



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING AGENDA

Tuesday, January 06, 2026 AT 1:30 PM

**TOWN HALL COMMISSION CHAMBERS
3614 S. OCEAN BLVD., HIGHLAND BEACH, FL**

Town Commission

**Natasha Moore
David Stern
Donald Peters
Judith M. Goldberg
Jason Chudnofsky**

**Mayor
Vice Mayor
Commissioner
Commissioner
Commissioner**

**Marshall Labadie
Lanelda Gaskins
Leonard G. Rubin**

**Town Manager
Town Clerk
Town Attorney**

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

None.

- 7. PUBLIC COMMENTS**

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

8. ORDINANCES (Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.)

A. Ordinance No. 2026-001

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending Article VII, "Administration and Enforcement," of Chapter 30, "Zoning Code," of the Town Code of Ordinances by adopting a new Section 30-124, "Reasonable Accommodation Procedure for Certified Recovery Residences;" providing for codification; providing for severability; and providing for an effective date. **(First Reading)**

9. CONSENT AGENDA (These are items that the Commission typically does not need to discuss individually, and which are voted on as a group.) Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.

A. Approval of Meeting Minutes

December 02, 2025 Town Commission Meeting Minutes

B. Approve and authorize the Mayor to execute a contract with Paralee Company, Inc. for instrumentation service and repair on as needed basis, in an amount not to exceed \$100,000.00, pursuant to an Invitation to Bid No. 22020 issued by the City of Deltona.

10. UNFINISHED BUSINESS (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

A. Florida Department of Transportation (FDOT) RRR Project Update

B. Building Department Recertification Program Update

C. Continued discussion on the introduction of a Proposed Resolution adopting procedures for the initiation and adoption of Town ordinances.

11. NEW BUSINESS (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

A. Discussion of Fiscal Year (FY) 2025-2026 Strategic Priorities Plan.

12. TOWN COMMISSION COMMENTS

Commissioner Jason Chudnofsky

Commissioner Judith M. Goldberg

Commissioner Donald Peters

Vice Mayor David Stern

Mayor Natasha Moore

13. TOWN ATTORNEY'S REPORT

14. TOWN MANAGER'S REPORT

15. ANNOUNCEMENTS

Board Vacancies

Code Enforcement Board

One (1) vacancy for a three-year term

Natural Resources Preservation Advisory Board One (1) vacancy for an unexpired term end April 30, 2027

Meetings and Events

January 07, 2026 11:00 A.M. Natural Resources Preservation Advisory Board
Regular Meeting

January 08, 2026 9:30 A.M. Planning Board Regular Meeting

January 13, 2026 1:00 P.M. Special Magistrate Hearing

January 19, 2026 Town Hall closed in observance of Martin Luther King, Jr.
Day

February 03, 2026 1:30 P.M. Town Commission Meeting

Board Action Report

None.

16. ADJOURNMENT

NOTICE: If a person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, you will need a record of the proceedings, and you may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (The above notice is required by State Law. Anyone desiring a verbatim transcript shall have the responsibility, at his own cost, to arrange for the transcript).

Pursuant to the provision of the Americans with Disabilities Act, any person requesting special accommodations to participate in these meetings, because of a disability or physical impairment, should contact the Town at 561-278-4548 at least five calendar days prior to the Hearing.

File Attachments for Item:

A. Ordinance No. 2026-001

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending Article VII, "Administration and Enforcement," of Chapter 30, "Zoning Code, " of the Town Code of Ordinances by adopting a new Section 30-124, "Reasonable Accommodation Procedure for Certified Recovery Residences;" providing for codification; providing for severability; and providing for an effective date. **(First Reading)**



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE January 6, 2026

SUBMITTED BY: Leonard G. Rubin, Town Attorney

SUBJECT: Ordinance Providing Reasonable Accommodation Procedure for Certified Recovery Residences (**First Reading**)

INTRODUCTION:

During its last session, the Florida Legislature amended Section 397.487, Florida Statutes to require the governing body of each municipality to adopt an ordinance establishing procedures for the review and approval of certified recovery residences in its jurisdiction, including a process for requesting reasonable accommodation. The statute also provides specific application requirements and timelines for inclusion in such an ordinance.

The proposed Ordinance satisfies this new statutory requirement and was introduced to the Town Commission at its November 4, 2025 meeting. Because the Ordinance amends the Town's Zoning Code, the Planning Board reviewed the proposed Ordinance at a public hearing held on December 11, 2025, and unanimously recommended approval as submitted.

SUMMARY:

By way of background, the Town's enforcement and application of its land development regulations is subject to a number of federal and state legislative acts, including, but not limited, the Americans with Disabilities Act (ADA) and the Fair Housing Act (FHA). Persons undergoing substances abuse treatment are considered disabled under both the ADA and FHA. Such persons often reside in recovery residences which may or may not be affiliated with a licensed substance abuse treatment program. These residences are intended to allow disabled persons to undergo recovery in an integrated, community-based setting.

Consistent with applicable case law interpreting these acts and their legislative history, the Town must provide a procedure whereby disabled individuals and qualifying entities serving disabled persons may request a reasonable accommodation from the Town's land development regulations to resolve possible unintended violations of the law, thereby exhausting their administrative remedies. The State of Florida has established procedures for the certification of recovery residences, as well as the certification of the persons who manage the residence and supervise the residents and staff.

The attached Ordinance provides procedures for processing reasonable accommodation requests by entities wishing to establish a certified recovery residence in the Town.

- A qualifying entity must provide proof of any licensable service component the entity holds pursuant to Chapter 397, Florida Statutes.
- All qualifying entities or other providers of housing to persons in recovery must provide proof that they are a certified recovery residence and the person responsible for overseeing the management of the residence is a certified recovery residence administrator.
- The applicant, whether an individual, qualifying entity or housing provider, must provide proof that a reasonable accommodation is sought because of a disability and that the requested accommodation is reasonable and necessary to afford the disabled person equal opportunity to use and enjoy housing.
- The applicant shall have the burden of establishing that the individuals on whose behalf the application is filed are disabled and protected under applicable laws, including the FHA and ADA.

All applications for reasonable accommodation shall be considered by a special magistrate appointed by the Town Commission within sixty (60) days after receipt of a completed application or the application shall be deemed approved. The magistrate shall be a retired judge or practicing attorney with at least five (5) years of experience in the field of local government land use, and the code enforcement special magistrate may service in this capacity. The magistrate may grant the application in whole or in part, with or without conditions, or deny the application, stating with specificity the objective, evidence-based reasons for denial. The magistrate's decision shall constitute a final order and may only be appealed to the circuit court. Finally, any reasonable accommodation may be revoked if the applicant violates any condition of approval or the applicant's required certifications lapse or are revoked and not reinstated within one hundred and eighty (180) days.

FISCAL IMPACT:

Staff costs for processing the applications and cost of special magistrate to consider reasonable accommodation applications (when applicable).

ATTACHMENTS:

Ordinance

RECOMMENDATION:

Staff recommends Town Commission consideration and approval on first reading of the attached Ordinance providing a Reasonable Accommodation Procedure for Certified Recovery Residences as required by state statute.



TOWN OF HIGHLAND BEACH

ORDINANCE NO. 2026-001

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AMENDING ARTICLE VII, "ADMINISTRATION AND ENFORCEMENT," OF CHAPTER 30, "ZONING CODE," OF THE TOWN CODE OF ORDINANCES BY ADOPTING A NEW SECTION 30-124, "REASONABLE ACCOMMODATION PROCEDURE FOR CERTIFIED RECOVERY RESIDENCES;" PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Beach's application of its land development regulations and related rules, policies, and practices is governed by ever evolving case law addressing the rights of applicants and affected parties under the Fair Housing Act, the Americans with Disabilities Act and other applicable state and federal regulations; and

WHEREAS, persons undergoing substance abuse treatment are considered disabled within the meaning of both the Fair Housing Act and the Americans with Disabilities Act, and the Town Commission wishes to assure that its land development regulations treat such persons in a non-discriminatory manner while maintaining the Town's fundamental land use authority; and

WHEREAS, pursuant to Section 397.487(1), Florida Statutes, the Florida Legislature determined that: (1) persons suffering from addiction have a higher success rate of achieving long-lasting sobriety when given the opportunity to build a stronger foundation by living in a recovery residence while undergoing or after completing treatment from a licensed service provider; and (2) the state and its subdivisions, including municipalities, have a legitimate interest in protecting persons suffering from addiction, who represent a vulnerable consumer population in need of adequate housing; and

WHEREAS, the Florida Legislature has further determined that persons suffering from addiction who live in recovery residences can be better protected by programs providing for both the certification of recovery residences and the certification of recovery residence administrators to ensure that such administrators adhere to certain core competencies; and

WHEREAS, Section 397.487(15), Florida Statutes, requires the governing body of each municipality to adopt an Ordinance establishing procedures for the review and approval of certified

recovery residences within its jurisdiction, including a process for requesting reasonable accommodation from any land use regulations that serve to prohibit the establishment of a certified recovery residence; and

WHEREAS, the Town Commission determines that the certification of recovery residences and the management and supervision of such residences by a certified recovery residence administrator is necessary and appropriate to further the health, safety, and general welfare of the residents of recovery residences and the general public; and

WHEREAS, the Town's Planning Board has conducted a public hearing on this Ordinance and provided its recommendation to the Town Commission; and

WHEREAS, the Town Commission has determined that the adoption of this Ordinance is in the best interests of the health, safety, and welfare of the residents of the Town of Highland Beach.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA as follows:

Section 1. The foregoing "Whereas" clauses are hereby ratified as true and confirmed and are incorporated herein.

Section 2. The Town Commission hereby amends Article VII, "Administration and Enforcement," of Chapter 30, "Zoning Code," of the Town Code of Ordinances by adopting a new Section 30-124 to provide as follows:

Sec. 30-124. Reasonable accommodation procedure for certified recovery residences.

(a) *Purpose.* The purpose of this section is to provide procedures for the review and approval of certified recovery residences within the town as required by Section 397.487(15), Florida Statutes.

(b) *Definitions.* When used in this section, the following terms shall have the meanings ascribed to them:

Certified recovery residence means a recovery residence that holds a valid certificate of compliance pursuant to Section 397.487, Florida Statutes, and is actively managed by a certified recovery residence administrator.

Certified recovery residence administrator means a recovery resident administrator who holds a valid certificate of compliance pursuant to Section 397.487, Florida Statutes.

Disabled individual or a disabled person means an individual that qualifies as disabled and/or handicapped under the Fair Housing Act, the Americans with

1 Disabilities Act or other state or federal regulation and who: (i) has a physical or
2 mental impairment which substantially limits one or major life activities; (ii) has a
3 record of having such impairment; and (iii) is regarded as having such impairment.

4 *Licensed service provider* means a public agency under Chapter 397, Florida
5 Statutes, a private for-profit or not-for-profit agency under Chapter 397, Florida
6 Statutes, a physician or any other private practitioner licensed under this chapter, or
7 a hospital that offers substance abuse services through one or more licensed service
8 components.

9 *Qualifying entity* shall mean, a licensed service provider in the State of
10 Florida as defined by Section 397.311(25), Florida Statutes, or an entity who is in
11 the business of providing recovery residences for individuals disabled due to
12 substance abuse.

13 *Recovery residence* means a residential dwelling unit or other form of group
14 housing that is offered or advertised through any means by any person or entity as a
15 residence that provides a peer-supported, alcohol-free, and drug-free living
16 environment.

17 *Recovery residence administrator* means the person responsible for the
18 overall management of the recovery residence, including but not limited to, the
19 supervision of residents and staff employed by, or volunteering for, the residence.

20 *Service component or component* means a discrete operational entity within
21 a service provider which is subject to licensing as defined by the rules adopted to
22 implement Chapter 397, Florida Statutes.

23 *Substance abuse* means the misuse of, or dependence on alcohol, illicit drugs,
24 or prescription medications.

25 (c) *Application procedure.* Any applicant, whether a disabled individual
26 or a qualifying entity, who wishes to operate a certified recovery residence within
27 the town may apply for a reasonable accommodation with respect to the town's land
28 development regulations, zoning laws, codes, rules, practices, and/or procedures by
29 submitting an application for a reasonable accommodation pursuant this section.

30 (1) All qualifying entities shall submit, as part of their application for
31 a reasonable accommodation, proof of any licensable service
32 component the qualifying entity holds pursuant to Chapter 397,
33 Florida Statutes.

