



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING AGENDA

Tuesday, March 05, 2024 AT 1:30 PM

LIBRARY COMMUNITY ROOM, 3618 S. OCEAN BLVD.,
HIGHLAND BEACH, FL

Town Commission

Natasha Moore
David Stern
Evalyn David
Donald Peters
Judith M. Goldberg

Mayor
Vice Mayor
Commissioner
Commissioner
Commissioner

Marshall Labadie
Lanelda Gaskins
Glen J. Torcivia

Town Manager
Town Clerk
Town Attorney

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

A. None.

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

A. Approval of Meeting Minutes

February 06, 2024 Town Commission Meeting Minutes

B. Approve and authorize Town Staff to engage Pantropic Power, an authorized Caterpillar distributor, for the replacement of the muffler on the town complex generator in an amount not to exceed \$93,200.00.

C. Approve and authorize Town Staff to engage Baxter & Woodman, Inc. to prepare bid documents outlining the repairs based on the recommendations of that assessment, provide a cost estimate, review the FDEP permitting requirements, provide bidding, construction management and inspections services in an amount not to exceed \$67,750.00.

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

A. Fire Rescue Implementation Update

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

C. Continued discussion of Milani Park.

D. Continued discussion of 2023-2024 Strategic Priorities Plan Update and Review

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

A. None.

11. **TOWN COMMISSION COMMENTS**

Commissioner Judith M. Goldberg

Commissioner Donald Peters

Commissioner Evalyn David

Vice Mayor David Stern

Mayor Natasha Moore

12. **TOWN ATTORNEY'S REPORT**

13. **TOWN MANAGER'S REPORT**

14. ANNOUNCEMENTS**Board Vacancies**

Board of Adjustment and Appeals Board One (1) vacancy for an unexpired term ending September 21, 2024

Meetings and Events

March 07, 2024 5:00 P.M. FDOT RRR Project Virtual Meeting

March 07, 2024 6:00 P.M. FDOT RRR Project In-Person Meeting

March 12, 2024 1:00 P.M. Code Enforcement Board Regular Meeting

March 17, 2024 9:30 A.M. Planning Board Regular Meeting

March 19, 2024 2024 Presidential Preference Primary (PPP) & Uniform Municipal Elections (**Town Hall Closed**)

March 21, 2024 10:00 A.M. Financial Advisory Board Regular Meeting

March 26, 2024 1:30 P.M. Town Commission Special Meeting / Swearing In Ceremony (Tentative)

Board Action Report

None.

15. ADJOURNMENT

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

February 06, 2024 Town Commission Meeting Minutes



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

LIBRARY COMMUNITY ROOM, 3618 S. OCEAN
BLVD., HIGHLAND BEACH, FL

Date: February 06, 2024
Time: 1:30 PM

1. CALL TO ORDER

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

2. ROLL CALL

Commissioner Judith Goldberg
Commissioner Donald Peters
Commissioner Evelyn David
Vice Mayor David Stern
Mayor Natasha Moore
Town Manager Marshall Labadie
Town Attorney Glen Torcivia
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

Commissioner David asked the Town Commission to postpone voting for Resolution No. 2024-003 until each Commissioner has time to digest the information presented at the February 1st public meeting. Commissioner Goldberg agreed that Resolution No. 2024-003 should be postponed to the next scheduled Town Commission meeting. Mayor Moore, Vice Mayor Stern and Commissioner Peters were in favor of keeping Resolution No. 2024-003 on the agenda.

MOTION: David/Goldberg - Moved to postpone Resolution No. 2024-003 until the next scheduled meeting. Upon roll call: Commissioner David (Yes), Commissioner Goldberg (Yes), Commissioner Peters (No), Vice Mayor Stern (No), and Mayor Moore (No). The motion failed on a 2 to 3 vote with Mayor Moore, Vice Mayor Stern and Commissioner Peters dissenting.

MOTION: Moore/Stern - Moved to approve the agenda as presented. Upon roll call: Mayor Moore (Yes), Vice Mayor Stern (Yes), Commissioner Goldberg (Yes), Commissioner Peters (Yes), and Commissioner David. The motion passed unanimously on a 5 to 0 vote.

5. PRESENTATIONS / PROCLAMATIONS

A. Resolution No. 2024-003

A Resolution of the Town Commission of the Town of Highland Beach, Florida, supporting the sale of Milani Park and providing for an effective date.

Mayor Moore read the title of Resolution No. 2024-003, followed by Town Manager Labadie presenting the item and the Town Commission discussion about supporting the sale of Milani Park as well as other practical options.

Mayor Moore opened the item for public comments.

Mr. Jack Halpern provided comments about the Milani Park property.

Mr. Ron Reame voiced his support for Resolution No. 2024-003.

MOTION: Peters/Stern – Moved to approve Resolution No. 2024-003. Upon roll call: Commissioner Peters (Yes), Vice Mayor Stern (Yes), Commissioner Goldberg (Yes), Commissioner David (Yes), and Mayor Moore (Yes). The motion passed unanimously on a 5 to 0 vote.

B. Resolution No. 2024-002

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 Financial Advisory Board; and providing for an effective date.

Mayor Moore read the title of Resolution No. 2024-002.

Applicant Harold Siegel was present and interviewed by the Town Commission. Mr. Siegel provided background information about his professional experiences.

Applicant Margarita Chappellear was not present at the meeting.

MOTION: David/Goldberg - Moved to accept Resolution No. 2024-002 appointing Harold Siegel to the Financial Advisory Board (as outlined in the resolution). Upon roll call: Commissioner David (Yes), Commissioner Goldberg (Yes), Commissioner Peters (Yes), Vice Mayor Stern (Yes), and Mayor Moore (Yes). The motion passed unanimously on a 5 to 0 vote.

C. Police Officer of the Year Award

Chief of Police Craig Hartmann presented Sergeant Paul Shersty with the Police Officer of the Year Award. Sergeant Shersty thanked everyone.

6. PUBLIC COMMENTS (NON-AGENDA ITEMS)

Mr. Timothy Ruotolo provided comments.

Reverend Father Brian Horgan spoke about why St. Lucy Catholic Church was no longer available to use as polling location during the elections.

Mr. Ron Reame also provided comments.

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

A. Ordinance No. 2024-001 (Second Reading/Public Hearing)

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, Amending Section 4-8 “Lighting Restrictions for Protection of Sea Turtles” of Chapter 4, “Animals,” and Section 30-85 “Coastal Lighting” of Chapter 30, “Zoning,” of the Town Code of Ordinances to incorporate Lighting Regulations for new and existing coastal structures in order to minimize the effect of artificial light on sea turtle populations; providing for the repeal of all ordinances in conflict; providing for severability and codification; and providing an effective date (First Reading was December 5, 2023).

