



# Town of Highland Beach

## Notice of Public Meeting Protocol

The Town of Highland Beach is committed to serving the needs of the public while also working to ensure the safety and health of the town's staff, the community, and visitors alike.

The following information is guidance for preregistration for Zoom or telephone participation, and for viewing and providing public comments at the meeting:

### ZOOM PARTICIPATION:

**Online or Telephone Access** – Access to the meeting will begin on the date and time of the meeting.

- To Join Meeting: All interested persons **must preregister** to participate by contacting Town Clerk Lanelda Gaskins at [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us) or by calling (561) 278-4548 no later than one (1) business day prior to the meeting date (e.g. by 4:30 P.M. on a Monday if the meeting is scheduled for that Tuesday; and by 4:30 P.M.).
- Meeting access information and instructions will be provided to those persons two hours prior to the meeting.
- The video camera display feature will only be enabled for Public Hearing Quasi-Judicial matters and during public comments only. The video camera display feature will be disabled for public use.

For additional information on using Zoom, please visit Zoom Support by click on the following link: <https://support.zoom.us/hc/en-us>.

**Viewing Only** - To view the meeting, preregistration is not required. The public can view the meeting on the following:

- Highland Beach TV Channel 99 online streaming on the Town's website and via Highland Beach YouTube at <https://www.youtube.com/channel/UCTAGr8WCa44Y3Q2Bb6UN2mw>.

### PROVIDING PUBLIC COMMENT:

Persons desiring to provide public comments must do so by one of the methods listed below. Public comments will be limited to five minutes (three minutes for special Commission meeting items only) per person during the designated section of the agenda. If an interested person desires to provide written public comment, all comments must be directed to Lanelda Gaskins, Town Clerk as follows:

### TO SEND COMMENTS IN ADVANCE VIA EMAIL:

- To submit public comments, click on the link <https://mmportal6.teamunicode.com//> to go to the Agendas and Meeting webpage. At the top of the page click on "Public Comments" to submit your comments, or
- Submit your comments to [publiccomments@highlandbeach.us](mailto:publiccomments@highlandbeach.us).
- The Town will receive such public comments no later than two (2) hours prior to the meeting. If timely received, Town staff will read the public comment at the meeting.

- Live Zoom Video Participation - If attending via Zoom online, please follow Zoom instructions above. Once the meeting gets to the applicable public comment period, the host of the meeting will allow public participants (audio only) into the meeting from the waiting room, to provide live public comment.
- Live Zoom Telephone Participation - If attending via Zoom by telephone, please follow the instructions above. Once the meeting gets to the appropriate public comment period, the host of the meeting will allow public participants into the meeting from the waiting room, to provide live public comment.

Should you have any questions, please feel free to contact the Town Clerk's Office at (561) 278-4548.



# **TOWN OF HIGHLAND BEACH TOWN COMMISSION SPECIAL MEETING AGENDA**

**Thursday, August 25, 2022 AT 1:30 PM**

## **TOWN HALL COMMISSION CHAMBERS**

3614 S. OCEAN BOULEVARD  
HIGHLAND BEACH, FL 33487

### **Town Commission**

<b>Douglas Hillman</b>	<b>Mayor</b>
<b>Natasha Moore</b>	<b>Vice Mayor</b>
<b>Peggy Gossett-Seidman</b>	<b>Commissioner</b>
<b>Evalyn David</b>	<b>Commissioner</b>
<b>John Shoemaker</b>	<b>Commissioner</b>
<b>Marshall Labadie</b>	<b>Town Manager</b>
<b>Lanelda Gaskins</b>	<b>Town Clerk</b>
<b>Glen J. Torcivia</b>	<b>Town Attorney</b>

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1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PLEDGE OF ALLEGIANCE**

4. **PUBLIC COMMENTS**

Public Comments will be limited to three (3) minutes per speaker.

5. **NEW BUSINESS**

**A.** Resolution No. 2022-017

A Resolution of the Town Commission of the Town of Highland Beach, Florida, authorizing a one-time Economic Relief Performance Bonus Program to non-union and union employees; and providing an effective date.

**B.** Consideration to approve and authorize the Mayor to execute an Interlocal Agreement between the Town of Highland Beach and the Town of Gulf Stream for Building Department Services.

- C. Consideration to approve and authorize the Mayor to execute an Agreement between the Town of Highland Beach and the City of Delray Beach, in an amount of \$73,832.07 for Police Dispatching and Communications services.
- D. Consideration to approve the Health Insurance and Other Insurance Programs for Town personnel for Fiscal Year 2023.
- E. Fiscal Year 2023 Budget Presentation Update
- F. September 06, 2022 - 5:01 P.M. Town Commission Special First Public Hearing Budget Meeting  
  
September 21, 2022 - 5:01 P.M. Town Commission Special Second Public Hearing Budget Meeting

## **6. TOWN COMMISSION COMMENTS**

Commissioner John Shoemaker

Commissioner Evalyn David

Commissioner Peggy Gossett-Seidman

Vice Mayor Natasha Moore

Mayor Douglas Hillman

## **7. ADJOURNMENT**

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NOTE: Any person, firm or corporation decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record including testimony and evidence upon which the appeal is to be based. (State Law requires the above Notice. Any person desiring a verbatim transcript shall have the responsibility, at his/her own cost, to arrange for the transcript.) The Town neither provides nor prepares such record.

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

**File Attachments for Item:**

A. Resolution No. 2022-017

A Resolution of the Town Commission of the Town of Highland Beach, Florida, authorizing a one-time Economic Relief Performance Bonus Program to non-union and union employees; and providing an effective date.



## **RESOLUTION NO. 2022-017**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AUTHORIZING A ONE-TIME ECONOMIC RELIEF PERFORMANCE BONUS PROGRAM TO NON-UNION AND UNION EMPLOYEES; 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 Commission recognizes the financial stress being experienced by Town employees due to the inflationary and recessionary pressures within the current United States economy; and,

**WHEREAS**, the Town Commission values its non-unionized and unionized employees and wishes to provide a one-time economic relief performance bonus program to employees to help mitigate the financial stress caused by current economic conditions; and,

**WHEREAS**, the Town Commission understands the importance of retaining its valuable workforce amidst these challenging and unsettled economic times.

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

**SECTION 1.** The Town Commission hereby establishes the following one-time economic relief performance bonus program for its non-union and union employees as detailed in Exhibit A.

**SECTION 2.** The Town Commission hereby authorizes the Finance Director to make the necessary budget adjustments to FY 2022 – 2023 budget.

**SECTION 3.** This resolution shall become effective upon adoption.

**DONE AND ADOPTED** by the Town Commission of the Town of Highland Beach, Florida,  
this \_\_\_\_ day of \_\_\_\_\_, 2022.

**ATTEST:**

\_\_\_\_\_  
Douglas Hillman, Mayor

**REVIEWED                      FOR                      LEGAL  
SUFFICIENCY**

\_\_\_\_\_  
Lanelda Gaskins, MMC  
Town Clerk

\_\_\_\_\_  
Glen Torcivia, Town Attorney  
Town of Highland Beach

**VOTES:**

**YES    NO**

Mayor Douglas Hillman  
Vice Mayor Natasha Moore  
Commissioner Peggy Gossett-Seidman  
Commissioner Evalyn David  
Commissioner John Shoemaker

**EXHIBIT A**



**Economic Relief Performance Bonus Program**

**Fiscal Year 2023**

**Purpose:**

The Town recognizes the unusual economic conditions employees face and how those external stressors could negatively impact performance and service. The Town further recognizes the sacrifices of its employees who continue to perform each day, and strive to perform exceptionally, during these challenging economic times. This Program is designed to measure and reward performance in these unique conditions.

**Definitions:**

Performance Bonus is a lump sum bonus payment provided to an employee based upon his or her work performance during the designated evaluation period.

Evaluation Period is the period from October 1, 2022, through and including October 31, 2022, during which an employee's performance is evaluated. For employees hired after October 1, 2022, the Evaluation Period is from the date of hire through and including October 31, 2022.

**Eligibility:**

All Town employees, including the Town Manager, who performed work during the Evaluation Period, whether probationary, temporary, full-time or part-time.

**Performance Standards:**

In order for an employee to qualify for a Performance Bonus under this policy, the employee must be rated as at least "Satisfactory" during the Evaluation Period.

The timing and content of the performance evaluation for the Town Manager is governed by the Employment Agreement. In order for the Town Manager to qualify for a Performance Bonus, he or she must be rated as at least "Satisfactory" during the Evaluation Period or may otherwise be deemed to have met the minimum qualification for receiving the Performance Bonus in accordance with the Employment Agreement.

**Performance Bonus Notification:**

All eligible employees shall be notified of this Program prior to the start of the Evaluation Period.

**Amount of Performance Bonus:**

The Town shall pay a gross amount equivalent to 3% of the employee's base rate of pay to all Eligible Town Employees as defined above on the first pay date following the conclusion of the Evaluation Period identified above. Probationary employees are eligible for a pro-rata amount of the Performance Bonus based on the amount of time worked during their probationary period.



**Overtime Pay Adjustment for Non-Exempt Employees:**

Non-exempt employees' Performance Bonus shall be considered part of the regular rate of pay during the performance period for purposes of calculating any overtime earned during the Evaluation Period.

**Forfeiture:**

Employees must be currently employed at the time the Performance Bonus is paid. If an employee is terminated, dies, or submits a resignation for any reason prior to the payment of the Performance Bonus, the employee forfeits the Performance Bonus.

**File Attachments for Item:**

B. Consideration to approve and authorize the Mayor to execute an Interlocal Agreement between the Town of Highland Beach and the Town of Gulf Stream for Building Department Services.



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting

**MEETING DATE** *August 25, 2022*

**SUBMITTED BY:** Jeff Remas, Building Official

**SUBJECT:** **INTERLOCAL AGREEMENT BETWEEN THE TOWN OF HIGHLAND BEACH AND THE TOWN OF GULF STREAM FOR BUILDING DEPARTMENT SERVICES**

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**SUMMARY:**

The Town Commission is considering an Interlocal Agreement (ILA) with the Town of Gulf Stream to provide Building Department services to its jurisdiction. On August 4, Jeff Remas, Highland Beach Building Official, and David DiLena, CPA, Highland Beach Finance Director, presented the business case of ILA to the Town Commission. The Town Commission was receptive to the idea, requested a few changes to the agreement, and directed the Financial Advisory Board to review the business case at its August 23 meeting to ensure the ILA and partnership are financially sound. The Town Attorney's Office has reviewed the ILA against the Town Charter and finds the ILA lawful and compliant with the Town Charter.

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**FISCAL IMPACT:**

The average annual permit revenue for the Town of Gulf Stream over the past five years for the fiscal year ending 2021 is \$472,000. The additional revenue to the Building Department will cover the increased expenses of our CAP Government contract, software implementation, and administrative costs, along with stabilizing the department's fixed costs, especially in an economic downturn, as Gulf Stream will share the fixed costs.

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**ATTACHMENTS:**

Revised Interlocal Agreement

Memorandum from the Finance Director

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**RECOMMENDATION:**

Approval of the interlocal agreement



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

**MEETING TYPE:** Town Commission Meeting

**MEETING DATE:** 08/19/2022

**SUBMITTED BY:** David M. DiLena, Finance Director

**SUBJECT:** Potential ILA with Gulf Stream

		Avg Permit Fee	\$770
	<b>FY2023 Proposed Budget with ILA</b>	<b>Pct of Total</b>	<b>Permits to cover Fixed Cost</b>
Fixed Cost	\$ 1,079,221	60%	1,402
Variable Cost	\$ 708,213	40%	
Operating Cost	<u>\$ 1,787,434</u>	100%	

	<b>FY23 Proposed Budget without ILA</b>	<b>Pct of Total</b>	<b>Permits to cover Fixed Cost</b>
Fixed	\$ 1,079,221	72%	1,402
Variable	\$ 415,073	28%	
Operating Cost	<u>\$ 1,494,294</u>	100%	

1. Since Fixed Costs will remain the same between the two scenarios and based on an average Permit Fee of \$770, the number of Permits (units) needed to cover our fixed cost remains the same.
2. Since most (if not all) of the additional work related to the Inter-Local Agreement (ILA) with Gulf Stream will be subcontracted through our contractor CAP Government, the only change in our cost structure will be variable costs.
3. The ILA with Gulf Stream will increase the population served (in terms of potential permits to be issued), ensuring that our Building Department can continue to cover Fixed Costs independent of the building activity within Highland Beach.

<b>Taxing Authorities</b>	<b>FY22 PTV (Billion \$)</b>	<b>New Value (Million \$)</b>
Highland Beach	\$ 3,097	\$ 30.5
Gulf Stream	1,408	15.3
GS vs HB	45%	50%

## **INTERLOCAL AGREEMENT BETWEEN THE TOWN OF HIGHLAND BEACH AND THE TOWN OF GULF STREAM FOR BUILDING DEPARTMENT SERVICES**

THIS AGREEMENT for Florida Building Code and other land development plan review and inspection services ("Agreement") Is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022 by and between the TOWN OF HIGHLAND BEACH, FLORIDA, a Florida municipal corporation located at 3614 South Ocean Blvd., Highland Beach, FL 33487, ("Highland Beach"), and the TOWN OF GULF STREAM, FLORIDA, a Florida municipal corporation located at 100 Sea Road, Gulf Stream, FL 33483 ("Gulf Stream") (collectively, the "Parties").

### **W I T N E S S E T H:**

WHEREAS, pursuant to Section 163.01, Florida Statutes, Highland Beach and Gulf Stream have the authority to enter into agreements for sharing of certain governmental powers and obligations; and

WHEREAS, Gulf Stream wants to contract with Highland Beach to provide building department and related services, as further set forth herein; and

WHEREAS, Highland Beach agrees to provide said building department and related services in accordance with the terms of this Agreement; and

WHEREAS, the health, safety, and welfare of the residents of both Highland Beach and Gulf Stream will best be served by Highland Beach performing plan review and inspections for projects located within Gulf Stream's Town limits; and

WHEREAS, this Agreement evidences the intentions of the respective Parties to cooperate with each other in the furtherance of the public's interest.

NOW THEREFORE, in consideration of the foregoing, and of the mutual covenants and conditions set forth herein, Highland Beach and Gulf Stream hereby agree as follows:

### **Section 1. Definitions**

Building Official: When used herein, the term "Building Official" shall mean the Chief Building Official for Highland Beach.