- (2) All qualifying entities or other providers of housing to persons in recovery shall submit such information as the town may deem sufficient to demonstrate that the entity is a certified recovery residence under state law.
- (3) All qualifying entities and other providers of housing to persons in recovery shall submit such information as the town may deem necessary to demonstrate that the administrator responsible for the overall management and the supervision of residents and staff is a certified recovery residence administrator under state law.
- (4) Applicants making application for a reasonable accommodation, whether individually or through a qualifying entity, shall submit proof that each individual is seeking a reasonable accommodation due to the individual's handicap or disability and that the requested accommodation is reasonable and necessary to afford the handicapped or disabled person equal opportunity to use and enjoy housing.
- (5) An applicant for a reasonable accommodation under this section shall apply using the form available from the town clerk's office. In addition to the information required above, the application shall, at a minimum:
- a. Provide the name and contact information of the applicant or the applicant's authorized representative.
 - b. Identify the property address and the parcel identification number; and
 - c. Describe the accommodation requested and the specific regulation or policy from which relief is sought.
- (6) The town shall display a notice on the town's website advising the public that an application for reasonable accommodation as provided in this section has been submitted to the town.
- (7) A disabled individual, qualifying entity, or other provider of housing to persons in recovery who has applied for a reasonable accommodation may be represented at all stages of the reasonable accommodation proceedings by a person designated by the disabled individual as their authorized agent. Any authorized agent

1 representing an individual, or, if applicable, a qualifying entity or
2 housing provider, shall submit a written authorization designating the
3 individual as the agent authorized to legally bind the applicant to the
4 representations in the application, or any conditions agreed to or
5 imposed as part of the order of the special magistrate.

6 (8) No application fee shall be imposed by the town in connection with
7 an application for a reasonable accommodation.

8 (d) *Completed applications.* All applications for a reasonable
9 accommodation shall be date-stamped by the town clerk and reviewed by the town
10 building official or designee. If additional information is required, the town building
11 official or designee shall notify the applicant within thirty (30) days of receipt of the
12 application and allow the applicant at least thirty (30) days to respond.

13 (e) *Special magistrate process.*

14 (1) All completed applications shall be considered by a special magistrate
15 appointed by the town commission. The special magistrate shall be:

- 16 a. a retired judge who has served in either the circuit court or a
17 higher Florida court or as a federal district judge or circuit
18 federal judge; or
19 b. a practicing member of the Florida Bar with at least five (5)
20 years of experience in the field of local government or land use
21 law.

22 The code enforcement special magistrate may serve as the special
23 magistrate pursuant to this section.

24 (2) The town shall be responsible for mailing via certified mail a notice
25 containing the date and time of the special magistrate's hearing to
26 consider the application. All applications shall be considered by the
27 special magistrate within sixty (60) days after receipt of a completed
28 application or the application shall be deemed approved unless the
29 town and the applicant agree in writing to a reasonable extension of
30 time.

31 (3) Upon consideration of the application and at the conclusion of the
32 hearing, the special magistrate may:

- a. grant the reasonable accommodation application as requested in whole or in part, with or without conditions; or
- b. deny the reasonable accommodation application, stating with specificity the objective, evidence-based reasons for denial and identifying deficiencies or actions necessary for reconsideration, if any.

(4) All decisions of the special magistrate shall be in writing. The written decision of the special magistrate shall constitute a final order and shall be sent to the applicant by certified mail, return receipt requested, at the address specified by the applicant on the application form. If denied, the applicant may appeal the final order by petition for writ of certiorari within thirty (30) days of the date it is rendered.

(f) *Revocation of approval.* Any reasonable accommodation granted pursuant to this section shall be revoked if:

- (1) the applicant violates any conditions of approval; or
- (2) the applicant's required certifications lapse or are revoked and not reinstated within one hundred and eighty (180) days.

Section 3. The provisions of this Ordinance shall become and be made a part of the Code of the Town of Highland beach, Florida.

Section 4. If any section, paragraph, sentence, clause, phrase, or word of this Ordinance is for any reason held by a court of competent jurisdiction to be unconstitutional, inoperative, or void, such holding shall not affect the remainder of the Ordinance.

Section 5. All ordinances or parts of ordinances and resolutions or parts of resolutions of the Town of Highland beach, Florida, which are in conflict with this Ordinance, are hereby repealed to the extent of such conflict.

Section 6. This Ordinance shall be effective immediately upon adoption.
The forgoing Ordinance, on first reading, was moved by Commissioner _____, seconded by Commissioner _____, and upon being put to a vote, the vote was as follows:

VOTES:	YES	NO
Mayor Natasha Moore		
Vice Mayor David Stern		
Commissioner Donald Peters		
Commissioner Judith M. Goldberg		
Commissioner Jason Chudnofsky		

PASSED on first reading at the Regular Commission meeting held on the ____ day of _____, 2026.

The forgoing Ordinance, on second reading, was moved by Commissioner _____, seconded by Commissioner _____, and upon being put to a vote, the vote was as follows:

VOTES:	YES	NO
Mayor Natasha Moore		
Vice Mayor David Stern		
Commissioner Judith Goldberg		
Commissioner Don Peters		
Commissioner Jason Chudnofsky		

PASSED AND ADOPTED on second and final reading at the Regular Commission meeting held on the ____ day of _____, 2026.

Natasha Moore, Mayor

ATTEST:

REVIEWED FOR LEGAL SUFFICIENCY

Lanelda Gaskins, MMC
Town Clerk

Leonard G. Rubin, Town Attorney
Town of Highland Beach

File Attachments for Item:

A. Approval of Meeting Minutes

December 02, 2025 Town Commission Meeting Minutes

DRAFT



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

TOWN HALL COMMISSION CHAMBERS
3614 S. OCEAN BLVD., HIGHLAND BEACH, FL

Date: December 02, 2025
Time: 1:30 PM

1. CALL TO ORDER

Mayor Moore called the meeting to order.

2. ROLL CALL

Commissioner Jason Chudnofsky
Commissioner Judith Goldberg
Commissioner Donald Peters
Vice Mayor David Stern
Mayor Natasha Moore
Town Manager Marshall Labadie
Town Attorney Leonard Rubin
Town Clerk Lanelda Gaskins

3. PLEDGE OF ALLEGIANCE

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

4. INVOCATION

None.

5. APPROVAL OF THE AGENDA

MOTION: Goldberg/Peters - A motion was made and seconded to approve the agenda as presented, which passed unanimously, 5 to 0.

6. PRESENTATIONS / PROCLAMATIONS

None.

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

There were no comments from the public.

8. **ORDINANCES** (Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.)

None.

9. **CONSENT AGENDA** (These are items that the Commission typically does not need to discuss individually, and which are voted on as a group.) Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.

A. Approval of Meeting Minutes

August 21, 2025 Town Commission Special Meeting Minutes

November 04, 2025 Town Commission Meeting Minutes

MOTION: Goldberg/Stern - A motion was made and seconded to approve the Consent Agenda as presented, which passed unanimously, 5 to 0.

10. **UNFINISHED BUSINESS** (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

A. Building Department Recertification Program Update

Mayor Moore read the title of this item followed by Katerina Jaddauoi, Administrative Assistant/Permit Technician providing updates on the Building Recertification program. As of December 2, 2025, 28 buildings have been recertified, 21 are currently under permit, and two are still within the due date to submit reports. In response to Mayor Moore inquiry regarding potential issues, Ms. Jaddauoi confirmed that all buildings are on track and progressing through the recertification process.

B. Florida Department of Transportation (FDOT) RRR Project Update

Town Manager Labadie provided an update on the RRR project, indicating it would be completed by the end of the month or done by New Year's. He addressed concerns about continued flooding in the right-of-way, noting that FDOT has stated that this was not intended to be a drainage project and it is going to happen. The flooding will continue.

Town Manager Labadie reported that a state appropriation request has been submitted to address the issues, and that FDOT provided a 38-question questionnaire, which staff will complete. He also noted that there have been email communications with the State Representative Peggy Gossett-Seidman's (District 91) office, and that he may have discussions with FDOT District 4 Secretary Steven C. Braun later in the week to convey ongoing concerns regarding right-of-way flooding on the west side near the sidewalk path, which forces pedestrians onto State Road A1A and into traffic.

Lastly, Town Manager Labadie clarified that the state appropriation request is for \$750,000 on a 50/50 basis to fix the sidewalk and add crosswalk lights. He emphasized that the pedestrian safety aspect will be a critical piece of their request. The Town will work with the town's lobbyist. Mayor Moore encouraged Town Manager Labadie to continue pursuing this matter for the safety of the town's residents.

11. NEW BUSINESS (Public Comments will be limited to three (3) minutes per speaker per item after Town Commission initial discussion.)

A. Discussion on Villa Magna's proposed plans regarding replacement of existing monument signage and add additional signage on the west side of State Road A1A (South Ocean Blvd.)

Mayor Moore read the title of this item followed by Town Manager Labadie comprehensive presentation regarding Villa Magna Condominium proposed plans to modify their existing signage. He noted that Villa Magna representatives presented their proposed design for new entrance signage at the last meeting during public comments. While the Commission liked the design, there were concerns about the sign size exceeding the current 10 square foot limitation in the town code. This item was brought back at the request of the Town Commission for further discussion, action, and directives to town staff.

Town Attorney Rubin provided an opinion regarding Amendments to the Town's Sign Regulations as it relates to Senate Bill (SB) 180. Town Manager Labadie explained that the direction requested was less restrictive. Therefore, SB 180 would not come into play and block the town from that two year window for passing changes.

The Commission discussed referring this matter to the Planning Board to review not only Villa Magna's request but the entire sign ordinance. Town Manger Labadie noted that most existing signs in town already exceed the 10 square foot limit, and Highland Beach has the most restrictive size requirements compared to neighboring communities. Town Commission discussion ensued regarding the town's signage provisions and suggested the Planning Board consider the following:

- The appropriate standard maximum size for permanent signage
- Review other condominiums with excessive signage to determine whether such signage is appropriate or properly permitted, evaluate all relevant factors, and establish a consistent approach moving forward.
- Potential appeals or variance processes for sign regulations
- Safety considerations, particularly producing visibility, improving sight lines, pedestrian safety, and roadway safety,
- Additional safety considerations, such as existing conditions, location, justification for the request, and the proposed size

- Design standards including colors and illumination, and aesthetics for Highland Beach
- Potential for scaling sign size based on property frontage, per square footage on a road.

The Commission reached consensus to direct the Planning Board to review the entire permanent sign ordinance, keeping Villa Magna's request in mind as a real-world example, and to make recommendations for updating the ordinance to better address the needs of all properties in Highland Beach.

Mayor Moore opened public comments.

Ellen Bondar, General Manager of Villa Magna, thanked the Commission for their consideration and provided comments regarding the project. She introduced Vice President John Phillips, Mark Geyser with the Green Group, and Carlos Rodriguez, the sign designer, manufacturer, and installer.

Hearing no further comments from the public, Mayor Moore closed the public comments.

The Commission reached consensus to direct the Planning Board to review the entire permanent sign ordinance including the above-referenced suggestions, keeping Villa Magna's request in mind as a real-world example, and to make recommendations for updating the ordinance to better address the needs of all properties in Highland Beach

B. Consideration of the Commission proposed meeting schedule for the 2026 calendar year.

Mayor Moore read the title of this item followed by Town Commission discussion of the proposed 2026 meeting schedule. The Commission made several adjustments to the schedule as follows: changing the November meeting from Wednesday, November 4th to Thursday, November 5th, moving the May meeting from May 5th to May 12th, changing the July meeting from July 7th to July 14th, and moving the August meeting from August 4 to August 11th.

MOTION: Goldberg/Stern - A motion was made and seconded to approve the meeting schedule for the 2026 calendar year as amended, which passed unanimously 5 to 0.

C. Approve the award of bid and authorize the Mayor to execute a contract with Southern Road & Bridge, LLC for the Bel Lido Bridge Rehabilitation Project in an amount of \$550,191.00 in accordance with Invitation to Bid No. 25-003.

Mayor Moore read the title followed by Skender Coma, Management Analyst, presenting the award of bid for the Bel Lido Bridget rehabilitation project.

