

AGENDA

FINANCIAL ADVISORY BOARD REGULAR MEETING



Thursday, July 27, 2023 AT 11:30 AM

TOWN OF HIGHLAND BEACH, FLORIDA
3618 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**
5. **PUBLIC COMMENT** *(limited to three (3) minutes per speaker)*
6. **APPROVAL OF MINUTES**
 - [A.](#) October 27, 2022
January 26, 2023
7. **UNFINISHED BUSINESS**
 - A. 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.

- C. Consider recommendation to approve the New Purchase Policy and Proposed Ordinance.
- D. Proposed Operating Budget Presentation for Fiscal Year 2024 - Finance Director DiLena
- E. Presentation of Comprehensive Annual Financial Report for Fiscal Year Ending September 30, 2022
- F. Year-to-date Financial Report

9. BOARD MEMBERS REPORT

10. ANNOUNCEMENTS

August 01, 2023 1:30 P.M.

Town Commission 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



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.

Financial Advisory Board Regular Meeting Minutes

Date: October 27, 2022

DRAFT

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APPROVED at the July 27, 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 July 27, 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/>.

File Attachments for Item:

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



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Financial Advisory Board Regular Meeting

MEETING DATE 07/27/2023

SUBMITTED BY: Jaclyn DeHart, Deputy Town Clerk

SUBJECT: Nomination Chairperson and Vice Chairperson, term ending April 26, 2024.

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 in April 26, 2024.

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 April 26, 2024.



**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

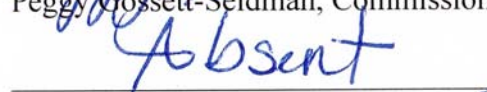
Commissioner Gossett-Seidman

☒ ☐


Peggy Gossett-Seidman, Commissioner

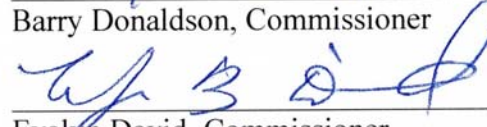
Commissioner Donaldson

☐ ☐

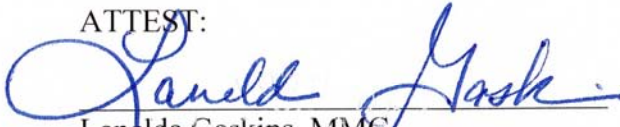

Absent
Barry Donaldson, Commissioner

Commissioner David

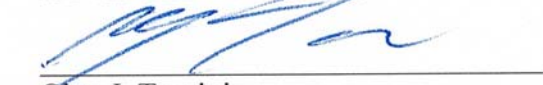
☒ ☐


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 fulfillment 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	Addresses	Home Numbers	Cellular Numbers	Email Addresses	Date of Appointment	Date Term End
Richard Greenwald				ragreenwald@bellsouth.net	6/15/2021 Reappointed	4/30/2024
Ronald Reame Vice Chairperson				rreame@outlook.com	04/18/2023 Reappointed	4/30/2026
Peter Weiner				Peterweiner912@gmail.com	6/15/2021	4/30/2024
Mitchell Pakler				Mpakler@aol.com	6/15/2021	4/30/2024
Edward Kornfeld				Edkorn44@gmail.com	1/18/2022	4/30/2025
Mark Zarrilli				MarkZ2128@gmail.com	2/21/2023	4/30/2026
John Verdile				John@XpenseSolutions.com	3/8/2023 unexpired	4/30/2024

File Attachments for Item:

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



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Financial Advisory Board Meeting

MEETING DATE 7/27/2023

SUBMITTED BY: Eric Marmer, HR and Risk Management Director

SUBJECT: Consider Recommendation of New Purchase Policy and Ordinance

SUMMARY:

Based on a thorough assessment of the current purchasing procedures and in consideration of best practices in procurement, the proposed changes will help enhance efficiency and accountability in the purchasing process. Additionally, it will promote fair competition among suppliers.

Under the new policy, the purchasing limits will be revised as follows:

Purchases under \$10,000: Require one written quote.

Purchases from \$10,001 to \$50,000: Require three written quotes.

Purchases \$50,001 and over: Require sealed competitive bids that require commission approval.

By implementing these changes, the Town will be able to obtain competitive pricing, ensure proper vendor selection, and protect public funds. The policy will provide clear guidelines for staff and vendors, facilitating smoother procurement transactions while adhering to legal and ethical standards.

The proposed policy has been carefully reviewed and is consistent with other municipalities' procurement practices. It has also been developed in consultation with relevant stakeholders, including the finance department, legal counsel, and purchasing professionals.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Local Procurement Threshold Chart 2023

New Purchasing Policy

New Ordinance

RECOMMENDATION:

Consider Recommendation of New Purchase Policy and Ordinance

Procurement Thresholds by Municipality	One Quote	Three Quotes	Formal Solicitation
Boca Raton	< \$7,500	< \$50,000	> \$50,000
Boynton Beach	< \$5,000	< \$50,000	> \$50,000
Deerfield Beach	< \$5,000	< \$30,000	> \$30,000
Delray Beach	< \$5,000	< \$65,000	> \$65,000
Ocean Ridge	< \$5,000	< \$25,000	> \$25,000
Palm Beach	< \$3,500	< \$35,000	> \$35,000
Palm Beach Gardens	< \$5,000	< \$65,000	> \$65,000
Wellington	< \$5,000	< \$65,000	> \$65,000
Average	< \$4,833	< \$45,555	> \$45,555
Highland Beach - Current	< \$2,500	< \$25,000	> \$25,000
Highland Beach - Proposed	< \$10,000	< \$50,000	> \$50,000

Sorted by One Quote Threshold			
Procurement Thresholds by Municipality	One Quote	Three Quotes	Formal Solicitation
Highland Beach - Proposed	< \$10,000	< \$50,000	> \$50,000
Boca Raton	< \$7,500	< \$50,000	> \$50,000
Delray Beach	< \$5,000	< \$65,000	> \$65,000
Palm Beach Gardens	< \$5,000	< \$65,000	> \$65,000
Wellington	< \$5,000	< \$65,000	> \$65,000
Boynton Beach	< \$5,000	< \$50,000	> \$50,000
Deerfield Beach	< \$5,000	< \$30,000	> \$30,000
Ocean Ridge	< \$5,000	< \$25,000	> \$25,000
Average	< \$4,833	< \$45,555	> \$45,555
Palm Beach	< \$3,500	< \$35,000	> \$35,000
Highland Beach - Current	< \$2,500	< \$25,000	> \$25,000

Sorted by Three Quotes / Formal Solicitation Threshold			
Procurement Thresholds by Municipality	One Quote	Three Quotes	Formal Solicitation
Delray Beach	< \$5,000	< \$65,000	> \$65,000
Palm Beach Gardens	< \$5,000	< \$65,000	> \$65,000
Wellington	< \$5,000	< \$65,000	> \$65,000
Boca Raton	< \$7,500	< \$50,000	> \$50,000
Highland Beach - Proposed	< \$10,000	< \$50,000	> \$50,000
Boynton Beach	< \$5,000	< \$50,000	> \$50,000
Average	< \$4,833	< \$45,555	> \$45,555
Palm Beach	< \$3,500	< \$35,000	> \$35,000
Deerfield Beach	< \$5,000	< \$30,000	> \$30,000
Ocean Ridge	< \$5,000	< \$25,000	> \$25,000
Highland Beach - Current	< \$2,500	< \$25,000	> \$25,000



Purchasing Policy and Procedures

Effective MM/DD/2023

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I. PURPOSE

The purpose of this policy is to state the Town's position regarding the responsibility and authority of purchasing Goods and Services, so as to maximize both the quality and value of the goods and services procured, and to ensure fairness and transparency in the procurement process. This document will clarify purchasing functions and outline purchasing policies, as well as describe departmental relationships, responsibilities, and participation in the procurement cycle. This policy will provide control functions, assure proper record keeping, and confirm purchases in writing to allow the Town to meet the following goals:

- A. Maintain at all times and under all conditions a continuous supply of Goods and Services necessary for the operation of the Town;
- B. Encourage and promote fair and equal opportunity for all persons doing, or seeking to do, business with the Town;
- C. Safeguard the quality and integrity of the Town's procurement process;
- D. Ensure compliance with laws and regulations pertaining to the procurement of Goods and Services;
- E. Manage procurement and inventories of purchased Goods to meet the use requirements of Town departments at the most advantageous cost to the Town;
- F. Administer procurement contracts and contract amendments;
- G. Properly dispose of all material and equipment declared to be surplus or obsolete; and
- H. Ensure the Town provides quality service to our citizens.

The philosophy behind this policy is one of separating the need for Goods and Services from the function of negotiation and executing the necessary contractual purchase agreement.

II. DEFINITIONS

When used in this policy, the following words, terms and phrases, and their derivations, shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning,

- A. ADDENDUM - A change, clarification or correction in the Solicitation Documents, prior to the award of a Contract.

- B. AMENDMENT - An agreed upon addition to, deletion from, correction or modification of a Contract.
- C. ANNUAL CONTRACT - An agreement or Contract, typically for a specified duration, between a supplier and the Town, to furnish Goods or Services usually of an indefinite quantity and delivery schedule, at unit prices provided for under the terms of the Contract. Also known as a term contract, annual agreement or requirements contract.
- D. AGENT - An Official, Employee, contracted, or subcontracted Person who is authorized to act on behalf of the Town of Highland Beach and represent their interests.
- E. APPEAL - A specific written objection by an interested Person to a Request for Qualifications, an Invitation for Bid, an Invitation to Negotiate, a Request for Proposal, or an award or proposed award of a Contract, with the intention of receiving a remedial result.
- F. AVAILABLE LOCALLY - One or more Persons within the Town or immediate surrounding areas are able to provide Goods and Services in a timely manner, and in sufficient quantity and quality to meet a specific need.
- G. AWARD - Written notice from the Town of acceptance of a bid or proposal deemed by the established authority of the Town to be in the best interest of the Town.
- H. BID / PROPOSAL BOND - A form of bid security executed by the Bidder (or Proposer) as principal and by a Surety, to guarantee that the Bidder (or Proposer) will enter into a Contract within the time specified in the Invitation for Bid or Request for proposals, and will furnish the necessary bonds and insurance, and meet any other requirements of those documents.
- I. BIDDER - A person or entity submitting a bid or quote to the Town for the supply of Goods or Services.
- J. BLANKET PURCHASE ORDER - A type of Purchase Order issued to purchase goods up to a maximum dollar amount from a single vendor over a period of time when commodities, products and services are purchased on a regular and routine basis, and the cost for the item(s) or the specified quantity cannot be easily identified.
- K. BRAND NAME SPECIFICATION - A specification limited to one or more items by manufacturers' names or catalogue numbers, often used to keep standardization with existing parts.
- L. BUYING COOPERATIVE OR ALLIANCE - A group of public entity purchasers organized for the purpose of creating contracts or pricing agreements in order to take advantage of group or quantity buying discounts or special pricing from which members of the group can benefit.

- M. CAPITAL EXPENDITURE ITEM - An item that generally has a normal life expectancy of one year or more, is a complete entity within itself, is distinguished from components, and has a minimum cost of \$5,000.
- N. CCNA - Consultants Competitive Negotiation Act, which provides regulations on the acquisition of professional services pursuant to section 287.055, Florida Statutes. The CCNA applies to those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.
- O. CHANGE ORDER - A written modification to a contract or purchase order, which amends one or more of the following: the scope of services, contract cost, contract time, or contract quantities.
- P. COMPETITIVE AWARD - A procurement based upon the outcome of one of the competitive processes set forth in this Policy, where award is made based on the lowest quotation or Bid submitted by a responsible and responsive Bidder or to the most qualified or advantageous Proposer based on the qualitative and/or quantitative factors identified for the procurement. A Competitive Award can be made even if only a single bid or proposal has been received from a Bidder or Proposer who is determined to be responsible and responsive.
- Q. CONFIDENTIAL INFORMATION - Any information which is available to an employee only because of the employee's status as an employee of the Town of Highland Beach and is not a matter of public knowledge or available to the public upon request.
- R. CONSTRUCTION - The process of building, altering, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property. The term "Construction" does not include the routine operation, repair and/or maintenance of existing structures, buildings, or real property.
- S. CONTRACT - All types of Town agreements for the purchase or disposal of Goods, Services, Professional Services or real property regardless of what they may be called, including contracts for a fixed price, cost plus a fixed fee, incentive contracts, and contracts providing for the issuance of job or task orders, leases, letter contracts and purchase orders. Contracts also include amendments, modifications, and supplemental agreements with respect to any of the foregoing. Every Contract must be duly authorized and approved prior to execution.
- T. CONTRACTOR - Any person or business having a Contract with the Town of Highland Beach to perform a service or sell a product.
- U. CONTINUING PURCHASE CONTRACT - A Contract procured under this policy with one or more

Vendors based on general specifications and/or scope of work, for which award of specific scopes of work is intended periodically during the Contract term as the need arises. Pricing and/or rates may be defined in the original Contract or by Amendment at the time that specific scopes of work are awarded.

- V. CONTRACT EXTENSION - An Amendment to a Contract that includes an increase in the term of a Contract, for which no options to renew the Contract beyond the current expiration date exist.
- W. CONTRACT RENEWAL - An exercise of an approved, existing option to increase the term of a Contract. Options to renew a Contract are often done in annual increments.
- X. DEBARMENT - A disqualification of a business or person from receiving invitations for Bids, Requests for Proposals, or the award of Contracts by the Town, because of previous illegal or irresponsible action, for a specific period of time commensurate with the gravity of the offense or the failure or the inadequacy of performance.
- Y. DESIGNEE - A duly authorized representative of a person holding a superior, higher-level position.
- Z. DISCOUNT-FROM-LIST CONTRACTS - Contracts whereby price is determined by applying a percentage discount from an Established Catalog Price. This type of Contract is only to be used when the Support Services Department determines that this contracting methodology is in the best interest of the Town.
- AA. E-PROCUREMENT (ELECTRONIC PROCUREMENT) - Conducting all or some of the procurement function on the internet. The requirement to submit proposals or pricing for a sealed competitive procurement method through an electronic platform as designated by the Town.
- BB. EMPLOYEE - An individual drawing a salary or wage from the Town, whether on a full- time or part-time basis.
- CC. EMERGENCY PROCUREMENT - Any procurement of Goods or Services in the context of an Emergency.
- DD. EMERGENCY - A situation that occurs suddenly and unexpectedly and demands immediate action to prevent delays which may vitally affect the health, safety, or welfare of the public or Town Employees or affects the continuation of services to the citizens, and/or serious loss or injury to the Town. Emergency shall also mean a condition, malfunction, or occurrence in which the immediate procurement of an item (i.e. Good, Services, or Professional Service) is essential to comply with regulatory requirements.
- EE. ENVIRONMENTALLY PREFERABLE GOODS AND SERVICES - Goods and Services that have a lesser or reduced negative effect on human health and the environment when compared with

competitive Goods and Services that serve the same purpose.

