

AGENDA

FINANCIAL ADVISORY BOARD REGULAR MEETING



Thursday, December 07, 2023 AT 9:30 AM

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

Website: www.highlandbeach.us

Town Hall Commission Chambers

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
 - July 27, 2023
7. **UNFINISHED BUSINESS**
 - A. None.
8. **NEW BUSINESS**
 - A. Revenue and Expenditure Report Year End FY2023 - David DiLena, Finance Director.
 - B. Consideration and approval of the 2024 proposed Financial Advisory Board Meeting Schedule.
 - C. Nomination Chairperson and Vice Chairperson, term ending April 26, 2024.

9. BOARD MEMBERS REPORT

10. ANNOUNCEMENTS

| | | |
|-------------------|--------------------------|--|
| December 07, 2023 | 5:30 P.M. - 7:30 P.M. | Mingle and Jingle Holiday Event at St. Lucy Catholic Church |
| December 12, 2023 | 1:00 P.M. | Code Enforcement Board Meeting |
| December 14, 2023 | 9:30 A.M. | Planning Board Meeting |

11. ADJOURNMENT

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

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

File Attachments for Item:

A. October 27, 2022

January 26, 2023

July 27, 2023



TOWN OF HIGHLAND BEACH FINANCIAL ADVISORY BOARD REGULAR MEETING MINUTES

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

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

1. CALL TO ORDER

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

2. ROLL CALL

PRESENT

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

Additional Staff Present

Finance Director David DiLena

3. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF THE AGENDA

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

5. PUBLIC COMMENT

There were no public comments.

6. APPROVAL OF MINUTES

A. July 07, 2022

August 23, 2022

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

7. UNFINISHED BUSINESS

A. None

8. NEW BUSINESS

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

Finance Director DiLena presented the third quarter financial report.

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

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

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

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

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

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

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

9. BOARD MEMBERS REPORT

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

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

10. ANNOUNCEMENTS

Commissioner Stern read the announcements as follows.

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

11. ADJOURNMENT

The meeting adjourned at 12:23 P.M.

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

Ronald Reame, Vice-Chairperson

ATTEST:

Transcribed by: Jaclyn DeHart

Jaclyn DeHart,
Deputy Town Clerk

Date

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



TOWN OF HIGHLAND BEACH TOWN FINANCIAL ADVISORY BOARD REGULAR MEETING MINUTES

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

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

1. CALL TO ORDER

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

2. ROLL CALL

PRESENT

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

ABSENT

Board Member Mitchell Pakler
Board Member Peter Weiner

Addition Staff Present

Finance Director David DiLena

3. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF THE AGENDA

No motions were made to approve the agenda.

5. PUBLIC COMMENT

There were no public comments.

6. APPROVAL OF MINUTES

A. October 27, 2022

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

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

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

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

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

Vice-Chairperson Reame read the title into record.

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

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

Vice-Chairperson Reame read the title into record.

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

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

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

9. BOARD MEMBERS REPORT

There were no Board Member reports.

10. ANNOUNCEMENTS

Vice-Chairperson Reame read the announcements as follows:

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

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

11. ADJOURNMENT

The meeting adjourned at 12:48 P.M.

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

Ronald Reame, Vice-Chairperson

ATTEST:

Transcribed by: Jaclyn DeHart

Jaclyn DeHart,
Deputy Town Clerk

Date

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TOWN OF HIGHLAND BEACH TOWN FINANCIAL ADVISORY BOARD REGULAR MEETING MINUTES

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

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

1. CALL TO ORDER

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

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

2. ROLL CALL

PRESENT

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

ABSENT

Board Member John Verdile
Board Member Peter Weiner
Chairperson Ron Reame

Additional Staff Present

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

3. PLEDGE OF ALLEGIANCE

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

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

4. APPROVAL OF THE AGENDA

No Motions were made to approve the agenda.

5. PUBLIC COMMENT

There were no public comments.

6. APPROVAL OF MINUTES

A. October 27, 2022

January 26, 2023

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

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

A. Welcome to New Board Members

Mark Zarrilli

John Verdile

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

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

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

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

There were discussions concerning quotes and purchasing limits.

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

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

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

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

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

Member Greenwald commended Town staff for a great budget presentation.

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

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

F. Year-to-date Financial Report

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

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

9. BOARD MEMBERS REPORT

Board Members Greenwald and Kornfeld had nothing to report.

10. ANNOUNCEMENTS

There were no announcements made.

11. ADJOURNMENT

The meeting adjourned at 1:15 P.M.

