



# 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 MEETING AGENDA**

**Tuesday, July 19, 2022 AT 1:30 PM**

## **TOWN HALL COMMISSION CHAMBERS**

3614 S. OCEAN BOULEVARD  
HIGHLAND BEACH, FL 33487

### **Town Commission**

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

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

A. None.

6. **PUBLIC COMMENTS**

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

**7. ANNOUNCEMENTS**

Board Vacancies

Board of Adjustment and Appeals - One vacancy for a three-year term

Natural Resources Preservation Advisory Board - One vacancy for an unexpired term ending April 30, 2024

Meetings and Events

August 02, 2022 - 1:30 P.M. Town Commission Meeting

August 04, 2022 - 12:00 P.M. Town Commission Special Meeting

Board Action Report

A. Financial Advisory Board (Informational Only)

[1.](#) July 2022 Board Action Reports (For Information Only)

**8. ORDINANCES**

A. None.

**9. CONSENT AGENDA**

A. None.

**10. UNFINISHED BUSINESS**

A. Fire Rescue Implementation Update

B. Discussion of potential revision to the Building Recertification Program based on Senate Bill 4D - Building Safety.

**11. NEW BUSINESS**

[A.](#) Approve and authorize the Town Manager to execute Task Order No. 23 with Baxter Woodman, Inc. in an amount not to exceed \$53,513.00 for Engineering Services for Lift Station No. 3 Rehabilitation.

**B.** Resolution No. 2022-014

A Resolution of the Town Commission of the Town of Highland Beach, Florida, setting the proposed not to exceed millage rate pursuant to Section 200.065(2)(B), Florida Statutes, and setting the date, time, and place at which a public hearing will be held to consider the Proposed Millage Rate and Tentative Budget.

**C.** Consideration to nominate a Chairperson for the External Auditor Selection Committee, who shall assist the Town Commission in selecting an external auditor to conduct the Town of Highland Beach's annual financial audit as required by Florida Statute 218.39.**D.** Designation of a Voting Delegate for the Florida League of Cities 96th Annual Conference – Required Business Meetings.**E.** Approval of the Commission Meeting Minutes

June 21, 2022 Commission Meeting Special Minutes

June 21, 2022 Commission Meeting Minutes

**12. TOWN COMMISSION COMMENTS**

Commissioner John Shoemaker

Commissioner Evalyn David

Commissioner Peggy Gossett-Seidman

Vice Mayor Natasha Moore

Mayor Douglas Hillman

**13. TOWN ATTORNEY'S REPORT****14. TOWN MANAGER'S REPORT****15. 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:**

1. July 2022 Board Action Reports (For Information Only)



# TOWN OF HIGHLAND BEACH

## AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting

**MEETING DATE** 07/19/2022

**SUBMITTED BY:** Lanelda Gaskins, MMC, Town Clerk

**SUBJECT:** July 2022 Board Action Reports (For Information Only)

At that meeting, the Board made the following motions and recommendations:

### **FINANCIAL ADVISORY BOARD REGULAR MEETING ON JULY 07, 2022:**

#### **Item 4: Approval of the Agenda:**

**MOTION:** Greenwald/Kornfeld - Moved to approve the agenda as presented, which passed unanimously 5 to 0.

#### **Item 8.A.: Nomination Chairperson and Vice Chairperson to serve one-year, ending June 07, 2023:**

**MOTION:** Goldberg/Kornfeld - Moved to nominate the two officers in their current positions, which passed unanimously 4 to 0.

#### **Item 8.B.: Proposed Operating Budget Presentation for Fiscal Year 2023 - Finance Director DiLena**

The Board Members were satisfied with the Proposed Operating Budget as presented.

Mayor Hillman asked the Board Members to provide input on the plan presented today. He asked, "should we stay with the plan which basically zeros out and slightly drop off a little bit on the millage (holding operating millage) and dropping the debt service millage a little bit, or should we drop the operating millage rate a little bit and pledge some reserves?"

The Board Members recommendation was to leave it according to the plan as presented.

### **CODE ENFORCEMENT BOARD REGULAR MEETING ON JULY 12, 2022:**

#### **Item 4: Approval of the Agenda:**

Staff requested that the Board postpone the code cases (Items 9.A through 9.E.) to continue a date certain.

**MOTION:** Lasorsa/Perlow- Moved to approve the agenda as amended, which passed unanimously 7 to 0.

**The motion passed on a 6 to 0 vote with Vice Chairperson Mendelson dissenting.**

**Item 7.A. Approval of Minutes:**

**MOTION:** Axelrod/Perlow - Moved to approve the minutes of June 14, 2022, which passed unanimously 7 to 0.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

N/A

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**RECOMMENDATION:**

N/A



**File Attachments for Item:**

A. Approve and authorize the Town Manager to execute Task Order No. 23 with Baxter Woodman, Inc. in an amount not to exceed \$53,513.00 for Engineering Services for Lift Station No. 3 Rehabilitation.



# TOWN OF HIGHLAND BEACH

## AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting

**MEETING DATE** *July 19, 2022*

**SUBMITTED BY:** Pat Roman, Public Works Director

**SUBJECT:** Approve and authorize Task Order No. 23 with Baxter Woodman, Inc. for Engineering Services for Lift Station No. 3 Rehabilitation in the amount of not to exceed \$53,513.

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### SUMMARY:

Consistent with the findings of the Climate Vulnerability Study developed by Southeast Palm Beach Coastal Resilience Partnership, it is necessary for the Town to rehabilitate Lift Station No. 3 to address the existing and future impacts of sea level rise. Lift Station No. 3 is currently situated at elevations lower than South Ocean Boulevard. The project includes raising the height of the lift station structure, replacing the outdated control panel, and the replacement of mechanical appurtenances. The raising of the lift station structure involves elevating the top slab of the wet well and top slab of the valve vault, new concrete drive, and elevating overall site grades.

Engineers are needed to design, prepare bid documents such as final design, permitting, and bidding services, and to oversee this project for the Town. Baxter & Woodman, Inc. are the town's preferred approved engineers for this type of project. The funds for the engineering of this project are available in the Sewer Department Professional Fees Account (402-535.000-531.000). The funds for the rehabilitation of Lift Station No. 3 were approved in the Fiscal Year (FY) 2021-2022 budget in the Improvements other than Buildings Capital Outlay Account (402-535.000-563.000).

It is recommended that Baxter & Woodman, Inc. be hired to perform Task Order No. 23 (attached) for the Lift Station No. 3 Rehabilitation Project.

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### FISCAL IMPACT:

Not to exceed \$53,513

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### ATTACHMENTS:

Baxter & Woodman, Inc. Task Order No. 23

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**RECOMMENDATION:**

Commission approval.

**Town of Highland Beach**  
**Baxter & Woodman, Inc. (CONSULTANT)**  
**April 26, 2022**

**Task Order No. 23**  
**Lift Station No. 3 Rehabilitation**

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**Background**

The Town of Highland Beach (TOWN) owns and operates a total of six (6) wastewater lift stations within the TOWN's service area. The TOWN desires to perform rehabilitation of Lift Station No. 3, located at 4000 South Ocean Boulevard, which includes the replacement of the existing control panel, replacement of mechanical components within the valve vault, elevate top slab of wet well, elevate top slab of the valve vault, elevate site grades, and install a concrete driveway. Lift Station No. 3 is a duplex (i.e. two pumps) station that is equipped with Flygt N-Impeller, constant speed pumps. Lift Station No. 3 is equipped with 47 HP pumps which are powered from a 480-volt, 60 Hz electrical service. The existing control panel and mechanical components within the valve vault at Lift Station No. 3 have been in service for approximately 20+ years. The control panel and mechanical components are nearing the end of their useful service life and replacement is warranted. TOWN desires to elevate the site to be above the adjacent South Ocean Boulevard centerline and to improve resiliency.

**Scope of Services**

CONSULTANT shall provide the scope of services necessary to prepare bid documents including final design, permitting, and bidding services. The electrical scope of services includes the replacement of the existing control panel with a new control panel and provide a concrete slab at the new control panel. TOWN desires that the CONSULTANT utilize the design of the existing control panels at Lift Station No. 4 and No. 5 as the TOWN's "standard". The TOWN has indicated that Lift Station No. 3 is currently equipped with across the line (ATL) motor starters. The TOWN indicated that the new control panel shall be specified with ATL starters in lieu of changing to soft starters. Replacement of the existing power company meter, main disconnect, remote telemetry unit (RTU) panel, and antenna are not included in this scope of work.

The pumps are currently controlled via a system of level floats. The TOWN has requested to upgrade the station level control system to a pressure transducer level control system with a high water level alarm backup float. All instrument cabling which will be installed within the wet well shall be armored type.

The mechanical scope of services includes the replacement of the control valves, pump out connection and check valves within the valve vault. The top slabs for the wet well and valve vault will be elevated to the new proposed grade. Pump guide rails will be replaced to accommodate the new wet well depth.

The civil scope of services includes the regrading of the site based on the new wet well and valve vault top slab elevations. A 12-foot wide concrete driveway will be included from the edge of pavement of South Ocean Boulevard (State Road A1A) to the wet well. The disturbed area of the site will be sodded.

Engineering services consisting of meetings, detailed design, permitting, and bidding services are included within this Task Order. Certain assumptions have been made in preparing this scope of services. To the extent possible, they are stated herein and are reflected in the budget estimates included in this scope of services.

The Scope of Services consists of the following three (3) tasks:

- Task 1 – Client Workshops/Meeting
- Task 2 – Data Collection
- Task 3 – Final Design
- Task 4 – Permitting
- Task 5 – Bidding

**Task 1: Client Workshops/Meetings**

CONSULTANT shall attend up to three (3) client workshops/meetings with TOWN staff. CONSULTANT shall provide a written summary of the issues discussed at the workshop meetings. These include review meetings for the following:

- Item 1.1 Kickoff Meeting for the purpose of verifying the TOWN's goals, objectives and design standards for the project. Lines of communication for the project will also be established.
- Item 1.2 60% Design Review Meeting
- Item 1.3 90% Design Review Meeting

**Task 2: Data Collection**

Item 2.1 Topographic Survey

The CONSULTANT shall obtain the services of a Florida Licensed Surveyor to prepare a topographic survey of the project site. The horizontal and vertical control shall utilize Florida state plan 83/90 adjustment Horizontal Datum and North American Vertical Datum 1988 (NAVD88). The topographic survey will be prepared in accordance with Rule 5J-17.050 (12) of the Standards of Practice adopted by the Board of Professional Surveyors and Mappers. The survey will depict the following:

- Topography at major ground elevation changes to depict existing ground profile at proposed project area, which shall include:

- Location of visible fixed improvements within the project area, including physical objects, drainage swales, native trees, signs, fences, and power poles.
- Location of above ground existing utilities.
- Elevations shall be obtained on a 5-foot grid to indicate existing grades with intermediate grades at significant grade breaks.
- Three cross sections across South Ocean Boulevard.
- Provide and reference benchmarks. Elevations to be referenced to an existing established County Benchmark.

#### Item 2.2 Field Investigation

Field reconnaissance of existing Lift Station No. 3 shall be performed to ascertain the existing site conditions, identify potential conflicts, limiting conditions, or constructability issues. Field measurements will be taken for purpose of designing improvements. The TOWN has indicated that there are no record drawings for Lift Station No. 3.

