



MINUTES
TOWN OF HILLSBORO BEACH
FY 2021-2022 FIRST BUDGET HEARING
SEPTEMBER 13, 2021

5:01 P.M.

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE

Mayor Deborah L. Tarrant called the meeting to order at 5:01 p.m. Roll was called with the Commission members and staff present as listed below.

Town Commission:

Mayor Deborah L. Tarrant
Vice Mayor Irene Kirdahy
Commissioner Jane Reiser

Commissioner Barbara Baldassarre
Commissioner Vicky Feaman (at 5:09 p.m.)

Town Staff:

Mac Serda, Town Manager
DJ Doody, Town Attorney
Sherry D. Henderson, Town Clerk
Jay Szesnat, Police Chief

I. PUBLIC HEARINGS

A. Resolution No. 2021-42

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ADOPTING A TENTATIVE MILLAGE RATE OF 3.50 FOR GENERAL OPERATING BUDGET PURPOSES FOR FISCAL YEAR 2021-2022; PROVIDING FOR THE ESTABLISHMENT OF AND SETTING FORTH THE DATE, TIME, AND PLACE OF THE PUBLIC HEARING TO FORMALLY ADOPT THE FISCAL YEAR 2021-2022 MILLAGE RATE; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Town Attorney DJ Doody read the Resolution by title only.

a. Staff Presentation

Stephen Bloom, Inframark, gave a brief *PowerPoint* presentation outlining the proposed Fiscal Year 2022 Millage Rate. He explained the budget was based on a flat Millage Rate

of 3.50 mils. He explained that rate was the same as last year's rate, and 4.38 percent higher than the roll back rate of 3.3530 mils and provided analysis of that proposed rate.

Mr. Bloom stated the total FY2022 taxable value/tax base as proposed was \$1,537,126,077, and was the same as discussed at the July Town Commission Meeting.

Commissioner Feaman joined the meeting at 5:09 p.m.

b. Open Public Hearing

Mayor Tarrant opened a public hearing on the proposed millage rate of 3.50.

Town Clerk Sherry D. Henderson stated there were no advance comments received.

Mr. Serda stated there were no virtual attendees wishing to speak.

c. Close Public Hearing

Mayor Tarrant closed the public hearing.

d. Commission Discussion

No further discussion.

e. Motion to Adopt Tentative Millage Rate

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to adopt the millage rate of 3.50. In a roll call vote, the **motion** passed unanimously. (5-0)

f. Motion to Adopt Resolution

Motion made by Commissioner Baldasarre, seconded by Commissioner Feaman, to adopt Resolution 2021-42 with the Millage Rate of 3.50. In a roll call vote, the **motion** passed unanimously. (5-0)

Mr. Bloom explained the Millage Rate of 3.50 was 4.38 percent higher than the roll back rate of 3.3530 mils.

Mr. Doody announced the public hearing to adopt the final Millage Rate would be held on September 23, 2021, at 5:01 p.m.

B. Resolution No. 2021-43

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HILLSBORO BEACH, FLORIDA, ADOPTING A TENTATIVE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; DETERMINING AND FIXING THE AMOUNTS NECESSARY TO CARRY ON THE GOVERNMENT OF THE TOWN FOR THE ENSUING YEAR; DETERMINING THE AMOUNT OF APPLICABLE FUNDS ON HAND; ESTIMATED RECEIPTS AND EXPENDITURES FOR ALL FUNDS, EXHIBIT "A"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mr. Doody read the Resolution by title only.

a. Staff Presentation

Mr. Bloom gave a brief *PowerPoint* presentation outlining the proposed Fiscal Year 2022 budget, beginning with high level assumptions, including:

- FY22 budget was developed using the FY21 service levels as a starting point
- General Fund and Water Fund budgets were balanced without needing to use reserves
- General Fund includes a contingency of \$188,179
 - Staffing plan:
 - Added two (2) new marine reserve positions (part-time) - \$35,546
- Water Department – removed one position (part-time) - \$25,059

Mr. Bloom briefly reviewed the compensation changes included within the budget. He stated the budget included a 15 percent contingency for insurance premiums, but recent quotes showed that amount would not be needed.

Mayor Tarrant asked when actual costs would be available for health, vision, and dental insurance costs.

Town Manager Serda explained that information would be available in December.

Mayor Tarrant pointed to the line item for the A1A project and noted that amount had been adjusted from \$400,000 to \$175,000.

Mr. Serda stated there would be a revision for the second budget hearing.

Mr. Bloom briefly reviewed the General Fund expenditures by department. He stated beach

management was the large change due to removal of the beach attorney budget. He noted the transfer out line was also lower than FY21 because the bridge loan was paid off at the beginning of the year.

Mr. Bloom stated departments had done a great job of maintaining costs and the budget remained fairly flat year over year with those exceptions.

Mayor Tarrant asked for clarification on the Special Revenue Fund for the Building Department. She stated the forecast looked to be substantially understated and asked if an adjustment to that line would be among the changes.

Mr. Serda stated they tried to underestimate rather than overestimate, as it was not a controllable number. He asserted the line item could be adjusted up slightly.

Mayor Tarrant stated the Special Revenue Fund for Code Enforcement was similar, but she was not advocating for a change there. She noted it was good to see the funds had come in healthier than expected. Mayor Tarrant commented on the Water Fund debt service schedule and thanked Mr. Bloom for the chart, which provided clarity, along with the addition of page numbers from the budget book.

Mayor Tarrant noted there were three (3) items discussed at the July meeting that she wanted to discuss, including the Town Clerk office budget, minutes preparation, and Police telephone.

Mr. Bloom stated there was a \$3,200 line item in the Police telephone which would be moved to another fund, and the minutes preparation would be increased by \$1,000. He added that the Town Clerk item just required a shuffle of lines.

Commissioner Baldassarre asked if undergrounding utilities was included in the budget.

Mayor Tarrant stated there was \$15,000 budgeted for preliminary work in easement acquisition and design.

b. Open Public Hearing

Mayor Tarrant opened a public hearing on the proposed budget.

Town Clerk Sherry D. Henderson stated there were no advance comments received.

Mr. Serda stated there were no virtual attendees wishing to speak.

c. Close Public Hearing

Mayor Tarrant closed the public hearing.

d. Commission Discussion

No further discussion.

e. Motion to Adopt Resolution

Motion made by Commissioner Reiser, seconded by Commissioner Feaman, to approve and adopt Resolution 2021-43 as presented. In a roll call vote, the **motion** passed unanimously. (5-0)

II. ANNOUNCE FINAL BUDGET PUBLIC HEARING

A. The SECOND and FINAL Budget Public Hearing will be held Thursday, September 23, 2021 at 5:01 p.m.

Mr. Doody announced the second and final budget public hearing would be held on September 23, 2021 at 5:01 p.m., at which time the Commission would consider the final Fiscal Year 2022 budget.

III. PUBLIC COMMENTS

None.

IV. ADJOURNMENT

Motion made by Vice Mayor Kirdahy, seconded by Commissioner Baldasarre, to adjourn the meeting at 5:30 p.m. In a roll call vote, the **motion** passed unanimously. (5-0)

ADOPTED THIS 5th DAY OF October, 2021

By: Deborah L. Tarrant

Deborah L. Tarrant, Mayor

ATTEST:

Sherry D. Henderson
Sherry D. Henderson, CMC, Town Clerk
10/5/2021