Code: When used herein, the term "Code" shall mean the Florida Building Code as amended, in addition to all applicable codes that require plan review and inspection.

Department: When used herein, the term “Department” shall mean the Highland Beach Building Department.

Fee(s): When used herein, the term “Fee” or “Fees” shall mean the fee(s) charged as a condition for plan review of Florida Building Code permits and/or the inspection fee charged for inspection of work; both made a part hereof.

Inspector: When used herein, the term “inspector” shall mean any Building Inspector in the employ of or hired by Highland Beach to perform inspection services for the Department.

Permit(s): When used herein, the term “permit” or “permits” shall mean permit(s) issued by Highland Beach for any construction work.

Permittee: When used herein, the term “permittee” shall mean any individual, corporation or other business entity applying for and/or holding a valid permit.

Structures: When used herein, the term “structures” shall mean any and all above-ground, in-ground, and/or underground structures, and any and all construction, mechanical, electrical and/or plumbing work for which a permit must be obtained.

Zoning Code: The Zoning Code and Land Development Regulations of the Town of Gulf Stream.

## Section 2. Building Department Plan Review and Inspection Services

- A. The purpose of this Agreement is to provide Gulf Stream with the expertise and assistance of the Department for the inspection and permitting of certain construction projects within Gulf Stream for compliance with the Code. The City of Highland Beach, by and through the Department, shall serve to provide all building construction related services, in their entirety, except for the review of Gulf Stream’s zoning code, which shall continue to be the responsibility of Gulf Stream.
- B. The method by which this purpose will be accomplished is as follows:
  - 1. Gulf Stream shall adopt an ordinance which vests the responsibility for reviewing plans for compliance with the Code, issuing permits, and performing inspections within Gulf Stream in the Department.
  - 2. Applications for approval will be submitted and processed as follows:
    - a. Plans for Construction shall be submitted to Gulf Stream via the Gulf Stream online Building Department Portal by the applicant, and upon

payment of all applicable Zoning Code fees, shall be reviewed by Gulf Stream for compliance with Gulf Stream's Zoning Code. The applicant will be required to submit any Zoning Code payment to Gulf Stream, and ensure that the construction plans comply with the Zoning Code and are approved by Gulf Stream before the permits will be released to Highland Beach, through the online Building Department Portal, for review by the Department. NPDES inspections and paperwork needed to compile yearly reports will be provided to Gulf Stream at the end of the year for state reporting purposes.

- b. The Department shall review and process all plans submitted in the manner above, checking the same for compliance with the Code, and determine the subsidiary permits necessary and the amount of Fees. For processing and the inspection service, Highland Beach shall receive one hundred percent (100%) of the permit Fee, which shall be in accordance with building department Fees charged under the Town of Highland Beach Schedule of Fees. ~~Fees charged to Gulf Stream properties shall be the same as those charged to Highland Beach properties, and~~ **All permits shall be processed a timely manner pursuant to Section 553.72 and Section 553.792, Florida Statutes.** ~~on a first-come, first-serve basis, with permits from neither municipality receiving priority over the other.~~ After reviewing and processing said construction plans, Highland Beach shall indicate approval in Gulf Stream's online Building Department Portal, which will notify Gulf Stream and the Permittee regarding the approval status of the construction plans.
- c. Applications for all permits shall be submitted to Highland Beach on Highland Beach approved forms using Gulf Stream's online Building Department Portal, as approved by the Department. Highland Beach shall process and prepare all permits within Gulf Stream, once the permit application has received Gulf Stream approval consistent with those requirements set forth herein. Any authorized individual may request the Department to inspect a project on a given time and date. The permit inspection card and construction plans shall be on the construction site at all times, and the inspector, upon the completion of

his inspection, will mark the card either as to acceptance and the date thereof, or will note reason for rejection and the date thereof.

- d. Upon satisfactory completion of the project and final inspection, the Building Official will prepare the Certificate of Occupancy and will forward said Certificate of Occupancy to Gulf Stream, which will release the Certificate of Occupancy to the permittee, or authorized agent thereof, upon confirming compliance with the Zoning Code. A copy of the Certificate of Occupancy will be provided to Highland Beach. Highland Beach shall not issue any Certificate(s) of Occupancy directly to any Permittee.
3. Gulf Stream shall be solely responsible for the enforcement of violations of the provisions of said Code by persons, firms, or corporations engaged in construction within Gulf Stream.
4. Gulf Stream shall assume responsibility for the administration of all consumer inquiries. The Building Official will assist Gulf Stream to answer inquiries that require input from the Department.
5. The Building Official shall have the right to refuse to perform any inspection within Gulf Stream should they deem it in the best interest of Highland Beach.
6. Subject to the limitations of 768.28 *Florida Statutes*, Gulf Stream shall hold harmless and indemnify Highland Beach against any and all claims for damages of every kind and nature including but not limited to claims for property damage, personal injury or death, arising out of the plan review and inspection process. Nothing contained in this provision shall be construed or interpreted as a waiver of sovereign immunity beyond the waiver provided in Section 768.28, *Florida Statutes* by either Highland Beach or Gulf Stream.
7. Gulf Stream shall annually supply Highland Beach with a Certificate of Insurance from Gulf Stream's insurance carrier evidencing all the necessary insurance coverage for Highland Beach and employees of the Department.

### Section 3. Duration and Notice

This Agreement shall be a continuing nature unless cancelled by either party for any reason and without penalty, on no less than ninety (90) days written notice. Any Fees paid to Highland Beach where inspection services are not completed shall be prorated in accordance with the percentage of inspection completed and any excess shall be refunded to Gulf Stream.



Notice shall be considered sufficient when sent by certified mail or hand delivered to the other party during regular business hours at the following addresses:

Gulf Stream	Highland Beach
Town of Gulf Stream c/o Town Manager 100 Sea Road Gulf Stream, FL 33483	Town of Highland Beach c/o Town Manager 3614 South Ocean Blvd Highland Beach, FL 33487

Section 4.      Miscellaneous

- A. This Interlocal Agreement shall be filed pursuant to the requirements of Section 163.01(11) of the Florida Statutes.
- B. This Agreement shall be governed by and in accordance with the Laws of Florida. The venue for any action arising from this Agreement shall be in Palm Beach County, Florida.
- C. Neither party shall assign or transfer any rights or interest in this Agreement without the written consent of the other party.
- D. This six (6) page Agreement constitutes the entire agreement between the Parties; no modification shall be made to this Agreement unless such modification is in writing, agreed to by both Parties and attached hereto as an addendum to this Agreement.
- E. Should any provision contained within this Agreement be determined by a court of competent jurisdiction to be unenforceable, such determination will not affect the validity or enforceability of any other section or part herein.
- F. This Agreement shall not be valid until signed by the Mayor and the Town Clerk of each party.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have caused these presents to be signed by their duly authorized officers on the date set forth above.

**TOWN OF HIGHLAND BEACH**

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

Approved as to form:

\_\_\_\_\_  
Town Attorney

**TOWN OF GULF STREAM**

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Town Clerk

Approved as to form:

\_\_\_\_\_  
Town Attorney

**File Attachments for Item:**

C. Consideration to approve and authorize the Mayor to execute an Agreement between the Town of Highland Beach and the City of Delray Beach, in an amount of \$73,832.07 for Police Dispatching and Communications services.



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Special Meeting

**MEETING DATE** August 25, 2022

**SUBMITTED BY:** Chief Craig Hartmann

**SUBJECT:** Police Communications Agreement

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## **SUMMARY:**

In 2018, the Town entered into an agreement with City of Delray Beach to provide Police Dispatching and Communication services to the Town. That agreement expires September 30, 2022. The agreement for approval is updated and extended through September 30, 2027. Legal counsel for the Town and for the City has reviewed the service contract for legal sufficiency.

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## **FISCAL IMPACT:**

The annual cost of \$73,832.07 for this years' service is budgeted for in the Town's annual budget and each year will be adjusted in an amount based on the Consumers Price Index.

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## **ATTACHMENTS:**

Police Dispatch/Communications contract agreement.

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## **RECOMMENDATION:**

Staff recommends approving this agreement.

## **POLICE COMMUNICATIONS AGREEMENT**

**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by and between the **CITY OF DELRAY BEACH, FLORIDA**, a municipal corporation, hereinafter referred to as "City" and the **TOWN OF HIGHLAND BEACH**, a Florida municipal corporation, hereinafter referred to as "Town".

### **W I T N E S S E T H:**

**WHEREAS**, the Town desires to enter into an Agreement with the City of Delray Beach, Florida, in order to obtain Police Dispatching and Communications Services from the City.

**NOW, THEREFORE**, the City and the Town in consideration of the mutual promises and benefits hereby agree as follows:

Section 1. **Effective Date.** This Agreement shall become effective as of October 1, 2022.

Section 2. **Termination Date.** This Agreement shall expire and terminate on September 30, 2027.

Section 3. **Payment of Service Fee.**

A. The City will provide police communication services to the Town and the Town will pay a fee to the City for these services. Payment for services shall be adjusted each year from the previous year in an amount based upon the "All Urban Consumers-United States" April Consumer Price Index.

B. For services commencing October 1, 2022, the Town and the City agree that the total service fee shall be \$73,832.07.

Each year of the Agreement thereafter, the basic service fee shall be adjusted from the previous year in accordance with Section 3.A. hereinabove. The projected annual service

fee adjustment will be reported to the Town Manager of the Town of HIGHLAND BEACH on or before July 15th of each year. The service fee shall be paid to the City by December 31<sup>st</sup> of each year for that fiscal year beginning October 1<sup>st</sup>.

Section 4.    **City's Responsibilities:**    The City shall provide dispatching and communication services to include the handling of:

- a.     Radio dispatching of police and 911 calls. All medical and fire calls received will be transferred to Palm Beach County Fire Rescue (PBCFR) to be dispatched to the Delray Beach Fire Department (DBFD), until such time that PBCFR is authorized to dispatch the Town's medical and fire calls to the Town's Fire Rescue Department. However, should the latter occur, there is no financial impact to the costs associated with this agreement.
- b.     Radio dispatching of non-emergency calls.
- c.     City Communications Dispatch will dispatch a Town police officer to fire and medical calls where police action is required.
- d.     If a Town officer is unavailable due to another priority call, he/she will be made aware of the pending police, fire or medical call and its location.
- e.     Electronically recording and maintaining radio transmissions for ninety (90) days.
- f.     Access to information from Palm Beach Sheriff's Department's P.A.L.M.S. Computer System and the State F.C.I.C. and Federal N.C.I.C. Computer Systems via radio or telephone voice transmission.
- g.     City will make entries, cancellations and/or modifications into NCIC/FCIC on behalf of the Town. All copies of said reports and/or supplemental

reports must be made available to communication personnel at all times for hit confirmation purposes; this is in accordance with FDLE validation requirements.

h. Recording and maintaining for two years a daily Computer Aided Dispatch (CAD) log to include a numerical call identifier and also containing the following information:

1. Type of call or incident
2. Date and time of call or incident
3. Location of incident
4. Complainant or caller's name
5. Name of the assigned or responding officer

h. The Town is responsible to ensure that all their officers are in compliance with recognized certifications and FDLE standards.

#### Section 5. **Performance Standards.**

A. Calls for road patrol response will be prioritized into three (3) categories.

1. **Priority 1 – Emergency:** Any threat to life or danger of serious physical injury or major property damage. Any felony or violent misdemeanor where the suspect has remained at the scene or may be apprehended in the immediate area.

Priority 1 calls include:

- (1) Alarms that are received as Silent, Panic, or Financial Institution alarms and
- (2) Major traffic accidents with extensive injuries.

#### **a) Dispatch times for Priority 1 calls:**

Emergency calls will be dispatched without delay to the nearest unit to the call location. The dispatcher has one (1) minute from the time received to dispatch a priority 1 call.

2. **Priority 2 – Urgent:** Any incident currently in progress that does not represent a significant threat to life or property

Priority 2 calls include:

- (1) Audible alarms;
- (2) Motor vehicle accidents that originally occurred in a roadway or are still blocking traffic and have unknown injuries;
- (3) Incidents with suspect information or where immediate follow-up is required.

a) **Dispatch times for Priority 2 Calls:**

Urgent calls are of a less serious nature and may be held no longer than five (5) minutes from the time the call is received, unless a road supervisor approves a longer delay.

3. **Priority 3 – Routine/Delayed.** Any incident/request not in progress involving minor offenses or when the complainant had delayed reporting for more than one hour.

Priority 3 calls include:

- (1) Parking lot accidents with no injuries;
- (2) Any incident involving non-criminal matters or requests for service;
- (3) Any incident where there is no likelihood of apprehending the offender;
- (4) No initial investigation is possible because the complainant is not at the

scene;

- (5) Any complaint for insurance purposes;
- (6) Lost or found property;
- (7) Abandoned or illegally parked vehicles.

a) **Dispatch times for Priority 3 calls:**



Routine/Delayed calls may be held for a maximum of thirty (30) minutes before a road supervisor must be advised. The complainant is to be advised of the delay and give an approximate time for the officer to arrive. These calls should be given out as soon as a unit becomes available.

**B. Dispatch Times.**

1. The Dispatch times stated in Section A shall be measured from the time a call is received by the dispatcher to the time the dispatcher notifies Town police personnel.
2. The Dispatch times stated above shall be the expected performance standards under this Agreement. However, both parties at exceptions to these times may occur periodically. Accordingly, it is not the intention of this Agreement that a failure to dispatch a call within the stated time period be regarded as a breach of this Agreement. Rather, it is the intention of this Agreement that all exceptions to the stated times be reviewed and all necessary and appropriate follow-up actions be taken to prevent future exceptions, where they can be avoided.
3. The above notwithstanding, nothing in this section shall release either party from the provisions of Section 11 of this Agreement where dispatch times are concerned.

**C. Monthly Reports:** At least once each month upon request, the City may generate and make available to the Town, a Dispatch Activity Report listing all Town calls from the date of the previous report. The report shall include the times that all calls were received, the times they were dispatched, the times the police officer arrived on the scene, and the time the call was cleared.

Section 6. Service Complaints. In the event a service complaint is received, the complaint shall be handled pursuant to one of the following resolution processes:

A. **Informal Resolution Process:** Informal Service questions, problems or complaints by either party may be initiated via a face-to-face meeting, telephone conversation, facsimile transmission or in writing. The recipient of the question or complaint shall then respond in a like fashion or in a manner otherwise agreed to at the time the question or complaint is initiated. A reasonable response time also shall be agreed to at the time of initiation.

