



## TOWN OF PALM BEACH

### Total Planning, Zoning & Building Budget MEMORANDUM

To: Kirk Blouin, Town Manager  
 Cc: James Murphy, Asst. Director of Planning, Zoning & Building  
 From: Wayne Bergman, Director of Planning, Zoning & Building  
 Re: FY 2024 Budget Highlights for Planning, Zoning & Building – Enterprise Fund  
 Date: June 7, 2023

#### **Total Planning, Zoning & Building Budget – Expenses**

<b>FY 2024 Estimated Request:</b>	<b>\$4,957,312</b>
<b>FY 2023 Anticipated Budget:</b>	<b>\$4,099,366</b>
<b>FY 2023 Adopted Budget:</b>	<b>\$4,771,421</b>

The overall Planning, Zoning & Building Department proposed FY2024 budget is estimated to increase by 3.9%, or \$185,891, over the FY 2023 Adopted Budget. This includes the two Enterprise Fund programs and the two General Fund programs. The FY 2024 budget includes: a new Design & Preservation Manager, a new Zoning Technician, 4 full-time Construction Site Monitors, \$100,000 for the study of potential landmarked buildings, town attorney attendance at all Arcom, PZC and Landmark meetings, \$25,000 for a CRS consultant for the end-of-year ISO audit, and \$35,000 for the continued scanning of historic plans. Details of the various division budgets and budget categories are shown below. The Code Review and Reform Program will continue through all FY2024, which could result in a new zoning code in early FY 2025.

#### **Total PZB Enterprise Fund Budget – Expenses**

<b>FY 2024 Estimated Request:</b>	<b>\$3,838,283</b>
<b>FY 2023 Anticipated Budget:</b>	<b>\$3,014,978</b>
<b>FY 2023 Adopted Budget:</b>	<b>\$3,773,577</b>

The Planning, Zoning & Building Enterprise Fund covers the activities of the Building Division and includes the administration and enforcement of the Florida building Code. All revenues for Programs 212 and 213, which comprise this Enterprise Fund, are generated by building permit fees. These activities, and their associated expenses, occur with no cost to the Town taxpayers.

#### **Program 212 – Permit Issuance Expenses**

<b>FY 2024 Estimated Request:</b>	<b>\$2,138,955</b>
<b>FY 2023 Anticipated Budget</b>	<b>\$1,853,419</b>
<b>FY 2023 Adopted Budget:</b>	<b>\$1,858,172</b>

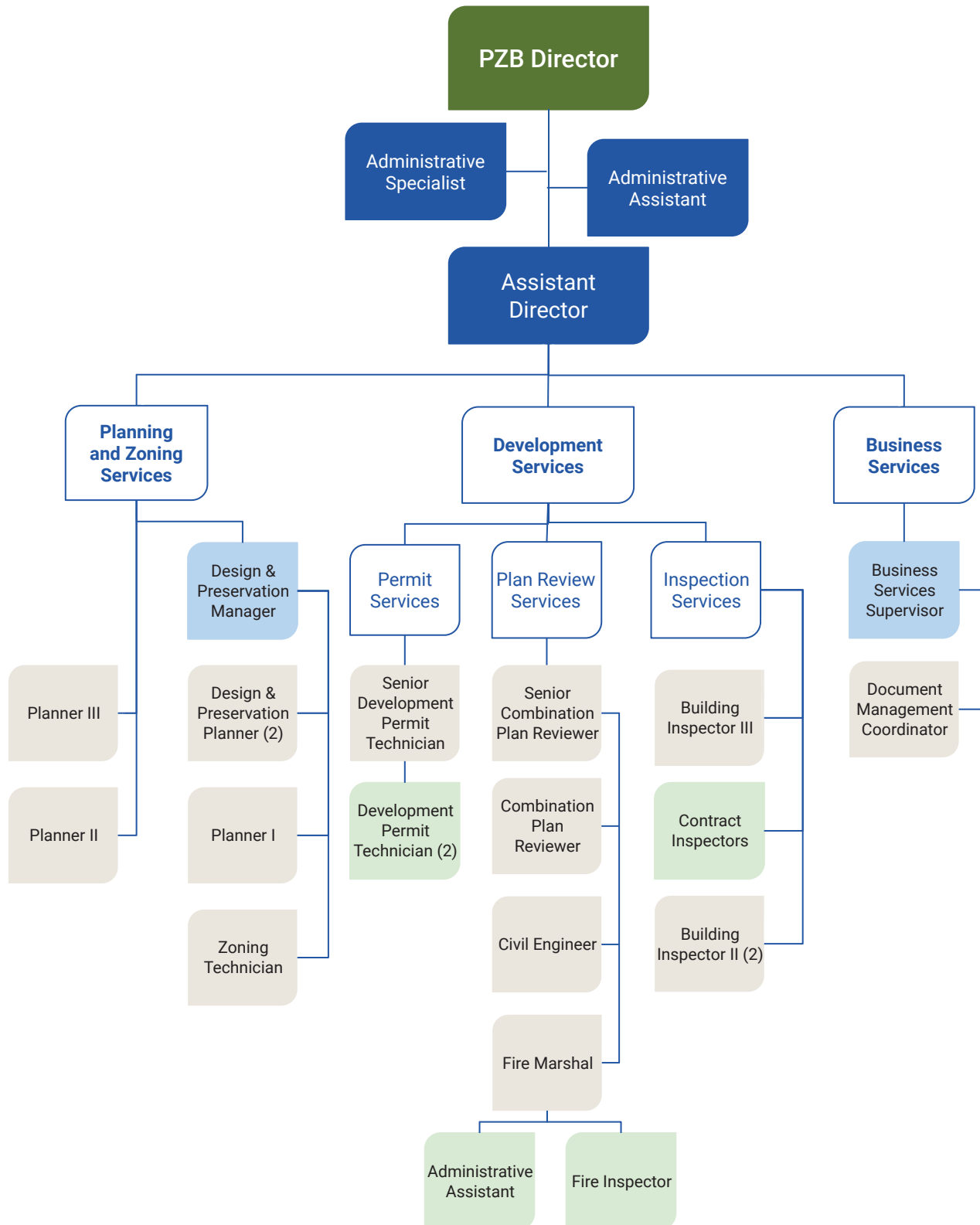
The proposed FY2024 budget for Permit Issuance reflects an estimated 15.1% increase, or \$280,784, which is due primarily to a small decrease in salaries and benefits; an increase in contracted services (GIS and the upcoming CRS audit); and a large decrease in capital projects (new PZB software paid in 2022). The program, along with Program 213, now includes full-time Construction Site Monitors (4) and a new Admin. Assistant. This program, along with Program 213 – Inspection/Compliance, is an Enterprise Fund.

