



# Town of Highland Beach

## Notice of Public Meeting Protocol

The Town of Highland Beach is committed to serving the needs of the public.

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, January 03, 2023 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  
David Stern**

**Mayor  
Vice Mayor  
Commissioner  
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**
  - 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 three-year terms
Financial Advisory Board:	One (1) vacancy for an unexpired term ending April 30, 2023
	One (1) vacancy for an unexpired term ending April 30, 2024
Natural Resources Preservation Advisory Board:	Two (2) vacancies for unexpired terms ending April 30, 2024

**Meetings and Events**

January 10, 2023 -	1:00 P.M	Code Enforcement Board Regular Meeting
January 16, 2023		Town Hall closed in observance of Martin Luther King, Jr. Day
January 17, 2023 -	1:30 P.M.	Town Commission Meeting
January 24, 2023	9:00 A.M.	Coffee with the Mayor
January 26, 2023 -	11:30 A.M.	Financial Advisory Board Regular Meeting

**Board Action Report**

A. None.

**8. ORDINANCES**

A. None.

**9. CONSENT AGENDA**

A. None

**10. UNFINISHED BUSINESS**

A. Fire Rescue Implementation Update

B. 2022-2023 Strategic Priorities Plan Update and Review

- C. Discussion of Florida Senate Bill 4-D covering Condominium Reserves. – Mayor Hillman

**11. NEW BUSINESS**

- A. Discussion of battery-operated blowers. – Mayor Hillman
- [B.](#) Discussion of the Funding Limitation (Sec. 2.01(31)). – Commissioner Stern
- [C.](#) Approval of Meeting Minutes

December 06, 2022 - Commission Meeting Minutes

**12. TOWN COMMISSION COMMENTS**

Commissioner David Stern

Commissioner Evalyn David

Commissioner John Shoemaker

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:**

B. 2022-2023 Strategic Priorities Plan Update and Review



# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting  
**MEETING DATE** January 3, 2023  
**SUBMITTED BY:** Town Manager's Office  
**SUBJECT:** 2022-2023 Strategic Priorities Plan Update and Review

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**SUMMARY:**

Attached is the Highland Beach 2023 Strategic Priorities Plan including the master list. The intent of this discussion is to review the master list and prioritize the projects and initiatives for the fiscal year.

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

TOHB 2023 Strategic Priorities Plan

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**RECOMMENDATION:**

Commission review and discussion.



**TOWN OF HIGHLAND BEACH**  
**2023 STRATEGIC PRIORITIES PLAN**  
**JANUARY 2023** *(This is a working document)*

**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:**

**H**elp citizens live a better life by providing a safe and secure community.

**I**nclusiveness – we respect people, value diversity and are committed to equality.

**G**ive exceptional citizen service.

**H**onor public trust through ethical behavior, transparency and servant leadership.

**L**ead with integrity at every level.

**A**ssure fiscal responsibility and accountability.

**N**urture and respect our natural environment.

**D**eliver 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:*

1. Fire Rescue Department Implementation
3. Develop a Communication Plan (that includes a targeted community engagement process)
4. Investment Policy Review
5. Website Content Management Process
7. Maintain 5-year Capital Improvement Projects Program
13. Strategic Budget Process
15. Public Record Digitization & Management Project
17. Define Human Resource/Personnel Roles & Responsibilities

##### *Planned:*

1. PBA Collective Bargaining Agreement: FY 2023 – 2026
2. FOP Collective Bargaining/General Employees: FY 2023 – 2026
6. Maintain and Refine 5-year Financial Forecast Model
13. Condominium and Homeowner’s Association Reserves Studies

#### 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:

##### *Commenced:*

1. Fire Rescue Department Implementation
2. Undertake Sanitary Sewer Collection System Project
6. Veterans Memorial
7. Maintain 5-year Capital Improvement Projects Program
9. Town Entry Signs—A1A
10. A1A Drainage/Flooding Issues (including the development of an alternative plan to address significant issues)
14. Engage in FDOT RRR Project Design & Construction

