library Cards-Non-Residents per family	\$ 25.00
Library Cards-Non-Residents Individual up to 6 months	\$ 15.00
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
Finance	
NSF Checks:	
Face value of check does not exceed \$50.00	\$ 25.00
Face value of check does not exceed \$300.00	\$ 30.00
Face value of check exceeds \$300.00	\$ 40.00 or 5% of face value of check whichever is greater
Clerk's Office	
Copies:	
Single-sided page up to 8.5 x 14	\$ 0.15 each
Double-sided page up to 8.5 x 14	\$ 0.20 each
Single-sided page 11 x 17	\$ 0.20 each
Certified copies, plus per page cost for copies	\$ 1.00
Lien Certification each parcel number	\$ 20.00
Zoning Map (Cost of duplication, depends on size)	Actual Cost
CD	Actual Cost
Special Service Fee: For any request in which the nature or volume of the public records requested to be inspected or copied requires more than 15 minutes of clerical and/or supervisory assistance to research, locate, review for confidential information, copy, re-file, oversee the review of, print and or use of information technology resources there will be a special service fee which is hourly rate (excluding benefits) of the individual providing the public records.	

General Fund Fee Schedules

FY 2019

Public Works

Description	Fee
Annual Commercial Disposal Fee (calculated by occupancy category and square foot of building as determined by Solid Waste Authority)	
Low Density	0.081
Medium	0.214
High	1.147
Residential Waste Removal Fees	
Disposal Fee per cubic yard	\$4.50
Equipment & Fuel Cost per cubic yard	<u>\$2.50</u>
Total per cubic yard	\$7.00
In addition to the charge per cubic yard set forth above, persons who violate the yard waste collection requirements shall also be assessed for personnel costs (less benefits) in the amount of \$18.50 per hour based on the actual time incurred in removing the yard waste, with a two-hour minimum charge.	
Swale Tree Permit	No charge
Dumpster lease fees are applicable to Commercial Account customers utilizing Village owned and maintained dumpsters, customers utilizing Village owned and maintained dumpsters.	
1 cubic yards	\$18/Month
2 cubic yards	\$20/Month
3 cubic yards	\$21/Month
4 cubic yards	\$22/Month
6 cubic yards	\$25/Month
8 cubic yards	\$27/Month
Right-of-Way Permitting	
<u>Note:</u> 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.	
<u>Note:</u> 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 1 st (beginning October 1, 2017).	
<u>Note:</u> Refer to day charges shall be for calendar days, inclusive of weekends and holidays.	
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

General Fund Fee Schedules

FY 2019

Description	Fee
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

① Right-of-way permits are valid for a maximum of 30 calendar days from date of issue. Permits may be extended in 30 calendar day increments at time of issuance. Additional work not authorized by the original permit terms will require a new permit or modification of existing permit. Fees are payable upon submission of permit application.

② Closure/Obstructions exceeding the prescribed permit time limits will be access fees equal to 2 times the daily closure rate for each day, or fraction thereof, of additional closure/obstruction.

③ Violation charge is applicable in all cases where work commences without a valid Village of NPB right-of-way permit. Violation charges will not apply to emergency work, if permit is applied for within two (2) business days following the commencement of emergency work. Violation charges will be assessed separately and shall be equal to the total of the permit assessment, effectively doubling the permit fee.

④ Violation charges will be assessed for work completed with a suspended or expired permit in the amount of \$500 per day, or fraction thereof, per occurrence. Work completed with a suspended or expired permit will be assumed defective without inspection and may be rejected in part or entirety.

⑤ Violation charges will be assessed for closure/obstruction of roadway, sidewalk, or public access in the amount of \$500 per day, or fraction thereof, per occurrence. Violation charges will be assessed for closure/obstruction of roadway, sidewalk, or public access in the amount of \$150 per day, or fraction thereof, per occurrence for incidents that exceed valid permit work limitations.

⑥ Fees assessed for additional work, time extension, late charge, or emergency response are due upon issuance. Fees are determined to be past due if not paid within 30 calendar days of issuance.

⑦ Emergency response cost recovery expenses may be assessed in association with capital construction, site development, right-of-way construction, and infrastructure maintenance activity that result in damage or disruption of service to a Village owned facility or utility. Additional fines, fees, or cost recovery expenses may be levied by other regulatory agencies.

⑧ Actual cost will include, but is not limited to: labor, overhead, equipment, materials, laboratory analysis, and municipal contractor cost.

Public Safety

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

General Fund Fee Schedules

FY 2019

Description	Fee
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
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
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

General Fund Fee Schedules

FY 2019

Description	Fee
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)

Planning, Zoning & Code Compliance

Code Compliance	
Annual Abandoned Property Registration Fee	\$ 150.00
Open Code Enforcement Researches (per address)	\$ 20.00
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 *	\$ 1,500.00
Rezoning (amendments, modify, supplement or repeal)	\$ 1,000.00
Planned Unit Development (PUD) application fee *	\$ 2,000.00
Planned Unit Development Major Amendment application fee *	\$ 1,000.00
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

General Fund Fee Schedules

FY 2019

<u>Description</u>	<u>Fee</u>
Landscape Permit (which includes up to 2 zoning inspections)	\$150.00
Site Plan Major application fee - Multi-Family & Commercial	\$ 500.00
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	\$ 50.00
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

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).

<u>Classification</u>	<u>Total Fee (cash/check)</u>	<u>Total Fee (credit card)</u>
AGRICULTURAL SERVICES		
<u>Veterinary Services:</u>		
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		
<u>Taxi cabs:</u>		
Local Trucking	\$ 93.00	\$ 95.09
Each place or business	\$ 66.00	\$ 67.49

General Fund Fee Schedules

FY 2019

Classification	Total Fee (cash/check)	Total Fee (credit card)
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
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)		
<u>Wholesale-durable goods:</u>		
Inventory value cost-not exceeding \$1,000.00	\$ 38.50	\$ 140.97
Each additional \$1,000.00	\$ 9.45	\$ 140.97
RETAIL TRADE		
<u>Retail store:</u>		
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
<u>Filing station, marine/auto/other:</u>		
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
<u>Non-store retail</u>		
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
<u>Solicitor/canvasser each:</u>		
Per year	\$ 346.50	\$ 354.30
Each canvasser	\$ 115.50	\$ 118.10
<u>Retail store NEC:</u>		
Florist	\$ 132.00	\$ 134.97

General Fund Fee Schedules

FY 2019

Classification	Total Fee (cash/check)	Total Fee (credit card)
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
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

General Fund Fee Schedules

FY 2019

Classification	Total Fee (cash/check)	Total Fee (credit card)
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
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

General Fund Fee Schedules

FY 2019

<u>Classification</u>	<u>Total Fee (cash/check)</u>	<u>Total Fee (credit card)</u>
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
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

BuildingDescription:Fees:

Minimum Permit Fee	\$50.00 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 2019

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	\$ 50.00
Re-inspection Fee	\$50.00, 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 Researches (per address)	\$ 25.00
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.

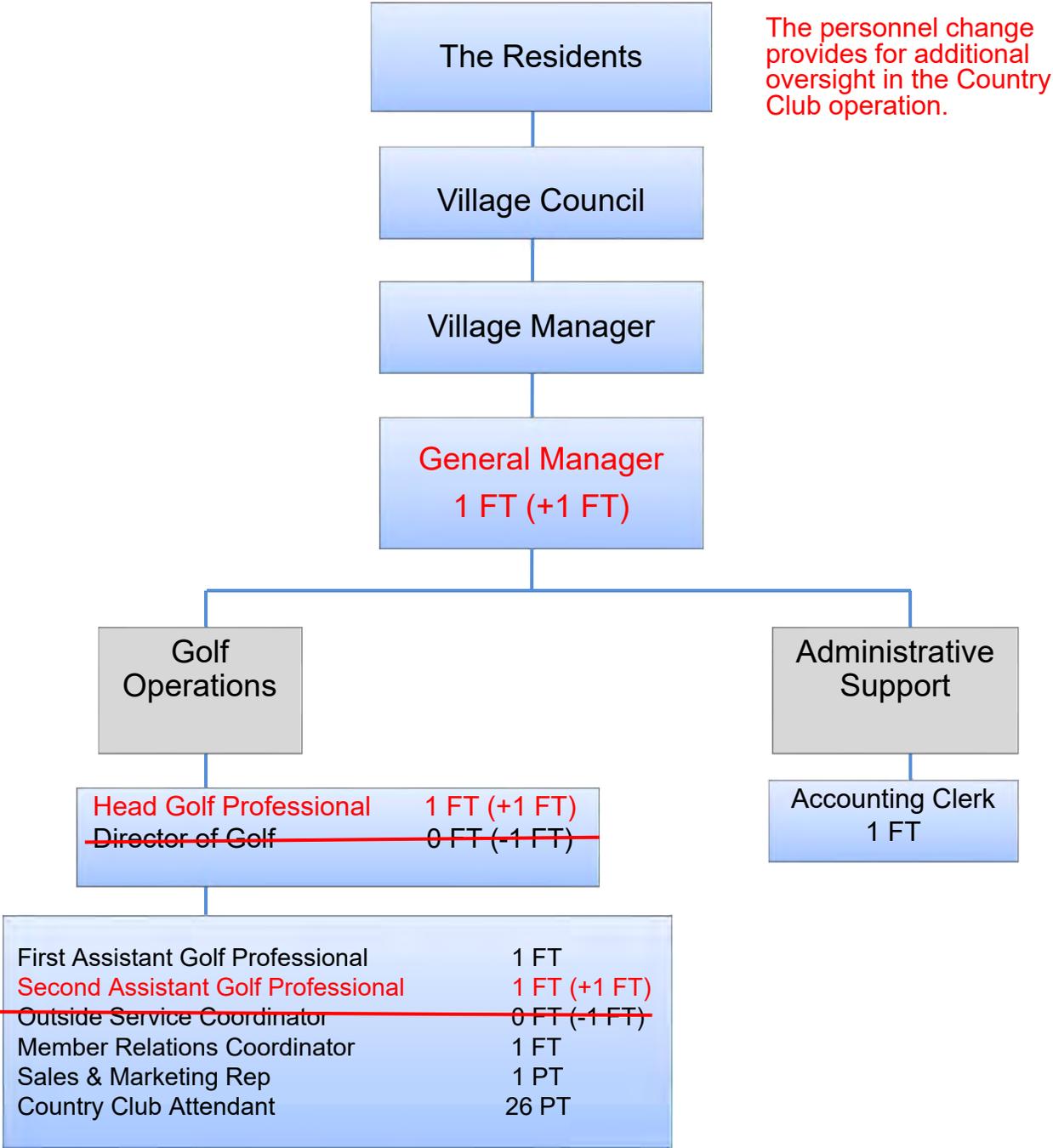


Country Club



FY 2019

Country Club Organization Chart	FY 2019
--	----------------



Summary	FY 2019	FY 2018	Change
Full-Time	6	5	+1
Part-Time	27	27	No Change

Mission Statement

The North Palm Beach Country Club (NPBCC) is committed to offering a quality recreational facility 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 on exemplary customer service.

Service Levels Narrative – Golf Operations

In December 2018, the course will reopen its newly landscaped golf course which remains the second public municipal golf course in the United States to bear the prestigious moniker of a Jack Nicklaus "Signature" Golf Course. The course was renovated this year to improve playability for differing skill levels by reshaping some greens and adjusting the location and size of bunkers and included re-grassing the entire course – including the introduction of Latitude 36 to the tee boxes, fairways and roughs, and extending cart paths to reduce wear on the facility. 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.

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 substantial completion in August 2019.

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 Country Club facility will be headed by the General Manager who supervises staff and manages contracts associated with the golf, tennis and pool activities as well as the restaurant and banquet facility. The golf operation will be led by a full-time Head Golf Professional. In addition to the Head Pro, the golf organization includes a full-time First Assistant Golf Professional, a full-time Second Assistant Golf Professional, a full-time Member Relations Coordinator, a part-time Sales and Marketing Representative, and 26 part-time Country Club Attendants. The operation also employs a full-time Accounting Clerk housed in the Finance Department at Village Hall.

Golf course maintenance services are outsourced to International Golf Maintenance (IGM) of Orlando, Florida, which affords a higher level of conditioning on the Nicklaus "Signature" course layout and realizes a significant monetary savings to the Village. The maintenance of the buildings has been assigned to the Public Works Department. The combination of outsourcing the grounds maintenance of the golf course and having Public Works oversee the clubhouse maintenance has resulted in a more efficient and improved level of operation.

continued on next page

With the opening of the Water Club development to the north of the club, Village Administration anticipates new golfers to apply for future memberships. 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 225 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.

To maintain the “Signature” course, 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.

Personnel Changes

The personnel/title changes for Fiscal Year 2018/2019 are:

- Addition of one (1) full-time General Manager position;
- Addition of one (1) full-time Head Golf Professional position / Deletion of one (1) full-time Director of Golf Position;
- Title change: Outside Service Coordinator position title changed to Second Assistant Golf Professional.

Service Levels Narrative – Food & Beverage (F&B) Operation

The Food & Beverage (F&B) Operation will be outsourced in the coming fiscal year. An RFP has been issued to find a suitable vendor (or vendors) to provide club members and guests as well as residents of the Village with service via food trucks after the first of the calendar year. Accommodations will be made to have mobile food options available in highly trafficked areas of the property to service golfers, tennis players, swimmers, and other visitors.

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

During Fiscal Year 2017/2018, the North Palm Beach Country Club achieved the following new initiatives and goals for improvement:

- 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, and Village Administration to interact with the Nicklaus Group in order to provide valuable information on proposed course projects and renovations.

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:

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 IGM 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.

Department Goal:

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. Attend the yearly PGA Merchandise show 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 Association of America and network with local professionals and industry leaders to conceptualize and collaborate on issues pertinent to the golf 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. 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.

continued on next page

Country Club

FY 2019

Department Goal:

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.

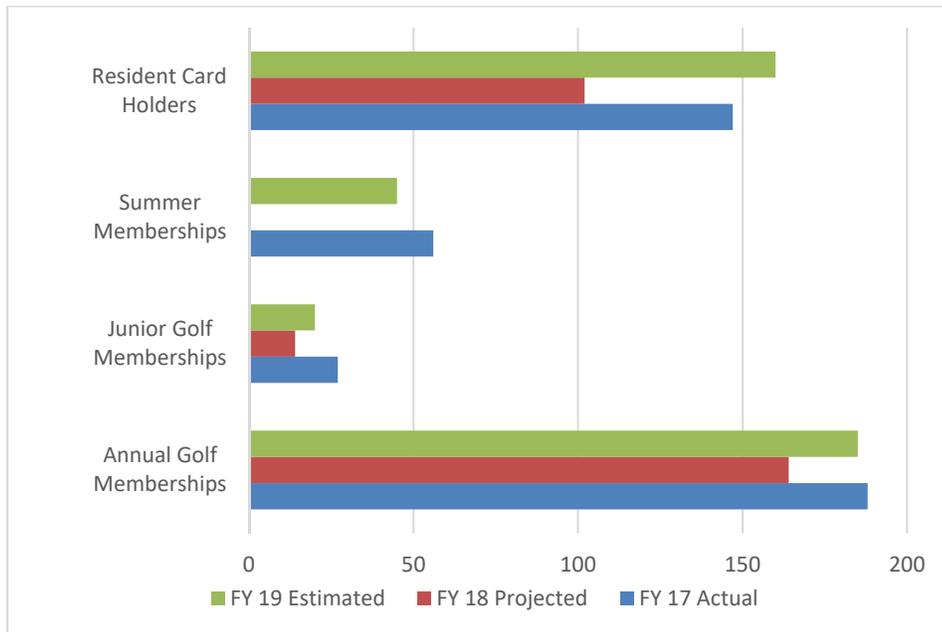
Performance Measures

Performance Measure	FY 2017 Actual	FY 2018 Projected	FY 2019 Estimated
Instructional Program (practices and matches) for Adults and Juniors (Team Golf, Saturday Junior Clinic, Get Golf Ready, Team Golf Elite, Allamanda Elementary, Jupiter Christian, Suncoast High School, Benjamin (lower school), St. Marks, Summer Golf Camp, Palm Beach Atlantic University)	210	339	350
Number of annual golf memberships (annual & 12 month members)	188	164	185
Number of Junior Golf Memberships	27	14	20
Number of Summer Memberships	56	0	45
Number of Resident Card Holders	147	102	160
Number of Rounds	41,979	25,832	40,000

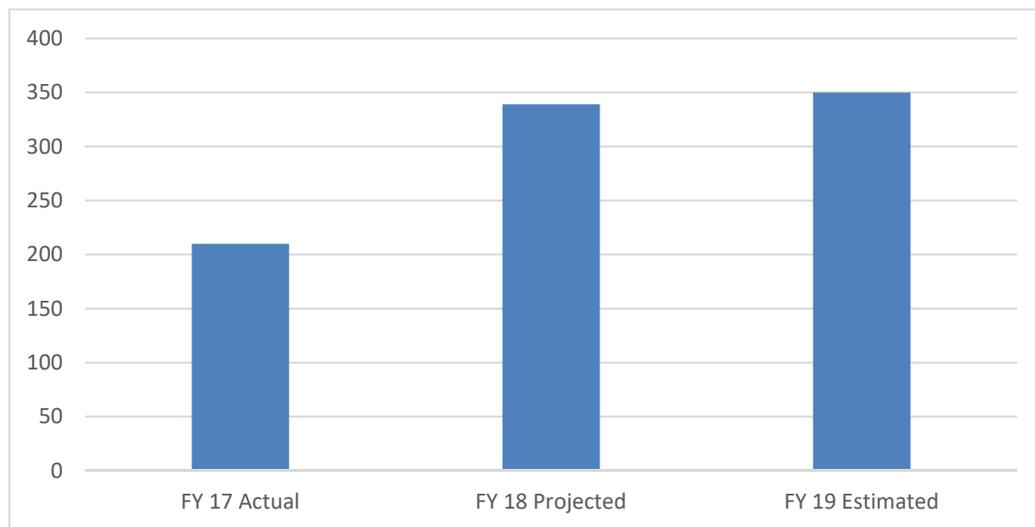
continued on next page

Country Club **FY 2019**

Golf Memberships: The number of golf members is a good indicator of the golf club’s overall health based on the fact that members account for roughly 40-45% of total play. Since many members renew at the beginning of the fiscal year, a substantial amount of first quarter revenue is derived from memberships which help cover operating expenses throughout the year.



Instructional Programs at the North Palm Beach Country Club: In FY2019 we will see the addition of the Junior Team Golf Elite program as well as the Allamanda Elementary School practices with PGA Professionals on site. Jupiter Christian and Palm Beach Atlantic University will also utilize the facility for practices along with the returning Suncoast High School, St. Marks, and Benjamin Lower School teams. We will continue to host our year-round Saturday morning drop-in clinic for beginner juniors as well as our Get Golf Ready program for beginner to intermediate level adults throughout the seasons.



Country Club Budget Summary

FY 2019

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 9/30/17	Actual 9/30/16
Revenue						
Greens fee/cart rentals/membership fees	\$2,129,209	\$1,742,611	22.18%	\$386,598	\$2,302,642	\$2,294,659
Golf Shop revenues	159,400	239,500	-33.44%	(80,100)	296,119	326,280
Driving range revenues	300,000	238,524	25.77%	61,476	303,994	322,208
Restaurant revenues	0	0	0.00%	0	32,595	761,378
Interest revenues	10,000	10,000	0.00%	0	10,274	9,230
Sale of Surplus	0	0	0.00%	0	0	145,000
Miscellaneous	6,000	6,000	0.00%	0	11,081	16,048
Appropriated Retained Earnings	275,647	425,770	-35.26%	(150,123)	0	0
Total Revenues	\$2,880,256	\$2,662,405	8.18%	\$217,851	\$2,956,706	\$3,874,246
Expenses						
Personnel Costs	828,298	581,761	42.38%	246,537	649,433	1,213,242
Operating Costs						
Golf Course Maintenance	1,163,500	1,149,822	1.19%	13,678	1,137,008	1,124,052
Golf Shop and Range	343,200	421,939	-18.66%	(78,739)	418,621	400,670
Food and Beverage	12,314	16,600	-25.82%	(4,286)	64,288	456,498
Country Club Administration	13,700	12,200	12.30%	1,500	20,109	246,960
Clubhouse & Grounds	29,000	4,886	493.53%	24,114	118,380	77,274
Insurance & General Liability	46,555	44,038	5.72%	2,517	47,469	51,888
Attorney Fees	10,000	10,000	0.00%	0	4,683	5,898
Capital Outlay						
Capital Outlay	0	23,000	-100.00%	(23,000)	2,416	19,394
Debt Service						
Debt Service	433,689	398,159	8.92%	35,530	398,159	547,724
Reserves						
Contingency	0	0	0.00%	0	10,407	0
Total Expenses	\$2,880,256	\$2,662,405	8.18%	217,851	2,870,972	4,143,601
Revenues over (under) expenses	\$ 0	\$ 0		\$ 0	85,734	\$(268,797)
# Rounds	40,000	25,044	59.72%	14,956	41,979	42,415

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: The Country Club budget was prepared with the following assumptions:

- In December 2018 the course will re-open with a newly landscaped golf course; and
- The substantial completion date for the Clubhouse construction project is August 2019.

Country Club Highlights

FY 2019

Budget Assumptions:

- Golf Course will re-open in December 2018; and
- The substantial completion date for the Clubhouse construction project is August 2019.

