



Town of Highland Beach Notice of Public Meeting Protocol

The Town of Highland Beach is committed to serving the needs of the public while also working to ensure the safety and health of the town's staff, the community, and visitors alike. In accordance with the State and the County's easing of the COVID-19 restrictions, effective June 01, 2021, all town departments reopen with regular operating hours.

That said, as an added layer of protection for the safety of all attending meetings in the Commission Chambers, the wearing of facial coverings or masks are strongly encouraged. Also, until further notice, social distancing requirements and in-person meeting capacity limits remains in place. For those interested, Zoom Video Communications and telephone participation are offered.

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

PREREGISTRATION FOR IN-PERSON ATTENDANCE/PARTICIPATION AT ALL MEETINGS:

- All interested persons, Quasi-Judicial meeting applicants, their representatives, and witnesses **must preregister** to attend/participate in a meeting by sending an email to Town Clerk Lanelda Gaskins at publiccomments@highlandbeach.us or contacting (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday, if the meeting is scheduled for that Tuesday, etc.**) The subject matter to be discussed must be included in the preregistration request. If the meeting is a **Public Hearing Quasi-Judicial meeting**, the subject matter and application number must be included in the preregistration request.
- In-person attendance/participation will be based upon the order in which the Town Clerk's Office receives the preregistration requests. For **Public Hearing Quasi-Judicial meetings**, precedence into the Commission Chambers will be given to applicants, their representatives and/or witnesses over all others preregistered parties. The Quasi-Judicial meeting participants will also be allowed in the Commission Chambers at the time of the hearing that is relevant to their applicant/client.
- The Zoom Video Communications is an option for those individuals who are interested in participating on the meeting online or via telephone.

ZOOM PARTICIPATION:

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

- To Join Meeting: All interested persons **must preregister** to participate by contacting Town Clerk Lanelda Gaskins at publiccomments@highlandbeach.us or by calling (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday if the meeting is scheduled for that Tuesday; and by 4:30 P.M.**).

- Meeting access information and instructions will be provided to those persons two hours prior to the meeting.
- The video camera display feature will only be enabled for Public Hearing Quasi-Judicial matters and during public comments only. The video camera display feature will be disabled for public use.

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

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

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

PROVIDING PUBLIC COMMENT:

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

TO SEND COMMENTS IN ADVANCE VIA EMAIL:

- To submit public comments, click on the link <https://mmportal6.teamunicode.com//> to go to the Agendas and Meeting webpage. At the top of the page click on "Public Comments" to submit your comments, or
- Submit your comments to publiccomments@highlandbeach.us.
- The Town will receive such public comments no later than two (2) hours prior to the meeting. If timely received, Town staff will read the public comment at the meeting.
- Live Zoom Video Participation - If attending via Zoom online, please follow Zoom instructions above. Once the meeting gets to the applicable public comment period, the host of the meeting will allow public participants (audio only) into the meeting from the waiting room, to provide live public comment.
- Live Zoom Telephone Participation - If attending via Zoom by telephone, please follow the instructions above. Once the meeting gets to the appropriate public comment period, the host of the meeting will allow public participants into the meeting from the waiting room, to provide live public comment.

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

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TOWN OF HIGHLAND BEACH TOWN COMMISSION SPECIAL MEETING AGENDA

Wednesday, February 16, 2022 AT 1:30 PM

TOWN HALL COMMISSION CHAMBERS

3614 S. OCEAN BOULEVARD
HIGHLAND BEACH, FL 33487

Town Commission

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

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1. **CALL TO ORDER**
 2. **ROLL CALL**
 3. **PLEDGE OF ALLEGIANCE**
 4. **APPROVAL OF THE AGENDA**
 5. **PUBLIC COMMENTS**

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

6. **2022 STRATEGIC PLAN REVIEW**

[A.](#) Strategic Priorities Plan

7. **TOWN COMMISSION COMMENTS**

Commissioner John Shoemaker

Commissioner Evalyn David

Commissioner Peggy Gossett-Seidman

Vice Mayor Natasha Moore

Mayor Douglas Hillman

8. ADJOURNMENT

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

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

File Attachments for Item:

A. Strategic Priorities Plan



TOWN OF HIGHLAND BEACH DRAFT 2022 STRATEGIC PRIORITIES PLAN FEBRUARY 2022

OUR VISION:

A residential community striving to provide the highest quality of living standards for present and future residents.

OUR MISSION:

Maintain and improve the focus of Highland Beach as premier beachside residential community providing excellence in government and services to protect our “*unique sense of place*”.

OUR VALUES:

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

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

Give exceptional citizen service.

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

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 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 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:

Commenced:

- Collaborate with Palm Beach County on Cam Milani Park Development
- Community Engagement Process
- Veterans website
- Establish Condominium/HOA/Commission Partnership Forum
- Develop a Communication Plan
- Fund Balance Guidelines
- Strategic Budget Process
- Public Record Digitization & Management Project

Planned:

- PBA Collective Bargaining Agreement: FY 2023 – 2026
- FOP Collective Bargaining/General Employees: FY 2023 – 2026
- Define Human Resource/Personnel Roles & Responsibilities
- Develop 5-year Financial Forecast Model
- Define Purchasing/AP/AR Process, Roles & Responsibilities
- Investment Policy Review

Departments:

Town Manager’s Office
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:

Commenced:

- Undertake Sanitary Sewer Collection System Project
- Town Entry Signs—A1A
- FY 2020-2025 Water & Sewer Rate Study Update
- Engage in FDOT RRR Project Design & Construction
- A1A Drainage/Flooding Issues
- Maintain 5-year Capital Improvement Projects Program

Planned:

- Veterans Memorial

Departments:

Public Works Department

Town Planner

Town Manager's Office

Finance Department

Advisory Board(s):

Financial Advisory Board

Planning Board

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:

Commenced:

- Fire Rescue Department Implementation
- Marine Accessory Structures Ordinance
- Systematic Update of the Town Code of Ordinances
- Property Rights Element – Comprehensive Plan Update (*Legislative Mandate*)
- Home Based Business Ordinance/Updates (*Legislative Mandate*)

Planned:

- Implement 2020 FIRM Flood Maps/Ordinance Revision
- Systematic Update of the Town Code of Ordinances

Departments:

Police Department
Building Department/Code Enforcement
Town Planner
City of Delray Beach Fire Department
Town Manager's Office

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

Planning Board
Board of Appeals and Adjustments
Code Enforcement Board
Highland Beach Police Foundation

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:

Commenced:

- Collaborate with Palm Beach County on Cam Milani Park Development
- Maintain participation in the Southeast Palm Beach County Coastal Resiliency Partnership
- Sea Turtle Lighting Standards/Requirements
- Update Beach Erosion Study

Planned:

- Dune Management & Restoration
- Improve Recycling and Waste Reduction Rates

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:

- 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
- Demand Web-based and Alternative Library Materials & Resources

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 direction 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
- Tasks/steps that need to be carried out to complete the project/initiative
- Department/Employee who will be in charge of carrying out each task
- When will these tasks be completed (deadlines and milestones)
- Resources needed to complete the tasks
- 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 on a monthly basis. It is important to note that some project 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: Ranked Projects & Initiatives List

Commenced

1. **Undertake Sanitary Sewer Collection System Project**
Progress: ARPA Funded Project-- Bid Preparation Phase
2. **Maintain 5-year Capital Improvement Projects Program**
Progress: Identified in the FY 2021-2022 budget
3. **Fire Rescue Department Implementation**
Refer to Fire Rescue Department Implementation Plan for more details
4. **Collaborate with Palm Beach County on Cam Milani Park Development**
Progress: Engaged in conversations with the County
5. **Develop a Communication Plan**
Progress: Engagement of PR Firm commenced – Draft Q4
6. **Town Entry Signs—A1A**
Progress: Design proposal and landscape architect contracts executed – Draft options Q3
7. **A1A Drainage/Flooding Issues**
Progress: FDOT commitments secured – Appropriation Request Submitted
8. **Strategic Budget Process**
Progress: Commenced; Integrate Strategic Priorities within Budget – Evaluate Two year Budget
9. **Fund Balance Guidelines**
Progress: Commenced; FAB Recommendation – 1/27/22 TB Review
10. **Community Engagement Process**
Progress: Evaluating survey tools and software; Manager’s Minute, Coffee with Mayor events, Food truck events
11. **Marine Accessory Structures Ordinance**
Progress: Draft completed TB Review 3/1
12. **Engage in FDOT RRR Project Design & Construction**
Progress: Commenced; construction starting FY 2024 Preliminary Design Phase
13. **Public Record Digitization & Management Project**
Progress: Commenced; 75,000 pages scanned to date
14. **Establish Condominium/HOA/Commission Partnership Forum**
Progress: Condominium presidents meeting scheduled for 2/22
15. **Investment Policy Review**
Progress: PNC Custodial Contract in place....evaluate investment laddering options FAB Review Q4
16. **Sea Turtle Lighting Standards/Requirements**
Progress: Draft Ordinance created TB Review Q3
17. **Veterans website**
Progress: Draft website completed
18. **FY 2020-2025 Water & Sewer Rate Study Update**
Progress: Commenced FAB/TB Review Q3

New Projects

1. **Veterans Memorial**
Progress: To be incorporated with renovation of Fire station
2. **Update Beach Erosion Study**
Progress: TBD

3. **PBA Collective Bargaining Agreement 2023 - 2026**
Progress: Commence process in Q3
4. **FOP Collective Bargaining/General Employees 2023-2026**
Progress: Commence process in Q3

Planned

1. **Maintain & Refine 5-year Financial Forecast Model**
2. **Implement 2020 FIRM Flood Maps/Ordinance Revision**
3. **Dune Management & Restoration**
4. **Define Human Resource/Personnel Roles & Responsibilities**
5. **Property Rights Element – Comprehensive Plan Update (*Legislative Mandate*)**
6. **Home Based Business Ordinance/Updates (*Legislative Mandate*)**
7. **Improve Recycling and Waste Reduction Rates**
8. **Systematic Update of the Town Code of Ordinances**
9. **PBA Collective Bargaining Agreement 2023 - 2026**
10. **FOP Collective Bargaining/General Employees 2023-2026**

Completed

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. **Study Alternate Fire Rescue Service Models**
7. **Install ERP IT System: BS&A Modules Permitting, GL, Fixed Assets, Cash Receipting, AP/AR, PO, Utility Billing**
8. **Define Purchasing/AP/AR Process, Roles & Responsibilities**
9. **Update Building Administrative Code Section -- 7th Edition of Florida Building Code:**
10. **Complete Salary Table & Job Description Update**
11. **Implement Geographic Information System (GIS) & Expand Capacity**
12. **Crosswalk Enhancement Project – Overhead Lighting**
13. **Southeast Palm Beach County Coastal Resiliency Partnership & Climate Vulnerability Assessment**
14. **Right-of-Way (ROW) Disruption Ordinance**
15. **Bucket Tree Pilot Program**
16. **Charter Review Process**
17. **Building Recertification Ordinance/Program**
18. **Building Permit Discount**
19. **Police Department – Marine Unit Formation**
20. **As-built drawing for Municipal Complex project**
21. **Town Hall Building Improvements**
22. **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