##### *Planned:*

8. Survey Waterbodies – Bel Lido Subdivision
11. Water Tower Lease Options
12. Town Hall Complex Expansion (Long Term)

#### Departments:

Highland Beach Fire Rescue Department  
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:*

1. Fire Rescue Department Implementation
8. Marine Accessory Structures Ordinance

##### *Planned:*

1. PBA Collective Bargaining Agreement: FY 2023 – 2026
3. Temporary Sign Ordinance Review/Update (Real Estate and Political Signs)
4. Seawall Ordinance Review (Seawall Elevation)
6. Implement 2020 FIRM Flood Maps/Ordinance Revision
8. Home Based Business Ordinance/Updates

#### 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  
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:*

11. Sea Turtle Lighting Standards/Requirements
12. Collaborate with Palm Beach County on Cam Milani Park Development
16. Update Beach Erosion Study/Dune Management (Erosion Control Line)
18. Garbage and Recycling Contract Solicitation
19. Zoning District Density Review

*Planned:*

9. Improve Recycling and Waste Reduction Rates
10. Gas Leaf Blower Regulations

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
- Inflation/Recessionary Concerns
- Charter Spending Limits
- Property Insurance
- Affordability/Cost of Living

## 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. **Fire Rescue Department Implementation**  
*Refer to Fire Rescue Department Implementation Plan for more details*
2. **Undertake Sanitary Sewer Collection System Project**  
*Progress: ARPA Funded Project--*
3. **Develop a Communication Plan (that includes a targeted community engagement process)**  
*Progress: Engagement of PR Firm commenced – Draft Q2*
4. **Investment Policy Review**  
*Progress: PNC Custodial Contract in place....evaluate investment laddering options FAB Review Q4*
5. **Website Content Management Process**  
*Progress: Engaged vendor; contract pending execution; implementation anticipated Q3*
6. **Veterans Memorial**  
*Progress: To be incorporated with renovation of Fire station*
7. **Maintain 5-year Capital Improvement Projects Program**  
*Progress: Identified in the FY 2022-2023 budget*
8. **Marine Accessory Structures Ordinance**  
*Progress: Draft completed TB Review 3/1/22*
9. **Town Entry Signs—A1A**  
*Progress: Resident engagement process commenced – draft*
10. **A1A Drainage/Flooding Issues (including the development of an alternative plan to address significant issues)**  
*Progress: FDOT commitments secured*
11. **Sea Turtle Lighting Standards/Requirements**  
*Progress: Draft Ordinance Reviewed Q4; Natural Resources Preservation Board assigned*
12. **Collaborate with Palm Beach County on Cam Milani Park Development**  
*Progress: Engaged in conversations with the County/leadership*
13. **Strategic Budget Process**  
*Progress: Commenced; Integrate Strategic Priorities within Budget – Evaluate Two-year Budget and enhanced budget book*
14. **Engage in FDOT RRR Project Design & Construction**  
*Progress: Commenced; construction starting FY 2024 Preliminary Design Phase*
15. **Public Record Digitization & Management Project**  
*Progress: Commenced; 75,000 pages scanned to date*
16. **Update Beach Erosion Study/Dune Management (Erosion Control Line)**  
*Progress: Town Commission assigned to Natural Resources Preservation Board*
17. **Define Human Resource/Personnel Roles & Responsibilities**
18. **Garbage and Recycling Contract Solicitation**  
*Progress: Request for Proposals drafted; Commission approval anticipated Q2*
19. **Zoning District Density Review**  
*Progress: Town Commission outlined process; Directed to Planning Board to develop community review process*