Number of Memberships			250
Target Number of Rounds			40,000
Personnel Highlights:			
*Employee Salaries	\$ 627,076		
*Employee Benefits	201,222		
Total Personnel Costs		\$ 828,298	
Operating Highlights:			
*Golf Course Maintenance Contract	1,067,719		
*Utilities	97,000		
*Cost of Golf Merchandise	30,000		
*Golf Cart Lease with GPS	140,608		
*Materials & Supplies	56,000		
*Charge Card Fees	45,000		
*Marketing & Advertising	15,000		
*Repairs & Maintenance	11,000		
*Property/General Liability	46,555		
Total Operating Costs		\$ 1,618,269	
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 2018-2019 Country Club Budget			\$ 2,880,256



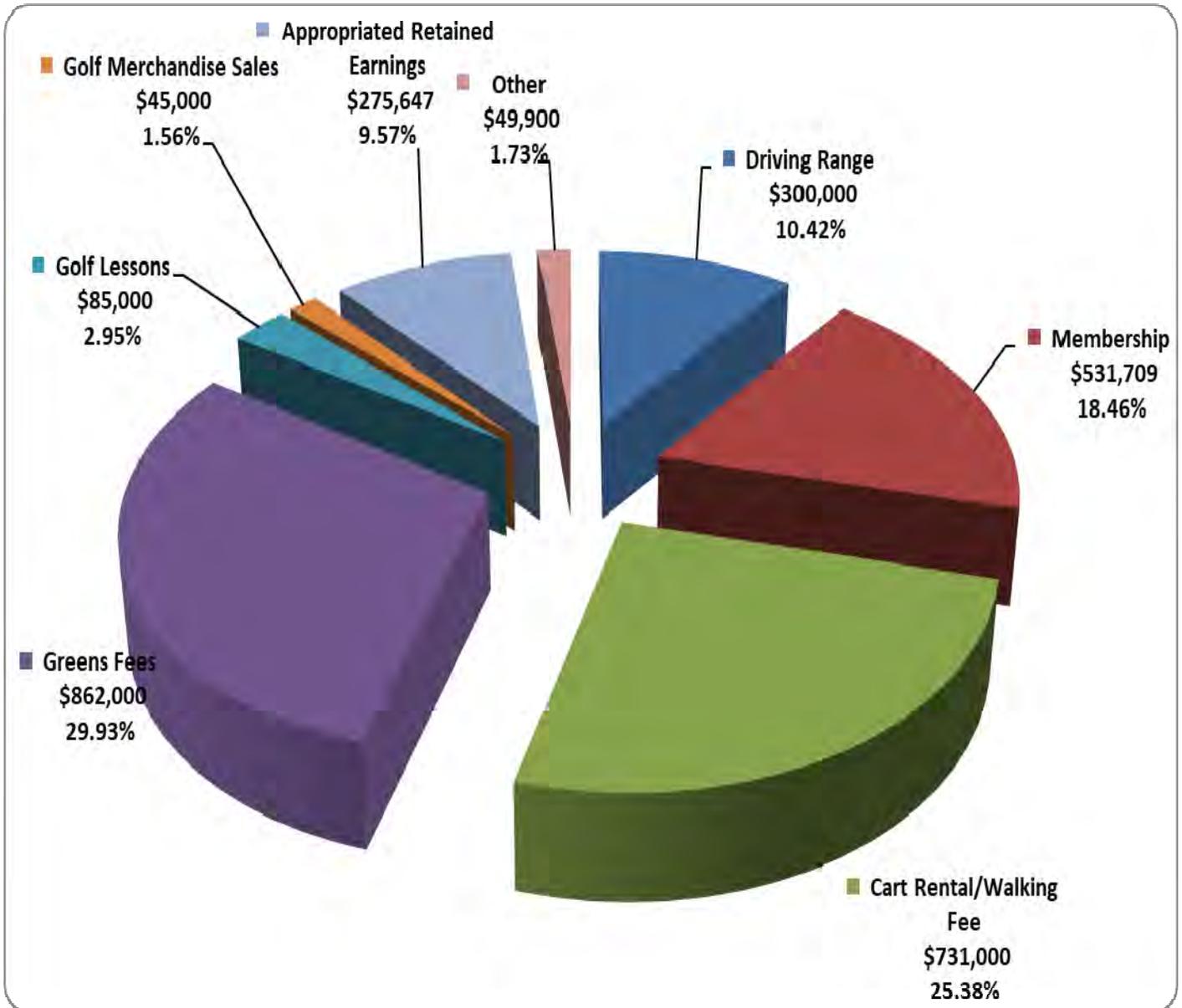
Revenues



FY 2019

Country Club Revenues FY 2019

Total Revenues = \$2,880,256



Country Club Revenues

FY 2019

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 2018/19 Country Club Budget (total budget = \$2,880,256). The major source of Country Club revenues (84.18%) 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:

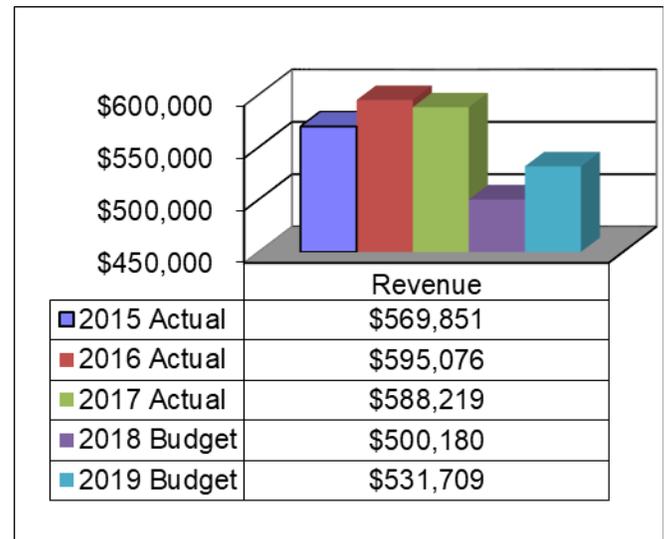
- Golf course will re-open in December 2018
- The substantial completion date for the Clubhouse construction project is August 2019
- 40,000 anticipated rounds
- 250 memberships

Membership

\$531,709

Golf Memberships represent 18.46% of total Country Club Revenues and are based on type of membership:

Membership Type	Number of Memberships	Total Revenue
Resident	120	\$290,400
Non-Resident	52	170,042
Business	1	3,484
Junior	20	6,000
Summer	45	28,705
Golf Plus	12	33,078
Total	250	\$531,709



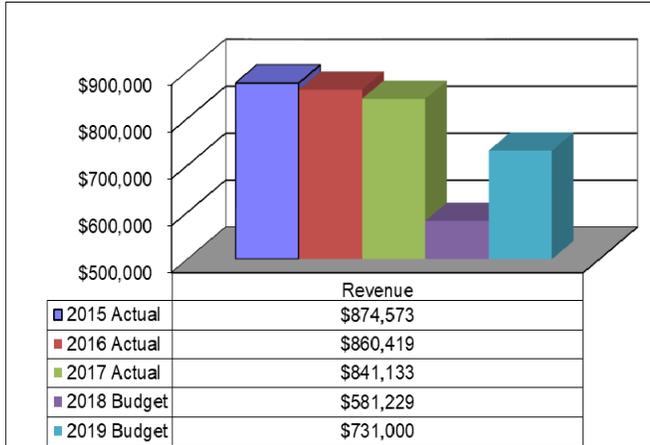
continued on next page

Country Club Revenues

FY 2019

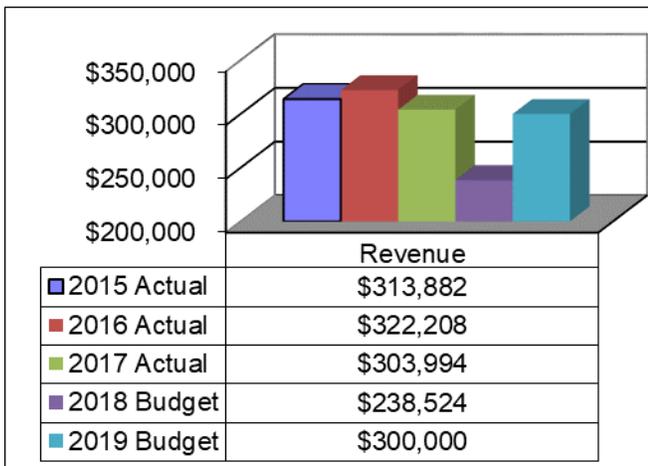
Cart Rental/Walking Fee **\$731,000**

This class of revenue represents 25.38% of the overall Country Club Revenues. The calculation is based on the average of the prior two fiscal years.



Driving Range **\$300,000**

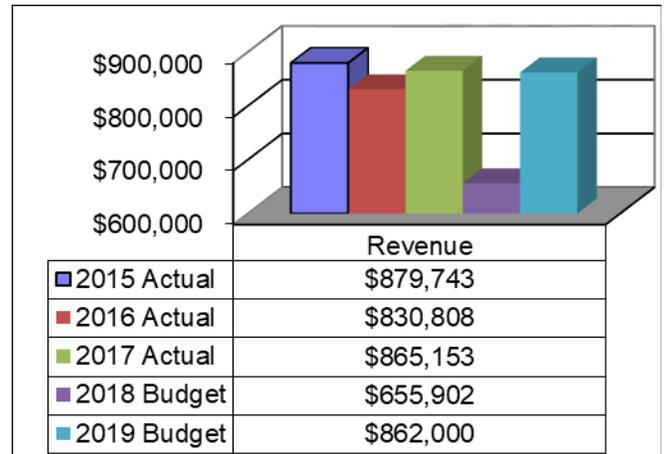
Driving Range revenue represents 10.42% of total Country Club Revenues and is based on the average of the prior two fiscal years.



Greens Fees **\$862,000**

Greens Fees represent 29.93% of total Country Club Revenues and are calculated based on current year average dollar per round multiplied by anticipated rounds for FY 2019:

- Average dollar per round played x anticipated rounds
 $(\$21.55 \times 40,000) = \$862,000$



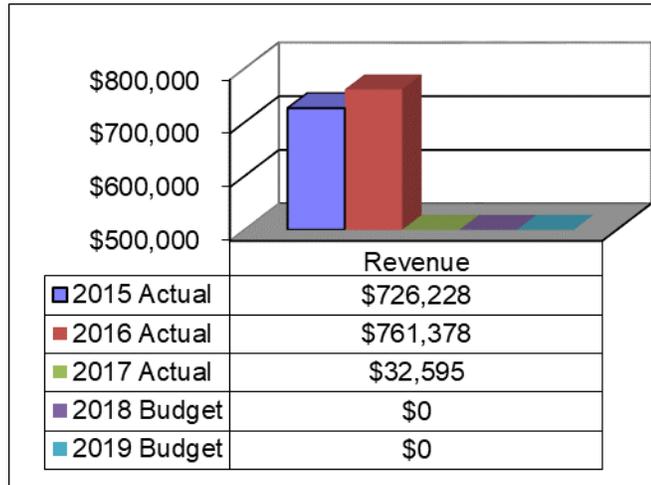
continued on next page

Country Club Revenues

FY 2019

Food & Beverage \$0

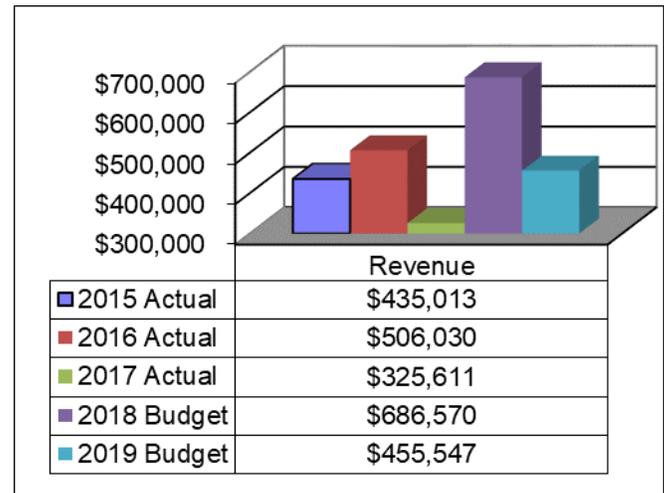
The Clubhouse is under construction and the substantial completion date is July 31, 2019. The Food & Beverage operation will be contracted out to an outside vendor.



Miscellaneous \$455,547

Miscellaneous Revenue represents 15.82% of total Country Club Revenues. Key components include the following:

Golf Merchandise Sales	45,000
Interest Earnings	10,000
Rental-Golf Clubs	25,000
Golf Lessons	85,000
Appropriated Retained Earnings	275,647





Expenses

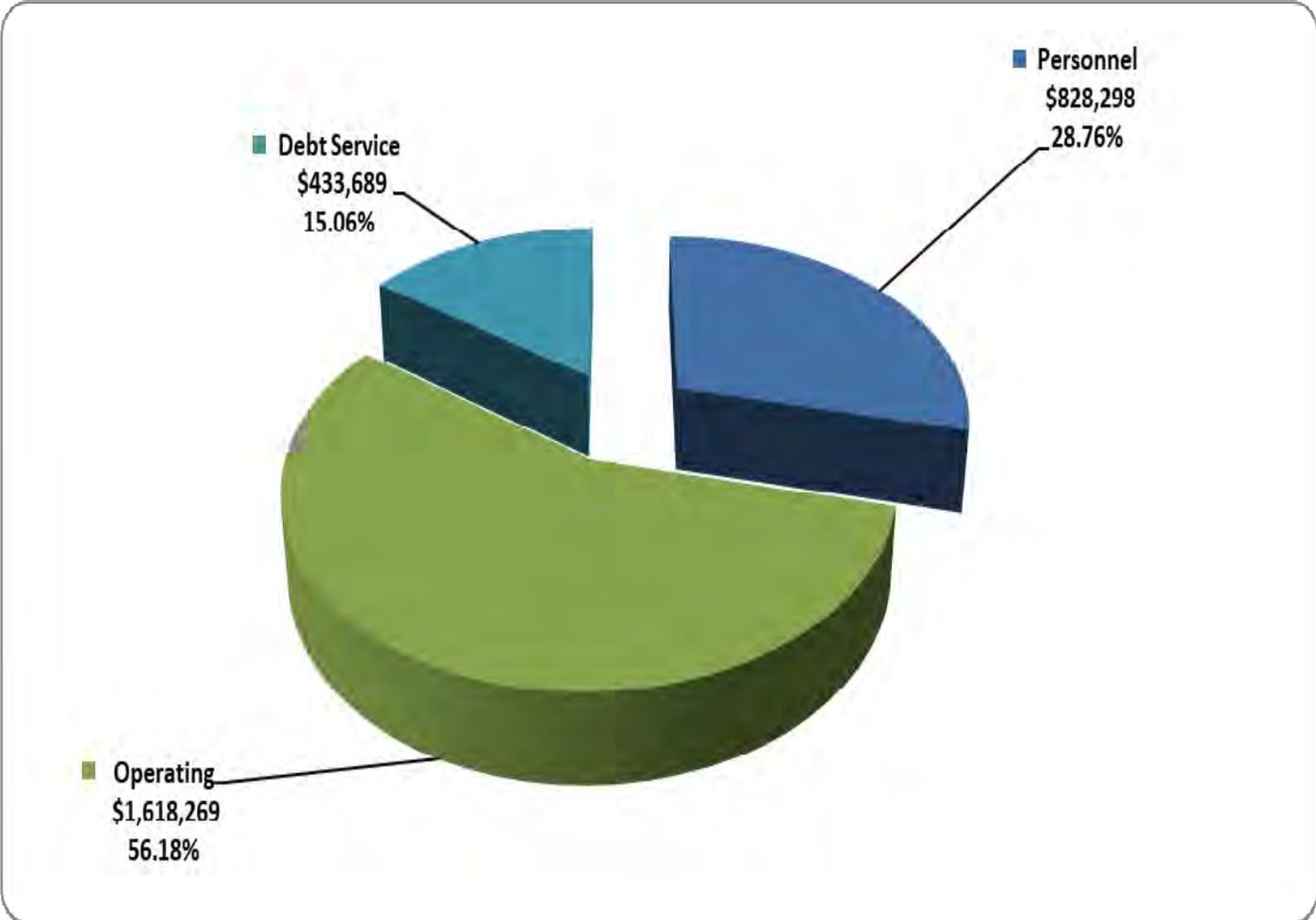


FY 2019

Country Club Expenses

FY 2019

Total Expenses = \$2,880,256



Country Club Expenses

FY 2019

This section includes a discussion regarding appropriations for the Village's FY 2018/19 Country Club budget (total budget = \$2,880,256), 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 2018/19 Country Club budget was prepared with the following assumptions:

- Golf course will re-open in December 2018
- The substantial completion date for the Clubhouse construction project is August 2019

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

\$828,298

Employee salary and benefits represent 28.76% 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 2018/2019 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	23.5 %	6.0 %
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:

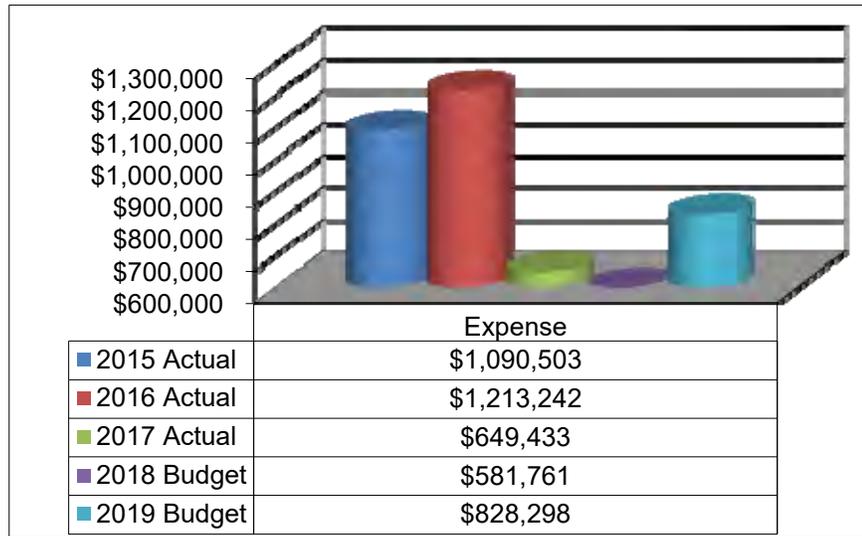
This item was budgeted at 7.65% of payroll.

Worker's Compensation:

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

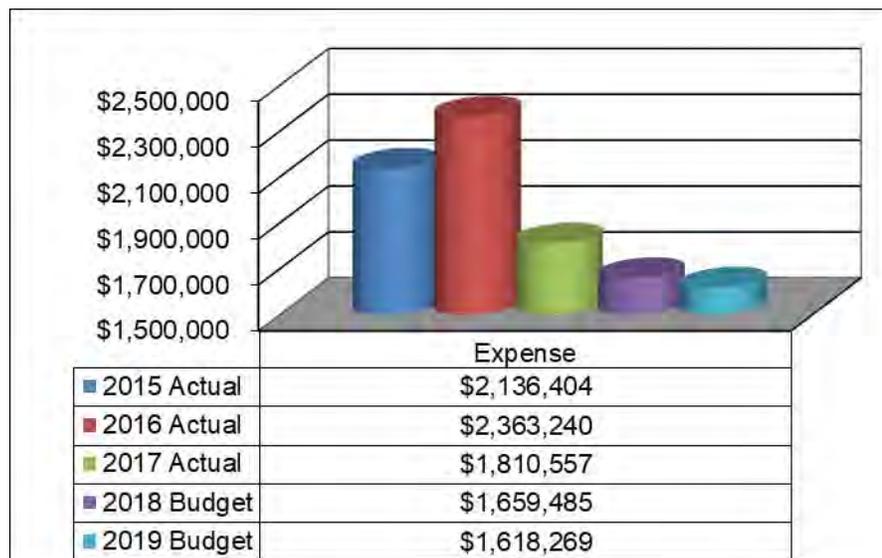
Country Club Expenses

FY 2019

**Operating Costs****\$1,618,269**

Appropriations are budgeted based on past history and the needs of the Club. Operating costs represent 56.18% of the overall Country Club Expenses. Some highlights of operating costs are listed below:

Golf Course Maintenance Contract	\$1,067,719
Golf Cart Lease w/ GPS	140,608
Utilities	97,000
Cost of Golf Merchandise	30,000
Materials & Supplies	56,000
Charge Card Fees	45,000
Marketing & Advertising	15,000
Repairs & Maintenance	11,000
Property / General Liability	46,555



Country Club Expenses

FY 2019

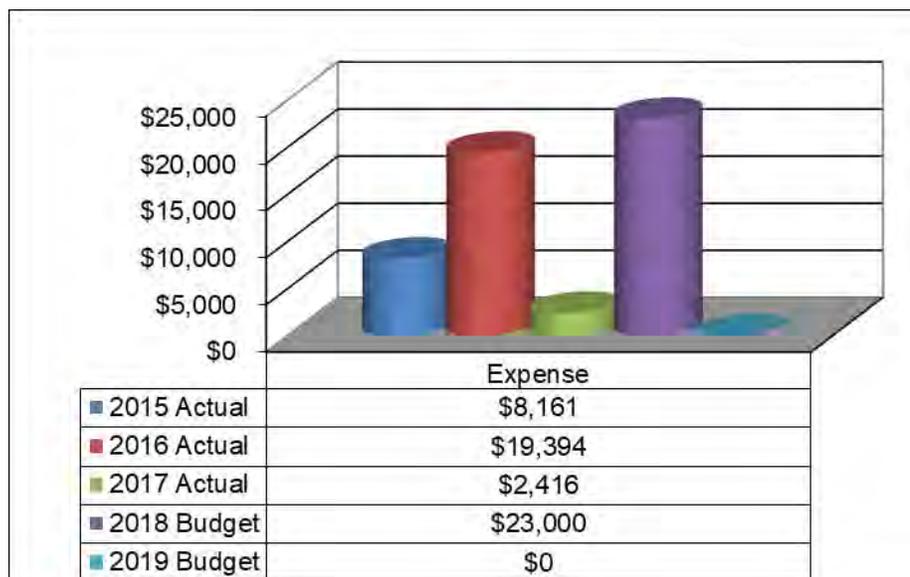
Capital Outlay

\$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.

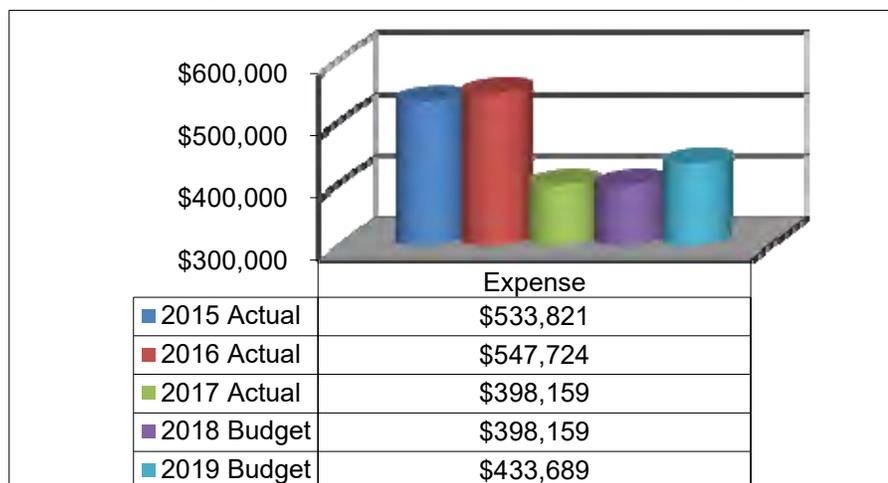
Those items deemed necessary are funded in the respective department's budget; the remaining items are deferred to future years. For the FY 2018/19 budget, the Capital Outlay category represents 0% of the overall Country Club budget.



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 2018/19 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.