Town Planner Allen presented this item and explained the revision made to the ordinance.

MOTION: David/Goldberg – Moved to approve (adopt) Ordinance No. 2024-001.

Mayor Moore read the title of Ordinance No. 2024-001. Then she opened the item for item for public hearing. Hearing no public comments, Mayor Moore closed the public hearing.

Upon roll call: Commissioner David (Yes), Commissioner Goldberg (Yes), Commissioner Peters (Yes), Vice Mayor Stern (Yes), and Mayor Moore (Yes). The motion passed unanimously on a 5 to 0 vote.

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

A. Approve and authorize the Town Staff to purchase Zoll EKG monitors for \$147,193.75 according to the Sinavvik Contract, (Contract No. PSAI 2921-06) for the Fire Rescue Department.

Mayor Moore read the title of Item 8.A. Town Attorney Torcivia will prepare a standard addendum agreement for this item.

MOTION: David/Stern - Moved to approve the Consent Agenda, which passed unanimously 5 to 0.

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

A. Fire Rescue Implementation Update

Fire Chief Glenn Joseph provided an update on the construction of the fire rescue building as follows: on track for TCO at the end of the month, March 18, 2024 is the start date for the fire rescue personnel, town staff will pick up the fire truck from Pride on Friday, the fire truck will be on site next week, several equipment has been purchased. He needs direction and dates for the ribbon cutting ceremony.

Mayor Moore opened the item for public comments.

Mr. Timothy Ruotolo provided comments.

Mayor Moore closed the public comments.

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

Town Manager Labadie announced FDOT will hold a public meeting on March 7, 2024. The virtual meeting will be from 5:00 p.m. to 6:00 p.m. and the in-person meeting will be from 6:00 p.m. to 7:00 p.m. in the Library. Mr. Labadie spoke about the traffic data count that he sent to the Town Commission and noted that Highland Beach has the busiest area on State Road A1A.

Mayor Moore opened the item for public comments.

Mr. Timothy Ruotolo provided comments.

Mayor Moore closed the public comments.

C. Continued discussion of Milani Park.

Town Manager Labadie will meet with each Commissioner this week and will provide them with an update. He thanked the residents for attending the February 1 public meeting held by Palm Beach County Commissioner Marci Woodward, District 4. He talked about the meeting and the county agreement. 1:46:27

Mayor Moore opened the item for public comment.

Mr. Jack Halpern provided comments.

Mayor Moore closed the public comment.

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

A. Approve and authorize the Mayor to execute the Statewide Mutual Aid Agreement between the Town of Highland Beach and the State of Florida Division of Emergency Management, which enables the Town of Highland Beach to receive assistance in the event of a disaster or emergency.

Town Manager Labadie presented this item.

MOTION: David/Goldberg - Moved that we authorize the Mayor to execute the Statewide Mutual Aid Agreement between the Town of Highland Beach and the State of Florida Division of Emergency Management. The motion passed unanimously 5 to 0.

B. Consideration of a request for land filling approval for a portion of the property located at 4801 South Ocean Boulevard.

Town Planner Allen gave a PowerPoint presentation on the request for land filing approval for a portion of the property located at 4801 South Ocean Boulevard.

Mr. David Nutter of B & M Marine Construction, Inc., the applicant's agent, commented on the land filling.

MOTION: Moore/Goldberg – Moved to accept the request for land filing for 4801 South Ocean Boulevard. The motion passed unanimously 5 to 0.

C. 2023-2024 Strategic Priorities Plan Update and Review

Town Manager Labadie presented the Strategic Priorities Plan update and review. Town Commission recommendations were to include the below items to the Strategic Priorities Plan:

- Compile a list of all the 2023 completed projects,
- Each Commissioner should provide their input and/or add new projects to the strategic priorities plan as well as provide their thoughts on reprioritizing the list of projects,
- Add prior charter items such as salaries of the Town Commission and signing of Town checks,
- Add the completion of the transition of the financials associated with the fire department,
- Add a process for ordinances,
- Add replacing the Code Enforcement Board with a Special Magistrate,
- Add the reconfiguration of the old fire station building, and
- Consider aging infrastructure.

Town Manager Labadie will include the five-year capital improvement plan in the strategic priorities plan. Also, there will be a standing agenda item related to the Strategic Priorities Plan future Town Commission agendas.

Mr. Timothy Ruotolo provided comments.

11. TOWN COMMISSION COMMENTS

Commissioner Judith M. Goldberg talked the following: February 1st public meeting held by Palm Beach County Commissioner Woodward and the resolution regarding Milani Park property, the progress of the fire rescue department, and encouraging community participation. She suggested extending and increasing the Town Commission concerns particularly the environmental community, beyond the immediate community and Palm Beach county to state legislators and the media to draw attention to what is being attempted by a government entity.

Commissioner Donald Peters thanked the community for coming to the February 1st meeting as well as thanked the police department.

Commissioner Evalyn David also talked about the February 1st public meeting and thanked the residents for attending the meeting last week.

Vice Mayor David Stern concurred with the Town Commissioners comments about the public meeting and briefly talked about the strategic priorities plan.

Mayor Natasha Moore also thanked the residents for the community engaged at the public meeting last week. She congratulated Sergeant Paul Shersty for the officer of the year award. Lastly, commented on the strategic priorities plan.

12. TOWN ATTORNEY'S REPORT

Town Attorney Torcivia had nothing to report.

13. TOWN MANAGER'S REPORT

Town Manger Labadie had nothing to report.

14. ANNOUNCEMENTS

Mayor Moore read the announcement as follows:

Board Vacancies

Board of Adjustment and Appeals Board

One (1) vacancy for an unexpired term ending September 21, 2024

Meetings and Events

- February 07, 2024 11:00 A.M. Natural Resources Preservation Advisory Board Regular Meeting
- February 08, 2024 9:30 A.M. Planning Board Regular Meeting
- February 13, 2024 1:00 P.M. Code Enforcement Board Regular Meeting
- February 19, 2024 Town Hall Closed in Observance of Presidents' Day

Board Action Report (Informational Only)

None.

15. ADJOURNMENT

The meeting adjourned at 3:58 PM.