**Program 213 – Inspection/Compliance Expenses**

<b>FY 2024 Estimated Request:</b>	<b>\$2,400,897</b>
<b>FY 2023 Anticipated Budget:</b>	<b>\$1,923,156</b>
<b>FY 2023 Adopted Budget:</b>	<b>\$2,249,042</b>

The proposed FY 2024 budget for Inspection / Compliance reflects an estimated 6.8% increase, or \$151,855, which is due primarily to an increase in salaries, benefits and commodities; and a small reduction in contracted services (legal expenses). The program, along with Program 212, now includes full-time Construction Site Monitors, a new Design & Preservation Manager and a new Zoning Technician. This program, along with Program 212 – Permit Issuance, is an Enterprise Fund.

# PLANNING, ZONING AND BUILDING ORGANIZATIONAL CHART



## Building Enterprise Fund

### MISSION:

The Building Enterprise Fund identifies, recommends and implements the vision of the community, as expressed through the policies of the Town Council, relative to the development, redevelopment and use of real property, to ensure the beauty, quality of life and character of the Town, and the health, safety and welfare of our residents, businesses and visitors, while providing the highest quality of service to our customers.

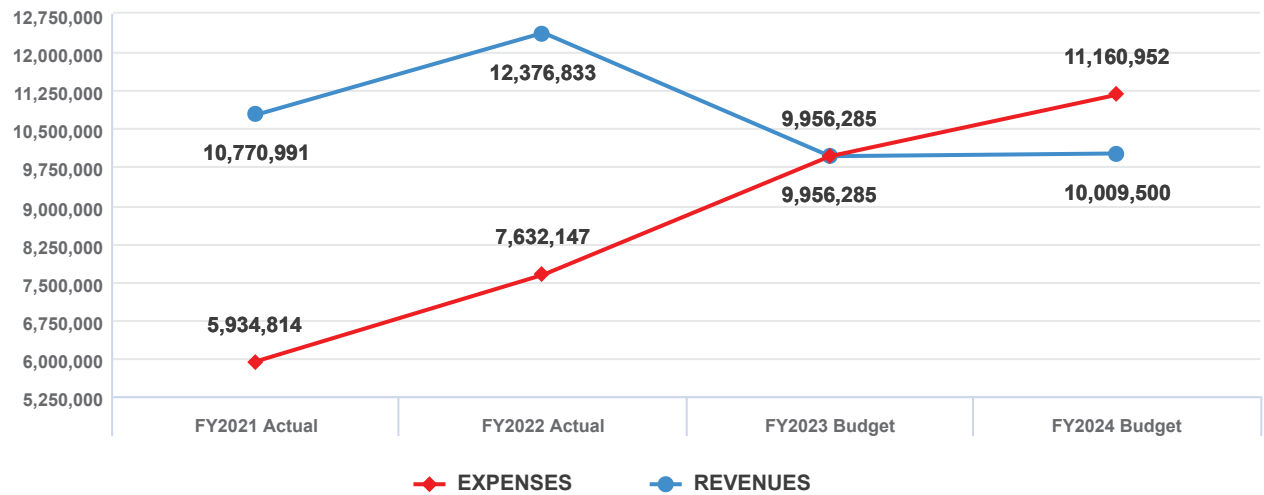
## Building Enterprise Fund

## Revenue and Expense Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
<b>Revenues</b>							
Town Plan Review & Town Inspection	9,847,393	11,018,740	8,985,785	8,985,785	10,000,000	9,000,000	0.16%
Permit Processing	41,993	37,000	25,000	25,000	50,000	35,000	40.00%
Permit Penalty	23,500	161,615	50,000	50,000	50,000	50,000	-%
Reinspection Fees	2,010	1,700	1,500	1,500	1,500	1,500	-%
Contractor Registration Fees	10,200	7,060	6,000	6,000	25	-	(100.00%)
Dune Vegetation Fee	100	2,864	-	-	-	-	-%
Permit Revision Fee	184,100	266,225	150,000	150,000	175,000	175,000	16.67%
Flood Plain Management Fee	21,150	36,450	30,000	30,000	30,000	30,000	-%
Right of Way Permits	430,666	618,514	600,000	600,000	500,000	500,000	(16.67%)
Building Inspection Fund Fees	14,815	16,577	10,000	10,000	14,000	14,000	40.00%
Radon Gas	9,952	11,111	8,000	8,000	9,000	9,000	12.50%
ROW Violations	47,951	68,689	40,000	40,000	45,000	45,000	12.50%