Town Commission discussions ensued and there were concerns about the significant difference between the engineer's estimate and the actual bids. Town Manager Labadie explained that the project must proceed as FDOT has ordered corrections to structural elements. He confirmed that despite the higher cost, the town has sufficient funds available through capital and underspent accounts from the previous fiscal year.

MOTION: Goldberg/Stern- A motion was made and seconded to approve the award of bid and authorize the Mayor to execute a contract with Southern Road & Bridge, LLC for the Bel Lido Bridge Rehabilitation Project in an amount of \$550,191.00 in accordance with Invitation to Bid No. 25-003. Based upon roll call: Commissioner Goldberg (Yes); Vice Mayor Stern (Yes); Commissioner Peters (Yes); Commissioner Chudnofsky (Yes); and Mayor Moore (Yes). The motion passed on a 5 to 0 vote.

D. Resolution No. 2025-029

A Resolution of the Town Commission of the Town of Highland Beach, Florida, amending Resolution No. 2025-023, which appropriated funds for the 2025-2026 fiscal year budget; providing for an amendment to the General Fund (fund 001) to complete the Bel Lido Road Bridge Project as identified in the approved Capital Improvement Plan; providing for findings; and providing for an effective date.

Mayor Moore read the title of Resolution No. 2025-029.

MOTION: Goldberg/Peters - A motion was made and seconded to adopt Resolution No. 2025-029. Based upon roll call: Commissioner Goldberg (Yes); Commissioner Peters (Yes); Commissioner Chudnofsky (Yes); Vice Mayor Stern (Yes); and Mayor Moore (Yes). The motion passed on a 5 to 0 vote.

E. Approve and authorize the Mayor to execute a new Master Services and Purchasing Agreement with AXON Enterprise, Inc., in the amount of \$1,299,700.00 over a 10-year term, for the purchase of AXON 10 Taser, virtual reality training, a 10-year warranty, automatic refresh of all body-worn cameras and docking units, and a host of essential technology for the Police Department.

Mayor Moore read the title of this item followed by Chief of Police Craig Hartmann presenting a comprehensive proposal for a new 10-year agreement with AXON Enterprise, Inc., which would consolidate the existing contracts while incorporating modern law enforcement technology components, enhancing public safety through real-time monitoring capabilities and automatic technology upgrades throughout the term of the contract.

The Town Commission were excited about the safety benefits for officers and Highland Beach residents and community, the initiative-taking approach to crime prevention, and the force-multiplier effect of innovative technology.

MOTION: Goldberg/Peters – A motion was made and seconded to approve and authorize the Mayor to execute a new Master Services and Purchasing Agreement with AXON Enterprise, Inc. Based upon roll call: Commissioner Goldberg (Yes); Commissioner Peters (Yes); Commissioner Chudnofsky (Yes); Vice Mayor Stern (Yes); and Mayor Moore (Yes). The motion passed on a 5 to 0 vote.

F. Consideration to approve a Best Interest Acquisition and authorize the Mayor to execute a proposal with Armas Corp., in the amount of \$4,895.00 per month, for janitorial services at the Town Municipal Complex, in accordance with Invitation to Bid (ITB) No. 25-001.

Mayor Moore read the title of this item followed by Skender Coma, Management Analyst, explaining that the town had awarded the bid to Green Facility, Inc. in April 2025 and due to unsatisfactory service quality, the town needs to terminate the current contract. Rather than moving to the next lowest bidder from the original 15 bids received, staff recommended a "best interest acquisition" with Armas Corp., which employs the same cleaning staff that previously provided high-quality service to the town under a different company.

MOTION: Goldberg/Chudnofsky – A motion was made and seconded to approve a Best Interest Acquisition and authorize the Mayor to execute a proposal with Armas Corp., Based upon roll call: Commissioner Goldberg (Yes); Commissioner Chudnofsky (Yes); Commissioner Peters (Yes); Vice Mayor Stern (Yes); and Mayor Moore (Yes). The motion passed on a 5 to 0 vote.

12. TOWN COMMISSION COMMENTS

Commissioner Jason Chudnofsky announced the upcoming Mingle & Jingle community event, commended Madison, and the team for doing a fabulous job organizing the event, and hope the residents enjoy the community event.

Commissioner Judith M. Goldberg thanked Reverend Father Horgan and St. Lucy Catholic Church for permitting the town to use their property. She wished everyone a Happy Hanukkah and Merry Christmas and report on the value of attending the National League of Cities City conference in Salt Lake City, Utah.

Commissioner Donald Peters echoed the comments about the National League of Cities conference and also looked forward to the Mingle & Jingle community event, thanking Father Horgan and St. Lucy Catholic Church for hosting town events.

Vice Mayor David Stern commented on the cold temperature during the National League of Cities conference and noted the valuable information gained about drones, AI, and discussion on proposed real estate taxes.

Mayor Natasha Moore look forward to the Mingle & Jingle community event, expressed appreciation to St. Lucy Catholic Church and Reverend Father Horgan for their partnership in the community events, emphasizing the importance of community engagement as a strategic initiative.

13. TOWN ATTORNEY'S REPORT

Town Attorney Rubin wished everyone a Merry Christmas, Happy Hanukkah, and a Happy New Year.

14. TOWN MANAGER'S REPORT

Town Manager Labadie reflected on the value of the National League of Cities conference, particularly the session on drone software and FUSYS. He wished everyone happy holidays, and thanked Madison and his team. He mentioned the upcoming legislative session would be interesting and urged commissioners to stay informed.

15. ANNOUNCEMENTS

Mayor Moore read the announcement as follows:

Board Vacancies

Code Enforcement Board	One (1) vacancy for a three-year term
------------------------	---------------------------------------

Natural Resources Preservation Advisory Board	One (1) vacancy for an unexpired term end April 30, 2027
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Meetings and Events

December 09, 2025	1:00 P.M.	Special Magistrate Hearing
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December 11, 2025	9:30 A.M.	Planning Board Regular Meeting
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December 24 - 25, 2025	Town Hall closed in observance of Christmas	
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January 01, 2026	Town Hall closed in observance of New Year's Day	
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January 06, 2026	1:30 P.M.	Town Commission Meeting
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Board Action Report

None.

16. ADJOURNMENT

The meeting adjourned at 2:51 P.M.

APPROVED: January 06, 2026, Town Commission Meeting.

Signed Minutes on file in the Town
Clerk's Office

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

01/06/2026

Lanelda Gaskins, MMC
Town Clerk

Date

Disclaimer: Effective May 19, 2020, per Resolution No. 20-008, all meeting minutes are transcribed as a brief summary reflecting the events 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/>.

File Attachments for Item:

B. Approve and authorize the Mayor to execute a contract with Paralee Company, Inc. for instrumentation service and repair on as needed basis, in an amount not to exceed \$100,000.00, pursuant to an Invitation to Bid No. 22020 issued by the City of Deltona.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting
MEETING DATE: *January 6, 2026*
SUBMITTED BY: Pat Roman, Public Works Director
SUBJECT: Service Contract with Paralee Company, Inc

SUMMARY:

The Town of Highland Beach currently utilizes Paralee Company, Inc. for all instrumentation services and repairs at the Water Treatment Plant. Due to the company's reliable, decade-long service history, this contract formalizes the ongoing arrangement, ensuring continued access to essential repair, warranty, and emergency services. The total value of services rendered under this agreement shall not exceed \$100,000.00 during any single fiscal year.

FISCAL IMPACT:

\$40,000.00; 401-533.000-546.000; Water System – Repairs and Maintenance – General
\$40,000.00; 401-533.000-546.200; Water System – Renewals and Replacements
\$20,000.00; 401-533.000-552.000; Water System – Operating Supplies

ATTACHMENTS:

Piggyback Contract - Paralee Company (Instrumentation Service)
Agreement between City of Deltona and Paralee Company Inc.
City of Deltona BID/RFP 2nd Renewal Form

RECOMMENDATION:

Commission Approval

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed as of the day and year set forth above.

TOWN OF HIGHLAND BEACH

By: _____
Natasha Moore, Mayor

Attest:

Approved as to form and legal sufficiency:

Lanelda Gaskins, MMC, Town Clerk

Leonard G. Rubin, Town Attorney

CONTRACTOR:

PARALEE COMPANY, INC.

[Corporate Seal, if required]

By: _____
Name: Christopher Mason
Title: Officer

STATE OF FLORIDA)
COUNTY OF Orange)

THE FOREGOING instrument was acknowledged before me by means of ☒ physical presence or _____ online notarization on this 10 day of September, 2025, by Christopher Mason as Officer of Paralee Company, Inc. and who is personally known to me or who has produced the following as identification: _____, and who did take an oath that the facts stated with regard to section 787.06, Florida Statutes, are true and correct, and that he or she is duly authorized to execute the foregoing instrument and bind Paralee Company, Inc. to the same.

Joanna Knight
Print Name: Joanna Knight
My commission expires: 1-5-27

Notary Seal:



**AGREEMENT BETWEEN
CITY OF DELTONA, FLORIDA AND
PARALEE COMPANY, INC.
FOR AS NEEDED INSTRUMENTATION SERVICE AND REPAIRS
PER ITB 22020**

THIS AGREEMENT is made and entered into this 23 day of MAY, 2022 by and between the CITY OF DELTONA, a municipality of the State of Florida, whose address is 2345 Providence Boulevard, Deltona, Florida 32725, hereinafter called the "City" and **PARALEE COMPANY, INC.**, duly authorized to conduct business in the State of Florida, whose principal address is 3931 Kiawa Drive, Orlando FL 32837 hereinafter called the "Service Provider".

WITNESSETH:

WHEREAS, the City desires to obtain services related to Instrumentation Service and Repairs per ITB No. 22020. The work generally involves all work as described in the documents, specifications, drawings and any addendum issued for this project; and

WHEREAS, ITB 22020 did seek firms or individuals qualified to provide professional Instrumentation Service and Repairs; and

WHEREAS, the firm desires to perform such services subject to the terms of this Agreement; and

WHEREAS, the Service Provider desires to perform such services subject to the terms of this Agreement; and

NOW, THEREFORE, IN CONSIDERATION of the mutual terms, understandings, conditions, premises, covenants and payment hereinafter set forth, and intending to be legally bound, the parties hereby agree as follows:

Article 1. Recitals

1.1 The foregoing recitals are true and correct and incorporated herein by reference.

Article 2. Scope of Professional Services

2.1 On the terms and conditions set forth in this Agreement, City hereby engages Service Provider to provide professional As Needed Instrumentation Service and Repairs attached hereto and incorporated herein by reference, and Service Provider's Proposal dated February 7th, 2022;

2.2 The services, as described in ITB No. 22020 As Needed Instrumentation Service and Repairs, to be rendered by the Service Provider, shall be for a period of two (2) years with (3) additional one (1) year renewal periods upon mutual agreement of both parties.

2.3 The services to be rendered by the Service Provider shall include all labor; materials and incidentals necessary to perform all work indicated and specified in the ITB documents.

2.4 Service Provider acknowledges that nothing herein shall be deemed to preclude the City from retaining the services of other persons or entities undertaking the same or similar services as those undertaken by the Service Provider or from independently developing or acquiring materials or programs that are similar to or competitive with, the services provided under this Agreement.

2.5 Service Provider shall be responsible for obtaining all required federal, state or local permits required to complete the scope of work under this agreement.

Article 3. Compensation

3.1 Payment for any and all invoices that may arise as a result of a purchase order issued pursuant to this specification shall minimally meet the following conditions to be considered as a valid payment request:

1. A timely submission of properly certified invoices, in strict accordance with the prices and delivery elements as stipulated in the purchase order document, submitted to the Finance Department at the address stipulated on the Purchase Order.

- 3.2.2 All invoices submitted shall consist of an original and one (1) copy; clearly reference the purchase order number; provide a sufficient salient description to identify goods or service for which payment is requested; contain date of delivery; original or legible copy of signed delivery receipt including both manual signature and printed name of a designated City employee or authorized Agent; and be clearly marked as "partial", "complete" or "final" invoice. The City will accept partial deliveries.

- 3.2.3 The invoice shall contain the Proposer's Federal Employer Identification Number.

3.2.4 The City's terms are "Net 30 Days" after acceptance of goods or services and receipt of an acceptable invoice as described herein. Any discounts must be offered on the ITB Response Form.

3.2 The Service Provider shall not be entitled to payment for any other expenses, fees, or other costs it may incur at any time and in any connection with its performance hereunder other than those fees as stated in the Work Authorization. The Service Provider hereby agrees that the total cost, as stated in the Work Authorization, is inclusive of all overhead and administrative expenses.

