



TOWN OF HIGHLAND BEACH TOWN FINANCIAL ADVISORY BOARD WORKSHOP MEETING MINUTES

Town Hall Commission Chambers
3614 South Ocean Boulevard
Highland Beach, Florida 33487

Date: December 07, 2023
Time: 9:30 AM

1. CALL TO ORDER

Member Greenwald called the meeting to order at 9:34 A.M.

2. ROLL CALL

Board Member Edward Kornfeld
Board Member Mark Zarrilli
Board Member Richard Greenwald
Board Member John Verdile (joined virtually at 9:38 A.M.)
Finance Director David DiLena
Town Clerk Lanelda Gaskins

ABSENT

Board Member Peter Weiner
Board Member Mitchell Pakler
Vice Chairperson Ronald Reame

Additional Staff Present

Town Manager Marshall Labadie

Quorum Requirements: According to Sec. 2-158(b) of the Town Code of Ordinances, four (4) members in attendance at a meeting constitutes a quorum. Furthermore, pursuant to Florida Law, in order to conduct official business in a public meeting, the members of the public board must be physically present during the meeting. Physically present at the meeting today are three (3) board members, which does not constitute a quorum.

Due to the lack of a physical quorum, Board Member Greenwald mentioned that the meeting would be a workshop and the Board could not make official motions or recommendations. Therefore, Board Member Greenwald announced that the following agenda items were postponed to the next meeting agenda: Item 6.A., Approval of Minutes, Item 8.B., Consideration, and approval of the 2024 proposed Financial Advisory Board Meeting Schedule, and Item 8.C., Nomination Chairperson and Vice Chairperson, term ending April 26.

3. PLEDGE OF ALLEGIANCE

The Board Members led the Pledge of Allegiance to the United States of America.

4. APPROVAL OF THE AGENDA

Board Member Greenwald added a “Presentation regarding Financials as it related to the Fire Department” under New Business after Item 8.A.

5. PUBLIC COMMENT *(limited to three (3) minutes per speaker)*

None.

6. APPROVAL OF MINUTES

A. October 27, 2022

January 26, 2023

July 27, 2023

7. UNFINISHED BUSINESS

A. None.

8. NEW BUSINESS

A. Revenue and Expenditure Report Year End FY2023 - David DiLena, Finance Director

Finance Director DiLena presented the Budget versus Revenue and Expenditure Report and the Funds Summary Report ending the fiscal year 2023 highlighting budget to actuals related to the sources of revenues and expenditures, the actuals by funds (revenues minus the expenditure by funds), and the Fire Rescue Department budget. There were discussions about the various revenues such as fines and forfeitures, the building fund, expenditures related to solid waste, shared support, the water and sewer fund, and the Fire Rescue Department budget including debt service and operating expenses.

A.1. Fire Rescue Budget Presentation by Finance Director David DiLena (This Item was added to the agenda).

Finance Director DiLena and Town Manager Labadie presented this item. There were discussions about the following: the estimated costs related to Palm Beach County Fire Rescue versus the City of Delray Beach Fire Department versus the Town of Highland Beach Fire Rescue; the expenditure report; the operating expenses; how much was pulled down from the loan; the net present value project cost estimate; the budget forecast including debts services and anticipated staffing numbers, and the benefits exceeding the cost over six and a

half years. Additionally, there were discussions about the new 24/72 staffing model versus the traditional Kelly Day model; the labor structures; a payback period of fewer than seven years; the enhanced service at a reduced cost compared to the alternatives; the payback cost/entire cost of the Fire Rescue project; the loan with Synovus Bank; and the fire rescue vehicles equipment and maintenance.

B. Consideration and approval of the 2024 proposed Financial Advisory Board Meeting Schedule.

There was a discussion about the Board Members' availability to attend a future meeting, and the lack of a physical quorum which affected the Board Members' ability to conduct official business during the last 12 months. Board Member Greenwald suggested that each member let Town Clerk Gaskins know when they are not available to attend a meeting so she can determine a meeting date. Board Member Greenwald will not be available on January 25, 2024

Town Clerk Gaskins explained that based on the Town's Code of Ordinance, the Board should have quarterly meetings.

C. Nomination Chairperson and Vice Chairperson, term ending April 26, 2024.

9. BOARD MEMBERS REPORT

The Board Members had nothing to report.

Finance Director DiLena mentioned that Town staff prepares the budget in the months of June and July. He suggested a good meeting time could be August. He also suggested the months of March and April because the auditor finishes the audited financial statement.

Board Member Greenwald suggested for the Financial Advisory Board to achieve the maximize affects that benefits the Town, there should be discussions at future Board Meetings about pertinent things going on in Town that may not be directly but financially related such as the spending caps (spending limitation), and sewer relining projects, which can be helpful to the community.

Town Manager Labadie mentioned that he would like to present the preliminary budget to the Financial Advisory Board and then to the Town Commission before the millage rate is set.

10. ANNOUNCEMENTS

Board Member Greenwald read the announcements as follows:

December 07, 2023	5:30 P.M. -	Mingle and Jingle Holiday Event at St. Lucy
	7:30 P.M.	Catholic Church

December 12, 2023 1:00 P.M. Code Enforcement Board Meeting

December 14, 2023 9:30 A.M. Planning Board Meeting

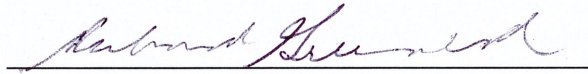
11. ADJOURNMENT

The meeting was adjourned at 10:57 A.M.

APPROVED at the March 21, 2024, Financial Advisory Board Regular Meeting.

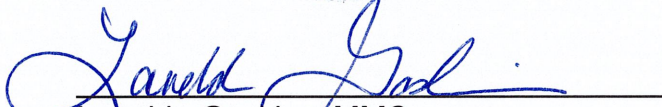


ATTEST:



Ronald Reame, Vice-Chairperson

Transcribed by: Lanelda Gaskins


Lanelda Gaskins, MMC
Town Clerk

3/21/2024

Date

Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are transcribed as a brief summary reflecting the events of the meeting. Verbatim audio/video of this meeting can be found on the town's Media Archives & Minutes webpage: <https://highlandbeach-fl.municodemeetings.com/>.