Questions and complaints directed to the Town shall be directed only to the Chief of Police or his/her designee. Questions and complaints directed to the City shall be directed only to the Police Department's Communication Manager or Commander of Support Services. Further, it shall be the responsibility of the recipient to personally respond to the initiator unless another respondent is agreed to at the time of initiation.

B. **Formal Resolution Process:** Formal service questions, problems or complaints by either party shall be made in writing. Within thirty (30) working days of receipt of a complaint, the complaint shall be fully reviewed and a response rendered noting the corrective actions taken, if any. To expedite resolution of a complaint, both the initial complaint form and the response may be sent via facsimile transmission. Complaints and responses shall only be addressed to and from the following individuals:

City of Delray Beach

Police Commander of Support Services  
300 West Atlantic Avenue  
Delray Beach, Florida 33444

Town of HIGHLAND BEACH:

Chief of Police  
3614 S Ocean Boulevard  
Highland Beach, FL 33487

Section 7. Meetings. At least once each year, the City Police Commander of Support Services, the Communications Manager and the Town Chief of Police or their designee shall meet to review and discuss the terms of this Agreement and to recommend to their respective City/Town Manager any revisions, additions or deletions.

This meeting may be held as one of the above specified quarterly meetings.

Upon mutual agreement, the City/Town Managers may change the provisions of Sections 5, 6 and 7 (Performance Standards, Service Complaints, Meetings). Changes shall be in writing signed by both parties and attached as an Amendment to this Agreement. No other provisions of this Agreement may be amended without the approval of the governing bodies of both parties.

Nothing in this Section or Agreement shall prohibit or discourage additional meetings as may be necessary or desired by either party from time to time. In addition, nothing herein shall prohibit or discourage meetings between staff members of both parties other than those specifically referenced in this Agreement. However, no staff member of either party may interpret, revise, amend or delete any provision of this Agreement except as provided herein.

**Section 8. Investigations, Discussion and Negotiation for Future Communications Operations.** Both parties recognize and agree that internal and external influences may cause the City to investigate and pursue alternative communications operations including, but not limited to, sharing, merging or transferring operations with another community or entity. The City agrees to inform the Town of all ongoing investigations, discussions and negotiations concerning alternative communications operations and invites the Town to fully participate in same. Furthermore, the Town understands the 800 MHz radio system (P25) is tied to Palm Beach County's Master Site by means of a "Smart Zone" switch. The Town agrees to restrictions on the utilization of County Talk Groups limiting use to mutual aid situations with Palm Beach County. The Town also agrees to the terms and conditions set forth in the Interlocal Agreement, and any amendments thereto, between Boynton Beach, Boca Raton and Delray Beach, known as the "South Palm Beach County Public Safety Cooperative" and Palm Beach County. Specifically, the Town agrees and understands that Section 9 and Section 15.06 of the Interlocal Agreement, as amended, are hereby

incorporated in their entirety into this Agreement. Further, the City hereby agrees that it will not pursue alternative communications operations that would not include the Town without the written consent from the Town Manager.

Section 9. **Town's Responsibilities.** The Town shall be responsible for maintenance of all radios or equipment purchased by the Town, providing maintenance and repairs as needed through a Motorola subcontractor.

Section 10. **Additional Services.** By way of this Agreement, the City shall provide only communication services and dispatching services except that the City may unilaterally add any communications, dispatch, mobile data, information or record keeping services that enhances the City's ability to provide that service to its own service area.

The Town shall conform to those procedures and policies necessary to assure that the communications and records keeping for the Town's service area are in harmony with the communications and records keeping of the City and assure compliance with Public Records Law.

In the event that the City is capable of providing enhancements or additions to law enforcement and communications services which are not unilateral and the Town wishes to avail itself of such additions and enhancements the Town may, upon mutual agreement with the City, amend Section 4 of this Agreement which may necessitate a negotiated amendment by the City to Section 3 of this Agreement.

Section 11. **Hold Harmless.** The City, its officials, agents, or employees in providing dispatch and communication services, shall not be deemed to assume any liability for acts, omissions, or negligence of the Town, its employees, agents or officials. The Town shall hold the City, its officials, agents, and employees harmless and shall defend them against any and all claims of any kind whatsoever resulting from the acts, omissions or negligence of the Town, its officials, agents, or employees related to this Agreement, subject to the limited

waiver of sovereign immunity set forth at Florida Statutes Section 768.28. All liability for injury to personnel and for loss of or damage of equipment incurred in connection with this Agreement, or in the performance of services or functions pursuant thereto, shall be borne by the City or the Town employing such personnel or owning such equipment, and the Town shall carry sufficient insurance to cover all such liabilities. The terms and conditions set forth in this Section 11. shall survive the term of this Agreement.

Section 12. **Termination of Agreement by the Town.** The Town may terminate this Agreement at any time with at least sixty (60) days written notice to the City. After the effective date of said notice, both parties will be relieved of any further obligations under this Agreement except nothing herein shall be construed to impair the obligation of any contract then in effect in which the Town and the City is a party or to relieve the Town or the City of any liability for its negligence or the negligence of their respective employees occurring while this Agreement is in effect. If the Town should terminate the Agreement as herein provided and prior to September 30, 2027, the applicable annual payment referred to in Section 3 shall be refunded on a pro rata basis.

Section 13. **Termination of Agreement by the City.** The City may terminate this Agreement at any time with at least one hundred and twenty (120) days written notice to the Town. After the effective date of said notice, both parties will be relieved of any further obligations under this Agreement except nothing herein shall be construed to impair the obligation of any contract then in effect in which the Town and the City is a party or to relieve the Town or the City of any liability for its negligence or the negligence of their respective employees occurring while this Agreement is in effect. If the City should terminate this Agreement as herein provided and prior to September 30, 2027, the applicable payment referred to in Section 3 shall be refunded on a pro rata basis.

Section 14. **Agreement Not Assignable.** The Town shall not assign this Agreement.

Section 15. **Venue, Jurisdiction, and Attorney's Fees.** All disputes arising from or related to this Agreement shall be brought, if at all, in a court of competent jurisdiction in Palm Beach County, Florida. Each party shall bear its own attorney's fees and costs, including fees and costs on appeal.

Section 16. **Notices.** All notices provided for in this Agreement shall be in writing and either hand delivered or sent by certified or registered mail to the party to be notified at the following respective addresses which may be changed by written notice only:

City: Office of the City Manager  
City of Delray Beach, Florida  
100 N.W. 1st Avenue  
Delray Beach, Florida 33444

Town: Office of the Town Manager  
Town of Highland Beach  
3614 S. Ocean Boulevard  
Highland Beach, FL 33487

Notice given by or to the attorney by either party shall be as effective as if given by or to said party.

Section 17. **City Retains Exclusive Control.** The City shall retain exclusive control over all equipment and personnel used in providing the services in accordance with this Agreement, except for any radios required to be purchased by the Town.

Section 18. **City's Right to Limit Access.** The City shall have the right to limit, direct or deny access, to individual representatives of the Town, to Information and Communications capabilities provided in Section 4, when such access has been used, in violation of Florida Statutes, in violation of the City, County, State or National directives and procedures governing the acquiring use of sensitive information and equipment, or when such access may jeopardize the City's law enforcement effort or the representative is found to be a security risk.

Section 19. **Compliance.** The City of Delray Beach and the Town of Highland Beach shall comply with the Criminal Justice Information Services (CJIS) Security Policy and all the rules, regulations, policies, and procedures established for handling Criminal Justice Information (CJI), including but not limited to system security, personnel security, physical security, user authorization and technical security.

Section 20. **Security Incident Response.** The City of Delray Beach shall immediately notify the Town of Highland Beach and Florida Department of Law Enforcement (FDLE) of suspected compromise of any physical or electronic Criminal Justice Information (CJI). The Town of Highland Beach shall immediately notify the City and Florida Department of Law Enforcement (FDLE) of suspected compromise of any physical or electronic Criminal Justice Information (CJI).

**[The remainder of this agreement has been intentionally left blank.]**

**IN WITNESS WHEREOF**, the parties have caused these presents to be signed by the  
duly authorized officers on this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

CITY OF DELAY BEACH, FLORIDA

\_\_\_\_\_  
Katerri Johnson, City Clerk

By: \_\_\_\_\_  
Shelly Petrolia, Mayor

Approved as to form and  
legal sufficiency:

\_\_\_\_\_  
Lynn Gelin, City Attorney

ATTEST:

TOWN OF HIGHLAND BEACH, FLORIDA

\_\_\_\_\_  
Lanelda Gaskins, Town Clerk

By: \_\_\_\_\_  
Doug Hillman, Mayor

Approved as to form and  
legal sufficiency:

\_\_\_\_\_  
Glen Torcivia, Town Attorney



**File Attachments for Item:**

D. Consideration to approve the Health Insurance and Other Insurance Programs for Town personnel for Fiscal Year 2023.



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting

**MEETING DATE** 08/25/2022

**SUBMITTED BY:** Eric Marmer, Assistant Town Manager (HR)  
David M. Dilena, Finance Director

**SUBJECT:** Health Insurance and Other Related Insurance Rates

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## **SUMMARY:**

### **Employee Medical Insurance Renewal- October 1<sup>st</sup>**

The Town's Employee Insurance renewal is set to renew on October 1<sup>st</sup>.

Currently, the Town offers three plans to employees and their families through Humana:

1. Base Point of Service Plan Option 25 with a tiered Health Reimbursement Account (HRA)
2. Point of Service Plan Buy-up Option 12 option with a tiered Health Reimbursement Account (HRA)
3. Point of Service Plan Buy-up Option 11 option with a tiered Health Reimbursement Account (HRA)

This year we received proposals from Humana, United Healthcare, and Florida Blue. After receiving the initial renewal quotes from Humana, the Town's Broker (Marc Rheingold and Associates) negotiated to secure renewal rate reductions – from 40.14% to 14.12% for the Base POS Plan. The past two renewals with Humana have been highly favorable with the base plan last year that our broker negotiated the rates to be reduced by -2.56%. In addition to the renewal quotes from Humana, the Town's broker sought quotes from United Healthcare (UHC) and Florida Blue. Aetna and Cigna declined to quote as they were not competitive. Although the rates for the plans offered by UHC and Florida Blue were, in some cases, slightly lower than the Humana renewal rates, these plans did not match the benefit levels of the current plans offered through Humana.

### **Other Insurance Programs**

In addition to healthcare insurance, Town employees and their families can participate in other insurance programs: Short-Term Disability, Long-Term Disability, Life Insurance, Vision, and Dental Insurance. There were no changes in the premiums this year for Short-Term Disability, Long-Term Disability, Life Insurance, or Vision. There was a 12% increase in Dental insurance that amounts to roughly a \$4 increase per employee.

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**FISCAL IMPACT:**

Below is a comparison of the current Humana and other insurance plans and renewal costs for the following year.

**Monthly Premiums**

Insurance Type	Current	Renewal	\$Δ	%Δ
S-T Disability	\$ 1,130	\$ 1,130	\$ -	0.0%
L-T Disability	1,010	1,010	-	0.0%
Group Life	710	710	-	0.0%
Voluntary Life	494	494	-	0.0%

**Dental PPO**

EE	35.09	39.30	4.21	12.0%
* ES	69.18	77.48	8.30	12.0%
* E&C	81.59	91.38	9.79	12.0%
* Family	124.28	139.19	14.91	12.0%

**Vision**

EE	4.93	4.93	-	0.0%
* ES	9.83	9.83	-	0.0%
* E&C	7.79	7.79	-	0.0%
* Family	13.25	13.25	-	0.0%

**Health Insurance Base POS Option 25**

EE	604.66	690.03	85.37	14.1%
ES	1,209.33	1,380.07	170.74	14.1%
E&C	1,148.86	1,311.06	162.20	14.1%
Family	1,934.92	2,208.11	273.19	14.1%

**Health Insurance Buy-up POS Option 12**

* EE	739.88	840.95	101.07	13.7%
* ES	1,479.75	1,681.90	202.15	13.7%
* E&C	1,405.76	1,597.80	192.04	13.7%
* Family	2,367.60	2,691.03	323.43	13.7%

**Health Insurance Buy-up POS Option 11**

* EE	774.64	879.31	104.67	13.5%
* ES	1,549.28	1,758.63	209.35	13.5%
* E&C	1,471.81	1,670.70	198.89	13.5%
* Family	2,478.84	2,813.80	334.96	13.5%

\* Upgrade in coverage requires employee contribution up to basic plan

At the July 7<sup>th</sup> FAB meeting, we presented a budget that included a 7% increase in health and related insurance cost. The table below shows the budget impact by Fund and Department based on the actual renewal rates:

Health and Related Insurance Budget Update					
Fund / Department	FY2022 Budget	FY2023 Preliminary Budget	FY2023 Updated Budget	\$ Δ	%Δ
General Fund					
Town Manager	\$ 80,200	\$ 62,600	\$ 66,808	\$ 4,208	6.7%
Town Clerk	53,000	72,642	77,434	4,792	6.6%
Finance	33,000	45,195	48,288	3,093	6.8%
Public works	28,500	54,990	58,715	3,725	6.8%
Post Office	16,000	17,942	19,105	1,163	6.5%
Shared Support	-	28,243	30,027	1,784	6.3%
Police	296,000	312,553	335,470	22,917	7.3%
Fire Rescue	-	27,418	29,189	1,771	6.5%
Library	47,000	47,059	50,913	3,854	8.2%
Sub-Total	553,700	668,642	715,949	47,307	7.1%
Building Fund	94,000	110,658	117,754	7,096	6.4%
Water Fund	175,100	159,686	170,682	10,996	6.9%
Total	\$ 822,800	\$ 938,986	\$ 1,004,385	\$ 65,399	7.0%

## RECOMMENDATION:

The FAB reviewed this information at their August 23, 2022 meeting, any recommendations will be communicated to the commission. Based on cost/benefit analysis, evaluation of service networks, and experience with customer service, Town Staff recommends continuing the three plans offered through Humana: A Base POS Plan Option 25 and the two POS Buy-up options 12 and 11. In addition, a continuation of the tiered HRA is proposed in conjunction with all three POS plans, which would provide \$750 to individuals, \$1000 to Employee + one, and \$1,250 to Families.

