

AGENDA

FINANCIAL ADVISORY BOARD REGULAR MEETING



Thursday, March 21, 2024 AT 10:00 AM

TOWN OF HIGHLAND BEACH, FLORIDA
3614 S. OCEAN BOULEVARD
HIGHLAND BEACH, FL 33487
Telephone: (561) 278-4548

Website: www.highlandbeach.us

Library Community Room

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. APPROVAL OF THE AGENDA

Welcome Board Member Harold Siegel

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

6. APPROVAL OF MINUTES

A. October 27, 2022

January 26, 2023

July 27, 2023

December 07, 2023

7. UNFINISHED BUSINESS

A. Nomination Chairperson and Vice Chairperson, term ending March 21, 2025.

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

8. NEW BUSINESS

A. October through January 2024 Budget to Actuals Report - David DiLena,
Financial Director

B. Town Manager Updates

9. BOARD MEMBERS REPORT

10. ANNOUNCEMENTS

March 26, 2024 1:30 P.M. Town Commission Special Meeting / Swearing In
Ceremony

April 02, 2024 1:30 P.M. Town Commission Meeting

April 09, 2024 1:00 P.M. Code Enforcement Board Regular Meeting

April 11, 2024 9:30 A.M. Planning Board Regular Meeting

11. ADJOURNMENT

Any person that decides to appeal any decision made by the Board of Adjustment & Appeals with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record including testimony and evidence upon which the appeal is based. (State Law requires the above Notice. Any person desiring a verbatim transcript shall have the responsibility, at his/her own cost, to arrange for the transcript.) The Town neither provides nor prepares such record. There may be one or more Town Commissioners attending the meeting.

In accordance with the Americans with Disabilities Act (ADA), persons who need accommodation in order to attend or participate in this meeting should contact Town Hall at (561) 278-4548 within a reasonable time prior to this meeting in order to request such assistance.

File Attachments for Item:

A. October 27, 2022

January 26, 2023

July 27, 2023

December 07, 2023



TOWN OF HIGHLAND BEACH FINANCIAL ADVISORY BOARD REGULAR MEETING MINUTES

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

Date: October 27, 2022
Time: 11:30 AM

1. CALL TO ORDER

Chairperson Stern called the meeting to order at 11:30 A.M.

2. ROLL CALL

PRESENT

Board Member Edward Kornfeld
Board Member David Goldberg
Board Member Mitchell Pakler (virtually)
Board Member Peter Weiner (virtually)
Board Member Richard Greenwald
Vice Chairperson Ronald Reame (virtually)
Chairperson David Stern
Administrative Support Specialist Jaclyn DeHart

Additional Staff Present

Finance Director David DiLena

3. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF THE AGENDA

Motion: Greenwald/ Reame - Moved to approve the agenda as presented, which passed unanimously 7 to 0.

5. PUBLIC COMMENT

There were no public comments.

6. APPROVAL OF MINUTES

A. July 07, 2022

August 23, 2022

Motion: Greenwald/ Kornfeld - Moved to approve the minutes of July 07, 2022, and August 23, 2022, which passed unanimously 7 to 0.

7. UNFINISHED BUSINESS

A. None

8. NEW BUSINESS

A. Third Quarter Financial Report - David DiLena, Finance Director

Finance Director DiLena presented the third quarter financial report.

The Board Members discussed the changing costs of the budget for building the new Fire Station, contingency plans for gaining more funding, and inflation costs.

Member Goldberg called for a motion to have an updated fire rescue budget for the next meeting.

Motion: Goldberg/Greenwald - Moved to have an updated fire rescue budget for the next meeting, which passed unanimously on a 7 to 0 vote.

Member Goldberg spoke about the water award won by The Town of Highland Beach, and he encouraged the other board members to take a tour of the water treatment plant.

Chairperson Stern asked about the rising interest rates and how that relates to the Town's investment funds. Finance Director DiLena said it could be looked at during the next meeting to give more insight.

B. Consideration and approval of the 2023 proposed Financial Advisory Board Meeting Schedule.

Motion: Greenwald/Goldberg - Moved to accept the meeting dates which passed unanimously 7 to 0.

9. BOARD MEMBERS REPORT

Member Goldberg announced that he has resigned from the Board and would be leaving in the new year.

Chairperson Stern announced that his term as member of the Financial Advisory Board would expire as of April 2023.

10. ANNOUNCEMENTS

Commissioner Stern read the announcements as follows.