APPROVED: March 05, 2024, Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

Lanelda Gaskins, MMC
Town Clerk

03/05/2024
Date

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

File Attachments for Item:

B. Approve and authorize Town Staff to engage Pantropic Power, an authorized Caterpillar distributor, for the replacement of the muffler on the town complex generator in an amount not to exceed \$93,200.00.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting
MEETING DATE: *March 5, 2024*
SUBMITTED BY: Pat Roman, Public Works Director
SUBJECT: Approve Muffler Change Town Hall Generator

SUMMARY:

We are seeking approval to engage Pantropic Power an authorized Caterpillar distributor to change our muffler on the town complex generator as the old one has reached its end of life. The new muffler will be stainless steel and will be expected to last much longer due to its anti-corrosive properties.

FISCAL IMPACT:

\$93,200; Water Plant Budgeted (Machinery & Equipment)

ATTACHMENTS:

Work Order Pantropic Power SC134404

RECOMMENDATION:

Commission approval.



Miami West Palm Bch Ft. Myers Ft. Lauderdale Stuart
305-592-4944 561-640-0818 239-337-4222 954-797-7972 772-692-3442

Estimate

Estimate No.: SQ0051982
WorkOrder: SC134404
Estimate Date: 2/20/2024
Customer No.....: 3418995

Expiry Date: 3/21/2024

Sold To: Town Of Highland Beach
3614 S Ocean Blvd
Boca Raton FL 33431

Ship To Town Of Highland Beach
3614 S OCEAN BLVD, HIGHLAND
BEACH 33487
Boca Raton FL 33487

Division

Henao, Daniel 786-209-0816 Electric Power Generator

Model	Serial No.	ID No.	Customer Equipment No.	Service Meter
3516PGAL	ZAP00380	P007207		868.00

SUPPLY PARTS - MUFFLER

Quantity	Unit	Item Name	Unit price	Extended Price
			Segment 01 Total:	93,200.00

The following is a formal estimate to perform service repairs on your CAT 3516 with serial number - ZAP00380 disconnect and remove the roof top from the enclosure. Only the section where the muffler will be lifted though the top. We will use an 80-Ton crant to lift the muffler. Once the muffler is out, we will clean the area and prep it and insall the new muffler with new hardware gaskets. Reinstall the roof of the enclose back in its place. Start the generator and run it to make sure it does not have any exhasut leaks.

1-OHBE2Z-D12PF18CT-3-23040052, O-Series, Hosptal Grade, Dual Inlet, 304 Stainless Steel Oval Silencer, 12" Pipe Flange, Botton Dual Inlet, 18" Custom Flange End Outlet, No Lugs BNFFG-12 Flange Gasket Set

Total	93,200.00
	93,200.00
Estimate Total	93,200.00

PANTROPIC POWER, INC.

SERVICE ESTIMATE

TERMS AND CONDITIONS

Per Owner/Customer's request, Pantropic Power, Inc. (hereinafter "PPI") has estimated repairs on the Equipment, including all components, parts or other miscellaneous items listed herein. A repair description with labor and/or parts is stated herein. Upon disassembly of the Equipment to be repaired additional parts, labor and miscellaneous items may be necessary. If so, at customer's request a Service Estimate for additional repairs will be forwarded to Owner/Customer for approval. NOTE: By accepting this Service Estimate in writing, verbally or by signing a corresponding "AUTHORIZATION FOR SERVICE WORK," Owner/Customer agrees to all terms and conditions set forth herein. NOTE: TERMS AND CONDITIONS SET FORTH HEREIN PREVAIL OVER OWNER/CUSTOMER PURCHASING TERMS.

AUTHORITY TO PERFORM REPAIRS: It is understood that upon receipt of any items or Equipment for repair, maintenance or other work, PPI may examine the item or Equipment received and PPI may suggest other work to be performed, in addition to whatever work, if any, might have been requested by Owner/Customer.

TIME AND MATERIAL WORK: PPI will proceed with the work agreed upon as set forth herein.

FIRM PRICE: If requested, a firm price will be given in writing to Owner/Customer for labor and/or parts to do a specific repair. Any agreed-upon repair order not covered by a firm written proposal will be billed at current time and material prices.

UNFORESEEN PROBLEMS OR ADDITIONAL REPAIRS: PLEASE BE ADVISED: UNFORESEEN ISSUES/PROBLEMS AND UNANTICIPATED CONDITIONS MAY CAUSE REPAIR PRICE TO INCREASE AND DUE TO THE CIRCUMSTANCES THE TIME NECESSARY TO REPAIR MAY INCREASE. In the event additional repair work is found to be necessary pursuant to PPI's examination and inspection of the Equipment (due to continuous use, unknown problems, working conditions, dirty equipment, waiting on Owner/Customer approved support, parts exchange cores that do not meet 100% core refund criteria, conditions out of PPI's control and items discovered during disassembly in need of repair or replacement during disassembly that are not covered herein), PPI will communicate with Owner/Customer regarding the additional repair work needed. In the event PPI is unable to communicate with Owner/Customer, PPI, at its sole discretion, shall have the absolute right to cease any and all repairs on the Equipment until such time as the additional repairs are discussed with Owner/Customer. In the event the

Owner/Customer consents to the additional repairs, either verbally or in writing, PPI has the right to proceed with the additional repair without further communication with Owner/Customer and any and all additional repairs will be charged to Owner/Customer at current time and material prices.

AUTHORITY OF OWNER/CUSTOMER'S PERSONNEL: Unless the Owner/Customer notifies PPI, **in writing**, that only authorized Owner/Customer employees have binding authority, PPI is authorized and Owner/Customer specifically agrees that PPI can accept any Owner/Customer employee's authorization as Owner/Customer's full authority to approve PPI to perform any and all work, repairs, service or maintenance. Should Owner/Customer not provide PPI with written instructions as to the names of authorized employees, any Owner/Customer employee has the right to authorize PPI to perform work, repairs, service or maintenance, and such authorization serves to waive any defense on behalf of Owner/Customer that the work, repairs, service or maintenance was not properly authorized by Owner/Customer. All instructions to PPI regarding authority of Owner/Customer's personnel to bind Owner/Customer to this Repair Estimate shall be in writing and sent via courier or U.S. mail, return receipt requested, to PPI's main office, Attention President of PPI, at 8205 NW 58th Street, Miami, Florida 33166.]

PURCHASE ORDER: In the event PPI has performed any work and a purchase order number is required Owner/Customer shall provide such purchase order number to PPI within 3 business days of receiving either a pro forma invoice or the Repair Estimate from PPI. If Owner/Customer fails to provide such purchase order number within such period of time (3 business days), PPI has a right to invoice Owner/Customer without a purchase order number and Owner/Customer waives, forfeits and/or renounces any right to dispute such invoice for failure to obtain a purchase order.