- FF. FISCAL YEAR - The period of time beginning on October 1 of any year and ending September 30 of the following year.
- GG. GIFTS - As set forth in Section 2-444 of the Palm Beach County Code of Ethics and as otherwise defined in Section 2-442 of that Code and Section 112.312, Florida Statutes.
- HH. GOODS or COMMODITIES - Supplies, apparatus, materials, equipment, and other forms of tangible personal property used by a Town department in the accomplishment of its responsibilities.
- II. INVITATIONS TO BID (ITB) - All documents utilized for soliciting bids, including those attached or incorporated by reference. These include a scope of work and all contractual terms and conditions applicable to the procurement. Bids are requested when requirements are clearly defined, price is the major determining factor for award, and a formal sealed submittal is required.
- JJ. INVITATION TO NEGOTIATE (ITN) - Documents used for soliciting competitive proposals in which negotiation of price and other factors is to commence after receipt of proposals and prior to recommendation of award. This process may be used when the scope of work is complex or difficult to define, if strict comparison of Services or Goods required may be difficult because components are likely to vary among Proposers or in any situation when it is in the Town's best interest to negotiate prior to recommendation of award to obtain the Services or Goods that best meet the Town's needs, price and other factors being considered.
- KK. LATE BID/PROPOSAL - A Bid or proposal received after the time or date such bid or proposal was due, as stated in the Solicitation Documents.
- LL. LIFE CYCLE COST ASSESSMENT - The comprehensive accounting of the total cost of ownership, including initial costs, energy and operational costs, longevity and efficacy of service and disposal costs.
- MM. MULTIPLE AWARD SCHEDULE CONTRACT - A Contract based upon one solicitation awarded to two or more Vendors to supply Goods or Services.
- NN. NEGOTIATED AWARD - A procurement made as the result of negotiations between the Town and a Supplier, such as a Sole Source Procurement or Single Source Procurement or another instance, including competitive Invitation to Negotiate, where a Contract award based on direct negotiations with a Supplier of Goods or Services is appropriate.

- OO. NOTICE TO PROCEED - The written notice, issued by the authorized Town employee to the successful bidder or proposer to proceed as directed.
- PP. OFFICIAL - Any elected or appointed person who holds office or serves in a position of public capacity.
- QQ. OPEN-END CONTRACT (EVERGREEN) - A contract whereby an indefinite quantity of supplies, services, or construction is to be procured over an identified time span, as and when needed.
- RR. PAYMENT TERMS - The established due date for payments by the Town to pay an invoice. Absent any agreement otherwise stated or as otherwise required by law, the Town's payment term will be Net 30.
- SS. PERFORMANCE/PUBLIC CONSTRUCTION BOND - A bond provided by a contractor/supplier in which a surety guarantees to the Town that the Goods are delivered or the Services are performed in accordance with the Contract documents. A letter of credit issued by a financial institution that meets the Town's requirements may, at the discretion of the Town, be substituted for the performance bond.
- TT. PERSON - Any business, entity, company, firm, individual, union, committee, club or other organization or group of individuals.
- UU. PRACTICABLE - Satisfactory and within reason when considering price, performance, availability, compatibility with specified operation, and public safety.
- VV. PRE-QUALIFICATION - The part of a competitive procurement process in which the Town determines, based on standards developed for a specified product or service, which interested Vendors meet those standards and are eligible for further consideration in the purchasing process.
- WW. PROCUREMENT CARD (P-CARD) - A payment method whereby authorized employees use a Town issued credit card to directly purchase Goods or Services within the established guidelines of the Town's Procurement Card Policy.
- XX. PRODUCT EVALUATION - The evaluation of a product to help determine its usefulness in meeting the Town requirement or specification.
- YY. PROFESSIONAL SERVICES - Services rendered by an independent contracting individual or firm having expertise in a particular industry or subject matter due to specialized education, training, licensure or skill, and consisting primarily of advice reports, conclusions, recommendations or other outputs resulting from the time and effort of the service provider, as opposed to the acquisition of specific commodities, or of services not requiring any specialized education,

licensing, training or skill (e.g. janitorial services). Professional Services include but are not limited to evaluations, consultations, management systems, management consulting, compiling statistical data, support of planning and operating activities, appraisal services, and research and development studies or reports (e.g., accounting services, actuarial consulting services, legal services, financial advising, etc.).

- ZZ. PROPOSER - A Person submitting a proposal or qualifications to the Town for the supply of Goods, Services, or Professional Services.
- AAA. PURCHASE ORDER - A document approved and issued by the Purchasing Agent and accepted by the Vendor to obtain Goods, Commodities and Services as governed by the Town of Highland Beach terms and conditions.
- BBB. PURCHASING - The process of securing materials, services, repairs, leases and rentals necessary for the operation and support of the Town. The renewal, renegotiations and changes to Contracts, leases and agreements are functions of purchasing.
- CCC. PURCHASING AGENT – Town Manager or designee appointed to administrate solicitations on behalf of the Town.
- DDD. REQUEST FOR PROPOSALS (RFP) - All documents utilized for soliciting proposals for Goods, Services, or Professional Services, including those attached or incorporated by reference. These include a scope of work and all contractual terms and conditions applicable to the procurement. This method is used when factors in addition to price are considered for award.
- EEE. REQUEST FOR QUALIFICATIONS (RFQ) - All documents utilized for soliciting qualifications for Goods, Services, or Professional Services.
- FFF. REQUISITION - An internal document, provided by a department to the Purchasing Agent, that contains the fund source, approvals, descriptions, quantities and other information about the Goods, Services, or Professional Services in order to proceed with the procurement. The Requisition becomes valid when properly completed and approved.
- GGG. RESPONSIBLE BIDDER OR PROPOSER - A Person, who, in the exclusive judgment of the Town, (a) has the capability in all respects to fully perform the Contract requirements; and (b) the integrity, experience, qualification, and reliability which assures good faith performance.
- HHH. RESPONSIVE BIDDER OR PROPOSER - A Person, who, in the exclusive judgment of the Town, has submitted a bid or proposal that conforms in all material respects to the Solicitation Documents.

- III. SERVICES - Any performance of effort or labor, for which the Town has contracted other than Professional Services or services classified as construction. Services include, but are not limited to, janitorial, landscaping, and street striping.
- JJJ. SHORTLISTING - The part of a competitive procurement process in which the Town determines, based on criteria developed for a specified Good, Service, or Professional Service which of the interested Vendors are the best qualified to be eligible for further consideration in the purchasing process.
- KKK. SINGLE-SOURCE PROCUREMENT - Identifying and using, without first completing a competitive process, one source for Goods or Services among others in a competitive marketplace, which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling a given Purchasing need of the Town.
- LLL. SOLE-SOURCE PROCUREMENT - Identifying and using, without first completing a competitive process, one source for Goods or Services, when that source is the only one available that can fulfill a given Purchasing need of the Town.
- MMM. SOLICITATION DOCUMENTS - An Invitation for Bids, Request for proposals, Request for Qualifications, or an Invitation to Negotiate including all of the associated forms and documents of each solicitation, or any other types of documents used by the Town to procure Goods, Services, or Professional Services.
- NNN. SPECIFICATION OR SCOPE OF WORK - Any description of the physical or functional characteristics, or of the nature of Goods, Services, or Professional Services. Specifications or Scope of Work may include any function and other criteria that will be required to perform the work and a description of any requirement for inspection, testing, or delivery.
- OOO. SUPPLIER, MERCHANT OR VENDOR - A Person currently supplying or in the business of supplying Goods, Services, or Professional Services.
- PPP. SUPPORT SERVICES DEPARTMENT – The department tasked with overseeing and administering procurement operations.
- QQQ. SURETY - An organization who, for a consideration, promises in writing to make good the debt or default of another organization. The Surety must be satisfactory to the Town and licensed to do business in Florida.
- RRR. THE USING DEPARTMENT (USER) - The department which has the authority and responsibility for determining the need for an item or service, its related specifications, and need date. The User is responsible for funding the need and advising Purchasing of the approved funding and the specific budget account number. The User is responsible for preparing solicitation documents, purchase

requisitions, purchase orders, and gathering the requisite information (quotations) given the pricing thresholds outlined in this policy. The User is responsible for authorizing the purchases of all materials, services, repairs, leases and rentals in which the negotiated price exceeds the approved funding.

SSS. THIRD PARTY CONTRACTOR - A vendor under written contract with the Town.

TTT. THRESHOLD - A monetary limit or level that defines specific procurement actions or policies to be applied.

UUU. TOWN - The Town of Highland Beach and, as the context warrants, those persons or bodies authorized to act on its behalf, including but not limited to the Commission, Committees, and staff.

VVV. TOWN COMMISSIONER - Any person who is an elected Town official.

WWW. TOWN STANDARD - Identifying and using, without first completing a competitive process, one source for Goods or Services among others in a competitive marketplace, which, for justifiable reasons, is found to be most advantageous for the purpose of fulfilling a given Purchasing need and which meets Town requirements for performance, consistency, compatibility or other salient characteristics.

III. ETHICS IN PROCUREMENT

Each person involved in the procurement process must adhere to a high standard of ethics. All employees, officers, commissioners, and board members shall be subject to and must abide by the rules and regulations contained in the Palm Beach County Code of Ethics, Palm Beach County Inspector General Ordinance as well as all State laws regarding procurement. Procurement information shall be a public record to the extent provided in Chapter 119, Florida Statutes, and shall be available to the public as provided in such statute and any other applicable statute.

All contracts must contain the following, or similar, provision:

A. Conflict of Interest

The Contractor shall take appropriate steps to ensure that neither it nor any of its officers or employees is placed in a position where, in the reasonable opinion of the Town, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Contractor or any of its officers or employees and the duties owed to the Town under the provisions of this Contract. The Contractor will disclose to the Town the particulars of any such conflict of interest which may arise during the term of this Contract including any extensions. A conflict of interest shall be determined in accordance with the policies and ordinances of the

Town, the Palm Beach County Code of Ethics, and applicable Florida Statutes.

B. Prohibition Against Contingent Fees

The Contractor/Consultant warrants that it has not retained a person to solicit or secure this Town of Highland Beach Contract upon any agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

Contracts pursuant to the CCNA shall include the following provision regarding contingent fees: The architect (or registered surveyor and mapper or professional engineer, as applicable) warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the architect (or registered surveyor and mapper or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement. If this provision is breached, the Town shall have the right to terminate the agreement without liability and, at its discretion, deduct from the contract price, or otherwise recover, the full amount of the fee, commission, percentage, gift, or consideration.

C. Unauthorized Purchases

No purchases of Goods and Services shall be made in the name of the Town of Highland Beach or one of its departments, except such as is required for official use by the Town of Highland Beach or one of its departments. Purchases in the name of the Town of Highland Beach or a department for personal use by an individual or for other than official use are prohibited, and no Town of Highland Beach funds will be expended or advanced therefore.

D. Disclaimer of Responsibility for Improper Purchasing

The Town may disclaim responsibility and liability for any purchase, expenditure, or agreement for expenditure arising from a procurement made in its name, or in the name of any governmental body under its authority, by an unauthorized person or any person acting outside this Policy, or the authorization or delegation as provided in this Policy. The expense of any such disclaimed transaction will become the personal liability of the individual who acted improperly.

IV. PROCUREMENT THRESHOLDS AND APPROVAL LEVELS

Personal Property, Commodities, Services, and Construction			
Total Purchase Amount	Procurement Process	Approval Levels	Purchase Type
\$0 - \$10,000	One Written Quote	Requesting Department Head Finance Director Town Manager	Purchase Order
\$10,000.01 - \$50,000	Three Written Quotes*	Requesting Department Head Finance Director Town Manager	Purchase Order
\$50,000.01 & over	Sealed Competitive*	Requesting Department Head Finance Director Town Manager Town Commission	Executed Agreement and Purchase Order

*Direct Acquisition Procurement method may be utilized as outlined in Section VII.

V. INSURANCE REQUIREMENTS

Insurance is required to safeguard the Town from all claims resulting from damage to property and/or injury to persons caused by the vendor or his/her actions. Any vendor performing onsite services shall be required to obtain, at their own expense, all minimum insurance coverage required under the terms and conditions of all Bids (ITB), Request for Proposals (RFP), Request for Qualifications (RFQ), Contracts, Leases, and Agreements.

The Town requires appropriate insurance coverage listing the Town of Highland Beach as an "Additional Insured." This is accomplished by providing a Certificate of Insurance listing the Town as "Certificate Holder" and "The Town of Highland Beach is Additionally Insured as respect to liability". Insurance companies providing insurance coverages must have a current rating by A.M. Best Co. of "B+" or higher. The Town may accept an insurance contract or binder as proof of insurance if a Certificate is provided upon selection of the vendor.

The Purchasing Agent shall review the insurance coverage and limits for the Certificate of Insurance to ascertain that the insurance requirements will be met. No Bid, RFP, RFQ, Contract, Agreement, Leases, etc., shall be awarded or purchase order issued until notification is received from the Purchasing Agent that the Certificate of Insurance satisfactorily meets the insurance requirements of the Town. This includes "piggy-backing" of other governmental entity bids.

VI. FORMAL SOLICITATIONS

Acquisitions of or contracts for non-real property, goods, or services where the expenditure by the Town (including expenditures during renewal periods, but not expenditures relating to Change Orders) is estimated to be greater than \$50,000.00 shall be subject to a Sealed Competitive Method, unless the Town utilizes one of the direct acquisition methods as provided in this policy.