October 27, 2022	5:00 - 7:00 P.M.	Food Truck Event
November 01, 2022	1:30 P.M.	Town Commission Meeting
November 02, 2022	9:30 A.M.	Natural Resources Preservation Advisory Board Regular Meeting
November 09, 2022	1:00 P.M.	Code Enforcement Board Regular Meeting
November 09, 2022	6:00 P.M.	Public Meeting Accessory Marine Facility Regulations
November 10, 2022	9:30 A.M.	Planning Board Regular Meeting
November 10, 2022	6:00 P.M.	Public Meeting Accessory Marine Facility Regulations
December 07, 2022	6:00 P.M.	Public Meeting Accessory Marine Facility Regulations

11. ADJOURNMENT

The meeting adjourned at 12:23 P.M.

APPROVED at the December 07, 2023, Financial Advisory Board Regular Meeting

Ronald Reame, Vice-Chairperson

ATTEST:

Transcribed by: Jaclyn DeHart

Jaclyn DeHart,
Deputy Town Clerk

Date

Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are transcribed as a brief summary reflecting the event 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/>.



TOWN OF HIGHLAND BEACH TOWN FINANCIAL ADVISORY BOARD REGULAR MEETING MINUTES

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

Date: January 26, 2023
Time: 11:30 AM

1. CALL TO ORDER

Vice-Chairperson Reame called the meeting to order at 11:30 A.M. He explained that due to the lack of the physical quorum the board will not make any recommendations or motions, the meeting will consist of discussion only.

2. ROLL CALL

PRESENT

Board Member David Goldberg
Board Member Richard Greenwald
Board Member Edward Kornfeld (virtually)
Vice-Chairperson Ronald Reame
Administrative Support Specialist Jaclyn DeHart

ABSENT

Board Member Mitchell Pakler
Board Member Peter Weiner

Addition Staff Present

Finance Director David DiLena

3. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF THE AGENDA

No motions were made to approve the agenda.

5. PUBLIC COMMENT

There were no public comments.

6. APPROVAL OF MINUTES

A. October 27, 2022

The October 27,2022 minutes have been tabled and will be added to the next meeting agenda.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

A. Nomination of Chairperson and Vice Chairperson, term ending in May 2024

Due to the lack of a physical quorum, this item was tabled and will be added to the next meeting agenda.

B. First Quarter Financial Report - David DiLena, Finance Director

Vice-Chairperson Reame read the title into record.

David DiLena introduced this item. He reviewed FY2022 financial report. He reviewed the first quarter financial report for FY2023.

C. Water and Sewer 10/1/2023 Billing Rate Review- Vice Mayor Natasha Moore

Vice-Chairperson Reame read the title into record.

Vice Mayor Moore introduced the item and showed a PowerPoint presentation. During the presentation there was discussion about the rate changes for water and sewer.

D. Update on Fire Rescue Budget- David DiLena, Finance Director

Finance Director David DiLena gave an update on the status of the Fire Rescue Budget.

9. BOARD MEMBERS REPORT

There were no Board Member reports.

10. ANNOUNCEMENTS

Vice-Chairperson Reame read the announcements as follows:

January 31, 2023 1:30 P.M. Town Commission Special Meeting

February 01, 2023	10:00 A.M.	Natural Resources Preservation Advisory Board Regular Meeting
February 07, 2023	1:30 P.M.	Town Commission Meeting
February 09, 2023	9:30 A.M.	Planning Board Regular Meeting
February 14, 2023	1:00 P.M.	Code Enforcement Board Regular Meeting
February 20, 2023		Town Hall closed in observance of Presidents Day
February 21, 2023	1:30 P.M.	Town Commission Meeting

11. ADJOURNMENT

The meeting adjourned at 12:48 P.M.

APPROVED at the December 07, 2023, Financial Advisory Board Regular Meeting

Ronald Reame, Vice-Chairperson

ATTEST:

Transcribed by: Jaclyn DeHart

Jaclyn DeHart,
Deputy Town Clerk

Date

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TOWN OF HIGHLAND BEACH TOWN FINANCIAL ADVISORY BOARD REGULAR MEETING MINUTES

Library Community Room
3614 South Ocean Boulevard
Highland Beach, Florida 33487

Date: July 27, 2023
Time: 11:30 AM

1. CALL TO ORDER

Board Member Greenwald called the meeting to at t 11:30 A.M.

Due to a lack of a physical quorum, the Board could not make official motions or recommendations. Item 6.A., Approval of Minutes, and Item 8.B., Nomination Chairperson and Vice Chairperson will be placed on the next meeting agenda for approval.