HOLD HARMLESS AGREEMENT FOR OWNER/CUSTOMER'S PARTICIPATION IN SERVICE WORK: In the event Owner/Customer or Owner/Customer's personnel, agents, representatives and/or employees assist PPI's personnel in performing any service or warranty work, Owner/Customer agrees to hold harmless and fully indemnify PPI for any injuries or damages to anyone, including Owner/Customer's personnel, agents, representatives and/or employees arising out of the assistance to PPI's personnel in servicing or repairing Owner/Customer's Equipment.

NO CORPORATE OR OTHER DISCOUNTS: No additional discounts may be applied to this Service Estimate.

PRICE ADJUSTMENTS: This Service Estimate is based on current parts and labor pricing. If any price increases occur by others outside of the control of PPI,

Owner/Customer agrees, consents and approves to assume such price increases and to pay any such increased amounts as part of the invoiced amount.

MISCELLANEOUS: This Service Estimate is prepared with the most current information available to PPI.

- A. The following charges are not included unless stated in this Service Estimate: state, local, incidental care, environmental, taxes, freight, etc. All prices are subject to all federal, state, local sales, use, excise and other taxes on the production, sale, use or shipment of the Equipment serviced, now or subsequently becoming effective and if not included in the invoice for the serviced Equipment, the amount may be invoiced later.
- B. This is the entire Service Estimate agreed to between Owner/Customer and PPI and may not be modified or amended except by a written document signed by the party against whom enforcement is sought.

RISK OF LOSS: All risk of loss and damage not covered by insurance (including any deductibles) shall be borne solely by Owner/Customer of Equipment.

SEVERABILITY: In the event any provision found in this Service Estimate's Terms and Conditions are found by a Court of competent jurisdiction to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provision shall thereby not in any way be affected or impaired.

STATUTORY LIEN: Owner/Customer hereby waives its rights to possession under any and all Florida law and agrees that PPI is entitled to a possessory lien in connection with the Equipment being serviced herein until PPI is paid in full for any and all parts, labor and/or services rendered as listed in this Service Estimate.

LIMITATION OF WARRANTIES AND LIABILITIES/EXCLUSIVE LIMITED WARRANTY: The following limited warranty applies:

- A. PPI warrants workmanship and materials furnished by it for a period of 30 days from the date of completion of any particular job. If defects or suspected defects are found, Owner/Customer or Owner/Customer's agent must notify PPI in writing within 30 days from the date of the job's completion as indicated by PPI as to the defects or suspected defects. In the event there are any defective parts claimed to exist by Owner/Customer, the alleged defective component must be stated in the notice and made available to PPI for inspection and repair within 30 days after completion of the repair for which adjustment is claimed. If not, PPI shall be

relieved of any and all liability for such defect, suspected defect and/or adjustment. If inspection by PPI confirms that the reported deficiency is attributable to its furnished parts or workmanship as determined by its qualified personnel, PPI will repair or replace the faulty part or assembly at its nearest service department, during regular working hours, subject to conditions stated herein. No other warranty is authorized by PPI and, in fact, all other warranties are fully, completely and expressly disclaimed. **SUCH REMEDIES SHALL CONSTITUTE OWNER/CUSTOMER'S SOLE AND EXCLUSIVE REMEDY AND OWNER/CUSTOMER HEREBY AGREES THAT ALL OTHER REMEDIES, INCLUDING BUT NOT LIMITED TO CLAIMS FOR INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES, OR ANY CAUSE, LOSS, ACTION, CLAIM OR DAMAGE, INCLUDING LOSS OF TIME, WHATSOEVER, OR INJURY TO PERSON OR PROPERTY OR ANY OTHER CONSEQUENTIAL DAMAGE OR INCIDENTAL OR ECONOMIC LOSS ARE EXPRESSLY WAIVED AND EXCLUDED. THIS WARRANTY IS EXPRESSLY IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR EXPRESS WARRANTIES OF ANY KIND. IN THE EVENT SUBSTANDARD REPAIR WORK IS REQUESTED BY OWNER/CUSTOMER AND SUCH WORK IS PERFORMED BY PPI AT OWNER/CUSTOMER'S REQUEST, SUCH WORK WILL CARRY ABSOLUTELY NO WARRANTY WHATSOEVER. OWNER/CUSTOMER FURTHER ACKNOWLEDGES AND AGREES THAT NO VERBAL CONTRACTS, AGREEMENTS OR WARRANTIES OTHER THAN WHAT IS SET FORTH HEREIN HAVE BEEN RECEIVED OR GIVEN.**

- B. Other than the warranty stated, there are **NO OTHER WARRANTIES AND PPI DISCLAIMS AND EXCLUDES ALL OTHER WARRANTIES EITHER EXPRESS OR IMPLIED AND PPI FULLY AND COMPLETELY EXCLUDES AND DISCLAIMS ANY AND ALL WARRANTIES OF MERCHANTABILITY, WARRANTIES RELATED TO A PARTICULAR PURPOSE, EXPRESS WARRANTIES OR OTHER TYPES OF WARRANTIES OR GUARANTEES.**
- C. Owner/Customer fully acknowledges this Service Estimate constitutes the entire agreement between Owner/Customer and PPI and any representation, promise, condition, inducement or warranty, express or implied, not included in this Service Estimate shall not be binding upon any party unless in writing and signed by PPI's Corporate President.
- D. It is also agreed by Owner/Customer that PPI is not liable for any consequential damages in connection with defective workmanship or materials. PPI's liability related to any work performed is solely and exclusively limited to the refund of any amounts paid to PPI for the service, work or parts related hereto. **ALL**

CONSEQUENTIAL DAMAGES OF ANY KIND ARE AGREED BY OWNER/CUSTOMER TO BE FULLY AND COMPLETELY WAIVED SO THAT PPI HAS NO LIABILITY FOR ANY SUCH CONSEQUENTIAL DAMAGES. Owner/Customer hereby acknowledges the only warranty applicable hereto is as stated in Section "A" titled "Limitation of Warranties and Liabilities/Exclusive Limited Warranty" hereinbefore stated.