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

Ronald Reame, Vice-Chairperson

ATTEST:

Transcribed by: Jaclyn DeHart and Lanelda Gaskins

Jaclyn DeHart,
Deputy Town Clerk

Date

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File Attachments for Item:

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



BUDGET TO ACTUALS

100%

TOWN OF HIGHLAND BEACH FLORIDA BUDGET vs REVENUE & EXPENDITURE REPORT

Revenues

| Line No | Fund/Dept | Budget | Budget To | | Budget vs Actuals | | Notes |
|---------|---------------------|---------------|---------------|--------------------------|-------------------|-------|------------------------------------|
| | | | Sept, 2023 | Actuals Up To Sept, 2023 | \$ Var | % Var | |
| 1 | General Fund | | | | | | |
| 2 | Property Taxes | \$ 10,774,296 | \$ 10,774,296 | \$ 10,844,053 | \$ 69,757 | 1% | |
| 3 | Franchise Fees | 706,000 | 706,000 | 602,809 | (103,191) | -15% | |
| 4 | Sales & Use Tax | 240,000 | 240,000 | 508,860 | 268,860 | 112% | |
| 5 | Inter-Governmental | 561,449 | 561,449 | 646,312 | 84,863 | 15% | |
| 6 | Total Tax Revenue | 12,281,745 | 12,281,745 | 12,602,034 | 320,289 | 3% | |
| 7 | Misc Revenue | 5,500 | 5,500 | 29,026 | 23,526 | 428% | |
| 8 | Charges for Service | 662,000 | 662,000 | 821,489 | 159,489 | 24% | |
| 9 | Investment Earnings | 80,500 | 80,500 | 343,555 | 263,055 | 327% | Investment continue to do well |
| 10 | Fines & Forfeitures | 5,500 | 5,500 | 50,842 | 45,342 | 824% | |
| 11 | Rents & Leases | 75,000 | 75,000 | 80,003 | 5,003 | 7% | |
| 12 | Total Misc Revenue | 828,500 | 828,500 | 1,324,915 | 496,415 | 60% | |
| 13 | Grants | 19,230 | 19,230 | 21,012 | 1,782 | 9% | |
| 14 | Intra-Governmental | 900,000 | 900,000 | 900,004 | 4 | 0% | |
| 15 | Other Sources | 3,000 | 3,000 | 11,047 | 8,047 | 268% | |
| 16 | Reserves | 6,701,481 | 6,701,481 | 6,238,858 | (462,623) | -7% | |
| 17 | Other Revenue | 7,623,711 | 7,623,711 | 7,170,922 | (452,789) | -6% | |
| 18 | General Fund-Total | 20,733,956 | 20,733,956 | 21,097,871 | 363,915 | 2% | Overall GF Revenue 2% > budget |
| 19 | PY Enc Rollforward | 363,066 | 363,066 | - | (363,066) | -100% | |
| 20 | Disc Sales Tax Fund | 430,000 | 430,000 | 438,435 | 8,435 | 2% | |
| 21 | Building Fund | 1,823,434 | 1,823,434 | 2,528,153 | 704,719 | 39% | Continues to benefit from GS |
| 22 | Water Fund | 4,843,140 | 4,843,140 | 4,798,429 | (44,711) | -1% | |
| 23 | Sewer Fund | 1,782,692 | 1,782,692 | 1,737,271 | (45,421) | -3% | |
| 24 | Other Funds-Total | 9,242,332 | 9,242,332 | 9,502,289 | 259,957 | 3% | |
| 25 | Total | \$ 29,976,288 | \$ 29,976,288 | \$ 30,600,159 | \$ 623,871 | 2% | Total Sources of Funds 2% > budget |