Building Permit Search Fee	107,400	73,500	40,000	40,000	50,000	50,000	25.00%
Interest Earnings	2,251	55,489	-	-	300,000	100,000	100.00%
Miscellaneous Revenue	570	1,300	10,000	10,000	1,000	-	(100.00%)
Transfer from Equip Replacement Fund	26,940	-	-	-	-	-	-%
<b>TOTALS</b>	<b>10,770,991</b>	<b>12,376,833</b>	<b>9,956,285</b>	<b>9,956,285</b>	<b>11,225,525</b>	<b>10,009,500</b>	<b>0.53%</b>
<b>Expenses</b>							
Salaries and Wages	1,312,098	1,365,258	1,735,709	1,735,709	1,538,536	2,016,375	16.17%
Employee Benefits	714,318	715,122	942,871	942,871	819,810	1,016,281	7.79%
Contractual	675,214	950,383	1,034,200	1,303,131	1,292,726	1,381,800	6.04%
Commodities	33,183	76,782	36,000	36,000	36,000	38,500	6.94%
Capital Outlay	-	-	-	-	-	80,000	100.00%
Transfer to Capital (307)	-	-	688,049	688,049	688,049	-	(100.00%)
Transfer for Services to the General Fund	3,200,000	4,524,601	5,519,456	5,519,456	5,519,456	6,627,997	20.08%
<b>TOTALS</b>	<b>5,934,814</b>	<b>7,632,147</b>	<b>9,956,285</b>	<b>10,225,216</b>	<b>9,894,577</b>	<b>11,160,952</b>	<b>9.15%</b>
<b>Operating Revenues Over/(Under)</b>							
Expenses	4,836,177	4,744,686	-	(268,931)	1,330,948	(1,151,452)	
Depreciation	(7,930)	(5,634)	(89,503)	(89,503)	(89,503)	(86,897)	
Pension/OPEB Expense	(2,181,541)	42,449	-	-	-	-	
GASB Lease Expense	-	(46)	-	-	-	-	
Contingency	-	-	(187,439)	(200,886)	-	(217,708)	
<b>Total Revenues Over/(Under) Expenses</b>	<b>2,646,705</b>	<b>4,781,456</b>	<b>(276,942)</b>	<b>(559,319)</b>	<b>1,241,445</b>	<b>(1,456,057)</b>	
Beginning Net Assets	-	2,646,705	7,428,161	7,428,161	7,428,161	8,669,606	
<b>ENDING NET ASSETS</b>	<b>2,646,705</b>	<b>7,428,161</b>	<b>7,151,219</b>	<b>6,868,842</b>	<b>8,669,606</b>	<b>7,213,549</b>	

## Building Enterprise Fund

## Building Fund



	FY2021	FY2022	FY2023	FY2024
Total Full Time Equivalent Employees	17.650	18.775	20.525	22.325

## PROGRAM: Permit Issuance 212

## MISSION

This division exists to provide for the life, safety and welfare of Palm Beach citizens and visitors through the enforcement of building codes and accurate and accessible historical records of all Departmental files. Moreover, this division promotes and maintains high architectural standards of physical structures in Palm Beach.

