



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING AGENDA

Tuesday, June 20, 2023 AT 1:30 PM

**LIBRARY COMMUNITY ROOM, 3618 S. OCEAN BLVD.,
HIGHLAND BEACH, FL**

Town Commission

**Natasha Moore
David Stern
Evalyn David
Donald Peters
Judith M. Goldberg**

**Mayor
Vice Mayor
Commissioner
Commissioner
Commissioner**

**Marshall Labadie
Lanelda Gaskins
Glen J. Torcivia**

**Town Manager
Town Clerk
Town Attorney**

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- 1. CALL TO ORDER**
 - 2. ROLL CALL**
 - 3. PLEDGE OF ALLEGIANCE**
 - 4. APPROVAL OF THE AGENDA**
 - 5. PRESENTATIONS / PROCLAMATIONS**

[A.](#) Proposed Operating Budget Presentation for Fiscal Year 2023-2024

- 6. PUBLIC COMMENTS**

Public Comments will be limited to five (5) minutes per speaker.

7. **ANNOUNCEMENTS**

Board Vacancies

Board of Adjustment and Appeals	Two (2) vacancies, all for three-year terms One (1) vacancy for an unexpired term ending September 21, 2024
Natural Resources Preservation Advisory Board	Two (2) vacancies for unexpired terms ending April 30, 2024

Meetings and Events

July 04, 2023	Town Hall closed in observance of Independence Day	
July 11, 2023	1:00 P.M.	Code Enforcement Board Regular Meeting
July 13, 2023	9:30 A.M.	Planning Board Regular Meeting
July 18, 2023	1:30 P.M.	Town Commission Special Meeting

Board Action Report

None.

8. **ORDINANCES** (Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.)

A. Proposed Ordinance

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending Article II, "Technical Codes," of Chapter 6, "Buildings and Structures," by amending Section 6-20, "Property Maintenance Code," to adopt the most recent edition of the International Property Maintenance Code; providing for the repeal of all ordinances in conflict; providing for severability and codification; and providing for an effective date.

9. **CONSENT AGENDA** (These are items that the Commission typically does not need to discuss individually, and which are voted on as a group.) Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.

A. Approval of Meeting Minutes

May 23, 2023 Town Commission Special Meeting Minutes

June 06, 2023 Town Commission Meeting Minutes

10. UNFINISHED BUSINESS (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

A. Fire Rescue Implementation Update

B. Florida Department of Transportation (FDOT) RRR Project Update

11. NEW BUSINESS (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

A. None.

12. TOWN COMMISSION COMMENTS

Commissioner Judith M. Goldberg

Commissioner Donald Peters

Commissioner Evalyn David

Vice Mayor David Stern

Mayor Natasha Moore

13. TOWN ATTORNEY'S REPORT

14. TOWN MANAGER'S REPORT

15. ADJOURNMENT

NOTE: Any person, firm or corporation decides to appeal any decision made by the Town Commission 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 to be 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.

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

File Attachments for Item:

A. Proposed Operating Budget Presentation for Fiscal Year 2023-2024



Overview of Preliminary FY 2024 Operating Budget

June 20, 2023





FY 2024 Preliminary Budget Overview

- Maintain Total Millage Rate at 3.5875
 - Recognized a 13.2% increase in Taxable Value
 - Reduction in Debt Service Millage as part of Water Rate Transition
- **NO** need to balance budget with pledged reserve funds (Fund Balance)
 - Reduced from \$1.5M in FY2023
- Increase in Fire-Rescue budget to \$12M (\$4+M related to construction)
 - 3.15% increase from City of Delray Beach Interlocal Agreement (Prorated for 7 months)
 - 24 FTE positions (Prorated for 7 months)
 - Complete Fire Rescue Station Construction by May 1, 2024
 - Establish Fire Truck Replacement Fund
- Funding of salaries and benefits
 - Assumed healthcare and related insurance increase of 25% (Preliminary – On high side)
 - FOP Union Collective Bargaining Agreement TBD (per five-year forecast)
 - PBA Union Collective Bargaining Agreement (Effective 6/1/23)
 - Non-Union employees (per five-year forecast)



FY 2024 Preliminary Budget Overview (Cont.)

- General Insurance Increased at 35%
- Building Fund additional Transfer to General Fund \$150K for Fire Marshal/Community Risk Reduction
- Water and Sewer Rates increase by 8% per 5-year forecast/rate study



FY 2023 Accomplishments

- Fire-Rescue Department
 - Completed Design
 - Contracted Construction Manager at Risk (KL)
 - Acquired Apparatus/Response Equipment
 - Commenced Construction
 - Hired Assistant Fire Chief EMS & CRR
- Water/Sewer Rate Study Update
- Sanitary Sewer Rehabilitation Project
- Rehabilitate Lift Station #2 & #3 (FY 2024)
- Rehabilitate Well No. 6
- Replace Membrane Stage Turbo Pumps/VFDs
- Storm Sewer Repair Bel Lido
- PBA Collective Bargaining Agreement FY 2023-2026
- FOP Collective Bargaining Agreement FY 2023-2026 – *Still in Process*



FY 2023 Accomplishments (Cont.)

- 🌊 Police Department Marine Unit
- 🌊 Police Department Accreditation
- 🌊 Building Recertification Ordinance & Program
- 🌊 Five-Year Financial Forecast
- 🌊 New Town Website
- 🌊 FDOT RRR Project – Public Meetings
- 🌊 Fund Balance Policy Update



FY 2024 Strategic Projects/Initiatives

- Fire-Rescue Department
 - Complete Construction of Fire Station
 - Continued procurement of Station Apparatus and Equipment
 - Recruit Fire Personnel
 - Formalize Operational Protocols
- Marine Accessory Structures Ordinance
- Town Entry Signs -- Construction
- Bel Lido Bridge Repairs
- Rehabilitate Well No. 8
- FDOT RRR Project Construction
- Beach Erosion/Dune Management Study
- Zoning District Evaluation
- Improve Finance/Accounting Department Accuracy, Speed & Reporting
- Human Resource/Personnel Policy and Procedures



FY 2024 Preliminary Millage Rate

- Proposed Total Operating Millage Rate 3.2190 Mills
 - Operating Millage decrease from 3.2294 to 3.2190
 - Fire Debt in GF at 0.1992 mills

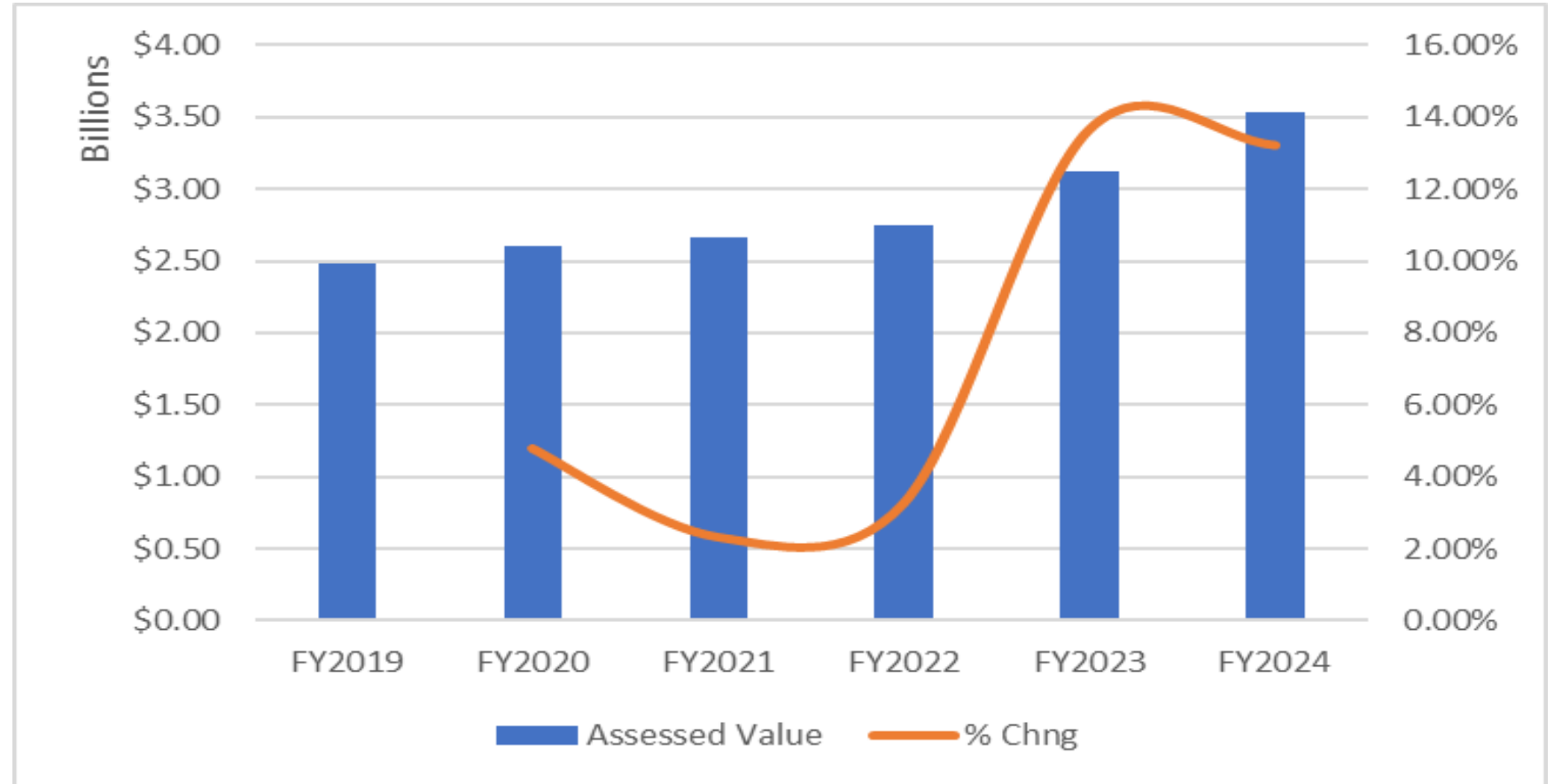
- Reduction in Debt Service Millage (Water) 0.1693 Mills
 - From 0.3581 to 0.1693 – Reduction of 0.1888