For purchases exceeding \$50,000, the ordering department must consult with the Support Services Department on the appropriate Sealed Competitive Method.

A. Invitations to Bid

Invitations to Bid are utilized where price, responsiveness, and responsibility are the sole determining factors.

1. The ordering department shall work in conjunction with the Support Services Department to prepare a Town of Highland Beach Invitation to Bid and submit to the Town Attorney for legal review. The Invitation to Bid shall include specifications and all contractual terms and conditions applicable to the procurement.
2. Following review, the Invitation to Bid is then advertised on DemandStar (or other online procurement services provider), the Town's website, with applicable trade associations, and/or published in a newspaper of general paid circulation in Palm Beach County as required by State of Florida Law.
3. All responses submitted pursuant to the Invitation to Bid shall be submitted electronically unless otherwise stated in the solicitation documents through the Town's e-bidding platform and shall remain sealed until they are opened publicly on DemandStar (or other applicable online procurement services provider) at the date and time, stated in the Invitation to Bid, or as may be amended by addendum. Bids shall be opened publicly at the time and place designated in the public notice of the Invitation to Bid. The amount of each bid and the name of each bidder shall be recorded.
4. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this policy. Bids shall be evaluated based on the requirements set forth in the Invitation to Bid, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs.
5. Correction or withdrawal of inadvertently erroneous bids before or after bid opening may be permitted where appropriate and when in accordance with law. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the invitation for bids prior to time set for bid opening. In general, bidders

should not be permitted to change a bid after bid opening. In rare cases, the Town may permit the correction of a bid if the bidder is able to present clear and convincing evidence that a mistake of a nonjudgmental character was made, the nature of the mistake, and the bid price actually intended. For example, mistakes made in the multiplication of unit prices and quantities will be resolved in favor of the unit price, and discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Town staff should consult with the Town Attorney before allowing a change in a bid. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the Town or fair competition shall be permitted unless it is otherwise required by law. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if the bidder can show by clear and convincing evidence the following:

- 1) The mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident; or the bidder submits evidence which clearly and convincingly demonstrates that a mistake was made;
- 2) The mistake would be a severe hardship on the bidder and enforcement would be unconscionable; and
- 3) The mistake was clerical and/or inadvertent (i.e., the mistake occurred regardless of the exercise of ordinary care) and not the result of gross or willful negligence of the bidder (e.g., carelessness or lack of good faith, etc.).

Further, if the mistake occurs in connection with competitive bidding on public works, the bidder must also establish the following additional factors by clear and convincing evidence:

- 1) The bid was submitted in good faith; and
- 2) The mistake, when discovered, was promptly reported to the Town before the bid was accepted.

The Town may require the bidder to reimburse the Town for any reasonable and documented costs incurred by the Town due to the bidder's mistake, if any.

All decisions to permit the correction or withdrawal of bids, based on bid mistakes, shall be supported by a written determination made by the Support Services Department. After a bid is accepted by the Town, the bidder is bound by its bid unless the acceptance is a result of mutual mistake or a unilateral mistake accompanied by inequitable conduct by the other party.

The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids. In the event the low responsive and responsible bid for a project exceeds available funds, the Town Manager is authorized, when time or economic considerations preclude re-solicitation of bids, to negotiate an adjustment of the bid price as long as the scope of work is not changed with the low responsive and

responsible bidder, in order to bring the bid within the amount of available funds.

6. If only one responsive bid for a commodity or contractual service is received, in response to an Invitation to Bid, an award may be made to the single Bidder if the Town Manager finds the price submitted is fair and reasonable, and that other prospective bidders had reasonable opportunity to respond, or there is not adequate time for re-solicitation. Further, the Town Manager reserves the right if in the best interests of the Town to negotiate with the sole Bidder for the best terms, conditions and price. The Town Manager shall document the reasons that such action is in the best interest of the Town. Otherwise, the bid may be rejected and:
 - a) New bids or offers may be solicited.
 - b) The sole bid may be rejected.
 - c) If the Town Manager determines in writing that the need for the supply or service continues, but that the price of the one bid/proposal is unreasonable and there is not time for re-solicitation or re-solicitation would likely be futile, the procurement may then be conducted as a Sole Source Procurement or Emergency Procurement, as appropriate.
7. The ordering department shall then prepare a Town of Highland Beach purchase requisition form requesting authorization to accept the best submittal as determined by price, responsiveness, and responsibility. The purchase requisition must then be approved by the department head.
8. If less than two responsive bids, proposals, or replies for commodity or contractual services purchases are received, the Town Manager should negotiate for the best terms and conditions. The ordering department shall document the reasons that such action is in the best interest of the town in lieu of re-soliciting competitive sealed bids.
9. The requisition form, with all supporting documentation attached, must be submitted to the Finance Department for verification of the availability of unencumbered budgeted funds. The requisition form must then be approved by the Finance Director or his/her designee.
10. The requisition form, with all supporting documentation attached, is submitted to the Town Manager for approval and returned to the Finance Department.
11. The Finance Department will forward all applicable information to the Town Attorney for review and draft of a written agreement, when applicable.
12. The written agreement along with purchase requisition and supporting documentation is

then submitted to the Town Clerk for inclusion on the next available Town Commission agenda for Commission review and final approval.

13. Upon receipt of a completed and fully executed written agreement the Finance Department will issue a Purchase Order Number and return a copy to the ordering department.

14. The ordering department must attach a copy of the completed Purchase Requisition/Purchase Order to the invoice(s) when submitted to Finance for payment.

B. Requests for Proposals, Requests for Qualifications, and Invitations to Negotiate

These methods are utilized when price, responsiveness, and responsibility are not the sole determining factors (i.e., professional services, etc.). The procurement of professional services subject to the CCNA shall comply with the procedures set forth in the CCNA.

1. The ordering department shall prepare a Town of Highland Beach Request for Proposals, Qualifications, or Invitation to Negotiate and submit to Department Head, Finance Director, and Town Attorney for review. The Request for Proposals/Request for Qualifications/Invitation to Negotiate shall state the relative importance of price, if appropriate, and all other evaluation factors.
2. Following review, the Request for Proposals, Qualifications, or Invitation to Negotiate is then delivered to any known vendors that can provide a response, advertised on the Town's website, advertised with applicable trade associations, and/or published in a newspaper of general paid circulation in Palm Beach County as required by State of Florida Law.
3. Pursuant to the Request for Proposals, Qualifications, or Invitation to Negotiate, the Town Manager may appoint a Selection Committee to review the submissions received by the Town.
4. All responses submitted pursuant to the Request for Proposals, Qualifications, or Invitation to Negotiate shall be submitted electronically through the Town's e-bidding platform and remain sealed until they are opened publicly on the date and time and location stated in the Request for Proposals, Qualifications, or Invitation to Negotiate or as may be amended by addendum. Submittals shall be opened publicly at the time and place designated in the public notice of the Request or Invitation. The amount of each bid and the name of each bidder shall be recorded.
5. No proposals shall be opened until the time designated in the public notice of the Request or Invitation. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to

identify the item offered.

6. The Selection Committee shall review and rank the responses received according to the language of the Request for Proposals, Qualifications, or Invitation to Negotiate.
7. Following the review and ranking, the Selection Committee will convene to finalize their scores and ranking of respondents.
8. The ordering department shall prepare a Town Commission Agenda Memo to approve the ranking results and authorize staff to negotiate a contract with the highest ranked response or as described in the Request for Proposals, Qualifications, or Letters of Interest.
9. Following Commission authorization, Staff shall negotiate a contract with a respondent pursuant to the language of the Request for Proposals, Qualifications, or Letters of Interest.
10. Once negotiations are completed, award shall be made to the responsible responder whose proposal is determined in writing to be the most advantageous to the Town based on evaluation factors set forth in the Request for Proposals/Request for Qualifications/Invitation to Negotiate.
11. The written agreement and supporting documentation are submitted to the Town Clerk for inclusion on the next available Town Commission agenda for their review and final approval.

C. Pre-bid and Pre-proposal Conferences

A pre-bid conference shall be scheduled for Invitations to Bid where it is deemed advisable to allow potential proposers to consult with Purchasing staff and the requesting department(s) to ensure clarity of the required goods or services and, if applicable, to view the site where the work is to be performed. A pre-proposal conference shall be scheduled under all Requests for Proposal solicitations. This conference shall be scheduled roughly in the middle of the solicitation period to allow enough time for vendors to prepare for the conference, and to consider the information provided during the course of the conference.

Attendance at Pre-bid and Pre-proposal conferences by vendors is generally optional, unless it concerns a construction project. However, vendor attendance at such conferences may be made mandatory depending upon the specific requirements of the project. Mandatory conferences may serve to limit competition and shall be the exception to the procedure. If a vendor fails to attend a mandatory pre-bid or pre-proposal conference, then that vendor shall not be allowed to submit a proposal.

D. Addenda to Solicitation Documents

There may be occasions when it will be necessary to change the specifications, terms, or conditions of a given solicitation during the course of the proposal period. Such changes may be required in response to requesting department requests or clarifications, contractor questions (submitted in writing per the "Cone of Silence"), or other reasons. Such changes shall be formalized by the issuance of solicitation addenda by the Finance Department, to all potential vendors that have obtained the solicitation document. The addenda becomes part of, and supersedes, the solicitation document.

E. Tied Bids

Tied bids are offers where one or more responsive and responsible bidders offer the same low price for an item or group of items, depending on the method of award. In such instances, the Purchasing Agent will request best and final offers (BAFOs) from the bidders that offered the same price. The BAFOs must be requested at the same time or soon after the preliminary tabulation is provided to all responding proposers. This allows all proposers to see the prices that were submitted, and the proposers that offered the same pricing.

Request for best and final offers must include a due date (close of business is acceptable) and may be emailed directly to the Purchasing Agent or delivered to the Support Services Department. In the event responses to best and final offers result in another tie, the tie shall be broken by the Purchasing Agent by flipping a coin in the presence of the Finance Director or their designee.

F. Formation and Performance of Evaluation/Selection Committees

The Purchasing Agent is responsible for the review of all proposals for responsiveness before distributing them to the Selection Committee. A proposer is considered responsive if the proposal conforms in all material respects to the terms and conditions in the solicitation.

G. Selection Committee Team Members

The Purchasing Agent will determine the number and makeup of the Selection Committee and shall serve as the Selection Committee Chairperson.

Each member must:

- Have no personal or financial interest in any vendor or firm which has submitted a proposal to the Town.
- Have professional experience and/or a related interest so that the recommendations of the Committee can be supported and defended legally and ethically.
- Have professional experience and/or a related interest so that the recommendations of the Committee will lead to the selection of a vendor which will provide goods or services that is the best value for the Town.

H. Initial Meeting Of The Selection Committee

The Purchasing Agent shall conduct an initial meeting (Kick-Off Meeting) with the Selection Committee to ensure that each member has a clear understanding of their duties and responsibilities in the selection process. A copy of these guidelines, the solicitation and any addenda, each proposer's submittal, and a copy of the evaluation criteria will be distributed to Committee members.

I. Conflict Of Interest

Once proposals have been received, and it is known which proposers are involved in the evaluation competition, each member of the Selection Committee will be informed. Each member will be asked if the member has a personal or financial interest in any proposer, and if the member understands and can perform impartially within the Selection Committee guidelines. If a conflict of interest exists or appears to exist, that member will be disqualified from the Committee.

J. Committee Rules And Procedures

All evaluators on the Selection Committee are required to apply sound and unbiased judgment in awarding points to the proposals for the purpose of ranking them.

All Selection Committee members must read the solicitation thoroughly and have a clear understanding of the requirements and evaluation criteria before attempting to evaluate the proposals. All questions should be directed to the Purchasing Agent, who is the Chairperson of the Selection Committee.

1. The Selection Committee meetings must follow the requirements of Florida Statute 286.011 for public meetings and meetings must be noticed at least 72 hours in advance. These meetings are open to the general public (unless exempt pursuant to section 286.0113, Florida Statutes), which may include proposers which have submitted responses to the Town's solicitations. Minutes will be taken at all Selection Committee Meetings. Meetings may be recorded; and all recordings will be made available for the general public to listen to upon scheduling an appointment with the Finance Department.
2. Except as authorized under section 286.0113, Florida Statutes, Selection Committee members are prohibited from communicating with anyone, either verbally or in writing, regarding the proposals, outside of the scheduled and publicly noticed Selection Committee meetings. Violations of § 286.011, Florida Statutes are very serious and have legal and ethical ramifications. If a vendor or proposer contacts a Committee member, the member must refer the vendor or proposer to the Town Clerk. Selection Committee members are prohibited from participating in individual meetings, informal consultations, lunches, entertainment or any other direct or indirect contact with vendors or proposers.
3. After receipt of proposals, each Committee member must review and evaluate each

proposal independently, without discussing their evaluation with other Committee members.

4. At the Selection Committee Meeting, the Committee must make a determination as to whether or not the RFP process generated enough competition through a satisfactory number of responses to the request. The Committee would then either:
 - a) Recommend an acceptable proposal based on the evaluation process; or
 - b) Recommend that the Commission reject all proposals received; thereafter restructure the RFP/process in an effort to obtain more responses.
5. Evaluations must be based on the criteria established in the solicitation. All criteria must be scored. If a member elects to score only some of the proposals or criteria, the evaluations completed by that member will not be counted in order to prevent skewing of the final scores.
6. Evaluations must be both qualitative and quantitative based on the evaluation criteria outlined in the solicitation. If a member scores a zero (0) in any category, that member must identify the deficiency and provide a written explanation for the zero (0) score. All scores and comments become part of the solicitation and contract file and are subject to disclosure under the Florida Public Records Law. Committee members should have a reasonable, rational, and consistent basis for their scores, and be prepared to explain their scores in the event of a protest or inquiry.
7. Prior to the Selection Committee meeting in a public forum, any questions, clarifications, or additional information requested from a proposer by a member must be submitted in writing through the Purchasing Agent. The Purchasing Agent is responsible for obtaining a written response from the proposer and sharing the response with all Committee members prior to the first publicly advertised meeting.
8. Score sheets must be completed prior to the Committee meeting where rankings will be determined. After the Selection Committee members have independently completed the initial review and scoring of all proposals, the Committee will convene at a publicly posted meeting to openly discuss the proposals. Members may adjust their initial scoring based on their interpretation of any additional information gained from the Committee's discussions. After all discussions have been completed each Committee member shall finalize their scores. Each member is required to sign his/her score sheet and any note pages and submit them to the Chairperson as part of the public record.
9. Score sheets will be tabulated and ranked from the highest to the lowest by the

Chairperson.