- E. Warranty work is performed during normal business hours, Monday through Friday. An overtime differential will be charged on warranty work performed after hours and/or work performed on Saturday, Sunday and all holidays. Travel time and mileage will be an additional charge.
- F. Irrespective of other provisions of this Service Estimate, PPI will be permitted to perform any warranty service work on Equipment where it deems such appropriate. Owner/Customer agrees to be responsible for delivery of the Equipment to PPI's main facility unless directed otherwise for the performance of the warranty work. The location of any warranty work to be performed is to be determined by PPI in its sole discretion. The cost of transporting the Equipment to/from PPI is the responsibility of Owner/Customer.
- G. **CHOICE OF LAW, CHOICE OF VENUE, FORUM AND FEES AND EXPENSES, WAIVER OF JURY TRIAL:**
 - i. Fees and Costs: Owner/Customer shall pay PPI for all reasonable costs, fees and expenses incurred (including attorneys' fees and court costs incurred through appellate levels and any post-judgment expenses and interest) in the event of any controversy, litigation or claim regarding this Service Estimate or any matter related to the services provided, repairs made, labor and/or parts provided, including any action required to collect monies due or that become due, or incurred in replevying the Equipment.
 - ii. Choice of Law, Venue and Forum: Regardless of the place of execution, the place of performance, the residence of the parties involved, the work provided, the repairs made or the choice of law rules existing in the jurisdiction where any such activity occurs, any action arising or relating to the Service Estimate Terms and Conditions, this agreement, the transactions involved herein or the services provided shall be construed and governed exclusively under the laws of the state of Florida and no other state. It is further agreed that the sole and exclusive venue of any action brought by any party concerning any matter related hereto shall lie solely and exclusively in the courts of Miami-Dade County, Florida. This choice of law and venue provision means that only Florida law will apply and any

action commenced or maintained related hereto must and shall be commenced and thereafter maintained exclusively in Miami-Dade County, Florida.

- iii. **Waiver of Jury Trial:** It is agreed to by all parties that trial by jury is fully and completely waived. As such, there is no entitlement to a trial by jury as to anything related to the Service Estimate Terms and Conditions, the transactions involved herein or the services provided as such right is fully and completely released, waived or otherwise deemed unenforceable by all parties.

File Attachments for Item:

C. Approve and authorize Town Staff to engage Baxter & Woodman, Inc. to prepare bid documents outlining the repairs based on the recommendations of that assessment, provide a cost estimate, review the FDEP permitting requirements, provide bidding, construction management and inspections services in an amount not to exceed \$67,750.00.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting
MEETING DATE: *March 5, 2024*
SUBMITTED BY: Pat Roman, Public Works Director
SUBJECT: Approve Engineering Costs for Bel Lido Bridge

SUMMARY:

We are seeking approval to engage Baxter & Woodman, Inc. to prepare bid documents outlining the repairs based on the recommendations of that assessment, provide a cost estimate, review the FDEP permitting requirements, provide bidding, construction management and inspections services.

FISCAL IMPACT:

\$67,750; Discretionary Sales Tax – Professional Fees

ATTACHMENTS:

Proposal Bel Lido Bridge Rehab 2024; Bridge Pictures Inspection Report

RECOMMENDATION:

Commission approval.

**Town of Highland Beach
Proposal –Baxter & Woodman, Inc.
February 22, 2024**

**Task Order #26
Bel Lido Bridge Rehabilitation**

Background

The Town of Highland Beach (TOWN) hired Transystems in October 2021 to perform a condition assessment of the existing bridge piles for the Bel Lido Drive bridge over the Intracoastal Waterway canal, located west of S. Ocean Boulevard. Subsequently the TOWN requested that Baxter & Woodman, Inc. (CONSULTANT) prepare bid documents outlining the repairs based on the recommendations of that assessment, provide a cost estimate, review the FDEP permitting requirements, provide bidding, construction management and inspections services.

Scope of Services

The requested work tasks are listed below. Certain assumptions have been made in preparing this scope of services. To the extent possible, they are stated herein and are reflected in the budget estimates included in this scope of services.

The Scope of Services consists of the following tasks:

- Task 1 – Data Collection, Field Inspection & Verification, Meetings
- Task 2 - Construction Plans, Specifications & Cost Estimate
- Task 3 – Permit Exemption
- Task 4 – Bidding Services
- Task 5 - Construction Administration
- Task 6 - Resident Project Representative Services

Task 1: Data Collection, Field Inspection & Verification, Meetings

Data Collection, Inspection & Repair Summary

CONSULTANT shall review the October 2021 inspection report completed by others and provided by the Town. Plans and details prepared for the previous single pile repair project shall be reviewed and updated.

CONSULTANT shall perform a visual inspection from the water of the existing concrete piles, by hammer sounding to confirm condition of all twelve (12) existing piles. This exercise shall confirm the recommended repair locations from the October 2021 report (by others) based on visual inspection findings. The proposed removal and replacement of the ornamentation on top of the barrier wall shall also be addressed in the repair summary. Inspection shall also include verification of asphalt pavement joint condition and measurement of approximate size of voids under the approach slabs.

From this field review, CONSULTANT shall determine repair methods and approximate quantities. The findings and recommendations will be summarized a summary of proposed repairs and the TOWN notified of any significant changes from the 2021 inspection report provided.

Meetings

CONSULTANT shall attend up to three (3) client workshops/meetings with TOWN staff. CONSULTANT shall provide a written summary of the issues discussed at the workshop meetings. These include review meetings for the following:

- Kickoff Meeting for the purpose of verifying the TOWN's goals, objectives and design standards for the project. Lines of communication for the project will also be established.
- Repair Summary Review Meeting
- 75% Design Documents Review Meeting

Task 2: Construction Documents

Construction Documents

1. Contract Plans and Documents

- a. Update CONSULTANT CAD base files from previous (2017) repair project with new information as necessary. CONSULTANT shall prepare the engineering design elements based on previous developed plans for the Bel Lido bridge pile repairs in 2017 for the TOWN. No additional topographic survey or dimensional drawing information shall be obtained.
- b. General Plan: Plan and elevation view, showing repair locations and approximate quantities including pavement crack sealing, concrete parapet re-facing, foam injection locations, and pile repairs. Include estimated bid quantities and general notes. Reference FDOT Standard Specifications for materials and methods where appropriate.
- c. Repair Details: Provide a general layout of pile repair locations and types, including any necessary reinforcement and concrete encasement details. Provide any additional details needed for concrete barrier re-facing, crack sealing or foam injection.
- d. Research available products for the complete removal and replacement of the existing decorative facing on the bridge parapets. Coordinate with TOWN to determine the preferred treatment.
- e. Technical Specifications: Provide written technical specifications for work not covered by the FDOT Standard Specifications.
- f. Preparation of construction documents shall include contract drawings and technical specifications. Contract drawings shall include: cover sheet, general notes, plan and miscellaneous detail sheets.
- g. The repair summary with estimated quantities in .pdf format shall be submitted to the TOWN for review. Drawings, specifications and construction cost estimate shall be submitted in .pdf format for TOWN review at 75%, and 100% design stages.