- Combined Proposed Millage 3.5875 Mills



Town's Taxable Assessed Value

- 10.2 % Change in Taxable Value (1 Year)
- 7.5% Average Annual Change in Taxable Value (5 Years)





Town's Preliminary Tax Rate

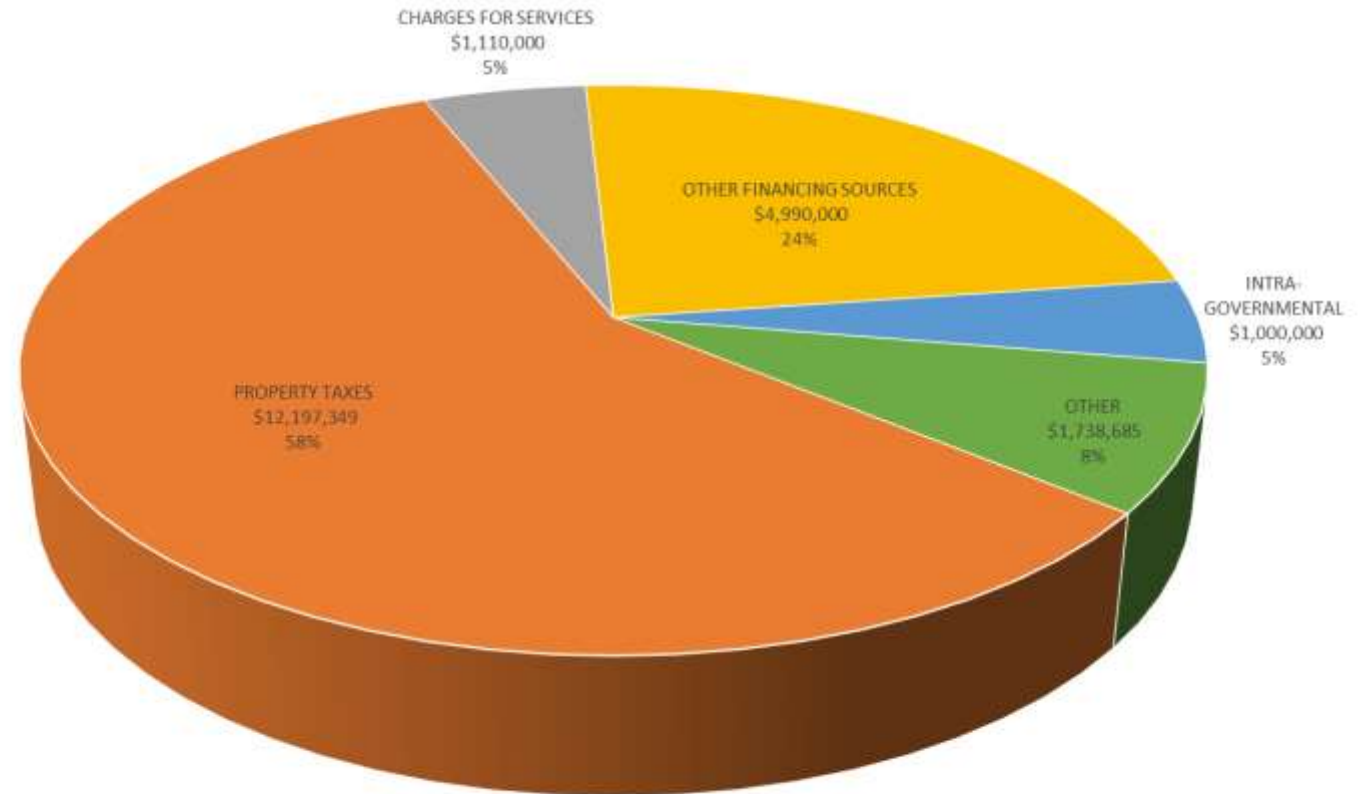
- Total Millage Rate Change of **0.0%** as compared to prior year
- Included in the GF is Debt Service related to Fire Rescue Loan
- Operating Millage decrease





Preliminary FY2024 General Fund Revenues

- FY2023 General Fund Revenues were approximately \$15.6M
- Budget Amendments for Fire Rescue related activities increased the budget to an estimated \$20.7M
- FY2024 General Fund Revenues are estimated to be \$21.1M
 - Of the \$21.1M, \$4+M related to construction





Preliminary FY2024 General Fund Revenues (Cont.)

- Overall General Fund Revenues increased by approximately 35%. (FY2023 Original Budget vs FY2024 Preliminary Budget)
 - Other Financing Sources accounts for 92% of the increase (Synovus Bank) Fire Rescue Construction
 - Property Tax increase accounts for 26% of the increase.
 - Charges for Services accounts for 8% of the increase. This item is based on the increase in Solid Waste Fees
- Reduction Appropriations from Reserves
- Note the Switch from using Reserve Funds to Other Financing Sources as planned

	A	B	C	C-A	(C-A) / A
REVENUE SOURCE	Budget 2023	Est. Actuals 2023	Preliminary 2024	Budget to Budget \$ Chng	Budget to Budget % Chng
PROPERTY TAXES	\$10,774,296	\$10,774,296	\$12,197,349	\$ 1,423,053	13.2%
INTER-GOVERNMENTAL	561,449	555,302	630,500	\$ 69,051	12.3%
FRANCHISE FEES	756,000	602,040	596,455	\$ (159,545)	-21.1%
SALES AND USE TAX	240,000	231,653	260,000	\$ 20,000	8.3%
CHARGES FOR SERVICES	662,000	618,687	1,110,000	\$ 448,000	67.7%
GRANTS	19,230	19,230	19,230	\$ -	0.0%
FINES AND FORFEITURES	5,500	49,113	14,500	\$ 9,000	163.6%
INVESTMENT EARNINGS	80,500	345,576	133,000	\$ 52,500	65.2%
RENTS AND LEASES	75,000	111,895	80,000	\$ 5,000	6.7%
OTHER FINANCING SOURCES	3,000	3,000	4,990,000	\$ 4,987,000	Very Lrg % Δ
INTRA-GOVERNMENTAL	850,000	850,000	1,000,000	\$ 150,000	17.6%
MISCELLANEOUS REVENUES	5,500	46,310	5,000	\$ (500)	-9.1%
APPROP FROM RESERVES	1,562,524	6,500,000	-	\$ (1,562,524)	-100.0%
Total	\$15,594,999	\$20,707,101	\$21,036,034	\$ 5,441,035	34.9%





Preliminary FY2024 General Fund Expenditures

- Reduction in Operating Expenses are primarily related the reduction in Delray Fire Rescue Contract which expires on May 1st.
- Increase in Personal Cost related to:
 - Adding Fire Rescue Staff (Beginning in March 2024)
 - Cost of living wage adjustments assumed at 5%
 - Health Insurance and Retirement Contributions increases
 - Increase in Collective Bargaining Agreement Costs.
- Increase in Capital Outlay related to Fire Recue Building Construction.
- Increase in Debt Service related to Fire Rescue Construction Loan.
- Reduction in Transfer Out to Water Fund related to reduction in Debt Service

EXPENDITURES BY CATEGORY	A Budget 2023	B Est. Actuals 2023	C Preliminary 2024	% of Total	C-A Budget to Budget \$ Chng	(C-A) / A Budget to Budget % Chng
OPERATING EXPENSES	\$ 7,738,623	\$ 7,822,937	\$ 6,446,302	31%	\$ (1,292,321)	-16.7%
PERSONAL SERVICES	5,598,357	5,277,428	8,595,245	41%	\$ 2,996,888	53.5%
CAPITAL OUTLAY	1,257,500	6,213,858	4,809,772	23%	\$ 3,552,272	282.5%
DEBT SERVICE	-	14	677,962	3%	\$ 677,962	100.0%
TRANSFERS	1,000,519	1,000,517	506,753	2%	\$ (493,766)	-49.4%
Total	\$15,594,999	\$20,314,755	\$21,036,034	100%	\$ 5,441,035	34.9%





Preliminary FY2024 General Fund Expenditures (Cont.)