**File Attachments for Item:**

E. Fiscal Year 2023 Budget Presentation Update



# Overview of Proposed FY 2023 Operating Budget

August 25, 2022



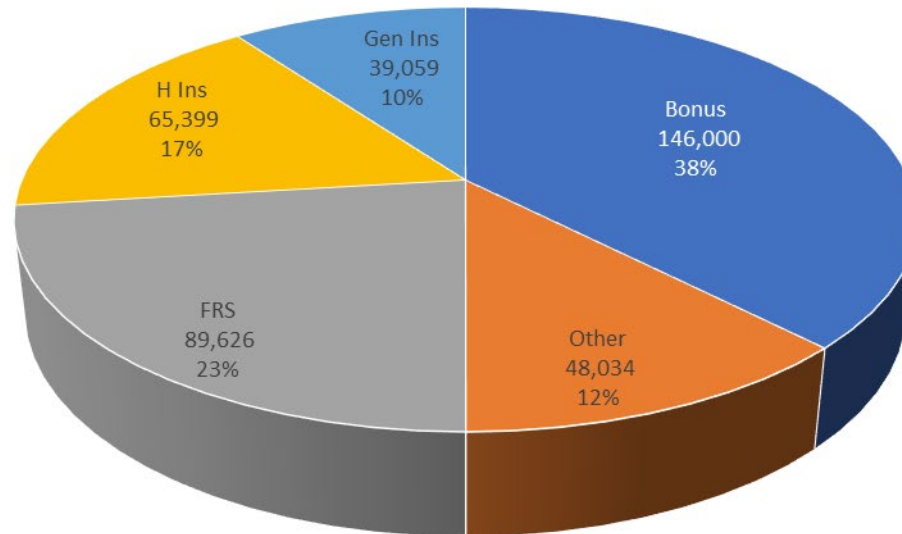


Item 5.E. - Fiscal Year 2023 Budget Presentation Update  
August 25, 2022 Town Commission Special Meeting

# FY 2023 Updated Preliminary Budget Overview

- Slight (1%) Decrease in Millage Rate proposed
  - Recognized a 13.75% increase in Taxable Value
  - **Reduction** in Debt Service Millage (0.0350 mills) as part of Water Rate Transition
- NEED to balance with pledged reserve funds (Fund Balance)
  - ~~Reduced~~ from \$642,000 in the prior year
  - Reduced from \$642,000 in the prior year to \$312,254

Major adjustment to original budget







# FY 2023 **Updated** Preliminary Budget Overview (Cont.)

● Increase in Fire-Rescue budget of ~~\$712,832~~ (13% increase) **\$738,045 (14% increase)**

- 4% increase from City of Delray Beach Interlocal Agreement
- 1 Fire Chief Position (**Change due to Bonus, Insurance, FRS & other**)
- Design/Consulting Fees – (Does not include Fire Station construction activity)
- 1 EMS Vehicle

● Funding of Capital Projects

- North & South Entry Signs - \$150,000
- Road/Bridge Repairs - \$100,000
- Rehab Lift Station #2 - 150,000
- Replace VFDs for Wells, Feed and Transfer Pumps - \$300,000

● **Florida Retirement System (FRS)**

Class	Current Rate	July 1 Rate	Pct Chng	July 1 Rate
HA/PA Reg	10.82%	11.91%	1.09%	13.00%
HM/PM SR M	29.01%	31.57%	2.56%	34.13%
HB/PB S R	25.89%	27.83%	1.94%	29.77%
HI/PI Elec	51.42%	57.00%	5.58%	62.58%





# FY 2023 Updated Preliminary Budget Overview (Cont.)



## Funding of salaries and benefits under Collective Bargaining Agreements

- FOP Union fixed increase of 3.5% (Last year of current agreement)
- PBA Union step plan to increase range from 2% to 8.1% [depending on rank and step position](Last year of current agreement)
- Non-Union employees 5% plus Cost Adjustment to Salary Table
- Evaluation of one-time employee payment to address unsettled economic conditions at 3%

Count	Department	Bonus	PR Taxes	FRS	Total Cost
5	Library	\$ 6,500	\$ 500	\$ 1,400	\$ 8,400
18	Police	39,400	3,100	10,800	53,300
9	Water	18,200	1,400	2,800	22,400
6	Building Department	13,200	1,100	2,300	16,600
3	Post Office	2,700	200	400	3,300
3	Finance	9,400	800	2,100	12,300
2	Town Clerk	4,200	400	1,100	5,700
2	Shared Services	4,400	400	600	5,400
2	Town Manager	8,300	700	1,300	10,300
1	Public Works	1,200	100	200	1,500
1	Fire Rescue	4,800	400	1,600	6,800
52		\$ 112,300	\$ 9,100	\$ 24,600	\$ 146,000
		77%	6%	17%	100%
<b>Fund</b>					
37	General Fund	\$ 80,900	\$ 6,600	\$ 19,500	\$ 107,000
6	Building	13,200	1,100	2,300	16,600
9	Water	18,200	1,400	2,800	22,400
		\$ 112,300	\$ 9,100	\$ 24,600	\$ 146,000



# FY 2023 **Updated** Preliminary Budget Overview (Cont.)



## Funding of Employee benefits

- Assumed healthcare and related insurance increase of ~~7%~~-(Preliminary) **14%**

Health and Related Insurance Budget Update					
Fund / Department	FY2022 Budget	FY2023 Preliminary Budget	FY2023 Updated Budget	\$ Δ	%Δ
General Fund					
Town Manager	\$ 80,200	\$ 62,600	\$ 66,808	\$ 4,208	6.7%
Town Clerk	53,000	72,642	77,434	4,792	6.6%
Finance	33,000	45,195	48,288	3,093	6.8%
Public works	28,500	54,990	58,715	3,725	6.8%
Post Office	16,000	17,942	19,105	1,163	6.5%
Shared Support	-	28,243	30,027	1,784	6.3%
Police	296,000	312,553	335,470	22,917	7.3%
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Sub-Total	553,700	668,642	715,949	47,307	7.1%
Building Fund	94,000	110,658	117,754	7,096	6.4%
Water Fund	175,100	159,686	170,682	10,996	6.9%
Total	\$ 822,800	\$ 938,986	\$ 1,004,385	\$ 65,399	7.0%



# FY 2023 Updated Preliminary Budget Overview (Cont.)

## Funding of Employee benefits

- Assumed healthcare and related insurance increase of ~~7%~~ (Preliminary) **14%**

Monthly Premiums				
Insurance Type	Current	Renewal	\$Δ	%Δ
Dental PPO				
EE	35.09	39.30	4.21	12.0%
* ES	69.18	77.48	8.30	12.0%
* E&C	81.59	91.38	9.79	12.0%
* Family	124.28	139.19	14.91	12.0%
Health Insurance POS #1				
EE	604.66	690.03	85.37	14.1%
ES	1,209.33	1,380.07	170.74	14.1%
E&C	1,148.86	1,311.06	162.20	14.1%
Family	1,934.92	2,208.11	273.19	14.1%
Health Insurance POS #2				
* EE	739.88	840.95	101.07	13.7%
* ES	1,479.75	1,681.90	202.15	13.7%
* E&C	1,405.76	1,597.80	192.04	13.7%
* Family	2,367.60	2,691.03	323.43	13.7%
Health Insurance POS #3				
* EE	774.64	879.31	104.67	13.5%
* ES	1,549.28	1,758.63	209.35	13.5%
* E&C	1,471.81	1,670.70	198.89	13.5%
* Family	2,478.84	2,813.80	334.96	13.5%
* Upgrade in coverage require employee contribution up to basic plan				

\* Upgrade in coverage require employee contribution up to basic plan



Item 5.E. - Fiscal Year 2023 Budget Presentation Update  
August 25, 2022 Town Commission Special Meeting

## Updated Preliminary FY2023 Budget Summary

Fund	Adopted/Amended FY2022	Proposed FY2023	Updated	Updated Proposed	
			Proposed FY2023	\$ Chng	% Chng
General	\$ 13,330,719	\$ 14,075,566	\$ 14,344,999	\$ 269,433	1.9%
Discretionary Sales Tax	595,119	430,000	430,000	-	0.0%
Building	1,256,159	1,788,400	1,823,434	35,034	2.0%
Water	4,926,197	4,784,807	4,843,140	58,333	1.2%
Sewer	2,206,523	1,757,374	1,782,692	25,318	1.4%
	<u>\$ 22,314,717</u>	<u>\$ 22,836,147</u>	<u>\$ 23,224,265</u>	<u>\$ 388,118</u>	<u>1.7%</u>



Fund	Bonus	Gen Ins.	H. Ins	FRS	Other	Total
General	\$ 107,000	\$ 20,606	\$ 47,307	\$ 70,009	\$ 24,511	\$ 269,433
Discretionary Sales Tax						-
Building	16,600	2,158	7,096	9,180	-	35,034
Water	22,400	15,977	10,996	10,437	(1,477)	58,333
Sewer	-	318	-	-	25,000	25,318
	<u>\$ 146,000</u>	<u>\$ 39,059</u>	<u>\$ 65,399</u>	<u>\$ 89,626</u>	<u>\$ 48,034</u>	<u>\$ 388,118</u>



Item 5.E. - Fiscal Year 2023 Budget Presentation Update  
August 25, 2022 Town Commission Special Meeting

# FY 2023 Strategic Projects/Initiatives



## FY 2023 Preliminary Millage Rate

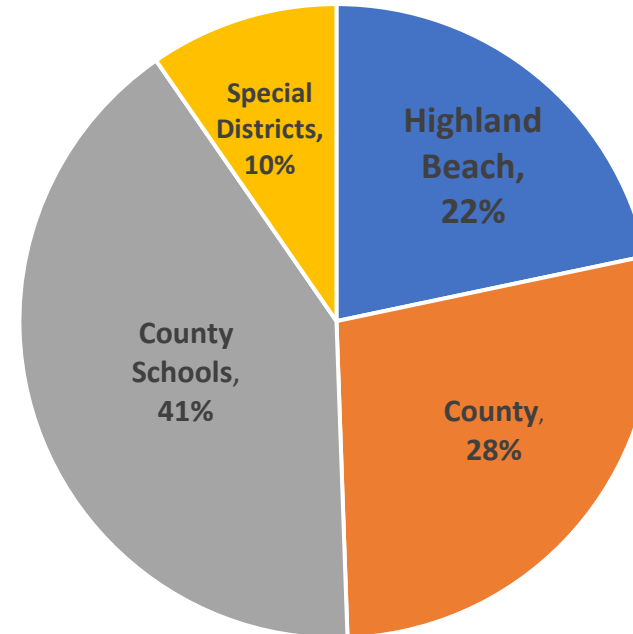
- Proposed Total Millage Rate 3.2294 Mills
  - Operating Millage Unchanged – 3.2294 Last 4 years
  
- Reduction in Debt Service Millage 0.3581 Mills
  - From 0.3931 to 0.3581 – Reduction of 0.0350
  - -8.9% due to transition in Water Rates
  
- Combined Proposed Millage



# Total Millage Rate: Highland Beach

## Proposed FY 2023

Taxing Authority	Millage Rate
Highland Beach Operating	3.2294
Highland Beach Debt	0.3581
Palm Beach County Operating	4.7815
Palm Beach County Debt	0.0334
School Board - Local	3.248
School Board - State	3.627
SFWMD	0.1061
SFWMD - Okeechobee Basin	0.1146
SFWMD - Everglades Const.	0.0365
Children Services	0.6233
Health Care District	0.7261
Florida Inland Navigation District	0.032
<b>Total</b>	<b>16.916</b>





# Town's Taxable Assessed Value

- 13.75 % Change in Taxable Value (1 Year)
- 5.52% Average Annual Change in Taxable Value (5 Years)
- 6.01% Average Annual Change in Taxable Value (10 Years)
- Increase in assessed value by 2.7% from June to July



	From Property Appraiser		\$ Chng	% Chng
	Jun-22	Jul-22		
Assessed Value	\$ 3,045,487,362	\$ 3,128,076,677	\$ 82,589,315	2.7%

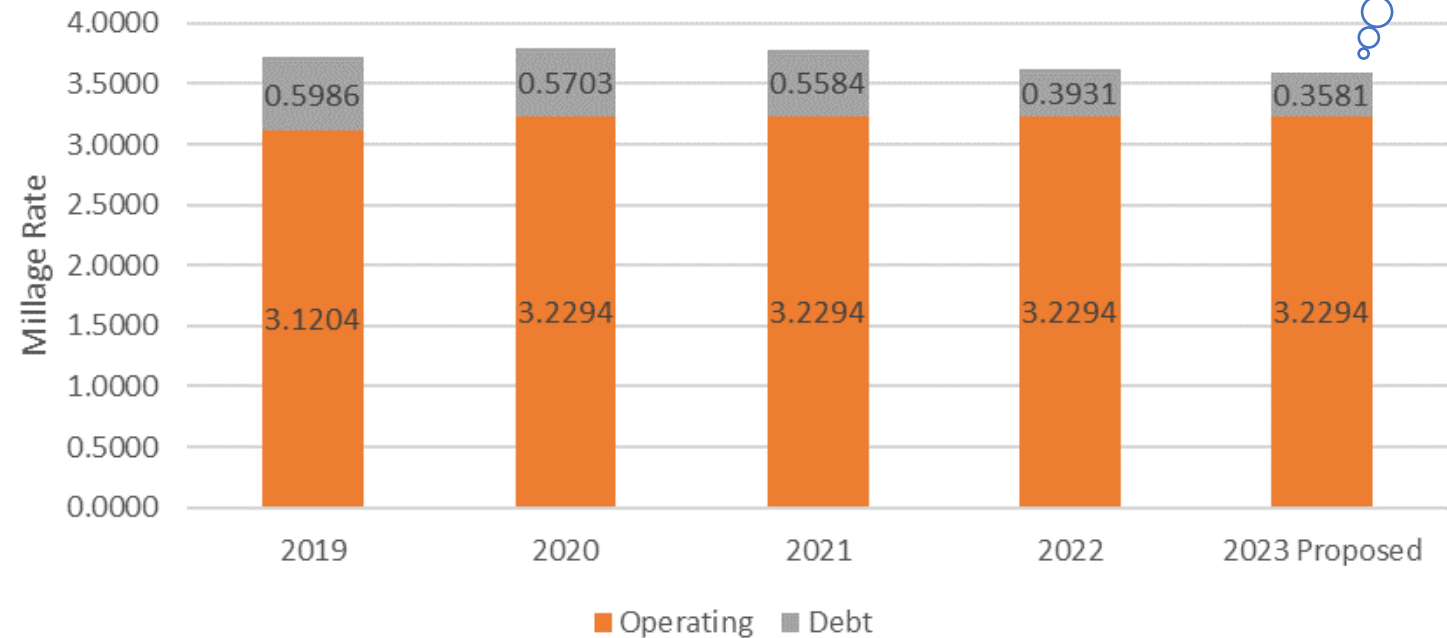




# Town's Proposed Tax Rate

- Maximum not to exceed millage set at 3.6000 on July 19<sup>th</sup> meeting
- Proposed millage remains at 3.5875 mills
- Total Millage Rate Change of - 1.0% as compared to prior year