3.3 In the event a specific project is to be funded by state or federal monies, the Service Provider hereby agrees to comply with all requirements of the state or federal government applicable to the use of the monies, including receiving no payment until all required forms are completed, submitted, and approved by the City.

Article 4. City Responsibilities

4.1 City shall promptly review the deliverables and other materials submitted by Service Provider and provide direction to Service Provider as needed. City shall designate one City staff member to act as City's Project Administrator and/or Spokesperson.

4.2 The City will provide to the Service Provider all necessary and available data developed and/or within the possession of the City, and any other data the City possesses that would be useful to the Service Provider in the completion of the required services.

Article 5. Special Terms and Conditions

5.1 Qualifications. Firms or individuals shall be registered with the State of Florida and have obtained at least the minimum thresholds of education and professional experience required by Florida Statutes to perform the services contained herein.

5.2 Termination. This Agreement may be terminated by the City upon thirty (30) days advance written notice to the Service Provider; but if any work is in progress but not completed as of the date of termination, then this Agreement may be extended upon written approval of the City until said work is completed by the Service Provider and accepted by the City.

- A. Upon notification to the Service Provider of termination by the City, Service Provider will immediately discontinue all services affected unless the notice directs otherwise.
- B. Termination for Convenience. In the event this Agreement is terminated or cancelled upon the request and for the convenience of City, City shall reimburse Service Provider for actual work satisfactorily completed.

- C. Termination for Cause. If the termination of this Agreement is due to the failure of the Service Provider to fulfill his contractual obligations, City shall reimburse Service Provider for actual work satisfactorily completed, and City may take over the work and prosecute the same to completion by Agreement or otherwise.
- D. In the event of termination of this Agreement, all work, reports, and other work product produced by Service Provider in connection with the Agreement shall be returned to the City and become and remain the property of the City.

5.3 Assignment. This Agreement may not be assigned or transferred in any manner by Service Provider without written authorization by the City. _

5.4 Insurance and Bond. Service Provider shall provide and maintain, during the entire term of this Agreement, without cost to the City, insurance in the following types and limits with a company or companies authorized to do business in the State of Florida. Service Provider shall not commence work under the Agreement until City has received an acceptable certificate or certificates of insurance and endorsement evidencing the required insurance, with the following minimum limits and coverage limits fully available during the entire contract period:

(A) Professional liability (medical malpractice, engineers, architect, environmental, errors and omissions, etc.) insurance as applicable, with minimum limits of \$1,000,000. Professional liability insurance shall be maintained for at least one year from the termination of the Agreement.

(B) General Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01 or CG 00 02) of the Insurance Services Office or equivalent without restrictive endorsements, with the minimum limits and coverage of \$1,000,000 per occurrence; combined single limit for Bodily Injury Liability and Property Damage Liability. This shall include Premises and/or Operations, Independent Contractors, and Products and/or Completed Operations, and a Contractual Liability Endorsement.

(C) Contractor/Service Provider shall maintain automobile liability insurance with a limit of not less than \$1,000,000 combined single limit each accident; \$500,000 bodily injury per person; \$500,000 bodily injury per accident; \$300,000 property damage. Such insurance shall cover liability arising out of any auto, including owned, hired and non-owned autos. The policy shall be endorsed to provide contractual liability coverage.

(D) Workers' compensation insurance in accordance with Florida Statute, Chapter 440, and/or any other applicable law requiring workers' compensation (Federal, maritime, etc).

(E) Additional Requirements.

(1) City of Deltona shall be named and endorsed as an additional insured on the General liability policy.

(2) The General Liability policy is to contain or be endorsed to name the City, its officers, officials and employees as additional insureds as respects to the liability arising out of the activities performed under this Agreement. Such coverage shall be primary to the extent of Service Providers negligent acts or omissions or willful misconduct, and shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. In addition, a waiver of subrogation by the commercial liability insurer shall be provided that lists or names the additional insured as subject to the waiver. Coverage shall be on an "occurrence" basis and not "claims made".

(3) Certificates of insurance shall provide for a minimum of thirty (30) days prior written notice to the City of any material change or cancellation of the required insurance, with ten (10) day written notice of cancellation due to non-payment of premium.

(4) Certificates of insurance shall identify the Bid number, contract, project, etc. in the Description of Operations section of the Certificate.

(5) Service Provider shall be responsible for subcontractors and their insurance.

(6) The Certificate holder section of each policy shall state: City OF DELTONA, 2345 PROVIDENCE BOULEVARD, DELTONA, FLORIDA 32725.

(7) Service Provider shall be solely responsible for all deductibles and self-insurance retention on Liability Insurance policies. All of the policies of insurance so required to be purchased and maintained shall contain a provision or endorsement that the coverage afforded shall not be canceled, materially changed or renewal refused without thirty (30) calendar days written notice, or without ten (10) days written notice of cancellation due to non-payment of premium, being given to City by certified mail.

5.5 Indemnity. Service Provider shall indemnify and hold City and its agents, officers, commission, or employees harmless for any damages resulting from failure of Service Provider to take out and maintain the above insurance. Additionally, Service Provider agrees to

indemnify, defend and hold the City, and its officers, commission, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional and attorney fees, court costs, other expenses and liabilities to the extent resulting from the negligent act, error or omission of Service Provider, its agents, employees or representative, in the performance of Service Provider's duties set forth in this Agreement, including any act alleged to give rise to an action in inverse condemnation.

5.6 Independent Contractor. Service Provider agrees that it shall be acting as an independent contractor and shall not be considered or deemed to be an agent, employee, joint venturer, or partner of City. Service Provider shall have no authority to contract for or bind City in any manner and shall not represent itself as an agent of City or as otherwise authorized to act for or on behalf of City.

5.7 Ownership of Deliverables.

(a) Title to all work product produced by Service Provider pursuant to this Agreement shall be and remain the sole and exclusive property of City when produced. Service Provider shall deliver all such original work product to City upon completion thereof unless it is necessary for Service Provider, in City's sole discretion to retain possession for a longer period of time.

(b) The documents, reports, and similar materials provided or created by Service Provider are public records and Service Provider shall abide by applicable requirements of Florida law. Service Provider shall notify the City within 24 hours of receiving the request to release the information concerning the subject project to a member of the media and/or to the public. The City's notification shall to the extent possible provide the name, date, time and type of information requested to be released prior to the Service Provider's release or disclosure of information to the media or to the public.

5.8 Return of Materials. Upon the request of the City, but in any event upon termination of this Agreement, Service Provider shall surrender to the City all memoranda, notes, records, and other documents or materials pertaining to the services hereunder, that were furnished to the Service Provider by the City pursuant to this Agreement. Service Provider may keep copies of all work products for its records.

5.9 NO CLAIM FOR DAMAGES OR ANY CLAIM OTHER THAN FOR AN EXTENSION OF TIME SHALL BE MADE OR ASSERTED AGAINST THE CITY BY REASON OF ANY DELAYS. No interruption, interference, inefficiency, suspension or delay in the commencement or progress of the work from any cause whatsoever, shall relieve the Service Provider of his duty to perform or give rise to any right to damages or additional compensation from the City. The Service Provider expressly acknowledges and agrees that the Service Provider shall receive no damages for delay. The Service Provider's sole remedy, if any, against the City shall be the right to seek an extension to the contract time.

5.10 Retaining Other Service Providers. Nothing herein shall be deemed to preclude the City from retaining the services of other persons or entities undertaking the same or similar services as those undertaken by the Service Provider or from independently developing or acquiring materials or programs that are similar to or competitive with, the services provided under this Agreement.

5.11 Accuracy. The Service Provider is responsible for the professional quality, technical accuracy, timely completion and coordination of all the services furnished hereunder. The Service Provider shall, without additional compensation, correct or revise any errors, omissions or other deficiencies in its designs, drawings, reports or other services.

5.12 Codes and Regulations. All work completed under this Agreement shall at all times comply with all applicable federal, state and local statutes, codes, regulations and ordinances.

5.13 Public Entity Crimes. A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not be awarded or perform work as a contractor, supplier, subcontractor, or engineer under a contract with any public entity in excess of the threshold amount provided in Florida Statutes, section 287.017 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

5.14 Prohibition against Contingent Fees. Service Provider warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the Service Provider to solicit or secure this Agreement and that they have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Service Provider, any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement.

5.13 Public Records. The Contractor shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Contractor in conjunction with this Agreement. Specifically, the Contractor shall:

- (a) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service.
- (b) Upon request of the City's custodian of public records, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in state law or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the

duration of the contract term and following completion of the contract if the contractor does not transfer the records to the City.

- (d) Meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of the Contractor upon termination of the Agreement and destroy and duplicate public records that are exempt or confidential and exempt from the public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology system of the City.

(e) IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (386) 878-8100, jraftery@deltonafl.gov, 2345 Providence Blvd., Deltona, Florida 32725.

Article 6. General Conditions

6.1 This Agreement is made under, and in all respects shall be interpreted, construed, enforced, and governed by and in accordance with, the laws of the State of Florida. Venue for any legal action resulting from this Agreement shall lie solely in Volusia County, Florida.

6.2 No modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith. The City may make changes in the services at any time by giving written notice to Service Provider. If such changes increase (additional services) or decrease (eliminate any amount of work) in the scope of work, City and Service Provider shall modify this agreement through issuance of a change order. All change orders shall be authorized in writing by City prior to commencing or reducing any term of this agreement.

6.3 The captions utilized in this Agreement are for the purposes of identification only and do not control or affect the meaning or construction of any of the provisions hereof.

6.4 This Agreement shall be binding upon and shall inure to the benefit of each of the parties and of their respective successors and permitted assigns. Nothing in this Agreement is intended or shall be deemed to confer any rights or benefits upon any entity or person other than the parties hereto or to make or render any such other entity or person a third-party beneficiary of this Agreement.

6.5 This Agreement may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the parties hereto.

6.6 The failure of any party hereto at any time to enforce any of the provisions of this Agreement will in no way constitute or be construed as a waiver of such provision or of any other provision hereof, nor in any way affect the validity of, or the right thereafter to enforce, each and every provision of this Agreement.

6.7 During the term of this Agreement Service Provider assures City that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that Service Provider does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discriminated in any form or manner against Service Provider employees or applicants for employment. Service Provider understands and agrees that this Agreement is conditioned upon the veracity of this statement of assurance.

Article 7. Severability

7.1 The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

7.2 Wherever provision is made in this Agreement for the giving, service or delivery of any notice, statement or other instrument, such notice shall be in writing and shall be deemed to have been duly given, served and delivered, if delivered by hand or mailed by United States registered or certified mail or sent by facsimile, addressed as follows:

If to Service Provider:
Phillip Marjason
Vice President
PARALEE COMPANY, INC.
3931 Kiawa Drive,
Orlando FL 32837

If to City:
Steven Danskine
Acting Public Works Director
City of Deltona
2345 Providence Blvd.
Deltona, Florida 32725

Each party hereto may change its mailing address by giving to the other party hereto, by hand delivery, United States registered or certified mail notice of election to change such address.

Article 8. Scope of Agreement

8.1 This Agreement is intended by the parties hereto to be the final expression of their Agreement, and it constitutes the full and entire understanding between the parties with respect

to the subject hereof, notwithstanding any representations, statements, or agreements to the contrary heretofore made.


8.2 This Agreement consists of the following:

This Agreement
Notice of Award
ITB Documents
Addendum, if any
Service Provider's Proposal

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK)

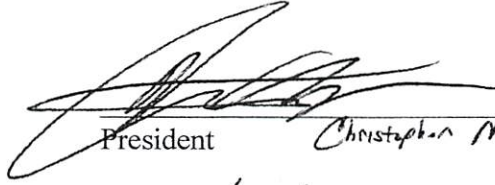
IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement for the purposes stated herein.