## **Planned**

1. PBA Collective Bargaining Agreement FY 2023 - 2026
2. FOP Collective Bargaining/General Employees FY 2023-2026
3. Temporary Sign Ordinance Review/Update (Real Estate and Political Signs)
4. Seawall Ordinance Review (Seawall Elevation)
5. Maintain & Refine 5-year Financial Forecast Model
6. Implement 2020 FIRM Flood Maps/Ordinance Revision
7. Survey Waterbodies – Bel Lido Subdivision
8. Home Based Business Ordinance/Updates
9. Improve Recycling and Waste Reduction Rates
10. Gas Leaf Blower Regulations
11. Water Tower Lease Options
12. Town Hall Complex Expansion (Long Term)
13. Condominium and Homeowner's Association Reserves Studies

## **Completed**

### ***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 (inlc. Marine Unit)**
- 3. Fund Balance Guidelines/Policy Revision**
- 4. Property Rights Element – Comprehensive Plan Update**
- 5. Building Permit Discount**

DRAFT

**File Attachments for Item:**

B. Discussion on the Funding Limitation (Sec. 2.01 (31)).





# TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

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**MEETING TYPE:** Town Commission Meeting  
**MEETING DATE** January 3, 2023  
**SUBMITTED BY:** Commissioner Stern  
**SUBJECT:** Discussion on the Funding Limitation (Sec. 2.01 (31)).

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**SUMMARY:**

At the December 6<sup>th</sup> Town Commission meeting, during Commissioner comments, Commissioner Stern advised he would like to have a discussion at the next meeting regarding the charter spending limit. Upon request, the Finance Department researched the funding limit history and forecasted where the current spending limit would be based on today's consumer price index (CPI).

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**FISCAL IMPACT:**

N/A

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**ATTACHMENTS:**

CPI and Charter Spending Limit -- 1991 to 2023

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**RECOMMENDATION:**

Commission Discussion.

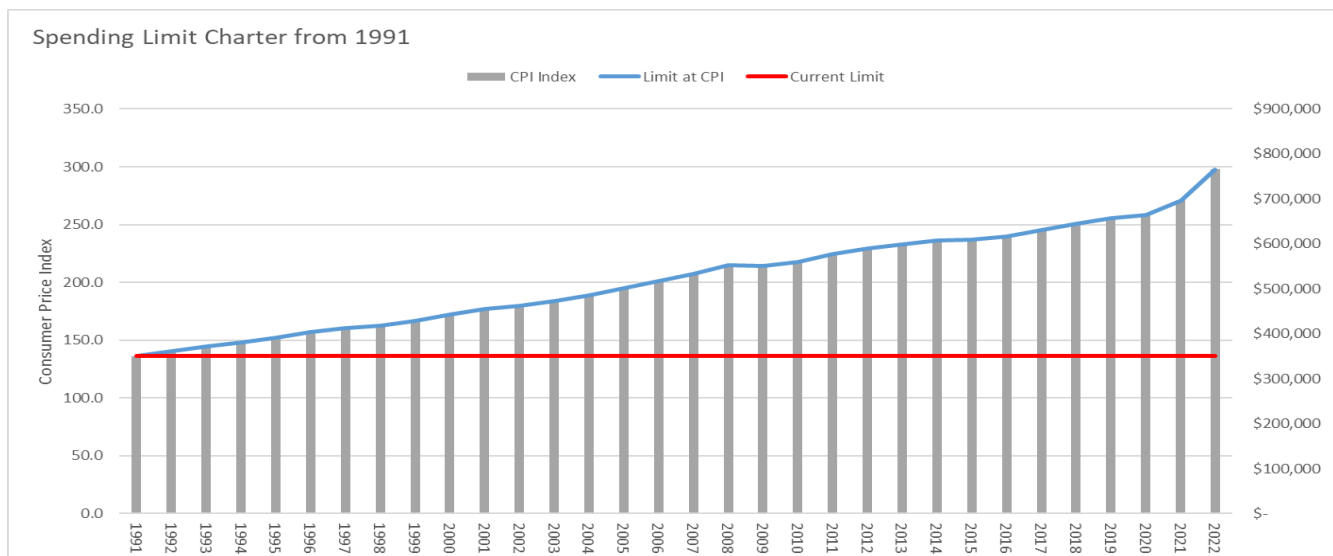
# CPI for All Urban Consumers (CPI-U) Original Data Value

