



# Town of Highland Beach

## Notice of Public Meeting Protocol

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

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

### ZOOM PARTICIPATION:

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

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

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

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

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

### PROVIDING PUBLIC COMMENT:

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

### TO SEND COMMENTS IN ADVANCE VIA EMAIL:

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

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

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



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

**Tuesday, November 15, 2022 AT 1:30 PM**

## **TOWN HALL COMMISSION CHAMBERS**

3614 S. OCEAN BOULEVARD  
HIGHLAND BEACH, FL 33487

### **Town Commission**

**Douglas Hillman  
Natasha Moore  
Evalyn David  
John Shoemaker**

**Mayor  
Vice Mayor  
Commissioner  
Commissioner**

**Marshall Labadie  
Lanelda Gaskins  
Glen J. Torcivia**

**Town Manager  
Town Clerk  
Town Attorney**

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

A. None.

- 6. PUBLIC COMMENTS**

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

- 7. ANNOUNCEMENTS**

Board Vacancies

Board of Adjustment and Appeals - Two (2) vacancies for a three-year term

Meetings and Events

November 16, 2022 - 1:00 P.M.	Code Enforcement Board Regular Meeting
November 17, 2022 - 9:30 A.M.	Planning Board Regular Meeting
November 22, 2022 - 1:30 P.M.	Town Commission Special Meeting
December 06, 2022 - 1:30 P.M.	Town Commission Meeting
December 07, 2022 – 6:00 P.M.	Public Meeting Accessory Marine Facility Regulations

Board Action Report

A. None.

**8. ORDINANCES**

A. None.

**9. CONSENT AGENDA**

A. Resolution No. 2022-029

A Resolution of the Town Commission of the Town of Highland Beach, Florida, ratifying the selection, appointments, and term of office of members of the Planning Board; and providing for an effective date.

**10. UNFINISHED BUSINESS**

A. Fire Rescue Implementation Update

**11. NEW BUSINESS**

A. Consideration of the proposal from CivicPlus to update and centralize web services related to the Town's website.

B. Approval of Meeting Minutes

November 01, 2022 - Commission Meeting Minutes

November 04, 2022 - Commission Meeting Special Minutes

**12. TOWN COMMISSION COMMENTS**

Commissioner John Shoemaker

Commissioner Evalyn David

Vice Mayor Natasha Moore

Mayor Douglas Hillman

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

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

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

**File Attachments for Item:**

A. Resolution No. 2022-029

A Resolution of the Town Commission of the Town of Highland Beach, Florida, ratifying the selection, appointments, and term of office of members of the Planning Board; and providing for an effective date.



# TOWN OF HIGHLAND BEACH

## AGENDA MEMORANDUM

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**MEETING TYPE:** Commission Meeting

**MEETING DATE** November 15, 2022

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

**SUBJECT:** Resolution No. 2022-029

A Resolution of the Town Commission of the Town of Highland Beach, Florida, ratifying the selection, appointments, and term of office of members of the Planning Board; and providing for an effective date.

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**SUMMARY:**

Consideration of Resolution No. 2022-029 ratifying the selection, appointments, and term of office of members of the Planning Board; and providing for an effective date.

In January 2020, Mr. Brown was appointed to the Planning Board to serve an unexpired term that ended September 1, 2022, and seeking to serve a full three-year term, ending November 15, 2025. Mr. Brown is eligible for reappointment.

In addition, Chairperson Eric Goldenberg supports the reappointment of Mr. Roger Brown.

To conclude, Mr. Brown has met the qualifications for reappointment that a person shall be a resident of the Town domiciled within the corporate limits and has been a registered voter of Highland Beach for at least one year prior to reappointment. These results were corroborated by records from the Palm Beach County Property Appraiser and the Palm Beach County Supervisor of Elections Offices websites.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

Chairperson Goldenberg's Vetting Response and Roger Brown Application  
Resolution No. 2022-029

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**RECOMMENDATION:**

With the Commission consideration, Staff recommends the adoption of Resolution No. 2022-029 appointing Roger Brown to the Planning Board to serve terms as outlined in the resolution.

**From:** [Eric Goldenberg](#)  
**To:** [Lanelda Gaskins](#)  
**Subject:** ROGER BROWN REAPPOINTMENT TO THE PLANNING BOARD  
**Date:** Wednesday, November 9, 2022 1:00:16 PM

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To whom it might concern:

Roger Brown has been an active and involved member of our Planning Board. I would be most happy to have him reappointed. His participation and input has been a valuable addition to our Board and Highland Beach.

Eric Goldenberg  
Chairman of the Planning Board of Highland Beach

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Eric Goldenberg  
610-613-2420  
[gldnbrg@gmail.com](mailto:gldnbrg@gmail.com)

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**Town of Highland Beach**  
**Town Clerk's Office**  
**3614 S. Ocean Boulevard**  
**Highland Beach, Florida 33487**  
**Phone: (561)278-4548 Fax: (561)265-3582**



### **BOARDS AND COMMITTEES APPLICATION**

This information is for consideration of appointment to a Town Board. Please complete and return this form to the Town Clerk, along with your *resume and proof of residency such as a government issued identification or voter registration card.*

PLEASE NOTE: Florida Public Records Law is very broad. Documents relevant to town business is public records and is subject to public disclosure upon request. Your information provided within this application may therefore be subject to public disclosure.

NAME: Roger Brown PHONE: 561 302 6086

HOME ADDRESS: 4314 Tranquility Drive APT. NO. \_\_\_\_\_

SUBDIVISION: Bel Lido EMAIL ADDRESS: roger3265@aol.com

**PLEASE SELECT THE BOARD(S) / COMMITTEE(S) ON WHICH YOU ARE INTERESTED IN SERVING IN NUMERICAL ORDER FROM 1 THROUGH 5, WITH 1 BEING YOUR FIRST CHOICE AND 5 THE LEAST CHOICE. (A description of the responsibilities of each Board is on the back of this application.)**

\_\_\_\_\_ Board of Adjustment & Appeals

\_\_\_\_\_ Code Enforcement Board

\_\_\_\_\_ Financial Advisory Board

\_\_\_\_\_ Natural Resources Preservation Board

X Planning Board

\_\_\_\_\_ Other Board /Committee

### **PLEASE MARK YES OR NO FOR EACH OF THE FOLLOWING QUESTIONS:**

Are you a resident of Highland Beach? Yes X No \_\_\_\_\_

Are you a registered voter in Highland Beach/Palm Beach County, FL? Yes X No \_\_\_\_\_

Are you currently serving on a Town Board? Yes \_\_\_\_\_ No X

Have you ever served on a Town Board/Committee? Yes \_\_\_\_\_ No X

If so, please indicate the Board(s)/Committee(s)? \_\_\_\_\_ Date of Service: \_\_\_\_\_

Are you willing to attend monthly board meetings? In Person / Telecom Yes X No \_\_\_\_\_

Per Town Code of Ordinance, I understand any member absence from three (3) consecutive meetings will be considered as resignation from the board/committee. Yes X No \_\_\_\_\_

Please list any special talent, qualification, education or professional experience that would contribute to your service on the Board/Committee you have selected?

I HAVE BEEN INVOLVED IN CONSTRUCTION, PROCESSES AND DEVELOPMENT ALL MY LIFE. ADDITIONALLY, I HAVE BUILT, DEVELOPED, MANAGED AND SOLD MANY LARGE COMPANIES AND HAVE OBJECTIVE VIEWS ON CREATING VALUE AND DOING SO WITH FAIRNESS. I ALSO HAVE AN ACUTE UNDERSTANDING OF ARCHITECTURAL DRAWINGS

Please summarize your volunteer experience(s):

KOMEN FOR THE CURE  
HABITAT FOR HUMANITY  
BAHAMAS RELIEF

Florida Law requires appointed members on the Planning and Board of Adjustment and Appeals Boards to file a Form 1 - Statement of Financial Interests Disclosure form on an annual basis.