- Public Safety Department accounts for 55% of the General Fund Preliminary Budget.
 - Increase in Collective Bargaining Agreement
 - Fire Rescue includes 24 FTE's (Prorated to start in March 2024)
- Construction Related to Fire Rescue accounts for 19% of the General Fund Preliminary Budget.
- Solid Waste increase in hauling contract
- Reduction in Transfers Out to Water Fund due to reduced debt service

	A	B	C		C-A	(C-A) / A
EXPENDITURES BY DEPT	Budget 2023	Est. Actuals 2023	Preliminary 2024	% of Total	Budget to Budget \$ Chng	Budget to Budget % Chng
TOWN COMMISSION	\$ 213,646	\$ 241,047	\$ 239,012	1%	\$ 25,366	11.9%
TOWN MANAGER	563,537	509,671	632,175	3%	\$ 68,638	12.2%
TOWN CLERK	431,582	394,613	374,100	2%	\$ (57,482)	-13.3%
FINANCE	624,754	581,445	613,200	3%	\$ (11,554)	-1.8%
LEGAL	200,000	94,176	200,000	1%	\$ -	0.0%
PUBLIC WORKS	383,438	328,987	522,990	2%	\$ 139,552	36.4%
POST OFFICE	156,972	126,067	156,000	1%	\$ (972)	-0.6%
SHARED SERVICES	653,459	691,599	770,560	4%	\$ 117,101	17.9%
POLICE	3,016,529	3,016,529	3,523,900	17%	\$ 507,371	16.8%
FIRE RESCUE	7,398,370	7,854,517	7,994,362	38%	\$ 595,992	8.1%
BUILDING (CONST.)	-	4,574,858	4,018,712	19%	\$ 4,018,712	100.0%
SOLID WASTE	492,235	468,408	1,012,000	5%	\$ 519,765	105.6%
LIBRARY	459,958	432,321	472,270	2%	\$ 12,312	2.7%
INTERFUND TRANSFERS	1,000,519	1,000,517	506,753	2%	\$ (493,766)	-49.4%
Total	\$15,594,999	\$20,314,755	\$21,036,034	100%	\$ 5,441,035	34.9%



Preliminary FY2024 General Fund Balance

- Fund Balance continues to remain healthily.
- Our Estimate at FYE2023 is a General Fund Surplus.
- Preliminary FY2024 General Fund Balance plan is to reserve annually for replacement vehicles within the Fire Rescue Department to ensure \$ are available when needed in the future.

Fund Balance		Estimate	
Beginning Balance	\$	12,087,578	
Less: Fire Rescue		(6,215,000)	
Surplus/(Deficit)		392,347	
Ending Balance	\$	6,264,925	
Fund Balance Policy			
Budget Stabilization	\$	2,461,476	39%
Disaster Recovery		2,461,476	39%
Fire Rescue		100,000	2%
Unassigned		1,241,972	20%
Total	\$	6,264,925	100%



Preliminary FY2024 General Fund Budget Vs. 5-Year Plan

The Preliminary General Fund Budget of \$17,017,322 is slightly higher compared to our five-year financial plan of \$16,930,201. The renewal increase of the Solid Waste contract could not have been foreseen when developing our five-year forecast

EXPENDITURES BY DEPT	Preliminary 2024	5 Yr Plan 2024	Preliminary To Plan \$	Preliminary To Plan %
TOWN COMMISSION	\$ 239,012	\$ 212,187	\$ 26,825	12.6%
TOWN MANAGER	632,175	633,601	(1,426)	-0.2%
TOWN CLERK	374,100	461,944	(87,844)	-19.0%
FINANCE	613,200	664,839	(51,639)	-7.8%
LEGAL	200,000	224,000	(24,000)	-10.7%
PUBLIC WORKS	522,990	456,297	66,693	14.6%
POST OFFICE	156,000	165,380	(9,380)	-5.7%
SHARED SERVICES	770,560	687,137	83,423	12.1%
POLICE	3,523,900	3,354,792	169,108	5.0%
FIRE RESCUE	7,994,362	8,487,381	(493,019)	-5.8%
BUILDING (CONST.)	-	-	-	-
SOLID WASTE	1,012,000	550,953	461,047	83.7%
LIBRARY	472,270	523,562	(51,292)	-9.8%
INTERFUND TRANSFERS	506,753	508,128	(1,375)	-0.3%
Total	<u>\$17,017,322</u>	<u>\$16,930,201</u>	<u>\$ 87,121</u>	0.51%



Preliminary FY2024 Discretionary Sales Surtax Fund

- Preliminary projections indicate an increase in Discretionary Sales Tax revenue from the State of Florida.
- Shifting capital projects from FY2023 into FY2024.
- Fund Balance within this fund continues to remain healthy.

	A	B	C	C-A	(C-A) / A
REVENUE SOURCE	Budget 2023	Est. Actuals 2023	Preliminary 2024	Budget to Budget \$ Chng	Budget to Budget % Chng
SALES AND USE TAX	\$ 287,915	\$ 339,926	\$ 412,000	\$ 124,085	43.1%
INVESTMENT EARNINGS	-	15,675	14,000	\$ 14,000	100.0%
APPROP FROM RESERVES	142,085	-	160,000	\$ 17,915	12.6%
Total	\$ 430,000	\$ 355,601	\$ 586,000	\$ 156,000	36.3%

	A	B	C	% of Total	C-A	(C-A) / A
EXPENDITURES BY CATEGORY	Budget 2023	Est. Actuals 2023	Preliminary 2024	% of Total	Budget to Budget \$ Chng	Budget to Budget % Chng
ENGINEERING REPORT	\$ -	\$ -	\$ 56,000	10%	\$ 56,000	100.0%
CAPITAL OUTLAY	430,000	200,000	530,000	90%	\$ 100,000	23.3%
Total	\$ 430,000	\$ 200,000	\$ 586,000	100%	\$ 156,000	36.3%

Fund Balance	Estimate
Beginning Balance	\$ 395,450
Surplus/(Deficit)	155,601
Ending Balance	\$ 551,051



Preliminary FY2024 Discretionary Sales Surtax Fund (Cont.)

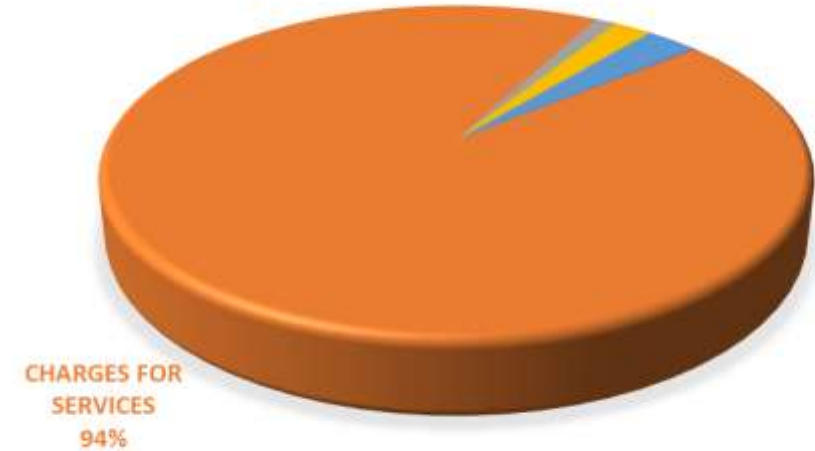
Preliminary FY 2024 Capital Projects

Project Name	Est. Cost	Status	Funding Source	FY2023	FY2024
North & south Entry Sign	\$ 150,000	Push forward	Infrastructure Sales Tax	\$ 150,000	\$ 150,000
Road/Bridge Repairs	100,000	Push forward	Infrastructure Sales Tax	100,000	150,000
Upgrade Library Conf. Room	10,000	Cancelled		10,000	-
Upgrade Town Hall Security	15,000	Complete		15,000	-
IT/Computers	25,000	Annual	Infrastructure Sales Tax	25,000	60,000
Police Vehicles	54,000	Complete		54,000	-
Axon Police Cameras	46,000	Annual	Infrastructure Sales Tax	46,000	46,000
New AC's	30,000	Cancelled		30,000	-
Flock	35,000	2024	Infrastructure Sales Tax	-	35,000
Vehicle	60,000	2024	Infrastructure Sales Tax	-	60,000
Garage door replacement	75,000	2024	Infrastructure Sales Tax	-	75,000
Library Sewer Rehab	150,000	2024	Infrastructure Sales Tax	-	50,000
Fence Replacement	35,000	2024	Infrastructure Sales Tax	-	35,000
PD Cabinets & Carpet Replacement	75,000	2024	Infrastructure Sales Tax		75,000
				<u>\$ 430,000</u>	<u>\$ 736,000</u>
Push forward/Cancelled				(230,000)	
Est. Actuals				<u>\$ 200,000</u>	



Preliminary FY2024 Building Department (Revenues)

- Charges for Services represent over 94% of total revenue associated with this fund. FY2023 Preliminary Budget is based on a conservative projection of FY2023 actuals.
- The Interlocal Agreement with Gulfstream continues to benefit this fund.
- Transfer from General Fund represents a fixed amount of allocated labor for planning and zoning activity .
- Due to the overall health of this fund, no pledge from Reserve is anticipated.