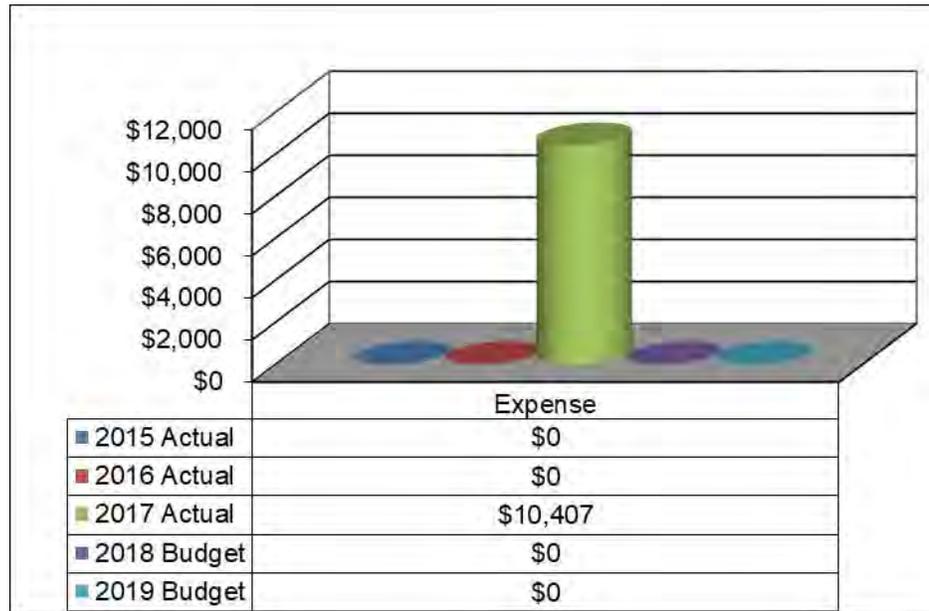


Country Club Expenses

FY 2019

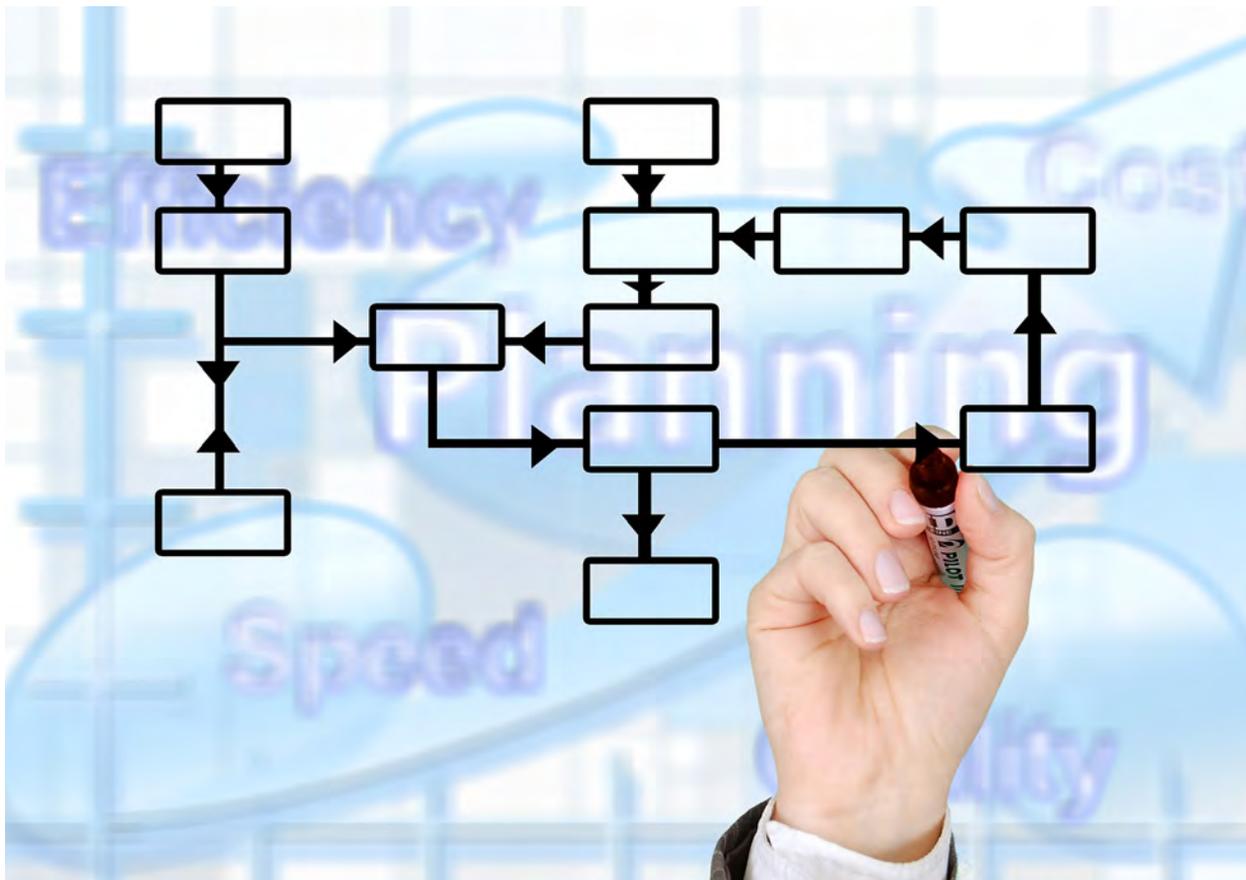
Contingency**\$0**

During the budget process, reserves are set aside to accommodate unanticipated expenditures. For the FY 2018/19 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.





Department Summaries



FY 2019

Golf

FY 2019

Budget Summary

	FY 2019 Budget	FY 2018 Budget	% increase / (decrease)	\$ increase / (decrease)	Actual 09/30/17	Actual 09/30/16
Personnel						
Total Salary & Benefits	\$ 596,460	\$ 514,323	15.97%	\$ 82,137	\$ 577,880	\$ 569,975
Operating						
Advertising & Marketing	15,000	30,000	-50.00%	(15,000)	10,421	4,693
Periodicals	0	0	0.00%	0	0	78
Charge Card Fee	45,000	45,000	0.00%	0	56,347	54,630
Club Relations	8,000	8,000	0.00%	0	5,854	2,675
Conferences & Seminars	2,500	2,900	-13.79%	(400)	1,314	644
Contractual Services	1,249,000	1,276,264	-2.14%	(27,264)	1,284,786	1,194,810
Rental-Equipment/Golf Club	7,500	5,600	33.93%	1,900	5,757	9,191
Golf Handicap Expense	4,500	4,200	7.14%	300	4,369	3,733
Lessons	0	0	0.00%	0	18,445	33,596
Materials & Supplies	54,750	25,850	111.80%	28,900	33,457	33,139
Memberships & Dues	1,500	3,200	-53.13%	(1,700)	932	1,737
Merchandise	30,000	60,000	-50.00%	(30,000)	83,437	99,719
Printing & Binding	3,500	3,250	7.69%	250	912	224
Professional Services	200	200	0.00%	0	3,700	-
Repairs & Maintenance	11,000	23,386	-52.96%	(12,386)	13,725	15,335
Special Events / Camps	1,500	1,500	0.00%	0	395	99
Travel	1,200	1,200	0.00%	0	591	1,023
Uniforms & Shoes	4,000	4,000	0.00%	0	5,691	3,879
Utilities	95,500	82,097	16.33%	13,403	143,836	142,793
Other Operating Costs	50	0	0.00%	50	40	0
Total Operating Costs	1,535,700	1,576,647	-2.60%	(40,947)	1,674,008	1,601,996
Capital						
Machinery & Equipment	0	23,000	-100.00%	(23,000)	2,416	19,394
Total Capital	0	23,000	-100.00%	(23,000)	2,416	19,394
Debt & Other						
Debt Service	433,689	398,159	8.92%	35,530	398,159	398,159
Golf Cart Lease	0	0	0.00%	0	0	149,566
	433,689	398,159	8.92%	35,530	398,159	547,724
Total Expenses	\$ 565,849	\$2,512,129	2.14%	53,720	\$2,652,463	\$2,739,089

Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and debt service costs. The FY 19 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 as a result of re-opening the Golf Course in December 2018; and
- A debt service increase to reflect the interest only payment for an inter-fund loan from the General Fund.

Golf

FY 2019

Membership Fees

		FY2019	FY2018	Difference	Special Offers or Notes
Resident	Single	\$2,067.08	\$2,255.00	-8%	Installation Plans: Pay a 3% Administration Fee
	Family	\$3,125.83	\$3,410.00	-8%	
Non-Resident	Single	\$2,979.17	\$3,250.00	-8%	Installation Plans: Pay a 3% Administration Fee
	Family	\$3,987.50	\$4,350.00	-8%	
Golf Plus Resident (Golf, Tennis & Pool)	Single	\$2,324.84	\$2,527.00	-8%	Installation Plans: Pay a 3% Administration Fee
	Family	\$3,535.83	\$3,820.00	-7%	
Golf Plus Non-Resident (Golf, Tennis & Pool)	Single	\$3,346.17	\$3,617.00	-7%	Installation Plans: Pay a 3% Administration Fee
	Family	\$4,564.50	\$4,927.00	-7%	
Touring Professional	Single	\$2,067.08	\$2,255.00	-8%	Eligibility: Any Current Touring Professional.
N.P.B Business	Single	\$2,475.00	\$2,700.00	-8%	Eligibility: Non-Residents owning a business or rental property within the Village.
	Family	\$3,483.33	\$3,800.00	-8%	
Juniors	Resident	\$300.00	\$300.00	0%	Junior Golfer Pass prices will be the same for Residents and Non-Residents.
	Non-Resident	\$300.00	\$300.00	0%	
Summer	Option A: (Cart Fees Only)	\$649.00	\$495.00	31%	Restrictions: No Charging Privileges. Option B is limited to Sunday-Thursday ANYTIME and after 11:00AM Friday, Saturday and Holidays (or pay a cart fee).
	Option B: (Includes Cart Fees)	\$1,299.00	\$995.00	31%	
	Family: (Cart Fees Only)	\$1,299.00	\$995.00	31%	
Unlimited Golf Cart Program	Single	\$3,000.00	\$3,000.00	0%	Allows Members an "All-Inclusive" option where they pre-pay for all cart fees and there are no per play charges.
	Each Additional	\$2,750.00	\$2,750.00	0%	
Corporate	Silver (Par)	\$10,000.00	\$10,000.00	0%	Silver allows up to four named individuals employed at a company to join under one membership.
	Gold (Birdie)	\$14,000.00	\$14,000.00	0%	
	Platinum (Eagle)	\$17,500.00	\$17,500.00	0%	Gold and Platinum are same program but also gives company 50 and 100 pre-paid rounds respectively (Greens Fee, Cart Fee & Tax) which can be used for other employees, clients or guests. Additional individuals may be added for \$2,500 each.
	Each Additional	\$2,500.00	\$2,500.00	0%	

Golf

FY 2019

Walk – In Rates

Season	Time	18-Hole Rates		9-Hole Rates ³	
		Weekday ¹ Rate	Weekend ² Rate	Weekday ¹ Rate	Weekend ² Rate
Fall Season (Oct. 1, 2018 - Nov. 4, 2018)	Early Morning	\$65.95	\$74.95	\$40.00	\$45.00
	Morning	\$65.95	\$74.95	\$40.00	\$45.00
	Mid-Day	\$55.95	\$64.95	\$34.00	\$39.00
	Twilight*	\$45.95	\$54.95	N/A	N/A
Pre-Winter Season (Nov. 5, 2018 - Dec. 9, 2018)	Early Morning	\$79.95	\$89.95	\$48.00	\$54.00
	Morning	\$79.95	\$89.95	\$48.00	\$54.00
	Mid-Day	\$69.95	\$79.95	\$42.00	\$48.00
	Twilight*	\$54.95	\$64.95	N/A	N/A
Shoulder Season (Dec. 10, 2018 - Jan. 20, 2019)	Early Morning	\$94.95	\$104.95	\$57.00	\$63.00
	Morning	\$94.95	\$104.95	\$57.00	\$63.00
	Mid-Day	\$84.95	\$94.95	\$51.00	\$57.00
	Twilight*	\$59.95	\$69.95	N/A	N/A
High Season (Jan. 21, 2019 - March 31, 2019)	Early Morning	\$114.95	\$124.95	\$69.00	\$75.00
	Morning	\$114.95	\$124.95	\$69.00	\$75.00
	Mid-Day	\$99.95	\$104.95	\$60.00	\$63.00
	Twilight*	\$69.95	\$79.95	N/A	N/A
Spring Season (Apr. 1, 2019 - Apr. 30, 2019)	Early Morning	\$84.95	\$94.95	\$51.00	\$57.00
	Morning	\$84.95	\$94.95	\$51.00	\$57.00
	Mid-Day	\$74.95	\$84.95	\$45.00	\$51.00
	Twilight*	\$54.95	\$64.95	N/A	N/A
Summer Season (May 1 2019 – Sep. 30, 2019)	Early Morning	\$49.95	\$59.95	\$30.00	\$36.00
	Morning	\$49.95	\$59.95	\$30.00	\$36.00
	Mid-Day	\$45.95	\$53.95	\$28.00	\$34.00
	Twilight*	\$35.95	\$39.95	N/A	N/A
* Twilight After 3:00pm October 1, 2018 – November 4, 2018 After 2:00pm November 5, 1018 – March 10, 2019 After 3:00pm March 11, 2019 – September 30, 2019		¹ Weekday = Monday – Thursday ² Weekend = Friday – Sunday & Holidays ³ 9-Hole rates are 60% of 18 hold rates			

Food and Beverage

FY 2019

Budget Summary

	<u>FY 2019 Budget</u>	<u>FY 2018 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/17</u>	<u>Actual 09/30/16</u>
Personnel						
Total Salary & Benefits	\$ 0	\$ 0	0.00%	\$ 0	\$ 1,291	\$ 575,869
Operating						
Advertising / Marketing	0	0	0.00%	0	0	428
Charge Card Fee	0	0	0.00%	0	340	13,232
Contractual Services	0	0	0.00%	0	10,585	25,392
Entertainment	0	0	0.00%	0	2,433	5,462
Rental	0	0	0.00%	0	0	9,626
Gas, Oil & Lubricants	0	0	0.00%	0	0	149
Licenses & Fees	2,314	6,600	-64.94%	(4,286)	2,600	3,410
Materials & Supplies	0	0	0.00%	0	0	28,374
Merchandise	0	0	0.00%	0	0	313,029
Repairs & Maintenance	0	0	0.00%	0	463	7,048
Utilities	0	10,000	-100.00%	(10,000)	47,867	48,570
Other Operating Costs	10,000	0	0.00%	10,000	0	1,778
Total Operating Costs	12,314	16,600	-25.82%	(4,286)	64,288	456,498
Total Expenses	\$12,314	\$ 16,600	-25.82%	\$ (4,286)	\$ 65,579	\$1,032,367

Explanation of Increase / (Decrease):

The Village of North Palm Beach commenced a project to rebuild the North Palm Beach Country Club Clubhouse in June 2018. The project is under construction with a scheduled date for substantial completion of August 2019. The Food & Beverage operation will be contracted out to an outside vendor.

Country Club Administration

FY 2019

Budget Summary

	<u>FY 2019 Budget</u>	<u>FY 2018 Budget</u>	<u>% increase / (decrease)</u>	<u>\$ increase / (decrease)</u>	<u>Actual 09/30/17</u>	<u>Actual 09/30/16</u>
Personnel						
Total Salary & Benefits	\$231,838	\$67,438	243.78%	\$ 164,400	\$ 70,263	\$ 67,398
Operating						
Accounting & Auditing	7,000	7,000	0.00%	0	5,847	5,687
Charge Card Fee	0	0	0.00%	0	-	-
Contractual Services	0	0	0.00%	0	3,545	72
Rental-Copier	3,200	3,200	0.00%	0	3,147	3,185
Marketing & Advertising	0	0	0.00%	0	-	-
Materials & Supplies	1,250	0	0.00%	1,250	3,794	4,263
Memberships & Dues	0	0	0.00%	0	-	-
Postage	750	2,000	-62.50%	(1,250)	1,149	1,528
Professional Fees	0	0	0.00%	0	-	227,818
Printing & Binding	0	0	0.00%	0	144	415
Repairs & Maintenance	0	0	0.00%	0	-	-
Uniforms & Shoes	0	0	0.00%	0	-	-
Utilities	1,500	0	0.00%	1,500	2,209	2,225
Legal Fees	10,000	10,000	0.00%	0	4,683	5,898
Other Operating Costs	0	0	0.00%	0	275	1,768
Total Operating Costs	23,700	22,200	6.76%	1,500	24,792	252,858
Debt & Other						
Contingency	0	0	0.00%	0	10,407	0
Insurance-Property & General Liability	46,555	44,038	5.72%	2,517	47,469	51,888
Total Debt & Other	46,555	44,038	5.72%	2,517	57,876	51,888
Total Expenses	\$302,093	\$133,676	125.99%	\$ 168,417	\$ 152,931	\$372,144

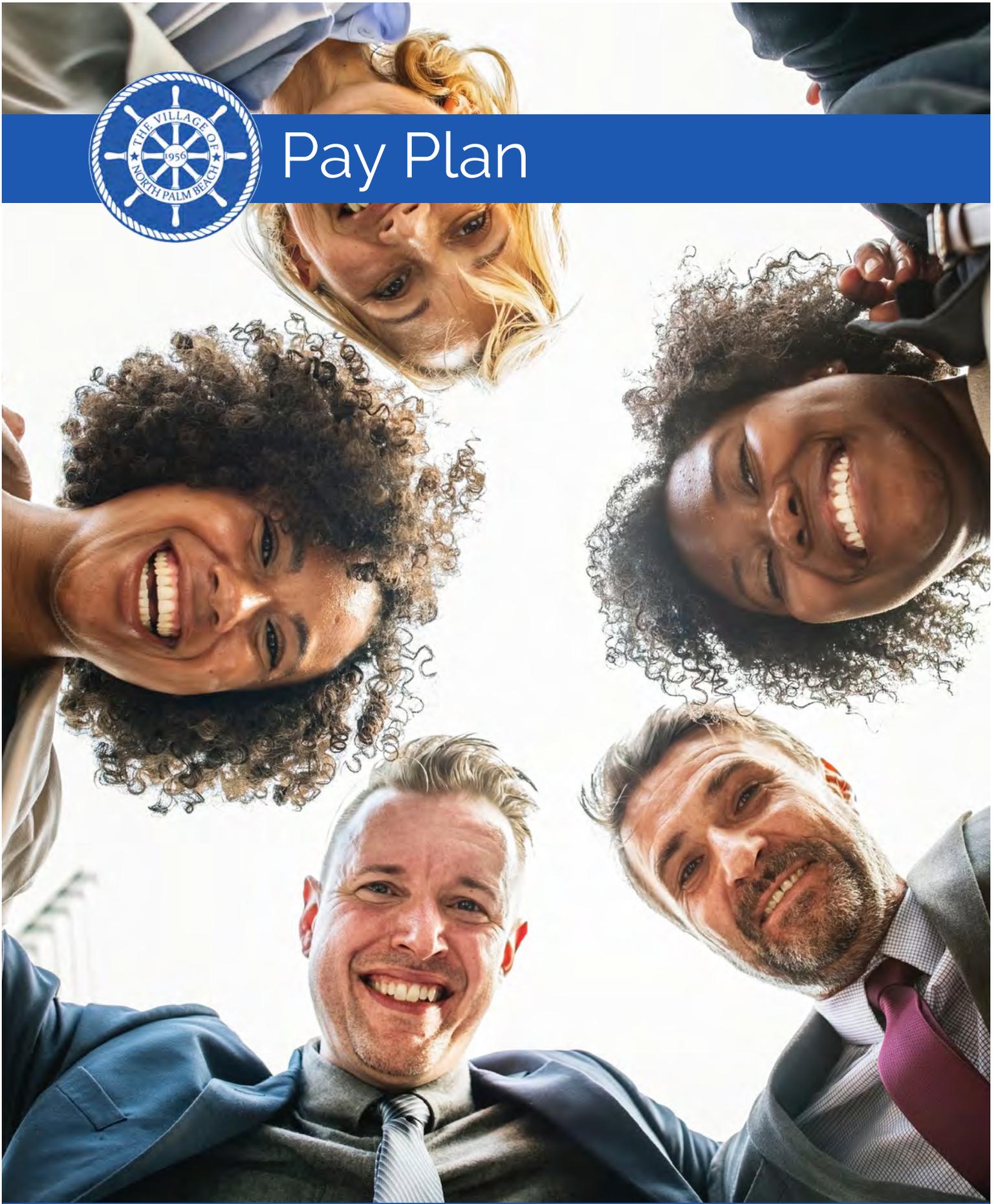
Explanation of Increase / (Decrease):

The increase in total expenses is a combination of personnel and operating costs, with the primary contributing factor being personnel costs. The FY 19 budget includes:

- An anticipated salary increase of approximately 4% from performance-based merit increases for non-union personnel; and
- A personnel expenditure increase reflecting the addition of one (1) full-time General Manager to oversee the Country Club Operation.



Pay Plan



FY 2019

Comprehensive Pay Plan

FY 2019

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, 2018. 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 negotiated increases for FPE, PBA and IAFF-eligible employees as negotiated in their collective bargaining agreements;
- Provides no COLA/market-based adjustment;
- 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 General Manager position (pay grade 123);
- Add one (+1) f/t Code Compliance Officer position (pay grade 109);
- Add two (+2) p/t Sanitation Collector positions (pay grade 104);
- Add one (+1) p/t Human Resources Analyst position (pay grade 110) / Delete one (-1) p/t HR Administrative Coordinator position (pay grade 109);
- Add two (+2) f/t Administrative Coordinator positions (pay grade 109) / Delete two (-2) f/t Administrative Assistant positions (pay grade 108);
- Title Change Outside Service Coordinator position title changed to Second Assistant Golf Professional (pay grade 101); and
- Add one (+1) f/t Head Golf Professional position (pay grade 119) / Delete one (-1) f/t Director of Golf position (pay grade 122).

Summary of Personnel Changes

Net Changes for 2018/2019		
Fiscal Year	Full-time Positions	Part-time Positions
2019	151	97
2018	149	95
Net change	+2 positions	+2 positions

continued on next page

Comprehensive Pay Plan

FY 2019

Pension

For Fiscal Year 2018/2019, no change is anticipated in annual employer contributions for any of the Village's pension plans. 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	23.50%	6%
ICMA-RC Pension Plan	15.00%	3%, 5%, 10% or 15%
Police and Fire Pension Plan	20.00%	Fire 5% (*) Police 4% (*)

(*) per terms of collective bargaining agreements

Health/Dental Insurance

The Village covers the full premium cost of the HDHP/HMO base medical plan and the lower cost HMO dental plan for all full-time employees. Employees enrolling their dependents in the base medical plan will pay just 15% of the total premium with the Village funding the remaining 85%. Employees selecting either the HDHP/PPO or traditional HMO medical plan for themselves or their dependents will also pay 15% of those total premiums, with the Village contributing 85%. Employees choosing the higher cost PPO dental plan pay the difference between the higher and lower cost plans.