CONSULTANT shall meet with the TOWN to discuss comments for the repair summary and for the 75% submittals and incorporate comments into the 100% final/bid documents. CONSULTANT shall furnish the TOWN with the 100% final bid documents in electronic .pdf format and AutoCAD files.

Task 3: Permit Exemption Request

Based upon the results of the repair summary CONSULTANT shall contact the Florida Department of Environmental Protection and obtain confirmation that the proposed improvement work is exempt from environmental permitting. It is anticipated that the project will be exempt, however, if permit application is required to FDEP, this will be additional services.

Task 4: Bidding

Bid Advertisement

CONSULTANT shall assist TOWN in advertising for and obtaining bids for construction (including materials, equipment, and labor). It is anticipated that work shall be awarded under a single construction contract. The TOWN shall advertise and post the bid documents on DemandStar. All bid document control (i.e. meeting minutes, addendums, etc.) will be performed electronically.

Pre-Bid Conference

CONSULTANT shall conduct a pre-bid conference in conjunction with TOWN staff and provide written minutes of the items discussed.

Bid Clarification

CONSULTANT shall assist TOWN in issuing addenda and shall provide supplemental information or clarification, as appropriate, to interpret, clarify, or expand the bidding documents to all prospective bidders during the bid period. TOWN shall issue any addenda to prospective bidders electronically via DemandStar.

Contract Award Recommendation/Conformed Documents

CONSULTANT shall attend the bid opening, prepare bid tabulation sheet and assist TOWN in evaluating bids and proposals, including reference checks. CONSULTANT shall submit a written recommendation to the TOWN concerning the award of contract to the lowest responsive responsible bidder.

CONSULTANT shall prepare conformed Contract Documents (drawings & technical specifications) for use by the Contractor and TOWN during construction.

Task 5: Construction Administration

Project Meetings

Up to four (4) project meetings shall be attended by CONSULTANT including the Preconstruction Meeting and Progress Meetings. CONSULTANT shall prepare Meeting Agendas and provide a written summary of the issues discussed at the workshop meetings.

Submittal Review

Receive, log, review, and distribute electronically all Shop Drawings and Product submittals for the project. Review of up to 20 submittals (total, which includes preliminary submittals and re-submittals as required) is included in the budget for this item. CONSULTANT will review and return submittals to TOWN and Contractor within 14 days of receipt.

Pay Estimate Review

Review monthly payment applications (total of 4) submitted in a format acceptable to the TOWN. CONSULTANT shall verify the quantities as represented on the pay request and make a recommendation to the TOWN to proceed with the payment as requested, or as modified based on CONSULTANT review. A 3.5 month construction period is assumed in budgeting this task.

Construction Sequence and Schedule Review

Review and Approve the Contractors planned work approach for MOT Plan and phasing of all Bridge Repair Work. Monitor the construction schedule monthly and report to the TOWN any conditions which may cause any delays in the schedule or changes to the approved sequence of repair work.

Construction Clarifications

Respond in writing to Contractor's Request for Information (RFI) regarding the design documents. A total of five (5) RFI responses have been included in this task. CONSULTANT shall issue interpretations and clarifications of the Contract Documents, along with associated support materials, as requested by the Contractor. These interpretations will be rendered and a response prepared and submitted to the Contractor within one week.

Structural Engineer's Certification of Construction Complete

CONSULTANT's Structural Engineer shall perform an evaluation of the completed repair work and shall certify to the TOWN based on his evaluation, along with RPR inspections that the project was constructed in substantial conformance with the plans and specifications.

Final Inspection & Closeout

In conjunction with TOWN staff, CONSULTANT will make walkthrough inspection to determine if construction completion has been achieved by the Contractor. CONSULTANT will also prepare a "punch list" of items needed to achieve Final Completion. CONSULTANT will provide formal written correspondence to advise the TOWN once Final Acceptance of the project has been

reached in accordance with the Contract Documents. Closeout documentation shall be provided to the TOWN.

Record Drawings

CONSULTANT shall prepare final Record Drawings based on Contractor's monthly as-built information at the completion of the project. The Record Drawings shall be provided to the TOWN within 30 days after record drawing information has been provided and project completion has been reached by the Contractor.

Task 6 Resident Project Representative Services

The Resident Project Representative Phase services to be provided by the CONSULTANT include the following:

Inspections

Provide a part-time (20 hours/week) Resident Project Representative (RPR) during the heavy repair work period (assumed 12 weeks) of the overall 100 calendar day contract. Activities performed under this task consist of furnishing an RPR during the construction of the project, to observe the quality of the bridge repair work, and to determine if the construction is proceeding in substantial accordance with the contract documents so that an engineering certification can be made regarding the construction of the proposed improvements. The RPR shall:

- Serve as CONSULTANT's liaison with construction contractor, working principally through the contractor's superintendent and assisting him in understanding the intent of the contract documents.
- Conduct on-site observations of the work in progress to assist in determining if the work is proceeding in accordance with the contract documents and that completed work conforms to the contract documents. CONSULTANT's Construction Manager shall report, in writing to the Town, whenever CONSULTANT believes that work is unsatisfactory, faulty or defective, or does not conform to the contract documents, or does not meet the requirements of inspections, or has been damaged prior to final payment.
- Accompany visiting Engineers or Inspectors representing TOWN or any regulatory agencies. Record, in writing, the outcome of these inspections and report same to Town.
- Consider and evaluate construction Contractor's suggestions for modifications in drawings or specifications and report them to the TOWN, in writing. CONSULTANT shall make recommendation for action by the TOWN.
- Review Contractor as-built information on a monthly basis to confirm proper updates are being made.
- Assist and observe the Contractor in coordinating all required specified testing of repair

materials as required by the Construction Documents.

- RPR shall work with the Contractor and develop a daily quantity sheet (based on the approved Schedule of Values) to be reviewed and accepted each day agreeing to the quantity of Schedule of Value items installed.

LIMITATIONS OF AUTHORITY

Except upon written instructions of CONSULTANT, Resident Project Representative:

1. Shall not exceed limitations on CONSULTANT's authority as set forth in the Contract Documents.
2. Shall not undertake any of the responsibilities of Contractor, Subcontractors or Construction Manager, or expedite the Work.
3. Shall not issue directions relative to any aspect of the means, methods, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents.
4. Shall observe but not participate in specialized field or laboratory tests.