REVENUE SOURCE	A Budget 2023	B Est. Actuals 2023	C Preliminary 2024	C-A Budget to Budget \$ Chng	(C-A) / A Budget to dget % Ch
CHARGES FOR SERVICES	\$1,673,834	\$ 2,054,914	\$1,801,370	\$ 127,536	7.6%
FINES AND FORFEITURES	60,000	31,766	22,200	(37,800)	-63.0%
INVESTMENT EARNINGS	18,000	72,955	40,000	22,000	122.2%
INTRA-GOVERNMENTAL	55,000	55,000	55,000	-	0.0%
APPROP FROM RESERVES	16,600	-	-	(16,600)	-100.0%
Total	<u>\$1,823,434</u>	<u>\$ 2,214,635</u>	<u>\$1,918,570</u>	<u>\$ 95,136</u>	5.2%



Preliminary FY2024 Building Department (Expenditures)

- Overall, the budget increased by 5.2% as compared to prior year budget.
- Operating Expenses increased based on our FY2023 estimates and general inflation increases.
- Personal Cost include a general Cost of living adjustment of 5% plus increases in cost of benefits
- Transfers increased by \$150K to include the cost to the General Fund relating to Fire Marshal/Community Risk Reduction

	A	B	C		C-A	(C-A) / A
EXPENDITURES BY CATEGORY	Budget 2023	Est. Actuals 2023	Preliminary 2024	% of Total	Budget to Budget \$ Chng	Budget to Budget % Chng
OPERATING EXPENSES	\$ 632,148	\$ 592,426	\$ 679,370	35%	\$ 47,222	7.5%
PERSONAL SERVICES	762,146	652,411	716,600	37%	\$ (45,546)	-6.0%
CAPITAL OUTLAY	79,140	53,140	22,600	1%	\$ (56,540)	-71.4%
TRANSFERS	350,000	350,000	500,000	26%	\$ 150,000	42.9%
Total	<u>\$1,823,434</u>	<u>\$1,647,977</u>	<u>\$1,918,570</u>	<u>100%</u>	<u>\$ 95,136</u>	<u>5.2%</u>





Preliminary FY2024 Building Department Vs. 5-Year Plan

The Preliminary Building Department Budget of \$1,918,570 is slightly higher compared to our five-year financial plan of \$1,901,359. The proposed additional transfer related to the Fire Marshal/Community Risk Reduction cost was not taken into place when developing our five-year forecast

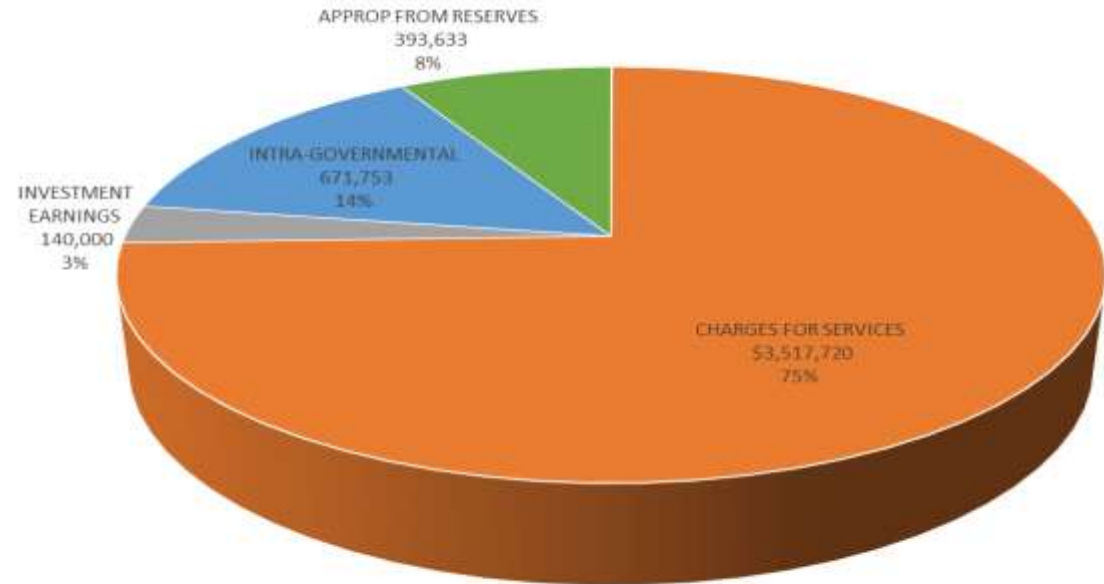
EXPENDITURES BY DEPT	Preliminary 2024	5 Yr Plan 2024	Preliminary To Plan \$	Preliminary To Plan %
OPERATING EXPENSES	\$ 679,370	\$ 705,312	\$ (25,942)	-3.7%
PERSONAL SERVICES	716,600	788,271	(71,671)	-9.1%
CAPITAL OUTLAY	22,600	57,776	(35,176)	-60.9%
TRANSFERS	500,000	350,000	150,000	42.9%
Total	<u>\$1,918,570</u>	<u>\$1,901,359</u>	<u>\$ 17,211</u>	0.91%



Preliminary FY2024 Water Fund (Revenues)

- Overall decrease in revenues 2.5% (primarily due to reduction GF Transfers into the fund).
- The preliminary Budget assumed an 8% rate increase based on 5-year forecast
- Transfer from GF is reduced which coincides with consultants' forecast and reduced DS.
- Reduced need for appropriations from reserves.

	A	B	C	C-A	(C-A) / A
REVENUE SOURCE	Budget 2023	Est. Actuals 2023	Preliminary 2024	Budget to Budget \$ Chng	Budget to Budget % Chng
CHARGES FOR SERVICES	\$3,065,975	\$ 3,029,265	\$3,517,720	\$ 451,745	14.7%
INVESTMENT EARNINGS	29,000	135,837	140,000	111,000	382.8%
OTHER FINANCING SOURCES	-	2,087	-	-	0.0%
INTRA-GOVERNMENTAL	1,165,519	1,165,519	671,753	(493,766)	-42.4%
APPROP FROM RESERVES	582,646	-	393,633	(189,013)	-32.4%
Total	<u>\$4,843,140</u>	<u>\$ 4,332,707</u>	<u>\$4,723,106</u>	<u>\$ (120,034)</u>	-2.5%





Preliminary FY2024 Water Fund (Revenue Data)

- Compared to the prior year (FY2022), Water Usage is up by 23% through the first 4 cycles of FY2023*

FY	Cycle	Months	Gallons	CY vs PY Mo Δ	Total To C4	% Δ
2022	1	Oct/Nov	40,653,000			
2022	2	Dec/Jan	40,872,000			
2022	3	Feb/Mar	43,440,000			
2022	4	Apr/May	48,999,000		173,964,000	
2022	5	Jun/Jul	37,980,000			
2022	6	Aug/Sept	51,471,000			
2023	1	Oct/Nov	51,444,000	10,791,000		
2023	2	Dec/Jan	54,587,000	13,715,000		
2023	3	Feb/Mar	53,985,000	10,545,000		
2023	4	Apr/May	53,953,000	4,954,000	213,969,000	23%

FY	Cycle	Months	Gallons	CY vs PY Mo Δ	Total To C4	% Δ
2022	1	Oct/Nov	10,320,000			
2022	2	Dec/Jan	8,984,000			
2022	3	Feb/Mar	7,714,000			
2022	4	Apr/May	10,516,000		37,534,000	
2022	5	Jun/Jul	11,305,000			
2022	6	Aug/Sept	13,431,000			
2023	1	Oct/Nov	10,263,000	-57,000		
2023	2	Dec/Jan	8,799,000	-185,000		
2023	3	Feb/Mar	9,609,000	1,895,000		
2023	4	Apr/May	10,621,000	105,000	39,292,000	5%

- Compared to the prior year (FY2022), Irrigation Usage is up by 5% through the first 4 cycles of FY2023*



Preliminary FY2024 Water Fund (Expenditures)

- 5% increase in Salaries & Related (Department is fully staffed).
- Preliminary Operations budget based on FY2023 projected expenditures.
- Slight Reduction in Capital Project Expenditures.
- Reduction in DS as forecasted
- Overall decrease in expenditures of 2.5% primarily due lower debt service cost and slightly reduced Capital Projects.

	A	B	C		C-A	(C-A) / A
EXPENDITURES BY CATEGORY	Budget 2023	Est. Actuals 2023	Preliminary 2024	% of Total	Budget to Budget \$ Chng	Budget to Budget % Chng
OPERATING EXPENSES	\$1,060,944	\$1,005,589	\$1,365,495	29%	\$ 304,551	28.7%
PERSONAL SERVICES	1,135,758	1,057,076	1,206,626	26%	70,868	6.2%
CAPITAL OUTLAY	547,246	247,500	420,000	9%	(127,246)	-23.3%
DEBT SERVICE	1,549,192	1,549,192	1,180,985	25%	(368,207)	-23.8%
TRANSFERS	550,000	550,000	550,000	12%	-	0.0%
Total	<u>\$4,843,140</u>	<u>\$4,409,357</u>	<u>\$4,723,106</u>	<u>100%</u>	<u>\$ (120,034)</u>	<u>-2.5%</u>

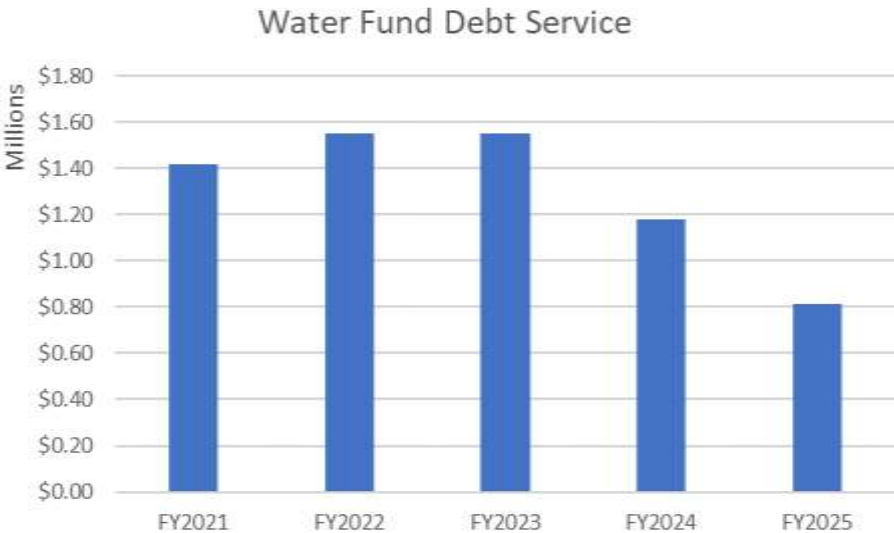




Preliminary FY2024 Water Fund (Expenditure Data)

- Debt Service reduced in FY2024 by \$369K and FY2025 by another \$369K.