### **Task 3: Final Design**

#### Item 3.1 Construction Documents

Preparation of construction documents shall include contract drawings and technical specifications. Contract drawings shall include: cover sheet, general notes, plan and section drawings, and miscellaneous detail sheets. CONSULTANT shall prepare the engineering design elements on available as-built drawings to be provided by the TOWN. It is assumed that the top slab of the wetwell and of the valve vault are connected by a gasketed keyway and that no structural design is required for connection of the proposed riser section to the existing base and to the top slab. Contract documents shall include: “front-end” documents (provided by the TOWN) and technical specifications.

Drawings and specifications (two (2) copies) shall be submitted for TOWN review at 60%, 90%, and 100% design stages. CONSULTANT shall meet with the TOWN to discuss comments for the 60% and 90% submittals and incorporate comments into the 100% final documents. CONSULTANT shall furnish with the 100% final documents, one (1) set of AutoCAD Version 2020 files.

#### Item 3.2 Construction Cost Opinion

Preparation of construction cost opinion at 60%, 90%, and 100% design stages. The construction cost opinion shall reflect changes in general scope, extent or character of design requirements incorporated during the various design review stages.

### **Task 4: Permitting**

CONSULTANT shall coordinate with authorities having jurisdiction (AHJ) to determine potential permitting requirements. AHJ anticipated to have jurisdiction over the project include

the Florida Department of Health - Palm Beach County, Florida Department of Transportation, and the Town of Highland Beach Building Department.

CONSULTANT shall prepare permit applications and consult with the AHJ as appropriate.

CONSULTANT shall perform the following:

- Attend up to one (1) pre-application meeting with the AHJ.
- Attend up to two (2) meetings during permit process with the AHJ.
- Respond to request(s) for additional information from each AHJ.

#### Item 4.1 Florida Department of Health – Palm Beach County

Chapter 62-604.600 (2), Florida Administrative Code (FAC) provides for specific exceptions from permitting with the Florida Department of Environmental Protection for domestic wastewater collection/transmission systems based on the type of activity being proposed. Although the proposed work qualifies for the exemption from a formal permit and approval process, a written approval from the Florida Department of Health – Palm Beach County (PBCHD) is prior to beginning any alterations to the existing systems. CONSULTANT shall coordinate with PBCHD to obtain a specific exemption for the project.

#### Item 4.2 Florida Department of Transportation

CONSULTANT shall perform permitting services in the pursuit of acquiring a Florida Department of Transportation Driveway/Connection permit for the proposed driveway to Lift Station No. 3.

#### Item 4.3 Town of Highland Beach Building Department

CONSULTANT shall coordinate a cursory review of the project with the Town of Highland Beach Building Department. The purpose is to address comments from the Building Department during Final Design to expedite acquisition of the Building Permit by the Contractor during construction. The Contractor will be responsible for obtaining the Building Permit.

### **Task 5: Bidding**

#### Item 5.1 Bid Advertisement

CONSULTANT shall assist TOWN in advertising for and obtaining bids or negotiating proposals for construction (including materials, equipment, and labor). It is anticipated that work shall be awarded under a single construction contract. The TOWN shall advertise and post the bid documents on DemandStar. All bid document control (i.e. meeting minutes, addendums, etc.) will be performed electronically.

#### Item 5.2 Pre-Bid Conference

CONSULTANT shall conduct a pre-bid conference in conjunction with TOWN staff and provide written minutes of the items discussed.

#### Item 5.3 Bid Clarification

CONSULTANT shall assist TOWN in issuing addenda and shall provide supplemental information or clarification, as appropriate, to interpret, clarify, or expand the bidding documents to all prospective bidders during the bid period. TOWN shall issue any addenda to prospective bidders electronically via DemandStar.

#### Item 5.4 Contract Award

CONSULTANT shall attend the bid opening, prepare bid tabulation sheet and assist TOWN in evaluating bids and proposals, including reference checks. CONSULTANT shall submit a written recommendation to the TOWN concerning the award of contract to the lowest responsive responsible bidder.

#### Item 5.5 Conformed Contract Documents

CONSULTANT shall prepare conformed (i.e. As-Bid) Contract Documents (drawings & technical specifications) for use by the Contractor and TOWN during construction.

### **Assumptions**

Work described herein is based upon the assumptions listed below. If conditions differ from those assumed in a manner that will affect schedule of Scope of Work, CONSULTANT shall advise TOWN in writing of the magnitude of the required adjustments. Changes in completion schedule or compensation to CONSULTANT will be negotiated with TOWN. Services to be provided by the TOWN and other related key assumptions include:

1. TOWN does not have record drawings of the lift station.
2. CONSULTANT assumes that all work will be performed within TOWN's of FDOT's right-of-way/easement. As such, the acquisition of easements is not anticipated. If required, the TOWN will be responsible for the preparation of any descriptions, sketches, and acquisition of easements (including temporary construction easements) that may be required. CONSULTANT will identify the location and dimensions of any easements or temporary construction easements required for use of the TOWN to prepare the easement descriptions and deeds.



3. No pre-purchase of materials and/or equipment is presumed. A single bidding effort is assumed. Re-bidding of the project is considered an Additional Services item not currently included in this Scope of Work.
4. Evaluation of the pumping capabilities, wet well capacity, force main capacity, etc. are specifically excluded from this Scope of Work.
5. The design is to be based on the Federal, State and local codes and standards in effect at the beginning of the project. Revisions required for compliance with any subsequent changes to those regulations is considered an Additional Services Item not currently included in this Scope of Work.
6. All permitting fees will be paid for by the TOWN.

## Deliverables

TASKS	DELIVERABLES	QUANTITY
1. Client Workshops/ Meetings	Review Notes/Comments	1 – Set per Meeting
2. Data Collection	Topographic Survey	1 – Set (PDF)
3. Final Design	60% Drawings & Specs 90% Drawings & Specs 100% Drawings & Specs	2 – Sets (22" x 34") 2 – Sets (22" x 34") 2 – Sets (22" x 34")
5. Bidding	Bid Sets Conformed Documents	15 – Sets (22" x 34") 2 – Sets (22" x 34")

## Project Schedule

The duration and completion times of all tasks are as indicated in the project schedule shown in Attachment "A" as follows:

Task	Duration	Completion Date from NTP
Task 1 – Project Management	60 weeks <sup>1</sup>	56 weeks <sup>1</sup>
Task 2 – Data Collection	4 weeks	4 weeks
Task 3 – Final Design	16 weeks	20 weeks
Task 4 – Permitting	4 weeks	20 weeks <sup>2</sup>
Task 5 – Bidding Services	12 weeks <sup>3</sup>	32 weeks <sup>3</sup>

<sup>1</sup> Total Duration of Project.

<sup>2</sup> Permitting to commence at 90% submittal and be complete by 100% submittal.

<sup>3</sup> Assumes Town's procurement process is 12 weeks.

## Compensation For Services

Compensation by the TOWN to CONSULTANT for the services described in this Task Order will be in accordance with the Not-to-Exceed method of payment, which means shall only be compensated for services rendered. The Not-to-Exceed amount without written prior approval of **\$53,513.00** (refer to Attachment A for detailed break-down) is comprised of the following:

<b>Task</b>	<b>Labor (\$)</b>	<b>Subconsult. (\$)</b>	<b>Subtotal (\$)</b>
1. Client Workshops/Meetings	\$2,189.00	\$0.00	\$2,189.00
2. Data Collection	\$604.00	\$5,795.00	\$6,399.00
3. Final Design	\$22,968.00	\$12,226.00	\$35,194.00
4. Permitting	\$3,454.00	\$1,175.00	\$4,629.00
5. Bidding	\$3,376.00	\$976.00	\$4,352.00
Reimbursables			\$750.00
<b>Total</b>	<b>\$32,591.00</b>	<b>\$20,172.00</b>	<b>\$53,513.00</b>

## Additional Provisions

- The services described herein will be provided in accordance with the current generally accepted standards of the engineering profession. Reasonable material changes between work tasks, or level of effort actually required and those budgeted, may serve as a basis for modifying this scope and budget, as mutually agreed to between CONSULTANT and the TOWN.
- CONSULTANT is entitled to rely upon the accuracy of historical and existing data and information provided by the TOWN and others without independent review and verification.
- Any Opinion of the Construction Cost prepared by CONSULTANT represents its judgment as a design professional and is supplied for the general guidance of TOWN. Since CONSULTANT has no control over the cost of labor and material, or over competitive bidding or market conditions, CONSULTANT does not guarantee the accuracy of such opinions as compared to Contractor bids or actual costs to the TOWN. CONSULTANT shall retain all ownership rights in information transmitted electronically.

**ATTACHMENT A**  
**Town of Highland Beach - Lift Station No. 3 Rehabilitation**  
**Design, Permitting & Bidding Services**  
**Budget Summary (Revised 4/26/22)**

Task No.	Item Description	Labor Classification and Hourly Rates									
		Principal Engineer \$193.02	Senior Engineer II \$170.99	Engineer I \$131.12	Senior Engineer Technician \$125.88	Construction Manager \$131.12	Construction Inspector \$109.10	Clerical \$76.58	Total Labor	Survey Sub-Consultant Services	Electrical Sub-Consultant Services
<b>1</b>	<b>Client Workshops/Meetings</b>										
1.1	Kickoff Meeting	2		4				1	\$987		
1.2	60% Design Review Meeting			4				1	\$601		
1.3	90% Design Review Meeting			4				1	\$601		
	<b>Subtotal</b>	<b>2</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	<b>\$2,189</b>	<b>\$0</b>	<b>\$0</b>
<b>2</b>	<b>Data Collection</b>										
2.1	Topographic Survey								\$0	\$5,795	
2.2	Field Investigation, Data Collection, Survey Check		2	2					\$604		
	<b>Subtotal</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$604</b>	<b>\$5,795</b>	<b>\$0</b>
<b>3</b>	<b>Final Design</b>										
3.1	Construction Documents	4	40	50	45	8			\$20,881		\$12,226
3.2	Construction Cost Opinion		3	12					\$2,086		
	<b>Subtotal</b>	<b>4</b>	<b>43</b>	<b>62</b>	<b>45</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>\$22,968</b>	<b>\$0</b>	<b>\$12,226</b>
<b>4</b>	<b>Permitting</b>										
4.1	Florida Department of Health - Palm Beach County (exemption)		1						\$171		
4.2	Florida Department of Transportation		6	4					\$1,550		
4.3	Town of Highland Beach Building Department		4	8					\$1,733		\$1,175
	<b>Subtotal</b>	<b>0</b>	<b>11</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$3,454</b>	<b>\$0</b>	<b>\$1,175</b>
<b>5</b>	<b>Bidding</b>										
5.1	Bid Advertisement			2					\$262		\$976
5.2	Pre-Bid Conference		2						\$342		
5.3	Bid Clarification		2	8					\$1,391		
5.4	Contract Award		2	2					\$604		
5.5	Conformed Contract Documents			4	2				\$776		
	<b>Subtotal</b>	<b>0</b>	<b>6</b>	<b>16</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$3,376</b>	<b>\$0</b>	<b>\$976</b>
	<b>Labor Subtotal Hours</b>	<b>6</b>	<b>62</b>	<b>104</b>	<b>47</b>	<b>8</b>	<b>0</b>	<b>3</b>	<b>230</b>		
	<b>Labor Subtotal Costs</b>	<b>\$1,158</b>	<b>\$10,601</b>	<b>\$13,636</b>	<b>\$5,916</b>	<b>\$1,049</b>	<b>\$0</b>	<b>\$230</b>	<b>\$32,591</b>	<b>\$5,795</b>	<b>\$14,377</b>
	<b>Labor Total Costs</b>	<b>\$32,591</b>									
	<b>Subconsultant Costs Total</b>	<b>\$20,172</b>									
	<b>Subconsultant Multiplier</b>	<b>1.0</b>									
	<b>Subconsultant Total</b>	<b>\$20,172</b>									
	<b>Reimbursable Expenses</b>	<b>\$750</b>									
	<b>Project Total</b>	<b>\$53,513</b>									

APPROVED BY:  
TOWN OF HIGHLAND BEACH

BY: \_\_\_\_\_  
Town Manager

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

BAXTER & WOODMAN, INC.