Assumptions

Work described herein is based upon the assumptions listed below. If conditions differ from those assumed in a manner that will affect the Scope of Work, CONSULTANT shall advise TOWN in writing of the magnitude of the required adjustments. Services to be provided by the TOWN or Contractor and other related key assumptions include:

1. The condition assessment prepared by Transystems Corporation Consultants, Structure ID 935900, inspection dated 10/7/2021 shall be accepted as a complete and accurate assessment of the twelve (12) existing bridge piles. Aside from the field verification described in Task 1 of the scope, the CONSULTANT shall not perform any additional visual above or below water inspection or structural (or other) testing of the bridge structural or non-structural elements.
2. The CADD drawings prepared by Baxter & Woodman in 2017 for the single pile repair shall be utilized for the base drawings for this project. No additional topographic survey, measurements, etc. shall be obtained.
3. The TOWN will provide information on the existing decorative railing treatment such as the material, how it is attached to the railing, etc. as well as what type of decorative railing treatment is desired as a replacement.
4. CONSULTANT shall assist the TOWN with their public outreach and specific daily coordination of work during construction with Bel Lido Residents or Property Owner's Association. Presentations or meetings with the residents are not included herein.
5. The TOWN will provide the standard "front-end" contract documents.

- 6. Contractor shall conduct inspections and take full responsibility of maintenance for their approved NPDES Stormwater, Sedimentation and Erosion Control Measures.

CONTRACT PERFORMANCE

Proposed fees and schedule for completion of tasks listed above are summarized below. The schedule aligns with the FDEP Grant Work Plan Agreement No. 24SRP62 and B&W shall endeavor to work within the schedule set forth.

COMPLETION DATES

The proposed schedule of work is as follows:

<u>Task</u>	<u>Days from NTP*</u>
Tasks 1-2 – Design Documents	70 days
Task 3 – Permit Exemption	70 days
Task 4 – Bidding & Award	130 days
Task 5& 6 – Construction Services	230 days

*Tasks will begin upon Town’s contract NTP

Compensation for Services

Compensation by the Town to CONSULTANT for the services described in this Task Order will be in accordance with the master services agreement fee schedule on a Not-to-Exceed method of payment (which means CONSULTANT shall only be compensated for services rendered). The Not-to-Exceed amount without written prior approval of **\$67,570.00** (refer to Attachment A for detailed break-down) is comprised of the following:

Task	Subtotal (\$)
1. Data Collection, Repairs Summary & Meetings	\$4,993
2. Design Documents	\$11,397
3. Permit Exemption Request	\$329
4. Bidding Services	\$4,194
5. Construction Administration	\$13,696
6. Inspections (Part-Time)	\$30,211
Reimbursables (NTE)	\$2,750
Total	\$67,570

Additional Provisions


- The services described herein will be provided in accordance with the current generally accepted standards of the engineering profession. Reasonable material changes between work tasks, or level of effort actually required and those budgeted, may serve as a basis for modifying this scope and budget, as mutually agreed to between CONSULTANT and the TOWN.
- CONSULTANT is entitled to rely upon the accuracy of historical and existing data and information provided by the TOWN and others without independent review and verification. CONSULTANT is not responsible for the means, methods, sequences, techniques or procedures of TOWN and Contractor's operations or for safety precautions and programs.
- Any Opinion of the Contractor's Proposal prepared by CONSULTANT represents its judgment as an Engineering Professional and is supplied for the general guidance of TOWN. Since CONSULTANT has no control over the cost of labor and material, or over competitive bidding or market conditions, CONSULTANT does not guarantee the accuracy of such opinions as compared to contractor bids or actual costs to the TOWN. CONSULTANT shall retain all ownership rights in information transmitted electronically.

APPROVED BY:
TOWN OF HIGHLAND BEACH

BY: _____
Marshall Labadie
Town Manager

Dated this ____ day of _____, 2024.

BAXTER & WOODMAN, INC.

BY: 
Rebecca Travis, P.E.
Executive Vice President

Dated this 22nd day of February, 2024

ATTACHMENT A
Town of Highland Beach - Bel Lido Bridge Rehabilitation (2024)
Design, Bidding & Services During Construction
Budget Summary

Task No.	Item Description	Labor Classification and Hourly Rates								Total Labor	Sub-Total
		Principal Engineer \$193.02	Sr Structural Engineer (PM) \$193.02	Engineer II \$136.37	Senior Eng. Technician \$125.88	Construction Manager \$141.62	Construction Inspector \$125.88	Clerical \$76.58			
1	Data Collection, Field Inspection & Meetings										
1.1	Inspection (from water)		2				8			\$1,393	
1.2	Summary of Proposed Repairs		1	2						\$466	
1.3	Review Mtgs w/Town (Kickoff, Summary & 75% review)	6	6	6						\$3,134	
	Subtotal	6	9	8	0	0	8	0		\$4,993	
2	Construction Plans, Specs & Cost Estimate										
2.1	75% General Plans		12		4					\$2,820	
2.2	75% Repair Details		20		2					\$4,112	
2.3	75% Technical Specifications, Cost Estimate		8	2				4		\$2,123	
2.4	100%/Bid Documents		8	4	2					\$2,341	
	Subtotal	0	48	6	8	0	0	4		\$11,397	
3	Permit Exemption										
3.1	FDEP Permit Exemption Request	1		1						\$329	
	Subtotal	1	0	1	0	0	0	0		\$329	
4	Bidding Services										
4.1	Bid Advertisement			2						\$273	
4.2	Pre-Bid Conference	1	2	2						\$852	
4.3	Bid Clarification		4	4						\$1,318	
4.4	Contract Award / Conformed Documents	1	4	3	3					\$1,752	
	Subtotal	2	10	11	3	0	0	0		\$4,194	
	SUBTOTAL DESIGN & BIDDING										\$20,913
5	Construction Administration										
5.1	Project Meetings					12				\$1,699	
5.2	Submittal Review		5	10						\$2,329	
5.3	Pay Estimate Review					12				\$1,699	
5.4	Construction Schedule Review					10				\$1,416	
5.5	Construction Clarifications		5	5		4				\$2,213	
5.6	Structural Engineer's Certification		10			2				\$2,213	
5.7	Final Inspection & Closeout		4			2				\$1,055	
5.8	Record Drawings				4	4				\$1,070	
	Subtotal	0	24	15	4	46	0	0		\$13,696	
6	Inspections (RPR)										
6.1	Inspections (Part-Time)						240			\$30,211	
	Subtotal	0	0	0	0	0	240	0		\$30,211	
	SUBTOTAL CMS										\$43,907
	Labor Subtotal Hours	9	91	41	15	46	248	4		\$64,820	
	Labor Subtotal Costs	\$1,737	\$17,565	\$5,591	\$1,888	\$6,515	\$31,218	\$306			
	Labor Total Costs	\$64,820									
	Subconsultant Costs Total	\$0									
	Subconsultant Multiplier	1.1									
	Subconsultant Total	\$0									
	Reimbursable Expenses (printing, mileage)	\$2,750									\$2,750
	PROJECT TOTAL	\$67,570									