Loan No.	Pmts Months	Annual Debt Service	Maturity Date
500200	Mar & Sept	\$ 198,311	Sep-30
502901	Mar & Sept	738,424	Mar-24
500210	Jun & Dec	263,473	Dec-37
500201	Mar & Sept	52,136	Sep-30
BOA	All	296,880	Feb-29
		<u>\$ 1,549,224</u>	





Preliminary FY2024 Water Fund Balance

- Healthy Fund Balance
- Transfers portion of ARPA Fund to GF for Fire Rescue
- 120 days Unrestricted Fund Balance

Fund Balance		Estimate	
Beginning Balance	\$	3,386,184	
Less: Transfer to GF	\$	(574,482)	
Surplus/(Deficit)		(76,650)	
Ending Balance	\$	2,735,052	
Restrictions			
Debt Service		1,180,985	43%
Unassigned		1,554,067	57%
Total	\$	2,735,052	100%



Preliminary FY2024 Water Fund Budget Vs. 5-Year Plan

The Preliminary Water Fund Budget of \$4,723,106 is slightly higher compared to our five-year financial plan of \$4,549,385. Inflationary pressures within this fund due to the cost of Chemicals and other operating expenditures was not taken into place when developing our five-year forecast. Staff forecast that increases in water/irrigation revenue will close the gap.

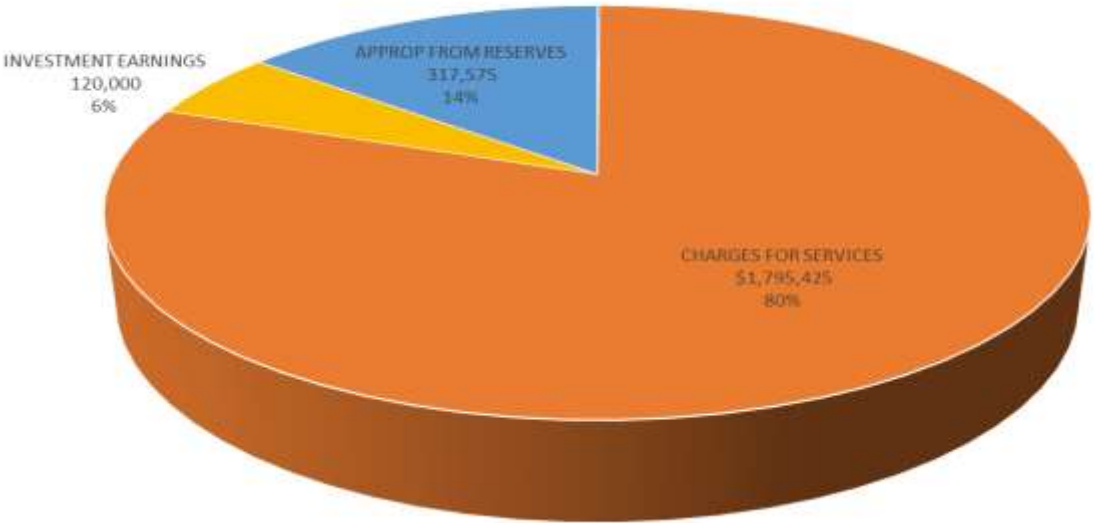
EXPENDITURES BY DEPT	Preliminary 2024	5 Yr Plan 2024	Preliminary To Plan \$	Preliminary To Plan %
OPERATING EXPENSES	\$1,365,495	\$1,241,613	\$ 123,882	10.0%
PERSONAL SERVICES	1,206,626	1,170,292	36,334	3.1%
CAPITAL OUTLAY	420,000	407,500	12,500	3.1%
DEBT SERVICE	1,180,985	1,179,980	1,005	0.1%
TRANSFERS	550,000	550,000	-	
Total	<u>\$4,723,106</u>	<u>\$4,549,385</u>	<u>\$ 173,721</u>	3.82%



Preliminary FY2024 Sewer Fund (Revenues)

- Overall increase in revenues 25.3% (primarily due to increased appropriations from reserves to cover increase in CapX).
- The preliminary Budget assumed an 8% rate increase based on 5-year forecast

	A	B	C	C-A	(C-A) / A
REVENUE SOURCE	Budget 2023	Est. Actuals 2023	Preliminary 2024	Budget to Budget \$ Chng	Budget to Budget % Chng
CHARGES FOR SERVICES	\$1,524,334	\$1,662,430	\$1,795,425	\$ 271,091	17.8%
GRANTS	-	-	-	-	0.0%
INVESTMENT EARNINGS	21,000	101,834	120,000	99,000	0.0%
APPROP FROM RESERVES	237,358	-	317,575	80,217	33.8%
Total	\$1,782,692	\$1,764,264	\$2,233,000	\$ 450,308	25.3%





Preliminary FY2024 Sewer Fund (Revenue Data)

- Compared to the prior year (FY2022), Sewer Treatment is up by 24% through the first 4 cycles of FY2023. Nearly identical to water, which is a good thing.

FY	Cycle	Months	Gallons	CY vs PY Mo Δ	Total To C4	% Δ
2022	1	Oct/Nov	37,839,000			
2022	2	Dec/Jan	38,244,000			
2022	3	Feb/Mar	41,006,000			
2022	4	Apr/May	46,134,000		163,223,000	
2022	5	Jun/Jul	38,852,000			
2022	6	Aug/Sept	49,291,000			
2023	1	Oct/Nov	47,491,000	9,652,000		
2023	2	Dec/Jan	50,653,000	12,409,000		
2023	3	Feb/Mar	53,764,000	12,758,000		
2023	4	Apr/May	50,855,000	4,721,000	202,763,000	24%



Preliminary FY2024 Sewer Fund (Expenditures)

- Increase in Operating Expense based on contract with Delray for Sewer Treatment and general inflationary price increases.
- Increase in CapX expenditures.

	A	B	C		C-A	(C-A) / A
EXPENDITURES BY CATEGORY	Budget 2023	Est. Actuals 2023	Preliminary 2024	% of Total	Budget to Budget \$ Chng	Budget to Budget % Chng
OPERATING EXPENSES	\$1,337,692	\$1,153,894	\$1,563,000	70%	\$ 225,308	16.8%
CAPITAL OUTLAY	225,000	225,000	450,000	20%	225,000	100.0%
TRANSFERS	220,000	220,000	220,000	10%	-	0.0%
Total	\$1,782,692	\$1,598,894	\$2,233,000	100%	\$ 450,308	25.3%





Preliminary FY2024 Sewer Fund Balance

- Healthy Fund Balance
- Transfers portion of ARPA Fund to GF for Fire Rescue
- 309 days Unrestricted Fund Balance

Fund Balance	Estimate
Beginning Balance	\$ 2,654,554
Less: Transfer to GF	(925,518)
Surplus/(Deficit)	165,370
Ending Balance	<u>\$ 1,894,406</u>



Preliminary FY2024 Sewer Fund Budget Vs. 5-Year Plan

The Preliminary Sewer Fund Budget of \$2,233,000 is currently in line with our five-year financial plan.

EXPENDITURES BY DEPT	Preliminary 2024	5 Yr Plan 2024	Preliminary To Plan \$	Preliminary To Plan %
OPERATING EXPENSES	\$ 1,563,000	1,563,000	-	0.0%
CAPITAL OUTLAY	450,000	450,000	-	0.0%
TRANSFERS	220,000	220,000	-	
Total	<u>\$ 2,233,000</u>	<u>\$2,233,000</u>	<u>\$ -</u>	0.00%