10. Depending on the outcome of the scoring, the Committee will recommend one of the following:
 - a) Award the contract to the highest ranked proposer; or
 - b) Shortlist the top ranked proposers and request scheduling of oral presentations.
11. If the Committee recommends awarding the contract to the highest ranked proposal, no further action is required by the Selection Committee.
12. If oral presentations are requested, the Selection Committee shall identify which proposers will be asked to provide oral presentations. The Selection Committee may request oral presentations from as many proposers as necessary; however, it is recommended that the Committee come to a consensus and request presentations only from the top-ranked proposers.
13. When oral presentations are requested by the Selection Committee, the members shall submit a written request to the Chairperson for specific areas needing additional explanation and/or clarification or any other information the Committee would like the proposers to provide during the oral presentations. These questions must be submitted at a public meeting.
14. All proposers selected for oral presentations will be notified in writing of the publicly posted meeting by the Committee Chairperson or designee, identifying the date, time, location, with a uniform script listing the specific questions or information requested by the Selection Committee to be addressed at the presentation.
15. Prior to the oral presentations, the Chairperson will provide the evaluation criteria and score sheets to the Selection Committee.
16. During the oral presentations, Committee members will be able to ask questions of the proposers for a clear understanding of each proposer's position.
17. After oral presentations are completed, the Committee will have the opportunity to continue discussions among themselves. After discussions are completed, each member shall finalize their scores. Each member is required to sign his/her scoring sheet and any note pages and submit them to the Chairperson as part of the public record.
18. Score sheets will be tabulated and ranked from the highest to the lowest by the

Chairperson. The award recommendation will be for the proposer with the highest ranked score.

19. The Selection Committee Chairperson shall work with the Town department on a recommendation to award for processing through the Town Manager and/or the Town Commission, as appropriate.

K. Cone of Silence

Any person participating in a competitive solicitation issued by the Town shall comply with Section 2-355 of the Palm Beach County Code of Ordinances, as amended.

L. Protest Procedures

Standing. Parties that are not actual bidders, proposers or responders, including, but not limited to, contractors or consultants that do not submit a bid or proposal, subcontractors, material and labor suppliers, manufacturers and their representatives, shall not have standing to protest or appeal any determination made pursuant to this Section. A party will have standing to protest or appeal a determination made pursuant to this Section if that party has a substantial interest to be determined by the Town. For example, if the party protesting/appealing is not the second lowest bidder who would receive the award if the challenge was successful, then that party does not have standing.

M. Procedure

1. Upon notification by the Town that a proposer or responder is deemed non-responsive and/or non-responsible, the proposer or responder who is deemed non-responsive and/or non-responsible may file a protest with the Purchasing Agent by close of business on the third business day after notification (excluding the day of notification) or any right to protest is forfeited. It shall be the sole responsibility of such proposer or responder to verify the operating hours of Town Hall.
2. After a Notice of Intent to Award an Agreement is posted, any actual proposer or responder who is aggrieved in connection with the pending award of the agreement or any element of the process leading to the award of the agreement may file a protest with the Purchasing Agent by close of business on the third business day after posting (excluding the day of posting) or any right to protest is forfeited. It shall be the sole responsibility of such bidder, proposer or responder to verify the operating hours of Town Hall.

A Notice of Intent to Reject all Proposals or Responses is not subject to the protest procedure.

3. The protest shall be in writing, shall identify the name and address of the protester, and

shall include a factual summary of, and the basis for, the protest. Filing shall be considered complete when the protest and the Protest Bond are received by the Purchasing Agent. The clock located in the Town Clerk's office shall govern.

N. Protest Bond

Any proposer or responder filing a protest shall simultaneously provide a Protest Bond to the Town in the amount equaling ten percent (10%) of the recommended award price pertaining to the protested RFP, RFQ, etc., documents. If the protest is decided in the protester's favor, the entire Protest Bond shall be returned to the protester. If the protest is not decided in the protester's favor, the Protest Bond shall be forfeited to the Town. The Protest Bond shall be in the form of a cash or a letter of credit with a bank located in Palm Beach County, Florida.

O. Protest Committee

The Protest Committee shall review all protests at a public meeting as soon as possible or no later than thirty (30) days after a bid protest is filed. The Town Manager shall appoint the members of the Protest Committee. No member of the Town Commission shall serve on the Protest Committee. The Town Attorney or designee shall serve as counsel to the Committee. The meeting of the Protest Committee shall be opened to the public and all the actual bidders, responders or proposers shall be notified of the date, time and place of the meeting. If the Protest Committee determines that the protest has merit, the Town Manager shall direct that all appropriate steps be taken. If the Protest Committee denies the protest, the protester may appeal to the Town Commission. All the actual responders or proposers shall be notified of the determination by the Protest Committee. The Protest Committee shall terminate upon the award of the contract, or such other time as determined by the Town Commission.

P. Stay of award of Agreement or Sealed Competitive Method

In the event of a timely protest, the Purchasing Agent shall stay the award of the Agreement or the Sealed Competitive Method unless the Town Manager determines that the award of the Agreement without delay or the continuation of the Sealed Competitive Method is necessary to protect any substantial interest of the Town. The continuation of the Sealed Competitive Method or award process under these circumstances shall not preempt or otherwise affect the protest.

Q. Appeals to Town Commission

Any actual proposer or responder who is aggrieved by a determination of the Protest Committee may appeal the determination to the Town Commission by filing an appeal with the Town Clerk by close of business on the third Business Day after the protester has been notified (excluding the day of notification) of the determination by the Protest Committee. The appeal shall be in writing and shall include a factual summary of, and the basis for, the appeal. Filing of an appeal shall be considered complete when the appeal is received by the Town Clerk.

R. Failure to File Protest

Any actual proposer or responder that does not formally protest or appeal in accordance with this Section shall not have standing to protest the Town Commission's award.

VII. INFORMAL SOLICITATIONS

Acquisitions of or contracts for non-real property, goods, or services where the expenditure by the Town (including expenditures during renewal periods, but not expenditures relating to Change Orders) is estimated to be \$50,000 or less shall not be subject to a Sealed Competitive Method. The town will utilize the procurement methods outlined below based on the total purchase price.

A. Purchase of Items up to \$10,000

1. A minimum of one written quote is required.
2. A Town of Highland Beach purchase requisition must be completed by the ordering department and approved by the department head or his/her designee prior to the purchase being made.
3. The requisition, with all supporting documentation attached, must be approved by the Finance Department for verification of the availability of unencumbered budgeted funds.
4. The requisition, with all supporting documentation attached, must then receive final review and approval from the Town Manager or his/her designee.
5. Once fully approved, the requisition is converted to a Purchase Order by the Support Services Department.
6. After conversion to a Purchase Order, the ordering department will receive an automated email notification from the Town's ERP system that the requested Purchase Order has been issued.

B. Purchase of Items \$10,000.01 to \$50,000.00

1. A minimum of three written quotes are required to demonstrate due diligence in obtaining high-quality goods and services at a commercially reasonable price. When the required number of quotes is not obtained, the ordering department must submit documented evidence and/or written justification for review and authorization by the Town Manager.
2. A Town of Highland Beach purchase requisition must be completed by the ordering department and approved by the department head or his/her designee prior to the

purchase being made.

3. The requisition, with all supporting documentation attached, must be approved by the Finance Department for verification of the availability of unencumbered budgeted funds.
4. The requisition, with all supporting documentation attached, must then receive final review and approval from the Town Manager or his/her designee.
5. Once fully approved, the requisition is converted to a Purchase Order by the Support Services Department.
6. After conversion to a Purchase Order, the ordering department will receive an automated email notification from the Town's ERP system that the requested Purchase Order has been issued.

VIII. DIRECT ACQUISITION PROCUREMENTS

A. Professional Services

Except as otherwise provided for in Florida Law (e.g., CCNA), contracts for professional services (which include but are not limited to services provided by architects, engineers, surveyors, attorneys, physicians, accountants, actuaries, lobbyists and financial advisors) may be made or entered into by the Town Manager without utilizing a Sealed Competitive Method or the Written Quotations Method. Acquisitions of professional services where the expenditure by the Town (including expenditures during renewal periods, but not expenditures relating to Change Orders) is estimated to be greater than \$50,000.00 are subject to approval by the Town Commission. For those professional services governed by the CCNA, staff shall confirm whether the CCNA procedures are applicable due to the estimated amount of the proposed contract.

B. Specialty Goods and Services

Acquisitions of or contracts for specialty goods and services (including but not limited to performing artists, artwork, special events, entertainment, and food and beverage) may be made or entered into by the Town Manager without utilizing a Sealed Competitive Method or the Written Quotations Method. Acquisitions of specialty goods and services, where the expenditure by the Town is estimated to be greater than \$50,000.00, are subject to approval by the Town Commission.

C. Emergency Acquisitions

The Town Manager may acquire or contract for non-real property, goods, or services required in contemplation of, preparation for, or during an Emergency without utilizing a Sealed Competitive Method or the Written Quotations Method regardless of the amount. Emergency acquisitions of non-real property, goods or services where the expenditure by the Town is greater than

\$50,000.00 must be ratified by the Town Commission as soon as practicable.

D. Sole Source

The Town may acquire or contract for non-real property, goods or services that are available to the Town from only one source without utilizing the Sealed Competitive Method or Written Quotations Method. Sole Source acquisitions where the expenditure by the Town (including expenditures during renewal periods, but not expenditures relating to Change Orders) is estimated to be greater than \$50,000.00 are subject to approval by the Town Commission.

E. Town Standard

Where the Town has determined that a particular style, brand, make, or model is the only type that meets the Town's requirements for performance, consistency, compatibility or other salient characteristics, and such determination has resulted in there being only one source available to the Town, the Town may acquire or contract for such goods without utilizing a Sealed Competitive Method or the Written Quotations Method. Town Standard acquisitions where the expenditure by the Town (including expenditures during renewal periods, but not expenditures relating to Change Orders) is estimated to be greater than \$50,000.00 are subject to approval by the Town Commission.

F. Utilization of Other Governmental Entities' Contracts

The Town may acquire or contract for non-real property, goods or services without utilizing a Sealed Competitive Method or the Written Quotations Method where the desired goods or services are the subject of a contract with the State, its political subdivisions or other local governmental entities in the State, with associations in Florida affiliated with state and/or local governmental entities or departments (such as the Florida Sheriffs Association and the Florida Fire Chiefs' Association) or with the United States government or national cooperatives, provided that the contract is based strictly on competitive bidding and not on any preference, and provided that the form of the contract is acceptable to the Town Attorney. Some terms and conditions of the existing contract may be modified by the Town so long as they do not substantially change the purchase. Acquisitions utilizing other governmental entities' contracts where the expenditure by the Town (including expenditures during renewal periods, but not expenditures relating to Change Orders) is estimated to be greater than \$50,000.00 are subject to approval by the Town Commission.

Utilization of other government entities' contracts shall only be permitted during the term of the other governmental entity's contract or for one year from the date the other governmental entity awards the bid, whichever is longer.

If the Town desires to utilize another governmental entity's contract, the Town shall require the vendor to certify the same pricing, terms and conditions as the original agreement except as amended by the Town Attorney.

G. Cooperative Acquisitions

The Town may acquire or contract for non-real property, goods or services without utilizing a Sealed Competitive Method or the Written Quotations Method where the Town participates in joint procurement of non-real property, goods or services with other public entities within the State, including, but not limited to acquisitions made pursuant to interlocal agreements entered into with other governmental entities in accordance with Chapter 163 Florida Statutes. Cooperative acquisitions where the expenditure by the Town (including expenditures during renewal periods, but not expenditures relating to Change Orders) is estimated to be greater than \$50,000.00 are subject to approval by the Town Commission.

H. Utilities

Water, cable, sewer, gas, electrical, internet (wifi), telephone and other utility services may be acquired without utilizing a Sealed Competitive Method or the Written Quotations Method and without Town Commission approval.

I. Resale

Food, beverages and merchandise purchased for resale, may be acquired without utilizing a Sealed Competitive Method or the Written Quotations Method and without Town Commission approval.

J. Employee Benefits and Health Services

Employee Benefits and health related services may be procured/renewed directly through a negotiating process conducted by an expert in the field, or to maintain continuity of employee-health records, and not be subject to competitive procurement methods.

K. Property, Casualty, Workers Compensation, Liability, Automobile Insurance

Insurances may be procured/renewed through a negotiating process and is not subject to competitive procurement methods.

L. Best Interest Acquisitions

The Town may acquire or contract for non-real property, goods, or services without utilizing a formal solicitation method or written quotations if the Town Commission declares by at least a four-fifths (4/5) affirmative vote that the formal solicitation or written quotations methods are not in the best interest of the Town. The Town Commission shall make specific factual findings that support its determination, and such contracts shall be placed on the regular Town Commission agenda. This provision may not be used when the purchasing or procurement method is prescribed by state law, such as F.S. Sections 287.055 or 255.20, as amended.

IX. FORM OF CONTRACT

A. Written Agreements

Written agreements shall be utilized for all acquisitions of non-real property, goods or services where the total expenditure by the Town (including expenditures during renewal periods, but not expenditures relating to Change Orders) is estimated to be greater than \$50,000.00. The Town may utilize a written agreement for any acquisition of less than \$50,000.01 that the Town deems appropriate. All written procurement agreements must be approved as to form and legality by the Town Attorney and executed by the Town Attorney.

B. Purchase Orders

Where no other form of contract exists, purchase orders, in a form pre-approved by the Town Attorney, shall be utilized for acquisitions of non-real property, goods or services where the total expenditure by the Town is estimated to be greater than \$10,000. The Town may utilize a purchase order for any acquisition of \$10,000 or less that the Town deems appropriate. No change shall be made to the pre-approved purchase order form without express approval of the Town Attorney.