BY: \_\_\_\_\_  
Rebecca Travis, P.E.  
Executive Vice President

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**File Attachments for Item:**

**B. Resolution No. 2022-014**

A Resolution of the Town Commission of the Town of Highland Beach, Florida, setting the proposed not to exceed millage rate pursuant to Section 200.065(2)(B), Florida Statutes, and setting the date, time, and place at which a public hearing will be held to consider the Proposed Millage Rate and Tentative Budget.



# TOWN OF HIGHLAND BEACH

## AGENDA MEMORANDUM

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**MEETING TYPE:** Regular Meeting

**MEETING DATE** 07/19/2022

**SUBMITTED BY:** Marshall Labadie, Town Manager

**SUBJECT:** Not-To-Exceed Millage Rate for Fiscal Year (FY) 2023

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### SUMMARY:

Section 200.065, Florida Statutes, commonly known as the “Truth in Millage” Bill or the “TRIM” Bill, provides that each taxing authority shall advise the Property Appraiser of its proposed millage rate, of its current rolled back rate, and of the date, time, and place at which a public hearing will be held to consider the proposed millage rate and tentative budget. This Resolution establishes a maximum not to exceed millage rate of 3.5875 mills for FY 2023 – consisting of an operating millage of 3.2294 mills and a debt service millage of 0.3581 mills. The proposed 3.5875 mills is lower than last years rate of 3.6225 mills.

The operating millage rolled back rate for FY 2023 is 2.8670 mills. The operating millage has remained constant for the last four fiscal years while operational costs have increased. Additionally, the debt service millage proposed represents the second year of reduction pursuant to the water/sewer rate study. The study recommended the debt service millage reduction as the utility rates begin to cover the system debt costs.

The millage rate may be lowered from the recommended not to exceed millage rate as the FY 2023 budget moves forward through the approval process (may be lowered until final approval at the second public hearing on the FY 2023 Budget in September). In addition, this Resolution establishes the meeting time and place for the first public hearing for the Fiscal Year (FY) 2023 Budget. The first public hearing for the FY 2023 Budget will be held on Monday, September 06, 2022 at 5:01 PM in the Town Commission Chambers.

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### FISCAL IMPACT:

This Resolution establishes a maximum not to exceed millage rate of 3.5875 mills for FY 2023 – consisting of an operating millage of 3.2294 mills and a debt service millage of 0.3581 mills. The proposed operating millage rate reflects an increase over the rolled back millage rate of 12 percent.

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### ATTACHMENTS:

Resolution No 22-014 – Setting the Proposed Not-To-Exceed Millage Rate for Fiscal Year (FY) 2023.

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**RECOMMENDATION:**

Approval of the Resolution to establish a maximum not to exceed millage rate for FY 2023.



## RESOLUTION NO. 2022-014

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, SETTING THE PROPOSED NOT TO EXCEED MILLAGE RATE PURSUANT TO SECTION 200.065(2)(B), FLORIDA STATUTES, AND SETTING THE DATE, TIME AND PLACE AT WHICH A PUBLIC HEARING WILL BE HELD TO CONSIDER THE PROPOSED MILLAGE RATE AND TENTATIVE BUDGET.**

**WHEREAS**, Section 200.065, Florida Statutes, commonly known as the “Truth in Millage” Bill or the “TRIM” Bill, provides that each taxing authority shall advise the Property Appraiser of its proposed millage rate, of its current rolled back rate, and of the date, time, and place at which a public hearing will be held to consider the proposed millage rate and tentative budget.

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

**Section 1.** That the foregoing “WHEREAS” clause is ratified and confirmed as being true and correct and is incorporated in this Resolution.

**Section 2.** That the proposed not to exceed tax millage rate of the Town of Highland Beach for Fiscal Year 2022 shall be:

Operating Millage:	3.2294
Debt Service Millage:	<u>0.3581</u>
Total Proposed not to exceed Millage Rate:	3.5875

**Section 3.** That the Operating Millage rolled-back rate for Fiscal Year 2023 is 2.8670 mills. As defined in Section 200.065, Florida Statutes, the “rolled-back rate” is that certain millage rate which, exclusive of: new construction, additions to structures, deletions, increases in the value of improvements that have undergone a substantial rehabilitation which increased the assessed value of such improvements by at least 100 percent, property added due to geographic boundary changes, total taxable value of tangible personal property within the jurisdiction in excess of 115 percent of the previous year’s total taxable value, and any dedicated incremental value, will provide the same ad valorem revenue as was levied during the prior year less the amount, if any, paid or applied as a consequence of obligation measured by the dedicated incremental value.

**Section 4.** That the date, time, and place of the public hearing to consider the above proposed not to exceed millage rate and tentative budget shall be as follows:



Date of the First Hearing: Monday, September 06, 2022  
Time of Hearing: 5:01 P.M.  
Place: Highland Beach Town Commission Chambers  
Highland Beach Town Hall  
3614 South Ocean Boulevard  
Highland Beach, Florida 33487

**Section 5.** That this Resolution shall be in full force and effect immediately upon passage and adoption.

**DONE AND ADOPTED** by the Town Commission of the Town of Highland Beach, Florida, this 19<sup>th</sup> day of July, 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



# Overview of Proposed FY 2023 Operating Budget

July 19, 2022





# FY 2023 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
- No NEED to balance with pledged reserve funds (Fund Balance)
  - **Reduced** from \$642,000 in the prior year
- Increase in Fire-Rescue budget of \$712,832 (13% increase)
  - 4% increase from City of Delray Beach Interlocal Agreement
  - 1 Fire Chief Position
  - Design/Consulting Fees – (Does not include Fire Station construction activity)
  - 1 EMS Vehicle
- Funding of salaries and benefits under Collective Bargaining Agreements
  - Assumed healthcare and related insurance increase of 7% (Preliminary)
  - 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 of Living adjustment to Salary Table
  - Evaluation of one-time employee payment to address unsettled economic conditions



# FY 2023 Preliminary Budget Overview (Cont.)



## 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



# FY 2022 Accomplishments

## Fire-Rescue Department

Contracted Architect and Construction Manager at Risk

Contracted Medical Director

Submitted COCPN

Closed a \$5 Million, Private Bank Loan

Adopted Fire Code

Recruit Fire Chief

Contract Audit

 Completed Water/Sewer Rate Study Update

 Sanitary Sewer Rehabilitation Project

 Rehabilitate Lift Station #2 & #3

 Rehabilitate Well No. 6

 Replace Membrane Stage Turbo Pumps

 Storm Sewer Repair Bel Lido



## FY 2022 Accomplishments (Cont.)

- Implemented Police Department Marine Unit
- Police Department Accreditation
- Adoption Building Recertification Ordinance & Program
- Crosswalk Overhead Lighting Project
- Adoption of Right-of-Way Ordinance
- Fund Balance Policy Update
- Recruitment of Finance Director (Finance Department Reorganization)
- Investment Policy Update





# FY 2023 Strategic Projects/Initiatives

- Fire-Rescue Department
  - Commence Construction of Fire Station
  - Procure Station Apparatus and Equipment
  - Recruit Fire Personnel
  - Formalize Operational Protocols
- Marine Accessory Structures Ordinance
- Town Entry Signs
- PBA Collective Bargaining Agreement FY 2023-2026
- FOP Collective Bargaining Agreement FY 2023-2026
- Bel Lido Bridge Repairs
- Rehabilitate Well No. 8
- Replace VFDs for Water Plant
- Improve Finance/Accounting Department Accuracy, Speed & Reporting
- Human Resource/Personnel Policy and Procedures



# 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 3.5875 Mills





# Comparison to Other Jurisdictions

## FY 2022 Millage Rates

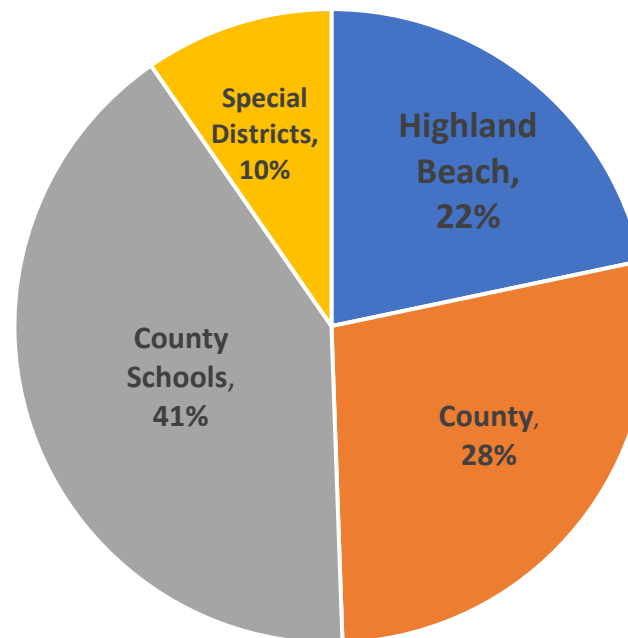
1. Town of Palm Beach	2.8966
2. Manalapan	3.1695
3. South Palm Beach	3.5000
4. Highland Beach (2023)	3.5875
5. Highland Beach (2022)	3.6225
6. Boca Raton	3.6700
7. Gulfstream	3.6724
8. Highland Beach (2021)	3.7878
9. Juno Beach	5.3800
10. Ocean Ridge	5.500
11. Tequesta	6.6290
12. Delray Beach	6.8400
13. North Palm Beach	7.0500