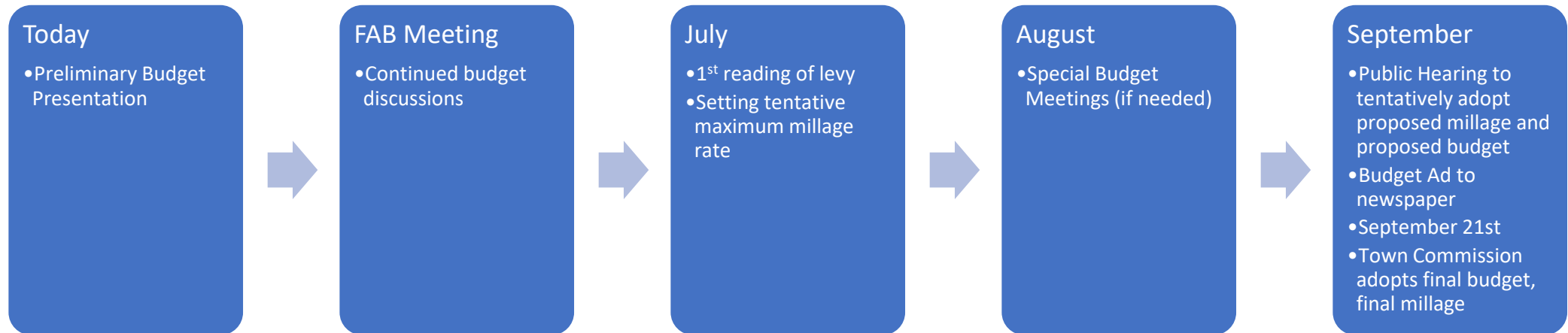
Preliminary FY2024 Summary

The Total Preliminary FY2024 Budget for all funds is \$30,496,710

TOWN OF HIGHLAND BEACH FLORIDA ALL FUNDS SUMMARY REPORT FOR PRELIMINARY FY2024						
Estimated Revenues	General Fund	Disc Sales		Building Fund	Water Fund	Sewer Fund
		Tax				
Taxes:						
Property Taxes	\$ 12,197,349	\$ -	\$ -	\$ -	\$ -	\$ 12,197,349
Franchise Fees	596,455					596,455
Sales & Use Tax	260,000	412,000				672,000
Inter-Governmental	630,500					630,500
Miscellaneous Revenues						
Misc Revenue	5,000					5,000
Charges for Service	1,110,000		1,801,370	3,517,720	1,795,425	8,224,515
Investment Earnings	133,000	14,000	40,000	140,000	120,000	447,000
Fines & Forfeitures	14,500		22,200			36,700
Rents & Leases	80,000					80,000
Total Revenues	\$ 15,026,804	\$ 426,000	\$ 1,863,570	\$ 3,657,720	\$ 1,915,425	\$ 22,889,519
Other Resources:						
Grants	19,230				-	19,230
Intra-Governmental	1,000,000		55,000	671,753		1,726,753
Other Sources	4,990,000			-		4,990,000
Reserves	-	160,000	-	393,633	317,575	871,208
Total Sources	\$ 21,036,034	\$ 586,000	\$ 1,918,570	\$ 4,723,106	\$ 2,233,000	\$ 30,496,710
	-	-	-	-	-	-
Expenditures, Uses						
General Government	\$ 2,827,347					\$ 2,827,347
Public Safety	10,080,940		1,395,970			11,476,910
Culture / Recreation	472,270					472,270
Public Works	492,990					492,990
Sanitation / Solid Waste	1,012,000					1,012,000
Post Office	156,000					156,000
Enterprise Funds (Utilities)				2,572,121	1,563,000	4,135,121
Capital Outlay	4,809,772	586,000	22,600	420,000	450,000	6,288,372
Total Expenditures	\$ 19,851,319	\$ 586,000	\$ 1,418,570	\$ 2,992,121	\$ 2,013,000	\$ 26,861,010
Other Uses						
Debt Service	677,962			1,180,985		1,858,947
Transfers	506,753		500,000	550,000	220,000	1,776,753
Total Expenditures & Other Uses	\$ 21,036,034	\$ 586,000	\$ 1,918,570	\$ 4,723,106	\$ 2,233,000	\$ 30,496,710
Net	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



FY 2024 Budget Calendar Events





FY 2024 Budget

Questions

File Attachments for Item:

A. Proposed Ordinance

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending Article II, "Technical Codes," of Chapter 6, "Buildings and Structures, " by amending Section 6-20, "Property Maintenance Code, " to adopt the most recent edition of the International Property Maintenance Code; providing for the repeal of all ordinances in conflict; providing for severability and codification; and providing for an effective date.



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE: June 20, 2023

SUBMITTED BY: Adam Osowsky, Code Compliance Officer, Building Department

SUBJECT: International Property Maintenance Code 2021

SUMMARY:

The last International Property Maintenance Code published by the International Code Council adopted by the Town of Highland Beach was the 2012 edition. We are proposing to adopt the latest 2021 edition. There are no major changes that would have any significant cost to the town.

FISCAL IMPACT: N/A

ATTACHMENTS: Proposed Ordinance with town inserts.

RECOMMENDATION: Adopt/amend Sec. 6-29. – Property maintenance code. (a) The international Property Maintenance Code, 2021 edition, published by the International Code Council as the property maintenance code for the town.

**TOWN OF HIGHLAND BEACH
PROPOSED ORDINANCE**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AMENDING ARTICLE II, "TECHNICAL CODES," OF CHAPTER 6, "BUILDINGS AND STRUCTURES," BY AMENDING SECTION 6-20, "PROPERTY MAINTENANCE CODE," TO ADOPT THE MOST RECENT EDITION OF THE INTERNATIONAL PROPERTY MAINTENANCE CODE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY AND CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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

WHEREAS, Section 6-29 of the Town Code adopts the 2012 edition of the International Property Maintenance Code as the property maintenance code for the Town of Highland Beach; and

WHEREAS, the Town Council wishes to amend Section 6-29 to adopt the most recent edition of the International Property Maintenance Code and to complete blanks within the Code for enforcement by the Town; and

WHEREAS, the Town Commission determines that the adoption of this Ordinance serves a public purpose and is in the best interest of the public health, safety and welfare of the Town of Highland Beach.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AS FOLLOWS:

Section 1. The foregoing facts and recitations contained in the preamble to this Ordinance are hereby adopted and incorporated by reference as if fully set forth herein.

Section 2. The Town of Highland Beach hereby amends Article II, "Technical Codes," of Chapter 6, "Buildings and Structures," by amending Section 6-29 to read as follows (additional language underlined and deleted language ~~stricken through~~):

Sec. 6-29. Property maintenance code.

(a) The International Property Maintenance Code, ~~2012~~ 2021 edition, published by the International Code Council, is hereby adopted as the property maintenance code for the town and incorporated herein by reference. For the purpose of applying this Code to properties within the town, the following provisions shall apply:

- (1) Section 103.1 is amended to provide for enforcement by the Town's Code Compliance Department.
- (2) Section 302.4 is amended to provide that all premises and exterior property shall be maintained free from weeds or plant growth in excess of twelve (12) inches.
- (3) Section 304.14 is amended to require insect screens, where required, year-round.
- (4) Section 602.3 is amended to require heat during the period from November 1 to April 30 to maintain a minimum temperature of 68° F (20°C) in all habitable rooms.
- (5) Section 602.4 is amended to require that indoor occupiable work spaces be supplied with heat during the period from November 1 to April 30 to maintain a minimum temperature of 65°F (18°C) during the period the spaces are occupied.

Section 3. Severability. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 4. Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Codification. Section 2 of the Ordinance shall be made a part of the Town Code of Ordinance and may be re-numbered or re-lettered to accomplish such.

Proposed Ordinance

Section 6. Effective Date. This Ordinance shall become effective immediately upon adoption.

The foregoing Ordinance was moved by _____, seconded by _____ and upon being put to the vote, the vote was as follows:

VOTES: YES NO

Mayor Natasha Moore
Vice Mayor David Stern
Commissioner Evalyn David
Commissioner Donald Peters
Commissioner Judith M. Goldberg

PASSED on first reading at the Regular Commission meeting held on this _____ day of _____, 2023.

The foregoing Ordinance was moved by _____, seconded by _____ and upon being put to the vote, the vote was as follows:

VOTES: YES NO

Mayor Natasha Moore
Vice Mayor David Stern
Commissioner Evalyn David
Commissioner Donald Peters
Commissioner Judith M. Goldberg

PASSED AND ADOPTED on second and final reading at the Regular Commission meeting held on this _____ day of _____, 2023.

ATTEST:

Natasha Moore, Mayor

**REVIEWED FOR LEGAL
SUFFICIENCY**

Lanelda Gaskins, MMC
Town Clerk

Glen Torcivia, Town Attorney
Town of Highland Beach

File Attachments for Item:

A. Approval of Meeting Minutes

May 23, 2023 Town Commission Special Meeting Minutes

June 06, 2023 Town Commission Meeting Minutes



TOWN OF HIGHLAND BEACH TOWN COMMISSION SPECIAL MEETING MINUTES

LIBRARY COMMUNITY ROOM,
3618 S. OCEAN BLVD.,
HIGHLAND BEACH, FL

Date: May 23, 2023
Time: 1:30 PM

1. CALL TO ORDER

Mayor Moore called the meeting to order at 1:30 P.M.

2. ROLL CALL

Commissioner Judith Goldberg
Commissioner Donald Peters
Commissioner Evalyn David
Vice Mayor David Stern
Mayor Natasha Moore
Town Manager Marshall Labadie
Town Attorney Glen Torcivia
Town Clerk Lanelda Gaskins

3. PLEDGE OF ALLEGIANCE

The Town Commission led the Pledge of Allegiance to the United States of America.

4. APPROVAL OF THE AGENDA

MOTION: David/Stern - Moved to approve the agenda as presented, which passed unanimously 5 to 0.

5. PUBLIC COMMENTS (NON-AGENDA ITEMS ONLY)

There were no public comments.

6. ORDINANCE

A. Proposed Ordinance

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending Section 4-8 "Lighting Restrictions for Protection of Sea Turtles" and Section 30-85 "Coastal Lighting" of the Town Code of Ordinances to incorporate lighting regulations for new and existing coastal structures in order to minimize the affect of artificial light on sea turtle populations; providing for the repeal of all ordinances in conflict; providing for severability and codification; and providing an effective date.

Mayor Moore read the title of the proposed ordinance.

Town Manager Labadie introduced this item.

Town Planner Allen presented this item along with a PowerPoint Presentation on the proposed sea turtle protection lighting standards (source: Florida Fish and Wild Life Commission. The presentation highlighted the unshielded and shielded bulb, long wavelength light, additional examples of turtle friendly lighting with wall fixtures, pole fixtures, bulbs, walkway fixtures (FWC certified wildlife lighting standards).