## MAIN ACTIVITIES

The most important things we do to fulfill the mission are:

- ✦ Review building permit applications and plans for adherence to Town codes and policies and issue building permits;
- ✦ Communicate Town requirements with contractors, designers, property owners and other Town departments;
- ✦ Ensure that contractors working in the Town have a valid contractor license;
- ✦ Coordinate and support the Architectural Commission;
- ✦ Keep citizens informed and educated;
- ✦ Process applications for architectural approval of proposed construction projects as directed by codes and policy;
- ✦ Record departmental revenues accurately; and
- ✦ Organize, digitize and retrieve departmental records for public use.

## Expense Summary

	FY2021 Actual	FY2022 Actual	FY2023 Budget	FY2023 Adjusted*	FY2023 Projected	FY2024 Budget	% Change
<b>Expenses</b>							
Salaries and Wages	535,404	569,287	657,669	657,669	658,319	860,977	30.91%
Employee Benefits	340,182	327,404	331,144	331,144	331,144	424,478	28.19%
Contractual	345,522	500,992	591,900	850,359	844,956	834,500	40.99%
Commodities	22,188	35,736	19,000	19,000	19,000	19,000	-%
Depreciation	7,930	5,634	-	-	-	-	-%
Capital Outlay	-	-	-	-	-	-	-%
<b>TOTALS</b>	<b>1,251,226</b>	<b>1,439,053</b>	<b>1,599,713</b>	<b>1,858,172</b>	<b>1,853,419</b>	<b>2,138,955</b>	<b>33.71%</b>

\* In FY21 Program 212 was moved from the General Fund (001) into the Building Enterprise Fund (405). The shaded areas are presented for trend analysis only

\*\* FY22 Adjusted includes FY22 adopted budget plus purchase orders written against the FY21 budget but spent against the FY22 budget.

## SALARIES AND WAGES

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2024 budget includes a COLA increase and pay for performance increases.

## EMPLOYEE BENEFITS

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program.

**PROGRAM: Permit Issuance 212****CONTRACTUAL**

Includes costs associated with legal services, general planning activities, and concurrency studies per state law.

**COMMODITIES**

Includes office and computer supplies and replacement costs, and continued software enhancements.

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Director of Planning Zoning & Building	0.150	0.150	0.150	0.150	0.150
Assistant Director of PZB	0.300	0.300	0.300	0.300	0.300
Civil Engineer	0.500	0.500	0.500	0.500	0.500
Design and Preservation Manager	0.000	0.000	0.000	0.000	1.000
Planner II	0.000	0.000	0.700	0.700	0.700
Building Inspector III	0.000	0.100	0.100	0.100	0.100
Building Inspector II	0.000	0.500	0.500	0.500	0.500
Design & Preservation Planner	0.000	0.000	0.000	0.000	0.600
GIS Analyst	0.000	0.000	0.000	0.000	0.500
Combination Plan Reviewer Sr	0.000	0.700	0.700	0.700	0.700
Town Clerk	0.000	0.000	0.000	0.000	0.250
Business Services Supervisor	0.500	0.500	0.500	0.500	0.500
Deputy Town Clerk	0.000	0.000	0.000	0.250	0.000
Development Geoprocessor Technician	1.000	1.000	1.000	1.000	1.000
Administrative Specialist	0.300	0.300	0.300	0.300	0.300
Development Permit Tech Sr	0.000	0.500	0.500	0.500	0.500
Development Permit Technician	1.500	1.000	1.000	1.000	1.000
Administrative Assistant	0.500	0.500	0.675	0.500	0.300
Administrative Assistant (Part Time)	0.000	0.000	0.000	0.375	0.375
Business Systems Analyst	0.500	0.000	0.000	0.000	0.000
Chief Construction Inspectors	0.900	0.000	0.000	0.000	0.000
Combination Plan Reviewer	1.400	1.700	0.700	0.000	0.000
Electronic Document Management Coordinator	0.000	0.500	0.000	0.000	0.000
Historic Preservation Planner	0.000	0.300	0.300	0.300	0.000
Planning Administrator	0.300	0.000	0.000	0.000	0.000
	7.850	8.550	7.925	7.675	9.275



**PROGRAM: Inspection & Compliance 213****MISSION:**

This division exists to provide protective services to the residents and businesses of the Town through professional and responsible enforcement of building codes and Town policies related to unimproved land, development, construction activities, and issuance of business tax receipts.