Combined Milage Rate

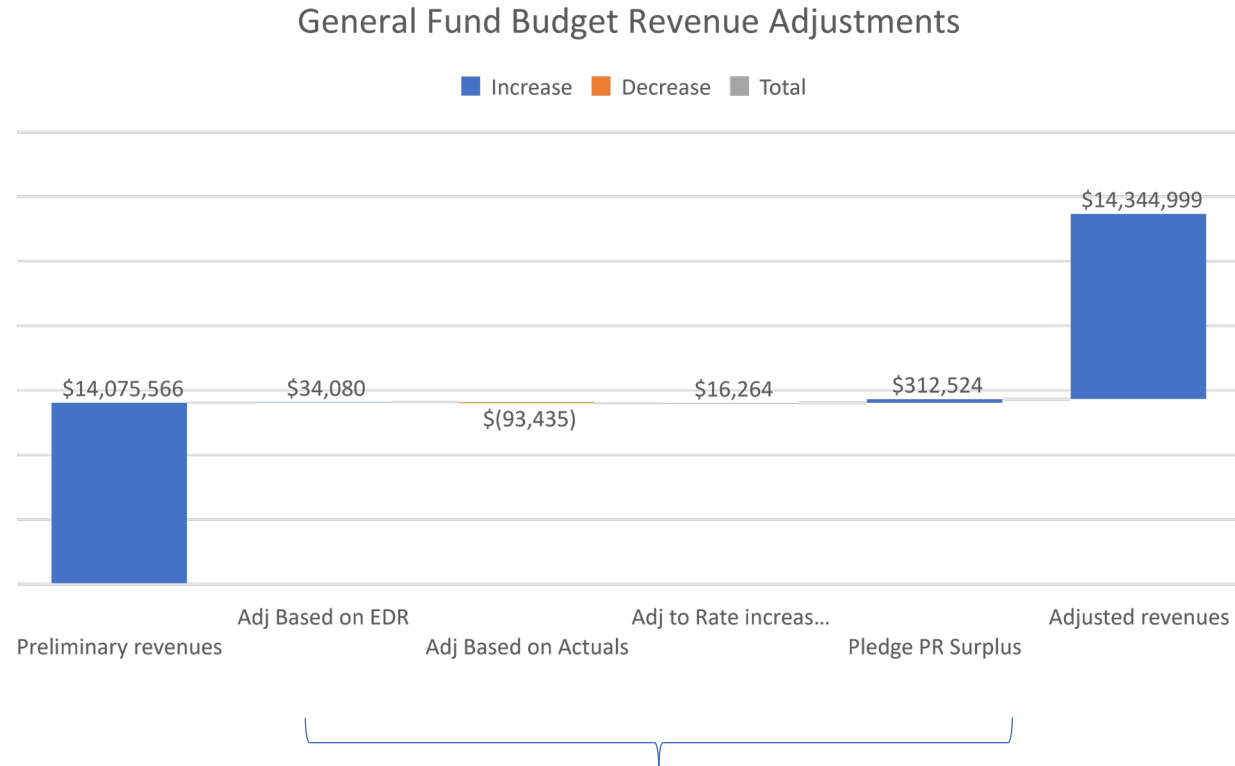


Maximum  
Millage adjusted  
Debt to 0.3706  
mills



## Updated Preliminary FY2023 General Fund Revenues

- Slight increase in preliminary revenues (Local Option Gas Tax, Revenue Sharing, etc.) based upon latest estimates
- Reduced preliminary revenues for certification, copies & Lien Search, and other miscellaneous revenues
- Slight increase in preliminary revenues for 3% increase in Garbage
- Pledge \$313K from the FY2022 surplus

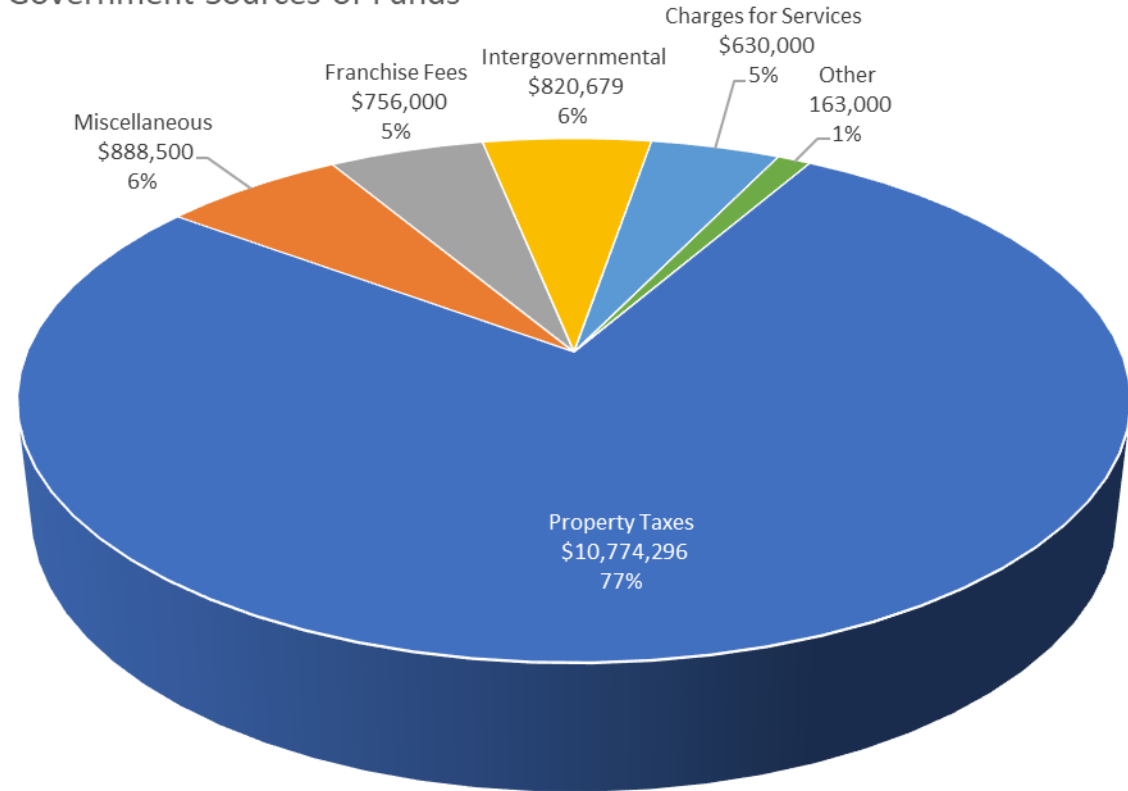




## Preliminary Updated FY2023 General Fund Revenues

- Ad Valorem (Property Tax) continues to represent over 77% of General Revenues.
- Miscellaneous revenues are administrative reimbursements from other funds (Water, Sewer, Building) to cover shared expenditures.
- Intergovernmental revenues are shared revenues from the State (Gas Tax, Sales Tax, etc.).
- General Fund Change of \$269,433 or 1.9% compared to original preliminary budget

General Government Sources of Funds





# Preliminary FY2023 General Fund Revenues (Cont.)

- No Change in Property Taxes (Ad Valorem) assumption
- Minor adjustments to other sources of revenue based on the most recent EDR (Economic & Demographic Research)
- Pledge from anticipated FY2022 Surplus

Revenue Source	FY2022 Amended Budget	Original Preliminary FY2023 Budget	Updated Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Property Taxes	\$ 9,580,365	\$ 10,774,296	\$ 10,774,296	\$ -	0.0%
Intergovernmental	717,900	823,767	820,679	(3,088)	-0.4%
Franchise Fees	750,000	760,000	756,000	(4,000)	-0.5%
Permits and Fees	-	1,500	2,000	500	33.3%
Charges for Services	590,000	663,736	630,000	(33,736)	-5.1%
Fines & Forfeitures	10,700	6,500	5,500	(1,000)	-15.4%
Interest Income	82,500	79,767	80,500	733	0.9%
Rents & Leases	67,000	73,000	75,000	2,000	2.7%
Miscellaneous	802,000	893,000	888,500	(4,500)	-0.5%
From Reserve	642,908	-	312,524	312,524	100.0%
Total	<u>\$ 13,243,373</u>	<u>\$ 14,075,566</u>	<u>\$ 14,344,999</u>	<u>\$ 269,433</u>	1.9%

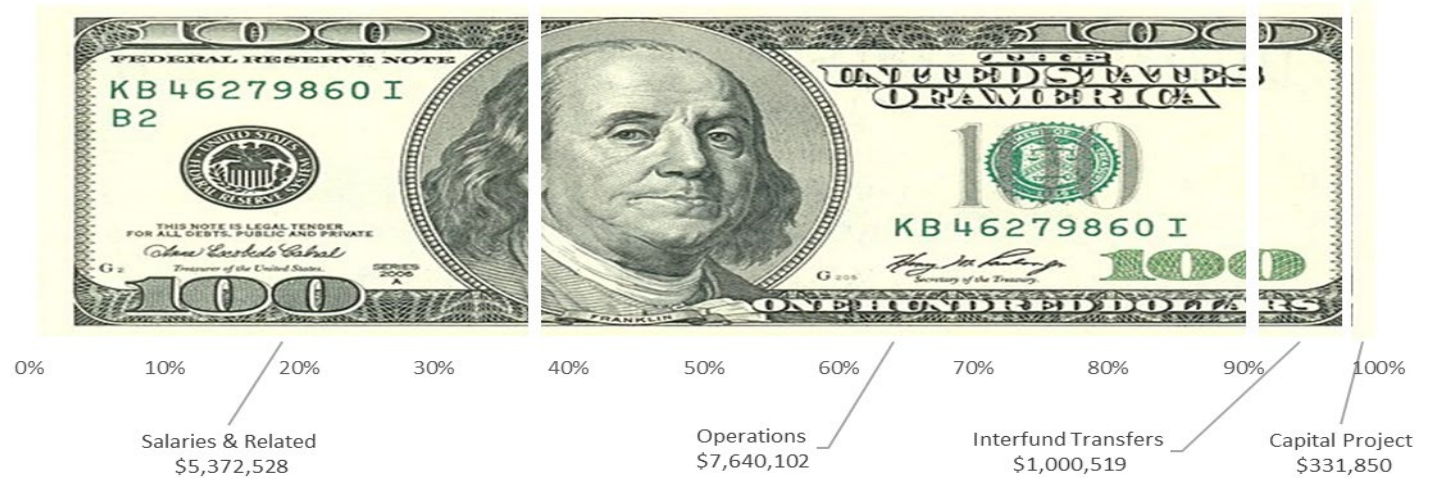


## Preliminary Updated FY2023 General Fund Expenditures

- Salaries & Related 37% of the total budget. The estimated increase in budget is based on full staffing levels (4 additional FTEs) plus an anticipated merit increase and increase in healthcare costs.
  - Adjusted for Economic Relief Bonus, Health Insurance & FRS
- Operating expenditures represent approximately 53% of the total budget.
  - Adjusted for Change in General Insurance increase
- Capital Projects include the anticipated purchase of a Fire Rescue vehicle at \$275K
- Decrease in Interfund Transfers (from Water Fund) due to reduction in DS Millage.
- Overall increase in General Fund Expenditures of 5.6%.
  - Additional Adjustment of 1.9%

Expenditure by Category	FY2022 Amended Budget	Original Preliminary FY2023 Budget	Updated Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Salaries & Related	\$ 4,322,337	\$ 5,140,288	\$ 5,372,528	\$ 232,240	5.4%
Operations	7,648,001	7,602,909	7,640,102	37,193	0.5%
Capital Project	265,936	331,850	331,850	-	0.0%
Interfund Transfers	1,094,445	1,000,519	1,000,519	-	0.0%
	<u>\$ 13,330,719</u>	<u>\$ 14,075,566</u>	<u>\$ 14,344,999</u>	<u>269,433</u>	1.9%

General Government Uses of Funds





## Preliminary Updated FY2023 General Fund Expenditures (Cont.)

- Created a new Shared Support Services Department to track general governmental shared services between departments and funds. Shifted staff from Town Manager and added 1 new position. Shifted communication, network, and other IT-related costs from other departments into Shared Support Services Department.
- Fire Rescue fund increase includes new Fire Chief position and related benefits and increases in Fire Rescue contract with the City of Delray Beach.
- Increase 1 new staff position within the Public Works Department.
- Updated for increases in:
  - Economic Relief Bonus
  - Health Insurance Cost
  - FRS Pension Cost
  - General Insurance Cost

Expenditure by Department	FY2022 Amended Budget	Original Preliminary FY2023 Budget	Updated Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
TOWN COMMISSION	\$ 197,525	\$ 190,367	\$ 198,646	\$ 8,279	4.3%
TOWN MANAGER	642,250	544,887	563,537	18,650	3.4%
TOWN CLERK	480,216	414,457	431,582	17,125	4.1%
FINANCE	569,333	600,142	624,754	24,612	4.1%
LEGAL COUNSEL	185,000	200,000	200,000	-	0.0%
PUBLIC WORKS	334,913	376,208	383,438	7,230	1.9%
POST OFFICE	133,050	149,186	156,972	7,786	5.2%
SHARED SUPPORT SERVICES	443,690	613,668	628,459	14,791	2.4%
POLICE DEPARTMENT	2,897,992	2,890,131	3,016,529	126,398	4.4%
FIRE RESCUE	5,425,325	6,138,157	6,163,370	25,213	0.4%
SOLID WASTE	488,180	492,235	492,235	-	0.0%
LIBRARY	424,800	440,609	459,958	19,349	4.4%
INTERFUND TRANSFERS	1,094,445	1,000,519	1,000,519	-	0.0%
RESERVE FOR CONTINGENCY	14,000	25,000	25,000	-	0.0%
Total	<u>\$ 13,330,719</u>	<u>\$ 14,075,566</u>	<u>\$ 14,344,999</u>	<u>269,433</u>	1.9%