2. ROLL CALL

PRESENT

Board Member Mark Zarrilli
Board Member Edward Kornfeld
Board Member Mitchell Pakler (Joined via Zoom)
Board Member Richard Greenwald
Town Clerk Lanelda Gaskins

ABSENT

Board Member John Verdile
Board Member Peter Weiner
Chairperson Ron Reame

Additional Staff Present

Finance Director David DiLena
Human Resources Director/Risk Manager Eric Marmer
Town Manager Labadie

3. PLEDGE OF ALLEGIANCE

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

Board Member Pakler inquired about the nomination of Chairperson or Vice Chairperson as it relates to interested individuals. There were conversations about the process pertaining to the sitting board members nominating board members as Chairperson and Vice Chairperson.

4. APPROVAL OF THE AGENDA

No Motions were made to approve the agenda.

5. PUBLIC COMMENT

There were no public comments.

6. APPROVAL OF MINUTES

A. October 27, 2022

January 26, 2023

The October 27, 2022 and January 26, 2023 minutes have been tabled and will be added to the next meeting agenda.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

A. Welcome to New Board Members

Mark Zarrilli

John Verdile

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

Due to the lack of a physical quorum, this item was tabled and will be added to the next meeting agenda.

C. Consider recommendation to approve the New Purchase Policy and Proposed Ordinance.

Eric Marmer, Human Resources/Risk Management Director presented the proposed changes to the New Purchase Policy. The proposed revisions will help enhance efficiency and accountability in the purchasing process as well as promote fair competition among suppliers. Additionally, the purchasing limits will be revised as follows: Purchases under \$10,000 will require one written quote; Purchases from \$10,001 to \$50,000 will require three written quotes, and Purchases over \$50,001 and over will require competitive solicitation such as sealed bids or proposals.

There were discussions concerning quotes and purchasing limits.

D. Proposed Operating Budget Presentation for Fiscal Year 2024 - Finance Director DiLena

Town Manager Labadie commented that the Town's budget is in good condition. Next year there will be a significant increase in the budget because of the Fire Rescue Department.

Chairperson Reame joined the meeting at 12:12 P.M. via Zoom. Mr. Reame left the meeting at 12:47 P.M.

David DiLena, Finance Director presented an overview of the Preliminary Fiscal Year 2024 Operating Budget.

Board Member Zarilli left the dais at 12:35 P.M.

Member Greenwald commended Town staff for a great budget presentation.

E. Presentation of Comprehensive Annual Financial Report for Fiscal Year Ending September 30, 2022

Finance Director DiLena provided a PowerPoint presentation of the Comprehensive Annual Financial Report for the Fiscal Year Ending September 30, 2023.

F. Year-to-date Financial Report

Mr. DiLena presented and spoke standard budget to actual report pertaining to budget versus revenue and expenditure report through June 20, 2023.

Board Member Greenwald inquired about the health insurance data. Town Manager Labadie mentioned staff anticipate receiving the health insurance data tomorrow. There were conversations about quality health insurance.

9. BOARD MEMBERS REPORT

Board Members Greenwald and Kornfeld had nothing to report.

10. ANNOUNCEMENTS

There were no announcements made.

11. ADJOURNMENT

The meeting adjourned at 1:15 P.M.

APPROVED at the December 07, 2023, Financial Advisory Board Regular Meeting

Ronald Reame, Vice-Chairperson

ATTEST:

Transcribed by: Jaclyn DeHart and Lanelda Gaskins

Jaclyn DeHart,
Deputy Town Clerk

Date

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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.

Ronald Reame, Vice-Chairperson

ATTEST:

Transcribed by: Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

Date

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File Attachments for Item:

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



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Financial Advisory Regular Meeting
MEETING DATE 03/21/2024
SUBMITTED BY: Lanelda Gaskins, Town Clerk
SUBJECT: 2024 Proposed Financial Advisory Board Meeting Dates

SUMMARY:

This item is before the Financial Board members to discuss the below 2024 proposed meeting dates, which is usually held on the fourth Thursday of each quarter at 11:30 A.M. Town Staff is requesting that the Board members consider changing the meeting time to 10:00 A.M. and requesting to cancel the May 02, 2024 Organizational Meeting, since there is an item on the agenda to Nomination of Chairperson and Vice Chairperson.

The meeting dates are as follows:

FINANCIAL ADVISORY BOARD MEETING DATES

- May 02, 2024 - Organizational Meeting (request to cancel)
- June 27, 2024 – Preliminary Budget Presentation
- Tuesday, August 27, 2024 – Budget/Health Care Insurance/Adjustments/Presentation
- October 24, 2024

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDATION:

Staff recommends approval of the proposed 2024 Financial Advisory Board meeting dates.