By continuing with the current medical insurance carrier, the Village secured a minimal increase in the cost of medical insurance for FY 19. Regarding dental insurance, there was no change in the cost either for employees or for the Village.

continued on next page

Comprehensive Pay Plan

FY 2019

2019 Insurance Premiums

Medical Insurance:

BlueCare HDHP HMO (*) Plan 126/127	Employee Monthly Premium	Employer Monthly Premium
Employee Only	\$0.00	\$475.59
Employee + 1	\$166.28	\$942.20
Employee + Family	\$217.96	\$1,235.16

BlueOptions HDHP PPO (*) Plan 05180/05181	Employee Monthly Premium	Employer Monthly Premium
Employee Only	\$85.10	\$482.20
Employee + 1	\$195.38	\$1,107.10
Employee + Family	\$256.12	\$1,451.32

BlueCare HMO Plan 67	Employee Monthly Premium	Employer Monthly Premium
Employee Only	\$81.36	\$461.08
Employee + 1	\$193.66	\$1,097.38
Employee + Family	\$253.80	\$1,438.24

Dental Insurance:

Humana DHMO	Employee Monthly Premium	Employer Monthly Premium
Employee Only	\$0.00	\$14.88
Employee + Family	\$5.74	\$37.88

Humana PPO	Employee Monthly Premium	Employer Monthly Premium
Employee Only	\$16.90	\$14.88
Employee + Family	\$57.66	\$37.88

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 high deductible health plans (HDHP) during the 2019 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

The new Pay Plan will be implemented October 1, 2018. The pay range (grade) of each General Employee shall remain the same as Fiscal Year 2018/2019. However, a Compensation Study conducted by an outside vendor was recently completed. The study addressed approximately one-third (1/3rd) of the Village’s workforce, concentrating primarily on those positions affiliated with the FPE bargaining unit. Recommended changes are forthcoming and will be implemented pending Council approval. Bargaining unit employees shall receive base wage increases only in accordance with their respective collective bargaining agreements.

SECTION 5. HIRING PAY RATES

Applicants 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.

Comprehensive Pay Plan

FY 2019

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 AND SEASONAL 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.

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. BENEFIT ELIGIBILITY

Employees in full-time, budgeted positions are eligible for participation in the Village's pension plans, health 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 health 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 12. 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.

Sick Leave Incentive Award Program – Regular full-time (non-probationary) general employees who do not use any sick leave within any continuous (6) six-month period are eligible to earn eight (8) hours annual leave time as incentive for not using sick leave. Bargaining unit employees shall receive sick leave incentive(s) in accordance with their respective collective bargaining agreement, unless otherwise negotiated.

Comprehensive Pay Plan

FY 2019

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. In addition, if employees receiving EMT certification are promoted to a Paramedic position, the EMT certification pay will be removed.

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.

Higher Educational Assistance Program – The Village provides educational assistance 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. The assistance amounts provided to eligible employees are considered a loan for educational expenses and must be fully repaid if employees fail to fulfill the terms of the policy.

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 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 high deductible health plans (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 2019

(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/A		\$ 10.34	VARIES ON CLASS ENROLLMENT		
9		CAMP COUNSELOR	NU	100	N	\$ 10.34	\$ 16.54	\$ 21,500.00	\$ 34,400.00
18		RECREATION ASSISTANT	NU	100	N	\$ 10.34	\$ 16.54	\$ 21,500.00	\$ 34,400.00
26		COUNTRY CLUB ATTENDANT	NU	101	N	\$ 10.96	\$ 17.53	\$ 22,790.00	\$ 36,464.00
	1	SECOND ASSISTANT GOLF PROFESSIONAL	FPE	101	N	\$ 10.96	\$ 17.53	\$ 22,790.00	\$ 36,464.00
	1	CLERICAL SPECIALIST	NU	102	N	\$ 11.61	\$ 18.58	\$ 24,157.40	\$ 38,651.84
	1	GOLF MEMBER RELATIONS COORDINATOR	NU	102	N	\$ 11.61	\$ 18.58	\$ 24,157.40	\$ 38,651.84
14		POOL LIFEGUARD	NU	102	N	\$ 11.61	\$ 18.58	\$ 24,157.40	\$ 38,651.84
7		LIBRARY CLERK	NU	103	N	\$ 12.31	\$ 19.70	\$ 25,606.84	\$ 40,970.95
	1	GROUNDS MAINTENANCE WORKER	FPE	103	N	\$ 12.31	\$ 19.70	\$ 25,606.84	\$ 40,970.95
	2	STREET MAINTENANCE WORKER	FPE	103	N	\$ 12.31	\$ 19.70	\$ 25,606.84	\$ 40,970.95
	1	IRRIGATION TECHNICIAN	FPE	104	N	\$ 13.05	\$ 20.88	\$ 27,143.25	\$ 43,429.21
	1	LIBRARY ASSISTANT	FPE	104	N	\$ 13.05	\$ 20.88	\$ 27,143.25	\$ 43,429.21
	7	SANITATION COLLECTOR	FPE	104	N	\$ 13.05	\$ 20.88	\$ 27,143.25	\$ 43,429.21
2		SANITATION COLLECTOR PT	NU	104	N	\$ 13.05	\$ 20.88	\$ 27,143.25	\$ 43,429.21
1		GOLF SALES & MARKETING REPRESENTATIVE	NU	106	N	\$ 14.66	\$ 23.46	\$ 30,498.16	\$ 48,797.06
	1	FIRST ASSISTANT GOLF PROFESSIONAL	NU	106	N	\$ 14.66	\$ 23.46	\$ 30,498.16	\$ 48,797.06
	2	EQUIPMENT OPERATOR	FPE	107	N	\$ 15.54	\$ 24.87	\$ 32,328.05	\$ 51,724.88
	1	SR. IRRIGATION TECHNICIAN	FPE	107	N	\$ 15.54	\$ 24.87	\$ 32,328.05	\$ 51,724.88
	1	POLICE SERVICE AIDE	NU	107	N	\$ 15.54	\$ 24.87	\$ 32,328.05	\$ 51,724.88
	11	SANITATION DRIVER/OPERATOR	FPE	107	N	\$ 15.54	\$ 24.87	\$ 32,328.05	\$ 51,724.88
	3	ACCOUNTING CLERK	NU	108	N	\$ 16.47	\$ 26.36	\$ 34,267.73	\$ 54,828.37
2	1	ADMINISTRATIVE ASSISTANT	NU	108	N	\$ 16.47	\$ 26.36	\$ 34,267.73	\$ 54,828.37
	2	VEHICLE MECHANIC	FPE	108	N	\$ 16.47	\$ 26.36	\$ 34,267.73	\$ 54,828.37
	3	TRADES MECHANIC	FPE	108	N	\$ 16.47	\$ 26.36	\$ 34,267.73	\$ 54,828.37
	4	RECREATION SUPERVISOR	FPE	109	N	\$ 17.46	\$ 27.94	\$ 36,323.80	\$ 58,118.08
	3	PERMIT & LICENSE TECHNICIAN	FPE	109	N	\$ 17.46	\$ 27.94	\$ 36,323.80	\$ 58,118.08
	5	ADMINISTRATIVE COORDINATOR	NU	109	N	\$ 17.46	\$ 27.94	\$ 36,323.80	\$ 58,118.08
	2	CODE COMPLIANCE OFFICER	FPE	109	N	\$ 17.46	\$ 27.94	\$ 36,323.80	\$ 58,118.08
	1	ZONING COMPLIANCE OFFICER	FPE	109	N	\$ 17.46	\$ 27.94	\$ 36,323.80	\$ 58,118.08
	3	SR. LIBRARY ASSISTANT	FPE	109	N	\$ 17.46	\$ 27.94	\$ 36,323.80	\$ 58,118.08
14		SCHOOL CROSSING GUARD	NU	109	N	Daily Rate	\$26.11	\$ 36,323.80	\$ 58,118.08
	1	TECHNICAL SUPPORT SPECIALIST	NU	109	N	\$ 17.46	\$ 27.94	\$ 36,323.80	\$ 58,118.08
1		HUMAN RESOURCES ANALYST	NU	110	N	\$ 18.51	\$ 29.62	\$ 38,503.23	\$ 61,605.16
	1	MECHANICAL SYSTEMS COORDINATOR	FPE	111	N	\$ 19.62	\$ 31.39	\$ 40,813.42	\$ 65,301.47
	1	CRIMINAL INTELLIGENCE ANALYST	NU	111	N	\$ 19.62	\$ 31.39	\$ 40,813.42	\$ 65,301.47
	1	BUILDING CONSTRUCTION INSPECTOR	FPE	111	N	\$ 19.62	\$ 31.39	\$ 40,813.42	\$ 65,301.47
	1	EXECUTIVE ASSISTANT	NU	111	N	\$ 19.62	\$ 31.39	\$ 40,813.42	\$ 65,301.47
	1	LIBRARIAN	FPE	111	N	\$ 19.62	\$ 31.39	\$ 40,813.42	\$ 65,301.47
	1	PARKS & FACILITIES MANAGER	NU	111	N	\$ 19.62	\$ 31.39	\$ 40,813.42	\$ 65,301.47
	2	ACCOUNTANT	NU	112	E	\$ 20.80	\$ 33.28	\$ 43,262.22	\$ 69,219.56
	1	LICENSE & PERMIT SUPERVISOR	NU	112	E	\$ 20.80	\$ 33.28	\$ 43,262.22	\$ 69,219.56
	3	PUBLIC WORKS SUPERVISOR	NU	112	E	\$ 20.80	\$ 33.28	\$ 43,262.22	\$ 69,219.56
	1	PLANNER	NU	112	E	\$ 20.80	\$ 33.28	\$ 43,262.22	\$ 69,219.56
	2	SR. BUILDING CONSTRUCTION INSPECTOR	FPE	113	N	\$ 22.05	\$ 35.28	\$ 45,857.96	\$ 73,372.73
	1	VILLAGE PLANNER	NU	113	E	\$ 22.05	\$ 35.28	\$ 45,857.96	\$ 73,372.73
	1	COMMUNICATIONS MANAGER	NU	113	E	\$ 22.05	\$ 35.28	\$ 45,857.96	\$ 73,372.73
	1	PUBLIC WORKS MANAGER	NU	114	E	\$ 23.37	\$ 37.39	\$ 48,609.44	\$ 77,775.10
	1	NETWORK SUPPORT SPECIALIST	NU	114	N	\$ 23.37	\$ 37.39	\$ 48,609.44	\$ 77,775.10
	1	SR. FIRE INSPECTOR	NU	115	N	\$ 24.77	\$ 39.64	\$ 51,526.00	\$ 82,441.60
1		HUMAN RESOURCES SPECIALIST	NU	115	E	\$ 24.77	\$ 39.64	\$ 51,526.00	\$ 82,441.60
1		PURCHASING MANAGER	NU	115	E	\$ 24.77	\$ 39.64	\$ 38,641.20	\$ 61,838.40
	1	DEPUTY VILLAGE CLERK	NU	116	E	\$ 26.26	\$ 42.01	\$ 54,617.56	\$ 87,388.10
	1	FINANCE MANAGER	NU	118	E	\$ 29.50	\$ 47.21	\$ 61,368.29	\$ 98,189.27
	1	DIRECTOR OF LIBRARY	NU	118	E	\$ 29.50	\$ 47.21	\$ 61,368.29	\$ 98,189.27
	1	BUILDING OFFICIAL	NU	119	E	\$ 31.27	\$ 50.04	\$ 65,050.39	\$ 104,080.62
	1	HEAD GOLF PROFESSIONAL	NU	119	E	\$ 31.27	\$ 50.04	\$ 65,050.39	\$ 104,080.62
	1	VILLAGE CLERK	NU	122	E	\$ 37.95	\$ 60.73	\$ 78,944.76	\$ 126,311.62
	1	DIRECTOR OF HUMAN RESOURCES	NU	122	E	\$ 37.95	\$ 60.73	\$ 78,944.76	\$ 126,311.62

Pay Plan Ranges

FY 2019

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

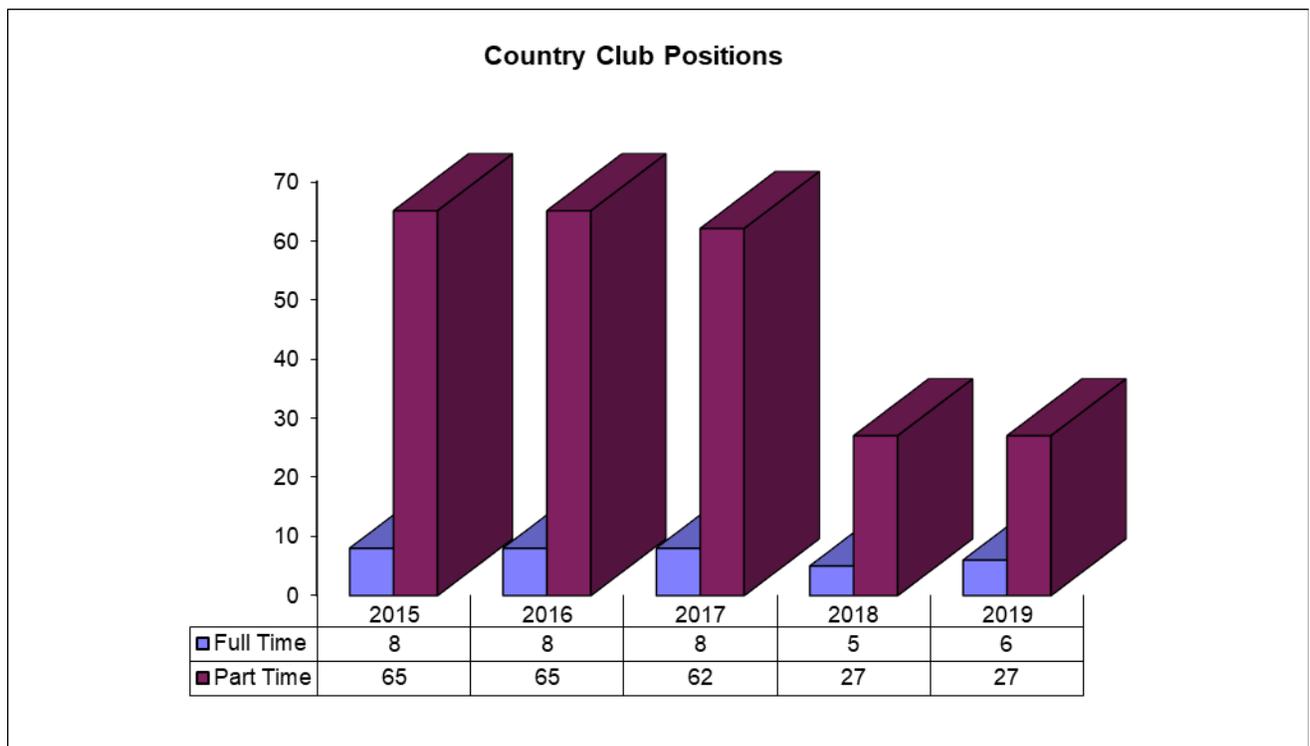
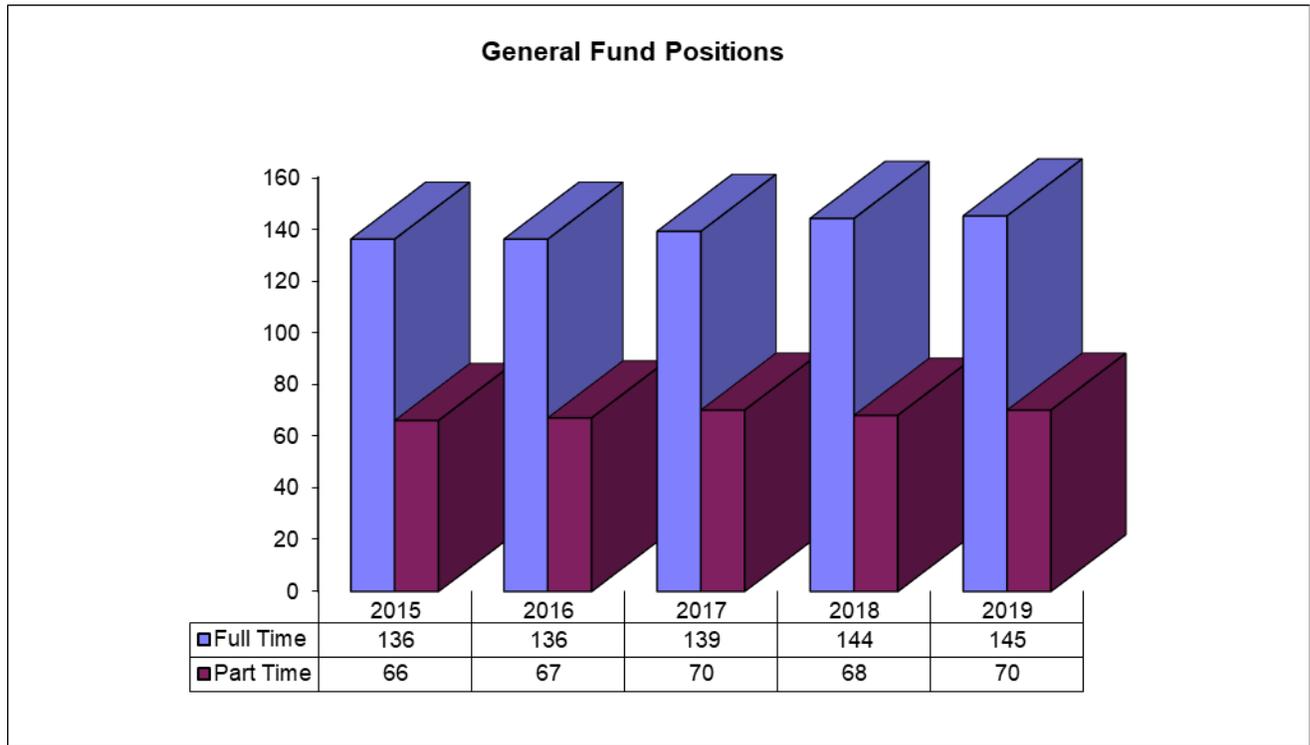
***All union pay / positions are shown for categorization purposes only and are subject to ratification of Collective Bargaining Agreements**

PT	FT	Class Title	Union	Pay Grade	FLSA	Hrly Min	Hrly Max	Annual Min	Annual Max
	1	DIRECTOR OF SPECIAL PROJECTS	NU	122	E	\$ 37.95	\$ 60.73	\$ 78,944.76	\$ 126,311.62
	1	DIRECTOR OF COMMUNITY DEVELOPMENT	NU	122	E	\$ 37.95	\$ 60.73	\$ 78,944.76	\$ 126,311.62
	1	DIRECTOR OF INFORMATION TECHNOLOGY	NU	122	E	\$ 37.95	\$ 60.73	\$ 78,944.76	\$ 126,311.62
	1	DIRECTOR OF PARKS & RECREATION	NU	122	E	\$ 37.95	\$ 60.73	\$ 78,944.76	\$ 126,311.62
	1	DIRECTOR OF PUBLIC WORKS	NU	122	E	\$ 37.95	\$ 60.73	\$ 78,944.76	\$ 126,311.62
1		CALEA MGR/CAPTAIN OF PROFESSIONAL STANDARDS	NU	122	E	\$ 37.95	\$ 60.73	\$ 78,944.76	\$ 126,311.62
	2	POLICE CAPTAIN	NU	122	E	\$ 37.95	\$ 60.73	\$ 78,944.76	\$ 126,311.62
	1	DISTRICT CHIEF	NU	122	E	\$ 37.95	\$ 60.73	\$ 78,944.76	\$ 126,311.62
	1	GENERAL MANAGER	NU	123	E	\$ 40.61	\$ 64.98	\$ 84,470.90	\$ 135,153.43
	1	FIRE CHIEF	NU	123	E	\$ 40.61	\$ 64.98	\$ 84,470.90	\$ 135,153.43
	1	DIRECTOR OF FINANCE	NU	123	E	\$ 40.61	\$ 64.98	\$ 84,470.90	\$ 135,153.43
	1	POLICE CHIEF	NU	125	E	\$ 46.50	\$ 74.39	\$ 96,710.73	\$ 154,737.17
	1	VILLAGE MANAGER	NU	126	E	\$ 52.88	\$ 84.62	\$ 110,000.00	\$ 176,000.00
	15	FIREFIGHTER/MEDIC	IAFF	202	N	\$ 19.58	\$ 31.33	\$ 48,876.60	\$ 78,202.56
	1	DRIVER ENGINEER/EMT	IAFF	203	N	\$ 20.76	\$ 33.21	\$ 51,809.20	\$ 82,894.72
	2	DRIVER ENGINEER/MEDIC	IAFF	204	N	\$ 22.00	\$ 35.20	\$ 54,917.75	\$ 87,868.40
	3	FIRE RESCUE LIEUTENANT	IAFF	206	N	\$ 24.72	\$ 39.55	\$ 61,705.58	\$ 98,728.93
	1	RECORDS CLERK	PBA	300	N	\$ 20.91	\$ 33.46	\$ 43,500.00	\$ 69,600.00
	24	POLICE OFFICER	PBA	302	N	\$ 23.50	\$ 37.60	\$ 48,876.60	\$ 78,202.56
	6	POLICE SERGEANT	PBA	306	N	\$ 29.67	\$ 47.47	\$ 61,705.58	\$ 98,728.93
97	151								

* The number of instructors will vary based on class enrollment

Five Year Position History

FY 2019



Village Employees by Function

FY 2019

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
General Government							
Village Manager							
	Full-Time	2	2	2	4	4	4
	Part-Time	0	0	0	1	1	1
Information Technology							
	Full-Time	3	3	3	3	3	3
	Part-Time	0	0	0	0	0	0
Human Resources							
	Full-Time	2	2	2	2	2	2
	Part-Time	0	1	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	5	7	7	5	6	6
	Part-Time	1	0	0	1	0	0
Public Works							
	Full-time	37	35	34	36	37	37
	Part-Time	0	0	0	0	0	2
Police & Fire							
Police							
	Full-time	43	36	36	36	38	38
	Part-Time	13	13	13	13	15	15
Fire Rescue							
	Full-time	24	24	24	24	24	24
	Part-Time	0	0	0	0	0	0
Community Development							
	Full-time	10	11	12	13	14	15
	Part-Time	1	0	0	1	1	1
Leisure Services							
Library							
	Full-time	6	7	7	7	7	7
	Part-Time	10	9	9	9	7	7
Recreation							
	Full-time	6	6	6	6	6	6
	Part-Time	43	43	43	43	42	42
Other Government - Country Club							
	Full-time	8	8	8	8	5	6
	Part-Time	65	65	65	62	27	27
TOTAL		282	275	276	279	244	248



Capital Improvement Plan



FY 2019

Capital Improvement Plan

FY 2019

INTRODUCTION

Municipal government provides needed and desired services to the public and in order to provide these services, the Village must furnish and maintain capital facilities and equipment. This is accomplished through the use of a Capital Improvement Plan (CIP).

The CIP is a five-year projection of future improvements to existing facilities, the acquisition of land and buildings, construction of new facilities and major equipment purchases. This includes the regular replacement of equipment such as vehicles and computer hardware/software. The Village Council adopts the five-year plan as a part of the annual budgeting process. **The first year of the plan is the only year for which funding is authorized. The remaining nine years of the CIP lists the capital projects that will be done in the future and their estimated cost...funding requirements are identified, but are not authorized.**

The Village of North Palm Beach defines a “capital outlay” as the cost(s) associated with the acquisition of land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles and infrastructure, and other tangible or intangible assets that are used in operations and that have an initial useful life extending beyond a single reporting period. Capital assets and infrastructure are capitalized and depreciated as outlined in the capitalization table below:

Capitalization Threshold Table:

	<u>Capitalize and Depreciate</u>
Land	Capitalize only
Land improvements	\$25,000
Building	\$50,000
Building Improvements	\$50,000
Construction in Progress	Capitalize only
Machinery & Equipment	\$5,000
Vehicle	\$5,000
Intangible Assets:	
Internally Generated Software	\$100,000
Purchased Software	\$25,000
Easements	\$5,000
Other Intangible Assets	\$100,000
Infrastructure	\$250,000

The plan places projects in priority order, and schedules the projects for funding and implementation. As presented, it is a five-year forecast that allows the Village to plan ahead for its new capital and renewal and replacement needs. Programming capital requirements over time can promote better use of the Village’s financial resources, reduce costs and assist in the coordination of public and private development. Careful management of its assets keeps the Village poised for flexible and responsive strategic planning that allows the Village to proactively prepare the groundwork for capital projects so when funding opportunities arise, a plan is ready to be implemented. By looking beyond year-to-year budgeting and projecting what, where, when and how capital investments should be made, capital planning enables the Village to maintain an effective level of service for the present and future population.