X. CHANGE ORDERS

A. Town Commission Approved Contracts

1. Any Change Order that materially expands or alters the scope of the work in a Town Commission approved contract shall be subject to prior approval by the Town Commission.
2. The Town Manager may approve a Change Order provided that it does not alter the scope of the work in a Town Commission approved contract and that the cumulative total of all change orders, for the duration of the contract, does not exceed twenty percent (20%) of the contract amount or \$100,000, whichever is less.
3. Any Change Order that extends the original substantial or final completion date of a Town Commission approved contract shall be subject to prior approval by the Town Commission, except for the time allowed under Article VIII.

B. Town Manager Approved Contracts

The Town Manager is authorized to approve a Change Order to a contract that was not approved by the Town Commission, provided that the Change Order does not cause the total acquisition from the vendor to exceed the aggregate sum of \$50,000 during any Fiscal Year pursuant to Article VIII.

XI. TERMINATIONS, EXTENSIONS, AND RENEWALS

A. Town Commission Approved Contracts

1. Contracts approved by the Town Commission may be terminated only by the Town Commission. If the Town Manager desires to terminate a Town Commission approved contract, the Town Manager may suspend the work under the contract until the Town Commission makes a final determination.
2. The Town Manager may extend a Town Commission approved contract for up to 90 days. The extension of any Town Commission approved contract for longer than 90 days shall be subject to prior approval by the Town Commission. In the event of an Emergency, the Town Manager may extend a Town Commission approved contract without Town Commission approval, subject to later ratification by the Town Commission.
3. When a contract is entered into by the Town pursuant to Town Commission approval and provides for one or more renewals by affirmative action of the Town, only the Town Commission may approve such renewals.
4. The Town Manager may suspend a Town Commission approved contract for up to 90 days. Suspension of a Town Commission approved contract for longer than 90 days shall be subject to Town Commission approval.

B. Town Manager Approved Contracts

1. Contracts that were not approved by the Town Commission may be terminated by the Town Manager.
2. The Town Manager is authorized to extend for up to 120 days any contract entered into by the Town that was not approved by the Town Commission.
3. When a contract is entered into by the Town pursuant to Town Manager approval and provides for one or more renewals by affirmative action of the Town, the Town Manager is authorized to approve such renewals without Town Commission approval.
4. Contracts that were not approved by the Town Commission may be suspended by the Town Manager.

XII. BLANKET PURCHASE ORDERS

Blanket purchase orders are used when commodities, products and services are purchased on a regular and routine basis, and the cost for the item(s) or the specified quantity cannot be easily identified (i.e. fuel, routine vehicle maintenance, janitorial supplies, etc.). A blanket purchase order may be issued for a not-to-exceed dollar amount and for a set period of time. Use of blanket purchase orders are not designed to get around the requirement to competitively bid items for known quantities of commodities, products and services (i.e. annual chemical purchases, annual landscape maintenance, etc.). All blanket purchase orders close at the end of the fiscal year. No capital items may be purchased with a blanket purchase order. Blanket Purchase Orders are subject to the Purchasing Procedures defined in this manual. Blanket purchase orders do not require quotes when the not to exceed amount is \$10,000 or less.

XIII. UNBUDGETED PURCHASES

In the event that a department needs to purchase an item or items that are outside of the amount which was originally part of the approved budget for their department, the following procedure will be followed:

- Items \$50,000 or less must be approved by the Town Manager.
- Items over \$50,000 must be approved by the Town Commission.
- All unbudgeted purchase requests must be accompanied by a memo from the ordering department head explaining the immediate need for the items requested.

XIV. PURCHASES NOT TO BE DIVIDED

No purchase shall be divided or sub-divided to circumvent the competitive bid requirements of the State of Florida Statutes, Town of Highland Beach Code, or purchasing rules and regulations.

XV. PROPERTY DISPOSAL

A. Excess, Surplus, and Obsolete Materials

It shall be the duty of the User Department Head to report all excess, surplus or obsolete materials to the Support Services Department. At this point, the Support Services Department and Town Manager, in conjunction with the User, will examine alternatives as to the most advantageous disposition of the items. Items could be refurbished or reconditioned, transferred, traded in on new equipment or sold by auction or sealed bid.

The Town Manager shall have the authority to dispose of all non-real property that is determined to have a book value or market value (whichever is greater) of less than \$2,500 in any manner authorized by Chapter 274, Florida Statutes "Tangible Personal Property Owned by Local

Governments". Surplus non-real property with a book value or market value (whichever is greater) greater than \$2,500 will be subject to Town Manager approval prior to its disposal.

1. The most gainful method for handling an item no longer needed by a department is to transfer it to another department that has a use for the item.
2. In replacing obsolete equipment, it may be financially advantageous to trade-in the old equipment. Requests for bids on the replacement item may call for bid prices with or without trade-in and provide that award may be made either way.
3. Excess, surplus and obsolete items (greater than \$2,500) not transferred or traded-in may be consolidated and offered for sale by auction or by sealed bid method. Auctions can be traditional or contemporary including online auctions such as www.govdeals.com or similar websites. The property offered for sale will be on an "AS IS/WHERE IS" basis. The sale will be given public notice. Sealed bids will be opened at the time and place announced with the Town, retaining the right to reject any and all.
4. The Town Manager may declare that any non-real property that is determined by the Town Manager to have reached the end of its useful life and/or may expose the Town to potential liability from its continued use or sale and/or whose disposition cost exceeds its value, is junk. Non-real property declared by the Town Manager to be junk shall be disposed of without receipt of consideration (or, if necessary, at a cost to the Town) and shall be rendered useless.

B. Sale to Employees

To avoid any appearance of impropriety in the disposition program, it will be the Town's policy to prohibit the direct sale of surplus property to any Town Employee, Official or Agent. This policy does not prohibit any Town Employee, Official or Agent from extending an offer at a public auction or in the form of a sealed bid.

C. Allocation of Proceeds

Proceeds from the sale of excess or surplus property will go into the Town's Fund that held the asset.

PURCHASING CARD POLICY

I. PROCEDURES

- A. The Finance Director or designee shall be the Program Administrator for Purchasing related issues and will administer the Purchasing Card Program for the Town of Highland Beach.
- B. This policy is applicable to those departments who have identified employees who may use purchasing cards to purchase goods and services allowed under this policy. The decision to issue a purchasing card is the responsibility of the department director with the approval of the Town Manager.
- C. Since the Town of Highland Beach, not the individual employee, will pay for purchases made with the purchasing card for official Town use, additional controls have been added to these purchasing cards.
- D. The standard purchasing card limit is \$2,500 per billing cycle. Department directors may establish lower limits for their employees.
- E. Purchasing Card Use
 - 1. The purchasing card shall be used for Town of Highland Beach business only.
 - 2. The purchasing card shall have the cardholder's name embossed on it and shall only be used by that employee or another employee that has been established as an authorized purchaser on the cardholder's account.
 - 3. All items purchased using the purchasing card shall be available immediately; purchasing back ordered items is prohibited.
 - 4. The Town is tax exempt and shall not be charged sales tax on any transactions. If the vendor charges sales tax in error, the cardholder must contact the vendor and obtain a credit equal to the amount of the sales tax.
 - 5. All transactions require a sales receipt. A sales receipt may be referred to as an invoice and must include the following:
 - a) Vendor name
 - b) Itemized breakdown
 - c) Grand total price
 - d) Transaction date

II. DISPUTES

- A. If items purchased with the purchasing card are found to be defective or services faulty, the cardholder has the responsibility to return the item(s) for replacement or refund or have services redone or refunded. If the vendor refuses to replace or refund the item, or redo or refund the service, the purchase will be entered into dispute.
- B. The cardholder shall notify the credit card provider, the Town's Program Administrator, and their department head of any dispute situations.

III. LOST OR STOLEN CARDS

- A. Should any employee lose or have their purchasing card stolen, it is the responsibility of the employee to immediately notify the card issuer, their department head, and the Program Administrator of the loss. The appropriate Police Department should also be notified depending on situation, i.e., robbery, burglary, etc.
- B. The following information must be provided to the department head and the Program Administrator:
 - 1. Complete name as it appears on the card
 - 2. Card number
 - 3. Date police were notified (if stolen)
 - 4. Date card issuer was notified
 - 5. Purchases made on the day the card was lost or stolen
- C. The department head is required to make a written report to the Program Administrator WITHIN ONE (1) WORKDAY including:
 - 1. Complete information on the loss
 - 2. Date the loss was discovered
 - 3. Location where the loss occurred, if known
 - 4. Purchases cardholder made prior to the loss
 - 5. Any other pertinent information
- D. Should the card be found, it must be returned to the Program Administrator for destruction.

IV. TERMINATING EMPLOYEE

- A. The Program Administrator, or designee, will be responsible to collect and destroy the purchasing card upon termination, resignation, or retirement. The Program Administrator will notify the issuer and destroy the purchasing card.

- B. In the event that the Program Administrator, or designee, is not able to collect the purchasing card when the employee is terminated or otherwise leaves the employment of the Town, the Program Administrator, or designee, shall immediately notify the card issuer by telephone and follow-up with a memo to take action to ensure the purchasing card is voided.
- C. The Program Administrator, or designee, will confirm at the exit interview that the purchasing card has been turned in.

V. DISCIPLINARY ACTION GUIDELINES

- A. Any incident of improper or unauthorized use of the card shall be immediately reported to the Program Administrator, or designee, and the Town Manager.
- B. The Program Administrator, or designee, and the Town Manager may suspend or terminate cardholder privileges for improper or unauthorized use, or otherwise in the Town's sole discretion at any time and without prior notice.
- C. The appropriate disciplinary action will be taken as per the Town of Highland Beach Personnel Rules and Regulations. Improper or unauthorized use of the card as specified within this policy may subject the employee to appropriate disciplinary action, such as:
 - 1. Written reprimand to be maintained in employee's personnel file.
 - 2. Suspension without pay.
 - 3. Termination of employment.
- D. In addition to any administrative and disciplinary action that may be taken, the employee may be required to reimburse the Town of Highland Beach for the total amount of improper charges through a payroll deduction, in accordance with applicable law. The Town may also initiate any other lawful collection methods necessary in its sole discretion.
- E. Failure to submit properly completed reports related to cardholder activity during the time periods specified within this policy may subject the employee to appropriate action, such as:
 - 1. First Offense – Suspension of cardholder privileges for a minimum of thirty (30) business days.
 - 2. Second Offense – Termination of cardholder privileges and a written reprimand to be maintained in the employee's personnel file.

VI. PROGRAM GUIDELINES

Several unique controls have been developed for the Purchasing Card Program that do not exist in a traditional credit card environment. These controls ensure that the card can only be used for specific purchases and within specific dollar limits.

A. General Information

1. The unique purchasing card that an employee receives has his/her name embossed on it and the words "TOWN OF HIGHLAND BEACH". It shall only be used by that employee or another employee that has been established as an authorized purchaser on the cardholder's account.
2. The purchasing card shall only be used for Town business and shall not be used to make personal purchases.
3. The standard purchasing card spend limit is \$2,500 per billing cycle.
4. All cardholders shall sign a Town of Highland Beach Cardholder Agreement Form at the time of card issuance.

B. Conditions

1. Each single purchase may be comprised of multiple items, but the total cannot exceed the single purchase dollar limit on the purchasing card.
 2. The least expensive item that meets the Town of Highland Beach basic needs should be sought.
 3. Cardholders must follow their department's administrative control of funds procedures to ensure that sufficient funds are available prior to making a purchase. Items purchased with a purchasing card will be reconciled to the appropriate expense line item.
- C. The purchasing card issuer will not request any personal information from the cardholders, nor should any personal information be furnished to the purchasing card issuer.
- D. Use of the purchasing card does not relieve the cardholder from complying with Federal, state, and local laws, ordinances, and regulations.
- E. The purchasing card is not intended to replace effective procurement planning which enables volume discounts or appropriate travel arrangements.
- F. Questions regarding a purchasing account or specific purchasing card procedures should be directed to the Program Administrator, or designee.

G. The following list covers purchases for which purchasing card use is prohibited:

1. Cash advances.
2. Personal items.
3. Fuel – Exception for pre-approved travel in a Town or rental vehicle.
4. Phone services.
5. Professional services (Architects, Engineers, Attorneys, Physicians, etc.)
6. Supplies or services related to personal memberships or agreements.
7. Gift cards.
8. Specifically set department restrictions.

VII. PROCEDURES FOR PURCHASING CARD RECONCILIATION

A. Monthly statements are mailed directly to employees who are assigned a Purchasing card. Upon receipt of the statement, the cardholder should complete the following reconciliation steps before the end of the month:

1. Review the statement for accuracy and report any errors to PNC any of the following ways:

- a) Mail – PO Box 2859 Kalamazoo, MI 49003-2859
- b) Fax – (269) 973-1688
- c) E-mail – billinginquiries@pnc.com

2. Enter the details for each transaction then upload the supporting documents in the BS&A Accounts Payable Module as follows:

- a) Invoice Date - Transaction/Post Date on the Statement
- b) Due Date - 4th of the month following the statement closing date

B. If there is a credit/return, enter the transaction with a minus in the “amount” field.

C. Upon completion of entering the transactions from the statement, double-check to ensure that the total transactions entered (Including credits) matches the total activity reflected on the statement.

TOWN OF HIGHLAND BEACH CARDHOLDER AGREEMENT FORM

Please review the terms stated below, sign, date and return to the Purchasing Division upon receipt of your Purchasing Card. Please note that this Cardholder Agreement also acts as your signature card and will be kept on file in the Purchasing Division.

I, _____, hereby acknowledge receipt of a Town of Highland Beach Purchasing Card and have reviewed the Town's Purchasing Card Policy.

Card Number: _____ (the "Purchasing Card"), is received in good condition, with both the Town's name and mine appearing on the face of the Purchasing Card. I have verified the information contained thereon and attest to its accuracy.

"Proper and Authorized Charges" shall mean charges which conform to and meet all requirements of the Purchasing Card Policy and any other applicable law, ordinance, rule or regulation. I hereby agree to abide by the Ethics in Public Contracting as detailed in the Palm Beach County Code of Ethics Ordinance.