**Item 5.E. - Fiscal Year 2023 Budget Presentation Update  
August 25, 2022 Town Commission Special Meeting**

## Preliminary **Updated** FY2023 General Fund Expenditures Summary

### Economic Relief Bonus

Count	Department Description	Bonus	PR Taxes	FRS	Total Cost
5	Library	\$ 6,500	\$ 500	\$ 1,400	\$ 8,400
18	Police	39,400	3,100	10,800	53,300
3	Post Office	2,700	200	400	3,300
3	Finance	9,400	800	2,100	12,300
2	Town Clerk	4,200	400	1,100	5,700
2	Shared Services	4,400	400	600	5,400
2	Town Manager	8,300	700	1,300	10,300
1	Public Works	1,200	100	200	1,500
1	Fire Rescue	4,800	400	1,600	6,800
		<u>\$ 80,900.00</u>	<u>\$ 6,600.00</u>	<u>\$ 19,500.00</u>	<u>\$ 107,000.00</u>

### Florida Retirement System

Department	FY2022 Budget	FY2023 Preliminary Budget	FY2023 Updated Budget	\$ Δ	%Δ
Library	\$ 43,300	\$ 45,552	\$ 50,808	\$ 5,256	12%
Police	392,000	426,874	466,984	40,110	9%
Post Office	10,900	10,735	12,087	1,352	13%
Finance	62,000	68,594	76,471	7,877	11%
Town Clerk	43,720	41,480	46,231	4,751	11%
Shared Services	-	17,738	19,972	2,234	13%
Town Manager	52,000	48,500	47,698	(802)	-2%
Public Works	4,600	8,816	9,927	1,111	13%
Fire Rescue	-	41,439	46,839	5,400	13%
Town Commission	20,000	20,054	22,774	2,720	14%
Total	<u>\$ 628,520</u>	<u>\$ 729,782</u>	<u>\$ 799,791</u>	<u>\$ 70,009</u>	10%



**Item 5.E. - Fiscal Year 2023 Budget Presentation Update  
August 25, 2022 Town Commission Special Meeting**

## Preliminary **Updated** FY2023 General Fund Expenditures Summary

Health and Related Insurance Budget Update					
<b>Fund / Department</b>	<b>FY2022 Budget</b>	<b>FY2023 Preliminary Budget</b>	<b>FY2023 Updated Budget</b>	<b>\$ Δ</b>	<b>%Δ</b>
General Fund					
Town Manager	\$ 80,200	\$ 62,600	\$ 66,808	\$ 4,208	6.7%
Town Clerk	53,000	72,642	77,434	4,792	6.6%
Finance	33,000	45,195	48,288	3,093	6.8%
Public works	28,500	54,990	58,715	3,725	6.8%
Post Office	16,000	17,942	19,105	1,163	6.5%
Shared Support	-	28,243	30,027	1,784	6.3%
Police	296,000	312,553	335,470	22,917	7.3%
Fire Rescue	-	27,418	29,189	1,771	6.5%
Library	47,000	47,059	50,913	3,854	8.2%
<b>Total</b>	<b>553,700</b>	<b>668,642</b>	<b>715,949</b>	<b>47,307</b>	<b>7.1%</b>

General Liability & Related					
<b>Department</b>	<b>FY2022 Budget</b>	<b>FY2023 Preliminary Budget</b>	<b>FY2023 Updated Budget</b>	<b>\$ Δ</b>	<b>%Δ</b>
Library	\$ 1,200	\$ 14,776	\$ 16,565	\$ 1,789	12%
Police	87,350	85,078	95,378	10,300	12%
Post Office	700	5,541	6,212	671	12%
Finance	2,857	11,082	12,424	1,342	12%
Town Clerk	800	11,082	12,424	1,342	12%
Shared Services	100,000	7,387	8,281	894	12%
Town Manager	3,400	8,387	9,402	1,015	12%
Public Works	1,300	7,387	8,281	894	12%
Fire Rescue	-	-	1,800	1,800	100%
Town Commission	250	4,618	5,177	559	12%
<b>Total</b>	<b>\$ 197,857</b>	<b>\$ 155,338</b>	<b>\$ 175,944</b>	<b>\$ 20,606</b>	<b>13%</b>

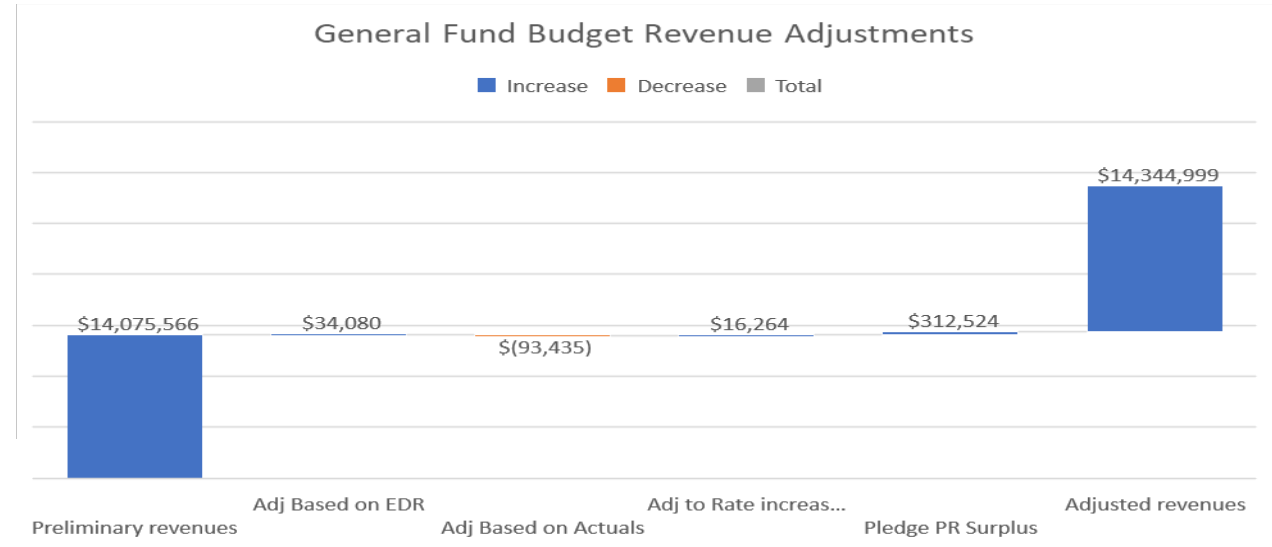
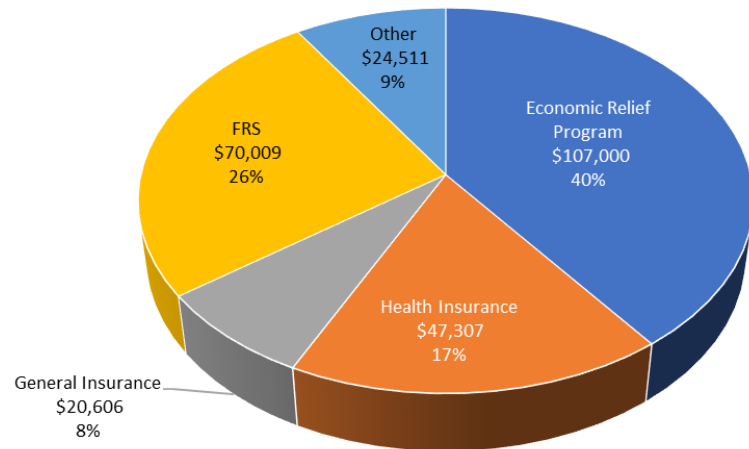




Item 5.E. - Fiscal Year 2023 Budget Presentation Update  
August 25, 2022 Town Commission Special Meeting

## Preliminary Updated FY2023 General Fund Summary

General Fund Budget Expenditure Increases



Item 5.E. - Fiscal Year 2023 Budget Presentation Update  
 August 25, 2022 Town Commission Special Meeting  
**Preliminary FY2023 Discretionary Sales Surtax Fund**



- Preliminary projections indicate an increase in Discretionary Sales Tax revenue from the State of Florida.
- Shifting Discretionary Sales Tax capital projects from FY2022 into FY2023 (Town Entry Signs) \$150K.
- Road/Bridge Repairs \$100K.

Revenue Source	FY2022 Amended Budget	FY2022 Projection	Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Intergovernmental	\$ 225,000	\$ 276,812	\$ 275,000	\$ 50,000	22.2%
Interest Income	-	-	-	-	0.0%
From Reserve	300,000	-	155,000	(145,000)	-48.3%
Total	\$ 525,000	\$ 276,812	\$ 430,000	\$ (95,000)	-18.1%

Expenditure by Category	FY2022 Amended Budget	FY2022 Projection	Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Salaries & Related	\$ -	\$ -	\$ -	\$ -	0.0%
Operations	-	-	-	-	0.0%
Capital Project	595,119	324,530	430,000	(165,119)	-27.7%
Total	\$ 595,119	\$ 324,530	\$ 430,000	\$ (165,119)	-27.7%
Canceled/Reduced/Move Forward Projects		\$ 270,589			



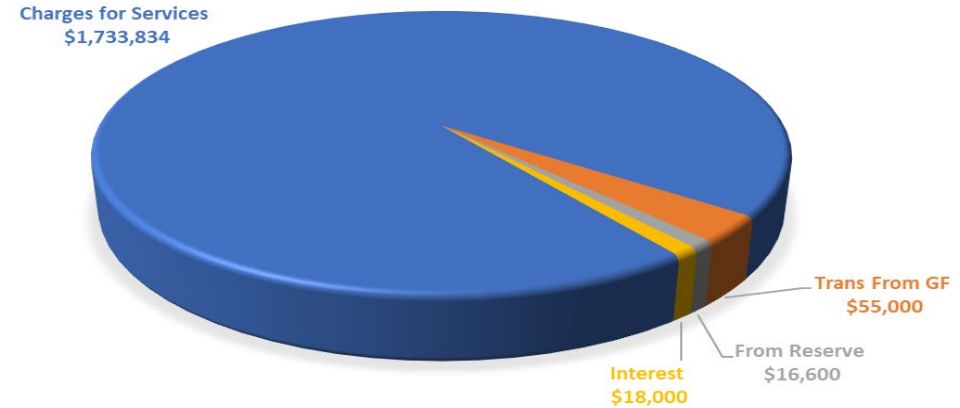
# Preliminary FY 2023 Capital Projects

Fund	Project Name	Est. Cost	Status	Funding Source	2022	2023
Discret. Sales Surtax	Office Renovation in Town Hall for Fire & HR	\$50,365	Complete	Infrastructure Sales Tax/FB	59,895	
Discret. Sales Surtax	North & South Entry Signs	\$150,000	Moved Forward	Infrastructure Sales Tax/FB		150,000
Discret. Sales Surtax	Road/Bridge Repairs	\$100,000	New	Infrastructure Sales Tax/FB		100,000
Discret. Sales Surtax	Upgrade Library Conf. Room	\$10,000	New	Infrastructure Sales Tax/FB		10,000
Discret. Sales Surtax	Upgrade Town Hall Security	\$15,000	New	Infrastructure Sales Tax/FB		15,000
Discret. Sales Surtax	IT/Computers Upgrade	\$25,000	New	Infrastructure Sales Tax/FB		25,000
Discret. Sales Surtax	Replace North Side Chain Link Fence	<del>\$25,000</del>	Canceled	Infrastructure Sales Tax/FB		
Discret. Sales Surtax	Replace Town Benches and Garbage Cans	\$30,000	To be Completed	Infrastructure Sales Tax/FB	30,000	
Discret. Sales Surtax	Two Police Vehicles	\$96,115	Complete	Infrastructure Sales Tax/FB	96,115	54,000
Discret. Sales Surtax	Vehicle for Fire Recue Chief	\$47,520	To be Completed	Infrastructure Sales Tax/FB	47,520	
Discret. Sales Surtax	Axon Police Body Cameras	\$46,000	Complete	Infrastructure Sales Tax/FB	46,000	46,000
Discret. Sales Surtax	Police Tasers	\$45,000	Complete	Infrastructure Sales Tax/FB	45,000	
Discret. Sales Surtax	New Acs	\$30,000	New	Infrastructure Sales Tax/FB		30,000
Discret. Sales Surtax	UV Protection for Town Hall A/C System	<del>\$35,000</del>	Canceled	Infrastructure Sales Tax/FB	-	
<b>Total Discretionary Sales Surtax Projects</b>					<b>\$ 324,530</b>	<b>\$ 430,000</b>



## Preliminary **Updated** FY2023 Building Department (Revenues)

BUILDING DEPARTMENT SOURCES OF FUNDS



- Charges for Services represent over 95% of the total revenue associated with this fund. FY2023 Preliminary Budget is based on a conservative projection of FY2022 actuals plus potential ILA revenue of \$447K
- Transfer from General Fund represents a fixed amount of allocated labor for planning and zoning activity
- Discount of 10% to Highland Beach Residents only has been budgeted**
- Pledge from FY2022 anticipated surplus to cover Economic Relief Bonus**

Revenue Source	FY2022 Amended Budget	Original Preliminary FY2023 Budget	Updated Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Permits & Fees	\$1,074,000	\$1,715,488	\$1,733,834	\$18,346	1.1%
Interest Income	1,000	17,912	18,000	88	0.5%
From Reserve	111,204	-	16,600	16,600	100.0%
Trans From GF	55,000	55,000	55,000	-	0.0%
<b>Total</b>	<b>\$1,241,204</b>	<b>\$1,788,400</b>	<b>\$1,823,434</b>	<b>\$35,034</b>	<b>2.0%</b>



## Preliminary Updated FY2023 Building Department (Expenditures)

- Increase in Salaries & Related predominately driven by an increase in anticipated cost of living and related increase in benefits. Including Economic Relief Bonus, FRS, and Increases in Health and related insurance.
- Increase in operational cost associated with an anticipated increase in sub-contracted inspection services associated with potential ILA activity. Including small adjustment for General Insurance Increase
- Minimal Capital Projects are anticipated in FY2023 primarily due to the completion of FY2021 and FY2022 Capital Projects.