**Series Id:** CUUR0000SA0  
**Not Seasonally Adjusted**  
**Series Title:** All items in U.S. city average, all urban consumers, not  
**Area:** U.S. city average  
**Item:** All items  
**Base Period:** 1982-84=100  
**Years:** 1991 to 2022

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	% Chng
1991	134.6	134.8	135.0	135.2	135.6	136.0	136.2	136.6	137.2	137.4	137.8	137.9	136.2	
1992	138.1	138.6	139.3	139.5	139.7	140.2	140.5	140.9	141.3	141.8	142.0	141.9	140.3	3.0%
1993	142.6	143.1	143.6	144.0	144.2	144.4	144.4	144.8	145.1	145.7	145.8	145.8	144.5	3.0%
1994	146.2	146.7	147.2	147.4	147.5	148.0	148.4	149.0	149.4	149.5	149.7	149.7	148.2	2.6%
1995	150.3	150.9	151.4	151.9	152.2	152.5	152.5	152.9	153.2	153.7	153.6	153.5	152.4	2.8%
1996	154.4	154.9	155.7	156.3	156.6	156.7	157.0	157.3	157.8	158.3	158.6	158.6	156.9	3.0%
1997	159.1	159.6	160.0	160.2	160.1	160.3	160.5	160.8	161.2	161.6	161.5	161.3	160.5	2.3%
1998	161.6	161.9	162.2	162.5	162.8	163.0	163.2	163.4	163.6	164.0	164.0	163.9	163.0	1.6%
1999	164.3	164.5	165.0	166.2	166.2	166.2	166.7	167.1	167.9	168.2	168.3	168.3	166.6	2.2%
2000	168.8	169.8	171.2	171.3	171.5	172.4	172.8	172.8	173.7	174.0	174.1	174.0	172.2	3.4%
2001	175.1	175.8	176.2	176.9	177.7	178.0	177.5	177.5	178.3	177.7	177.4	176.7	177.1	2.8%
2002	177.1	177.8	178.8	179.8	179.8	179.9	180.1	180.7	181.0	181.3	181.3	180.9	179.9	1.6%
2003	181.7	183.1	184.2	183.8	183.5	183.7	183.9	184.6	185.2	185.0	184.5	184.3	184.0	2.3%
2004	185.2	186.2	187.4	188.0	189.1	189.7	189.4	189.5	189.9	190.9	191.0	190.3	188.9	2.7%
2005	190.7	191.8	193.3	194.6	194.4	194.5	195.4	196.4	198.8	199.2	197.6	196.8	195.3	3.4%
2006	198.3	198.7	199.8	201.5	202.5	202.9	203.5	203.9	202.9	201.8	201.5	201.8	201.6	3.2%
2007	202.416	203.499	205.352	206.686	207.949	208.352	208.299	207.917	208.490	208.936	210.177	210.036	207.342	2.8%
2008	211.080	211.693	213.528	214.823	216.632	218.815	219.964	219.086	218.783	216.573	212.425	210.228	215.303	3.8%
2009	211.143	212.193	212.709	213.240	213.856	215.693	215.351	215.834	215.969	216.177	216.330	215.949	214.537	-0.4%
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179	218.056	1.6%
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672	224.939	3.2%
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601	229.594	2.1%
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049	232.957	1.5%
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812	236.736	1.6%
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525	237.017	0.1%
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432	240.007	1.3%
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524	245.120	2.1%
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233	251.107	2.4%
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974	255.657	1.8%
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.280	260.388	260.229	260.474	258.811	1.2%
2021	261.582	263.014	264.877	267.054	269.195	271.696	273.003	273.567	274.310	276.589	277.948	278.802	270.970	4.7%
2022	281.148	283.716	287.504	289.109	292.296	296.311	296.276	296.171	296.808	298.012			298.012	10.0%