Vetting by the Board Chairperson. The Chairperson of each Board shall interview the applicant and submit a memorandum of recommendation to the Town Clerk's Office 14 days prior to the Town Commission Workshop Meeting for final appointment.

Palm Beach County Commission on Ethics requires appointed members to take the Code of Ethics Training every two (2) years.

I hereby certify that the statements and answers provided are true and accurate to the best of my knowledge.

  
\_\_\_\_\_  
Signature of Applicant

12/26/19  
\_\_\_\_\_  
Date

☐ Resume Attached.



## **RESOLUTION NO. 2022-029**

### **A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, RATIFYING THE SELECTION, APPOINTMENT AND TERM OF OFFICE OF MEMBERS OF THE PLANNING BOARD; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 20, Article II, Sec. 20-26 of the Town's Code of Ordinances establishes the Planning Board and governs the membership, qualification, function, and rules of the Planning Board; and

**WHEREAS**, these provisions of the Code establish the selection, appointment, and term of office of members of the Planning Board; and

**WHEREAS**, on January 21, 2020 board member Roger Brown was appointed by Town Commission to fill an unexpired term ending September 1, 2022, and is eligible for reappointment for a three-year term; and

**WHEREAS**, pursuant to Sec. 2-99 (1)(a) of the Town's Code of Ordinances, the chairperson of each board shall interview applicants for the board and provide a recommendation to the town commission; and

**WHEREAS**, the chairperson of the Planning Board recommends that the Town Commission reappoint the applicant to the Board; and

**WHEREAS**, Town residents interested in serving on or continuing to serve on the Planning Board have submitted a board application for the Town Commission's consideration.

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

**Section 1.** The foregoing “WHEREAS” clauses are true and correct and hereby ratified and confirmed by the Town Commission.

**Section 2.** Consistent with the Town’s Code of Ordinances, a member has been selected by the Town Commission to serve on the Planning Board for a three-year term as follows:

**Board Member Roger Brown - term expires November 15, 2025**

**Section 3.** This Resolution shall become effective upon adoption.

**DONE AND ADOPTED** by the Town Commission of the Town of Highland Beach, Florida, this **15<sup>th</sup>** day of **November** 2022.

**ATTEST:**

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

**REVIEWED                      FOR                      LEGAL  
SUFFICIENCY**

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

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

**VOTES:**

**YES   NO**

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

MOTION by David/Shoemaker, which passed unanimously on a 5 to 0 vote.

**File Attachments for Item:**

A. Consideration of the proposal from CivicPlus to update and centralize web services related to the Town's website.



# TOWN OF HIGHLAND BEACH

## AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting

**MEETING DATE** 11/15/2022

**SUBMITTED BY:** Terisha Cuebas, Town Manager's Office

**SUBJECT:** Consideration of Proposal from CivicPlus to Update and Centralize Web Services

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### SUMMARY:

The Town is seeking to modernize its website and streamline website management processes by procuring the services and Content Management Systems (CMS) software of a web development company. The Support Services Department is currently tasked with website maintenance and content management, with Wordpress, the current website provider, offering no dedicated organizational support. The Town Manager's Office recommends approving an agreement with CivicPlus through the procurement method of Town Standard, as the Town currently utilizes Municode, a CivicPlus product, for agendas, minutes, and the Code of Ordinances.

In addition to Municode compatibility, CivicPlus offers software that will centralize content management and online communications, replacing Mailchimp as a third party communications tool that is currently needed to supplement Wordpress. CivicPlus communications software will also allow residents to select the topics and departments they would like to subscribe to, creating a more personalized and efficient method of communication.

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### FISCAL IMPACT:

Year One: \$15,764

Annual Recurring: \$4,253

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### ATTACHMENTS:

CivicPlus Proposal – Civic Engage

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**RECOMMENDATION:**

Approve proposal from CivicPlus to update and centralize web services.





**CIVICENGAGE** CENTRAL

WEBSITE DESIGN & HOSTING SOLUTION

# Highland Beach, Florida

AUGUST 5, 2022

Elizabeth Vesta | Account Executive | [elizabeth.vesta@civicplus.com](mailto:elizabeth.vesta@civicplus.com) | 785.323.4729



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# Company Overview

At CivicPlus, we have one goal: to empower the public sector to accomplish impactful initiatives using innovative solutions that save them time while connecting them to the residents they serve. We began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. CivicPlus continues to implement new technologies and services to maintain the highest standards of excellence and efficiency for our clients, including solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, talent management, 311 and citizen relationship management, codification, and licensing and permits.

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We consider it a privilege to partner with municipal leaders and provide them with solutions that will serve their needs today and well into the future.

## Primary Office

302 S. 4th Street, Suite 500  
Manhattan, KS 66502  
Toll Free: 888.228.2233 | Fax: 785.587.8951  
[civicplus.com](http://civicplus.com)

## Experience

**20+ Years**  
**12,000+ Customers**  
**900+ Employees**

## Recognition



11-time Inc.  
5000 Honoree



[govtech.com/100](http://govtech.com/100)

## Technical Support



Recognized with  
multiple, global  
Stevie® Awards  
for sales and  
customer service  
excellence



# CivicEngage CMS



The CivicEngage Central (CivicEngage) content management system (CMS) is robust and flexible with all the features and functionality you need today and in the future. Developed for municipalities that need to update their website frequently, CivicPlus provides a powerful government content management structure and website menu management system. The easy-to-use system allows non-technical employees to efficiently update any portion of your website.



Each website begins with a unique design developed to meet your specific communication and marketing goals, while showcasing the individuality of your community. Features and capabilities are added and customized as necessary, and all content is organized in accordance with web usability standards.

## Bring Your Services Online

Our web technology is dedicated to finding the right solutions for government websites. With the CivicEngage CMS, you can bring daily services that your offices provide online.

- Create online forms with our Forms Center module. These completely customizable forms can be used as a means for residents to contact you with questions, requests, feedback, or to sign up for various events and activities.
- Provide sign-up opportunities for your residents to receive SMS and email communications on topics that are important to them with the Notify Me® module.
- Share the most critical and up-to-date information prominently on your website with the Alert Center, keeping your residents informed on those important events and issues.
- Showcase the most important information your residents need prominently on your website using modules such as Frequently Asked Questions, Quick Links, Calendar, and Staff Directory to provide much needed answers and stopping numerous phone calls or walk-ins.
- Smart design and layout choices as well as the use of our predictable site search will make locating key information quick and easy.

Features like these will make your jobs easier while also giving quick access to information for everyone in your community.

**"I'm confident that any service our residents need can now be found in one to two clicks."**

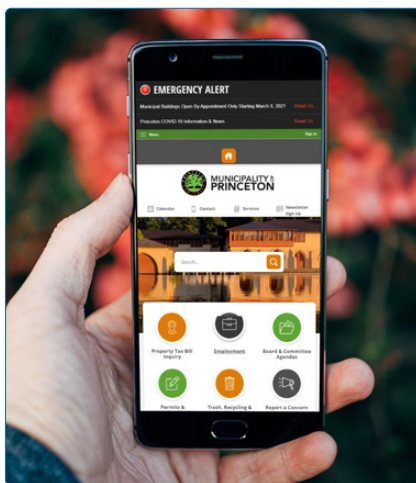
**— Lana Beck, Government Relations and Communications Administrator for Pinellas Park, Florida**

# Modules & Widgets

## Resident Engagement

CivicEngage offers several effective and easy-to-use resident engagement features. These tools easily integrate with the other key features.