THE CAPITAL IMPROVEMENT PLAN (CIP)

The result of this continuing planning process is the CIP, which is the Village's five-year roadmap for creating, maintaining, and funding present and future capital requirements. The CIP serves as a planning instrument in conjunction with the Village Comprehensive Plan and the Village Council's Goals to identify needed capital projects and coordinate the financing and timing of improvements in a way that maximizes the return to the public. It provides a planned systematic approach to utilizing the Village financial resources in the most responsive and efficient manner to meet its service and facility needs. It serves as the "blueprint" for the future of the community and is a management and planning tool.

The underlying strategy of the CIP is to plan for capital expenditures necessary for the safe and efficient provision of public services in accordance with Village policies and objectives adopted in the Village's Comprehensive Plan. It involves conducting needs assessments and allowing for flexibility to take advantage of opportunities for capital investment. Capital planning decisions are made based on an analysis of each project which includes: cost versus benefits, capital renewal strategies, repair-versus-replacement costs and new service demands. A critical element of a balanced CIP is the provision of funds to both preserve or enhance existing facilities and provide new assets to respond to changing service needs.

While the program serves as the long range plan, it is reviewed and revised annually in conjunction with the budget. Projects and their scopes are subject to change as the needs of the community become more defined and projects move closer to final implementation. Priorities may be changed due to funding opportunities or circumstances that cause a more rapid deterioration of an asset. Projects may be revised for significant costing variances.

The adoption of the CIP is neither a commitment to a particular project nor a limitation to a particular cost. As a basic tool for scheduling anticipated capital projects, it is a key element in planning and controlling future capital financing. When adopted, the CIP provides the framework for the Village's management team and the Village Council with respect to investment planning, project planning and managing any debt.

CIP REVIEW

The Village Manager is responsible for reviewing capital project requests and providing recommendations to the Village Council. Each department submits requests for its capital funding requirements to the Village Manager. These requests could be for something as minor as the purchase of a piece of equipment to the complete rebuild/new installation of a piece of infrastructure.

The Village Manager, along with the Finance Director and Department Head, conduct an in-depth analysis of the impact of the CIP on cash flow and financial obligations, as well as the Village's ability to finance, process, design and ultimately maintain projects. The fiscal impact for each individual project (including future maintenance and replacement costs), is also analyzed. The overall goal is to develop CIP recommendations that:

- Preserve the past, by investing in the continued upgrade of Village assets and infrastructure;
- Protect the present with improvements to Village facilities and infrastructure;
- Plan for the future.

CIP CRITERIA & CATEGORIES

The CIP is developed through input by professional staff, citizens of North Palm Beach, and elected Village officials. There are typically more proposals than can be funded in the five-year CIP period, so the projects are evaluated and ranked in order of priority according to the following guidelines:

- a) Whether the proposed project is financially feasible, in terms of its impact upon Village budget potential;
- b) Whether the project is needed to protect public health and safety, to fulfill the Village's legal commitment to provide facilities and services, or to preserve, achieve full use of, or increase the efficiency of existing facilities;
- c) Whether the project represents a logical extension of facilities and services within a designated Village Planning Area; and
- d) Whether or not the proposed project is consistent with plans of State agencies and the South Florida Water Management.

Further, the projects are broken down into the following categories:

1. The project is urgent and/or mandated, and must be completed quickly. The Village could face severe consequences if the project is delayed, possibly impacting the public health, safety, and welfare of the community, or having a significant impact on the financial well-being of the Village. The project must be initiated or financial/opportunity losses will result.
2. The project is important and addressing it is necessary. The project impacts safety, law enforcement, public health, welfare, economic base, and/or quality of life in the community.
3. The project would enhance the quality of life and would provide a benefit to the community. Completion of the project would improve the community providing cultural, recreational, and/or aesthetic effects.
4. The project would be an improvement to the community, but need not be completed within a five-year CIP.

Based on the criteria and category, the project is either included in the CIP or excluded.

CIP POLICIES

- The Village will adopt the first year of a multi-year plan for capital improvements, update it annually and make every attempt to complete all capital improvements in accordance with the plan.
- The Village will coordinate the development of the CIP budget with the development of the operating budget to ensure future operating expenditures and revenues associated with new capital improvements will be projected and incorporated into the current and future operating budgets.
- The Village will maintain its physical assets at a level adequate to protect the Village's capital investment and minimize future maintenance and replacement costs.

- In making or providing of capital improvements, The Village shall not incur a general obligation debt requiring the full faith and credit and taxing power of the Village that exceeds five (5%) of the property tax base of the Village. For Fiscal Year 2019, this amounts to \$112 million (tax base of \$2.24 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 2019-2023 CIP recommends a total investment of \$18.58 million in the Village of North Palm Beach's capital facilities and equipment during a five-year period.**

Capital Improvement Plan

FY 2019

The first year (2019) is the most active and important year of the CIP. The total budget request for capital improvements in FY 2019 is \$2,235,768 and will be funded as follows: \$394,000 will be funded with Grant Funds, \$800,000 will be funded with infrastructure surtax proceeds, \$200,000 will be funded from the sale of an existing sanitation truck, \$443,768 will be funded from fund balance and \$398,000 will be funded with CIP Funds. A brief summary of the first year of the plan (2019) is as follows:

Description	Fund Balance (*)	CIP	Grant	Infrastructure Surtax	Other	Total
Sanitation Collection Vehicle Replacement					\$200,000	\$200,000
Cardiac Monitor / Defibrillator			40,000			40,000
Community Center Lighting		6,000	54,000			60,000
Pool Resurfacing		150,000	50,000			200,000
Pool Pump Room Renovation		200,000				200,000
Tennis Court Drainage System			50,000			50,000
Anchorage Park Phase I (completion)	393,768			200,000		593,768
Anchorage Park Phase II (design)		10,000				10,000
Bridge Improvements	Prosperity			25,000		25,000
	US1			25,000		25,000
	Monet			50,000		50,000
Asphalt Resurfacing - Streets				300,000		300,000
Sidewalks & Crosswalks				150,000		150,000
Pool Chiller		32,000				32,000
East Alley Wall Replacement				50,000		50,000
Community Center Pathways	50,000		200,000			250,000
Total Projects	\$443,768	\$ 398,000	\$ 394,000	\$ 800,000	\$ 200,000	\$2,235,768

(*) carry-over funds from prior year

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 (2019 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 2019

As shown in the table below, the FY 2019 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
Vehicle Purchase	Sanitation Collection Vehicle Replacement	New Vehicle	\$200,000	No significant impact. A new vehicle warranty will cover most repair items and regular maintenance costs will be less.
Equipment Purchase	Equipment Replacement	Replacement of one (1) cardiac monitor/defibrillator	\$40,000	Minimal impact on operating budget. This equipment is vital to the continuance of providing high-quality, critical medical care to the community.
Improvement	Community Center Lighting	Replacement of existing halogen gymnasium lights with LED sports specific lights at the Community Center	\$60,000	No significant impact. This project is primarily grant funded. If the targeted grant isn't awarded, the project will either be suspended or the Village will seek alternate funding sources.
Improvement	Pool Resurfacing	Project will include lane lines, tile, pool equipment/piping evaluation and resurfacing of the entire pool.	\$200,000	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	Pool Pump Room Renovation	Replacement of the existing pool piping with a new system	\$200,000	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	Tennis Court Drainage System	Creation of a drainage area to the east of the courts outside the fence line to manage court irrigation run off.	\$50,000	No significant impact. This project is grant funded. If the targeted grant isn't awarded, the project will either be suspended or the Village will seek alternate funding sources.
Improvement	Anchorage Park Phase I Completion	Rebuilding Northside of seawall; installation of floating docks, two day docks & a kayak launch; continuation of walking trail & pedestrian lighting along seawall; installation of landscaping along seawall; viewing structure	\$593,768	No significant impact. Completion of Anchorage Park Phase I Project which is primarily grant funded. Ongoing operating costs include minor maintenance.
Improvement	Anchorage Park Phase II	Engineering study for recap of southern seawall and installation of floating docks	\$10,000	No significant impact. Component of Anchorage Park Phase II Project which is primarily grant funded. Ongoing operating costs include minor maintenance

CIP – Impact on Operating Budget

FY 2019

Category	Project	Description	Estimated Cost	Operating Budget Impact
Improvement	Bridge Improvement (Prosperity)	PBC is replacing bridge. Proposed configuration includes a 3 lane bridge, bike lanes & sidewalks. Any upgrades consistent with the Master Plan will require Village funding.	\$25,000	No significant impact. Consultant services and payment to PBC to construct Village desired Master Plan elements as a part of the bridge construction.
Improvement	Bridget Improvement (US1)	FDOT is replacing bridge. FDOT is open to Village design input, but the 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	Bridge Improvement (Monet)	Bridge repairs to the Monet structure. Needed repairs are identified by the annual FDOT bridge inspection reports.	\$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	Asphalt Resurfacing - Streets	Milling and paving of streets on an annual basis; pavement preservation strategies	\$300,000	Program to maintain the existing streets, including milling and overlay projects, per prioritized list. Maintenance of the roadways will reduce time and materials utilized to make pavement repairs. There may be operating efficiencies or avoidance of future costs that result from the improvements, but these impacts are not presently quantifiable and are believed to be marginal.
Improvement	Sidewalks & Crosswalks	Village sidewalk repairs (saw cutting and removal/replacement)	\$150,000	Minimal 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. The secondary goal is to improve streetscape aesthetics. Less will need to be spent on future concrete repairs. The project will be completed in the most time and cost efficient manner by utilizing Village staff, a contractor or a combination of both.
Equipment	Pool Chiller	System to regulate the temperature in the pool	\$32,000	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.

CIP – Impact on Operating Budget

FY 2019

Category	Project	Description	Estimated Cost	Operating Budget Impact
Improvement	East Alley Wall Replacement	Replace the existing alley wall with a new design	\$50,000	The project will reduce or eliminate staff time and materials on maintenance but these impacts are not presently quantifiable and are believed to be marginal.
Improvement	Community Center Pathways	Renovation of the walking paths at the Community Center.	\$250,000	No significant impact. This project is grant funded. The grant was awarded in FY 18
Total			\$2,235,768	

Capital Improvement Plan

FY 2019

5-Year CIP Summary (by category & funding source)

	FY19	FY20	FY21	FY22	FY23	Total
Category						
Vehicles	\$ 200,000	\$ 440,000	\$ 418,952	\$ 290,070	\$ 342,570	\$ 1,691,592
Equipment	72,000	173,000	100,000	128,000	352,500	825,500
Technology		81,000			43,900	124,900
Village Facilities		2,265,000			80,000	2,345,000
Recreational Facilities	510,000		450,000			960,000
Park Development	853,768	925,000		6,000	75,000	1,859,768
Streets & Roads	600,000	695,000	1,380,000	825,000	6,375,000	9,875,000
Storm-water		75,000	275,000	275,000	275,000	900,000
Total	\$ 2,235,768	\$ 4,654,000	\$ 2,623,952	\$ 1,524,070	\$ 7,543,970	\$ 18,581,760
Funding Source (*)						
General Revenues	\$ 398,000	\$ 636,000	\$ 598,952	\$ 424,070	\$ 573,970	\$ 2,630,992
Debt Service		700,000				700,000
Grant	800,000	695,000	775,000	700,000	875,000	3,845,000
Infrastructure Surtax	394,000	1,018,000	975,000	125,000	3,280,000	5,792,000
Fund Balance	443,768					443,768
Other	200,000	1,605,000	275,000	275,000	2,815,000	5,170,000
Total	\$ 2,235,768	\$ 4,654,000	\$ 2,623,952	\$ 1,524,070	\$ 7,543,970	\$ 18,581,760

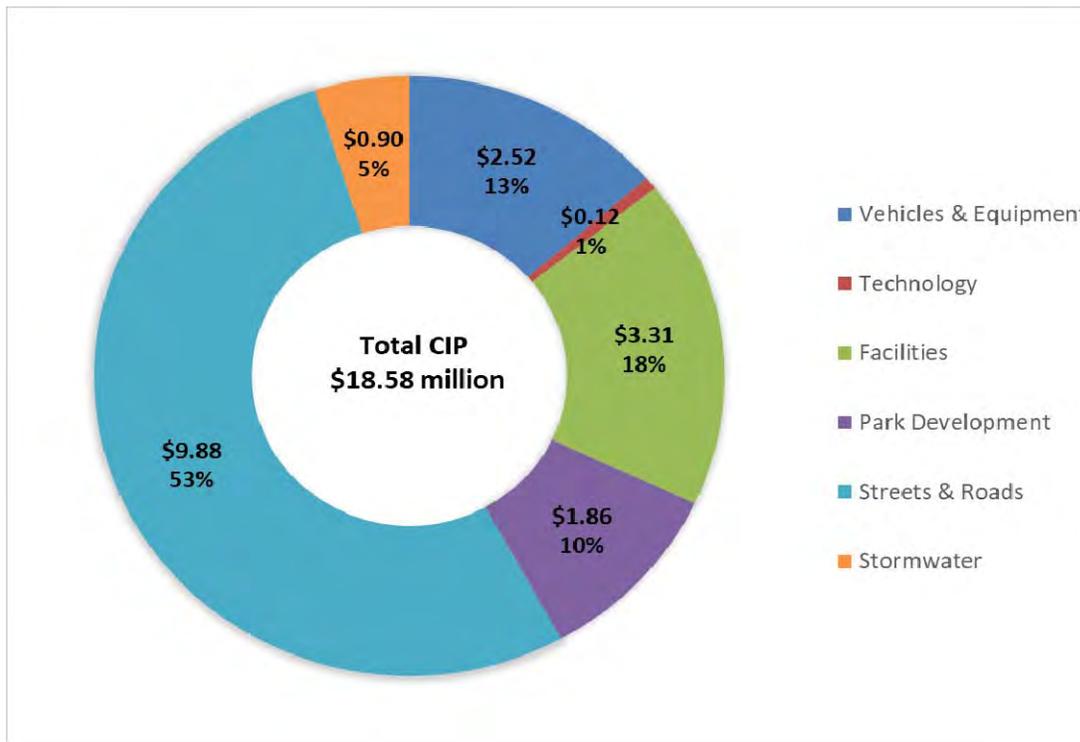
(*) Funding is based on a series of projections and assumptions. The funding source presented should be viewed as a theoretical framework to be adjusted each year based on the most recent information available at that time.

Capital Improvement Plan

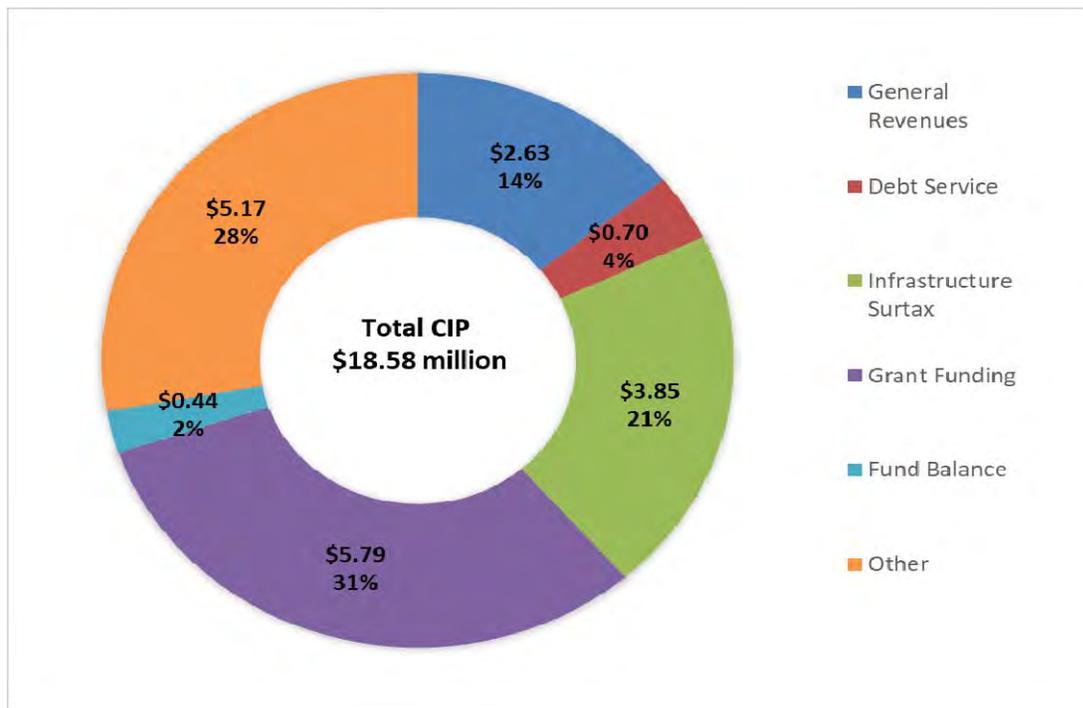
FY 2019

Total 5 Year CIP = \$18,581,760

By Category (in millions)



By Funding Source (in millions)



Capital Improvement Plan

FY 2019

5-Year CIP (by Project)

Project Title	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Vehicles						
Public Works:						
Sanitation Collection Vehicle Replacement	\$200,000	\$440,000	\$418,952	\$290,070	\$342,570	\$1,691,592
Equipment						
Fire Rescue:						
Breathing Air Compressor & Fill Station		68,000				68,000
Cardiac Monitor / Defibrillator	40,000				160,000	200,000
Power Stretchers					80,000	80,000
Public Works:						
Construction Equipment Replacement				58,000	112,500	170,500
Recreation:						
Pool Heater				70,000		70,000
Pool Chiller	32,000					32,000
Lightning Detection System Replacement			50,000			50,000
Police:						
LPR Cameras		105,000				105,000
Patrol Boat Engine			50,000			50,000
Technology						
Web streaming					43,900	43,900
Microsoft Office 2016		41,000				41,000
Virtualization		40,000				40,000
Village Facilities						
Public Safety Building						
Fire Kitchen Remodel		65,000				65,000
Library						
Front Lobby Renovation					80,000	80,000
Public Works						
New Complex		2,200,000				2,200,000

continued on next page

Capital Improvement Plan

FY 2019

Project Title	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Total
Recreational Facilities						
Community Center						
Community Center Lighting	60,000					60,000
Pool						
Pool Pump Room Renovation	200,000					200,000
Pool Resurfacing	200,000					200,000
Tennis						
Tennis Court Drainage System	50,000					50,000
Tennis Court Lighting			300,000			300,000
Tennis Court Fencing			150,000			150,000
Park Development						
Lakeside Park						
Lakeside Park Paths		225,000				225,000
Anchorage Park						
Dog Park Fencing		100,000				100,000
Boat Ramp Renovation				6,000	75,000	81,000
Phase II	10,000	600,000				610,000
Phase I	593,768					593,768
Community Center						
Resurface Pathways	250,000					250,000
Streets & Roads						
Asphalt Resurfacing-Streets	300,000	300,000	300,000	300,000	300,000	1,500,000
Alley Wall Replacement	50,000	100,000	100,000	100,000	100,000	450,000
Sidewalk Repairs	150,000	100,000	75,000	75,000	75,000	475,000
Bridge Repairs (Monet)	50,000					50,000
Bridge Replacement (Lighthouse)				100,000	5,400,000	5,500,000
Bridge Improvement (Prosperity Farms)	25,000		200,000			225,000
Bridge Improvement (US1)	25,000	25,000			500,000	550,000
Seawall - Lakeside Park		160,000	500,000			660,000
Seawall - Monet Road			30,000			30,000
Parking Lot (Anchorage Park)			25,000	250,000		275,000
Parking Lot (Community Center)		10,000	150,000			160,000
Storm water						
Storm water Repair & Replacement		75,000	275,000	275,000	275,000	900,000
Grand Total	\$2,235,768	\$4,654,000	\$2,623,952	\$1,524,070	\$7,543,970	\$18,581,760

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Organizational Excellence		Department : Public Works (Sanitation)																																											
Project Name : Sanitation Collection Vehicle Replacement		Year(s) : 2019-2023																																											
Project Description : To maintain a high quality of service for Village residents, Sanitation Collection Trucks must be replaced on a regular schedule. The Public Works Department maintains 10 vehicles in this category . These vehicles cannot be procured by lease and must be purchased out right. This project is intended to replace the following vehicles over the next five years:																																													
<table border="1"> <thead> <tr> <th>Type</th> <th>2019</th> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Rear-Load</td> <td align="center">1</td> <td align="center">2</td> <td align="center">1</td> <td align="center">1</td> <td></td> <td align="center">4</td> </tr> <tr> <td>Front-Load</td> <td></td> <td></td> <td></td> <td></td> <td align="center">1</td> <td align="center">1</td> </tr> <tr> <td>Grapple Truck</td> <td></td> <td></td> <td align="center">1</td> <td></td> <td></td> <td align="center">2</td> </tr> <tr> <td>Kubota</td> <td></td> <td></td> <td></td> <td align="center">1</td> <td align="center">2</td> <td align="center">3</td> </tr> <tr> <td>Total</td> <td align="center">1</td> <td align="center">2</td> <td align="center">1</td> <td align="center">2</td> <td align="center">3</td> <td align="center">10</td> </tr> </tbody> </table>	Type	2019	2020	2021	2022	2023	Total	Rear-Load	1	2	1	1		4	Front-Load					1	1	Grapple Truck			1			2	Kubota				1	2	3	Total	1	2	1	2	3	10			
Type	2019	2020	2021	2022	2023	Total																																							
Rear-Load	1	2	1	1		4																																							
Front-Load					1	1																																							
Grapple Truck			1			2																																							
Kubota				1	2	3																																							
Total	1	2	1	2	3	10																																							
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 :																																													
2019	1 Rear-load garbage truck (\$0k) - Swap with front-end loader																																												
2020	2 Rear-load garbage trucks (\$440k)																																												
2021	1 Rear-load garbage truck (\$237,952); 1 Grapple truck (\$181,000)																																												
2022	1 Rear-load garbage truck (\$247,470); 1 Kubota vehicle (\$42,600)																																												
2023	1 Front-load garbage truck (\$257,370); 2 kubota vehicles (\$42,600 each)																																												

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Sanitation Collection Vehicle Replacement					
Strategic Result :	Organizational Excellence					
Department :	Public Works (Sanitation)					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction						\$ -
Vehicle	\$ 200,000	\$ 440,000	\$ 418,952	\$ 290,070	\$ 342,570	\$ 1,691,592
Equipment						\$ -
Other						\$ -
Total Budget	\$ 200,000	\$ 440,000	\$ 418,952	\$ 290,070	\$ 342,570	\$ 1,691,592
Funding Sources :						
General revenues		\$ 220,000	\$ 418,952	\$ 290,070	\$ 342,570	\$ 1,271,592
Impact fees						\$ -
Grant revenues		\$ 220,000				\$ 220,000
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other	\$ 200,000					\$ 200,000
Total Revenues	\$ 200,000	\$ 440,000	\$ 418,952	\$ 290,070	\$ 342,570	\$ 1,691,592
Operating Impact:						
Personnel						\$ -
Operating						\$ -
Capital						\$ -
Other						\$ -
Total Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Comment:	Other: Existing truck will be surplusd and sold (estimate \$200k). A new vehicle warranty will cover most repair items and regular maintenance costs will be less.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Organizational Excellence	Department : Fire Rescue
Project Name : Breathing Air Compressor & Fill Station Replacement	Year(s) : 2020
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
2019 - 2023**

Project Name :	Breathing Air Compressor & Fill Station Replacement					
Strategic Result :	Organizational Excellence					
Department :	Fire Rescue					
	2019	2020	2021	2022	2023	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						\$ -
Impact fees						\$ -
Grant revenues		\$ 68,000				\$ 68,000
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 medical care to the community					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Organizational Excellence	Department : Fire Rescue
Project Name : Cardiac Monitor/Defibrillator Replacement	Year(s) : 2019 and 2023
Project Description : The Department will replace one monitor/defibrillator in FY2019 to complete the current cycle. In FY2023 we will replace all four monitor/defibrillators moving back to an appropriate five (5) year replacement cycle.	
Link to Strategic Plan : Cardiac monitor/defibrillator are a major component in providing high quality emergency medical services. Thechnology advances require a five (5) year replacement cycle to stay state-of-the-art. This replacement schedule will allow us to provide continued high quality service	
Need, Justification, Benefits : High quality, 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
2019 - 2023**

Project Name :	Cardiac Monitor/Defibrillator Replacement					
Strategic Result :	Organizational Excellence					
Department :	Fire Rescue					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction						\$ -
Vehicle						\$ -
Equipment	\$ 40,000				\$ 160,000	\$ 200,000
Other						\$ -
Total Budget	\$ 40,000	\$ -	\$ -	\$ -	\$ 160,000	\$ 200,000
Funding Sources :						
General revenues						\$ -
Impact fees						\$ -
Grant revenues	\$ 40,000				\$ 160,000	\$ 200,000
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ 40,000	\$ -	\$ -	\$ -	\$ 160,000	\$ 200,000
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
2019 - 2023**

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

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	2019	2020	2021	2022	2023	Total
Bobcat S570					1	1
John Deere Tractor					1	1
New Holland Tractor				1		1
Total	0	0	0	1	2	3

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
2019 - 2023**

Project Name :	Construction Equipment Replacement					
Strategic Result :	Organizational Excellence					
Department :	Public Works					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction						\$ -
Vehicle						\$ -
Equipment				\$ 58,000	\$ 112,500	\$ 170,500
Other						\$ -
Total Budget	\$ -	\$ -	\$ -	\$ 58,000	\$ 112,500	\$ 170,500
Funding Sources :						
General revenues				\$ 58,000	\$ 112,500	\$ 170,500
Impact fees						\$ -
Grant revenues						\$ -
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ 58,000	\$ 112,500	\$ 170,500
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.					