ATTEST:


Secretary

(CORPORATE SEAL)

SERVICE PROVIDER:


President Christopher Mayerson
5/23/2022
Date

ATTEST:

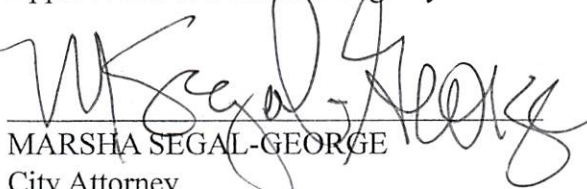

JOYCE RAFTERY
City Clerk

CITY OF DELTONA


JOHN A. PETERS, III
Acting City Manager

24 May 2022
Date

Approved as to Form and Legality:


MARSHA SEGAL-GEORGE
City Attorney



City of Deltona

BID/RFP 2nd RENEWAL FORM

For: AS NEEDED INSTRUMENTATION SERVICE AND REPAIRS
PER: ITB #22020

To be completed by Contractor:

YES ☒ We would like to renew this agreement for another year at the same price terms and conditions as the previous year.

NO ☐ We do not want to renew this agreement for another year.

**PLEASE SEND AN UPDATED INSURANCE CERTIFICATE NAMING
THE CITY OF DELTONA AS AN ADDITIONAL INSURED**

Allow us to update our records by providing the following information:

Name of Company / Organization: PARALEE COMPANY, INC.
Name of Contact Person: CHRISTOPHER MARSHALL
Mailing Address: 2934 CONNER LAKE, LEE SUMMER, FL 34741
Email Contact Address: CHRS @ PARALEE, INC. - COM
Phone: Organization: (407) 466 2617 Fax: ()

Contractor's Authorized Representative: [Signature] Date: 4/9/25

For City Use Only:

☒ Renewal Accepted

Pricing Agreement Expiration: May 22, 2026

Purchasing Agent: Mary E. Pérez-Vásquez

Date: 4.09.25

Department Director: [Signature]

Date: 4/9/25

Please return to the City of Deltona
Attn: Mary E. Perez
Purchasing Agent
2345 Providence Boulevard
Deltona, Florida 32725
Email: meperez@deltonafl.gov - Phone: (386) 878-8580 - Fax: (386) 878-8571

File Attachments for Item:

C. Continued discussion on the introduction of a Proposed Resolution adopting procedures for the initiation and adoption of Town ordinances.



TOWN OF HIGHLAND BEACH

AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE 01/06/2026

SUBMITTED BY: Lanelda Gaskins, Town Clerk's Office

SUBJECT: Continued discussion on the introduction of a Proposed Resolution adopting procedures for the initiation and adoption of Town ordinances

SUMMARY:

At the November 4, 2025 meeting, Town Commission discussed the proposed resolution adopting procedures for the initiation and adoption of Town ordinances. The Commission reached a consensus to revise the proposed resolution language to make advisory board review optional rather than mandatory. Also, suggested adding language indicating that the Commission may waive these requirements, and that the Town's failure to follow them will not invalidate the ordinance as long as all statutory obligations are followed.

This item is before the Town Commission to further discuss the modified language as follows:

B. *Introduction to the Town Commission.* Proposals for a new ordinance shall first be presented to the Town Commission for consideration. If approved in concept, the Commission shall direct the Town Manager, Town Staff, and the Town Attorney to research the subject matter and create a draft ordinance and may assign one of its members as the Ordinance sponsor.

C. *Advisory Board Recommendation.* The Commission may forward the draft ordinance to one or more advisory boards. As required by state statutes and the Town Code, all amendments to the Town's land development regulations or zoning code must first be considered by the Town's Planning Board at a public hearing. The advisory board(s) shall review the ordinance and propose any edits over the course of one of more public meetings. Once a majority of the board members agree to a final draft, the advisory board(s) shall provide a recommendation to the Town Commission along with the final draft

G. *Waiver.* The Town Commission, in the exercise of its discretion, reserves the right to waive the requirements of this Resolution when warranted under the circumstances. The Town's failure to follow the requirements of this Resolution shall not render any ordinance invalid provided that the Town followed all statutory requirements for adoption of ordinances set forth in Section 166.041, Florida Statutes.

Again, this initiative aligns with the Town Commission's 2024-2025 Strategic Priorities Plan, specifically Strategic Priority SP:22 – Evaluate Ordinance Development Process.

FISCAL IMPACT:

None

ATTACHMENTS:

Proposed Resolution and Ordinance Process Flowchart

RECOMMENDATION:

This item is presented at the Commission's discretion.



**TOWN OF HIGHLAND BEACH
RESOLUTION NO. _____**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF
HIGHLAND BEACH, FLORIDA ADOPTING PROCEDURES FOR THE
INITIATION AND ADOPTION OF TOWN ORDINANCES; AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Town of Highland Beach is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes, and may exercise such power and authority through the adoption of ordinances; and

WHEREAS, Section 166.041(1)(a), Florida Statutes, defines an “ordinance” as an official legislative action of the governing body, which action is a regulation of a general and permanent nature and enforceable as a local law; and

WHEREAS, the procedures set forth in Section 166.041, Florida Statutes, constitute the uniform method for the adoption and enactment of municipal ordinances; however, a municipality may specify additional requirements or procedures over and above the statutory requirements; and

WHEREAS, the Town Commission wishes to establish formal procedures for the initiation and adoption of Town ordinances and determines that the adoption of this Resolution is in the best interests of the Town and its residents.

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

Section 1. The foregoing recitals are ratified and incorporated herein.

Section 2. In addition to the statutory requirements set forth in Section 166.041, Florida Statutes, the Town Commission hereby adopts the following procedures for the initiation and adoption of ordinances:

- A. *Ordinance Initiation.* A new ordinance may be initiated by several different sources, including, but not limited to:
1. Commissioner or staff initiative;
 2. Advisory board initiative;
 3. Resident concerns expressed through public comments; or
 4. Response to state or federal actions or requirements.

- B. *Introduction to the Town Commission.* Proposals for a new ordinance shall first be presented to the Town Commission for consideration. If approved in concept, the Commission shall direct the Town Manager, Town Staff, and the Town Attorney to research the subject matter and create a draft ordinance and may assign one of its members as the Ordinance sponsor.
- C. *Advisory Board Recommendation.* The Commission may forward the draft ordinance to one or more advisory boards. As required by state statute and the Town Code, all amendments to the Town's land development regulations or zoning code must first be considered by the Town's Planning Board at a public hearing. The advisory board(s) shall review the ordinance and propose any edits over the course of one or more public meetings. Once a majority of the board members agree to a final draft, the advisory board(s) shall provide a recommendation to the Town Commission along with the final draft.
- D. *First Reading by the Town Commission.* On first reading, the Town Commission shall hear public comments and discuss the merits of the ordinance, along with the recommendation of the advisory board, if applicable. The Commission may either adopt the ordinance on first reading or send it back to the board and/or staff for modification or additional research.
- E. *Second Reading.* Once the ordinance is approved on first reading, it shall be presented to the Town Commission for public hearing and final discussion on second reading. Once the public hearing and Commission discussion is complete, the Town Commission votes to approve and enact the ordinance. The Town Commission may modify the ordinance previously adopted on first reading so long as the modifications do not materially alter the substance of the ordinance. If the substance of the ordinance is materially altered, Staff shall reinitiate the adoption process and proceed back to first reading.
- F. *Adoption and Implementation.* Once an ordinance is adopted, Town Staff shall take all appropriate steps to implement the ordinance.
- G. *Waiver.* The Town Commission, in the exercise of its discretion, reserves the right to waive the requirements of this Resolution when warranted under the circumstances. The Town's failure to follow the requirements of this Resolution

Proposed Resolution No.

shall not render any ordinance invalid provided that the Town followed all statutory requirements for adoption of ordinances set forth in Section 166.041, Florida Statutes.

Section 3. This Resolution shall be effective immediately upon adoption.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida, this ____ day of _____, 2026.

Natasha Moore
Mayor

ATTEST:

**REVIEWED FOR LEGAL
SUFFICIENCY:**

Lanelda Gaskins, MMC
Town Clerk

Leonard G. Rubin
Town Attorney

VOTES:

Mayor Natasha Moore
Vice Mayor David Stern
Commissioner Donald Peters
Commissioner Judith M. Goldberg
Commissioner Jason Chudnofsky

YES NO

ORDINANCE INITIATION

The initiation of a new ordinance may originate from several different sources:

- Commissioner/Staff initiative
- Citizen concerns expressed through public comments
- Response to state and federal actions
- Advisory Board Initiative

INTRODUCTION TOWN COMMISSION

A proposal for a new ordinance is presented to the commission for consideration. If approved in concept, the commission directs Town Manager and Town Attorney to research the subject matter and create a draft ordinance. Draft ordinance forwarded to the appropriate Advisory Board for recommendation.

Staff/Legal Team
Research & Draft
Ordinance

ADVISORY BOARD(S)

The appropriate advisory board reviews and proposes any edits to draft ordinance. This process may involve multiple meetings for review and to solicit public comments. Once a draft is settled upon, the advisory board provides a recommendation with the final draft to the commission for consideration for a First reading.

TOWN COMMISSION -- 1st READING

Commission discusses the public merits of the ordinance along with the recommendations of the assigned advisory board(s). Public input provided. Commission may move forward to 2nd Reading/Public Hearing or may send back to advisory board and/or staff for modifications or additional research.

TOWN COMMISSION -- 2nd READING/PUBLIC HEARING

After public hearing and final discussion, the commission votes to approve and enact ordinance. The Commission may request additional modifications.

TOWN STAFF -- ADOPTION & IMPLEMENTATION

File Attachments for Item:

A. Discussion of Fiscal Year (FY) 2025-2026 Strategic Priorities Plan.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE January 6, 2026

SUBMITTED BY: Town Manager's Office

SUBJECT: Discussion of Fiscal Year (FY) 2025-2026 Strategic Priorities Plan

SUMMARY:

The purpose of this memorandum is to formally transmit the Town's Annual Strategic Priorities Update and to outline the next steps in the Commission's annual strategic review process.

Attached for Commission review are the following materials:

- Year-End Strategic Priorities Update – This document provides a status update on the ranked initiatives and projects included in last year's Commission-approved Strategic Priorities Plan. It also identifies newly discussed initiatives that have emerged over the past six months and were not previously ranked by the Commission.
- Updated Strategic Priorities Plan (Full Version) – This document reflects the most current version of the Town's Strategic Priorities Plan, incorporating progress to date and recently identified initiatives.

Not included with this memorandum is an update to the Capital Improvement Plan (CIP). The CIP update is currently underway and has been slowed due to the complexity, design development, and engineering requirements associated with several major capital projects. The updated CIP will be provided to the Town Commission at the next scheduled meeting for review and discussion.

Next Steps for the Town Commission

The next phase of the strategic planning process is for the Town Commission to:

- Review the progress and status of the previously ranked strategic initiatives; and
 - Commence the ranking of initiatives and priorities for the upcoming year.
-

The Strategic Priorities Plan will be discussed over the course of the next several Commission meetings to allow adequate time for thoughtful review, discussion, and refinement before final rankings are adopted.

Fiscal Context and Emerging Considerations

As part of this annual review, it is important to acknowledge the emerging and significant threat of potential reductions or elimination of property tax revenue at the state level. Such changes could materially impact the Town's long-term financial capacity and may significantly slow or alter the implementation of strategic initiatives—particularly capital improvement projects. This fiscal uncertainty underscores the importance of careful prioritization and alignment between strategic goals and available financial resources.

Relationship to the Budget Process

The Strategic Priorities Plan serves as a foundational policy document for the Town. Together with the Five-Year Financial Forecast, it guides the development of the Town's annual budget and informs decisions regarding resource allocation, staffing, and capital investment.

Staff looks forward to continued collaboration with the Town Commission as we review progress, refine priorities, and establish a clear and achievable strategic direction for the upcoming year.

Please feel free to contact me should you have any questions in advance of our upcoming discussions.

FISCAL IMPACT:

TBD

ATTACHMENTS:

FY 2025-2026 Strategic Priorities Plan

FY 26 Strategic Priorities: Ranked Project List (*Year-end Update*)

RECOMMENDATION:

Commission review and discussion.



**TOWN OF HIGHLAND BEACH
FY 2025-2026 STRATEGIC PRIORITIES PLAN
JANUARY 6, 2026**

OUR VISION:

The Town of Highland Beach is a beautiful safe harbor in paradise whose residents never leave.

OUR MISSION:

To provide exceptional governance and municipal services, in partnership with our residents, in a fiscally responsible manner with an emphasis on planning for the future.

OUR MOTTO:

“3 Miles of Paradise”

OUR VALUES:

Help citizens live a better life by providing a safe and secure community.

Inclusiveness – we respect people, value diversity and are committed to equality.

Give exceptional citizen service.