File Attachments for Item:

B. Nomination Chairperson and Vice Chairperson, term ending March 21, 2025.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Financial Advisory Board Regular Meeting

MEETING DATE *03/21/2024*

SUBMITTED BY: Jaclyn DeHart, Deputy Town Clerk

SUBJECT: Nomination Chairperson and Vice Chairperson, term ending March 21, 2025.

SUMMARY:

As of November 22, 2022, Mr. David Stern resigned from his role as member and Chairperson of the Financial Advisory Board. Therefore, this matter is being brought before the Board for discussion and nomination to fill the vacant position, with the term ending on March 21, 2025.

According to Resolution No. 19-029 R, - Advisory Board and Committees Appointment Process Policy, Section 9, it should be common practice that no member shall serve as chair until he or she have served for one full year on the advisory board unless no existing member is willing to serve as chairperson or vice chairperson.

FISCAL IMPACT:

None.

ATTACHMENTS:

Board Members List

RECOMMENDATION:

Staff recommend nominations for a Chairperson and Vice Chairperson to serve, ending on March 21, 2025.



**TOWN OF HIGHLAND BEACH
RESOLUTION NO. 19-029 R**

**A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF HIGHLAND BEACH, FLORIDA, ADOPTING AN
ADVISORY BOARDS AND COMMITTEES APPOINTMENT
PROCESS POLICY; AND PROVIDING AN EFFECTIVE
DATE.**

WHEREAS, the Town of Highland Beach, Florida, is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town has several boards and committees who fulfill a vital role in assisting the Town Commission with executing Town business; and

WHEREAS, although the Town's code of ordinances generally discusses the appointment of board and committee members, the Town Commission finds that it is beneficial to set forth the Town's process regarding the appointment of members in more detail; and

WHEREAS, the Policy shall supplement the appointment processes in the Town's code of ordinances.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE
TOWN OF HIGHLAND BEACH, FLORIDA, THAT:**

SECTION 1. The above recitations are true and incorporated herein.

SECTION 2. The Advisory Boards and Committees Appointment Process Policy is approved, said Policy is attached hereto as **Exhibit A**.

SECTION 3. This resolution shall become effective immediately upon its passage.

**PASSED AND ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF
HIGHLAND BEACH, FLORIDA, ON THIS 3RD DAY OF OCTOBER, 2019.**

AYE NAY

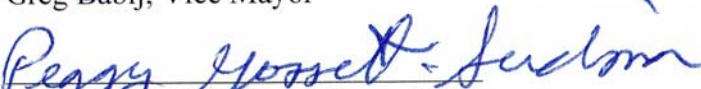
Mayor Zelniker


Rhoda Zelniker, Mayor

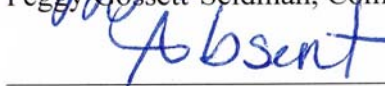
Vice Mayor Babij


Greg Babij, Vice Mayor

Commissioner Gossett-Seidman


Peggy Gossett-Seidman, Commissioner

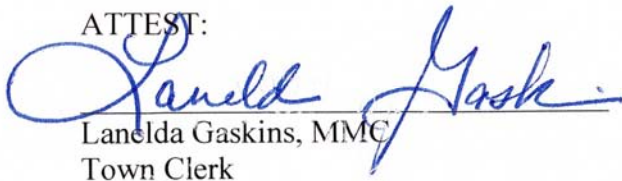
Commissioner Donaldson


Barry Donaldson, Commissioner

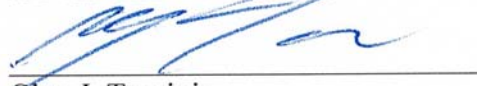
Commissioner David


Evalyn David, Commissioner

ATTEST:


Lanelda Gaskins, MMC
Town Clerk

REVIEWED FOR LEGAL SUFFICIENCY


Glen J. Torcivia,
Town Attorney



TOWN OF HIGHLAND BEACH ADVISORY BOARD & COMMITTEES APPOINTMENT PROCESS POLICY

Approved by Resolution No. 19-029 R on October 3, 2019

- 1) Purpose: This policy establishes consistent procedures and standards for the appointment of individuals to all town advisory boards and committees, and applies to individuals serving on advisory boards appointed by the Highland Beach Town Commission. This policy does not apply to temporary or ad hoc committees or to appointments made by the commission to external boards, commissions or committees. This policy shall serve as a complement to the City's code of ordinances regulating boards and committees.
- 2) Duties of Advisory Boards and Committees: Unless otherwise provided for in the City's code of ordinances, all advisory boards and committees (sometimes referred to collectively as "advisory board" or "advisory boards") shall act in an advisory capacity to the Town Commission with the exception of the Code Enforcement Board, the Planning Board and the Board of Appeals and Adjustments, which may have the final decision making authority on quasi-judicial matters. When not acting in a quasi-judicial role, all other matters of the Code Enforcement Board, the Planning Board and the Board of Adjustment and Appeals, are to be advisory.
- 3) Qualifications and Restrictions:
 - a) Applicants shall be a resident of the Town of Highland Beach and shall maintain residency while serving on an advisory board or committee. Residency for appointment to an advisory board or committee means the individual must be domiciled within the corporate limits and a registered voter of Highland Beach for at least one year prior to appointment.
 - b) No person shall serve as a regular voting member on more than one advisory board unless specific action is taken by the Town Commission and so long as said appointment does not violate Sec. 2-99 of the code. In no case shall an individual serve on two advisory boards that function as a quasi-judicial board, i.e., (1) Code Enforcement Board, (2) Planning Board or (3) Boards of Adjustment and Appeals.
 - c) Any conflict of interest between an applicant and their proposed role as a member of an advisory board shall be divulged in the application process. A failure to do so may result in removal.
 - d) Persons currently holding any elective municipal, county, state or federal office shall not be eligible to serve in a regular voting position on any advisory board. If a sitting advisory board member is elected to a Commission office, that sitting member shall resign their board position pursuant to Sec. 7-4 of the Town 's code of ordinances.
 - e) Town employees (part-time or full-time) are not eligible to serve on an advisory board, unless serving in an ex officio (non-voting) capacity.

- f) Applicants shall indicate which advisory board they are interested in on their application. If interested in more than one board, applicants shall indicate an order of preference numerically on the Town approved application with 1 being the highest preference and 5 being the lowest preference if all advisory boards are indicated.

4) Selection Process:

- a) Twice annually, during the first week of January and July, a notice inviting applications for the Town of Highland Beach shall be placed in the official newspaper of record, online (website), and emailed to Town email subscribers. Potential members will have approximately three weeks to apply, said applications to be due no later than 4:30 pm on the last Friday in January and July. The Town Commission may call for applications at additional times based on need.
- b) Persons interested in appointment or reappointment to an advisory board shall complete a Town approved application as provided by the Town on its website or at the Town Clerk's Office. Existing members seeking reappointment shall complete a new application to ensure that the Town has the most current information related to the advisory board member.
- c) Persons interested in appointment shall also submit a completed and signed background investigation waiver form. The simple background investigation would verify employment history, affiliations and memberships, financial/credit report and any criminal convictions.
- d) Applications shall be received by the Town Clerk on or before the advertised deadline. Late or incomplete applications will not be considered unless an extension is granted by action of the Town Commission. All applications will be held on file by the Town Clerk for a period of two years.
- e) Town staff will screen all applications for residency and other qualification requirements. The Police Department will conduct the simple background investigation.
- f) In February and August, Town staff will direct advisory board applications to the appropriate Advisory Board Chairs for screening and recommendation pursuant to Sec. 2-99 of the Town's code of ordinances. Advisory Board Chairs may ask applicants to attend an Advisory Board meeting for an interview conducted by the full board. Advisory Board Chairs may choose to not formally interview board members seeking reappointment and instead base their review upon the board member's performance and attendance. An Advisory Board Chair's written screening of a candidate may remain in effect for up one year.
- g) The qualifications for service on an advisory board shall be those that in the judgment of the advisory board chair are representative of the community and are qualified by training, experience, and interest for the fulfilment of the advisory board's responsibility. If the Chair feels that a particular candidate(s) not recommended for selection would be viable alternates to serve in case of vacancy, they may note those applicants to the Town Clerk as part of their report.
- h) All candidates for advisory boards along with the recommendations of the Advisory Board Chair shall be placed in a candidate pool and when a vacancy becomes available all applications shall be forwarded to Town Commission for selection and approval. The recommending Advisory Board Chair may rank candidates if more than one person applies for appointment. Any Town

Commissioner may then nominate an individual, or a slate of candidates for a public interview at the upcoming commission meeting. Votes via a signed ballot process will be taken by Town Commission until all vacancies are filled.