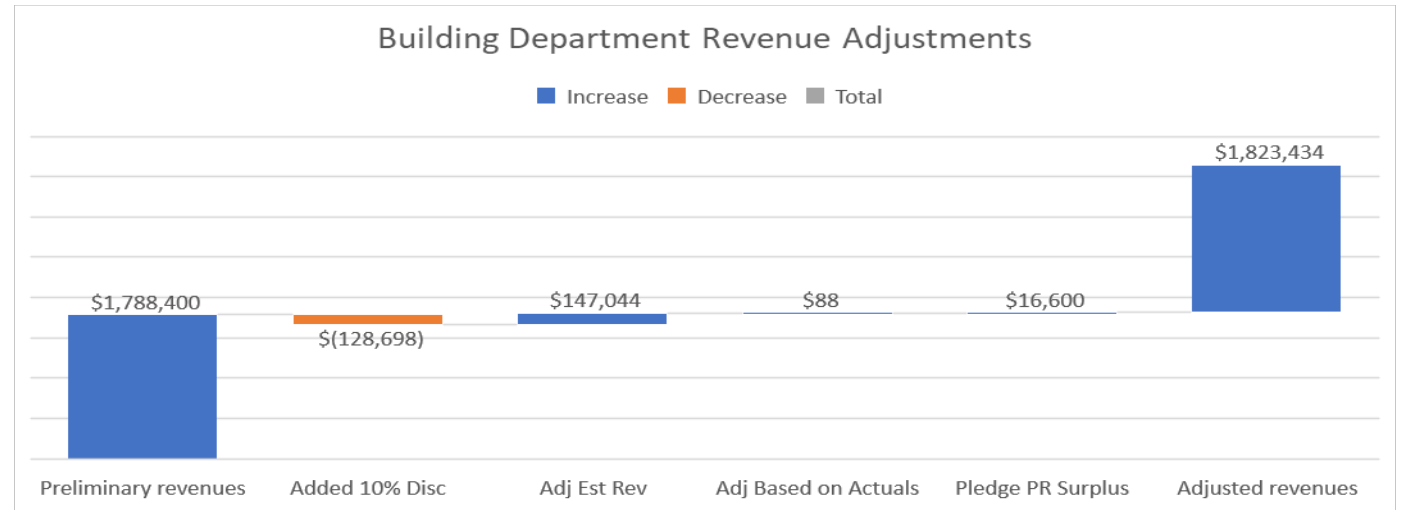
Expenditure by Category	FY2022 Amended Budget	Original Preliminary FY2023 Budget	Updated Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Salaries & Related	\$ 673,400	\$ 728,051	\$ 762,146	\$ 34,095	4.7%
Operations	514,429	1,024,349	1,025,288	939	0.1%
Capital Project	68,330	36,000	36,000	-	0.0%
Interfund Transfers	-	-	-	-	0.0%
Total	<u>\$1,256,159</u>	<u>\$1,788,400</u>	<u>\$ 1,823,434</u>	<u>\$ 35,034</u>	2.0%

### Building Department Uses of Funds

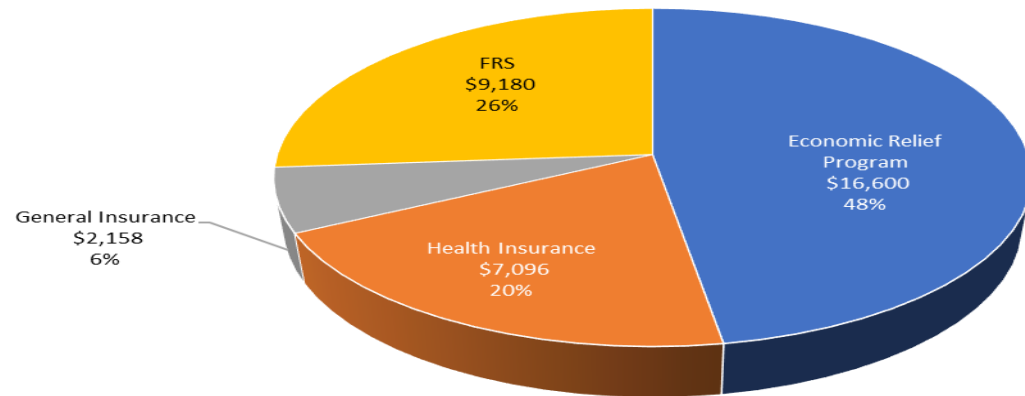




## Preliminary **Updated** FY2023 Building Department Summary



Building Department Budget Expenditure Increases



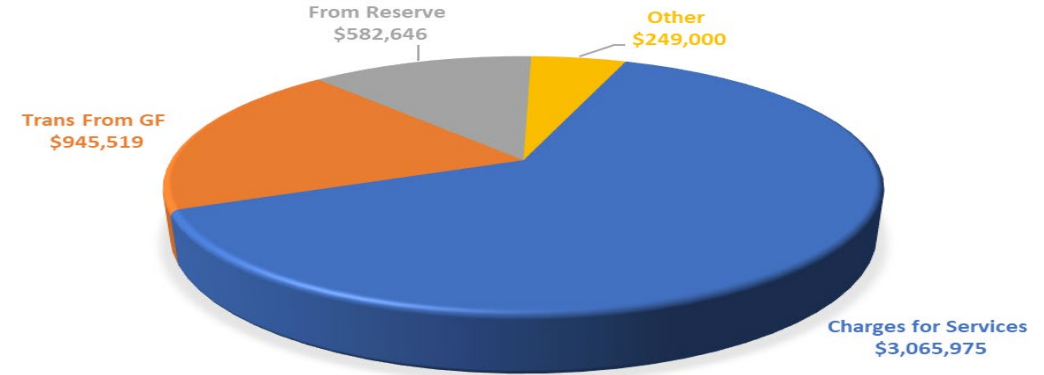




## Preliminary Updated FY2023 Water Fund (Revenues)

- The preliminary Budget assumed a 10% rate increase as forecasted by the consultant.
- Assumed no additional ARPA funds during FY2023.
- FY2023 Preliminary Updated Revenue is increased based on forecasted actuals through the 5<sup>th</sup> billing cycle
- Transfer from GF is reduced which coincides with consultants' forecast.
- Pledge from reserves is reduced due to the overall increase in water sales through the 5<sup>th</sup> billing cycle

WATER DEPARTMENT SOURCES OF FUNDS

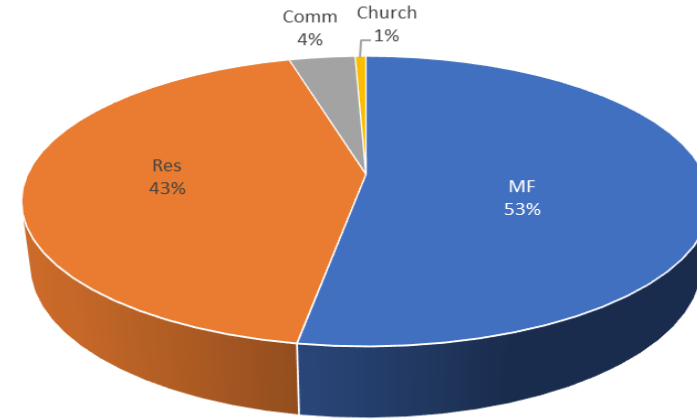


Revenue Source	FY2022 Amended Budget	Original Preliminary FY2023 Budget	Updated Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Charges for Services	\$ 2,668,200	\$ 2,909,031	\$ 3,065,975	\$ 156,944	5.4%
Interest Income	40,000	28,462	29,000	538	1.9%
ARPA	234,325	-	-	-	0.0%
Other	223,000	222,000	220,000	(2,000)	-0.9%
From Reserve	552,665	679,795	582,646	(97,149)	-14.3%
Trans From GF	1,039,445	945,519	945,519	-	0.0%
Total	<u>\$ 4,757,635</u>	<u>\$ 4,784,807</u>	<u>\$ 4,843,140</u>	<u>\$ 58,333</u>	1.2%



## Preliminary Updated FY2023 Water Fund (Revenue Data)

Water Usage by Class



(000 gallons Billed)				
Service Class	FY2021	FY2022	Δ	% Δ
	1 - 5 Cycles	1 - 5 Cycles		
Multi-Family	173,538	144,346	(29,192)	-17%
Residential	90,931	117,960	27,029	30%
Commercial	2,288	10,133	7,845	343%
Church	1,439	1,667	228	16%
Total	268,196	274,106	5,910	2%





# Preliminary FY2023 Water Fund (Revenue Data)

Rate Class / Tier	FY2020 Rate	Rate Class / Tier	4/1/2021 Rate	FY2022 Rate	FY2023 Rate
<b>Water Flate Rate</b>	\$ 33.59		\$ 40.00	\$ 44.40	\$ 48.84
<b>MF Usage Charge</b>		<b>All Customers</b>			
1K to 13K	2.41	0 to 10K	2.13	2.36	2.60
14K to 23K	2.90	10K to 20K	2.88	3.20	3.52
24K+	5.15	20K to 55K	4.47	4.96	5.46
		55K to 80K	6.50	7.22	7.94
		80K+	8.50	9.44	10.38
<b>Other</b>		<b>Irrigation Customers</b>			
1K to 19K	2.41	0 to 55K	4.47	4.96	5.46
20K to 49K	4.18	55K to 80K	6.50	7.22	7.94
50k+	5.15	80K+	8.50	9.44	10.38

Water Customer By Class			
Rate Class	Accounts	Units	Pct of Total
Single Family Residential	383	420	9.6%
Multi-Family Residential	76	3,849	87.6%
Other	5	124	2.8%
	464	4,393	100.0%



## Preliminary FY2023 Water Fund (Expenditures)

- Moderate increase in Salaries & Related (Department is fully staffed). Including Economic Relief Bonus, FRS, and Increases in Health and related insurance.
- Preliminary Operations budget based on FY2022 projected expenditures. Including small adjustment for General Insurance Increase
- No change in Capital Project Expenditures.
- Level Debt Service.
- Overall decrease in expenditures of 2.9% primarily due to lower operations costs and slightly reduced Capital Projects.
  - Additional Increased Adjustment of 1.2%

Expenditure by Category	FY2022 Amended Budget	Original Preliminary FY2023 Budget	Updated Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Salaries & Related	\$ 1,060,700	\$ 1,086,573	\$ 1,130,758	\$ 44,185	4.1%
Operations	1,823,122	1,720,353	1,734,501	14,148	0.8%
Capital Project	493,145	428,689	428,689	-	0.0%
DS	1,549,230	1,549,192	1,549,192	-	0.0%
Interfund Transfers	-	-	-	-	0.0%
Total	<u>\$ 4,926,197</u>	<u>\$ 4,784,807</u>	<u>\$ 4,843,140</u>	<u>\$ 58,333</u>	1.2%

### Water Department Uses of Funds

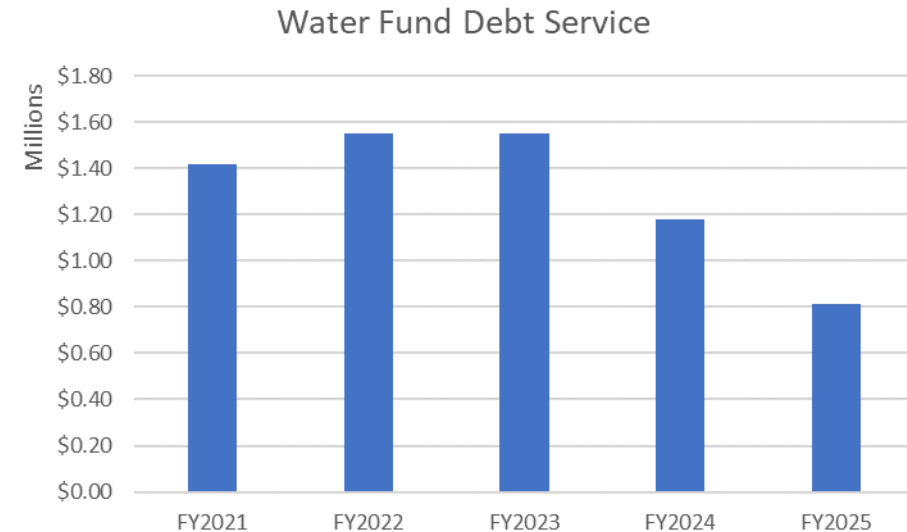




## Preliminary FY2023 Water Fund (Expenditure Data)

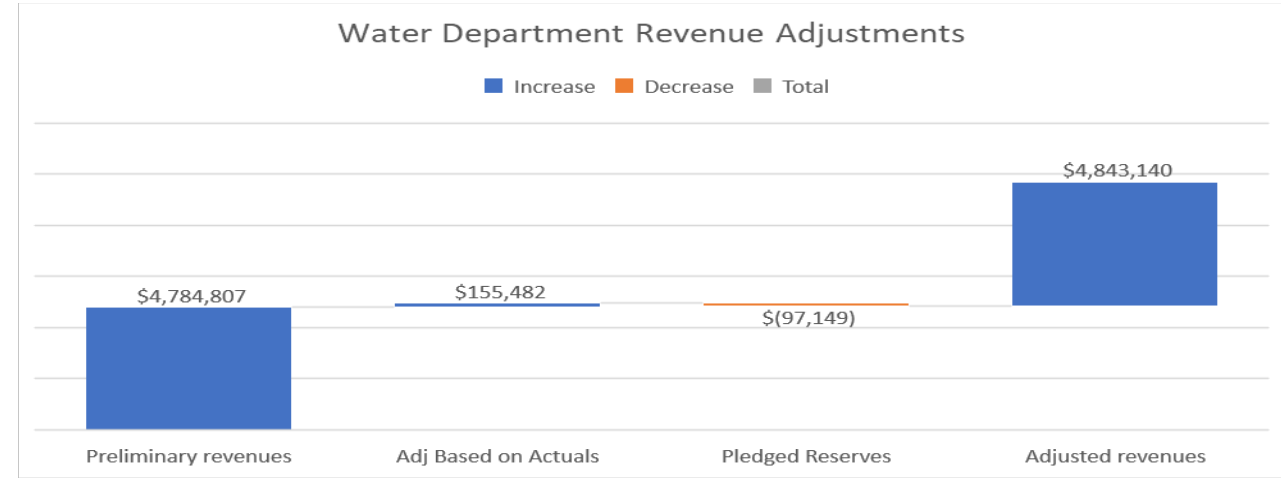
- Debt Service remains constant through FY2023 and reduces in FY2024 by \$369K and FY2025 by another \$369K.