- **Alert Center** – Post emergency or important information on your website and notify residents via email and SMS



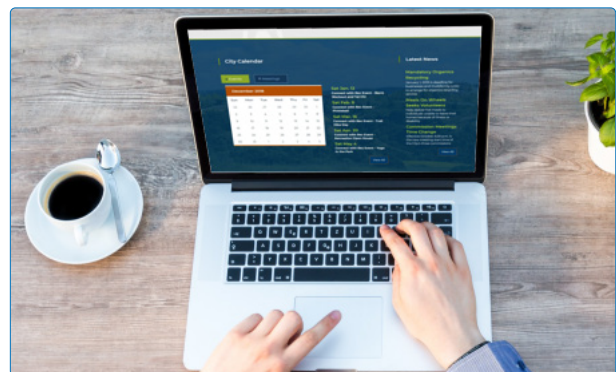
- **Blog** – Post opinions/information about various community topics and allow resident comments and subscriptions
- **Calendar** – Create multiple calendars and events to inform residents of upcoming activities that are viewable by list, week, or month
- **Citizen Request Tracker (CRT)** – Allow users to report a problem and provide follow-up communication with the point of contact (includes five user licenses & 10 request types)
- **Community Voice** – Interact with residents about projects in your community
- **My Dashboard** – Allow users to personalize their dashboard to stay updated on news, events, and information they care about
- **News Flash** – Post organizational news items that are important to your residents

- **Notify Me®** – Send out SMS messages and mass emails to list subscribers (includes up to 500 SMS users)
- **Splash Screen** – A pop-up window that easily communicates critical local news, information, and alerts to your residents the moment they arrive on specified pages of your website

## Document Management

CivicEngage comes fully-equipped with a robust set of document management tools that work with other key features of our CMS, making it easy to build dynamic content that is easy for residents to navigate and access.

- **Agenda Center** – Create and display agendas and minutes for various civic organizations
- **Archive Center** – Store agendas, minutes, newsletters, and other data-driven documents
- **Document Center** – Organize and house documents in one central location
- **Form Center** – Form Center – Create custom, online forms via simple drag-and-drop functionality, receive notifications via email, and track within the CMS



- **Photo Gallery** – Store and display photos
- **Staff Directory** – Share detailed contact information for your staff and offices

## Information & Navigation

Organize your content and pages to make it easy to locate the information you and your residents need most with modules that help you update information quickly.

- **Frequently Asked Questions (FAQs)** – Answer the most frequently asked questions to reduce phone and foot traffic for staff
- **Graphic Links** – Place graphics on your website as links to other pages
- **Info Advanced** – Display important information on pages in a compact and easy-to-update module that provides detailed formatting
- **Quick Links** – Place links to often-requested information directly on the page of your choice

## Department-Specific

There are several function-specific features and modules for government departments. These tools are integrated into the CivicEngage CMS and offer the ability to complete multiple steps in one action.

- **Activities** – Create, organize, and track activities
- **Facilities & Reservations** – Showcase community facilities and allow reservations online

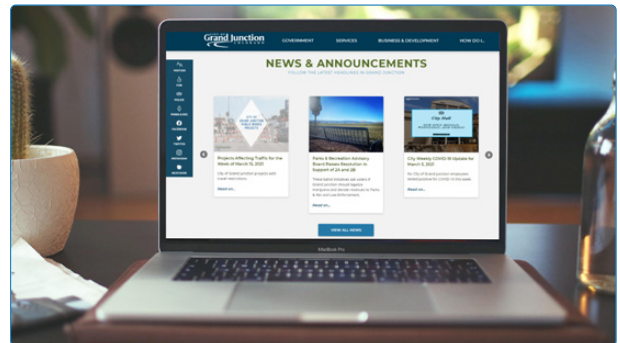


- **Job Postings** – Post available jobs online and accept online applications
- **Bids** – Post sortable and subscribable bids

## Helpful Widgets

Widgets help your staff visually organize content on your website and tailor the look to meet the page's needs. A few of the most helpful widgets are:

- **Carousel Widget** – Group and display widgets in one location with arrow navigation functionality



- **Custom HTML Widget** – Embed videos or other HTML features in your page
- **Editor Widget** – Edit text with word processing tools, plus web tools like code view and the Accessibility Checker
- **Form Center Widget** – Embed simple forms on a page
- **Image Widget** – Add images to a page
- **Related Documents Widget** – Create a dynamic list of documents referenced in the Document Center
- **Share Widget** – Add a share button to your page so residents can share content to their social media
- **Slideshow Widget** – Add a slideshow of images

# Administrative Features

The administration of your CivicEngage website is browser based, with no installation of software needed. You'll be able to update your website from an internet connection on any platform (Mac or PC). Administrators can control the access to pages and manipulation of content as well as use automated features to streamline processes.

- **Administrative Dashboard** – A home base for messages and quick access to your recent activities and time-sensitive action items such as pending approvals and expiring items



- **Content Scheduling & Versioning** – Set your content to auto-publish and auto-expire, with an archive of all published content and previous versions
- **Dynamic Breadcrumbs & Site Map** – Breadcrumbs (used to show a visitor's location within the website) and the site map are dynamically generated and automatically update reflecting any changes made
- **Dynamic Page Components** – Modules such as Calendar, FAQs, and News Flash, may be included as dynamic page components on any page
- **History Log** – Track changes made to your website
- **Intranet** – Use permissions to set a secure location on your website that allows employees to login and access non-public resources and information

- **Levels of Permissions** – Assign staff members to groups with different levels of permissions of access and authority throughout the CMS
- **Pending Approval Items** – Administrators have access to a queue of pending items to be published or reviewed
- **Website Statistics** – Provided website analytics for analysis

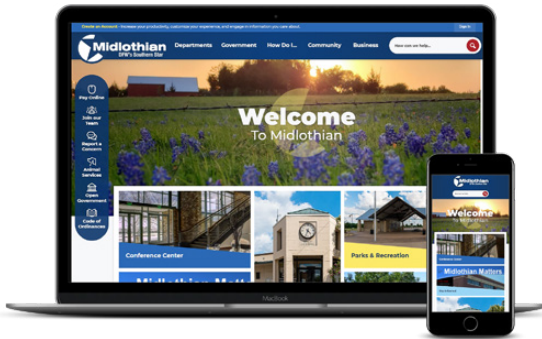
## User-Friendly Features

Not only is CivicEngage easy for your staff to use, various administrative features help make a more attractive, engaging, and intuitive website for your community.

- **Automatic Alt Tags** – Built-in features allow ongoing ADA compliance of your website
- **Design Essentials®** – Tools that allow your staff to build, modify, and manage your website's look within the design and structure parameters of your website
- **Link Redirects** – Instead of sending your users to <http://civicplus.com/248/Awards-and-Rognition>, you can send them to <http://civicplus.com/awards>
- **Live Edit** – See where your information will be posted on a page before you make any changes with our WYSIWYG editor and drag-and-drop tools
- **Maps** – Easily embed maps from Google, ESRI, and more using the HTML widget
- **Mega Menu** – A main navigation menu makes it easy to get to any page on your website quickly
- **Predictive Site Search** – Our powerful site search functionality automatically indexes all content making it easy for visitors to find information across pages, documents, and images
- **Site Search Log** – All search words are kept in a log
- **Printer Friendly** – Separates critical content from the website template to provide a clean print without menu structure and banner information included



- **Real Simple Syndication (RSS) Feeds** – Allow patrons to sign up to receive email notifications
- **Responsive Design** – With responsive design, your website adjusts to the screen size regardless of what device is being used, providing a seamless user experience