I agree to accept responsibility for the protection and proper use of the Purchasing Card in accordance with the above referenced instructions and policies and procedures.

I understand that my use of the Purchasing Card is subject to audit by the Town, that my purchases with the Purchasing Card are limited to the dollar purchase limit per month as set forth in the policies and procedures and Purchasing Card charges for purchases shall not be split. Splitting charges will be considered abuse of the Purchasing Card program and may result in disciplinary action and revocation of the Purchasing Card. The Purchasing Card is not to be used to purchase certain commodities and services as outlined in the policies and procedures. I further understand that I am to use the Purchasing Card solely for proper and authorized charges for official business on behalf of the Town.

I agree to immediately notify the Program Administrator by telephone or email if the Purchasing Card is lost or stolen. I also agree to immediately notify the Program Administrator if unauthorized charges appear on my Statement of Account. I understand that my failure to immediately notify the Program Administrator of unauthorized charges to my Statement of Account could make me responsible for improper or unauthorized charges.

The improper or unauthorized use of the Purchasing Card may result in disciplinary action and or suspension or termination of the Purchasing Card and all associated Cardholder privileges. I understand that the Town may suspend or terminate my privileges to use the Purchasing Card at any time for any reason.

If the Town initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay court costs, reasonable attorney's fees and other expenses incurred by the Town in such proceedings, assuming the Town prevails in such legal action.

I agree to surrender the Purchasing Card immediately upon retirement, termination of employment, termination of Cardholder privileges, or upon the request of the Town. I understand that I will be held responsible for improper or unauthorized charges in accordance with the Purchasing Card Policy.

Cardholder Signature

Date

Department Head Signature

Date

Town Manager Signature

Date



TOWN OF HIGHLAND BEACH PROPOSED ORDINANCE

AN ORDINANCE OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES, AT CHAPTER 33 “ACQUISITION OF GOODS AND SERVICES,” SECTION 33-2 “METHODS OF ACQUISITION”; AMENDING SECTION 33-3 “TOWN COMMISSION APPROVAL”; AND FOR OTHER PURPOSES; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT, CODIFICATION, SEVERABILITY, AND 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, the Town Commission wishes to update Chapter 33 “Acquisition of Goods and Services” to be consistent with updates made to the Town’s Purchasing Policy and Procedures; and

WHEREAS, it has been determined that 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 Code of Ordinances, is hereby amended at Chapter 33, “Acquisition of Goods and Services,” to read as follows:

Chapter 33 – ACQUISITION OF GOODS AND SERVICES

* * *

Sec. 33-2. – Methods of acquisition.

(a) *Sealed competitive method.* Acquisitions of or contracts for non-real property, goods or services where the expenditure by the town (including expenditures during renewal periods, but not expenditures relating to change orders) is estimated to be ~~twenty-five thousand dollars (\$25,000.00)~~ or greater than fifty thousand dollars (\$50,000.00) shall be subject to a sealed competitive method, unless the town utilizes one of the methods that

Proposed Ordinance

is exempt from the sealed competitive method or from obtaining quotes, as provided in subsection 33-2(c).

(1) *Competitive bids.* Sealed competitive bids are utilized where price, responsiveness, and responsibility are the sole determining factors.

(2) *Requests for proposals, requests for qualifications, requests for letters of interest.* Requests for proposals, requests for qualifications, and requests for letters of interest are utilized where price, responsiveness, and responsibility are not the sole determining factors. The town manager may appoint a selection committee to review the submissions received by the town in response to requests for proposals, requests for qualifications, and requests for letters of interest and make a recommendation to the town commission. The selection committee shall terminate upon the award of the contract, or such other time as determined by the town commission.

(3) *Submissions.* It shall be the sole responsibility of the bidder, proposer or responder to have the bid, proposal or response delivered before the specified closing date and time. Bids, proposals or responses received after the closing date and time shall not be considered and shall be returned unopened. The clock in the town clerk's office shall govern. All bids, proposals and responses submitted pursuant to a sealed competitive method shall remain sealed until they are opened publicly on the date and time and location stated in the notice to bidders, proposers or responders, or as may be amended by addendum.

(4) *Town's reservation of rights.* The town may utilize a sealed competitive method for any acquisition that the town deems appropriate regardless of the estimated cost of the acquisition. Until final award of contract, the town reserves the right to waive any informality or irregularity and to reject all bids, proposals and responses, with or without cause.

(b) *Purchasing policy.* Acquisitions equal to or less than fifty thousand dollars (\$50,000.00) ~~under twenty-five thousand dollars (\$25,000.00)~~ shall be governed by the town's purchasing policy.

(c) *Exemptions from purchasing by the sealed competitive method or by obtaining a written quote.*

Proposed Ordinance

(1) *Professional services.* Except as otherwise provided for in Florida law, contracts for professional services (which include but is not limited to services provided by architects, engineers, surveyors, attorneys, accountants, actuaries, lobbyists and financial advisors) may be made or entered into by the town manager without utilizing a sealed competitive method or obtaining written quotes. Acquisitions of professional services where the expenditure by the town (including expenditures during renewal periods, but not expenditures relating to change orders) is estimated to be ~~twenty five thousand dollars (\$25,000.00) or~~ greater than fifty thousand dollars (\$50,000.00) shall be subject to approval by the town commission.

(2) *Specialty goods and services.* Acquisitions of or contracts for specialty goods and services (including but not limited to performing artists, artwork, special events, entertainment, and food and beverage) may be made or entered into by the town manager without utilizing a sealed competitive method or obtaining written quotes. Acquisitions of specialty goods and services, where the expenditure by the town is estimated to be ~~twenty five thousand dollars (\$25,000) or~~ greater than fifty thousand dollars (\$50,000.00), shall be subject to approval by the town commission.

(3) *Emergency acquisitions.* The town manager may acquire or contract for non-real property, goods, or services required in contemplation of, preparation for, or during an emergency without utilizing a sealed competitive method or obtaining written quotes regardless of the amount. Emergency acquisitions of non-real property, goods or services where the expenditure by the town is estimated to be ~~twenty five thousand dollars (\$25,000.00) or~~ greater than fifty thousand dollars (\$50,000.00) shall be subject to ratification by the town commission as soon as practicable.

(4) *Sole source and town standard.*

a. *Sole source.* The town may acquire or contract for non-real property, goods or services that are available to the town from only one source without utilizing the sealed competitive method or obtaining written quotes. Sole source acquisitions where the expenditure by the town

(including expenditures during renewal periods, but not expenditures relating to change orders) is estimated to be ~~twenty-five thousand dollars (\$25,000.00)~~ or greater than fifty thousand dollars (\$50,000.00) shall be subject to approval by the town commission.

b. *Town standard.* Where the town has determined that a particular style, brand, make, or model is the only type that meets the town's requirements for performance, consistency, compatibility or other salient characteristics, and such determination has resulted in there being only one source available to the town, the town may acquire or contract for such goods without utilizing a sealed competitive method or obtaining written quotes. Town standard acquisitions where the expenditure by the town (including expenditures during renewal periods, but not expenditures relating to change orders) is estimated to be ~~twenty-five thousand dollars (\$25,000.00)~~ or greater than fifty thousand dollars (\$50,000.00) shall be subject to approval by the town commission.

(5) *Utilization of other governmental entities' contracts.*

a. The town may acquire or contract for non-real property, goods or services without utilizing a sealed competitive method or obtaining written quotes where the desired goods or services are the subject of a contract with the state, its political subdivisions or other local governmental entities in the state, with associations in Florida affiliated with state and/or local governmental entities or departments (such as the Florida Sheriffs' Association and the Florida Fire Chiefs' Association) or with the United States government or national cooperatives, provided that the contract is based strictly on competitive bidding and not on any preference, and provided that the form of the contract is acceptable to the town attorney. Acquisitions utilizing other governmental entities' contracts where the expenditure by the town (including expenditures during renewal periods, but not expenditures relating to change orders) is estimated to be ~~twenty-five thousand dollars (\$25,000.00)~~ or greater than

fifty thousand dollars (\$50,000.00) shall be subject to approval by the town commission.

b. Utilization of other government entities' contracts shall only be permitted during the term of the other governmental entity's contract or for one year from the date the other governmental entity awards the bid, whichever is longer.

c. If the town desires to utilize another governmental entity's contract, the town shall require the vendor to certify that the price or rate represents the lowest price or rate for the non-real property, goods or services of any contract between the vendor and any other governmental entity within the state.

(6) *Cooperative acquisitions.* The town may acquire or contract for non-real property, goods or services without utilizing a sealed competitive method or obtaining written quotes where the town participates in joint procurement of non-real property, goods or services with other public entities within the state, including, but not limited to acquisitions made pursuant to interlocal agreements entered into with other governmental entities in accordance with F.S. Ch. 163. Cooperative acquisitions where the expenditure by the town (including expenditures during renewal periods, but not expenditures relating to change orders) is estimated to be ~~twenty five thousand dollars (\$25,000.00) or greater~~ than fifty thousand dollars (\$50,000.00) shall be subject to approval by the town commission.

(7) *Utilities.* Water, sewer, gas, electrical, and other utility services may be acquired without utilizing a sealed competitive method or obtaining written quotes and without town commission approval.

(8) *Resale.* Food, beverages and merchandise purchased for resale, may be acquired without utilizing a sealed competitive method or obtaining written quotes and without town commission approval.

(9) *Employee benefits and health services.* Employee benefits and health related services may be procured/renewed directly through a negotiating process

conducted by town staff and/or an expert in the field, or to maintain continuity of employee-health records, and is not subject to competitive procurement methods.

(10) *Property, casualty, workers compensation, liability, automobile insurance.* Insurance may be procured/renewed directly through a negotiating process conducted by town staff and/or an expert in the field, or to maintain continuity of insurance records, and is not subject to competitive procurement methods.

(11) *Best interest acquisitions.* The town may acquire or contract for non-real property, goods or services without utilizing a sealed competitive method or obtaining written quotes where the town commission declares by at least a four-fifths ($\frac{4}{5}$) affirmative vote that the sealed competitive method or obtaining written quotes is not in the best interest of the town. The town commission shall make specific factual findings that support its determination, and such contracts shall be placed on the regular town commission agenda. This provision may not be used when the purchasing or procurement method is prescribed by state law, such as F.S. § 287.055 or 255.20, as amended.

Sec. 33-3. – Town commission approval.

(a) ~~Acquisitions of twenty-five thousand dollars (\$25,000.00) or greater~~ than fifty thousand dollars (\$50,000.00). ~~Except as otherwise set forth in the Code, Acquisitions~~ of or contracts for non-real property, goods or services where the expenditure by the town (including expenditures during renewal periods, but not expenditures relating to change orders) is estimated to be ~~twenty-five thousand dollars (\$25,000.00) or greater~~ than fifty thousand dollars (\$50,000.00) shall be subject to prior approval by the town commission; ~~except for emergency acquisitions, which are subject to subsequent ratification by the town commission pursuant to subsection 33-2(c)(3).~~

(b) *Multiple acquisitions from a vendor exceeding* ~~twenty-five~~ fifty *thousand dollars (\$25* 50,000.00) *in any fiscal year.* Acquisitions of or contracts for non-real property, goods or services from the same vendor exceeding the aggregate sum of ~~twenty-five~~ fifty thousand dollars (\$~~25~~ 50,000.00), per project, shall not be permitted from the same vendor

Proposed Ordinance

during the course of any fiscal year, unless the acquisition is first approved by the town commission. This subsection shall not apply to utility acquisitions.

* * *

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 may be made a part of the Town Code of Ordinances and may be re-numbered or re-lettered to accomplish such, and the word “ordinance” may be changed to “section,” “division,” or any other appropriate word.

Section 6. Effective Date. This Ordinance shall be effective immediately upon adoption at second reading.

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

Proposed Ordinance

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:

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



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

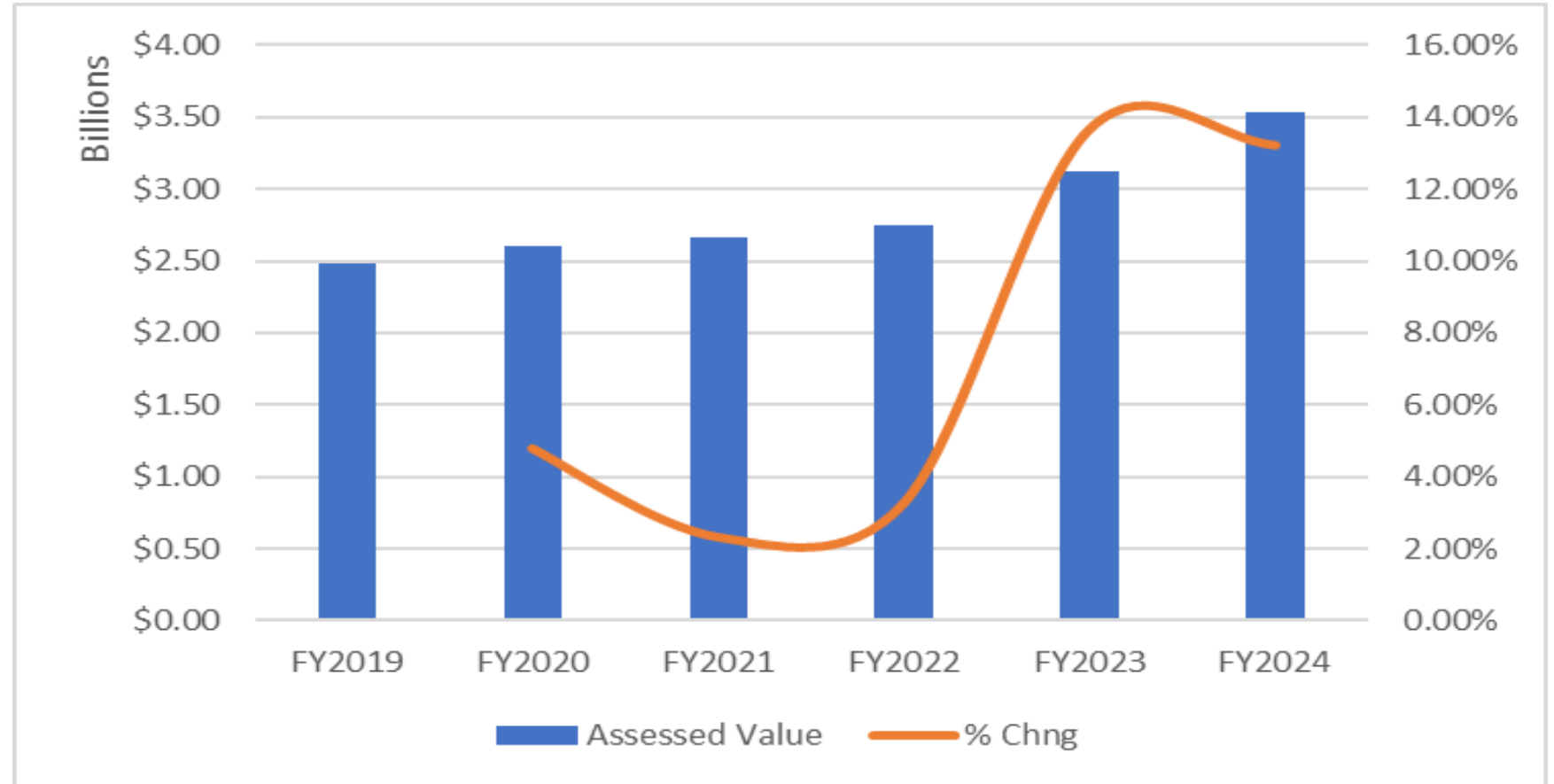
- Reduction in Debt Service Millage (Water) 0.1693 Mills
 - From 0.3581 to 0.1693 – Reduction of 0.1888