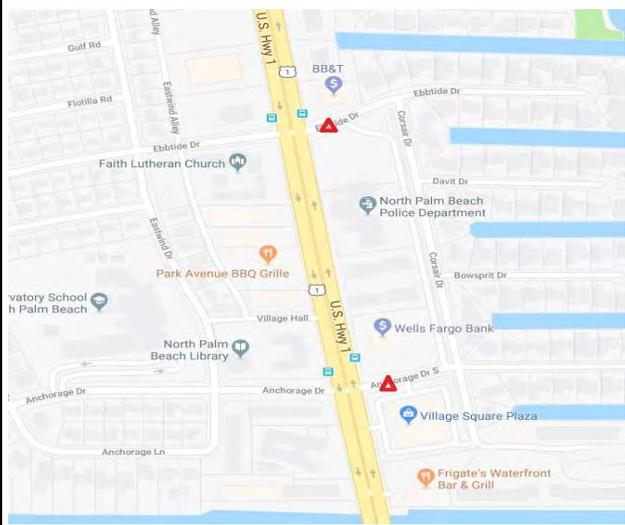
**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Beautification & Quality of Life	Department : Recreation
Project Name : Lightning Detection System Replacement	Year(s) : 2021
Project Description : This is the replacement of the lightning detection system at the Country Club.	
Link to Strategic Plan :	
Need, Justification, Benefits : This is the replacement of the lightning detection system at the Country Club. This system alerts users to leave the golf course, tennis courts and pool areas.	
Location & Area Map	Project Photo
	
Comments :	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Lightning Detection System Replacement					
Strategic Result :	Beautification & Quality of Life					
Department :	Recreation					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction						\$ -
Vehicle						\$ -
Equipment			\$ 50,000			\$ 50,000
Other						\$ -
Total Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Funding Sources :						
General revenues						\$ -
Impact fees						\$ -
Grant revenues			\$ 50,000			\$ 50,000
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. Capital expenditure is designed to replace existing equipment					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Organizational Excellence	Department : Police
Project Name : License Plate Recognition System	Year(s) : 2020
Project Description : Ongoing Project of adding additional LPR systems to various predetermined locations within the village. The LPR's this year will be placed at US1 and Ebbtide and US1 and South Anchorage Drive.	
Link to Strategic Plan : The LPR system installation is one of the methods of commitment used to enhance and strengthen the ability to ensure a quality living environment for residents in North Palm Beach.	
Need, Justification, Benefits : The LPR systems that are currently in use were selected to capture data on main roadways throughout the village. In an effort to maximize the results of this equipment, a change in philosophy lead the device to be placed facing inward toward the residential community. The new use captures and provides time sensitive data to Police Officers when the vehicle enters these residential areas and provides them with information to enhance investigations and generate leads.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments :	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	License Plate Recognition System					
Strategic Result :	Organizational Excellence					
Department :	Police					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction		\$ 38,000				\$ 38,000
Vehicle						\$ -
Equipment		\$ 67,000				\$ 67,000
Other						\$ -
Total Budget	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ 105,000
Funding Sources :						
General revenues						\$ -
Impact fees						\$ -
Grant revenues						\$ -
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other		\$ 105,000				\$ 105,000
Total Revenues	\$ -	\$ 105,000	\$ -	\$ -	\$ -	\$ 105,000
Operating Impact:						
Personnel						\$ -
Operating			\$ 10,119	\$ 10,119	\$ 10,119	\$ 30,357
Capital						\$ -
Other						\$ -
Total Operating	\$ -	\$ -	\$ 10,119	\$ 10,119	\$ 10,119	\$ 30,357
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
2019 - 2023**

Strategic Result : Organizational Excellence	Department : Police
Project Name : Patrol Boat Engine Replacement	Year(s) : 2021
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
2019 - 2023**

Project Name :	Patrol Boat Engine Replacement					
Strategic Result :	Organizational Excellence					
Department :	Police					
	2019	2020	2021	2022	2023	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
2019 - 2023**

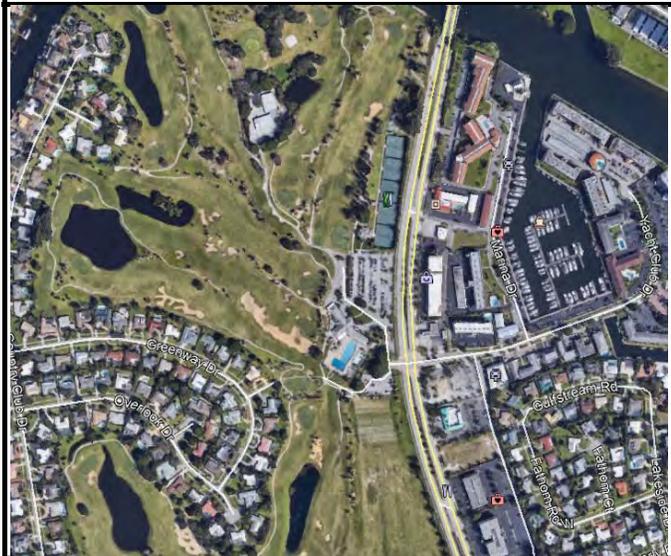
Strategic Result : All Neighborhoods as Desirable Places to Live	Department : Recreation (Pool)
Project Name : Pool Chiller	Year(s) : 2019

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 :
The pool chiller purchase is scheduled in the 2019 budget cycle

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
2019 - 2023**

Project Name :	Pool Chiller					
Strategic Result :	All Neighborhoods as Desirable Places to Live					
Department :	Recreation (Pool)					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction						\$ -
Vehicle						\$ -
Equipment	\$ 32,000					\$ 32,000
Other						\$ -
Total Budget	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ 32,000
Funding Sources :						
General revenues	\$ 32,000					\$ 32,000
Impact fees						\$ -
Grant revenues						\$ -
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ 32,000
Operating Impact:						
Personnel						\$ -
Operating						\$ -
Capital						\$ -
Other						\$ -
Total Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Comment:	There may be operating efficiencies 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
2019 - 2023**

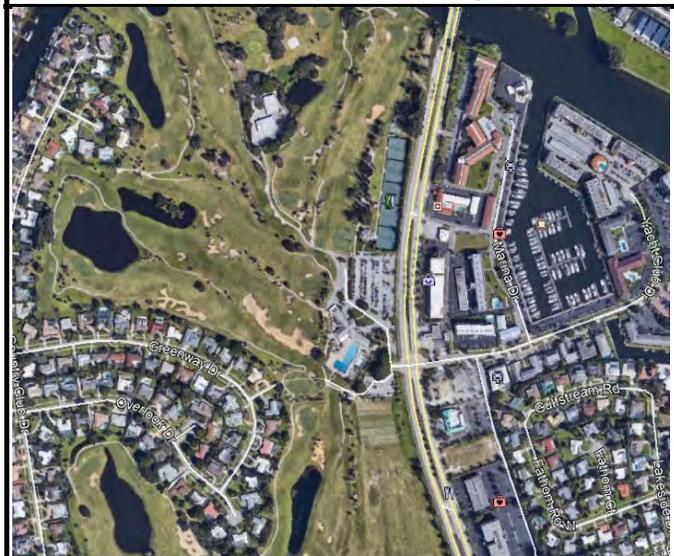
Strategic Result : All Neighborhoods as Desirable Places to Live	Department : Recreation (Pool)
Project Name : Pool Heater Replacement	Year(s) : 2022

Project Description :
Existing pool gas heater equipment was purchased in 2016. This is the replacement of that unit.

Link to Strategic Plan :
The pool heater purchase is scheduled in the 2022 budget cycle

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 :

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Pool Heater Replacement					
Strategic Result :	All Neighborhoods as Desirable Places to Live					
Department :	Recreation (Pool)					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction						\$ -
Vehicle						\$ -
Equipment				\$ 70,000		\$ 70,000
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:	There may be operating efficiencies or avoidance of future costs that result from the replacement, but these impacts are not presently quantifiable and are believed to be marginal					

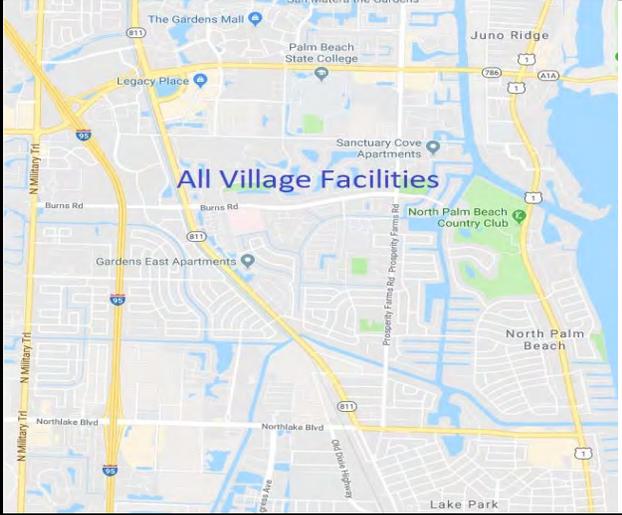
**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Organizational Excellence	Department : Fire Rescue
Project Name : Power Stretcher Replacement	Year(s) : 2023
Project Description : Replace two (2) power stretchers that will have reached the end of their useful life, will be obsolete and no longer supported by their manufacturer by their 2023 replacement date.	
Link to Strategic Plan : Power Stretchers provide a safer method of loading and off-loading patients, both for the patient and the caregiver.	
Need, Justification, Benefits : The Department's current power stretchers are not supported by the manufacturer after seven years of service. The power stretchers, and their associated loading systems, provide a safer method of loading and off-loading patients reducing both the possibility of dropping the patient or causing injury to the caregiver.	
Location & Area Map	Project Photo
	
Comments : This replaces existing equipment. No new or additional equipment is included.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Power Stretcher Replacement					
Strategic Result :	Organizational Excellence					
Department :	Fire Rescue					
	2019	2020	2021	2022	2023	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						\$ -
Impact fees						\$ -
Grant revenues					\$ 80,000	\$ 80,000
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
2019 - 2023

Strategic Result : Organizational Excellence	Department : Information Technology
Project Name : Office 2016 Upgrade	Year(s) : 2020
Project Description : Upgrade current Microsoft Office 2010 with version 2016.	
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 : Currently the Village utilizes Microsoft Office 2010 for its word processing, email, and spreadsheet software. Microsoft has announced end of support for our current version. The new version of software also provides Village staff with added features and functionality with other municipalities.	
Location & Area Map	Project Photo
	
Comments :	

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023

Return to Table of Contents

Project Name :	Office 2016 Upgrade					
Strategic Result :	Organizational Excellence					
Department :	Information Technology					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction						\$ -
Vehicle						\$ -
Equipment						\$ -
Other		\$ 41,000				\$ 41,000
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						\$ -
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
2019 - 2023**

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.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments :	

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023

Return to Table of Contents

Project Name :	Virtualization upgrade					
Strategic Result :	Organizational Excellence					
Department :	Information Technology					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction						\$ -
Equipment						\$ -
Vehicle						\$ -
Other		\$ 40,000				\$ 40,000
Total Budget	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
Funding Sources :						
General revenues		\$ 40,000				\$ 40,000
Impact fees						\$ -
Grant revenues						\$ -
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
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
2019 - 2023**

Return to Table of Contents

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
2019 - 2023**

[Return to Table of Contents](#)

Project Name :	Webstreaming					
Strategic Result :	Organizational Excellence					
Department :	Information Technology					
	2019	2020	2021	2022	2023	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
2019 - 2023

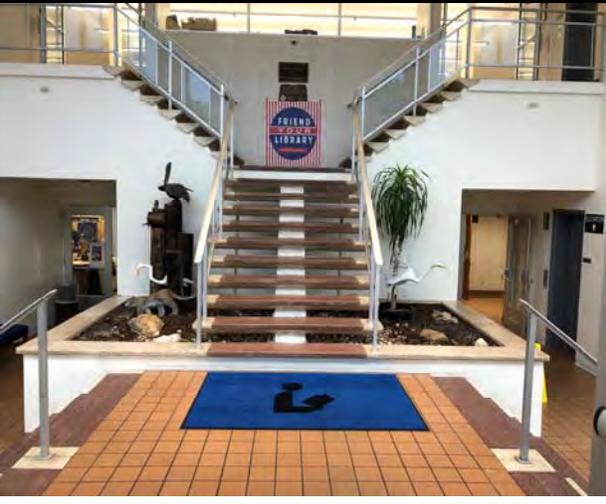
Strategic Result : Organizational Excellence	Department : Public Safety Building
Project Name : Fire Rescue Kitchen Remodel	Year(s) : 2020
Project Description : Remodel the Fire Rescue kitchen to make it more user friendly including more cabinet and counter space, commercial sink, and updated floor tile, wall finish and appliances.	
Link to Strategic Plan : Providing an updated kitchen enhances the day-to-day Fire Rescue operations and also creates a more useable space during times of disaster.	
Need, Justification, Benefits : The current kitchen is original to the building having been completed in 1999. The space was designed for a smaller daily user count and use during disasters was not factored. Cabinet and counter space are inadequate to serve the present use. All appliances, with the exception of the dishwasher, are original. The floor tile is cracked in places and the cabinets are in disrepair. This remodel will enhance operations and boost employee morale.	
Location & Area Map	Project Photo
	
Comments :	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Fire Rescue Kitchen Remodel					
Strategic Result :	Organizational Excellence					
Department :	Public Safety Building					
	2019	2020	2021	2022	2023	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.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Return to Table of Contents

Strategic Result : Waterways and Recreation	Department : Library
Project Name : Front Lobby Renovation	Year(s): 2023
Project Description : Work consists of renovating the planter by altering its shape to include built-in seating, purchasing new lobby furniture, repainting the entire lobby interior, replacing hand rails and any damaged flooring tiles, and incorporating interior landscaping.	
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, safety, and public flow.	
Location & Area Map	Project Photo
	
Comments : In the summer of FY18 measures were taken to address some needed repairs and safety issues related to the front steps in order to mitigate future hazard. These included removing old sheet rock and wallpaper from the stair risers, painting the risers with a decorative finish, reinforcing the front steps with steel brackets, removing old treads and polishing the terrazzo, and installing new commercial grade heavy-duty rubber treads with a safety feature strip to prevent tripping hazards. Part of the work was completed in June, while the remainder will finish by August.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

[Return to Table of Contents](#)

Project Name :	Front Lobby Renovation					
Strategic Result :	Waterways and Recreation					
Department :	Library					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction					\$ 80,000	\$ 80,000
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000
Funding Sources :						
General revenues						\$ -
Impact fees						\$ -
Grant revenues					\$ 40,000	\$ 40,000
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other					\$ 40,000	\$ 40,000
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ 80,000	\$ 80,000
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
2019 - 2023**

Return to Table of Contents

Strategic Result : Organizational Excellence	Department : Public Works
Project Name : Public Works Complex	Year(s) : 2020
Project Description : New Public Works Complex.	
Link to Strategic Plan : Provides a facility of adequate size and condition to more effectively and efficiently operate and provide better services.	
Need, Justification, Benefits : New larger facility that will be able to accommodate our fleet of vehicles and allow us to have space to service and store equipment. It will provide a safer environment for our operations and not require us to work in flooded conditions during rain events. This will also allow us to service all of our vehicles and equipment indoors. Located in a light industrial area rather than a residential neighborhood.	
Location & Area Map	Project Photo
 <p style="margin-top: 10px;">Old Location</p>	  <p style="margin-top: 10px;">New Location</p>
Comments :	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Public Works Complex					
Strategic Result :	Organizational Excellence					
Department :	Public Works					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition		\$2,200,000				\$2,200,000
Planning / Design						\$ -
Engineering						\$ -
Construction						\$ -
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ -	\$2,200,000	\$ -	\$ -	\$ -	\$2,200,000
Funding Sources :						
General revenues						\$ -
Impact fees						\$ -
Grant revenues						\$ -
Debt Service		\$ 700,000				\$ 700,000
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other		\$1,500,000				\$1,500,000
Total Revenues	\$ -	\$2,200,000	\$ -	\$ -	\$ -	\$2,200,000
Operating Impact:						
Personnel						\$ -
Operating						\$ -
Capital						\$ -
Other	\$ -					\$ -
Total Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Comment:	The current PW Building will be sold (estimate revenue \$1.5 million)					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023

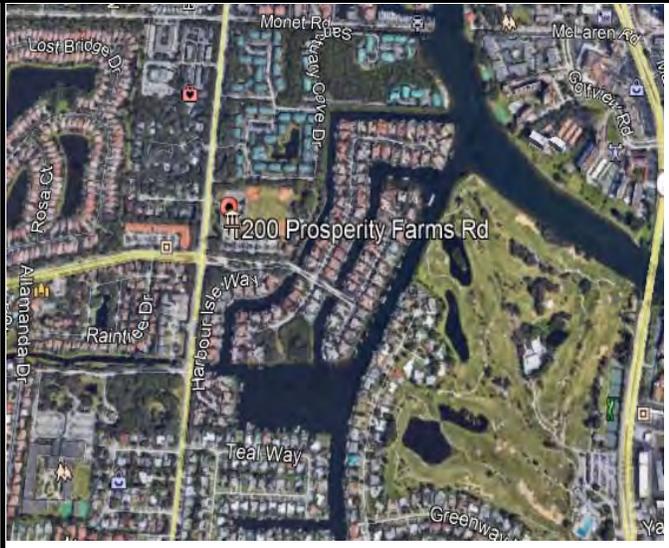
Strategic Result : Waterways & Recreation	Department : Recreation
Project Name : Community Center Lighting	Year(s) : 2019

Project Description :
This is the replacement of the existing halogen gymnasium lights with LED sports specific lights at the Community Center. This project will include the complete removal of the existing system and installation of a new system. The existing gymnasium lighting system is the original product installed in 1983. The federal Energy grant will pay for 95% of the project.

Link to Strategic Plan :

Need, Justification, Benefits :
These improvements at the Community Center are working towards the goal of the Master Plan to update and upgrade the Village infrastructure. These LED lights will lower the electricity bills as well as upgrade the gym lights.