- **Social Media** – Set various modules to automatically post to your Facebook and/or Twitter feeds and incorporate compatible social media feeds and widgets into your website
- **Supported Browsers** – View your website in the two most recent versions of major browsers including Microsoft Edge, Firefox, Safari, and Chrome
- **Third-Party Access** – Utilize iframes, embeds, and/or links to most of your third-party services. Or use our growing list of APIs as well as options from Zapier to build applications right from your website
- **Translation** – Integration with Google Translate translates web pages into over 100 languages

## Accessibility Compliance

With having over 20% of adults in the United States having a disability, you need a website that conforms to all residents. We provide highly compliant sites based on WCAG 2.0 A and AA guidelines, which encompass and surpass ADA accessibility requirements. This maximizes accessibility for all users while providing freedom to create a visually rich and appealing website. Our approach for each website includes the following steps to provide you a compliant and accessible website:

- We will deliver you a website that meet ADA (Section 508) and WCAG 2.0 A and AA levels.
- Your staff can use the Accessibility Checker within the CMS to scan content in the editor widget, News Flash, and FAQs for any accessibility issues so you can correct them before publishing.
- Our trainers will teach your staff best practices to keep your content and design elements accessible and up-to-date with the latest ADA/WCAG standards.
- Any new regulations that require code changes are done automatically, at least quarterly, with no additional effort required from you.
- In addition to updating the code, our product team also updates our best practices and provides regular updates to customers via our CivicPlus website, blog articles, webinars, and other publications.

## AudioEye Partnership

CivicPlus also partners with AudioEye to provide a suite of accessibility tools and services at a discounted rate to our customers. Additional details and a quote can be provided upon request.

## Credit Card Processing

CivicPlus Pay (Pay) is our integrated, secure, PCI-compliant, utility application. Local governments can use Pay within many of our solutions to enable seamless payment capabilities.

Pay acts as the connector to facilitate a transaction between the CivicPlus solution and the selected payment gateway. Pay offers integrations with several common payment gateways to provide flexible payment solutions. CivicPlus has partnered with several integrated gateways to enhance the customer experience through a streamlined relationship between the CivicPlus solution and the gateway that processes the payments.

If a partner payment gateway is utilized by Highland Beach, CivicPlus can assist with the facilitation, set-up, support, and troubleshooting services. Pay can also integrate with many other supported gateway providers in addition to our partner network, on a more limited fashion, to assist you in developing a successful system. Additional details on our approved partner network and other supported gateway providers is available upon request.



To utilize any of the approved gateways, an agreement will need to be executed directly between Highland Beach and the vendor, that will assess separate merchant account and transaction fees. Additional information can be provided upon request.

Because EMV and Card-Swipe devices are encrypted specifically for individual payment gateways, you'll need to procure any required devices directly from your selected gateway provider for either purchase or rent. We are happy to assist in your procurement of such devices.

# The Civic Experience Platform

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Developed specifically to enable municipalities to deliver consistently positive interactions across every department and every service, the Civic Experience Platform includes technology innovations that deliver frictionless, one-stop, and personalized resident interactions. Local governments that leverage our Civic Experience Platform also benefit from:

- Single Sign-On (SSO) to all of your CivicPlus products supporting two-factor authentication and PCI Level password compatibility
- A single dashboard and toolbar for administrative access to your CivicPlus software stack
- Access to a continually growing and fully documented set of APIs to better connect your administration's processes and applications
- A centralized data store with robust data automation and integration capabilities

## CivicPlus Portal

The CivicPlus Portal is the ideal addition to your website to create personalized, one-stop access for your residents to obtain information, resources, and interact with your municipality.

By allowing residents to build a customizable dashboard with quick links to the pages and services on your website that they use most frequently, they'll be more likely to conduct regular revenue-generating business with your municipality, and your staff will benefit from reduced phone calls, walk-ins, and emails.

### Resident Benefits

- Anytime, anywhere access to digital resident services
- One username and password or convenient social sign-on to access and interact with all your CivicPlus solutions
- A personalized dashboard that provides link cards to the services they use most frequently

### Administrator Benefits

- A low-maintenance tool that increases accessibility, access, transparency, and trust with residents
- Reduced phone calls, walk-ins, and emails from residents searching for information
- Opportunities to increase revenue and foster civic participation

## Integration Hub

Integration Hub is a tool that can help you unify your disparate cloud-based solutions and your CivicPlus solutions, assemble powerful workflows, and setup complex automations—without the need for a developer.

With Integration Hub's easy-to-use drag-and-drop interface, non-technical users can build integrations for syncing content and data between CivicPlus solutions or with third parties (for an additional fee) without the need for a developer.

The possibilities are endless with Integration Hub, but here are a few examples of integrations you can create with CivicEngage today:

- An integration that will take a News Flash update in a specific category and immediately post it to the Alert Center
- An integration that will push a new Calendar Event to post directly in the News Flash module

The Integration Hub will reduce the amount of manual work your staff needs to do in the course of their daily work. It saves valuable time by automating your most time-consuming manual workflows.