- 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

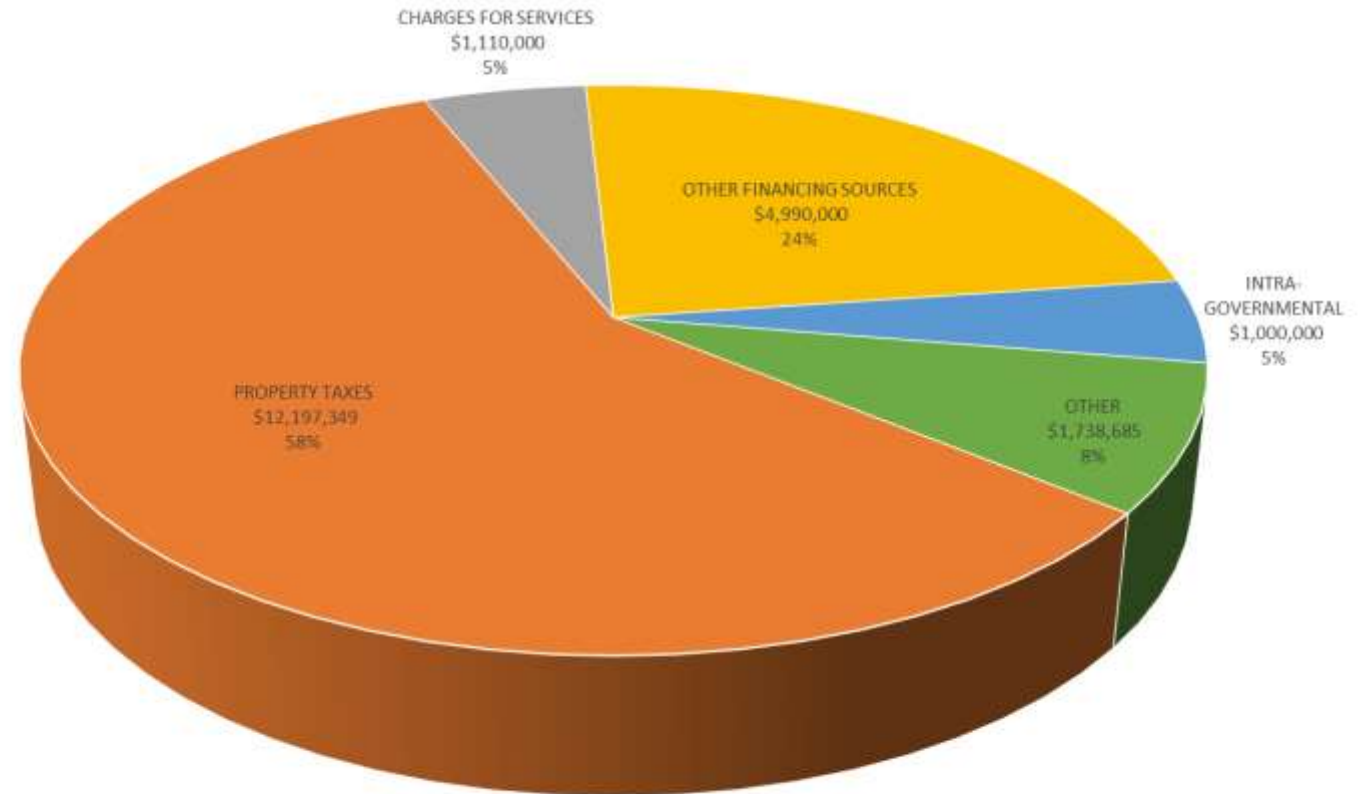
- Total Millage Rate Change of **0.0%** as compared to prior year
- Included in the GF is Debt Service related to Fire Rescue Loan
- Operating Millage decrease





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 % 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	<u>\$ 430,000</u>	<u>\$ 355,601</u>	<u>\$ 586,000</u>	<u>\$ 156,000</u>	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	<u>\$ 430,000</u>	<u>\$ 200,000</u>	<u>\$ 586,000</u>	<u>100%</u>	<u>\$ 156,000</u>	36.3%

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



Preliminary FY2024 Discretionary Sales Surtax Fund (Cont.)

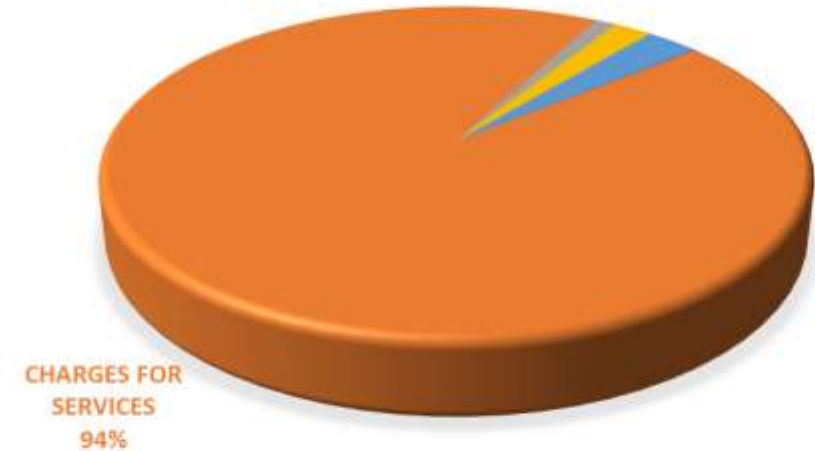
Preliminary FY 2024 Capital Projects

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 Budget % 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

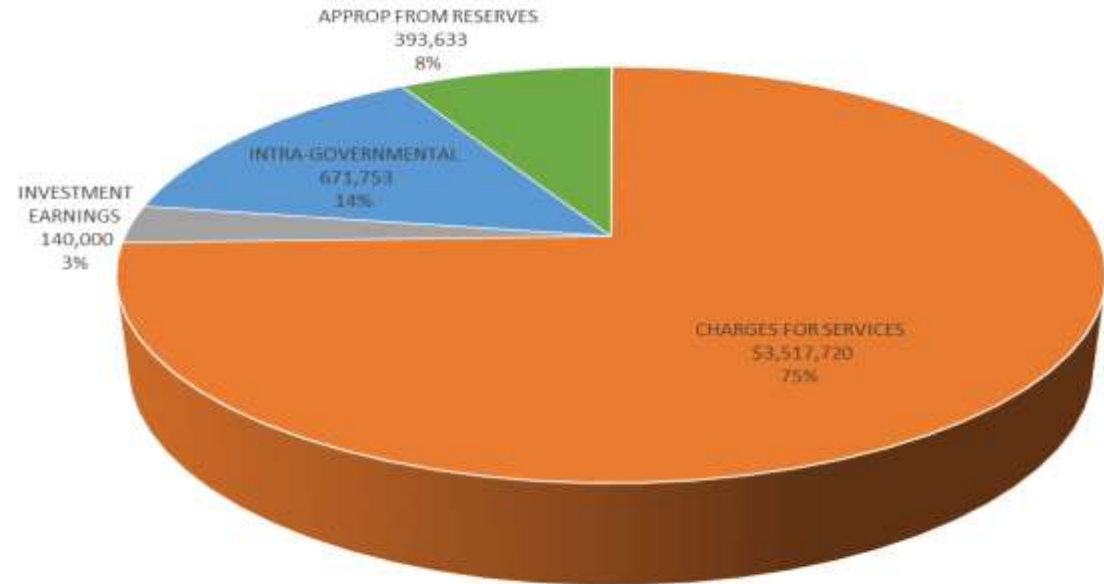
EXPENDITURES BY DEPT	Preliminary 2024	5 Yr Plan 2024	Preliminary To Plan \$	Preliminary To Plan %
OPERATING EXPENSES	\$ 679,370	\$ 705,312	\$ (25,942)	-3.7%
PERSONAL SERVICES	716,600	788,271	(71,671)	-9.1%
CAPITAL OUTLAY	22,600	57,776	(35,176)	-60.9%
TRANSFERS	500,000	350,000	150,000	42.9%
Total	<u>\$1,918,570</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	\$4,843,140	\$ 4,332,707	\$4,723,106	\$ (120,034)	-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>

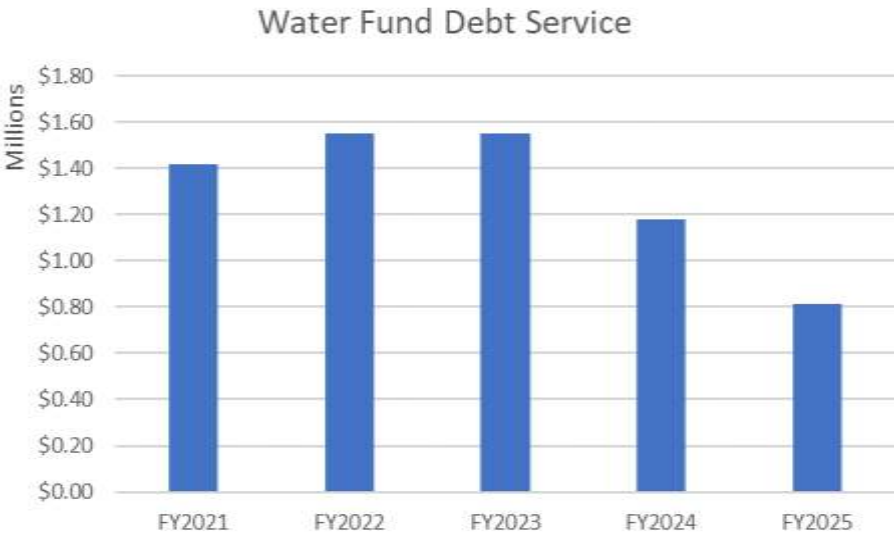




Preliminary FY2024 Water Fund (Expenditure Data)

- 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.

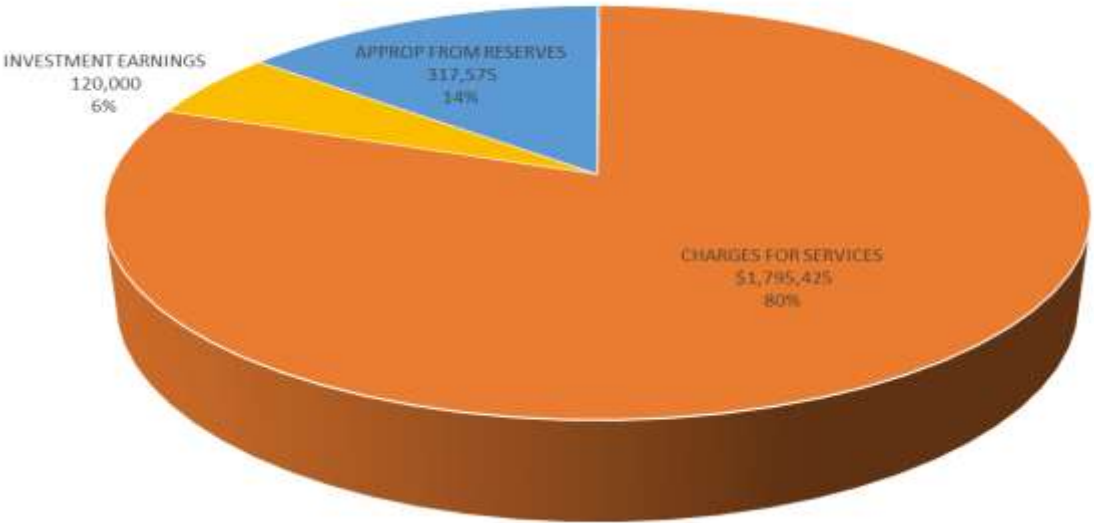
EXPENDITURES BY DEPT	Preliminary 2024	5 Yr Plan 2024	Preliminary To Plan \$	Preliminary To Plan %
OPERATING EXPENSES	\$1,365,495	\$1,241,613	\$ 123,882	10.0%
PERSONAL SERVICES	1,206,626	1,170,292	36,334	3.1%
CAPITAL OUTLAY	420,000	407,500	12,500	3.1%
DEBT SERVICE	1,180,985	1,179,980	1,005	0.1%
TRANSFERS	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

REVENUE SOURCE	A	B	C	C-A	(C-A) / A
	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%