2.6%

Jan-91 134.600 \$350,000  
 Oct-22 298.012 \$774,920  
 % Change 121.4%



**File Attachments for Item:**

C. Approval of Meeting Minutes

December 06, 2022 - Commission Meeting Minutes



## TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

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

Date: December 06, 2022  
Time: 1:30 PM

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

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

### **2. ROLL CALL**

Commissioner David Stern  
Commissioner John Shoemaker  
Commissioner Evalyn David (arrived at 1:33 P.M.)  
Vice Mayor Natasha Moore  
Mayor Douglas Hillman  
Town Attorney Glen Torcivia  
Town Manager Marshall 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**

**MOTION:** Stern/Shoemaker - Moved to approve the agenda as presented, which passed unanimously 4 to 0.

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

#### **A. CivicPlus Website Presentation**

Management Analyst Skender Coma introduced this item. Brian Wheeler and Liz Vista, with CivicPlus, joined the meeting via Zoom. Mr. Wheeler provided a presentation highlighting features of a new website.

### **6. PUBLIC COMMENTS**

There were no public comments.

**7. ANNOUNCEMENTS**

Mayor Hillman read the announcements as follows:

**Board Vacancies**

Board of Adjustment and Appeals:	Two (2) vacancies for three-year terms
Financial Advisory Board:	One (1) vacancy for an unexpired term ending April 30, 2023
	One (1) vacancy for an unexpired term ending April 30, 2024
Natural Resources Preservation Advisory Board:	Two (2) vacancies for unexpired terms ending April 30, 2024

**Meetings and Events**

December 07, 2022 - 6:00 P.M	Public Meeting Accessory Marine Facility Regulations
December 13, 2022 1:00 P.M	Code Enforcement Board Regular Meeting
December 13, 2022 - 6:00 P.M.	Public Meeting Accessory Marine Facility Regulations
December 15, 2022 - 5:00 P.M.	Mingle and Jingle Food Truck Event
December 23, and 26, 2022	Town Hall Closed in observance of Christmas Holiday
January 02, 2023	Town Hall Closed in observance of New Year's Holiday
January 04, 2023 - 1:30 P.M.	Town Commission Meeting

**Board Action Report**

A. None.

**8. ORDINANCES**

A. None.

**9. CONSENT AGENDA**

A. None.

**10. UNFINISHED BUSINESS**

**A. Fire Rescue Implementation Update**

Town Manager Labadie provided an update on the Fire Rescue implementation as follows: the status of the fire rescue truck, the team is currently discussing the massing related to the building design, Town Attorney Rubin is working on the CMS At Risk Contract, Building Official Remas is working with Kaufman Lynn Construction on the permit process, and Fire Chief Joseph has been looking at our new EMS rescue. They are still focusing on the design and construction.

**11. NEW BUSINESS**

**A. Consideration of a request for a Town of Highland Beach Right-of-Way permit for the property located at 2474 S. Ocean Blvd.**

Mayor Hillman read the title of Item 11.A. This item was discussed after Item 11.D.

Building Official Remas presented this item. There were discussions about what could be ripped out based on the Florida Department of Transportation RRR project as it relates to drainage.

Mr. Stephen Garchik, the property owner, provided comments about this matter.

**MOTION:** David/Stern – Moved to approve the Right of Way permit for 2474 South Ocean Blvd., which passed unanimously 5 to 0.

**B. Consideration to approve and authorize the Mayor to execute an agreement with Mainguy Landscape Services, Inc. in an amount of \$33,592.60 (per year) to landscaping services for Town-owned properties in accordance with Invitation to Bid No. 22-005.**

Mayor Hillman read the title of Item 11.B.

Management Analyst Coma presented this item.

Mayor Hillman suggested to add an item to the next Town Commission agenda relating to battery operated blowers.