- i) The Town Commission has the ability to nominate and appoint any of the candidates within the applicant pool. The Town Commission will make every effort to ensure an advisory board does not have a majority of members from a single neighborhood, condominium association or group of condominium associations collectively referred to as a single condominium association and that advisory board members' background, proficiencies and experiences align as closely as possible to the mission of the assigned advisory board.
 - j) Appointment of a qualified candidate shall be made by an affirmative vote of not less than three members of the Town Commission.
 - k) On the day following Commission action, the Town Clerk shall notify each applicant of the Commission's appointment decision. Letters will subsequently be mailed to each individual appointed to an advisory board stating the name of the board to which they have been appointed, the name of the staff liaison for their advisory board, and any other pertinent information relevant to the position and information on ethics, conflicts of interest and open meetings requirements. All first-term appointees need to plan on completing the Palm Beach Commission on Ethics Training and Orientation session within 30 days of appointment.
 - l) The Town Clerk shall also prepare and mail letters to those not selected for service to express the Commission's appreciation for their willingness to serve the Town of Highland Beach and that application will remain on file for future appointment opportunities for a period of two years, or the remaining period of time since the date of initiation application.
 - m) Should an applicant no longer wish to be considered for appointment, notice of withdrawal of the application shall be made in writing to the Town Clerk with a copy of said written withdrawal forwarded to the Town Commission.
- 5) Terms of Office:
- a) Residents are appointed at the pleasure of the Town of Highland Beach, and can be removed or replaced at any given time by the same.
 - b) As set forth in Sec. 2-99, in the Town's code, Terms for all boards shall be three (3) years and no board member may serve more than two (2) consecutive terms on the same board without first taking a one-year hiatus from the board. Appointments for partial terms shall not count toward the two-term limit.
 - c) Expectations: Advisory board members are expected to be prepared for meetings to ensure recommendations, approvals and advisory opinions are well formed to assist the Town Commission in making optimal decisions. Additionally, advisory board members shall act with respectful and professional demeanor at all times.

Being prepared includes, but is not limited to:

- i) Reviewing background materials (staff reports);
- ii) Conducting independent research on topics as needed;
- iii) Understanding ordinances;
- iv) Staying informed on Town affairs and Town Commission actions;
- v) Appreciating due process and public comments;
- vi) Engaging all stakeholders with respect;
- vii) Being familiar with basic provisions of Robert Rules of Order; and
- viii) For quasi-judicial boards, strict adherence to criteria established for reviewing petitions and applications.

6) Attendance:

- a) Advisory board members are required to maintain regular attendance pursuant to *Article V – Boards and Committees* of the Town of Highland Beach Code of Ordinances. Members who cannot attend a meeting should inform the Town Clerk 24 hours in advance of the scheduled meeting.
- b) Pursuant to Article V – Board and Committees inadequate attendance is grounds for removal. Inadequate attendance shall mean a member’s absence at three (3) or more consecutive regular meetings of a board.

7) Compensation: Members of advisory board and committees are paid \$25 per meeting with the compensation amount adjusted periodically by action of the Town Commission.

8) Orientation: Newly appointed members will make every effort to become familiar with all aspects of their particular advisory board. The Town will provide basic information to all advisory board members about the Town, the purpose and responsibility of the advisory board, and additional information to assist members in the performance of their duties.

9) Organizational: It should be common practice that no member shall serve as chair until he or she shall have served for one full year on the advisory board unless no existing member is willing to serve as chair. Roberts Rules of Order (Newly Revised) shall govern all meetings as to procedural matters not set forth in the state statutes or town code. A record via summary minutes shall be kept of all meetings. A verbatim transcript is not required.

10) Advisory Boards and Committees Enabling Sections: Authorization of advisory boards and committees are duly constituted pursuant of the Town of Highland Beach Code of Ordinances.

- a) Chapter 2: Administration, Article V
 - i) Division 2 – Code Enforcement Board (Sec. 2-110 – 2-134)
 - ii) Division 3 – Natural Resources Preservation Advisory Board (Sec. 2-135 – 2-154)
 - iii) Division 4 – Financial Advisory Board (Sec. 2-155 – 2-160)
- b) Chapter 20: Planning and Development, Article II – Planning Board (Sec. 20-26 – 20-45) & Chapter 30: Zoning (Sec. 30-22)
- c) Chapter 20: Planning and Development, Article III – Board of Appeals and Adjustments (Sec. 20-46 – 20-100) & Chapter 30: Zoning (Sec. 30-23)

TOWN OF HIGHLAND BEACH
Town Commissioners Advisory Board Members
Contact Information