Honor public trust through ethical behavior, transparency and servant leadership.

Lead with integrity at every level.

Assure fiscal responsibility and accountability.

Nurture and respect our natural environment.

Deliver services through collaborated efforts and coordinated actions.

STRATEGIC PRIORITIES

This strategic priority plan identifies ranked community projects and initiatives within four (4) operational categories. These projects and initiatives are classified as “Commenced” and “Planned” based on their implementation status and/or schedule. The strategic priority plan is a dynamic and simple document that serves as a decision-making tool to be updated on a quarterly basis via reports to the Town Commission. The strategic priorities are worked on concurrently by the assigned departments and staff with the ranking driving resource allocation. The plan is intrinsically linked to the annual operating budget which commits funds to complete the projects and initiatives identified. Completing a project and/or initiative leads to attaining the operational category goal for each and leads to fulfilling the mission and vision of the Town.

Organizational Excellence

Strengthen the Town’s ability to strategically, and effectively, deliver municipal services in a fiscally responsible, collaborative, inclusive and innovative manner.

Projects/Initiatives:

SP 4: Communication & Community Engagement

Description: Actively communicate with the public through multiple mediums and platforms to ensure the community receives timely value-added communications regarding town business and affairs. Town Manager’s Office is in the process of developing “My Highland Beach” app to improve interactive communication with residents. Also, plan community events.

Progress: Ongoing. ~~The Manager’s Office sends out a weekly news flash, the Manager’s Monthly Newsletter (emailed and mailed), updates Channel 99, and regular updates to Facebook. The Manager’s Office is evaluating the value of using polls, surveys and other social media platforms. Website use and navigation to be evaluated to improve user experience. “My Highland Beach” app has been created and is being tested by staff prior to public rollout. “My Highland Beach” app initial rollout complete.~~ FY 2026 focus is adding timely, value-added content, increase the number of users and integrate with other communication platforms.

SP 9: State Appropriations

Description: Requests for state financial assistance for capital improvement and planning projects. Annually evaluate town operations and capital improvement plan for opportunities for appropriation requests and/or grants.

Progress: ~~FY 2025 Appropriation submitted for PD Marine Docking Facility~~—**Successful**
FY 2026 Highland Beach Pedestrian Safety Project - In-road crosswalk lighting and repaving pathway.

SP 13: Financial Management Systems

Description: The Finance Department in partnership with the Manager’s Office is updating the town’s investment policy and the 5-year Financial Forecast Model.

Progress: ~~5-Year Financial Forecast Model presented to TC in May 2025.~~ Complete.
Revised model to be developed for May 2026 incorporating legislative and economic changes (e.g. property taxes.)

SP 15: Preferred Employer Program

Description: The Town Manager’s Office, in collaboration with the Town Commission, will design and implement a comprehensive compensation, workplace, and benefits program. This initiative aims to attract and retain high-quality employees who excel in teamwork and are committed to delivering exceptional municipal services and public safety.

Progress: Ongoing with annual budget. Year 2 of the multi-year process complete and will be evaluated annually with 5-Year Financial Forecast and budget process.

~~SP 20: Public Record Digitization/Management Project~~

~~Description: This project is the digitization of historical, hard copy records and documents. Project also includes the migration to Laserfiche Cloud Record Management System.~~

~~Progress: Seventy five thousand (75,000) records digitized to date and the goal is to digitize all historical records by end of 2024 and create a policy governing record management moving forward. Policy is drafted and under administrative review. Historical records digitization initiative complete. COMPLETE~~

SP 21: Charter Review/Amendments (Annual Review)

Description: Annual review and consideration of necessary charter revisions and/or amendments to ensure effective and efficient town operations consistent with best management practices. This project also involves evaluation of the previous charter amendments. Town Commission approved a referendum for March 2025 seeking authorization to spend \$3.5 million for two public safety projects: Old Fire Station and Marine Docking Facility.

Progress: Referendum scheduled for March 2025 passed. Annual review forthcoming.

Departments:

Town Manager’s Office
Highland Beach Fire Rescue Department
Finance Department
Clerks’ Office
IT Consultant

Advisory Board(s):

Financial Advisory Board

Public Infrastructure & Resiliency

Ensure that Town managed and maintained facilities, infrastructure and public places are afforded appropriate attention, maintenance, repairs, and upgrades.

Projects/Initiatives:

SP 2: Sanitary Sewer Lining Project

Description: The sanitary sewer system has begun to show signs of deterioration and needs complete rehabilitation via a comprehensive lining project. The selected method of rehabilitation is the least disruptive and most cost effective. The residents in March of 2024 authorized the project at a not to exceed cost of \$3.5 million. ~~Staff attempted to secure a “piggyback” contract to complete the project in phases. No such contract could be obtained;~~

therefore, staff will commence securing a Clean Water State Revolving Fund Loan (SRF) to complete the project in one single phase. Secured a contract with Institutform via OMINIA for \$1.5 million.

Progress: Staff has reached out to the State of Florida SRF Program. This project cannot start construction until FDOT has completed the A1A Resurfacing Project. August application date targeted. Project commenced with completion targeted for February 2026.

SP 6: A1A Highway RRR Project

Description: Partner with FDOT to ensure the road rehabilitation and resurfacing (RRR) project is completed with limited and controlled disruptions to the community. The project includes needed drainage improvements, paved shoulder enhancements to accommodate cyclists and embedded crosswalk lighting.

Progress: Under Construction. Target completion date June 2025 most likely January 2026.

SP 7: Town Entry Signs (A1A)

Description: The two existing town entry signs have deteriorated and need to be replaced.

Progress: Signs have been constructed. South sign installed and waiting for north installation. Landscaping follows installation. **COMPLETED**

SP 8: Marine Accessory Structures Ordinance Amendment(s)

Description: Conduct an in-depth review of all ordinance provisions related to the installation and construction of marine accessory structures to ensure they are appropriate for waterfront property owners. The review shall include a public engagement process. The project is being facilitated by the Planning Board, ordinance sponsor and staff at the direction of the Town Commission. The Town Commission on 12/17/2024 direct the Town Attorney to opine on "Floating Vessel Platforms (FVP)" and the Commission's ability to apply zoning setbacks.

Progress: Commission approved on Second Reading Ordinance 25-002 following a lengthy and thoughtful public review process. On January 21, 2025, the Commission reviewed the Town Attorney's legal opinion on FVP and selected to leave regulation of such with the FDEP. **COMPLETED**

SP 19: Zoning District Evaluation (Density)

Description: The Town Commission has directed to the Planning Board to commence a public review process of the permitted zoning densities of each zoning district within the town to see if it is appropriate to revise to preserve town character, accommodate redevelopment and protect property values.

Progress: The Planning Board has commenced its discussion of the public engagement process. The Commission has suspended further review pending Milani Park Project and "Live Local" legislative modifications. No other progress.

Departments:

Highland Beach Fire Rescue Department
Public Works Department
Town Planner
Town Manager's Office
Finance Department

Advisory Board(s):

Community Safety

Proactively plan for and responsively maintain a safe and resilient community focused on visibility, awareness and care for residents and visitors.

Projects/Initiatives:

SP 3: ~~Police Assigned Vehicle Program~~

~~Description: To enhance the recruitment and retention of high-quality police officers and remain competitive with neighboring agencies, the Town Commission has directed the Town Manager's Office, in collaboration with the Police Department, to develop an assigned vehicle program. The project will also involve exploring and assessing various financing options.~~

~~Progress: The Town Commission authorized the program and necessary budget amendments. Legal reviewing contract which will be followed by ordering. **COMPLETED**~~

SP 5: Police Marine Docking/Access Facility

Description: The project involves the design and construction of a marine docking facility to support the Police Department's patrol and rescue vessel. The facility will be situated at the western end of the Town Hall complex, behind the library. To offset project costs, the Town will actively seek grants and appropriations.

Progress: ~~The Police Department has secured the FIND Grant (50% cost share) for the design portion of the project. The Town Manager's Office and Police Department will pursue grants/appropriations for construction. Staff recommends a referendum as cost may exceed charter spending limit and may not be able to meet grant match obligations if awarded. State appropriation for the project secured and joint public safety referendum passed; however, engineering and permit delays have resulted in a one-year delay in the project to allow for securing annual FIND Grant.~~

SP 10: Fire Station Annex

Description: Consider the rehabilitation of the Old Fire Station to not only store reserve apparatus and equipment for the Fire Rescue department but also create useful and beautiful multi-purpose space for community functions.

Progress: ~~Preliminary design concepts and structural evaluation of old fire station completed. Project in value engineering and cost estimation phase. Staff recommends a referendum as cost may exceed charter spending limit. Joint public safety referendum passed and design engineering 50% complete.~~

SP 11: Police Department Real-Time Operations Center (Old Post Office)

Description: Explore the rehabilitation of the old Post Office into a real-time operations center and public entrance to the Police Department. Project will evaluation physical connection of the old Post Office to the existing Police Station and create a real-time operations center focused on crime prevention. Project also incorporates landscape architecture, site paving and ADA improvements.

Progress: Design and cost estimation 50% complete.

SP 14: Electric Vehicle Protocols (*Fire Safety*)

Description: In response to the increasing use of electric vehicles and other battery-powered modes of transport, the Town Commission has tasked the Fire Department, in collaboration with Condominium Associations, with developing fire safety guidelines for vehicle charging and rechargeable battery storage. These guidelines will aim to ensure safe practices and reduce fire risks within the community. The guidelines will be accompanied by a public outreach campaign.

Progress: Guidelines developed by Highlands Place Condominium and Vice Mayor Stern and will be used as template for other groups. Outreach pending.

~~SP 16: Home Occupation Ordinance Provisions~~

Description: ~~House Bill 403 which became effective July 1, 2021, prohibits local governments from taking certain actions relating to the licensure and regulation of home-based businesses, specifies conditions under which a business is considered a home-based business, authorizes home-based businesses to operate in areas zoned for residential use if the business meets certain criteria, specifies that home-based businesses are subject to certain business taxes and authorizes adversely affected current or prospective home-based business owners to challenge certain local government actions in violation of the statute.~~

~~The current “home occupation” regulations provided in Chapter 30 need to be revised to be compliant with Florida Statutes.~~

Progress: ~~Town Commission reviewed draft ordinance concepts and directed Planning Board to conduct public review and make recommendations.~~ **COMPLETED**

SP 22: Evaluate Ordinance Development Process

Description: Consider reviewing the current ordinance development procedure to ensure it is the most efficient and effective means of addressing community problems and challenges and engages the residents.

Progress: Town Commission discussed and directed review by all advisory boards on November 4, 2025. Advisory Board reviews to be scheduled through 2nd and 3rd Quarter FY 2026.

SP 23: Temporary Sign Ordinance Review

Description: The Town Commission and concerned residents have requested staff to evaluate the ordinance provisions related to temporary signs with a focus on political signs and real estate signs.

Progress: Suspended due to limitations imposed by SB 180. Consideration can resume in 2027. Initiative scope expanded to include permanent signage size. Planning Board to review community requests for larger permanent signs and develop recommendations for Town Commission consideration.

Departments:

Police Department
Building Department/Code Enforcement
Town Planner
Highland Beach Fire Rescue Department
Town Manager’s Office

Advisory Board(s)/Community Support Group(s):

Planning Board
Board of Appeals and Adjustments

Community Enrichment & Sustainability

Recognize the vital role Highland Beach's natural resources play in a healthy community and implement projects and policies that sustain them. Support residents' desire for community services and programs that enhance personal growth, knowledge and quality of life.

Projects/Initiatives:

SP 1: Milani Park

Description: Continue to work with Palm Beach County Administration and Parks and Recreation Department along with County Commissioner(s) on the future development of Milani Park. Milani Park is governed by a settlement agreement that stipulates design of the park and the timing of construction. The county has one more 5-year extension.

Progress: ~~Contract compliance review is ongoing. An archaeologist to assist with cultural resource review has been secured. Town Mayor facilitating design conversations with Palm Beach County.~~ County moving forward with project construction and has agreed to phase in parking with Phase I consisting of 38 general parking spaces. Construction planned for Summer 2026

SP 12: Comprehensive Plan Update

Description: Pursuant to state law, local governments are required to periodically update their Comprehensive Plan. The Town's comprehensive plan functions as a roadmap for a community's future growth and development, encompassing principles, guidelines, standards, and strategies to ensure orderly economic, social, physical, environmental, and fiscal growth. It captures the community's commitment to implementing sustainable, balanced development initiatives through detailed sections, which often include goals, objectives, and policies. These sections outline how the local government's programs, activities, and land development regulations will align with and promote the plan in a cohesive and consistent manner

Progress: ~~The Town Planner along with the Town Manager's Office has engaged a consultant to assist with our Comprehensive Plan update. Initial internal staff meetings have commenced and will be followed by a Commission and public engagement and approval process.~~ Comprehensive Plan modifications reviewed by Planning Board and Town Commission and sent to State for review.