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>	

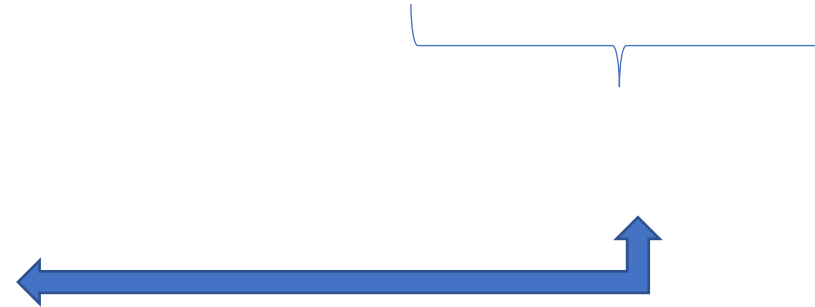
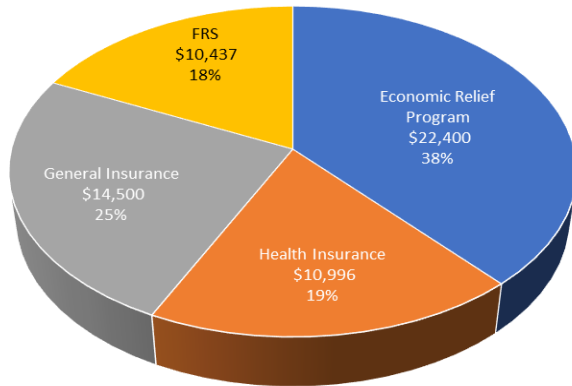




# Preliminary Updated FY2023 Water Fund Summary



Water Fund Budget Expenditure Increases

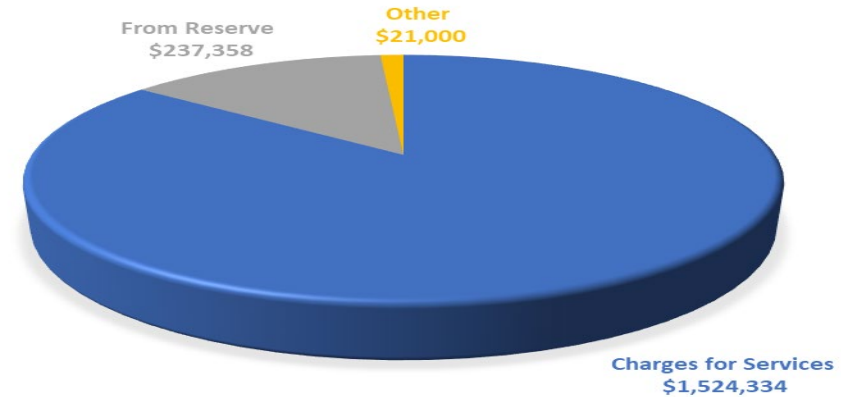




## Preliminary FY2023 Sewer Fund (Revenues)

- The preliminary Budget assumed a 12% rate increase as forecasted by the consultant.
- Sewer revenue is projected to be less than the FY2022 budget by (\$207K). Sewer cap set at 20Kgal Bi-monthly and reduced water usage.
- Assumed no additional ARPA funds during FY2023.
- Budgeting a \$237K pledge from reserve to bridge the budget gap.

SEWER DEPARTMENT SOURCES OF FUNDS



Revenue Source	FY2022 Amended Budget	Original Preliminary FY2023 Budget	Updated Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Charges for Services	\$ 1,569,000	\$ 1,524,603	\$ 1,524,334	\$ (269)	0.0%
Interest Income	5,000	20,652	21,000	348	1.7%
ARPA	565,675	-	-	-	0.0%
From Reserve	-	212,119	237,358	25,239	11.9%
Other	-	-	-	-	0.0%
Total	<u>\$ 2,139,675</u>	<u>\$ 1,757,374</u>	<u>\$ 1,782,692</u>	<u>\$ 25,318</u>	1.4%



## Preliminary FY2023 Sewer Fund (Revenue Data)

- Sewer rates were adjusted and reconfigured effective April 1, 2021, to add a usage rate and tier. Rates were adjusted by 13% while base fees remained constant.
- 12% rate increase is projected for both base and usage fees.

Rate Class / Tier	FY2020 Rate	Rate Class / Tier	4/1/2021 Rate	FY2022 Rate	FY2023 Rate
Sewer Flat Rate	\$ 44.03		\$ 29.55	\$ 33.39	\$ 37.40
		All Residential			
		0 to 20K	2.41	2.72	3.05
		Commercial			
		All	2.41	2.72	3.05

(000 gallons Billed)

Service Class	FY2022				
	1	2	3	4	5
Multi-Family	22,555	21,968	22,971	25,403	19,626
Residential	17,184	16,790	17,795	18,636	19,462
Other	832	1,956	2,401	2,485	2,459
Total	40,571	40,714	43,167	46,524	41,547

Sewer Customer By Class			
Rate Class	Accounts	Units	Pct of Total
Single Family Residential	383	420	9.6%
Multi-Family Residential	76	3,836	87.6%
Other	5	124	2.8%
	464	4,380	100%





## Preliminary FY2023 Sewer Fund (Expenditures)

- Preliminary Operations budget based on FY2022 projected expenditures and increase from the City of Delray Beach for Treatment costs.
- Reduction in Capital Project Expenditures.
- Added Reserve for Contingency \$25K

Expenditure by Category	FY2022 Amended Budget	Original Preliminary FY2023 Budget	Updated Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Salaries & Related	\$ -	\$ -	\$ -	\$ -	0.0%
Operations	1,545,523	1,532,374	1,557,692	25,318	1.7%
Capital Project	661,000	225,000	225,000	-	0.0%
Interfund Transfers	-	-	-	-	0.0%
Total	<u>\$ 2,206,523</u>	<u>\$ 1,757,374</u>	<u>\$ 1,782,692</u>	<u>\$ 25,318</u>	1.4%

### Sewer Department Uses of Funds





# FY 2023 Updated Budget Summary

Fund	Adopted/Amended FY2022	Proposed FY2023	Updated	Updated Proposed	
			Proposed FY2023	\$ Chng	% Chng
General	\$ 13,330,719	\$ 14,075,566	\$ 14,344,999	\$ 269,433	1.9%
Discretionary Sales Tax	595,119	430,000	430,000	-	0.0%
Building	1,256,159	1,788,400	1,823,434	35,034	2.0%
Water	4,926,197	4,784,807	4,843,140	58,333	1.2%
Sewer	2,206,523	1,757,374	1,782,692	25,318	1.4%
	<u>\$ 22,314,717</u>	<u>\$ 22,836,147</u>	<u>\$ 23,224,265</u>	<u>\$ 388,118</u>	<u>1.7%</u>

- Economic Relief Bonus
- Health & General Insurance Increase
- FRS Retirement Increase

} \$270K Increase

- Economic Relief Bonus
- Health & General Insurance Increase
- FRS Retirement Increase

- Economic Relief Bonus
- Health & General Insurance Increase
- FRS Retirement Increase

} \$58K Increase





# FY 2023 Budget Calendar Events





# FY 2023 Budget

## Questions



83%

TOWN OF HIGHLAND BEACH FLORIDA BUDGET vs REVENUE & EXPENDITURE REPORT

Revenues

Line No	Fund/Dept	Budget	Budget To July 31, 2022	Actuals Up To July 31, 2022	Budget vs Actuals		Notes
					\$ Var	% Var	
1	General Fund						
2	Ad Valorem Rev	\$ 9,580,365	\$ 7,983,638	\$ 9,620,815	\$ 1,637,178	21%	Received at beginning of Yr
3	Intergovt Rev	441,900	368,250	415,043	46,793	13%	Strong FL Economy
4	Franch & Comm Tax Rev	1,026,000	855,000	803,145	(51,855)	-6%	Gap will close by year end
5	Charges for Service	590,000	491,667	475,727	(15,939)	-3%	Gap will close by year end
6	Fines & Forfeitures	10,700	8,917	4,288	(4,629)	-52%	High budget number
7	Interest Rev	82,500	68,750	29,413	(39,337)	-57%	Reduced Investment activity
8	Rent & Misc Rev	869,000	724,167	815,588	91,422	13%	Low budget number
9	Reserves	642,908	-	-	-	0%	NO Reserves Needed
10	Sub-Total	13,243,373	10,500,388	12,164,020	1,663,632	16%	
11	Disc Sales Tax Fud	525,000	437,500	256,034	(181,466)	-41%	Defer Proj to FY23
12	Building Fund	1,391,204	1,159,337	1,374,269	214,932	19%	Community continues to renovate
13	Water Fund	4,757,635	3,964,696	3,377,931	(586,765)	-15%	Less consumption then budgeted
14	Sewer Fund	2,139,675	1,783,063	1,723,783	(59,279)	-3%	Reduced consumption
15	Sub-Total	8,813,514	7,344,595	6,732,017	(612,578)	-8%	
16	Total	\$22,056,887	\$ 17,844,982	\$ 18,896,037	1,051,054	6%	

Expenditures

Line No	Fund/Dept	Budget	Budget To July 31, 2022	Actuals Up To July 31, 2022	Budget vs Actuals		
					\$ Var	% Var	
17	General Fund	\$13,316,719	\$ 11,097,266	\$ 10,350,162	\$ (747,104)	-7%	
18	Town Commission	197,525	164,604	139,717	(24,888)	-15%	
19	Town Manager	642,250	535,208	433,201	(102,007)	-19%	Position Shifts
20	Town Clerk	480,216	400,180	308,634	(91,546)	-23%	Open Positions
21	Finance	569,333	474,444	405,990	(68,454)	-14%	Open Positions
22	Legal	185,000	154,167	92,524	(61,643)	-40%	Use of less legal service
23	Public Works	334,913	279,094	233,881	(45,213)	-16%	Lower expenses than budgeted
24	Post Office	133,050	110,875	92,518	(18,357)	-17%	Lower expenses than budgeted
25	Shared Support	443,690	369,742	355,170	(14,572)	-4%	
26	Police	2,897,992	2,414,993	2,171,662	(243,331)	-10%	Open Positions
27	Fire Rescue	5,425,325	4,521,104	4,504,339	(16,765)	0%	Incr in exp from orig budgeted Amt
28	Solid Waste	488,180	406,817	373,108	(33,708)	-8%	Lower expenses than budgeted
29	Library	424,800	354,000	327,387	(26,613)	-8%	Lower expenses than budgeted
30	Transfers Out	1,094,445	912,038	912,030	(7)	0%	
31	Sub-Total	13,316,719	11,097,266	10,350,162	(747,104)	-7%	
32	Discretionary Sales Tax Fund	595,119	495,932	219,197	(276,735)	-56%	Defer Proj to FY23
33	Building Fund	1,406,159	1,171,799	1,047,301	(124,499)	-11%	
34	Water Fund	4,926,197	4,105,165	3,450,072	(655,092)	-16%	Yet to encumber Capital Projects
35	Sewer Fund	2,206,523	1,838,769	1,268,813	(569,956)	-31%	Yet to encumber Capital Projects
36	Sub-Total	9,133,999	7,611,665	5,985,384	(1,626,282)	-21%	
37	Total	\$22,450,718	\$ 18,708,931	\$ 16,335,546	(2,373,386)	-13%	

\$ 2,560,491



TOWN OF HIGHLAND BEACH FLORIDA ALL FUNDS SUMMARY REPORT FOR JULY 2022

Line No	Estimated Revenues	Disc Sales					Total
		General Fund	Tax	Building Fund	Water Fund	Sewer Fund	
1	Taxes:						
2	Ad Valorem	\$ 9,621,433					\$ 9,621,433
3	Franchise/Comm Taxes	803,145					803,145
4	Intergovernmental	415,043	254,972				670,015
5	Charges for Service	480,015		1,323,472	2,030,095	1,023,260	4,856,843
6	Miscellaneous Revenues						
7	Interest Earned	28,795	1,062	4,966	11,061	7,092	52,976
8	Rents & Leases	69,732					69,732
9	Other	133,356			287,241	693,431	1,114,028
10	Total Revenues	\$ 11,551,520	\$ 256,034	\$ 1,328,439	\$ 2,328,397	\$ 1,723,783	\$ 17,188,173
11	Other Resources:						
12	Inter-Fund Transfers - IN	612,500	-	45,830	1,049,534	-	1,707,864
13	Appropriated use of Reserves	-	-	-	-	-	-
14	Total Estimated Revenues	\$ 12,164,020	\$ 256,034	\$ 1,374,269	\$ 3,377,931	\$ 1,723,783	\$ 18,896,037
		-	-	-	-	-	-
	<b>Expenditures, Uses</b>						
15	General Government	\$ 2,200,863					\$ 2,200,863
16	Public Safety	6,676,002		841,324			7,517,326
17	Culture / Recreation	327,387					327,387
18	Public Works	233,881					233,881
19	Enterprise Funds (Utilities)	-			1,524,444	997,015	2,521,459
20	Capital Outlay		219,197	51,810	190,703	88,465	550,175
21	Debt Service	-	-	-	1,276,592	-	1,276,592
22	Total Expenditures	\$ 9,438,132	\$ 219,197	\$ 893,134	\$ 2,991,739	\$ 1,085,480	\$ 14,627,682
	Other Uses						
23	Inter-Fund Transfers - OUT	912,030		154,167	458,333	183,333	1,707,864
25	Total Appropriated Expenditures & Uses	\$ 10,350,162	\$ 219,197	\$ 1,047,301	\$ 3,450,072	\$ 1,268,813	\$ 16,335,546
26		\$ 1,813,858	\$ 36,837	\$ 326,968	\$ (72,141)	\$ 454,970	\$ 2,560,491
		-	-	-	-	-	-
	From	To	Amount				
27	Building Fund	General Fund	154,167	Cover OH Allocation			
28	Water Fund	General Fund	458,333	Cover OH Allocation			
29			612,500				
30	Sewer Fund	Water Fund	183,333	Cover Water Dept portion of Sewer Activity			
31	General Fund	Water Fund	866,200	Debt Service in Ad Valorem Taxes			
32			1,049,534				
33	General Fund	Building Fund	45,830	Building Dept Portion of Zoning & Review Activity			
34	Total Transfers		1,707,864				