FINANCIAL ADVISORY BOARD <i>Regular Meetings held Quarterly - January, April, July & October (as needed)</i> <i>4th Thursday at 11:30 AM</i>					
Names	Date of Appointment	Date Term End			
Richard Greenwald	6/15/2021 <i>(Reappointed)</i>	4/30/2024			
Ronald Reame Vice Chairperson	05/02/23 <i>(Reappointed)</i>	4/30/2026			
Mitchell Pakler	6/15/2021	4/30/2024			
Edward Kornfeld	1/18/2022	4/30/2025			
Mark Zarrilli	2/21/2023	4/30/2026			
John Verdile	3/8/2023	4/30/2024			
Harold Siegel	2/6/2024	4/30/2024			

File Attachments for Item:

A. October through January 2024 Budget to Actuals Report - David DiLena, Financial Director



BUDGET TO ACTUALS

33%

TOWN OF HIGHLAND BEACH FLORIDA BUDGET vs REVENUE & EXPENDITURE REPORT

Revenues

Line No	Fund/Dept	Budget	Budget To		Budget vs Actuals		Notes
			Jan 2024	Actuals Up To Jan 2024	\$ Var	% Var	
1	General Fund						
2	Property Taxes	\$ 12,197,349	\$ 4,065,783	\$ 9,969,209	\$ 5,903,426	145%	Collected 82% of Prop Tax Rev through Jan
3	Franchise Fees	596,455	198,818	216,607	17,788	9%	
4	Sales & Use Tax	260,000	86,667	172,926	86,259	100%	Collected 67% of Tax Rev through Jan
5	Inter-Governmental	630,500	210,167	202,104	(8,063)	-4%	
6	Total Tax Revenue	13,684,304	4,561,435	10,560,845	5,999,411	132%	
7	Misc Revenue	5,000	1,667	15,300	13,633	818%	Received OPIOID Settlement Checks Rec
8	Charges for Service	1,110,000	370,000	339,221	(30,779)	-8%	
9	Investment Earnings	133,000	44,333	265,361	221,027	499%	Incr in interest earned on higher cash balance
10	Fines & Forfeitures	14,500	4,833	7,067	2,234	46%	
11	Rents & Leases	80,000	26,667	54,577	27,910	105%	Received Sprint Town Lease pmt for the year
12	Total Misc Revenue	1,342,500	447,500	681,526	234,026	52%	
13	Grants	19,230	6,410	-	(6,410)	-100%	To be received in June 2024
14	Intra-Governmental	1,050,000	350,000	350,000	-	0%	
15	Other Sources	4,990,000	1,663,333	4,997,900	3,334,567	200%	Bank Loan Proceeds for FD
16	Approp From Reserves	1,771,228	590,409	1,500,000	909,591	154%	Recog \$1.5M ARPA Funds from Approp
17	Other Revenue	7,830,458	2,610,153	6,847,900	4,237,747	162%	
18	General Fund-Total	22,857,262	7,619,087	18,090,271	10,471,184	137%	
19	Disc Sales Tax Fud	645,500	215,167	163,872	(51,295)	-24%	
20	Building Fund	1,918,570	639,523	720,339	80,815	13%	Continues to benefit from GS
21	Water Fund	4,999,400	1,666,467	2,235,707	569,240	34%	Includes Approp from Res of \$812K
22	Sewer Fund	2,496,505	832,168	655,769	(176,399)	-21%	Delayed Anticipated Grant funds
23	Other Funds-Total	10,059,975	3,353,325	3,775,687	422,362	13%	
24	Total	\$ 32,917,237	\$ 10,972,412	\$ 21,865,958	\$ 10,893,546	99%	

Expenditures

Line No	Fund/Dept	Budget	Budget To		Budget vs Actuals		Notes
			Jan 2024	Actuals Up To Jan 2024	\$ Var	% Var	
25	General Fund	\$ 22,857,262	\$ 7,619,087	\$ 8,265,869	\$ 646,782	8%	
26	Town Commission	239,012	79,671	69,926	(9,745)	-12%	
27	Town Manager	655,640	218,547	238,311	19,764	9%	Add'l professional fees at beg of year
28	Town Clerk	378,131	126,044	112,736	(13,308)	-11%	
29	Finance	619,800	206,600	199,908	(6,692)	-3%	
30	Legal	194,165	64,722	28,381	(36,341)	-56%	
31	Public Works	522,124	174,041	122,047	(51,994)	-30%	
32	Post Office	156,000	52,000	41,355	(10,645)	-20%	
33	Shared Support	752,414	250,805	248,151	(2,654)	-1%	
34	Police	3,485,554	1,161,851	1,238,014	76,163	7%	Pmt of Comm Inv for 80K at beg of year
35	Fire Rescue	13,619,269	4,539,756	5,328,854	789,098	17%	Exp front loaded for Const to end in April
36	Solid Waste	1,015,000	338,333	321,485	(16,848)	-5%	
37	Library	463,400	154,467	147,785	(6,682)	-4%	
38	Approp to Reserves	250,000	83,333	-	(83,333)	-100%	Budgeted Approp to Res at beginning of year
39	Transfers Out	506,753	168,918	168,916	(1)	0%	
40	General Fund-Total	22,857,262	7,619,087	8,265,869	646,782	8%	
41	Discretionary Sales Tax Fund	645,500	215,167	156,416	(58,750)	-27%	Cap proj pushed into next year
42	Building Fund	1,918,570	639,523	652,233	12,710	2%	Within Budget
43	Water Fund	4,999,400	1,666,467	2,210,997	544,530	33%	Bulk chem purchases at beg of year
44	Sewer Fund	2,496,505	832,168	445,089	(387,079)	-47%	Cap proj pushed into 2nd half of year
45	Other Funds-Total	10,059,975	3,353,325	3,464,736	111,411	3%	
46	Total	\$ 32,917,237	\$ 10,972,412	\$ 11,730,604	758,192	7%	