# 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



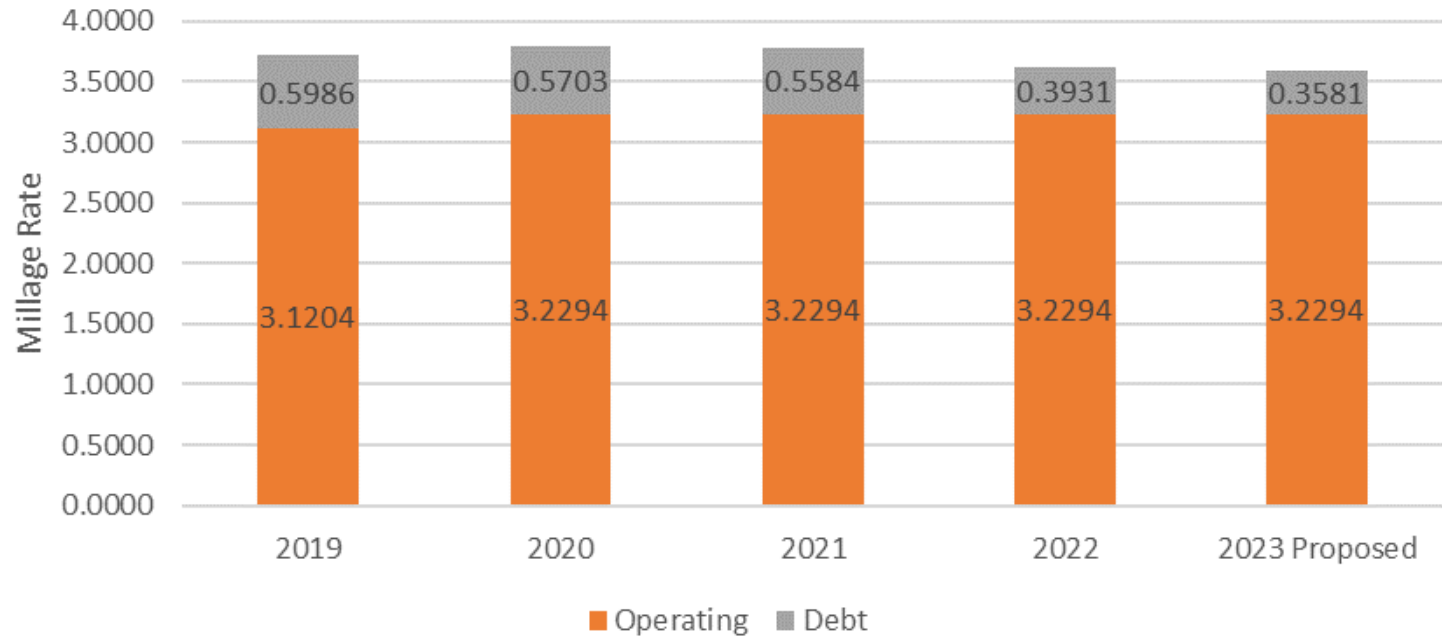
	From Property Appraiser		\$ Chng	% Chng
	Jun-22	Jul-22		
Assessed Value	\$ 3,045,487,362	\$ 3,128,076,677	\$ 82,589,315	2.7%



# Town's Proposed Tax Rate

- Total Millage Rate Change of **-1.0%** as compared to prior year

Combined Milage Rate

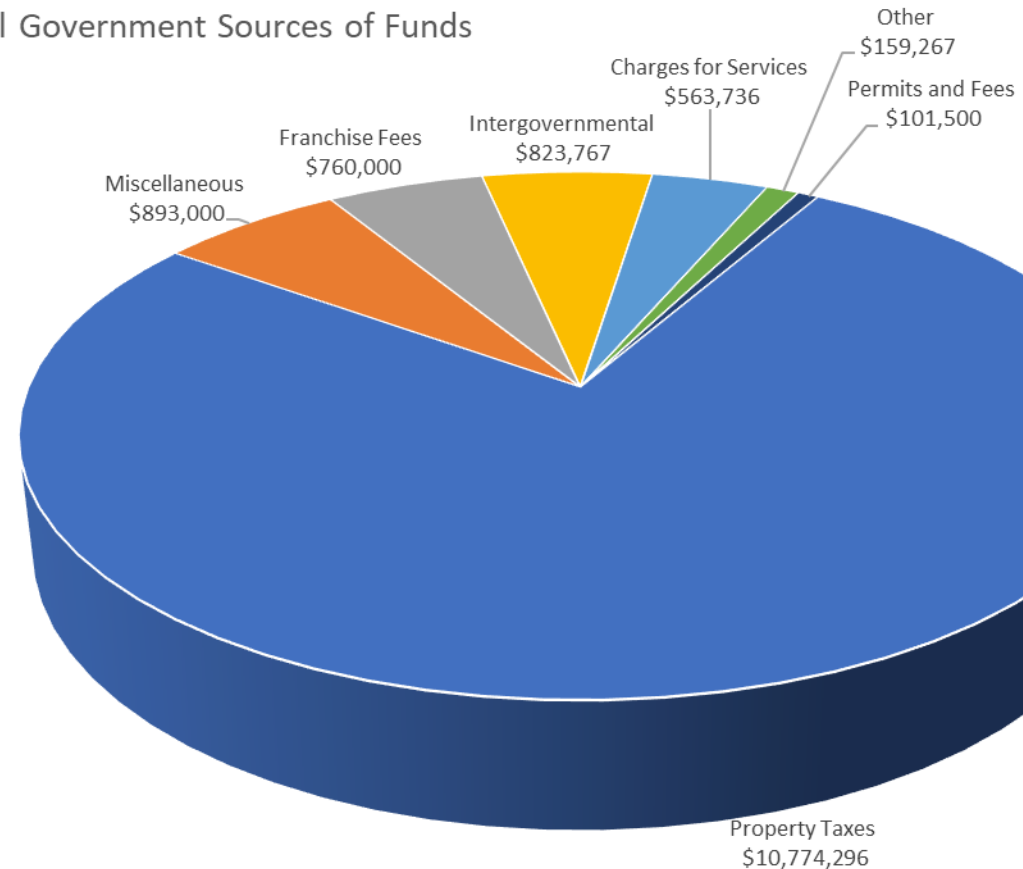




# Preliminary FY2023 General Fund Revenues

- 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.).
- No need for a pledge from Reserve funds.

General Government Sources of Funds





# Preliminary FY2023 General Fund Revenues (Cont.)

- Property Taxes (Ad Valorem) increased.
- Estimated increase in Intergovernmental (Shared) Revenues based on the overall health of the Florida economy.
- Permits and Fees continue to strengthen.
- No pledge from Reserve to fund
- Other revenue sources based on actual data through April 2022.
- Overall estimated 6.3% increase in General Fund Revenues.

Revenue Source	FY2022 Amended Budget	Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Property Taxes	\$ 9,580,365	\$ 10,774,296	\$ 1,193,931	12.5%
Intergovernmental	717,900	823,767	105,867	14.7%
Franchise Fees	750,000	760,000	10,000	1.3%
Permits and Fees	50,000	101,500	51,500	103.0%
Charges for Services	540,000	563,736	23,736	4.4%
Fines & Forfeitures	10,700	6,500	(4,200)	-39.3%
Interest Income	82,500	79,767	(2,733)	-3.3%
Rents & Leases	67,000	73,000	6,000	9.0%
Miscellaneous	802,000	893,000	91,000	11.3%
★ From Reserve	642,908	-	(642,908)	-100.0%
Total	\$ 13,243,373	\$ 14,075,566	\$ 832,193	6.3%



# Preliminary FY2023 General Fund Expenditures

- Salaries & Related represent approximately 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.
- Operating expenditures represent approximately 54% of the total budget.
- 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%.

Expenditure by Category	FY2022 Amended Budget	Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Salaries & Related	\$ 4,308,337	\$ 5,140,288	831,951	19.3%
Operations	7,660,501	7,602,909	(57,592)	-0.8%
Capital Project	267,436	331,850	64,414	24.1%
Interfund Transfers	1,094,445	1,000,519	(93,926)	-8.6%
	<u>\$ 13,330,719</u>	<u>\$ 14,075,566</u>	<u>744,847</u>	<u>5.6%</u>

## General Government Uses of Funds







## Preliminary 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 City of Delray Beach.
- Increase 1 new staff position within the Public Works Department.

Expenditure by Department	FY2022 Amended Budget	Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
TOWN COMMISSION	\$ 197,525	\$ 190,367	\$ (7,158)	-3.6%
TOWN MANAGER	642,250	544,887	(97,363)	-15.2%
TOWN CLERK	480,216	414,457	(65,759)	-13.7%
FINANCE	569,333	600,142	30,809	5.4%
LEGAL COUNSEL	185,000	200,000	15,000	8.1%
PUBLIC WORKS	324,913	376,208	51,295	15.8%
POST OFFICE	132,050	149,186	17,136	13.0%
SHARED SUPPORT SERVICES	443,690	613,668	169,978	38.3%
POLICE DEPARTMENT	2,897,992	2,890,131	(7,861)	-0.3%
FIRE RESCUE	5,425,325	6,138,157	712,832	13.1%
SOLID WASTE	488,180	492,235	4,055	0.8%
LIBRARY	424,800	440,609	15,809	3.7%
INTERFUND TRANSFERS	1,094,445	1,000,519	(93,926)	-8.6%
RESERVE FOR CONTINGENCY	25,000	25,000	-	0.0%
Total	\$ 13,330,719	\$ 14,075,566	744,847	5.6%





## Preliminary FY2023 General Fund Balance

- FY2022 Budget anticipated a \$643K pledge from reserves, current projection indicates only needing \$129K
- Based on the proposed budget for FY2023, with **no required pledge from Reserves**, our Fund Balance will continue to remain healthy.
- The reduction in unassigned Fund Balance is based on the Fund Balance Policy which fixes Budgeted Stabilization and Disaster Recovery at a fixed 16.7% of General Fund Expenditures.

Fund Balance/Equity/Unrestricted Net Positions			
	9/30/2021	Projection 9/30/2022	Projection 9/30/2023
General Fund	\$ 10,489,197	\$ 10,360,415	\$ 10,360,415
\$ Change		(128,782)	-
% Change		-1.2%	0.0%
Fund Balance Policy			
Budget Stabilization	\$ 1,876,357	\$ 2,059,682	\$ 2,350,620
Disaster Recovery	1,876,357	2,059,682	2,350,620
Fire Rescue	4,000,000	4,000,000	4,000,000
Unassigned	2,736,483	2,241,051	1,659,176
Total	<u>\$ 10,489,197</u>	<u>\$ 10,360,415</u>	<u>\$ 10,360,415</u>



# 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 FY2023 Discretionary Sales Tax Fund Balance

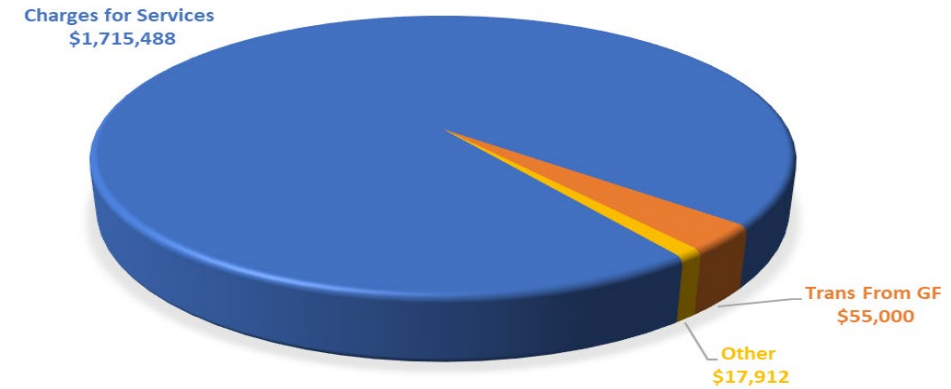
- Based on the proposed budget for FY2023, certain projects were pushed forward from FY2022 to FY2023.

	Fund Balance/Equity/Unrestricted Net Positions		
	9/30/2021	Projection 9/30/2022	Projection 9/30/2023
Discretionary ST Fund	392,530	345,466	190,466
\$ Change		(47,064)	(155,000)
% Change		-12.0%	-44.9%



# Preliminary FY2023 Building Department (Revenues)

BUILDING DEPARTMENT SOURCES OF FUNDS



- Charges for Services represent over 96% 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 \$300K.
- Transfer from General Fund represents a fixed amount of allocated labor for planning and zoning activity .
- Due to the overall health of this fund, no pledge from Reserve is anticipated.