There was discussion about viewing Mainguy Landscaping's work. Assistant Town Manager Eric Marmer mentioned he would speak with Public Works Director Pat Roman about contacting other municipalities regarding this company.

**MOTION:** David/Stern – Moved to approve the agreement with Mainguy Landscape Services Inc. for landscaping services for Town-owned properties, which passed unanimously 5 to 0.

- C. Consideration to approve and authorize the Town Manager to Town Manager to make a best-interest purchase of a 2017 Pierce Ladder Truck in an amount of \$830,000.00 for the Fire Rescue Department in accordance with the Town of Highland Beach purchasing policy.**

Mayor Hillman read the title of Item 11.C.

Fire Chief Joseph presented this item explaining the aesthetics and design of the ladder truck.

Mayor Hillman inquired about the graphics for the fire rescue vehicle and Town Manager Labadie explained. Mr. Labadie will present an item to the Town Commission at a future meeting. Town Manager Labadie provided comments regarding the best interest acquisition process.

**MOTION:** David/Stern – Moved to authorize the Town Manager to make a best-interest purchase of a 2017 Pierce Ladder Truck in an amount of \$830,000.00. Upon roll call: Commissioner David (Yes), Commissioner Stern (Yes), Commissioner Shoemaker (Yes), Vice Mayor Moore (Yes), and Mayor Hillman (Yes), which passed on a 5 to 0 vote.

**D. Resolution No. 2022-033**

**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 for an effective date.**

Finance Director David DiLena presented this item.

**MOTION:** David/Moore - Moved to approve Resolution No. 2022-033. Upon roll call: Commissioner David (Yes), Vice Mayor Moore (Yes), Commissioner Stern (Yes), Commissioner Shoemaker (Yes), and Mayor Hillman (Yes), which passed on a 5 to 0 vote.

**E. Approval of Meeting Minutes**

November 15, 2022 - Commission Meeting Minutes

November 22, 2022 - Commission Meeting Special Minutes

**MOTION:** David/Moore – Moved to approve the November 15, 2022 and November 22, 2022 Commission Meeting Minutes as amended, which passed unanimously 5 to 0.

**F. Discussion of Florida Senate Bill 4-D covering Condominium Reserves.  
Mayor Hillman**

Mayor Hillman presented this item; followed by Town Commission discussions regarding this matter. It was suggested to add this as an item to the next Town Commission meeting agenda.

**12. TOWN COMMISSION COMMENTS**

Commissioner David Stern requested to add an item to the next Town Commission meeting agenda, to discuss and revise the spending limit for the Town Commission. He also requested that the Town Manager and Finance Director provide the dollar limit history and what the number would be in today's dollars from the original \$350,000.00 as a reference point from many years ago.

Vice Mayor Natasha Moore asked to start discussing the Strategic Priorities Plan at the January 03, 2023 Town Commission meeting. Town Manager Labadie will send the plan to the Commission prior to the holidays. She reminded everyone about the Town Entry Sign contest.

Commissioner Evalyn David wished everyone a happy and healthy holiday season.

Commissioner John Shoemaker announced that he was elected as the President of the Clarendon Condominium Association. He provided comments about the December 05, 2022 Public Accessory Marine Facility Regulations Meeting, and upcoming Mingle & Jingle Food Truck event.

Mayor Douglas Hillman wished everyone a happy and healthy holiday.

**13. TOWN ATTORNEY'S REPORT**

Town Attorney Torcivia wished everyone a happy holiday.

**14. TOWN MANAGER'S REPORT**

Town Manager Labadie reported the following:

At the December 15, 2022 Mingle & Jingle Food Truck event there will be updated drawings of the Fire Department Station.

He received an invitation to attend Palm Beach County Day in March 2023.

Town staff is working through a few Delray issues.

He wished everyone a happy holiday season.



**15. ADJOURNMENT**

The meeting adjourned at 3:46 P.M.

**APPROVED** January 03, 2023, 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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January 03, 2023  
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/>.