SP 17: Dune Restoration & Management

Description: The Town Commission assigned the Natural Resource Preservation Advisory Board (NRPAB) to work with staff to educate the public on the importance of dune restoration and management.

Progress: The updated the 2013 Beach Feasibility Study completed. Natural Resource Advisory Board educating the public on the results. Successful public engagement at town events and breakfast event.

SP 18: Intracoastal Waterway (Speed Control)

Description: Community concerns exist regarding the safety of the intracoastal waterway, and the town needs to take an active role in its management.

Progress: Ongoing. The Marine Unit of the Police Department started in March of 2022 to improve boater safety by enforcing existing speeds, educating boaters, and heightening intracoastal presence. The police department will collect data and information that can be utilized by all stakeholders in the future to lower speeds and wakes in the intracoastal. The town will continue to meet with our neighboring communities and stakeholders to form partnerships to manage this critical resource.

SP 24: Gas-Powered Leaf Blower Regulations

Description: Community concern has surfaced over the continued use of gas-powered leaf blowers within the community based on noise, pollution, and personal health.

Progress: No progress.

SP 25: A1A Right-of-Way Beautification Project

Description: The Town Commission has expressed interest in evaluating the landscape conditions of the A1A Right-of-Way following the completion of the reconstruction and resurfacing of the State Road. This evaluation aims to assess whether landscaping applications are necessary or beneficial to enhance the aesthetics and functionality of the greenspace within the right-of-way.

Progress: No progress.

Departments:

Town Planner
Highland Beach Library
Town Manager's Office

Advisory Board(s)/Community Support Groups:

Natural Resources Preservation Advisory Board
Planning Board
Friends of the Library
Library Volunteers

Emerging Issues

The following emerging issues may require action by the community in the short-term planning horizon resulting in the creation of a new project/initiative or require re-prioritization of existing projects/initiatives.

The emerging issues include:

- **Reduction/Elimination of Property Tax Revenue**
- Aging/Underbuilt Infrastructure, Facilities & Structures
- A1A Drainage/Flooding Issues
- Climate Change/Sea Level Rise effect upon Intracoastal Waterways
- Outdated Management Systems
- American Disabilities Act (ADA) Requirements
- Inflation/Recessionary Concerns
- Property Insurance
- Affordability/Cost of Living

Capital Improvement Plan:

Attached to the Strategic Priorities Plan is the Town of Highland Beach Capital Improvement Plan (CIP) for Fiscal Years 2024-2029 Outlook. The full CIP is prepared annually by Town Administration. The CIP is a strategic and dynamic guide that outlines the Town of Highland Beach's plan for significant, long-term projects aimed at improving and maintaining the town's infrastructure. These projects range from public works improvements, fire, and life safety upgrades, and maintaining and upgrading existing facilities. The CIP not only provides a detailed projection of the town's capital needs but also a layout of funding sources and timelines for each project. This plan is crucial for the town's sustainable growth and development, ensuring that all projects are systematically planned and executed with the town's best interest in mind.

The benefits of the CIP are as follows:

- Ensure timely and systematic repair and replacement of aging infrastructure.
- To forecast the capital needs for the near- and long-term future to serve as a guide in making budgetary decisions.
- Identify the most economical and efficient means of timing and financing (if needed) capital projects.
- Provide an opportunity for public input in the budget and finance process.
- Help to eliminate unanticipated, poorly planned, or unnecessary capital expenditure.

As with many five-year plans, there are also projects that have not been funded. Several are dependent upon other projects occurring first, while others are at a funding level that may need alternate funding sources for our infrastructure needs to maximize the value of our public dollars.

Action Planning:

The successful implementation of the projects and initiatives defined in the strategic priorities plan is contingent upon the development of an action plan. The action plan must provide clear directions with the ordered tasks/steps needed with target completion dates along with resources needed to complete the project. The plan shall identify those responsible for completing the steps and tasks and monitoring the progress of the project.

As a project or initiative identified in the Strategic Priorities Plan moves from the "Planned" stage to "Commenced" stage, an action plan will be created by the assigned department. The action plan shall include:

- A well-defined description of the project/initiative to be completed; and,
- Tasks/steps that need to be carried out to complete the project/initiative; and,
- Department/Employee who will be in charge of carrying out each task; and,
- When will these tasks be completed (deadlines and milestones); and,
- Resources needed to complete the tasks; and,
- Measures to evaluate progress.

The assigned department shall forward its action plan to the Town Manager for review and approval. Once approved, the action plan will be posted on the Town website and will be updated monthly. It is important to note that some projects may require a more complex action plan based on the scope of the project/initiative. The *Action Plan Template* is attached for reference.

Strategic Priorities: Completed Projects & Initiatives List

Fiscal Year 2020

1. PBA Collective Bargaining Agreement 2020 - 2023
2. FOP Collective Bargaining/General Employees 2020-2023
3. Sanitary Sewer Collection System Evaluation -- CCTV
4. FY 2020-2025 Water & Sewer Rate Study
5. Crosswalk Enhancement Project – Pedestrian Activated Signs/Flashers
6. Install ERP IT System: BS&A Modules Permitting, GL, Fixed Assets, Cash Receipting, AP/AR, PO, Utility Billing
7. Define Purchasing/AP/AR Process, Roles & Responsibilities
8. Update Building Administrative Code Section -- 7th Edition of Florida Building Code:
9. Complete Salary Table & Job Description Update
10. Implement Geographic Information System (GIS) & Expand Capacity
11. Southeast Palm Beach County Coastal Resiliency Partnership & Climate Vulnerability Assessment
12. Bucket Tree Pilot Program

Fiscal Year 2021

1. Charter Review Process
2. Study Alternate Fire Rescue Service Models
3. Building Recertification Ordinance/Program
4. Crosswalk Enhancement Project – Overhead Lighting
5. Police Department – Marine Unit Formation
6. As-built drawing for Municipal Complex project
7. Right-of-Way (ROW) Disruption Ordinance
8. Town Hall Building Improvements
9. Fire Rescue Services Implementation
PR Campaign, Retain Fire Rescue Services Consultants; Retain Medical Director and Assistant Medical Director; Election; Retain architect for fire station design; Commenced fire station design process; Development of Medical Protocols; EMS vehicle selection; Execution of fire services dispatch agreement; Preparation of COCPN and State EMS application documents.
10. FY 2020-2025 Water & Sewer Rate Study Update

Fiscal Year 2022

1. Veterans' tab on Town's website
2. Police Department Accreditation (incl. Marine Unit)
3. Fund Balance Guidelines/Policy Revision
4. Property Rights Element – Comprehensive Plan Update
5. Building Permit Discount

Fiscal Year 2023

1. PBA Collective Bargaining Agreement FY 2023 – 2026
2. FOP Collective Bargaining (General Employees) FY 2023-2026
3. FY 2023 Appropriation Received: \$250,000 for Lift Station No. 2 Rehabilitation
4. 5-year financial forecast model completed (Updated Annually)
5. Purchasing Policy Update
6. Interactive Budget Posted on Website (Updated Annually)

7. Solid Waste Contract: FY 2023 -FY 2028 (w/ 2 one-year renewals)
8. Sprint/T-Mobile Cellular Lease Renewal (25-year Agreement based on a 5-year renewal periods)
9. Adopted Sea Turtle Lighting Ordinance
10. Updated Building Recertification Program (compliant with state statute)

Fiscal Year 2024

1. FY 2024 Appropriation Received: \$250,000 for Lift Station No. 3 Rehabilitation.
2. March 2024 Ballot Questions Approved: (1) Financing a Sanitary Sewer Lining Rehabilitation Project, (2) Raising the Current Funding Limitation, and (3) Ability to Designate Election Canvassing Duties to Palm Beach County.
3. Fire Station Construction
4. Fire Rescue Department Implementation
5. Mutual Aid Agreement with the City of Boca Raton
6. Code Enforcement Process Modified to Incorporate Special Magistrate
7. TOHB Beach Restoration Feasibility Study January 2024.

Fiscal Year 2025

1. Marine Accessory Structures Ordinance
2. Home Based Occupation Ordinance
3. Police Assigned Vehicle Program

Capital Improvement Plan: Completed Projects List

The 2024 budget was \$1.218M, with a \$685K spend, leaving \$533K unspent. Of this, \$225K is allocated for the completion of Lift Station 3 in 2025. The cancellation of the Metal Car awning project added another \$60K, while the remaining savings come from several Public Works projects that were completed under budget.

WS 24-001 Muffler Replacement for Generator

Project safeguarded efficient generator operation and reduced noise for residents. The project, with a \$100K budget, came in under budget at \$93.2K, saving \$6.8K.

WS 24-002 Media Replacement - Scrubbers & Degassifier

Project ensured optimal treatment process performance and remove harmful contaminants from the water supply. The project budgeted \$100K but came in under budget at \$99.8K, resulting in a slight savings.

PW/DST 24-003 Fence Replacement

Fence replaced due to end-of-life. Project completed on time and within budget of \$50K.

SW 24-006 Pipe Well Coating (3) LS

The original project planned to coat our existing piping. We changed it to HDPE, a better standard, saving us \$72K compared to the original \$150K budget, cutting the project's cost in half.

SW 24-007 Library Sewer Rehabilitation

Sewer library rehabilitation was completed, fixing the sewer issue in the Library. The project cost was \$17K vs the \$50K budgeted a savings of \$33K

SW 24-014 Upgrade Electrical Panel Lift Station 1

The electrical panel upgrade for lift station 1 was completed for \$10K, saving \$40K over the budgeted \$50K. The savings was mostly due to a rescale of inner components, as the exterior was unchanged.

WS 24-017 Vehicle Purchase 5

The purchase of a new vehicle to replace the aging one was within budget at \$30K.

PW/DST 24-019 Gas Dispenser & Pump

The dispenser system gas pump was completed for \$9K, saving \$21K over the budgeted \$30K.

PD/DST 24-002 Axon 2024-2028

The AXON Contract body-worn cameras, taser-less lethal, were purchased for \$48.3K instead of the budgeted \$52K, saving about \$3K.

PD 25-002 Marine Unit Trailer 2 Purchase

The Police Department trailer purchase, originally scheduled for 2025, was completed in 2024 and stayed within budget of \$20K.

PD/DST 24-003 Flock Safety 2 License Plate Reader and Surveillance

This project cost \$27.7K, slightly over budgeted at \$25K.

PD/DST 24-004 Motorola

This project replaced current police radios with (23) new units, coming in on budget at \$53K (annual cost.)

PD/DST 24-005 New Carpet for Police Department

The Police Department's carpet replacement was completed on budget of \$12K.

FD/GF 24-001 Rescue Holmatro Equipment

Holmatro Cutter, Spreader, Ram, and associated battery packs were purchased within budget of \$44K.



FY 26 STRATEGIC PRIORITIES: RANKED PROJECT LIST

Year-end Update

December 31, 2025

SP 1: Milani Park

Description: Continue to work with Palm Beach County Administration and Parks and Recreation Department along with County Commissioner(s) on the future development of Milani Park. Milani Park is governed by a settlement agreement that stipulates design of the park and the timing of construction. The county has one more 5-year extension. ~~Progress:~~ Contract compliance review is ongoing. An archaeologist to assist with cultural resource review has been secured. Town Mayor facilitating design conversations with Palm Beach County. County moving forward with project construction and has agreed to phase in parking with Phase I consisting of 38 general parking spaces. Construction planned for Summer 2026.