Revenue Source	FY2022 Amended Budget	Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Permits & Fees	\$1,074,000	\$1,715,488	\$ 641,488	59.7%
Interest Income	1,000	\$ 17,912	16,912	1691.2%
From Reserve	111,204	\$ -	(111,204)	-100.0%
Trans From GF	55,000	\$ 55,000	-	0.0%
Total	\$1,241,204	\$1,788,400	\$ 547,196	44.1%



## Preliminary FY2023 Building Department (Expenditures)

- Increase in Salaries & Related predominately driven by an increase in anticipated cost of living and related increase in benefits.
- Increase in operational cost associated with an anticipated increase in sub-contracted inspection services associated with potential ILA activity.
- Minimal Capital Projects are anticipated in FY2023 primarily due to the completion of FY2021 and FY2022 Capital Projects.

Expenditure by Category	FY2022 Amended Budget	Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Salaries & Related	\$ 673,200	\$ 728,051	\$ 54,851	8.1%
Operations	514,629	1,024,349	509,720	99.0%
Capital Project	68,330	36,000	(32,330)	-47.3%
Interfund Transfers	-	-	-	0.0%
Total	<u>\$1,256,159</u>	<u>\$1,788,400</u>	\$ 532,241	42.4%

### Building Department Uses of Funds





# Preliminary FY2023 Building Fund Balance

- Early projections for FY2022 indicate revenues will exceed expenditures by \$617K
- Based on the proposed budget for FY2023, revenues will equal expenditures.

	Fund Balance/Equity/Unrestricted Net Positions		
	9/30/2021	Projection 9/30/2022	Projection 9/30/2023
Building Fund	1,535,891	2,153,268	2,153,268
\$ Change		617,377	-
% Change		40.2%	0.0%

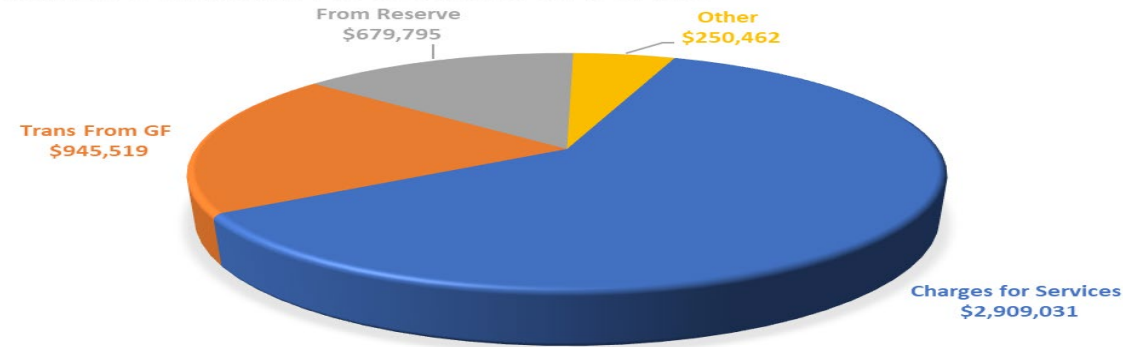




# Preliminary FY2023 Water Fund (Revenues)

- The preliminary Budget assumed a 10% rate increase as forecasted by consultant.
- Assumed no additional ARPA funds during FY2023.
- Budgeting an increase in pledged reserves in FY2023 to offset the reduction in water sales & Transfer from GF
- Transfer from GF is reduced which coincides with consultants' forecast.
- Overall increase in revenues 0.6% (primarily due to reduction in ARPA funds).

WATER DEPARTMENT SOURCES OF FUNDS



Revenue Source	FY2022 Amended Budget	Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Charges for Services	\$ 2,668,200	\$ 2,909,031	\$ 240,831	9.0%
Interest Income	40,000	12,020	(27,980)	-70.0%
ARPA	234,325	-	(234,325)	-100.0%
Other	223,000	222,000	(1,000)	-0.4%
From Reserve	552,665	696,237	143,572	26.0%
Trans From GF	1,039,445	945,519	(93,926)	-9.0%
Total	\$ 4,757,635	\$ 4,784,807	\$ 27,172	0.6%

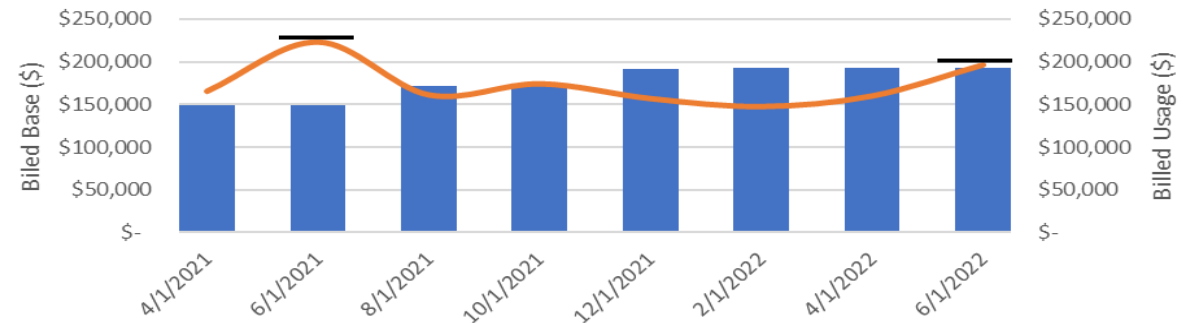




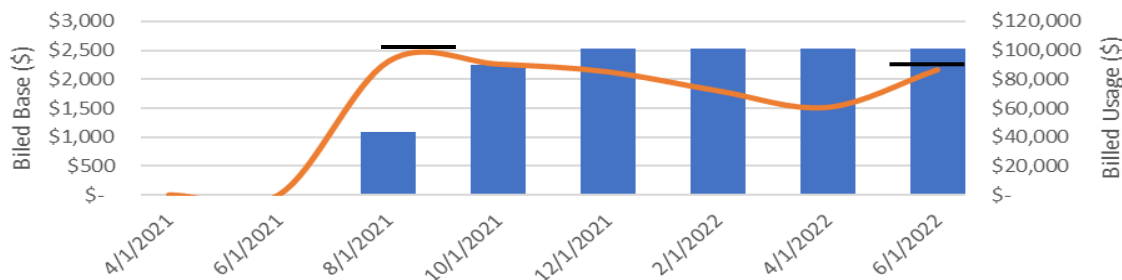
## Preliminary FY2023 Water Fund (Revenue Data)

- Water Base Fees increased from the recommended rate study.
- Water Usage Fees increased, yet usage decreased. *Starting to pick up, but still less than the prior year*

Water Base & Usage Billed (\$)



Irrigation Base & Usage Billed (\$)



- Irrigation Base Fees were established based on the last rate increase and remain steady.
- Irrigation usage fees decreased, *but starting to pick up, but still less than the prior year.*



# Preliminary FY2023 Water Fund (Revenue Data)

- Water rates were adjusted and reconfigured effective April 1, 2021, to add additional tiers and an irrigation customer class. Usage rates were adjusted by 11% while base fees remained constant.
- 10% 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
<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).
- Preliminary Operations budget based on FY2022 projected expenditures.
- Slight Reduction 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.

Expenditure by Category	FY2022 Amended Budget	Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Salaries & Related	\$ 1,050,700	\$ 1,086,573	\$ 35,873	3.4%
Operations	1,833,122	1,720,353	(112,769)	-6.2%
Capital Project	493,145	428,689	(64,456)	-13.1%
DS	1,549,230	1,549,192	(38)	0.0%
Interfund Transfers	-	-	-	0.0%
Total	\$ 4,926,197	\$ 4,784,807	\$ (141,390)	-2.9%

## Water Department Uses of Funds

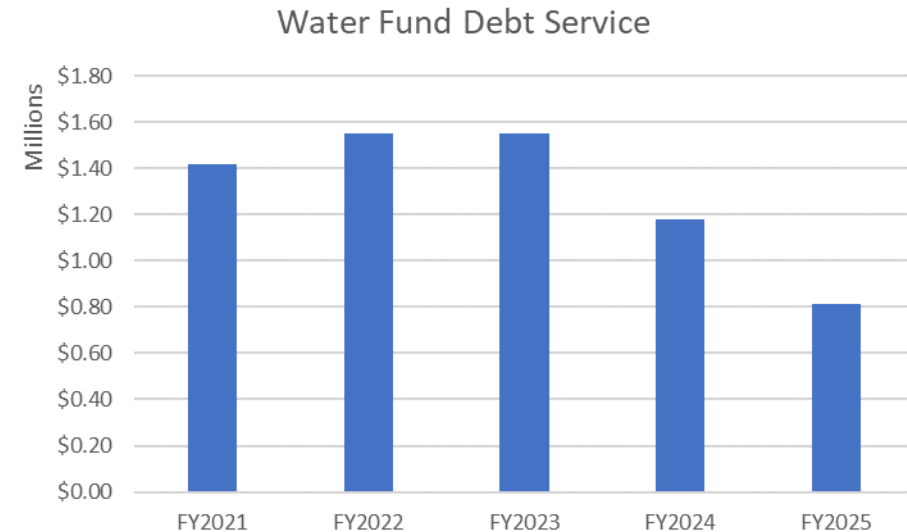




# Preliminary FY2023 Water Fund (Expenditure Data)

- 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 FY2023 Water Fund Balance

- Early projections for FY2022 indicate expenditures will exceed revenues by \$157,415, this amount was offset by the receipt of ARPA funds during FY2022.
- Based on the proposed budget for FY2023, expenditures will exceed revenues by \$696,237 and will need pledge reserves.