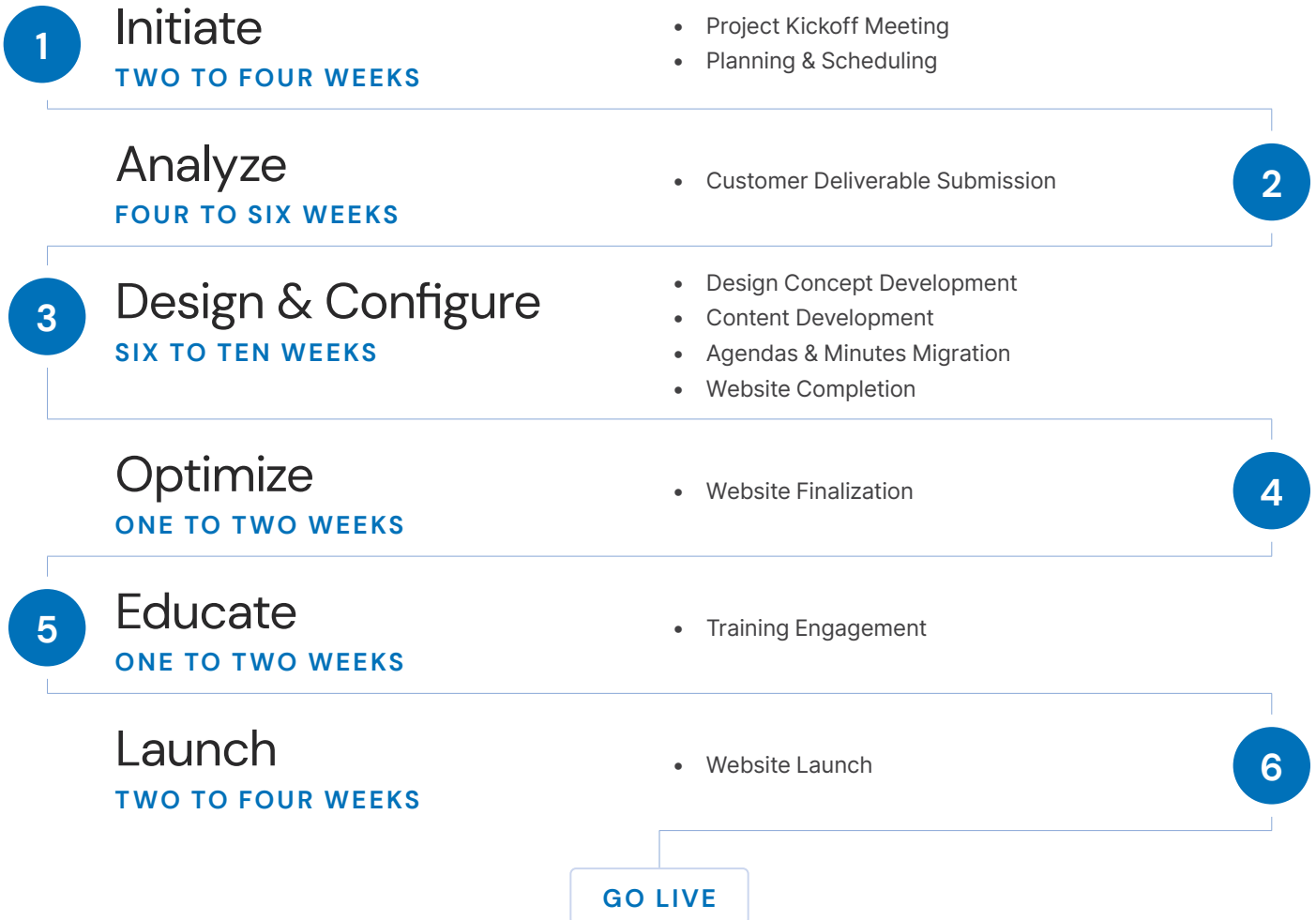
# Implementation



## Standard Project Timeline

A typical standard project ranges from 16 – 28 weeks. Highland Beach's exact project timeline will be created based on detailed project scope, project enhancements purchased, availability for meeting coordination, action item return and completion, approval dates, and other factors. Your project timeline, tasks, due dates, and communication will be managed and available in real-time via our project management software, Cloud Coach.

### PROJECT START

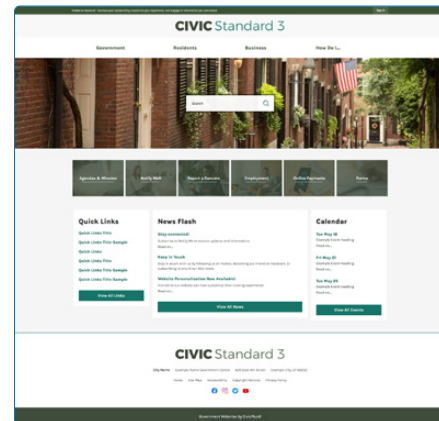


# Standard Implementation

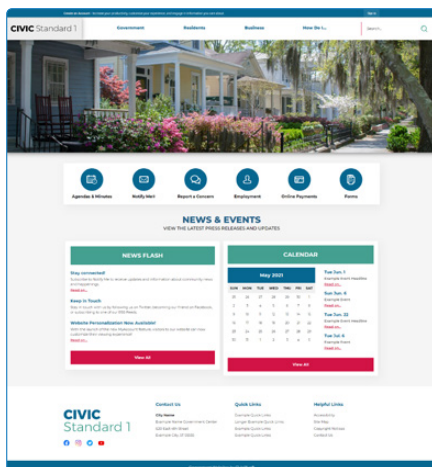
Design creation, content development, configuration for usability and accessibility, dedicated training – CivicPlus delivers all of this and more during the development of your new website.

## Fixed Template Design

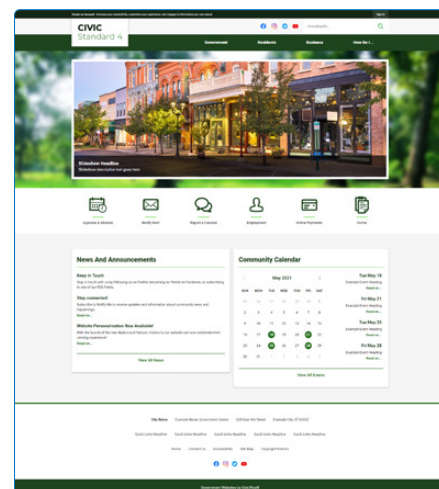
You will choose one of our fixed layout options as the base of your website. You will then be given the opportunity to submit personalized information, like imagery, branding, graphic button preferences, and more to be taken into design consideration. This finalized design will not only represent your unique community, but—combined with the functionality of the CivicEngage CMS—will help you provide an attractive and convenient online resource for your community.



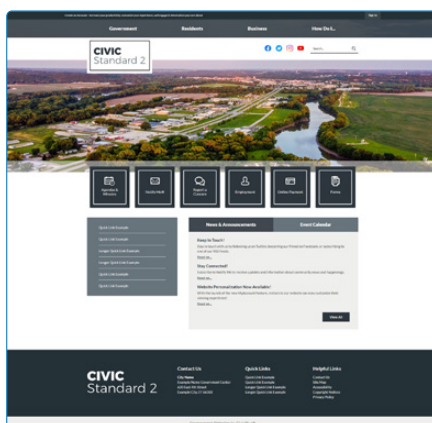
Option 3



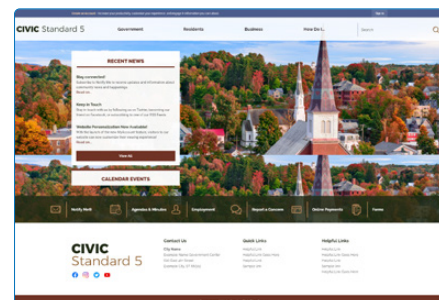
Option 1



Option 4



Option 2



Option 5

## Content Migration

### Content Development

Our Content Development Team will migrate the agreed upon number of pages of content (including their text, documents, and images) from your current website to your new website. Content will be enhanced for usability and accessibility, and we will organize your website pages to make them easy to navigate.

### Agendas & Minutes Migration

The Content Development Team will download, upload, and organize an agreed upon number of meetings to the Agenda Center module.

## Training

Our goal with your training plan is to give your staff the skills and tools they need to quickly and easily keep your website current. Your trainer will deliver training sessions for both administrators and users. These sessions will be customized to equip your staff with the knowledge and comfort level needed to prepare your website for launch and maintain it in the future. The training session will utilize your production website, so users are familiar with your specific configuration and you get real, hands-on learning opportunities.

## Your Role

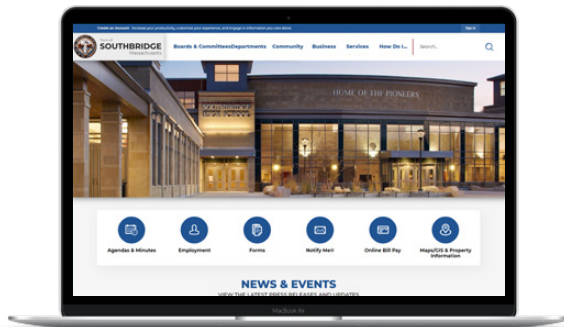
To help create the strongest possible website, we will need you to:

- Gather photos and logos that will be used in the overall branding and design of your new website
- Provide website statistics to be utilized in reorganizing your website content, navigation, and design (if available)
- Complete the Design Form to communicate design preferences
- Choose your desired layout
- Complete the Content Form
- Provide technical information in the DNS form for the set-up of your website domain name(s)
- Perform reviews and provide official approvals throughout the project
- Update the content on your current website and delete any pages you no longer need
- Track website updates to be completed during your training session
- Ensure you have the most up-to-date web browsers installed on your organization's computers
- Compile a list of your website users and desired permission levels
- Reserve training location and necessary resources (computers, conference phone, etc.)