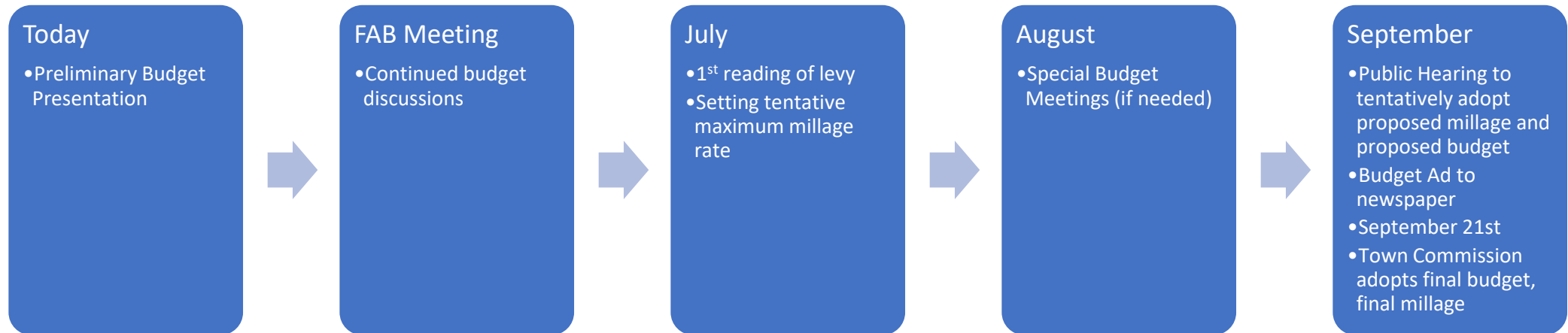
Preliminary FY2024 Summary

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

TOWN OF HIGHLAND BEACH FLORIDA ALL FUNDS SUMMARY REPORT FOR PRELIMINARY FY2024						
		Disc Sales				
Estimated Revenues	General Fund	Tax	Building Fund	Water Fund	Sewer Fund	Total
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:

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

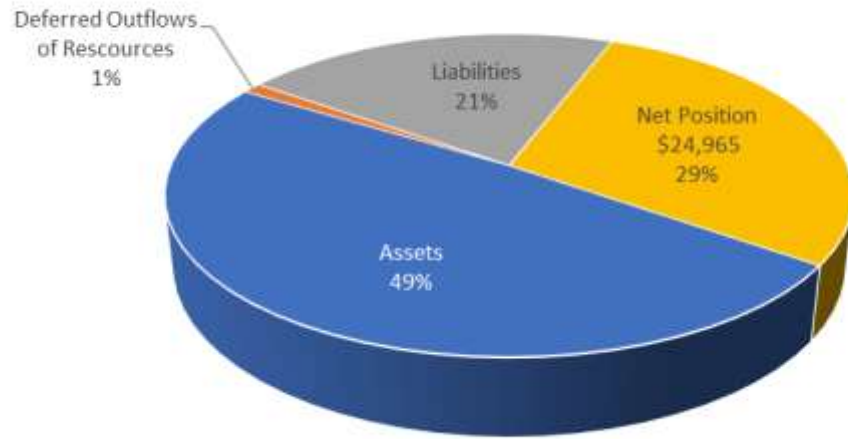


FY2022 Annual Comprehensive Financial Report (Audit)

Unmodified “Clean” Audit Opinion.

Financial Statements present fairly, in all material respects....
In accordance with accounting principles generally accepted
in the United States of America.

FY2022 Net Position (\$000)




Net Position encompasses the overall financial position of a government entity as a whole and provides a long-term perspective on the government's financial health and sustainability. Assets exceeded liabilities by \$24.9M, an increase of \$1.3M or 5.8% as compared to the prior year.




The breakdown of net position between Governmental and Business type of funds (Water/Sewer) was nearly identical after Transfers from the General Fund.

	For Fiscal Year Ending September 30, 2022 (\$000)		
	Governmental	Business	Total
Revenue	\$ 14,779	\$ 4,429	\$ 19,208
Expenses	(13,061)	(4,789)	(17,850)
Net (deficiency) bf transfers	1,718	(360)	1,358
Transfers	(1,039)	1,039	-
Increase in net position	\$ 678.7	\$ 679.2	\$ 1,357.9

Added  over \$1M in Town Assets through improvements and upgrades during the year.

	As of September 30, 2022 (\$000)			Total
	Governmental	Business	Total	2021
Land	\$ 324	\$ -	\$ 324	\$ 324
Construction in progress	210	-	210	-
Amortized leases	36	-	36	-
Buildings and improvements	5,278	9,478	14,755	14,750
Improvements other than buildings	3,246	13,902	17,148	16,755
Equipment, furniture, and books	2,855	8,390	11,245	10,873
Total assets	11,949	31,770	43,718	42,702
Less accumulated depr. & amort.	(\$6,999)	(\$16,928)	(\$23,928)	(\$22,891)
Total	\$ 4,949	\$14,841	\$19,791	\$19,811



Reduced  long-term liabilities by \$(1.4M)+
thought-out the fiscal year.

	As of September 30, 2022 (\$000)			Total 2021
	Governmental	Business	Total	
Promissory notes	\$ -	\$ 1,709	\$1,709	\$ 1,943
Revolving fund loans	-	6,584	6,584	7,691
Leases payable	23	-	23	-
Other postemployment benefits	82	20	102	193
Compensated absences	324	107	431	502
Total	\$ 429	\$ 8,420	\$8,849	\$10,329

Fund balance represents the residual amount left in a particular fund after deducting liabilities from assets. It serves as an indicator of the fund's financial health and its ability to meet its obligations.

	For Fiscal Year Ending September, 30th (\$000)					
	Fund Balance			Net Position		Total
	General	Building	Other	Water	Sewer	
FB/NP, beginning of year	\$ 10,588	\$ 1,571	\$ 622	\$8,649	\$2,321	\$ 23,751
Net Change	9	412	21	597	83	1,122
FB/NP, end of year	\$ 10,597	\$ 1,983	\$ 643	\$9,246	\$2,404	\$ 24,873

All fund had positive  increases in Fund Balance/Net Position.



Prior Year Audit Findings:

- Internal Controls over Revenue
- Pooled Cash Reconciliation
- Excess Adjusting Entries
- Expenditures in Excess of Appropriations

Fiscal Year

2020 & 2021
2020 & 2021
2018 - 2021
2021

All prior year audit findings corrected, cleared and no longer an issue.



Current Year Audit Findings:

SFR loan compliance:

1. Pledged Revenue
2. Debt Service Account
3. Insurance
4. Certification of above by September 30th



X



X

* Staff are correcting the two items for next and future audits.



File Attachments for Item:

F. Year-to-date Financial Report



BUDGET TO ACTUALS

75%

TOWN OF HIGHLAND BEACH FLORIDA BUDGET vs REVENUE & EXPENDITURE REPORT

Revenues

Line No	Fund/Dept	Budget	Budget To June, 2023	Actuals Up To June, 2023	Budget vs Actuals		Notes
					\$ Var	% Var	
1	General Fund						
2	Property Taxes	\$10,774,296	\$ 8,080,722	\$ 10,617,443	\$ 2,536,721	31%	
3	Franchise Fees	756,000	567,000	473,801	(93,199)	-16%	
4	Sales & Use Tax	240,000	180,000	180,225	225	0%	
5	Inter-Governmental	561,449	421,087	432,144	11,057	3%	
6	Total Tax Revenue	12,331,745	9,248,809	11,703,612	2,454,803	27%	
7	Misc Revenue	5,500	4,125	28,876	24,751	600%	
8	Charges for Service	662,000	496,500	539,781	43,281	9%	
9	Investment Earnings	80,500	60,375	242,964	182,589	302%	
10	Fines & Forfeitures	5,500	4,125	47,765	43,640	1058%	
11	Rents & Leases	75,000	56,250	71,320	15,070	27%	
12	Total Misc Revenue	828,500	621,375	930,706	309,331	50%	
13	Grants	19,230	14,423	21,012	6,590	46%	
14	Intra-Governmental	850,000	637,500	675,003	37,503	6%	
15	Other Sources	3,000	2,250	6,592	4,342	193%	
16	Reserves	6,701,481	5,026,111	6,238,858	1,212,747	24%	
17	Other Revenue	7,573,711	5,680,283	6,941,466	1,261,183	22%	
18	General Fund-Total	20,733,956	15,550,467	19,575,784	4,025,317	26%	
19	Disc Sales Tax Fud	481,081	360,811	291,726	(69,085)	-19%	
20	Building Fund	1,823,434	1,367,576	1,866,538	498,963	36%	
21	Water Fund	5,061,214	3,795,911	3,280,770	(515,140)	-14%	
22	Sewer Fund	1,876,603	1,407,452	1,321,268	(86,184)	-6%	
23	Other Funds-Total	9,242,332	6,931,749	6,760,302	(171,447)	-2%	
24	Total	\$29,976,288	\$ 22,482,216	\$ 26,336,086	\$ 3,853,870	17%	

Expenditures

Line No	Fund/Dept	Budget	Budget To June, 2023	Actuals Up To June, 2023	Budget vs Actuals		
					\$ Var	% Var	
25	General Fund	\$20,656,123	\$ 15,492,092	\$ 13,207,725	\$ (2,284,367)	-15%	
26	Town Commission	213,646	160,235	164,769	4,534	3%	
27	Town Manager	563,537	422,653	415,244	(7,409)	-2%	
28	Town Clerk	431,999	323,999	275,812	(48,188)	-15%	
29	Finance	624,815	468,611	431,799	(36,812)	-8%	
30	Legal	146,347	109,760	70,852	(38,908)	-35%	
31	Public Works	398,310	298,732	244,862	(53,870)	-18%	
32	Post Office	156,972	117,729	93,596	(24,133)	-20%	
33	Shared Support	696,250	522,188	533,734	11,547	2%	
34	Police	3,046,124	2,284,593	2,130,175	(154,419)	-7%	
35	Fire Rescue	12,417,077	9,312,808	7,385,106	(1,927,701)	-21%	
36	Solid Waste	500,535	375,401	391,094	15,693	4%	
37	Library	459,992	344,994	320,294	(24,700)	-7%	
38	Other Uses (Contg)	-	-	-	-	0%	
39	Transfers Out	1,000,519	750,389	750,388	(2)	0%	
40	General Fund-Total	20,656,123	15,492,092	13,207,725	(2,284,367)	-15%	
41	Discretionary Sales Tax Fund	507,834	380,875	139,312	(241,563)	-63%	
42	Building Fund	1,874,515	1,405,886	1,156,606	(249,281)	-18%	
43	Water Fund	5,061,214	3,795,911	3,388,380	(407,531)	-11%	
44	Sewer Fund	1,876,603	1,407,452	1,002,253	(405,200)	-29%	
45	Other Funds-Total	9,320,166	6,990,125	5,686,551	(1,303,574)	-19%	
46	Total	\$29,976,289	\$ 22,482,216	\$ 18,894,276	(3,587,940)	-16%	
47		(0)	(0)	\$ 7,441,810			



ACTUALS BY FUND

TOWN OF HIGHLAND BEACH FLORIDA ALL FUNDS SUMMARY REPORT FOR JUNE 30, 2023

Line No	Estimated Revenues	Disc Sales					Total
		General Fund	Tax	Building Fund	Water Fund	Sewer Fund	
1	Taxes:						
2	Property Taxes	\$ 10,617,443	\$ -	\$ -	\$ -	\$ -	\$ 10,617,443
3	Franchise Fees	473,801	-	-	-	-	473,801
4	Sales & Use Tax	180,225	280,650	-	-	-	460,875
5	Inter-Governmental	432,144	-	-	-	-	432,144
6	Miscellaneous Revenues						
7	Misc Revenue	28,876	-	-	-	-	28,876
8	Charges for Service	539,781	-	1,739,525	2,308,568	1,249,317	5,837,191
9	Investment Earnings	242,964	11,076	51,547	95,976	71,951	473,514
10	Fines & Forfeitures	47,765	-	34,218	-	-	81,982
11	Rents & Leases	71,320	-	-	-	-	71,320
12	Total Revenues	\$ 12,634,318	\$ 291,726	\$ 1,825,290	\$ 2,404,545	\$ 1,321,268	\$ 18,477,146
13	Other Resources:						
14	Grants	21,012	-	-	-	-	21,012
15	Intra-Governmental	675,003	-	41,248	874,139	-	1,590,391
16	Other Sources	6,592	-	-	2,087	-	8,679
17	Reserves	6,238,858	-	-	-	-	6,238,858
18	Total Sources	\$ 19,575,784	\$ 291,726	\$ 1,866,538	\$ 3,280,770	\$ 1,321,268	\$ 26,336,086
		-	-	-	-	-	-
	Expenditures, Uses						
19	General Government	\$ 1,838,988					\$ 1,838,988
20	Public Safety	6,792,331		853,988			7,646,320
21	Culture / Recreation	320,294					320,294
22	Public Works	244,862					244,862
23	Sanitation / Solid Waste	391,094					391,094
24	Post Office	93,596					93,596
25	Enterprise Funds (Utilities)				1,577,737	837,253	2,414,990
26	Capital Outlay	2,776,157	139,312	40,115	236,225	-	3,191,809
27	Total Expenditures	\$ 12,457,324	\$ 139,312	\$ 894,103	\$ 1,813,962	\$ 837,253	\$ 16,141,954
28							
29	Other Uses						
30	Debt Service	14	-	-	1,161,918	-	1,161,932
31	Transfers	750,388	-	262,503	412,500	165,000	1,590,391
32	Total Expenditures & Other Uses	\$ 13,207,725	\$ 139,312	\$ 1,156,606	\$ 3,388,380	\$ 1,002,253	\$ 18,894,276
33	Net	\$ 6,368,058	\$ 152,414	\$ 709,932	\$ (107,610)	\$ 319,015	\$ 7,441,810
		-	-	-	-	-	-
	From	To	Amount				
35	Building Fund	General Fund	262,503	Cover OH Allocation			
35	Water Fund	General Fund	412,500	Cover OH Allocation			
36			675,003				
37	Sewer Fund	Water Fund	165,000	Cover Water Dept portion of Sewer Activity			
38	General Fund	Water Fund	709,139	Debt Service in Ad Valorem Taxes			
39			874,139				
40	General Fund	Building Fund	41,248	Building Dept Portion of Zoning & Review Activity			
41	Total Transfers		1,590,391				
			-				