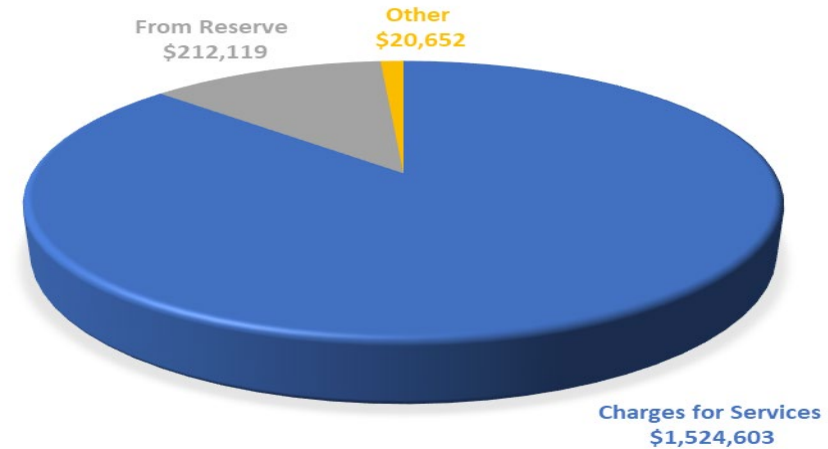
	Fund Balance/Equity/Unrestricted Net Positions		
	9/30/2021	Projection 9/30/2022	Projection 9/30/2023
Water Fund	3,386,184	3,228,769	2,548,974
\$ Change		(157,415)	(679,795)
% Change		-4.6%	-21.1%
Estimated Day Cash		272	194
Fund Balance / (Operating Expenses/365)			



# 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 \$212K pledge from reserve to bridge the budget gap.

SEWER DEPARTMENT SOURCES OF FUNDS



Revenue Source	FY2022 Amended Budget	FY2022 Projection	Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Charges for Services	\$ 1,569,000	\$ 1,361,253	\$ 1,524,603	\$ (44,397)	-2.8%
Interest Income	5,000	4,053	20,652	\$ 15,652	313.0%
ARPA	565,675	693,431	-	\$ (565,675)	100.0%
From Reserve	-	-	212,119	\$ 212,119	100.0%
Other	-	-	-	\$ -	0.0%
					0.0%
Total	\$ 2,139,675	\$ 2,058,737	\$ 1,757,374	\$ (382,301)	-17.9%



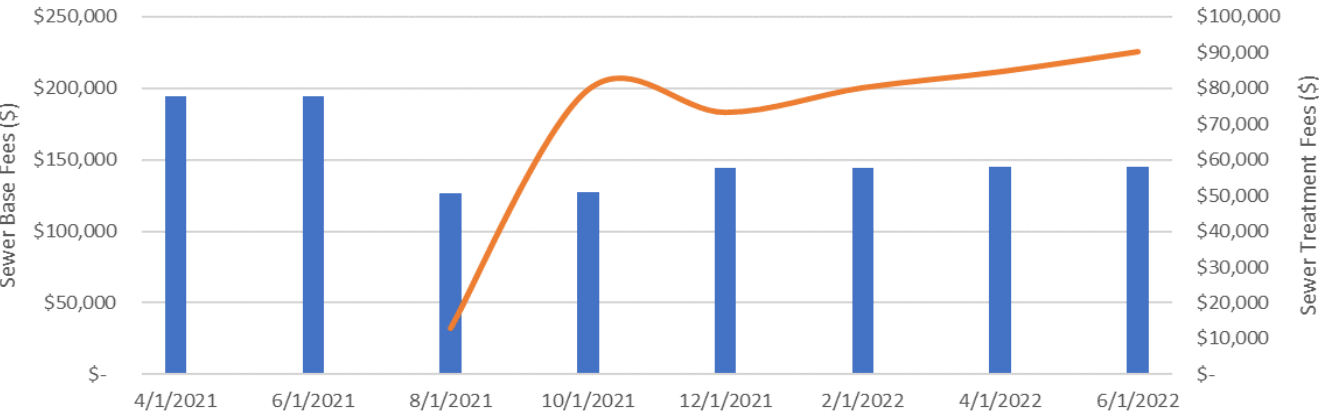


# Preliminary FY2023 Sewer Fund (Revenue Data)

- 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
<b>All Residential</b>					
0 to 20K			2.41	2.72	3.05
<b>Commercial</b>					
All			2.41	2.72	3.05

Sewer Revenue



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.

Expenditure by Category	FY2022 Amended Budget	FY2022 Projection	Preliminary FY2023 Budget	Budget to Budget \$ Change	Budget to Budget % Chng
Salaries & Related	\$ -	\$ -	\$ -	\$ -	0.0%
Operations	1,545,523	1,490,762	1,532,374	(13,149)	-0.9%
Capital Project	661,000	250,000	225,000	(436,000)	-66.0%
Interfund Transfers	-	-	-	-	0.0%
Total	<u>\$ 2,206,523</u>	<u>\$ 1,740,762</u>	<u>\$ 1,757,374</u>	<u>\$ (449,149)</u>	-20.4%

## Sewer Department Uses of Funds







# Preliminary FY2023 Sewer Fund Balance

- Early projections for FY2022 indicate revenues will exceed expenditures by \$317,974, primarily due to the receipt of ARPA Funds during FY2022.
- Based on the proposed budget for FY2023, expenditures will exceed revenues by \$212,119 and will need to pledge reserves.

	Fund Balance/Equity/Unrestricted Net Positions		
	9/30/2021	Projection 9/30/2022	Projection 9/30/2023
Sewer Fund	2,654,554	2,972,528	2,760,409
\$ Change		317,974	(212,119)
% Change		12.0%	-7.1%
Estimated Day Cash		623	573
Fund Balance / (Operating Expenses/365)			



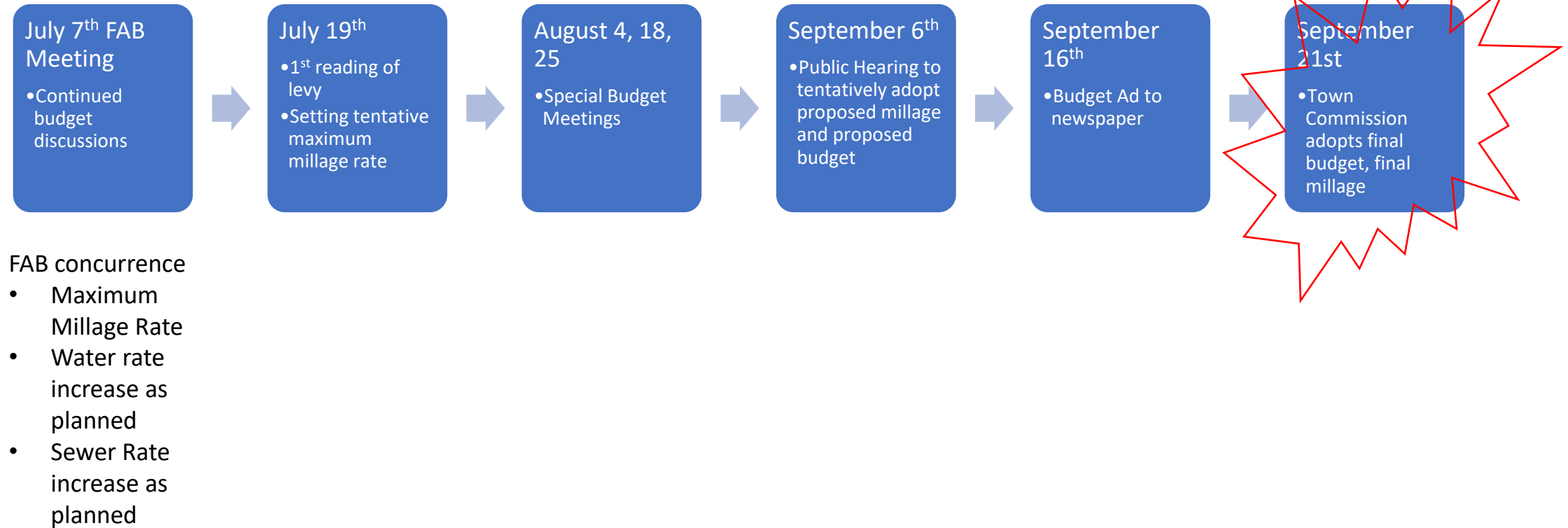
# FY 2023 Budget Summary

Fund	Adopted/Amended FY2022	Proposed FY2023	\$ Chng	% Chng
General	\$ 13,330,719	\$ 14,075,566	\$ 744,847	5.6%
Discretionary Sales Tax	595,119	430,000	(165,119)	-27.7%
Building	1,241,204	1,788,400	547,196	44.1%
Water	4,926,197	4,784,807	(141,390)	-2.9%
Sewer	2,206,523	1,757,374	(449,149)	-20.4%
	<u>\$ 22,299,762</u>	<u>\$ 22,836,147</u>	536,385	2.4%

- Proposed Maximum Millage set at 3.5875 mills (1% **reduction** from the prior year)
- **NO** pledge from reserves (Prior year budgeted pledge was \$642,000)
- General Fund increase was driven mainly by an increase in the Fire Rescue budget
- Discretionary Sales Tax decrease due to completion of prior year projects offset by an increase in anticipated revenues
- Building Department increase was driven by the continued increase in building activity plus potential ILA with Gulfstream
- Water Fund decrease is the result of a reduction in ARPA funds in FY2023, offset by a rate increase of 10% per plan
- Sewer Fund decrease is the result of a reduction in ARPA funds in FY2023, offset by a rate increase of 12% per plan



# FY 2023 Budget Calendar Events





# FY 2023 Budget

## Questions

**File Attachments for Item:**

C. Consideration to nominate a Chairperson for the External Auditor Selection Committee, who shall assist the Town Commission in selecting an external auditor to conduct the Town of Highland Beach's annual financial audit as required by Florida Statute 218.39.



# TOWN OF HIGHLAND BEACH

## AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting

**MEETING DATE** 07/19/2022

**SUBMITTED BY:** Marshall Labadie, Town Manager

**SUBJECT:** Establish the Chair of the External Auditor Selection Committee, who shall assist the Commission in selecting an external auditor to conduct the Town of Highland Beach's annual financial audit as required by Florida Statute 218.39.

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### **SUMMARY:**

The Town Manager's Office intends to issue a formal Request for Proposals for external independent financial auditing services. As a result of this RFP, the Town anticipates awarding a Contract for a period of three (3) years, with two (2) one (1) year renewal options, beginning with an audit of the basic financial statements for the fiscal year ending September 30, 2022. In accordance with Florida Statute 218.391, the governing body of a municipality shall establish an Auditor Selection Committee (Committee). The statute requires that the Committee Chair must be a member of the governing body of the Town.

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**FISCAL IMPACT: N/A**

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### **ATTACHMENTS:**

FL Statute 218.391

Procurement Timeline

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### **RECOMMENDATION:**

Appoint a member of the Commission as the Chair of the External Auditor Selection Committee.

Select Year: 2021 ▼ Go

## The 2021 Florida Statutes

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[Title XIV](#)  
TAXATION AND  
FINANCE

[Chapter 218](#)  
FINANCIAL MATTERS PERTAINING TO POLITICAL  
SUBDIVISIONS

[View Entire  
Chapter](#)

### **218.391 Auditor selection procedures.—**

(1) Each local governmental entity, district school board, charter school, or charter technical career center, prior to entering into a written contract pursuant to subsection (7), except as provided in subsection (8), shall use auditor selection procedures when selecting an auditor to conduct the annual financial audit required in s. [218.39](#).

(2) The governing body of a county, municipality, special district, district school board, charter school, or charter technical career center shall establish an auditor selection committee.

(a) The auditor selection committee for a county must, at a minimum, consist of each of the county officers elected pursuant to the county charter or s. 1(d), Art. VIII of the State Constitution or their respective designees and one member of the board of county commissioners or its designee.

(b) The auditor selection committee for a municipality, special district, district school board, charter school, or charter technical career center must consist of at least three members. One member of the auditor selection committee must be a member of the governing body of an entity specified in this paragraph, who shall serve as the chair of the committee.

(c) An employee, a chief executive officer, or a chief financial officer of the county, municipality, special district, district school board, charter school, or charter technical career center may not serve as a member of an auditor selection committee established under this subsection; however, an employee, a chief executive officer, or a chief financial officer of the county, municipality, special district, district school board, charter school, or charter technical career center may serve in an advisory capacity.

(d) The primary purpose of the auditor selection committee is to assist the governing body in selecting an auditor to conduct the annual financial audit required in s. [218.39](#); however, the committee may serve other audit oversight purposes as determined by the entity's governing body. The public may not be excluded from the proceedings under this section.

(3) The auditor selection committee shall:

(a) Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements.