Location & Area Map



Project Photo



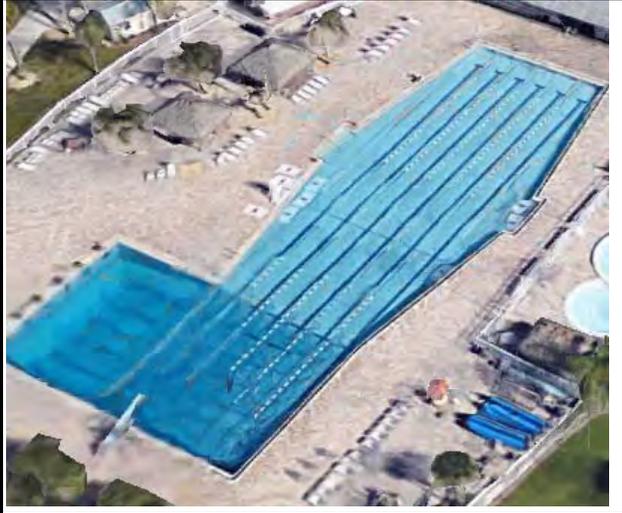
Comments :

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Community Center Lighting					
Strategic Result :	Waterways & Recreation					
Department :	Recreation					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction	\$ 60,000					\$ 60,000
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Funding Sources :						
General revenues	\$ 6,000					\$ 6,000
Impact fees						\$ -
Grant revenues	\$ 54,000					\$ 54,000
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
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.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Return to Table of Contents

Strategic Result : Beautification and Quality of Life	Department : Recreation (Pool)
Project Name : Pool Pump Room Renovation	Year(s) : 2019
Project Description : The existing pool pump room was last restored in 2008. The project will include, pool equipment/piping replacement. This some of the original equipment installed over 35 years ago.	
Link to Strategic Plan : 	
Need, Justification, Benefits : The condition of the pool pump room was evaluated by the Village's maintenance contractor in 2017. At that time, a scope of work to repair and maintain was identified. This work is being coordinated with improvements being made on the pool resurface and in coordination with as the Clubhouse Project.	
Location & Area Map	Project Photo
	
Comments : 	

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023

Return to Table of Contents

Project Name :	Pool Pump Room Renovation					
Strategic Result :	Beautification and Quality of Life					
Department :	Recreation (Pool)					
	2019	2020	2021	2022	2023	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	\$ 200,000					\$ 200,000
Impact fees						\$ -
Grant revenues						\$ -
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Operating Impact:						
Personnel						\$ -
Operating						\$ -
Capital						\$ -
Other						\$ -
Total Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Comment:	This project was previously approved for in FY 2018 but has been rescheduled to be completed in FY 2019 in connection with the new Country Club Clubhouse Project					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Return to Table of Contents

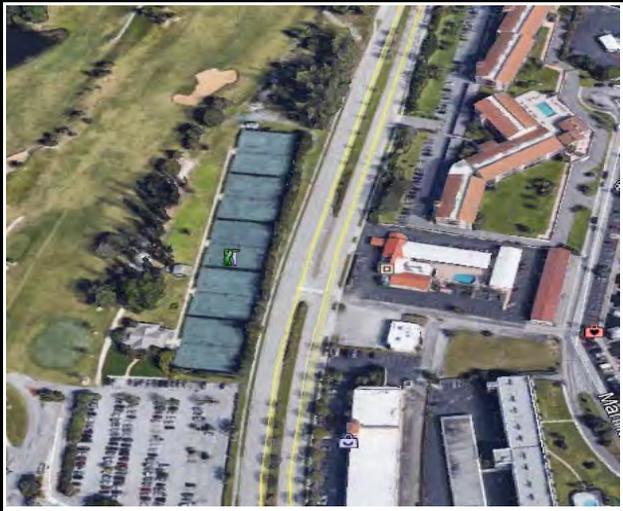
Strategic Result : Waterways and Recreation		Department : Recreation (Pool)	
Project Name : Pool Resurfacing		Year(s) : 2019	
Project Description : The existing pool was last resurfaced in 2008. The project will include lane lines, tile, pool equipment/piping evaluation and resurface of the entire pool.			
Link to Strategic Plan :			
Need, Justification, Benefits : The condition of the pool infrastructure was evaluated by the Village's maintenance contractor in May 2016. At that time, a scope of work to repair and maintain was identified. This work is being coordinated with improvements being made on the pool deck as part of the Clubhouse Project.			
Location & Area Map		Project Photo	
			
Comments :			

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

[Return to Table of Contents](#)

Project Name :	Pool Resurfacing					
Strategic Result :	Waterways and Recreation					
Department :	Recreation (Pool)					
	2019	2020	2021	2022	2023	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	\$ 150,000					\$ 150,000
Impact fees						\$ -
Grant revenues	\$ 50,000					\$ 50,000
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
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					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023

Strategic Result : Waterways and Recreation	Department : Recreation (Tennis)
Project Name : Tennis Court Lighting	Year(s) : 2020
Project Description : This project would replace the existing court lights with LED sports lighting. The existing lights are unreliable, over 20 years old and require relatively high maintenance costs.	
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, guest and residents	
Location & Area Map	Project Photo
	
Comments :	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Tennis Court Lighting					
Strategic Result :	Waterways and Recreation					
Department :	Recreation					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction			\$ 300,000			\$ 300,000
Equipment						\$ -
Vehicle						\$ -
Other						\$ -
Total Budget		\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
Funding Sources :						
General revenues						\$ -
Impact fees						\$ -
Grant revenues			\$ 300,000			\$ 300,000
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
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.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Waterways and Recreation	Department : Recreation (Tennis)
Project Name : Tennis Court Drainage	Year(s) : 2019
Project Description : This project would create a drainage area to the east of the courts outside the fence line to manage court irrigation run off. The area directly east from the courts will be trenched and funnel the water drainage to the north away from the courts. Asphalt runoff slopes will be installed to not allow water erosion under the courts.	
Link to Strategic Plan :	
Need, Justification, Benefits : Court irrigation water accumulates and ponds on the east side of the courts. A drainage system would allow the courts to be kept free of standing water along the east fence line. The design of the irrigation system is for the water flow to move west to east and off the courts. The outside of the fence line to the east has built up over time and needs to be lowered to allow this planned water flow.	
Location & Area Map	Project Photo
	
Comments :	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Tennis Court Drainage					
Strategic Result :	Waterways and Recreation					
Department :	Recreation					
	2019	2020	2021	2022	2023	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	\$ 50,000					\$ 50,000
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 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
2019 - 2023**

Strategic Result : Beautification & Quality of Life	Department : Recreation (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.

Location & Area Map



Project Photo



Comments :

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Tennis Fence Replacement					
Strategic Result :	Beautification & Quality of Life					
Department :	Recreation (Tennis)					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction			\$ 150,000			\$ 150,000
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 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					

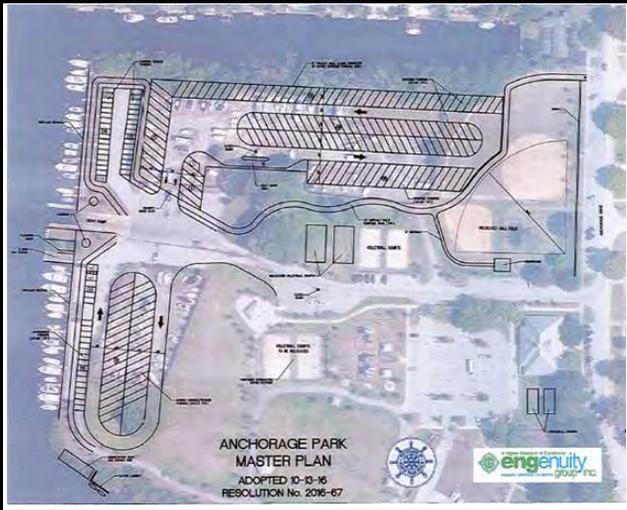
**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Waterways and Recreation	Department : Recreation
Project Name : Anchorage Boat Ramp Renovation	Year(s) : 2022-2023
Project Description : This project will be the renovation of the existing boat ramp.	
Link to Strategic Plan : Anchorage Park is a heavily used recreational facility that caters to diverse recreational opportunities. The improvements will continue to support boating opportunities, but will introduce kayaking, paddleboarding and canoeing facilities as well. Active recreation opportunities continue to be emphasized.	
Need, Justification, Benefits : These improvements in Anchorage Park are working towards the goal of the Anchorage Master Plan to make the park a neighborhood type experience for all walks of life.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : Known damage at the end of the ramp based upon subaqueous inspection. Scope may need to be adjusted after further inspection.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Anchorage Boat Ramp Renovation					
Strategic Result :	Waterways and Recreation					
Department :	Recreation					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering				\$ 6,000		\$ 6,000
Construction					\$ 75,000	\$ 75,000
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ -	\$ -	\$ -	\$ 6,000	\$ 75,000	\$ 81,000
Funding Sources :						
General revenues				\$ 6,000	\$ 75,000	\$ 81,000
Impact fees						\$ -
Grant revenues						\$ -
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ 6,000	\$ 75,000	\$ 81,000
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					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Waterways and Recreation	Department : Recreation
Project Name : Anchorage Park Phase 1	Year(s) : 2019
Project Description : This is the completion of Phase 1 for Anchorage Park. The northside of the seawall will be rebuilt and floating docks installed. Two day docks and a kayak launch are also part of this Phase. The walking trail and pedestrian lighting will be continued and landscaping will be installed along the seawall. A viewing area structure is also proposed.	
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 also introduce kayaking, paddleboarding and canoeing facilities as well. Active recreation opportunities continue to be emphasized.	
Need, Justification, Benefits : These improvements in Anchorage Park are working towards the goal of the Anchorage Master Plan to consolidate the dry storage areas and create a park for all ages and users from dog lovers & volleyball players to fisherman and family picnickers	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : Work in 2019 would include the northern seawall and floating docks, connection of pedestrian path and construction of an overlook area. This will complete Phase I of this project.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Anchorage Park Phase 1					
Strategic Result :	Waterways and Recreation					
Department :	Recreation					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction	\$ 593,768					\$ 593,768
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ 593,768	\$ -	\$ -	\$ -	\$ -	\$ 593,768
Funding Sources :						
General revenues						\$ -
Impact fees						\$ -
Grant revenues						\$ -
Debt Service						\$ -
Infrastructure Surtax	\$ 200,000					\$ 200,000
Fund balance	\$ 393,768					\$ 393,768
Other						\$ -
Total Revenues	\$ 593,768	\$ -	\$ -	\$ -	\$ -	\$ 593,768
Operating Impact:						
Personnel						\$ -
Operating						\$ -
Capital						\$ -
Other						\$ -
Total Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Comment:	Developer Fees & Grant funds were previously awarded					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Waterways and Recreation	Department : Recreation
Project Name : Anchorage Park Phase 2	Year(s) : 2019-2023
Project Description : This is the continuation of Phase 2 for Anchorage Park.	
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 also introduce kayaking, paddle boarding and canoeing facilities 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 consolidate the dry storage areas and create a park for all ages and users from dog lovers & volleyball players to fisherman and family picnickers	
Location & Area Map	Project Photo
	
Comments :	
<u>Project Schedule</u>	
FY 2019	Engineering study for recap of southern seawall and installation of floating docks
FY 2020	Southern seawall recap and installation of floating docks
post FY 2023	Construction of dry storage area for boats, trailers & RV's Installation of Pickleball courts
This project is anticipated to be complete at the end of FY 2023	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :		Anchorage Park Phase 2					
Strategic Result :		Waterways and Recreation					
Department :		Recreation					
		2019	2020	2021	2022	2023	Total
Project Budget :							
Land acquisition							\$ -
Planning / Design							\$ -
Engineering		\$ 10,000					\$ 10,000
Construction			\$ 600,000				\$ 600,000
Vehicle							\$ -
Equipment							\$ -
Other							\$ -
Total Budget		\$ 10,000	\$ 600,000	\$ -	\$ -	\$ -	\$ 610,000
Funding Sources :							
General revenues		\$ 10,000	\$ 100,000				\$ 110,000
Impact fees							\$ -
Grant revenues			\$ 500,000				\$ 500,000
Debt Service							\$ -
Infrastructure Surtax							\$ -
Fund balance							\$ -
Other							\$ -
Total Revenues		\$ 10,000	\$ 600,000	\$ -	\$ -	\$ -	\$ 610,000
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.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Waterways & Recreation	Department : Recreation
Project Name : Community Center Paths	Year(s) : 2019

Project Description :
This is the renovation of the walking paths at the Community Center. This project will include the complete demolition of the existing path and construction of a new one. It will also include park amenities related to the path

Link to Strategic Plan :

Need, Justification, Benefits :
These improvements at the Community Center pathways are working towards the goal of the Master Plan to update and upgrade the Village infrastructure.



Comments :

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Community Center Paths					
Strategic Result :	Waterways & Recreation					
Department :	Recreation					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction	\$ 250,000					\$ 250,000
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Funding Sources :						
General revenues						\$ -
Impact fees						\$ -
Grant revenues	\$ 200,000					\$ 200,000
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance	\$ 50,000					\$ 50,000
Other						\$ -
Total Revenues	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Operating Impact:						
Personnel						\$ -
Operating						\$ -
Capital						\$ -
Other						\$ -
Total Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Comment:	Grant awarded in FY 2018					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Beautification and Quality of Life	Department : Recreation
Project Name : Dog Park Fence Replacement	Year(s) : 2020

Project Description :
This is the replacement of the Dog Park fence which including posts and black mesh chain link material.

Link to Strategic Plan :

Need, Justification, Benefits :
These improvements at the Dog Park are working towards the goal of the Strategic Plan to update and upgrade the Village infrastructure.

Location & Area Map



Project Photo



Comments :

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Dog Park Fence Replacement					
Strategic Result :	Beautification and Quality of Life					
Department :	Recreation					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction		100,000				\$ 100,000
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
Funding Sources :						
General revenues		50,000				\$ 50,000
Impact fees						\$ -
Grant revenues		50,000				\$ 50,000
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
Operating Impact:						
Personnel						\$ -
Operating						\$ -
Capital						\$ -
Other						\$ -
Total Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Comment:	No significant impact. Capital expenditure is designed to replace existing fencing					

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023

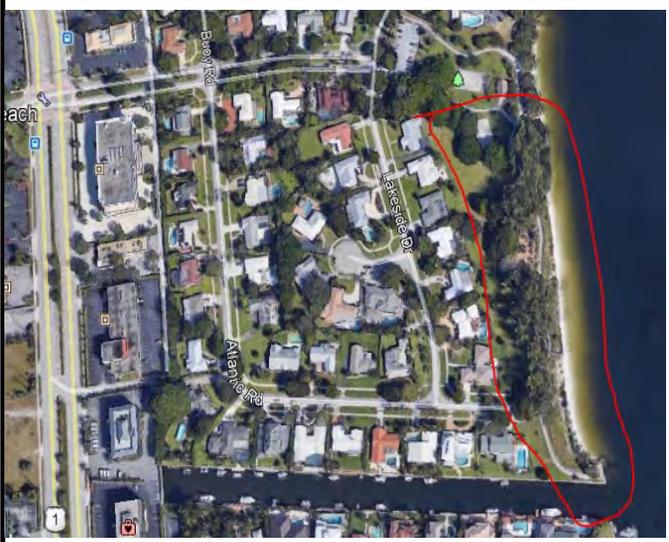
Strategic Result : Waterways & Recreation	Department : Recreation
Project Name : Lakeside Park Paths	Year(s) : 2020

Project Description :
This is the renovation of the walking paths at Lakeside Park. This project will include the complete demolition of the existing path and construction of a new one. It 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 :

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Lakeside Park Paths					
Strategic Result :	Waterways & Recreation					
Department :	Recreation					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction		\$ 225,000				\$ 225,000
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ 225,000
Funding Sources :						
General revenues		\$ 45,000				\$ 45,000
Impact fees						\$ -
Grant revenues		\$ 180,000				\$ 180,000
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ 225,000
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.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Beautification and Quality of Life	Department : Public Works
Project Name : Alley Wall Replacement	Year(s) : 2019 - 2023
Project Description : Replace the existing east alley wall with a new design.	
Link to Strategic Plan : Improve appearance of the alleyway and encourage multi-modal usage.	
Need, Justification, Benefits : Existing alley wall is old and in need of major repairs; Materials are no longer available and repairs are costly and time consuming.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
Comments : Design and community consensus in FY 19. Start construction phase in FY 20. Use old alley wall materials for repairs until project is completed. Seek grants to help pay for the construction if possible.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Alley Wall Replacement					
Strategic Result :	Beautification and Quality of Life					
Department :	Public Works					
	2019	2020	2021	2022	2023	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					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Improve Mobility	Department : Public Works
Project Name : Asphalt Resurfacing	Year(s) : 2019 - 2023
Project Description : Milling and paving of streets on an annual basis; pavement preservation strategies.	
Link to Strategic Plan : Maintain the existing Village street network at an acceptable level.	
Need, Justification, Benefits : Milling and paving before streets deteriorate and need complete reconstruction at a substantially higher cost (5 times more expensive).	
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.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Asphalt Resurfacing					
Strategic Result :	Improve Mobility					
Department :	Public Works					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
Funding Sources :						
General revenues						\$ -
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	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
Operating Impact:						
Personnel						\$ -
Operating						\$ -
Capital						\$ -
Other						\$ -
Total Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Comment:	Maintains existing condition of the Village street network.					

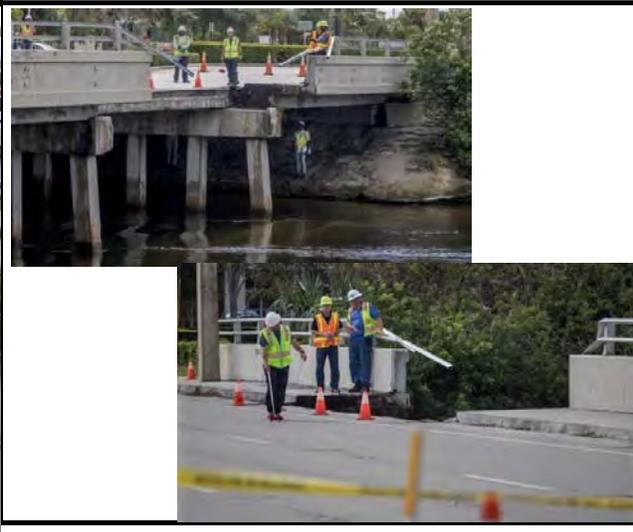
**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Improve Mobility	Department : Public Works
Project Name : Bridge Improvement - Prosperity Farms	Year(s) : 2019-2021
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
2019 - 2023**

Project Name :	Bridge Improvement - Prosperity Farms					
Strategic Result :	Improve Mobility					
Department :	Public Works					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design	\$ 25,000					\$ 25,000
Engineering						\$ -
Construction			\$200,000			\$ 200,000
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ 25,000	\$ -	\$200,000	\$ -	\$ -	\$ 225,000
Funding Sources :						
General revenues						\$ -
Impact fees						\$ -
Grant revenues						\$ -
Debt Service						\$ -
Infrastructure Surtax	\$ 25,000		\$200,000			\$ 225,000
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ 25,000	\$ -	\$200,000	\$ -	\$ -	\$ 225,000
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
2019 - 2023**

Strategic Result : Improve Mobility	Department : Public Works
Project Name : Bridge Improvement - US 1	Year(s) : 2019- 2023
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.	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
	
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.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Bridge Improvement - US 1					
Strategic Result :	Improve Mobility					
Department :	Public Works					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design	\$ 25,000	\$ 25,000				\$ 50,000
Engineering						\$ -
Construction					\$500,000	\$ 500,000
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ 25,000	\$ 25,000	\$ -	\$ -	\$500,000	\$ 550,000
Funding Sources :						
General revenues						\$ -
Impact fees						\$ -
Grant revenues					\$500,000	\$ 500,000
Debt Service						\$ -
Infrastructure Surtax	\$ 25,000	\$ 25,000				\$ 50,000
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ 25,000	\$ 25,000	\$ -	\$ -	\$500,000	\$ 550,000
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.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Improve Mobility	Department : Public Works
Project Name : Bridge Repairs - Monet	Year(s) : 2019
Project Description : Bridge repairs to the Monet structure.	
Link to Strategic Plan : Ensure the bridge is safe and in good condition for public use.	
Need, Justification, Benefits : Maximize the life of the bridge until it needs to be replaced.	
Location & Area Map	
Project Photo	
	
	
Comments : Needed repairs are identified by the annual FDOT bridge inspection reports.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Bridge Repairs - Monet					
Strategic Result :	Improve Mobility					
Department :	Public Works					
	2019	2020	2021	2022	2023	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:	Needed repairs are identified by the annual FDOT bridge inspection reports.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Improve Mobility	Department : Public Works
Project Name : Bridge Replacement - Lighthouse	Year(s) : 2021-2023
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 2023.	
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
2019 - 2023**

Project Name :	Bridge Replacement - Lighthouse					
Strategic Result :	Improve Mobility					
Department :	Public Works					
	2019	2020	2021	2022	2023	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
2019 - 2023**

<p>Strategic Result : Beautification & Quality of Life</p>	<p>Department : Public Works</p>
<p>Project Name : Parking Lot - Anchorage Park</p>	<p>Year(s) : 2022</p>
<p>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.</p>	
<p>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.</p>	
<p>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.</p>	
<p align="center">Location & Area Map</p>	<p align="center">Project Photo</p>
 <p>The 'Location & Area Map' section contains two images. On the left is an aerial photograph showing a large park area with a winding waterway, green spaces, and parking lots. On the right is a photograph of a white sign with a purple logo and the text 'ANCHORAGE PARK & MARINA' in front of a building.</p>	 <p>The 'Project Photo' section contains a photograph of a gravel parking lot area. A concrete curb is visible in the foreground, and a white van is parked in the background.</p>
<p>Comments : Project needs to be done after all of the other Master Plan elements have been completed. Funding contemplates applying for Lake Worth Lagoon Initiative funding in 2020 for use in 2022</p>	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Parking Lot - Anchorage Park					
Strategic Result :	Beautification & Quality of Life					
Department :	Public Works					
	2019	2020	2021	2022	2023	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					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Beautification and Quality of Life	Department : Public Works
Project Name : Parking Lot - Community Center	Year(s) : 2020-2021
Project Description : 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 : The Community Center is a high use and high visibility facility. Significant funding is budgeted to maintain the athletic fields at the highest level. The parking lot is overdo for milling and paving and detracts from the aesthetics of the property.	
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 : Parking will be reduced as a part of this project so that the trees can be saved and the pavement better protected from roots.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Parking Lot - Community Center					
Strategic Result :	Beautification and Quality of Life					
Department :	Public Works					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering		\$ 10,000				\$ 10,000
Construction			\$ 150,000			\$ 150,000
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ -	\$ 10,000	\$ 150,000	\$ -	\$ -	\$ 160,000
Funding Sources :						
General revenues						\$ -
Impact fees						\$ -
Grant revenues			\$ 75,000			\$ 75,000
Debt Service						\$ -
Infrastructure Surtax		\$ 10,000	\$ 75,000			\$ 85,000
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ -	\$ 10,000	\$ 150,000	\$ -	\$ -	\$ 160,000
Operating Impact:						
Personnel						\$ -
Operating						\$ -
Capital						\$ -
Other						\$ -
Total Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Comment:						

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023

Strategic Result : Waterways and Recreation	Department : Public Works
Project Name : Seawall Replacement at Lakeside Park	Year(s) : 2020-2021
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 waterward 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.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Seawall Replacement at Lakeside Park					
Strategic Result :	Waterways and Recreation					
Department :	Public Works					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering		\$ 60,000				\$ 60,000
Construction			\$ 600,000			\$ 600,000
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ -	\$ 60,000	\$ 600,000	\$ -	\$ -	\$ 660,000
Funding Sources :						
General revenues						\$ -
Impact fees						\$ -
Grant revenues			\$ 500,000			\$ 500,000
Debt Service						\$ -
Infrastructure Surtax		\$ 160,000				\$ 160,000
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ -	\$ 160,000	\$ 500,000	\$ -	\$ -	\$ 660,000
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.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Return to Table of Contents

Strategic Result : Waterways and Recreation	Department : Public Works
Project Name : Seawall - Monet Road	Year(s) : 2021
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	
 <p style="text-align: center;">Monet Road</p>	<div style="text-align: center; padding: 5px;">Project Photo</div> 
Comments :	

VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023

Project Name :	Seawall - Monet Road					
Strategic Result :	Waterways and Recreation					
Department :	Public Works					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design			\$ 30,000			\$ 30,000
Engineering						\$ -
Construction						\$ -
Equipment						\$ -
Vehicle						\$ -
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:	Engineering study should determine the extent of needed repairs and establish a timeline for construction activities.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

Strategic Result : Improve Mobility	Department : Public Works						
Project Name : Sidewalk Repairs	Year(s) : 2019 - 2023						
Project Description : Village Sidewalk Repairs (saw cutting and removal/replacement).							
Link to Strategic Plan : Pedestrian safety.							
Need, Justification, Benefits : Eliminate possible trip hazards.							
<table border="1" style="width:100%; text-align:center;"> <tr> <td data-bbox="180 1129 802 1171">Location & Area Map</td> <td data-bbox="805 1129 1438 1171">Project Photo</td> </tr> </table>		Location & Area Map	Project Photo				
Location & Area Map	Project Photo						
<table border="1" style="width:100%;"> <tr> <td data-bbox="180 1173 802 1373">  </td> <td data-bbox="805 1173 1438 1423">  </td> </tr> <tr> <td colspan="2" data-bbox="180 1304 1438 1692">  </td> </tr> <tr> <td colspan="2" data-bbox="805 1425 1438 1692">  </td> </tr> </table>							
							
							
							
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
2019 - 2023**

Project Name :	Sidewalk Repairs					
Strategic Result :	Improve Mobility					
Department :	Public Works					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design						\$ -
Engineering						\$ -
Construction	\$ 150,000	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 475,000
Equipment						\$ -
Vehicle						\$ -
Other						\$ -
Total Budget	\$ 150,000	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 475,000
Funding Sources :						
General revenues						\$ -
Impact fees						\$ -
Grant revenues						\$ -
Debt Service						\$ -
Infrastructure Surtax	\$ 150,000	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 475,000
Fund balance						\$ -
Other						\$ -
Total Revenues	\$ 150,000	\$ 100,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 475,000
Operating Impact:						
Personnel						\$ -
Operating						\$ -
Capital						\$ -
Other						\$ -
Total Operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Comment:	Pedestrian safety.					