47 - - \$ 10,135,353



ACTUALS BY FUND

TOWN OF HIGHLAND BEACH FLORIDA ALL FUNDS SUMMARY REPORT FOR January, 2024

Line No	Estimated Revenues	Disc Sales					Total
		General Fund	Tax	Building Fund	Water Fund	Sewer Fund	
1	Taxes:						
2	Property Taxes	\$ 9,969,209	\$ -	\$ -	\$ -	\$ -	\$ 9,969,209
3	Franchise Fees	216,607	-	-	-	-	216,607
4	Sales & Use Tax	172,926	128,000	-	-	-	300,926
5	Inter-Governmental	202,104	-	-	-	-	202,104
6	Miscellaneous Revenues						
7	Misc Revenue	15,300	-	-	-	-	15,300
8	Charges for Service	339,221	-	639,912	1,127,919	602,047	2,709,099
9	Investment Earnings	265,361	10,872	50,582	70,943	53,722	451,480
10	Fines & Forfeitures	7,067	-	11,513	-	-	18,579
11	Rents & Leases	54,577	-	-	-	-	54,577
12	Total Revenues	\$ 11,242,371	\$ 138,872	\$ 702,007	\$ 1,198,862	\$ 655,769	\$ 13,937,881
13	Other Resources:						
14	Grants	1,500,000	-	-	-	-	1,500,000
15	Intra-Governmental	350,000	-	18,332	223,918	-	592,250
16	Other Sources	4,997,900	-	-	-	-	4,997,900
17	Reserves	-	25,000	-	812,927	-	837,927
18	Total Sources	\$ 18,090,271	\$ 163,872	\$ 720,339	\$ 2,235,707	\$ 655,769	\$ 21,865,958
		-	-	-	-	-	-
	Expenditures, Uses						
19	General Government	\$ 876,186					\$ 876,186
20	Public Safety	3,428,612		431,011			3,859,623
21	Culture / Recreation	147,785					147,785
22	Public Works	119,951					119,951
23	Sanitation / Solid Waste	321,485					321,485
24	Post Office	41,355					41,355
25	Enterprise Funds (Utilities)				810,948	371,756	1,182,704
26	Capital Outlay	2,935,672	156,416	54,556	35,730	-	3,182,375
27	Total Expenditures	\$ 7,871,046	\$ 156,416	\$ 485,567	\$ 846,679	\$ 371,756	\$ 9,731,464
28							
29	Other Uses						
30	Debt Service	225,906	-	-	1,180,985	-	1,406,891
31	Transfers	168,916	-	166,667	183,333	73,333	592,250
32	Total Expenditures & Other Uses	\$ 8,265,869	\$ 156,416	\$ 652,233	\$ 2,210,997	\$ 445,089	\$ 11,730,604
33	Net	\$ 9,824,402	\$ 7,456	\$ 68,105	\$ 24,710	\$ 210,680	\$ 10,135,353
		-	-	-	-	-	-
	From	To	Amount				
35	Building Fund	General Fund	166,667	Cover OH Allocation			
35	Water Fund	General Fund	183,333	Cover OH Allocation			
36			<u>350,000</u>				
37	Sewer Fund	Water Fund	73,333	Cover Water Dept portion of Sewer Activity			
38	General Fund	Water Fund	150,584	Debt Service in Ad Valorem Taxes			
39			<u>223,918</u>				
40	General Fund	Building Fund	18,332	Building Dept Portion of Zoning & Review Activity			
41	Total Transfers		<u>592,250</u>				