Expenditures

| Line No | Fund/Dept | Budget | Budget To | | Budget vs Actuals | | Notes |
|---------|------------------------------|---------------|---------------|--------------------------|-------------------|-------|--------------------------------------|
| | | | Sept, 2023 | Actuals Up To Sept, 2023 | \$ Var | % Var | |
| 26 | General Fund | \$ 20,656,123 | \$ 20,656,123 | \$ 18,951,447 | \$ (1,704,676) | -8% | GF Expenditures lower then budget |
| 27 | Town Commission | 213,646 | 213,646 | 207,888 | (5,758) | -3% | |
| 28 | Town Manager | 563,537 | 563,537 | 552,261 | (11,276) | -2% | |
| 29 | Town Clerk | 431,999 | 431,999 | 357,433 | (74,566) | -17% | |
| 30 | Finance | 624,815 | 624,815 | 573,385 | (51,430) | -8% | |
| 31 | Legal | 146,347 | 146,347 | 93,973 | (52,374) | -36% | |
| 32 | Public Works | 398,310 | 398,310 | 339,189 | (59,120) | -15% | |
| 33 | Post Office | 156,972 | 156,972 | 128,395 | (28,577) | -18% | |
| 34 | Shared Support | 696,250 | 696,250 | 712,545 | 16,295 | 2% | |
| 35 | Police | 3,046,124 | 3,046,124 | 3,008,950 | (37,175) | -1% | |
| 36 | Fire Rescue | 12,417,077 | 12,417,077 | 10,901,155 | (1,515,922) | -12% | Est Expenditures pushed into next yr |
| 37 | Solid Waste | 500,535 | 500,535 | 635,366 | 134,831 | 27% | Incr in solid waste contract |
| 38 | Library | 459,992 | 459,992 | 440,390 | (19,602) | -4% | |
| 39 | Other Uses (Contg) | - | - | - | - | 0% | |
| 40 | Transfers Out | 1,000,519 | 1,000,519 | 1,000,516 | (3) | 0% | |
| 41 | General Fund-Total | 20,656,123 | 20,656,123 | 18,951,447 | (1,704,676) | -8% | |
| 42 | Discretionary Sales Tax Fund | 507,834 | 507,834 | 150,668 | (357,166) | -70% | Cap proj pushed into next year |
| 43 | Building Fund | 1,874,515 | 1,874,515 | 1,616,470 | (258,045) | -14% | |
| 44 | Water Fund | 5,061,214 | 5,061,214 | 4,798,429 | (262,785) | -5% | Cap proj pushed into next year |
| 45 | Sewer Fund | 1,876,603 | 1,876,603 | 1,363,074 | (513,529) | -27% | Cap proj pushed into next year |
| 46 | Other Funds-Total | 9,320,166 | 9,320,166 | 7,928,641 | (1,391,525) | -15% | |
| 47 | Total | \$ 29,976,289 | \$ 29,976,289 | \$ 26,880,088 | (3,096,201) | -10% | |
| 47 | | (0) | (0) | \$ 3,720,072 | | | |



ACTUALS BY FUND

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

| Line No | Estimated Revenues | Disc Sales | | | | | Total |
|---------|---------------------------------|---------------|------------------|---|--------------|--------------|---------------|
| | | General Fund | Tax | Building Fund | Water Fund | Sewer Fund | |
| 1 | Taxes: | | | | | | |
| 2 | Property Taxes | \$ 10,844,053 | \$ - | \$ - | \$ - | \$ - | \$ 10,844,053 |
| 3 | Franchise Fees | 602,809 | - | - | - | - | 602,809 |
| 4 | Sales & Use Tax | 508,860 | 422,736 | - | - | - | 931,596 |
| 5 | Inter-Governmental | 646,312 | - | - | - | - | 646,312 |
| 6 | Miscellaneous Revenues | | | | | | |
| 7 | Misc Revenue | 29,026 | - | - | - | - | 29,026 |
| 8 | Charges for Service | 821,489 | - | 2,354,211 | 3,029,924 | 1,635,285 | 7,840,910 |
| 9 | Investment Earnings | 343,555 | 15,699 | 73,065 | 137,456 | 101,985 | 671,761 |
| 10 | Fines & Forfeitures | 50,842 | - | 45,880 | - | - | 96,722 |
| 11 | Rents & Leases | 80,003 | - | - | - | - | 80,003 |
| 12 | Total Revenues | \$ 13,926,949 | \$ 438,435 | \$ 2,473,156 | \$ 3,167,380 | \$ 1,737,271 | \$ 21,743,191 |
| 13 | Other Resources: | | | | | | |
| 14 | Grants | 21,012 | - | - | - | - | 21,012 |
| 15 | Intra-Governmental | 900,004 | - | 54,997 | 1,165,519 | - | 2,120,520 |
| 16 | Other Sources | 11,047 | - | - | 5,186 | - | 16,233 |
| 17 | Reserves | 6,238,858 | - | - | 460,345 | - | 6,699,203 |
| 18 | Total Sources | \$ 21,097,871 | \$ 438,435 | \$ 2,528,153 | \$ 4,798,429 | \$ 1,737,271 | \$ 30,600,159 |
| | | - | - | - | - | - | - |
| | Expenditures, Uses | | | | | | |
| 19 | General Government | \$ 2,431,888 | | | | | \$ 2,431,888 |
| 20 | Public Safety | 9,242,779 | | 1,219,055 | | | 10,461,835 |
| 21 | Culture / Recreation | 440,390 | | | | | 440,390 |
| 22 | Public Works | 337,073 | | | | | 337,073 |
| 23 | Sanitation / Solid Waste | 635,366 | | | | | 635,366 |
| 24 | Post Office | 128,395 | | | | | 128,395 |
| 25 | Enterprise Funds (Utilities) | | | | 2,268,414 | 1,048,469 | 3,316,883 |
| 26 | Capital Outlay | 4,735,025 | 150,668 | 47,410 | 430,823 | 94,605 | 5,458,531 |
| 27 | Total Expenditures | \$ 17,950,916 | \$ 150,668 | \$ 1,266,466 | \$ 2,699,237 | \$ 1,143,074 | \$ 23,210,361 |
| 28 | | | | | | | |
| 29 | Other Uses | | | | | | |
| 30 | Debt Service | 14 | - | - | 1,549,192 | - | 1,549,206 |
| 31 | Transfers | 1,000,516 | - | 350,004 | 550,000 | 220,000 | 2,120,520 |
| 32 | Total Expenditures & Other Uses | \$ 18,951,447 | \$ 150,668 | \$ 1,616,470 | \$ 4,798,429 | \$ 1,363,074 | \$ 26,880,088 |
| 33 | Net | \$ 2,146,424 | \$ 287,767 | \$ 911,684 | \$ 0 | \$ 374,197 | \$ 3,720,072 |
| | | - | - | - | - | - | - |
| | From | To | Amount | | | | |
| 35 | Building Fund | General Fund | 350,004 | Cover OH Allocation | | | |
| 35 | Water Fund | General Fund | 550,000 | Cover OH Allocation | | | |
| 36 | | | <u>900,004</u> | | | | |
| 37 | Sewer Fund | Water Fund | 220,000 | Cover Water Dept portion of Sewer Activity | | | |
| 38 | General Fund | Water Fund | 945,519 | Debt Service in Ad Valorem Taxes | | | |
| 39 | | | <u>1,165,519</u> | | | | |
| 40 | General Fund | Building Fund | <u>54,997</u> | Building Dept Portion of Zoning & Review Activity | | | |
| 41 | Total Transfers | | <u>2,120,520</u> | | | | |