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
2019 - 2023**

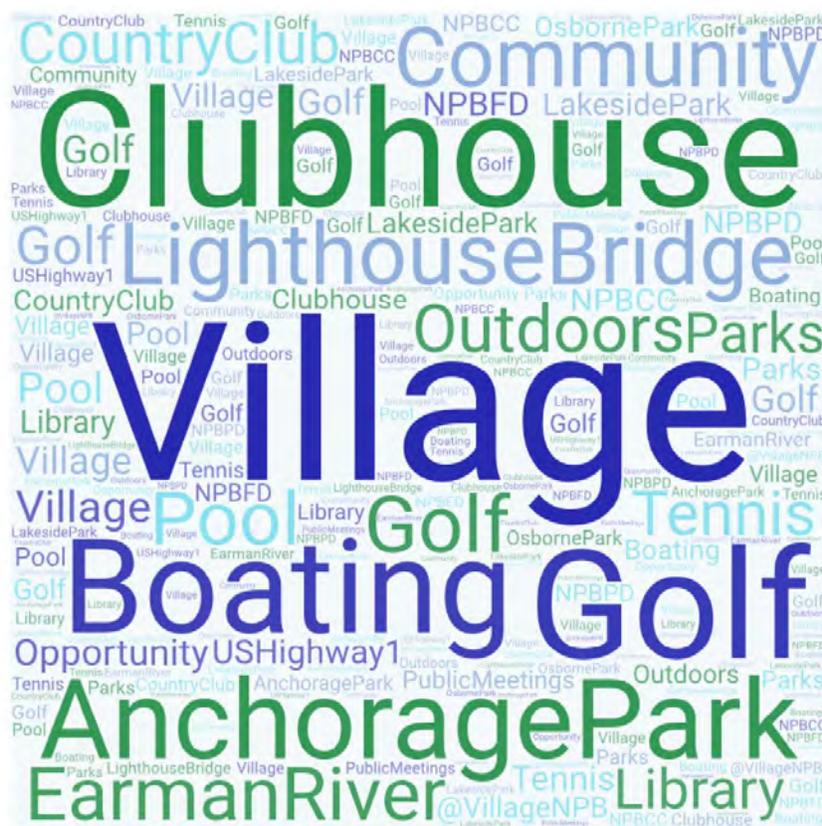
Strategic Result : Waterways and Recreation	Department : Public Works
Project Name : Stormwater Repair and Replacement	Year(s) : 2020-2023
Project Description : Stormwater pipe cleaning and televising Pepperwood Circle stormwater repair Lighthouse Drive and US 1 stormwater repair	
Link to Strategic Plan : 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.	

**VILLAGE OF NORTH PALM BEACH
CAPITAL IMPROVEMENT PLAN
FINANCIAL INFORMATION
2019 - 2023**

Project Name :	Stormwater Repair and Replacement					
Strategic Result :	Waterways and Recreation					
Department :	Public Works					
	2019	2020	2021	2022	2023	Total
Project Budget :						
Land acquisition						\$ -
Planning / Design		\$ 75,000				\$ 75,000
Engineering						\$ -
Construction			\$275,000	\$275,000	\$275,000	\$ 825,000
Vehicle						\$ -
Equipment						\$ -
Other						\$ -
Total Budget	\$ -	\$ 75,000	\$275,000	\$275,000	\$275,000	\$ 900,000
Funding Sources :						
General revenues		\$ 75,000				\$ 75,000
Impact fees						\$ -
Grant revenues						\$ -
Debt Service						\$ -
Infrastructure Surtax						\$ -
Fund balance						\$ -
Other			\$275,000	\$275,000	\$275,000	\$ 825,000
Total Revenues	\$ -	\$ 75,000	\$275,000	\$275,000	\$275,000	\$ 900,000
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 2019

Acronyms

FY 2019

The following is a list of acronyms used throughout the text of the budget document. A definition can be found in the Glossary immediately following this section.

CAFR.....	Comprehensive Annual Financial Report
CIP.....	Capital Improvement Program
CPI.....	Consumer Price Index
COLA.....	Cost of Living Adjustment
EPA.....	Environmental Protection Agency
EAR.....	Evaluation and Appraisal Report
FEMA.....	Federal Emergency Management Association
FDEP.....	Florida Department of Environmental Protection
FDLE.....	Florida Department of Law Enforcement
FDOT.....	Florida Department of Transportation
FLC.....	Florida League of Cities
FMIT.....	Florida Municipal Insurance Trust
FRDAP.....	Florida Recreation Development Assistance Program
FTE.....	Full Time Equivalent
GAAP.....	Generally Accepted Accounting Principles
GASB.....	Governmental Accounting Standards Board
GFOA.....	Government Finance Officers Association
GIS.....	Geographical Information System
IAFF.....	International Association of Fire Fighters
ICMA.....	International City Management Association
IT.....	Information Technology
LCIR.....	Legislative Committee on Intergovernmental Relations
LOS.....	Level of Service
NIMS.....	National Incident Management System
NPDES.....	National Pollutant Discharge Elimination System
OPEB.....	Other Post-Employment Benefits
RBR.....	Roll-Back Rate
SFWMD.....	South Florida Water Management District
SOP.....	Standard Operating Procedure
TRIM.....	Truth In Millage
ULDC.....	Unified Land Development Code

The definitions of terms listed are provided to assist the reader in the understanding of terminology used throughout the text of the budget document.

Account:

A term used to identify an individual asset, liability, expenditure, control, revenue control, encumbrance control or fund balance.

Accountability:

The condition, quality, fact or instance of being obliged to report for actions or outcomes.

Accounting System:

The total structure of records and procedures which discover, record, classify, summarize and report information on the financial position and results of operations of a government or any of its funds, fund types, balanced account groups, or organizational components.

Accrual Basis of Accounting:

The basis of accounting under which transactions are recognized when they occur, regardless of the timing of the related cash flows.

Accumulated Depreciation:

The total depreciation taken for an asset since it was placed in service.

Actuarial:

A methodology that makes determinations of required contributions to achieve future funding levels that addresses risk and time.

Ad Valorem Taxes:

A tax based on the assessed value of property, to include real and personal property.

Adopted Budget:

The budget as it is approved by the Village Council prior to the beginning of each fiscal year.

Amended Budget:

The adopted budget that incorporates all operating transfers and approved budget amendments (changes in the budget total that are approved subsequent to initial adoption).

Annexation:

The incorporation of land into an existing city with a resulting change in the boundaries of that city.

Appropriation:

An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is limited in amount to the time it may be expended.

Assessed Valuation:

A valuation set upon real estate or other property by the county assessor and the state as a basis for levying taxes.

Asset:

Resources owned or held by a government which has monetary value.

Assigned Fund Balance:

Fund Balance reporting category which refers to amounts a government intends to issue for a specific purpose.

Audit:

A test of management's accounting system to determine the extent to which internal accounting controls are both available and being used. It concludes in a written opinion of its findings.

Available Fund Balance:

Funds remaining from the prior year which are available for appropriation and expenditure in the current year.

Balance Sheet:

A statement of financial condition as of a given date.

Balanced Budget:

A budget in which planned funds available equal planned expenditures.

Budget:

An annual financial plan that identifies revenues, specifies the type and level of services to be provided and establishes the amount of money which can be spent.

Budget Amendment:

The process by which unanticipated changes in revenue or expenditures are made a part of the budget, thereby amending it.

Budget Calendar:

A schedule of key dates which the Village follows in the preparation, adoption and administration of the budget.

Budget Message:

A general discussion of the proposed budget as presented in writing by the Village Manager to the Village Council.

Budget Transfer:

An action which changes budgeted amounts at the department, division, and/or object code level of control with offsetting increases and decreases in budgeted line items.

Budgetary Basis:

The basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash or modified accrual.

Budgetary Control:

The management and control of the budget within limitation of the approved appropriations and available resources.

Budget Document:

The official written statement-document which presents the proposed budget to the council/legislative body.

Budget Summary:

Categories of expenditures or revenue classified by major function and category.

Capital Improvement Plan (CIP):

A multi-year plan of proposed capital outlays to be incurred each year over a period of ten years to meet capital needs arising from the Village's long-term needs.

Capital Outlay:

The cost(s) associated with the acquisition of land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles and infrastructure, and other tangible or intangible assets that are used in operations and that have an initial useful life extending beyond a single reporting period.

Capital Projects Fund:

Type of Governmental Fund established to account for the acquisition or construction of major capital facilities, other than those accounted for in proprietary or trust funds.

Comprehensive Annual Financial Report (CAFR):

Prepared at the close of each fiscal year to show the actual audited condition of the Village's funds and serve as the official public record of the Village's financial status and activities.

Committed Fund Balance:

Fund Balance reporting category which refers to amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.

Consumer Price Index (CPI):

A statistical description of price levels provided by the United States Department of Labor. The index is used as a measure of the increase in the cost of living.

Contingency:

An appropriation of funds to cover unforeseen events that occur during the fiscal year.

Contractual Services:

A cost related to a legal agreement.

Cost-of-Living Adjustment (Market Adjustment):

An increase in salaries to offset the adverse effect of inflation on compensation.

Debt Limit:

The maximum amount of gross or net debt which is legally permitted.

Debt Ratios:

Comparative statistics showing the relationship between the issuer's outstanding debt and such factors as its tax base, income or population.

Debt Service:

Principal and interest requirements on outstanding debt according to a predetermined payment schedule.

Deficit:

The excess of the liabilities of a fund over its assets. The excess of expenditures over revenues during an accounting period.

Defined Benefit Plan:

A pension plan that has terms specifying the amount of benefits to be provided after separation of employment; to be distinguished from a defined contribution plan in which the plan specifies the amount of the contribution to the plan.

Department:

A major work unit or functional unit having related activities aimed at accomplishing a major service or regulatory program for which the Village is responsible.

Depreciation:

The decrease in value of physical assets due to use and the passage of time.

Division:

A section of a department or government that is responsible for dealing with a particular area of policy or administration, or a particular task or function.

Economic Development:

The process of attracting new businesses by use of incentives or innovative financing methods.

Effectiveness:

Producing a decided, decisive or desired effect.

Efficiency:

Effective operation as measured by a comparison of production with cost.

Employer Contribution:

A term used to describe contributions actually made by the employer in relation to the annual required contribution (ARC) of the employer (in the context of pension benefits).

Encumbrance:

Obligations in the form of purchase orders, which are chargeable to an appropriation and for which a part of the appropriation is reserved. They cease to be encumbrances when paid or when the actual liability is set up.

Enterprise Fund:

A self supporting fund used to account for operations that provide a service to citizens financed primarily by a user charge. Net income is sufficient for capital maintenance, public policy, management control, accountability or other purposes.

Environmental Protection Agency (EPA):

The Federal agency charged with protecting human health and with safeguarding the natural environment: air, water, and land.

Evaluation and Appraisal Report (EAR):

A State-mandated report which evaluates how successful a community has been in addressing major community land-use planning issues through implementation of its comprehensive plan.

Expenditures:

Decreases in net financial resources. Expenditures include current operating expenses which require the current or future use of net current assets, debt service and capital outlay.

Federal Emergency Management Association (FEMA):

Agency of the US Government tasked with Disaster Mitigation, Preparedness, Response & Recovery planning.

Fiduciary Funds:

Trust and/or agency funds used to account for assets held by the Village in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

Fines and Forfeitures:

Revenues derived from penalties imposed for the commission of statutory offenses, violation of lawful administrative rules and regulations and for neglect of official duty; for example, confiscated property.

Fiscal Year (FY):

A twelve month period of time to which the annual budget applies and at the end of which a government determines its financial position and results of operations. The fiscal year for the Village is October 1 to September 30.

Fixed Assets:

Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, and machinery and equipment.

Florida Department of Environmental Protection (FDEP):

A federal agency charged with proposing and enforcing environmental law.

Florida Department of Transportation (FDOT):

The agency charged with the establishment, maintenance, and regulation of public transportation in the state of Florida.

Florida Department of Revenue (FDOR):

The lead agency in state government for the collection of general tax administration.

Florida League of Cities (FLC):

Comprised of City officials who wished to unite the municipal governments in Florida for the purpose of shaping legislation, sharing the advantages of cooperative action, and exchanging ideas and experiences established the League in 1922.

Florida Municipal Insurance Trust (FMIT):

A trust designed to provide cost effective insurance coverage for Florida's not for profit agencies.

Florida Recreation Development Assistance Program (FRDAP):

A competitive grant program that provides financial assistance to local governments for development or acquisition of land for public outdoor recreational purposes.

Franchise Fees:

Fees levied on a corporation in return for granting a privilege sanctioning a monopoly or permitting the use of public property, usually subject to regulation by the governing body.

FTE:

Full-Time Equivalent, which is calculated on the basis of the number of hours that have been budgeted for a particular position.

Full-Time Position:

A position which qualifies for full Village benefits, usually required to work 40 hours per week.

Fund:

An independent fiscal and accounting entity with self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance:

The fund equity of governmental funds. Changes in fund balances are the result of the difference of revenues to expenditures.

Fund Type:

In governmental accounting, all funds are classified into eight generic fund types; General, Special Revenue, Debt Service, Capital Projects, Special Assessment, Enterprise, Internal Service and Trust & Agency.

General Fund:

A fund used to account for the receipt and expenditure of resources traditionally associated with local government.

General Obligation Bonds:

When a government pledges its full faith and credit to the repayment of the bonds it issues, those bonds are referred to as general obligation bonds.

General Revenue:

The revenues of a government other than those derived from and retained in an enterprise.

Generally Accepted Accounting Principles (GAAP):

Uniform minimum standards of/and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statement of an entity. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting principles at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures.

Geographical Information System (GIS):

Total tool and mapping technique that connects databases to maps. It combines layers of information about where things are located with descriptive data about those things and their surroundings.

Goal:

A statement of broad direction, purpose or intent based on the needs of a community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given period.

Government Finance Officers Association (GFOA):

The professional association of state/provincial and local finance officers in the United States and Canada.

Governmental Accounting Standards Board (GASB):

An established national board, which governs financial reporting standards on state and local government levels throughout the United States of America, with its main headquarters in Chicago, IL.

Governmental Funds:

Funds that account for the activities of a local government's operations. They can be classified into four generic fund types: general fund, special revenue funds, capital projects funds, and debt service funds.

Grants:

Contributions or gifts of cash or other assets from another government to be used or expended for a specific purpose, activity or facility.

Interfund Transfers:

The movement of moneys between the funds of a governmental entity.

Intergovernmental Revenues:

Revenues collected by one government and distributed to another level of government.

International City Management Association (ICMA):

The professional and educational organization for chief appointed managers, administrators and assistants in cities, towns, counties and regional entities.

Infrastructure:

The physical assets of a government (i.e. streets, water, sewer, public buildings and parks).

Legislative Committee on Intergovernmental Relations (LCIR):

The State of Florida's Legislative Committee on Intergovernmental Relations; provides some intergovernmental revenue estimates for budgetary purposes.

Level of Service (LOS):

Services or products which comprise actual or expected output of a given program.

Local Option Gas Tax:

A tax established in 1983 to fund transportation-related improvements.

Long-Term Debt:

Debt liability due after one year or longer.

Major Fund:

A fund whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10% of corresponding totals for all governmental or enterprise funds and at least 5% of the aggregate amount for all governmental and enterprise funds for the same item.

Maximum Millage Rate:

The maximum millage that a county or municipality may levy with a simple majority vote of the governing body; other voting requirements will allow a municipality to adopt a millage rate in excess of the maximum millage rate.

Mill:

The property tax rate which is based on the valuation of property. A tax rate of one mill produces one dollar of taxes on each \$1,000 of assessed property valuation.

Millage:

Property tax levy stated in terms of dollars and cents for every thousand dollars of assessed property value.

Mission:

The mission statement is a brief summary of why a program exists and what it is trying to achieve. It tells what the department does, who they do it for and why. The statement is specific enough to describe the program's purpose but general enough to last into the future.

Modified Accrual Basis:

The accrual basis of accounting adopted for the governmental fund type. In this basis of accounting, expenditures are recognized when the goods or services are received and revenues, such as taxes, are recognized when measurable and available to pay expenditures in the current period.

MUNIS:

The Village's financial software system

Municipality:

A primarily urban political unit having corporate status and usually powers of self-government.

National Incident Management System (NIMS):

Core set of doctrine, concepts, principles, terminology, and organizational processes that enable effective, efficient, and collaborative incident management across all emergency management and incident response organizations and disciplines.

Non-major Fund:

A fund that does not meet the definition of a major fund (see definition for major fund).

Non-operating Expenses:

Expenses which are not directly related to the fund's primary service activities.

Non-operating Revenues:

Revenues which are incidental to, or by-products of, the fund's primary service activities.

Non-spendable Fund Balance:

Fund Balance reporting category which includes amounts that are not in a spendable form or are required to be maintained intact.

Objective:

A simply stated, readily measurable statement of the aim of expected accomplishment within the fiscal year.

Operating Budget:

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing acquisition, spending and service delivery activities of a government are controlled. The use of an annual operating budget is required by law.

Operating Expenses:

Expenses which are directly related to the fund's primary service activities.

Operating Revenues:

Funds that the government received as income to pay for ongoing operation. Includes such items as taxes, fees from specific services, interest earnings and grant revenues.

Ordinance:

A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Original Budget:

The first complete appropriated budget which is approved at the second public hearing in September.

Other Financing Sources:

Governmental fund general long-term debt proceeds, operating transfers out, and material proceeds of fixed asset dispositions. Such amounts are classified separately from revenues.

Other Post-Employment Benefits (OPEB):

Post-Employment Benefits other than pension benefits. OPEB consist primarily of health care benefits, and may include other benefits such as life insurance, long term care and similar benefits.

Part-Time:

Employees who work less than 30 hours per week and are not entitled to full-time employee benefits.

Pension Fund:

Account for the accumulation of resources to be used for retirement benefit payments to the Village's employees.

Performance Measure:

Data collected to determine how effective and/or efficient a program is in achieving its objectives.

Personnel Costs:

Costs directly associated with employees, including salaries and fringe benefits.

Property Tax:

A tax levied on the assessed value of real property. This tax is also known as Ad Valorem Tax.

Proprietary Fund Types:

Account for activities that are common in the private sector, which the government operates in a manner similar to their counterparts in the commercial world. The primary source of revenues for this fund type is user charge. Proprietary funds can be classified into two fund types; enterprise funds and internal service funds.

Public Hearing:

An open public meeting called by a recipient government to provide all residents (without regard to taxpaying, voting status, or handicap) with an opportunity to offer written and oral comments regarding the subject to be discussed.

Purchase Order:

A document which authorizes the delivery of specified merchandise or the rendering of certain services.

Reclassification:

The moving of an existing position from one personnel classification to another based upon the different performance of duties.

Reserves:

A portion of the fund balance or retained earnings legally segregated for specific purposes.

Resolution:

A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Restricted Fund Balance:

Fund Balance reporting category which includes amounts constrained to specific purposes by their providers.

Retained Earnings:

An equity account reflecting the accumulated earnings of an Enterprise or Internal Service fund.

Retirement Benefit Multiplier:

The rate applied to the average compensation multiplied by the employee's years of accrual service to yield the amount payable under the normal retirement pension.

Revenues:

Increases in governmental fund-type net current assets from other than expenditure refunds and residual equity transfers.

Roll-Back Rate (RBR):

That millage rate that will generate the same Ad Valorem tax Revenue as was levied during the prior year when calculated against the current year's tax base exclusive of new construction.

Service:

A specific deliverable provided to the public. It has a specific budget, as well as performance measures to determine the benefits received.

Solid Waste Authority:

The agency responsible for providing an integrated solid waste management and recycling system for Palm Beach County, Florida.

South Florida Water Management District (SFWMD):

The agency responsible for regional flood control, water supply and water quality protection as well as ecosystem restoration.

Special Assessment:

A compulsory levy imposed on certain properties to defray part or all of the cost of a specific improvement or service deemed to primarily benefit those parties.

Special Revenue Fund:

Fund used to account for the proceeds of specific revenue sources which are restricted by law or policy to finance specific activities.

Standard Operating Procedures (SOP's):

A set of instructions having the force of a directive, covering those features of operations that lend themselves to a definite or standardized procedure without loss of effectiveness.

Statute:

A written law enacted by a duly organized and constituted legislative body.

Surplus:

The excess of assets of a fund over its liabilities. The excess of revenues over expenditures during an accounting period.

Tax:

A compulsory charge levied by a governmental unit for the purpose of raising revenue. These revenues are used to pay for services or improvements provided for the general public benefit.

Taxable Value:

The assessed value of property minus the homestead exemption and any other exemptions which may be applicable.

Temporary Position:

A position that is filled for a specific period of time, is not permanent in nature, and does not qualify for regular Village benefits.

Trust Funds:

Funds used to account for assets held by a government in a trustee capacity for individuals, private organizations, other government and/or other funds.

Truth in Millage (TRIM):

The Florida TRIM serves to formalize the property tax levying process by requiring a specific method of tax rate calculation, form of notice, public hearing requirements and advertisement specifications prior to the adoption of a budget tax rate.

Unassigned Fund Balance:

Fund balance that has not been assigned to other funds and has not been restricted, committed or assigned to specific purposes within the general fund.

United Land Development Code (ULDC):

Consolidates development-related regulations into a single unified development code that represents a more consistent, logical, integrated and efficient means of controlling development.

User Charges:

The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Utility Taxes:

Taxes imposed by the Village on each and every purchase of a public service within the corporate limits of the Village. Public services include electricity, gas, fuel oil, telephone services and telecommunications.