She also presented the proposed language changes previously suggested by the Town Commission at the April 4, 2023 meeting. The language changes were as follows:

Sec. 4-8(e), Standards for exterior and interior lighting affixed to new structures, new construction and improvements to existing structures that require a building permit.

Sec. 4-8(j)(1), Existing Exterior and Interior Lighting. Upon replacement and only if a building permit is required, the reduction or elimination of the negative effects of existing exterior artificial lighting shall be required through the use of the following measures (measures remains the same); and

Sec. 4-8(j)(2), Existing structures are encouraged to implement the following suggested remedial measures, etcetera.

Additionally, Ms. Allen spoke about sea turtle lighting regulations for existing exterior and interior lighting in both Palm Beach County and the City of Boca Raton.

Mayor Moore opened the item for public comments.

Joanne Ryan, the Florida Fish and Wildlife Sea Turtle Permit Holder, spoke about a letter that she received from the Sea Turtle Conservancy, a non-profit organization. She also provided Town Clerk Gaskins with a brochure from the

Sea Turtle Conservancy concerning sea turtles and lighting for distribution to the Town Commission.

There being no further comments, Mayor Moore closed public comments.

There was conversation about window shade covering, tinting, and lighting.

Commissioner David mentioned if one slider breaks, and it must be replaced then there would be one tinted slider and one slider not tinted. There was discussion about permit requirements for replacing a window.

Town Manager Labadie explained that there could be some additional language related to window tint visible light transmittance.

Mayor Moore inquired about the state requirements and if the state requirements have any impact on Highland Beach properties. Ms. Allen explained the state requirements do not impact Highland Beach properties. Town Manager Labadie explained that there was confusion over permitting in regard to what could be done. There is also a need to protect the high volume of nesting sea turtles but also balance that with the ability to still develop properties.

Mayor Moore explained that she received feedback from a condo manager of an existing condo that amber lighting is well received by the residents and that condo owners of that building were willing to install the 45% tint (turtle glass).

Barbara James, 3201 South Ocean Boulevard, provided comments about window tinting.

Beverly Knight, sea turtle monitor, explained how the sea turtle program started.

Commissioner Goldberg asked that the word nighttime be clearly defined. She inquired if Delray Sands had communicated anything about the proposed ordinance.

Town Planner Allen replied that they have not. The ordinance is not specific to residential properties and Delray Sands would have to comply with it. Town Manager Labadie said he would meet with Delray Sands and get their input.

Commissioner David explained that it must be clearer as it relates to a triggering event.

Town Planner Allen talked about existing structures and new structures. She mentioned that changes will be made to differentiate between existing structures making improvements versus replacement.

Next steps are to try and get a physical sample of the tint, reach out to Delray Sands, define nighttime, and bring clarity to existing structures.

Commissioner David mentioned that she would like to know which buildings on the west side of the road have lighting that could be seen on the beach.

Commissioner Goldberg commented on construction after dusk as it relates to the RRR project. She also asked what the penalty would be. Town Manager Labadie explained the penalty would go through the civil infraction process and the Code Enforcement Board would establish the penalty.

Commissioner David asked about light dimmers. Joanne Ryan said there are a few and mentioned that the bright white lights from the west side could be fixed with amber lightning.

Town Planner Allen explained that the state does not have a remedial requirement related to dimming of lighting.

7. New Business

A. Ratification of the Collective Bargaining Agreement between the Town of Highland Beach and Palm Beach County Police Benevolent Association, Inc. related to the law enforcement agreement effective October 1, 2023 through September 30, 2026.

Mayor Moore read the title of Item 7.A.

Town Manager Labadie presented and spoke about the agreement.

There were discussions about the fairness of the agreement, and comparable compensation. The Town Commission was supportive of the collective bargaining agreement with Palm Beach County Police Benevolent Association, Inc.

MOTION: David/Stern - Moved to approve the Collective Bargaining Agreement between the Town of Highland Beach and Palm Beach County Police Benevolent Association Inc. Upon roll call: Commissioner David (Yes); Vice Mayor Stern (Yes); Commissioner Goldberg (Yes); Commissioner Peters (Yes); and Mayor Moore (Yes). The motion carried 5 to 0.

B. Consideration of Memorandum of Understanding Between the Town of Highland Beach and the Palm Beach County Police Benevolent Association, Inc.

Mayor Moore read the title of Item 7B.

Town Manager Labadie presented this item.

Chief of Police Craig Hartman provided comments concerning this matter and thanked the Town Commission for working in an agreeable fashion.

MOTION: David/Stern - Moved to approve the Memorandum of Understanding Between the Town of Highland Beach and the Palm Beach County Police Benevolent Association, Inc. Upon roll call: Commissioner David (Yes); Vice Mayor Stern (Yes); Commissioner Goldberg (Yes); Commissioner Peters (Yes); and Mayor Moore (Yes). The motion carried 5 to 0.

C. Discussion on Update to the 2013 Beach Restoration Feasibility Study.

Town Manager Labadie explained that this is a critical strategic priority item, and that will show the areas that need to be focused on.

Town Planner Allen explained that on November 21, 2022, the Chairperson of the Natural Resources Preservation Board came before the Town Commission to give an update on their educational outreach. After that Town Planner Allen reached out to the firm that would conduct the study. There was discussion about what the study would entail.

Mr. Douglas W. Mann, P.E., D.CE., Lead Coastal Engineer with Aptim Environmental & Infrastructure, LLC joined the meeting via Zoom and gave comments on the proposal cost.

Town Manager Labadie will contact Palm Beach County Environmental Department for a future presentation and other resources.

MOTION: David/Peters - Moved to approve the Proposal for the Beach Restoration Feasibility Study to include the Town's Standard Addendum. Upon roll call: Commissioner David (Yes); Commissioner Peters (Yes); Commissioner Goldberg (Yes); Vice Mayor Stern (Yes); and Mayor Moore (Yes). The motion carried 5 to 0.

D. Sea Turtle Presentation by Joanne Ryan

Joanne Ryan, Florida Fish and Wildlife Sea Turtle Permit Holder, presented a video of the Sea Turtle Monitoring Program. She announced that the program is called the Highland Beach Sea Turtle Team Inc., which is a 501(c)3 non-profit organization.

1. Consideration of \$2,500 donation to Highland Beach Sea Turtle Team, Inc.

The Town Commission was in support of donating \$2,500 to the Highland Beach Sea Turtle Team, Inc. They thanked Ms. Ryan, the organization, and volunteers for their hard work with the sea turtle program.

Ms. Ryan explained that going forward the organization would like to participate in future projects with the Town.

MOTION: David/ Peter - Moved to contribute \$2,500 to the Highland Beach Sea Turtle Team Inc, which passed unanimously 5 to 0.

E. Hurricane Season Presentation by Chief of Police Craig Hartmann

Chief of Police Craig Hartmann provided a PowerPoint presentation concerning hurricane season, the impact to other areas in Florida, and spoke about emergency operations. He encouraged the public to have a plan and be prepared.

Commissioner David spoke about Hurricane Sandy. She encouraged the residents to pay attention to the media during hurricane season, be prepared, and have a to-go packet for pets. She asked what to say to those residents who do not want to evaluate. Chief Hartmann explained that they can educate the residents.

Commissioner Peters spoke about two bed ridden residents in his building. Chief Hartmann explained that there is a form for that. He also explained that there is a special needs shelter in Palm Beach County that people can preregister for.

Mayor Moore inquired about how to sign up for CodeRed. Chief Hartmann explained anyone can sign up on the Town's website, or at Town Hall.

Vice Mayor Stern suggested including the CodeRed form in the new resident's packet.

Chief Hartmann explained the staff deployment process for hurricanes, including check points in and out of the jurisdiction.

8. ANNOUNCEMENTS

Mayor Moore read the announcements as follows:

May 29, 2023 Town Hall closed in observance of Memorial Day

June 06, 2023 1:30 P.M. Town Commission Meeting

9. TOWN COMMISSION COMMENTS

Commissioner Judith M. Goldberg had no comments.

Commissioner Donald Peters mentioned that this was a great meeting.

Commissioner Evalyn David asked Town Manager Labadie about the Fire Rescue Update.

Town Manager Labadie gave an update on the Fire Rescue Implementation as follows:

The recruitment process is progressing along, and the new Fire Marshall starts next week.

Channel 99 Highland Beach TV will be out of service due to equipment relocation for the pilings that are starting to go in.

At the next meeting there will be two resolutions on the agenda. One of the resolutions will be to adjust the Fund Balance going from 4 to 5 million and the other resolution will be a budget transfer to move money into the general fund.

Vice Mayor Stern met with Kate Cotner, FP&L External Affairs Manager, who gave him an overview of services and support. He mentioned that she was meeting with Fire Chief Joseph, and he suggested setting up an appointment with the Town Manager to discuss opportunities for the town. He also said that the new Town website is outstanding.

Mayor Natasha Moore agreed that the new Town website is very easy to navigate.

Town Manager Labadie spoke about the Boca Bash event and the Marine Patrol activities related to the event. The new full-time Marine Patrol officer was recently sworn in.

10. ADJOURNMENT

The meeting was adjourned at 3:47 P.M.

APPROVED: June 20, 2023, Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Jaclyn DeHart and Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

06/20/2023
Date

Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are transcribed as a brief summary reflecting the events of this meeting. Verbatim

audio/video recordings are permanent records and are available on the Town's Media Archives & Minutes webpage: <https://highlandbeach-fl.municodemeetings.com/>.