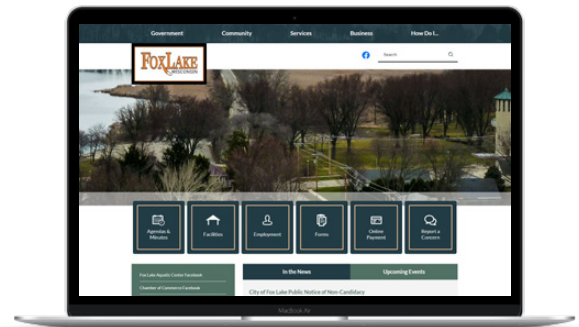
# Standard Package Design Portfolio



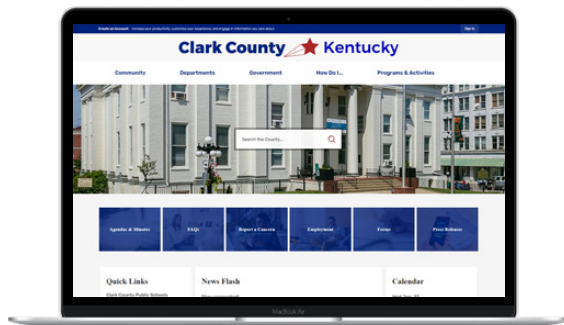
The included design portfolio will provide you with an idea of the different directions we can take your creative design with the standard implementation package. Please note that not all parties listed have agreed to be contacted for reference.



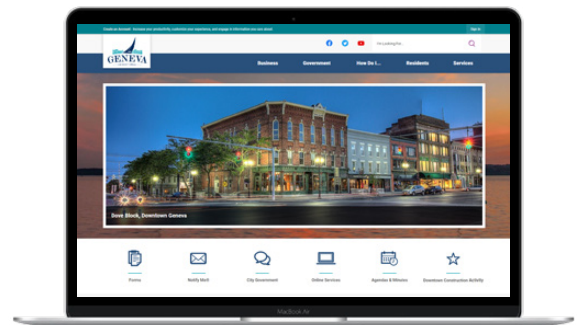
Southbridge, Massachusetts  
[ci.southbridge.ma.us](http://ci.southbridge.ma.us)



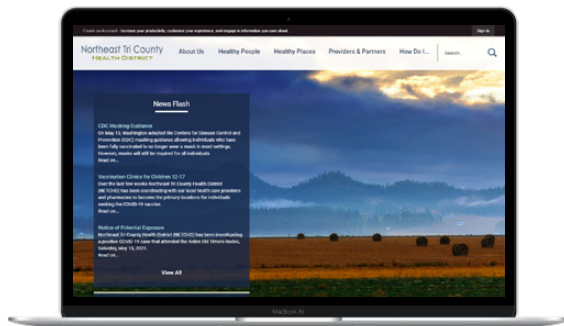
Fox Lake, Wisconsin  
[cityoffoxlake.org](http://cityoffoxlake.org)



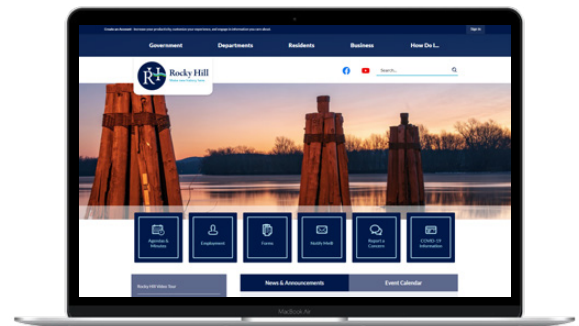
Clark County, Kentucky  
[clarkcoky.com](http://clarkcoky.com)



Geneva, New York  
[cityofgenevany.com](http://cityofgenevany.com)



Northeast Tri County Health District, Washington  
[netchd.org](http://netchd.org)



Rocky Hill, Connecticut  
[rockyhillct.gov](http://rockyhillct.gov)





# Ongoing Services



## Technical & Ongoing Support

- Live technical support engineers based in the U.S.
- Weekday business hours: 7 a.m. – 7 p.m. (CST)
- Contact via phone, email, and live chat
- 4-hour response during business hours
- 24/7 emergency technical support for named points of contact
- Self-Service Help Center for tutorials and user guides and ENGAGEXCHANGE for customer connection
- Assigned customer success manager to ensure your complete and ongoing satisfaction

## Maintenance

- Regular review of site logs, error messages, servers, router activity, and the internet in general
- Full backups performed daily
- Regularly scheduled upgrades, fixes, enhancements, and operating system patches

"It's your people that make you good at what you do... I've always had very responsive experiences when I've reached out to CivicPlus. I've worked with some great customer service reps at CivicPlus, and it's that relationship that matters."

— **Jean Carder, Communications Coordinator for Louisburg, Kansas**

## Award-Winning



CivicPlus' Technical Support Team has been honored with one Gold Stevie® Award, three Silver Stevie® Awards, and five Bronze Stevie® Awards, which are the world's top honors for customer service, sales professionals, and more.

## 2021 Support Metrics



- **Total Tickets** – 103,759
- **Average Chat Response** – 3:48 Minutes
- **Average Phone Response** – 7:57 Minutes
- **Customer Satisfaction Score** – 95.7%
- **Solved in One Touch** – 71.2%

## Hosting & Security

- 24/7/365 system monitoring
- Guaranteed 99.9% uptime (excluding maintenance)
- Highly reliable data center with a fully redundant network
- Software updates and security patches
- Multiple, geographically diverse data centers
- Disaster recovery with emergency, after-hours, live-agent support
- Guaranteed Recovery Time Objective of 8 hours
- Guaranteed Recovery Point Objective of 24 hours
- DDoS Mitigation
- DDoS Advanced Security Coverage at time of attack (additional fees)



# Project Cost



CivicPlus can appreciate the monetary constraints facing our governments each day. To help ease these concerns and assist with budgeting and planning, our proposed project and pricing is valid for 60 days from August 5, 2022.

## Features & Functionality

- CivicEngage Central CMS tools, widgets, & features
- One SSL certificate
- DNS setup & hosting for URL highlandbeach.us
- 100 GB of storage

## Standard Implementation

- One website design from choice of five fixed layout options
- 75 pages Content Development from URL highlandbeach.us
- Up to 100 meetings worth of Agendas & Minutes PDF/DOC Migration

## Professional Services

- Up to two days virtual training (limit eight attendees/session)

## Annual Recurring Services

- Hosting & security
- Software maintenance including service patches & system enhancements
- 24/7 Technical support & access to the CivicPlus Help Center
- Dedicated customer success manager

Year 1 Standard List Price

**\$18,281**

Year 1 Total Discount

**(\$2,517)**

**Total Year 1 Investment**

**\$15,764**

Includes development fees and Year 1 annual services

**Year 2 Annual Recurring Services**

**\$4,253**

Includes 5% technology uplift

# CivicPlus Project Pricing & Invoicing

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CivicPlus prices on a per-project, all-inclusive basis (stated in U.S. dollars). This type of pricing structure eliminates surprise costs, the uncertainty of paying by the hour, and is overall more cost effective for our customers. It provides you with a price based on the products and features listed in this proposal that only varies if additional functionality, custom development, security, escrow requirements, or other design or project enhancements, outside of the included scope, are added prior to contract signing.

## CivicPlus Offers:

### Standard CivicEngage Central Invoicing

- The Total Investment - Year 1 will be invoiced upon signing
- First-year Annual Services fee is included with your Year 1 cost
- Subsequent annual invoicing occurs on the anniversary of the contract signing date, and is subject to a five percent technology fee uplift each year starting Year 2 of your contract

### Customized Billing/Invoicing

- Other billing options can be discussed before contract signing and, if feasible, a plan developed that works for all parties

- Not available with all CivicPlus products—please contact your customer success manager for more details

### Payment Gateway Account

- Your chosen payment gateway will collect and disburse all credit card monies
- If selected, any of our partner payment gateway Vendors will conduct a rate analysis upon discovery to provide the most competitive percentage + fee per transaction rate
- CivicPlus Pay integrates with several payment gateways to provide maximum flexibility to our customers' needs

We will work with you before contract signing to determine which of our billing processes will meet both your needs for budget planning and our accounting processes.

## Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available. If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with Highland Beach.

# Optional Enhancement



We are confident in the ability of our proposed project to meet Highland Beach’s main needs. However, we recommend the following additional enhancement that could positively impact your experience and goals.

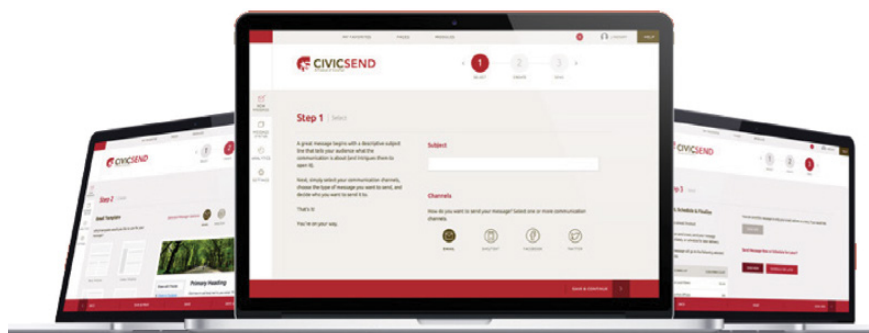
OPTION	ONE-TIME	ANNUAL
CivicSend	\$750	\$1,995

## CivicSend

CivicSend is a visually rich communication module for government, used to efficiently distribute general (non-emergency) communication to residents. CivicSend is more than a simple email newsletter tool—it provides CivicPlus customers with a single point of access, via integration with CivicEngage, to multiple communication channels, including email, SMS/text, Facebook, and Twitter. CivicSend centralizes communication, saves administrative users time, and improves overall productivity.

Additional benefits of the CivicSend module include:

- Content auto-posts to your website
- Unlimited communication—there is no limit to the number of emails you can send (text messaging rates do apply)
- Template options to make customizing your message quick and easy
- Access to all subscriber lists in your CivicEngage website, including the ability to select multiple lists





**File Attachments for Item:**

B. Approval of Meeting Minutes

November 01, 2022 - Commission Meeting Minutes

November 04, 2022 - Commission Meeting Special Minutes



## TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

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

Date: November 01, 2022  
Time: 1:30 P.M.

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

Mayor Hillman called the meeting to order at 1:30 P.M.

### **2. ROLL CALL**

Commissioner Shoemaker  
Commissioner David  
Commissioner Gossett-Seidman  
Vice Mayor Moore  
Mayor Hillman  
Town Attorney Torcivia  
Town Manager Labadie  
Town Clerk Lanelda Gaskins

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

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

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

Mayor Hillman moved Item 10.A., Consideration of a Right of Way Permit for AT&T to work along State Road A1A, to Item 5.A.A. under Presentations/Proclamations.

**MOTION:** David/Moore - Moved to approve the agenda as amended, which passed unanimously 5 to 0.

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

**5.A.A.** Consideration of a Right of Way Permit for AT&T to work along State Road A1A. (formally Item 10.A.)

Jacquie Sowash, Project Manager for AT&T, presented this item. Tania Contreras was also present. Conversations ensued between Town Commission and Ms. Sowash regarding upgrading the wiring in the area and the timeline for the project. Commissioner Gossett-Seidman was selected at the point of contact for this matter;

the project will start early next year; and the work hours usually are 8:00 am to 4:00 pm.

Mayor Hillman requested a few crews for this project. Additionally, there are concerns about the subcontractors and parking. Mayor Hillman suggested that the subcontractor speak with Town Manager Labadie before starting the project. Town Manager Labadie indicated a preconstruction meeting should be had with himself, Public Works Director Pat Roman, and Building Official Jeff Remas.

**MOTION:** David/Gossett-Seidman - Moved to accept the Right of Way Permit for AT&T to work along State Road A1A subject to having a preconstruction meeting with Town Manager Labadie, Public Works Director Pat Roman, and Building Official Jeff Remas, which passed unanimously 5 to 0.

#### **A. Veterans Day Proclamation**

Commissioner Shoemaker read this proclamation.

#### **B. National Hunger & Homelessness Awareness Week Proclamation**

Vice Mayor Moore read this proclamation.

### **6. PUBLIC COMMENTS**

Mr. Rick Greenwald thanked Commissioner Peggy Gossett-Seidman for her unwavering service to the Highland Beach community.

Mr. Barry Seidman thanked the Town Commission.

Mr. Timothy Routole spoke on the Town Commission's temporary vacancy.

### **7. ANNOUNCEMENTS**

Mayor Hillman read the announcements as follows:

#### **Board Vacancies**

Board of Adjustment and Appeals - Two (2) vacancies for a three-year term

#### **Meetings and Events**

November 02, 2022 - 9:30 A.M. Natural Resources Preservation Advisory Board  
Regular Meeting

November 09, 2022 - 1:00 P.M. Code Enforcement Board Regular Meeting

November 10, 2022 - 9:30 A.M. Planning Board Regular Meeting

November 15, 2022 - 1:30 P.M. Town Commission Meeting

## **Board Action Report**

### **A. Natural Resources Preservation Advisory Board Chairperson Update**

Nicole Stansfield, Chairperson of the Natural Resources Preservation Advisory Board, provided a PowerPoint presentation on the Dune Management Outreach Program.

There were discussions about having a firm do a dune evaluation study and share those results with homeowners and property managers free of cost. Town Manager Labadie suggested tying it to the update of the beach feasibility erosion study that was done about ten years ago.

The next step is to have the Natural Resources Preservation Advisory Board work with Town staff to draft a scope of work.

## **8. ORDINANCES**

A. None.

## **9. CONSENT AGENDA**

A. None.

## **10. UNFINISHED BUSINESS**

A. Consideration of a Right of Way Permit for AT&T to work along State Road A1A. (This item was moved to 5 A.A.)

### **B. Fire Rescue Implementation Update**

Town Manager Labadie provided an update on the site conditions for the fire station. A Town Commission Special meeting will be held on Friday, November 04, 2022, at 10:00 A.M., and he will present additional information on the fire station building. Fire Chief Glenn Joseph found a used 2017 Fire Rescue unit with low mileage in Alabama.

### **C. Water and Sewer October 01, 2023, Billing Rate Review. - Vice Mayor Moore**

Vice Mayor Moore presented her analysis of the budget forecasts for the Water Fund and Sewer Fund for the fiscal year 2023 - 2024. She explained the Water Fund's five-year budget forecast with an eight percent (8%) rate change. Additionally, Finance Director DiLena spoke about the eight percent (8%) rate change chart and elaborated on the days of cash amounts.

Town Manager Labadie questioned if the days of cash would affect other projects being planned. There was a discussion on transferring funds from other Town

accounts. Town Manager Labadie stated he would get a formal answer on transferring funds from Town Attorney Torcivia.

Next steps, Vice Mayor Moore will present this report to the Financial Advisory Board in January, 2023 and get their input on the rate change. The item would be brought back to the Town Commission for further discussion.

## **11. NEW BUSINESS**

### **A. Resolution No. 2022-026**

**A Resolution of the Town Commission of the Town of Highland Beach, Florida, becoming a "Hidden Heroes Town" in support of Highland Beach's military and veteran caregivers; providing for conflicts; and providing for an effective date.**

Mayor Hillman read the title of Resolution No. 2022-026.

Commissioner Shoemaker spoke about the Caring For Our Hidden Heroes Elizabeth Dole Foundation. Commissioner Shoemaker was selected at the point of contact for this program.

**MOTION:** David/ Moore - Moved to approve Resolution No. 2022-026, which passed unanimously 5-0.

**MOTION:** David/Moore - Moved to appoint Commissioner Shoemaker as the point of contact for the Hidden Heroes program, which passed unanimously 5-0.