**MAIN ACTIVITIES:**

The most important things we do to fulfill the mission are:

- ✦ Inspect construction sites to ensure compliance with appropriate State and Town codes and land development regulations;
- ✦ Issue permits for right of way parking and storm water improvements; and
- ✦ Review commercial operations for conformance to the zoning code.

**Expense Summary**

	<b>FY2021 Actual</b>	<b>FY2022 Actual</b>	<b>FY2023 Budget</b>	<b>FY2023 Adjusted*</b>	<b>FY2023 Projected</b>	<b>FY2024 Budget</b>	<b>% Change</b>
<b>Expenses</b>							
Salaries and Wages	776,695	795,971	1,078,040	1,078,040	880,217	1,155,397	7.18%
Employee Benefits	374,136	387,718	611,727	611,727	488,666	591,803	(3.26%)
Contractual	329,692	449,391	442,300	452,772	447,770	547,300	23.74%
Commodities	10,995	41,047	17,000	17,000	17,000	19,500	14.71%
Depreciation	-	-	89,503	89,503	89,503	86,897	(2.91%)
<b>TOTALS</b>	<b>1,491,518</b>	<b>1,674,127</b>	<b>2,238,570</b>	<b>2,249,042</b>	<b>1,923,156</b>	<b>2,400,897</b>	<b>7.25%</b>

\* In FY21 Program 213 was moved from the General Fund (001) into the Building Enterprise Fund (405)

The shaded areas are presented for trend analysis only

\*\* FY21 Adjusted includes FY21 adopted budget plus purchase orders written against the FY20 budget but spent against the FY21 budget.

**SALARIES AND WAGES**

The salary budget is derived from the payroll data for the Full Time Equivalent Employees (FTE) listed in the table below. The FY2024 budget includes a COLA increase and pay for performance increases.

**EMPLOYEE BENEFITS**

The employee benefit costs include FICA, health insurance, retirement costs, any paid incentives and allowances, and the performance bonus. The health insurance and retirement costs are based on an allocation of the total Town costs by FTE per program. The large increase is due primarily to the additional of 4 full-time construction monitor positions.

**CONTRACTUAL**

Contract costs related to construction permits, including permit inspections, travel and education and storage and scanning. The decrease is primarily due to the decrease of \$82,500 in legal advice for the program.

**COMMODITIES**

Office supplies and any necessary hardware or software enhancements.

## PROGRAM: Permit Issuance 212

Full Time Equivalent Employees	FY2020	FY2021	FY2022	FY2023	FY2024
Director of Planning Zoning & Building	0.100	0.100	0.100	0.100	0.100
Assistant Director of PZB	0.300	0.300	0.300	0.300	0.300
Civil Engineer	0.500	0.500	0.500	0.500	0.500
Building Inspector III	0.000	0.900	0.900	0.900	0.900
Building Inspector II	2.100	2.500	2.500	2.500	2.500
GIS Analyst	0.000	0.000	0.000	0.000	0.500
Combination Plan Reviewer Sr	0.000	0.300	0.300	0.300	0.300
Planner II	0.000	0.000	0.300	0.300	0.300
Planner I	0.000	0.000	0.500	0.500	0.500
Town Clerk	0.000	0.000	0.000	0.000	0.250
Business Services Supervisor	0.500	0.500	0.500	0.500	0.500
Deputy Town Clerk	0.000	0.000	0.000	0.250	0.000
Administrative Specialist	0.200	0.200	0.200	0.200	0.200
Zoning Technician	0.000	0.500	0.000	0.500	0.500
Construction Site Monitor	0.000	0.000	1.750	4.000	4.000
Development Permit Tech Sr	0.000	0.500	0.500	0.500	0.500
Development Permit Technician	1.500	1.000	1.000	1.000	1.000
Administrative Assistant	0.000	0.000	0.200	0.500	0.200
Building Inspector I	0.000	1.000	1.000	0.000	0.000
Business Systems Analyst	0.500	0.000	0.000	0.000	0.000
Combination Inspector	2.000	0.000	0.000	0.000	0.000
Combination Plan Reviewer	0.600	0.300	0.300	0.000	0.000
Electronic Document Management Coordinator	0.000	0.500	0.000	0.000	0.000
	8.300	9.100	10.850	12.850	13.050