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

LIBRARY COMMUNITY ROOM,
3618 S. OCEAN BLVD.,
HIGHLAND BEACH, FL

Date: June 06, 2023
Time: 1:30 PM

1. CALL TO ORDER

Mayor Moore called the meeting to order at 1:30 P.M.

2. ROLL CALL

Commissioner Judith M. Goldberg
Commissioner Donald Peters
Commissioner Evalyn David
Vice Mayor David Stern
Mayor Natasha Moore
Town Manager Marshall Labadie
Town Attorney Glen Torcivia
Town Clerk Lanelda Gaskins

3. PLEDGE OF ALLEGIANCE

The Town Commission led the Pledge of Allegiance to the United States of America.

4. APPROVAL OF THE AGENDA

MOTION: David/Stern - Moved to approve the agenda as presented, which passed unanimously 5 to 0.

5. PRESENTATIONS / PROCLAMATIONS

A. State Legislative Updates

Representative Peggy Gossett-Seidman, District 91

Senator Lori Berman, District 26

Lobbyist Jared Rosenstein with Capital City Consulting

State Senator Lori Berman gave an update on the State Legislative changes. The total budget is 117 billion dollars, 10 billion dollars have been put into reserves and 41 billion dollars came from the Federal Government. She brought back 23.5

million dollars to Palm Beach County for different projects. She gave an overview of the preemptions as it relates to residents' ability to file a lawsuit related to local ordinances, public construction, and residential tenancies. She mentioned that there have been changes to the ethical form requirements for local Commissioners.

State Representative Gossett-Seidman commented that Palm Beach County has the best legislative delegation in the state. She had eight bills running, three of which are being held back until the Fall, one of which is a Safe Waterway Act. The HOA bills were tweaked and talked about, and the building recertification has passed. The big challenge was not having enough inspectors, so they allowed the Attorney General to hire inspectors to give the local government more input. She spoke about the homeowner insurance situation. Those with Citizen Insurance are being given up to 2027 to add on flood insurance.

State Senator Berman mentioned that the Town of Highland Beach received state appropriations in the amount of \$250,000 for the Climate Vulnerability/Clean Water Project - Lift Stations Rehabilitation.

Lobbyist Jared Rosenstein, Capital City Consulting, provided an update on several bills. The sovereign immunity bill, a problem for smaller municipalities, did not pass. It will be reviewed next year, and he encouraged the Town Manager to participate in Palm Beach County Legislative Days next year.

He spoke about Senate Bill 250, Natural Emergencies, which is a rewrite of Florida Chapter 252. The State must provide municipalities with model debris contracts and model debris RFP's. This will be helpful and stabilize the marketplace when there is an emergency response.

The budget has been given to the Governor and he will decide, and The Budget Turkey Watch Report will not sway the Governor's decisions. His job is to build a brand for the Town and make connections with leadership in Tallahassee, but Highland Beach is in a healthy position as it stands.

He spoke about how it is very hard to get funding for Emergency Management projects. He advised the Town to have a workshop before the next session to discuss projects that they want to put forth. Municipalities have a lot of opportunities to go after grants from FDOT (Florida Department of Transportation) and the DEP (Department of Environmental Protection).

There was a brief discussion about water projects. He suggested having a workshop in the first week in September and that he will be working with the Town Manager. There was also conversation about the \$250,000 state appropriations and that next year an aggressive approach to the budget would be successful. He suggested submitting two or three good projects.

6. PUBLIC COMMENTS

There were no public comments.

7. ANNOUNCEMENTS

Mayor Moore read the announcements as follows:

Board Vacancies

Board of Adjustment and Appeals	Two (2) vacancies, all for three-year terms and One (1) vacancy for an unexpired term ending September 21, 2024
Natural Resources Preservation Advisory Board	Two (2) vacancies for unexpired terms ending April 30, 2024

Meetings and Events

June 08, 2023 - 9:30 A.M.	Planning Board Regular Meeting
June 13, 2023 - 1:00 P.M.	Code Enforcement Board Regular Meeting
June 20, 2023 - 1:30 PM	Town Commission Special Meeting

Board Action Report

None

8. ORDINANCES

None.

9. CONSENT AGENDA (These are items that the Commission typically does not need to discuss individually, and which are voted on as a group.)

A. Approval of Meeting Minutes

May 02, 2023 Town Commission Meeting Minutes

May 16, 2023 Town Commission Meeting Minutes

MOTION: David/Stern- Moved to approve the May 02, 2023, and May 16, 2023, Town Commission meeting minutes as presented, which passed unanimously 5 to 0. (The Consent Agenda was approved.)

10. UNFINISHED BUSINESS

A. Update on Planning Board's ongoing discussion of proposed changes ("amendment concepts") to the Accessory Marine Facility and seawall regulations of the Town Code

Town Planner Allen provided an update on the Planning Board's ongoing discussion of the proposed changes (amendment concepts") to the Accessory Marine Facility and seawall regulations of the Town Code.

There were conversations about public input as it relates to the setbacks and accommodating various communities. Commissioner David explained that she would like to talk about zoning and suggested that Byrd Beach Community should be allowed to have 25 feet setbacks.

The next step is for the Planning Board to continue to discuss this at their June 08, 2023 meeting.

Commissioner Goldberg inquired about a mapping of the Town and Town Planner Allen responded that she provided maps to the Planning Board.

Mayor Moore inquired about having a future meeting on density. Town Manager Labadie explained that that discussion was put on hold so the new Commissioners could get their footing and it will be discussed at a future meeting.

B. Fire Rescue Implementation Update

Fire Glenn Joseph provided an update on the Fire Rescue Implementation as it relates to the construction and onboarding administrative staff. He introduced Ms. Silvi Pierre, Administrative Coordinator, and Mr. Matthew Welhart, Assistant Fire Chief/ Community Risk Reduction. The project has been moving along and is on track.

C. Florida Department of Transportation (FDOT) RRR Project Update

Town Manager Labadie explained that FDOT was moving forward, and that they sent a set of drawings last week. He received additional comments from residents about moving an AT&T box. Also, there was a request for an additional crosswalk at 3200 So. Ocean Blvd. He will be meeting with one of our engineers to discuss what can we done to improve safety, however FDOT will not be adding that to their project.

11. NEW BUSINESS

A. Resolution No. 2023-012

A Resolution of the Town Commission of the Town of Highland Beach, Florida amending its Fund Balance Policy to assign additional funds for the Fire Rescue Department.

Mayor Moore read the title of Resolution No. 2023-012.

Finance Director David DiLena presented this item.

MOTION: David/Stern- Moved to approve Resolution No. 2023-012. Upon roll call: Commissioner David (Yes); Vice Mayor Stern (Yes); Commissioner Goldberg (Yes); Commissioner Peters (Yes); and Mayor Moore (Yes). The motion passed 5 to 0.

B. Resolution No. 2023-013

A Resolution of the Town Commission of the Town of Highland Beach, Florida amending Resolution No. 2022-020, which appropriated funds for the 2022-2023 Fiscal Year budget, and providing an effective date.

Mayor Moore read the title of Resolution No. 2023-013.

Finance Director David DiLena presented this item.

MOTION: David/Stern - Moved to approve Resolution No. 2023-013. Upon roll call: Commissioner David (Yes); Vice Mayor Stern (Yes); Commissioner Goldberg (Yes); Commissioner Peters (Yes); and Mayor Moore (Yes). The motion passed 5 to 0.

12. TOWN COMMISSION COMMENTS

Commissioner Judith M. Goldberg acknowledged and thanked State Representative Peggy Gossett-Seidman, District 91, and Senator Berman for coming to the meeting.

Commissioner Donald Peters commented about the cost of insurance increasing.

Commissioner Evalyn David mentioned that she met with Marcy Woodward and four representatives from the Palm Beach Parks and Recreation Department, in a personal capacity, regarding the Milani Park property. She acknowledged State Representative Gossett-Seidman, District 91.

Vice Mayor Stern mentioned that the windows within his condominium building were at 45% in reference to turtle lighting.

Mayor Natasha Moore commented that a list of future agenda items was placed in the Manager's Monthly and briefly spoke about communicating with the residents to increase meeting participation.

There was a discussion about communicating with residents in regard to upcoming project costs and budget meetings.

13. TOWN ATTORNEY'S REPORT

Town Attorney Torcivia had no comments.

14. TOWN MANAGER'S REPORT

Town Manger Labadie reported the following:

The Town received good news as it relates to property values. There is a 13% improvement in revenue on the property side.

He reminded everyone that the trash rates were reported in the Manager's Minutes which will go into effect in June.

He will be signing a professional services agreement with Node0 IT Consultants and the additional cost is less than \$25,000.

Insurance rates are going up and not getting any better. The anticipated cost next year would be about a 50% increase, and all insurance costs are going up - automobile, homeowners, and flood, etcetera.

Mayor Moore asked Town Manager Labadie to shop for insurance. He said they will research all options and information will be brought back to the Town Commission for discussion.

He will send an email to the Town Commission from a resident in regard to sea turtle nest communication. The Town may send a direct mailing to residents about sea turtle nests.

Mayor Moore asked about sending the information to the Natural Resource Preservation Advisory Board.

15. ADJOURNMENT

The meeting was adjourned at 3:55 P.M.

APPROVED: June 20, 2023, Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Jaclyn DeHart and Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

06/20/2023

Date

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