(b) Publicly announce requests for proposals. Public announcements must include, at a minimum, a brief description of the audit and indicate how interested firms can apply for consideration.

(c) Provide interested firms with a request for proposal. The request for proposal shall include information on how proposals are to be evaluated and such other information the committee determines is necessary for the firm to prepare a proposal.

(d) Evaluate proposals provided by qualified firms. If compensation is one of the factors established pursuant to paragraph (a), it shall not be the sole or predominant factor used to evaluate proposals.

(e) Rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering factors established pursuant to paragraph (a). If

fewer than three firms respond to the request for proposal, the committee shall recommend such firms as it deems to be the most highly qualified.

(4) The governing body shall inquire of qualified firms as to the basis of compensation, select one of the firms recommended by the auditor selection committee, and negotiate a contract, using one of the following methods:

(a) If compensation is not one of the factors established pursuant to paragraph (3)(a) and not used to evaluate firms pursuant to paragraph (3)(e), the governing body shall negotiate a contract with the firm ranked first. If the governing body is unable to negotiate a satisfactory contract with that firm, negotiations with that firm shall be formally terminated, and the governing body shall then undertake negotiations with the second-ranked firm. Failing accord with the second-ranked firm, negotiations shall then be terminated with that firm and undertaken with the third-ranked firm. Negotiations with the other ranked firms shall be undertaken in the same manner. The governing body, in negotiating with firms, may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time.

(b) If compensation is one of the factors established pursuant to paragraph (3)(a) and used in the evaluation of proposals pursuant to paragraph (3)(d), the governing body shall select the highest-ranked qualified firm or must document in its public records the reason for not selecting the highest-ranked qualified firm.

(c) The governing body may select a firm recommended by the audit committee and negotiate a contract with one of the recommended firms using an appropriate alternative negotiation method for which compensation is not the sole or predominant factor used to select the firm.

(d) In negotiations with firms under this section, the governing body may allow a designee to conduct negotiations on its behalf.

(5) The method used by the governing body to select a firm recommended by the audit committee and negotiate a contract with such firm must ensure that the agreed-upon compensation is reasonable to satisfy the requirements of s. 218.39 and the needs of the governing body.

(6) If the governing body is unable to negotiate a satisfactory contract with any of the recommended firms, the committee shall recommend additional firms, and negotiations shall continue in accordance with this section until an agreement is reached.

(7) Every procurement of audit services shall be evidenced by a written contract embodying all provisions and conditions of the procurement of such services. For purposes of this section, an engagement letter signed and executed by both parties shall constitute a written contract. The written contract shall, at a minimum, include the following:

(a) A provision specifying the services to be provided and fees or other compensation for such services.

(b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract.

(c) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed.

(8) Written contracts entered into pursuant to subsection (7) may be renewed. Such renewals may be done without the use of the auditor selection procedures provided in this section. Renewal of a contract shall be in writing.

(9) If the entity fails to select the auditor in accordance with the requirements of subsections (3)-(6), the entity must again perform the auditor selection process in accordance with this section to select an auditor to conduct audits for subsequent fiscal years.

**History.**—s. 65, ch. 2001-266; s. 1, ch. 2005-32; s. 15, ch. 2019-15.



## **Tentative Schedule for External Independent Financial Auditing Services RFP**

7/19/22: Establish Chair of Selection Committee at Commission Meeting

8/2/22: Establish remaining members of Selection Committee at Commission Meeting

8/3/22: Advertise RFP

9/2/22: RFP closes, evaluation begins

9/21/22: First evaluation meeting

9/28/22: Presentations (if necessary) and final ranking

10/6/22: Financial Advisory Board presentation

10/18/22: Approve recommendation and authorize negotiations

11/1/22: Execute agreement

**File Attachments for Item:**

D. Designation of a Voting Delegate for the Florida League of Cities 96<sup>th</sup> Annual Conference – Required Business Meetings



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting

**MEETING DATE** 07/19/2022

**SUBMITTED BY:** Lanelda Gaskins, Town Clerk's Office

**SUBJECT:** Designation of a Voting Delegate for the Florida League of Cities 96<sup>th</sup> Annual Conference – Required Business Meetings

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## **SUMMARY:**

The Florida League of Cities encourages each municipality to designate an elected official to serve as a voting delegate for the League's required business meetings. This year the Florida League of Cities' Annual Conference will be held at the Diplomat Beach Resort in Hollywood, Florida on August 11-13, 2022.

Commissioner Gossett-Seidman was designated as the voting delegate for the 95<sup>th</sup> Annual Conference.

Staff is requesting the Town Commission to designate a member from this Commission as the Town's voting delegate for the Florida League of Cities upcoming business meetings.

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## **FISCAL IMPACT:**

Travel and Training: Mileage Reimbursement  
Lodging and Per Diem Meals

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## **ATTACHMENTS:**

May 11, 2022, Letter from the Florida League of Cities

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## **RECOMMENDATION:**

Staff recommend Commission designate a voting delegate for the 96<sup>th</sup> Annual Conference – required business meetings.



To: Key Official

From: Eryn Russell, Florida League of Cities

Date: May 11, 2022

Subject: 96th Annual Conference Voting Delegate Information

The Florida League of Cities' Annual Conference will be held at the Diplomat Beach Resort in Hollywood, Florida on August 11-13, 2022. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will make decisions that determine the direction of the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida.

Conference registration materials were sent to each municipality via the League's e-newsletter and are also available online at [flcities.com](http://flcities.com).

If you have any questions on voting delegates, please email [erussell@flcities.com](mailto:erussell@flcities.com). **Voting delegate forms must be received by the League no later than July 29, 2022.**

Attachments: Form Designating Voting Delegate



**96th Annual Conference**  
**Florida League of Cities, Inc.**  
**August 11-13, 2022**  
**Hollywood, Florida**

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. League By-Laws requires that each municipality select one person to serve as the municipalities voting delegate. *Municipalities do not need to adopt a resolution to designate a voting delegate.*

Please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 29, 2022.**

Designation of Voting Delegate

Name of Voting Delegate: \_\_\_\_\_

Title: \_\_\_\_\_

Delegate Email: \_\_\_\_\_

Municipality of: \_\_\_\_\_

AUTHORIZED BY:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

*Return this form to:*  
Eryn Russell  
Florida League of Cities, Inc.  
Post Office Box 1757  
Tallahassee, FL 32302-1757  
Fax: (850) 222-3806  
Email: [erussell@flcities.com](mailto:erussell@flcities.com)

**File Attachments for Item:**

E. Approval of the Commission Meeting Minutes

June 21, 2022 Commission Meeting Special Minutes

June 21, 2022 Commission Meeting Minutes



## TOWN OF HIGHLAND BEACH TOWN COMMISSION SPECIAL MEETING MINUTES

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

Date: June 21, 2022  
Time: 12:00 P.M.

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### **1. CALL TO ORDER**

Mayor Hillman called the meeting to order at 12:00 P.M.

### **2. ROLL CALL**

Commissioner John Shoemaker  
Commissioner Evalyn David  
Commissioner Peggy Gossett-Seidman (joined virtually at 12:03 P.M.)  
Mayor Douglas Hillman  
Town Manager Marshall Labadie  
Administrative Support Specialist Ganelle Thompson

### **ABSENT**

Vice Mayor Natasha Moore

### **3. PLEDGE OF ALLEGIANCE**

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

### **4. PUBLIC COMMENTS**

There are no public comments.

### **5. BUDGET PRESENTATION**

#### **A. Proposed Operating Budget Presentation for Fiscal Year 2023**

Mayor Hillman read the title of Item 5.A.

Town Manager Labadie and Finance Director DiLena presented an overview of the Proposed Operating Budget for Fiscal Year 2023. Discussion ensued and there were no suggested changes to the Proposed Operating Budget.

**6. BUDGET MEETINGS**

Mayor Hillman read the dates of the upcoming meetings as follows:

July 19, 2022 - 1:30 P.M. Town Commission Special Meeting

August 04, 2022 - 12:00 P.M. Town Commission Special Meeting

August 25, 2022 - 12:00 P.M. Town Commission Special Meeting

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

**7. TOWN COMMISSION COMMENTS**

None.

**8. ADJOURNMENT**

The meeting adjourned at 1:29 P.M.

**APPROVED** on July 19, 2022, Town Commission Meeting.

ATTEST:

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

Transcribed by  
Ganelle Thompson

\_\_\_\_\_  
Ganelle Thompson,  
Administrative Support Specialist

\_\_\_\_\_  
July 19, 2022  
Date

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





## TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

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

Date: June 21, 2022  
Time: 1:30 PM

---

### **1. CALL TO ORDER**

Mayor Hillman called the meeting to order at 1:40 P.M.

### **2. ROLL CALL**

Commissioner John Shoemaker  
Commissioner Evalyn David  
Commissioner Peggy Gossett-Seidman (Virtual) 1:44 P.M.  
Mayor Douglas Hillman  
Town Manager Marshall Labadie  
Town Attorney Glen Torcivia  
Administrative Support Specialist Ganelle Thompson

### **ABSENT**

Vice Mayor Natasha Moore

### **3. PLEDGE OF ALLEGIANCE**

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

### **4. APPROVAL OF THE AGENDA**

**MOTION:** David /Shoemaker - Moved to approve the agenda as presented, which passed unanimously 3 to 0.

### **5. PRESENTATIONS / PROCLAMATIONS**

#### **A. Palm Beach County Commission on Ethics Presentation by Rhonda Giger, General Counsel**

Mayor Hillman read the title of Item 5.A.

Ms. Rhonda Giger of the Palm Beach Commission on Ethics General Counsel and Commission Liaison provided a presentation on Ethics and distributed "A Practical Guide to the Code of Ethics" booklet to the Town Commission.

**B. State of Education Report by School Board Member Erica Whitfield, District 4, School District of Palm Beach County**

Mayor Hillman introduced Item 5.B.

School Board Member Erica Whitfield, District 4 of the School District of Palm Beach County presented the State of Education Report.

**6. PUBLIC COMMENTS**

Dave Goldberg provided public comments about the fire station.

**7. ANNOUNCEMENTS**

Mayor Hillman read the announcements as follows:

**Board Vacancies**

Board of Adjustment and Appeals - One vacancy for a three-year term

Natural Resources Preservation Advisory Board - One vacancy for an unexpired term ending April 30, 2024

**Meetings and Events**

July 04, 2022 - Town Hall Closed in observance of Independence Day

July 07, 2022 - 2:00 P.M. Financial Advisory Board Regular Meeting

July 12, 2022 - 1:00 P.M. Code Enforcement Board Regular Meeting

July 14, 2022 - 9:30 A.M. Planning Board Regular Meeting

August 02, 2022 - 1:30 P.M. Town Commission Meeting

**Board Action Report**

**A. Code Enforcement Board (Information Only)**

Commissioner David mentioned that the Code Enforcement Board Report should include the case violation.

**8. ORDINANCES**

A. None.

**9. CONSENT AGENDA**

A. None.

**10. UNFINISHED BUSINESS**

**A. Fire Rescue Implementation Update**

Mayor Hillman introduced Item 10.A.

Tom McCarthy with T P McCarthy Consulting LLC provided information on the Certificate of Public Convenience and Necessity (COCPN) process.

Town Manager Labadie provided an update on the Fire Rescue Implementation.