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Progress: Staff has reached out to the State of Florida SRF Program. This project cannot start construction until FDOT has completed the A1A Resurfacing Project. ~~August application date targeted. Project commenced with completion targeted for February 2026.~~

SP 3: ~~Police Assigned Vehicle Program~~

Description: ~~To enhance the recruitment and retention of high-quality police officers and remain competitive with neighboring agencies, the Town Commission has directed the Town Manager's Office, in collaboration with the Police Department, to develop an assigned vehicle program. The project will also involve exploring and assessing various financing options.~~

Progress: ~~The Town Commission authorized the program and necessary budget amendments. Legal reviewing contract which will be followed by ordering.~~

COMPLETED

SP 4: Communication & Community Engagement

Description: Actively communicate with the public through multiple mediums and platforms to ensure the community receives timely value-added communications regarding town business and affairs. Town Manager's Office is in the process of developing "My Highland Beach" app to improve interactive communication with residents. Also, plan community events.

Progress: Ongoing. ~~The Manager's Office sends out a weekly news flash, the Manager's Monthly Newsletter (emailed and mailed), updates Channel 99, and regular updates to Facebook. The Manager's Office is evaluating the value of using polls, surveys and other social media platforms. Website use and navigation to be evaluated to improve user experience. "My Highland Beach" app has been created and is being tested by staff prior to public rollout. "My Highland Beach" app initial rollout complete.~~

FY 2026 focus is adding timely, value-added content, increase the number of users and integrate with other communication platforms.

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Description: The project involves the design and construction of a marine docking facility to support the Police Department's patrol and rescue vessel. The facility will be situated at the western end of the Town Hall complex, behind the library. To offset project costs, the Town will actively seek grants and appropriations.

Progress: ~~The Police Department has secured the FIND Grant (50% cost share) for the design portion of the project. The Town Manager's Office and Police Department will pursue grants/appropriations for construction. Staff recommends a referendum as cost may exceed charter spending limit and may not be able to meet grant match obligations if awarded.~~ State appropriation for the project secured and joint public safety referendum passed; however, engineering and permit delays have resulted in a one-year delay in the project to allow for securing annual FIND Grant.

SP 6: A1A Highway RRR Project

Description: Partner with FDOT to ensure the road rehabilitation and resurfacing (RRR) project is completed with limited and controlled disruptions to the community. The project includes needed drainage improvements, paved shoulder enhancements to accommodate cyclists and embedded crosswalk lighting.

Progress: Under Construction. Target completion date ~~June 2025~~ most likely January 2026.

SP 7: ~~Town Entry Signs (A1A)~~

Description: ~~The two existing town entry signs have deteriorated and need to be replaced.~~

Progress: ~~Signs have been constructed. South sign installed and waiting for north installation. Landscaping follows installation.~~ **COMPLETED**

SP 8: ~~Marine Accessory Structures Ordinance Amendment(s)~~

Description: ~~Conduct an in-depth review of all ordinance provisions related to the installation and construction of marine accessory structures to ensure they are appropriate for waterfront property owners. The review shall include a public engagement process. The project is being facilitated by the Planning Board, ordinance sponsor and staff at the direction of the Town Commission. The Town Commission on 12/17/2024 direct the Town Attorney to opine on "Floating Vessel Platforms (FVP)" and the Commission's ability to apply zoning setbacks.~~

Progress: ~~Commission approved on Second Reading Ordinance 25-002 following a lengthy and thoughtful public review process. On January 21, 2025, the Commission reviewed the Town Attorney's legal opinion on FVP and selected to leave regulation of such with the FDEP.~~ **COMPLETED**

SP 9: State Appropriations

Description: Requests for state financial assistance for capital improvement and planning projects. Annually evaluate town operations and capital improvement plan for opportunities for appropriation requests and/or grants.

Progress: ~~FY 2025 Appropriation submitted for PD Marine Docking Facility—~~**Successful**
FY 2026 Highland Beach Pedestrian Safety Project - In-road crosswalk lighting and repaving pathway.

SP 10: Fire Station Annex

Description: Consider the rehabilitation of the Old Fire Station to not only store reserve apparatus and equipment for the Fire Rescue department but also create useful and beautiful multi-purpose space for community functions.

Progress: ~~Preliminary design concepts and structural evaluation of old fire station completed. Project in value engineering and cost estimation phase. Staff recommends a referendum as cost may exceed charter spending limit.~~ Joint public safety referendum passed and design engineering 50% complete.

SP 11: Police Department Real-Time Operations Center (*Old Post Office*)

Description: Explore the rehabilitation of the old Post Office into a real-time operations center and public entrance to the Police Department. Project will evaluation physical connection of the old Post Office to the existing Police Station and create a real-time operations center focused on crime prevention. Project also incorporates landscape architecture, site paving and ADA improvements.

Progress: Design and cost estimation 50% complete.

SP 12: Comprehensive Plan Update

Description: Pursuant to state law, local governments are required to periodically update their Comprehensive Plan. The Town's comprehensive plan functions as a roadmap for a community's future growth and development, encompassing principles, guidelines, standards, and strategies to ensure orderly economic, social, physical, environmental, and fiscal growth. It captures the community's commitment to implementing sustainable, balanced development initiatives through detailed sections, which often include goals, objectives, and policies. These sections outline how the local government's programs, activities, and land development regulations will align with and promote the plan in a cohesive and consistent manner

Progress: ~~The Town Planner along with the Town Manager's Office has engaged a consultant to assist with our Comprehensive Plan update. Initial internal staff meetings have commenced and will be followed by a Commission and public engagement and approval process.~~ Comprehensive Plan modifications reviewed by Planning Board and Town Commission and sent to State for review.

SP 13: Financial Management Systems

Description: The Finance Department in partnership with the Manager's Office is updating the town's investment policy and the 5-year Financial Forecast Model.

Progress: ~~5-Year Financial Forecast Model presented to TC in May 2025.~~ Complete. Revised model to be developed for May 2026 incorporating legislative and economic changes (e.g. property taxes.)

SP 14: Electric Vehicle Protocols (*Fire Safety*)

Description: In response to the increasing use of electric vehicles and other battery-powered modes of transport, the Town Commission has tasked the Fire Department, in collaboration with Condominium Associations, with developing fire safety guidelines for vehicle charging and rechargeable battery storage. These guidelines will aim to ensure safe practices and reduce fire risks within the community. The guidelines will be accompanied by a public outreach campaign.

Progress: Guidelines developed by Highlands Place Condominium and Vice Mayor Stern and will be used as template for other groups. Outreach pending.

SP 15: Preferred Employer Program

Description: The Town Manager's Office, in collaboration with the Town Commission, will design and implement a comprehensive compensation, workplace, and benefits program. This initiative aims to attract and retain high-quality employees who excel in teamwork and are committed to delivering exceptional municipal services and public safety.

Progress: Ongoing with annual budget. Year 2 of the multi-year process complete and will be evaluated annually with 5-Year Financial Forecast and budget process.

SP 16: Home Occupation Ordinance Provisions

Description: ~~House Bill 403 which became effective July 1, 2021, prohibits local governments from taking certain actions relating to the licensure and regulation of home-based businesses, specifies conditions under which a business is considered a home-based business, authorizes home-based businesses to operate in areas zoned for residential use if the business meets certain criteria, specifies that home-based businesses are subject to certain business taxes and authorizes adversely affected current or prospective home-based business owners to challenge certain local government actions in violation of the statute.~~

~~The current "home occupation" regulations provided in Chapter 30 need to be revised to be compliant with Florida Statutes.~~

Progress: ~~Town Commission reviewed draft ordinance concepts and directed Planning Board to conduct public review and make recommendations.~~ **COMPLETED**

SP 17: Dune Restoration & Management

Description: The Town Commission assigned the Natural Resource Preservation Advisory Board (NRPAB) to work with staff to educate the public on the importance of dune restoration and management.

Progress: The updated the 2013 Beach Feasibility Study completed. Natural Resource Advisory Board educating the public on the results. Successful public engagement at town events and breakfast event.

SP 18: Intracoastal Waterway (Speed Control)

Description: Community concerns exist regarding the safety of the intracoastal waterway, and the town needs to take an active role in its management.

Progress: Ongoing. The Marine Unit of the Police Department started in March of 2022 to improve boater safety by enforcing existing speeds, educating boaters, and heightening intracoastal presence. The police department will collect data and information that can be utilized by all stakeholders in the future to lower speeds and wakes in the intracoastal. The town will continue to meet with our neighboring communities and stakeholders to form partnerships to manage this critical resource.

SP 19: Zoning District Evaluation (Density)

Description: The Town Commission has directed to the Planning Board to commence a public review process of the permitted zoning densities of each zoning district within the town to see if it is appropriate to revise to preserve town character, accommodate redevelopment and protect property values.

Progress: The Planning Board has commenced its discussion of the public engagement process. The Commission has suspended further review pending Milani Park Project and "Live Local" legislative modifications. No other progress.

SP 20: Public Record Digitization/Management Project

Description: This project is the digitization of historical, hard copy records and documents. Project also includes the migration to Laserfiche Cloud Record Management System.

Progress: Seventy five thousand (75,000) records digitized to date and the goal is to digitize all historical records by end of 2024 and create a policy governing record management moving forward. Policy is drafted and under administrative review. Historical records digitization initiative complete. **COMPLETE**

SP 21: Charter Review/Amendments (Annual Review)

Description: Annual review and consideration of necessary charter revisions and/or amendments to ensure effective and efficient town operations consistent with best management practices. This project also involves evaluation of the previous charter amendments. Town Commission approved a referendum for March 2025 seeking authorization to spend \$3.5 million for two public safety projects: Old Fire Station and Marine Docking Facility.

Progress: Referendum scheduled for March 2025 passed. Annual review forthcoming.

SP 22: Evaluate Ordinance Development Process

Description: Consider reviewing the current ordinance development procedure to ensure it is the most efficient and effective means of addressing community problems and challenges and engages the residents.

Progress: Town Commission discussed and directed review by all advisory boards on November 4, 2025. Advisory Board reviews to be scheduled through 2nd and 3rd Quarter FY 2026.

SP 23: Temporary Sign Ordinance Review

Description: The Town Commission and concerned residents have requested staff to evaluate the ordinance provisions related to temporary signs with a focus on political signs and real estate signs.

Progress: Suspended due to limitations imposed by SB 180. Consideration can resume in 2027. Initiative scope expanded to include permanent signage size. Planning Board to review community request for larger permanent signs and develop recommendation for Town Commission consideration.

SP 24: Gas-Powered Leaf Blower Regulations

Description: Community concern has surfaced over the continued use of gas-powered leaf blowers within the community based on noise, pollution, and personal health.

Progress: No progress.

SP 25: A1A Right-of-Way Beautification Project

Description: The Town Commission has expressed interest in evaluating the landscape conditions of the A1A Right-of-Way following the completion of the reconstruction and resurfacing of the State Road. This evaluation aims to assess whether landscaping applications are necessary or beneficial to enhance the aesthetics and functionality of the greenspace within the right-of-way.

Progress: No progress.

NEW SP

Reasonable Accommodations Procedure (Certified Recovery Facilities)

Description: The state legislature approved SB 954 that requires all municipalities to codify a reasonable accommodations procedure for recovery facilities pursuant to the Fair Housing Act and American with Disabilities Act.

Progress: Town Commission reviewed initial drafted developed by the Town Attorney and forwarded to the Planning Board for review and recommendations.

E-Bikes, Scooters and Motorcycles

Description: The increasing presence of electric bikes, scooters, motorcycles, and similar motorized devices on our pathways and streets has created growing safety concerns. As these devices become more common, so too have conflicts among users—particularly between motorized riders and pedestrians who share the same limited spaces. In response, local municipalities and the State are evaluating reasonable regulations aimed at promoting safe, responsible use and ensuring the protection of pedestrians and residents alike.

Progress: None

GIS Inventory of Built Assets

Description: Expand the use of the Town's existing Geographic Information System (GIS) software (ESRI) and Global Positioning System (GPS) tools to establish a comprehensive inventory of all built assets, enabling improved maintenance, enhanced operational planning, and more proactive lifecycle management. This initiative will support data-driven decision-making, streamline field operations, and ensure accurate, real-time information is available to staff responsible for infrastructure, utilities, public safety, and facilities management.

Progress: None.

Waterfront Seawall/Dock Clarification

Description: Review the existing Town Code provisions governing hardscape walkways installed adjacent to seawalls, docks, or the Intracoastal shoreline. Recent applications have identified potential unintended limitations within current language—specifically the phrase “whichever is further landward”—which may restrict the ability of property owners to construct safe, continuous walkways to the true edge of their waterfront land. This may affect not only properties with traditional seawalls but also direct Intracoastal lots with natural shoreline conditions.

Progress: None.