### **B. Resolution No. 2022-027**

**A resolution of the Town Commission of the Town of Highland Beach, Florida, amending resolution No 2022-020, which appropriated funds for the 2022-2023 fiscal year budget, and providing an effective date.**

Mayor Hillman read the title of Resolution No. 2022-027.

Finance Director David DiLena presented this item.

**MOTION:** David/Moore - Moved to approve Resolution No. 2022-027, which passed unanimously 5-0.

- C. Consideration to approve and authorize the Mayor to execute an agreement with Odyssey Manufacturing Company in the amount of \$69,900.00 to furnish and replace a sodium hypochlorite tank in accordance with Invitation to Bid No. 22-003.**

Mayor Hillman read the title of Item 11.C.

Assistant Town Manager Eric Marmer presented this item.

**MOTION:** David/Moore - Moved to approve the contract with Odyssey Manufacturing company to furnish and replace a sodium hypochlorite tank, which passed unanimously 5-0.

- D. Consideration to approve and authorize Town staff to enter into an agreement with the top-ranked firm for the Request for Proposal (RFP) No. 22-004 for Annual Audit Services and the Mayor to execute an agreement with Nowlen, Holt & Miner for Annual Audit Services.**

Mayor Hillman read the title of Item 11.D.

Commissioner David presented this item and spoke about the selection committee.

**MOTION:** David/Moore - Moved to authorize the Town to enter into an agreement with Nowlen, Holt & Miner for RFP No. 22-004 for Annual Audit Service, which passed unanimously 5-0

- E. Consideration to approve and authorize the Mayor to execute the Vote Processing Equipment Use and Elections Services Agreement with the Palm Beach County Supervisor of Elections (SOE) Office in an estimated amount of \$15,667.52 for the Town's 2023 Municipal General Election on Tuesday, March 14, 2023.**

Mayor Hillman read the title of Item 11.E.

**MOTION:** David/Moore - Moved to authorize the payment for voting processing equipment and election services, which passed unanimously 5-0. (Approved the agreement).

- F. Approval of Meeting Minutes**

**October 18, 2022 - Commission Meeting Minutes**

Mayor Hillman read the title of Item 11.F.

**MOTION:** David/Moore - Moved to approve the minutes of October 18, 2022, as corrected, which passed unanimously 5 to 0.

**G. Consideration to approve and authorize the Mayor to execute an agreement with CAP Government Services for supplemental building inspection and plan review services.**

Mayor Hillman read the title of Item 11.G.

Building Official Jeff Remas provided comments about the agreement.

**MOTION:** David/Moore - Moved to approve and authorize the Mayor to execute an agreement with CAP Government Services for supplemental building inspection and plan review services by piggybacking on the contract with the City of Boynton Beach, which passed unanimously 5 to 0.

**12. TOWN COMMISSION COMMENTS**

Commissioner John Shoemaker asked for an update on the permitting services for the Town of Gulf Stream, and Building Official Remas replied that it was going well. He spoke about the Food Truck event and the upcoming Veterans day events. He acknowledged and congratulated Ganelle Thompson for obtaining her graduate degree in public administration.

Commissioner Evalyn David wished Commissioner Gossett-Seidman well on her campaign for District 91. She also commented about permitting for renovation.

Commissioner Peggy Gossett-Seidman spoke about the Palm Beach League of Cities meeting she attended last week in Jupiter.

Vice Mayor Natasha Moore thanked Commissioner Gossett-Seidman for her service to the Town of Highland Beach. She commented on the success of the Food Truck event and the entry sign contest.

Mayor Hillman suggested the Town Commission consider modifying the February 2023 due date for the Town's sign contest and possibly communicate 90 days prior to the event. There were discussions about this matter. Assistant Town Manager Terisha Cuebas mentioned that the Town has received four (4) sign entries to date.

Mayor Douglas Hillman commented on the success of the Food Truck event.

The Town Commission supports another Food Truck event with more trucks. Commissioner Peggy Gossett-Seidman suggested having an area for children to do crafts at the Food Truck event. It was recommended to have a sign contest booth with visuals at the next Food Truck event.

Mayor Douglas Hillman thanked Commissioner Gossett-Seidman for her service and support to the Highland Beach community.



**13. TOWN ATTORNEY'S REPORT**

Town Attorney Torcivia wished Commissioner Gossett-Seidman well.

**14. TOWN MANAGER'S REPORT**

Town Manager Labadie thanked Town staff for assisting with the Food Truck event.

**15. ADJOURNMENT**

The meeting was adjourned at 4:19 p.m.

**APPROVED** November 15, 2022, Town Commission Meeting.

ATTEST:

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Douglas Hillman, Mayor

Transcribed by  
Lanelda Gaskins and Jaclyn DeHart

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Lanelda Gaskins, MMC  
Town Clerk

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Date

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



## TOWN OF HIGHLAND BEACH TOWN COMMISSION SPECIAL MEETING MINUTES

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

Date: November 04, 2022  
Time: 10:00 A.M.

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

Mayor Hillman called to order at 10:00 A.M.

### **2. ROLL CALL**

Commissioner John Shoemaker  
Commissioner Evalyn David  
Commissioner Peggy Gossett-Seidman (arrived at 10:06 A.M.)  
Vice Mayor Natasha Moore (arrived at 10:02 A.M.)  
Mayor Douglas Hillman  
Town Manager Marshall Labadie  
Town Attorney Glen Torcivia (joined virtually at 11:10 A.M.)  
Town Clerk Lanelda Gaskins

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

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

### **4. PUBLIC COMMENTS**

There were no public comments.

### **5. DISCUSSION OF FIRE RESCUE STATION**

Town Manager Labadie provided a PowerPoint presentation highlighting the fire station design related to the economic impact, the design process, and the locations of the station. He elaborated on the initial design, location and the issues discovered, and the alternate location for the station in front of Town Hall. He presented four (4) options of schematics for constructing the fire station in front of Town Hall.

Option 1: A two-story back in two bay with trucks pulling out east onto State Road A1A, and the parking lot is south of the building.

Option 1A: A two-story back in two bay with trucks pulling out east onto State Road A1A, and the parking lot is north of the building.

Option B: A two-story back in two bay with trucks backing in from the north parking lot.

Option C: A two-story drive-through two bay with trucks driving in from the north parking lot.

There were comprehensive conversations between the Town Commission, Town Manager Labadie, Sam Ferreri of PGAL Inc., and Fire Chief Glenn Joseph regarding the four (4) options for the fire station site, the issues discovered with the current location, the long-term goals for Town property, and construction involving pilings and the cost associated with pilings.

Fire Chief Glenn Joseph provided an update on the fire truck purchase status.

Sam Ferreri of PGAL Inc. indicated that a geotechnical engineer would be coming out to verify the depths of the building site and provide recommendations.

**MOTION:** David/Moore - Moved to give the authorization to go along with Plan 1A (Option 1A), which has backing from A1A and two stories over the part that is not the base. Based on roll call: Commissioner David (Yes), Vice Mayor Moore (Yes), Commissioner Shoemaker (Yes), Commissioner Gossett-Seidman (Yes), and Mayor Hillman (Yes). The motion passed a 5 to 0 vote.

Mayor Hillman suggested adding the Town Hall building to the Strategic Priorities Plan.

## **6. TOWN COMMISSION COMMENTS**

No comments from Town Commission.

## **7. ADJOURNMENT**

The meeting adjourned at 11:14 A.M.

**APPROVED** November 15, 2022, Town Commission Meeting.

ATTEST:

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Douglas Hillman, Mayor

Transcribed by  
Lanelda Gaskins and Jaclyn DeHart

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Lanelda Gaskins, MMC  
Town Clerk

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Date

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