**11. NEW BUSINESS**

**A. Approve and authorize the Town Manager to purchase a Type 1 Chevrolet CK3500 EMS Vehicle from Ten-8 Fire & Safety, LLC in the amount not to exceed \$300,000.**

Mayor Hillman introduced Item 11.A.

Assistant Town Manager Terisha Cuebas presented item 11.A. In addition, Mr. Tom McCarthy with TP McCarthy Consulting LLC provided comments about this matter. Lastly, Consultant Glenn Joseph with GC Joseph & Associates, LLC spoke about the requirements of the Certificate of Public Convenience and Necessity (COCPN).

**MOTION:** David/Shoemaker - Moved to authorize the purchase of this vehicle not to exceed \$300,000. Upon roll call: Commissioners David (Yes), Shoemaker (Yes), Gossett-Seidman (Yes), and Mayor Hillman (Yes), which passed on a 4 to 0 vote.

**B. Discussion of marine accessory structures ordinance review timeline**

Mayor Hillman introduced Item 11.B.

There were discussions about combining the Town Commission and Planning Board meetings in order to discuss the marine accessory structures with public participation. Additionally, there were suggestions that each Town Commissioner take an independent site observation trip on the police boat with Town staff to review the marine accessory structures on the Intracoastal waterway.

Town Manager Labadie mentioned that staff will bring an item back to Town Commission at the next meeting.

Commissioner Gossett-Seidman exited the meeting at 2:53 P.M.

**C. Discussion on recognition of the Sea Turtle Group**

Mayor Hillman introduced Item 11.C.

There were discussions about future recognition of the Sea Turtle Group and inviting the group to the Advisory Board luncheon in February.

**D. Approval of the Commission Meeting Minutes**

Mayor Hillman introduced Item 11.D.

June 07, 2022, Commission Meeting Minutes

**MOTION:** David/Hillman - Moved to accept the minutes of June 07, as amended, which passed unanimously 3 to 0.

**12. TOWN COMMISSION COMMENTS**

Commissioner John Shoemaker spoke about the different media outlets available for the residents to view the Town Commission meetings. He suggested more advertising concerning this matter. He provided an update on Mr. John Bury, the oldest WWII Veteran in Highland Beach. Lastly, he asked about the marine setbacks and Mayor Hillman responded to him.

Commissioner Evalyn David thanked all the board members for volunteering on the Town's boards. Additionally, she thanked the consultants.

Mayor Douglas Hillman asked about the monthly Town Commission letters. Town Manager Labadie suggested compiling letters every other month and making them more specific to an item.

**13. TOWN ATTORNEY'S REPORT**

Town Attorney Torcivia had nothing to report.

**14. TOWN MANAGER'S REPORT**

Town Manager Labadie provided a report as follows:

On June 30th, the Inspector General's Office will be onsite to review the Town's Information Technology (IT) infrastructure.

Staff is currently reassessing the Building Recertification Program compared to the state law.

The State denied the Town's state appropriation request. Town staff will refile for grants.

The Town received a letter from the Joint Legislative Auditing Committee (JLAC) about the audit findings and town staff has sent a response to the JLAC.

The Town received two bids for the sewer lining project.

Lastly, he spoke about the Town of Gulfstream's interest in partnering with Highland Beach for Building Department services.

**15. ADJOURNMENT**

The meeting adjourned at 3:33 P.M.

**APPROVED** on July 19, 2022, Town Commission Meeting.

ATTEST:

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

Transcribed by  
Ganelle Thompson

\_\_\_\_\_  
Ganelle Thompson,  
Administrative Support Specialist

\_\_\_\_\_  
Date

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**Vice Mayor Natasha Moore - Item 12**  
**07/19/2022 Town Commission Meeting**

Summary of Water Bills by Type

Water Bills Apr 2021 to Feb 2022 and Apr 2020 to Feb 2021 - Comparison of 12 months

**Apr 2021 to Feb 2022 Bills**

		<b>A</b>	<b>B</b>
		Share of	Percent Chg
Type	Billed Amt	Billed Amt	in Billed Amt
Condo	2,800,555.42	73%	from Prior Yr
Single family	880,327.26	23%	11%
Church	16,323.86	0%	36%
Commercial	78,698.78	2%	23%
Governmental	44,039.60	1%	23%
Total	3,819,944.92	100%	122%
			17%

**Apr 2021 to Feb 2022 Bills**

		<b>C</b>	<b>D</b>
		Share of	Billed
Type	Usage	Usage by	Amt/Usage
Condo	214,347	Type	
Single family	121,825	61%	13.1
Church	2,144	35%	7.2
Commercial	5,590	1%	7.6
Governmental	5,569	2%	14.1
Total	349,474	2%	7.9
		100%	10.9

**Apr 2020 to Feb 2021 Bills**

		<b>E</b>
		Share of
Type	Billed Amt	Billed Amt
Condo	2,523,959.74	77%
Single family	646,911.51	20%
Church	13,224.01	0%
Commercial	64,152.88	2%
Governmental	19,851.05	1%
Total	3,268,099.19	100%

**Vice Mayor Natasha Moore - Item 12**  
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Summary of Water/Sewer Bills by Type

Water/Sewer Bills Oct 1 2021 to July 1 2022 and Oct 1 2020 to July 1 2021 - Comparison of 5 bills

Oct 1 2021 to July 1 2022 Bills		A	B
Type	Billed Amt	Share of Billed Amt	Percent Chg in Billed Amt from Prior Yr
Condo	2,387,960.43	72%	10%
Single family	774,685.10	23%	24%
Church	14,342.27	0%	15%
Commercial	90,154.02	3%	79%
Governmental	44,771.69	1%	193%
Total	3,311,913.51	100%	15%

Oct 1 2021 to July 1 2022 Bills		C	D
Type	Usage	Share of Usage by Type	Billed Amt/Usage
Condo	162,237	59%	14.7
Single family	97,837	36%	7.9
Church	1,690	1%	8.5
Commercial	8,474	3%	10.6
Governmental	5,330	2%	8.4
Total	275,568	100%	12.0

Oct 2020 to Jul 2021 Bills		E
Type	Billed Amt	Share of Billed Amt
Condo	2,166,698.75	75%
Single family	625,186.39	22%
Church	12,441.44	0%
Commercial	50,257.23	2%
Governmental	15,304.14	1%
Total	2,869,887.95	100%

**Vice Mayor Natasha Moore - Item 12**  
**07/19/2022 Town Commission Meeting**

Honorable Mayor and Members of the Town Commission

Town of Highland Beach

January 20, 2021

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Based on the assumptions and analyses reflected in this Report, which should be read in its entirety, we are of the opinion that the current rates for the System will not be sufficient to meet the identified net revenue requirements and will need to be adjusted during the Projection Period through the continuation of the annual price index adjustment. Specifically, we have identified the need to annually increase water and wastewater system revenues as shown below:

Recommended Total Rate Revenue Adjustments – Effective October 1 <sup>st</sup> of Each Fiscal Year [1]			
Fiscal Year	Water	Wastewater	Consolidated [2]
2021	10.5%	16.5%	6.3%
2022	11.0%	13.0%	11.7%
2023	10.0%	12.0%	10.8%
2024	5.0%	5.0%	5.0%
2025	2.5%	2.5%	2.5%

[1] Amounts shown represent percent increases in rate revenues targeted in each fiscal year to fully fund the net revenue requirements; the actual increases may be different due to changes in rate structure associated with the recovery of costs.

[2] The majority of customers receive both water and wastewater service; increase reflect and reflects the average revenue adjustment for a combined water and wastewater bill.

As can be seen above, Raftelis is recommending annual increases which are higher in the early portion of the Forecast Period and which decline as the recommended increases are phased in over time with the goal of implementing only inflation-related adjustments by the end of the Forecast Period. The primary need for the identified rate adjustments are to offset the projected increase in the cost of operations and maintenance primarily due to inflation, increased cost in purchased wastewater from the City of Delray Beach, maintain sufficient cash flows to fund the capital improvement plan on a balanced approach recognizing both a pay-as-you-go (cash funding) and debt financing to minimize System increases yet fully fund the capital plan, and to phase in the full recovery of the debt service requirements allocable to the System from rates as opposed to General Fund revenues. The following provides a summary of the principal issues affecting the Financial Forecast and identified rate adjustments:

1. The Town is essentially at a “built-out” position and there is limited future growth anticipated for the project period (no new account growth has been assumed during the Forecast Period), which places the need for increased future expenditure funding on the existing customer base of the System.
2. The estimated effects of continued inflation on the cost of operation and maintenance of the System is outpacing System growth, thus reducing revenue margins (amounts available for capital financing after the payment of the cost of operation and maintenance); the estimated increase in the cost of operation and maintenance was estimated to average approximately 3% annually during the Forecast Period, which is comparable to the expenses increases being experienced by other public utilities.



**Vice Mayor Natasha Moore - Item 12**  
**07/19/2022 Town Commission Meeting**

Summary of Water Bills by Type

Water Bills Apr 1 to July 1 - Comparison of partial year

**Apr 2022 to July 1 2022 Bills**

		<b>F</b>	<b>G</b>
		Share of Billed Amt	Percent Chg in Billed Amt from Prior Yr
Type	Billed Amt		
Condo	972,865.47	71%	17%
Single family	329,318.39	24%	22%
Church	5,772.04	0%	14%
Commercial	45,141.80	3%	122%
Governmental	15,316.10	1%	179%
<b>Total</b>	<b>1,368,413.80</b>	<b>100%</b>	<b>21%</b>

**Apr 2022 to July 1 2022 Bills**

		<b>H</b>	<b>I</b>	<b>J</b>
		Share of Usage by Type	Billed Amt/Usage	Percent Chg in Usage from Prior Yr
Type	Usage			
Condo	65,712	58%	14.8	-15%
Single family	40,722	36%	8.1	-3%
Church	666	1%	8.7	-14%
Commercial	4,886	4%	9.2	326%
Governmental	1,811	2%	8.5	105%
<b>Total</b>	<b>113,797</b>	<b>100%</b>	<b>12.0</b>	<b>-7%</b>

**Apr 2021 to July 1 2021 Bills**

		<b>K</b>	<b>L</b>
		Share of Billed Amt	Percent Chg in Billed Amt from Prior Yr
Type	Billed Amt		
Condo	828,286.83	73%	7%
Single family	269,633.26	24%	10%
Church	5,052.78	0%	28%
Commercial	20,342.63	2%	-17%
Governmental	5,480.83	0%	-16%
<b>Total</b>	<b>1,128,796.33</b>	<b>100%</b>	<b>7%</b>

**Apr 2021 to July 1 2021 Bills**

		<b>M</b>	<b>N</b>
		Share of Usage by Type	Billed Amt/Usage
Type	Usage		
Condo	77,649	63%	10.7
Single family	42,040	34%	6.4
Church	775	1%	6.5
Commercial	1,146	1%	17.8
Governmental	883	1%	6.2
<b>Total</b>	<b>122,493</b>	<b>100%</b>	<b>9.2</b>

**Apr 2020 to July 1 2020 Bills**

		<b>O</b>
		Share of Billed Amt
Type	Billed Amt	
Condo	775,199.23	74%
Single family	244,108.50	23%
Church	3,933.15	0%
Commercial	24,418.78	2%
Governmental	6,509.77	1%
<b>Total</b>	<b>1,054,169.43</b>	<b>100%</b>