File Attachments for Item:

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



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Financial Advisory Regular Meeting
MEETING DATE 12/07/2023
SUBMITTED BY: Jaclyn DeHart, Deputy Town Clerk
SUBJECT: 2024 PROPOSED FINANCIAL ADVISORY BOARD MEETING DATES

SUMMARY:

This item is before the Financial Board members to discuss the below 2024 proposed meeting dates, which will be held on the fourth Thursday of each quarter at 11:30 A.M.

The meeting dates are as follows:

FINANCIAL ADVISORY BOARD MEETING DATES

- January 25, 2024
- May 02, 2024, (Organizational Meeting)
 - July 25, 2024
 - October 24, 2024

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDATION:

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

File Attachments for Item:

C. 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 12/07/2023

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

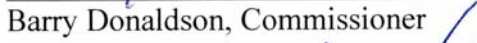
Vice Mayor Babij


Greg Babij, Vice Mayor

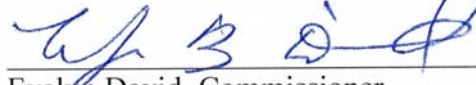
Commissioner Gossett-Seidman


Peggy Gossett-Seidman, Commissioner
Absent


Commissioner Donaldson


Barry Donaldson, Commissioner

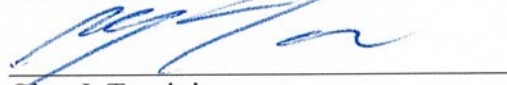
Commissioner David


Evalyn David, Commissioner

ATTEST:


Lanelda Gaskins, MMC
Town Clerk

REVIEWED FOR LEGAL SUFFICIENCY


Glen J. Torcivia,
Town Attorney



TOWN OF HIGHLAND BEACH ADVISORY BOARD & COMMITTEES APPOINTMENT PROCESS POLICY

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

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

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

4) Selection Process:

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

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

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

Being prepared includes, but is not limited to:

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

6) Attendance:

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

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

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

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

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

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

TOWN OF HIGHLAND BEACH
Town Commissioners Advisory Board Members
Contact Information

| FINANCIAL ADVISORY BOARD | | | | | | |
|---|------------------|---------------------|-------------------------|--|----------------------------|----------------------|
| <i>Regular Meetings held Quarterly - January, April, July & October (as needed)</i> | | | | | | |
| <i>4th Thursday at 11:30 AM</i> | | | | | | |
| Names | 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 |