Transystem Bridge No. 935900 - 10/07/2021

935900

IMG_3638.JPG



IMG_3639(South Channel).JPG



IMG_3640(North Channel).JPG



IMG_3641(West Approach Looking East).JPG

Transystem Bridge No. 935900 - 10/07/2021



IMG_3642(South Elevation).JPG



IMG_3643(Photo 38-S02).JPG

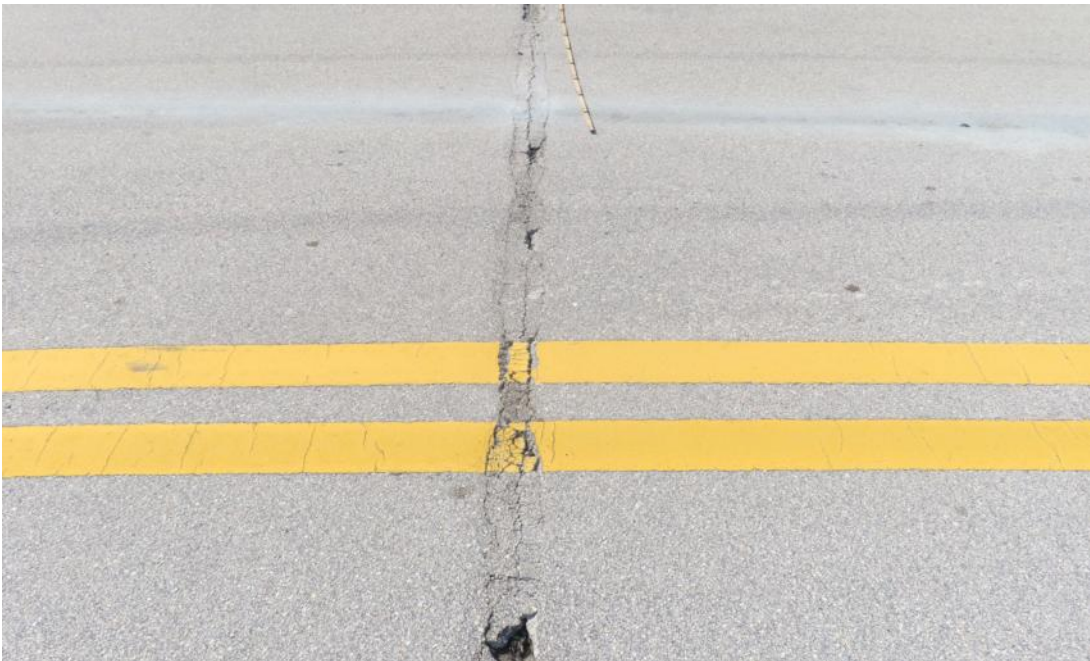


IMG_3644(Photo 38-S03).JPG



IMG_3645(Photo 38-S05).JPG

Transystem Bridge No. 935900 - 10/07/2021



IMG_3646(Photo 38-S04).JPG



IMG_3647(Photo 331-S01).JPG



IMG_3648(Photo 8394-S02).JPG



IMG_3649(Photo 38-S01).JPG

Transystem Bridge No. 935900 - 10/07/2021



IMG_3650.JPG



IMG_3651(Photo 8394-S01).JPG



IMG_3654(Photo 8099-S01).JPG



01. 935900 UW Photo 01(Photo 226-U01).JPG

Transystem Bridge No. 935900 - 10/07/2021



02. 935900 UW Photo 02(Photo 226-U02).JPG



03. 935900 UW Photo 03(Photo 226-U03).JPG

File Attachments for Item:

D. Continued discussion of 2023-2024 Strategic Priorities Plan Update and Review



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting
MEETING DATE March 5, 2024
SUBMITTED BY: Town Manager's Office
SUBJECT: 2023-2024 Strategic Priorities Plan Update and Review

SUMMARY:

At the February 6, 2024, Commission meeting, the Commission reviewed the FY 2023 Strategic Priorities and completed projects. The Commission also began discussing updates to the priority list for FY 2024-2025 Strategic Priorities Plan and discussed new projects. The Commission continued its February 6, 2024 discussion on February 20, 2024, directing the Town Manager to integrate and rank the new and existing projects into an updated priorities list.

Enclosed please find the updated 2024 Strategic Priorities Plan including the 2024 Ranked Projects & Initiatives List with updates as outlined during the discussion during the meeting on February 6th and 20th.

FISCAL IMPACT:

N/A

ATTACHMENTS:

TOHB 2024 Strategic Priorities Plan (February 2024)

TOHB 2024 Strategic Priorities: Ranked Projects and Initiatives List

RECOMMENDATION:

Commission review and discussion.



TOWN OF HIGHLAND BEACH
2023 STRATEGIC PRIORITIES PLAN
FEBRUARY 2024 *(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:

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

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

Give exceptional citizen service.

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

Lead with integrity at every level.

Assure fiscal responsibility and accountability.

Nurture and respect our natural environment.

Deliver services through collaborated efforts and coordinated actions.

STRATEGIC PRIORITIES

This strategic priority plan identifies ranked community projects and initiatives within four (4) operational categories. These projects and initiatives are classified as “Commenced” and “Planned” based on their implementation status and/or schedule. The strategic priority plan is a dynamic and simple document that serves as a decision-making tool to be updated on a quarterly basis via reports to the Town Commission. The 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:

SP 3: State Appropriations

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

Progress: FY 2024 Appropriation requests submitted and sponsored: (1) sanitary sewer lining project and (2) lift station rehabilitation.

SP 5: Charter Review/Amendments—Funding Limitations

Description: Annual review and consideration of necessary charter revisions and/or amendments to ensure effective and efficient town operations consistent with best management practices. This project also involves evaluation of the previous charter amendments with focus on funding limitation question.

Progress: Commission has included referendum language on the March 2024 election. Following the March 2024 election, the Commission will evaluate the results of the election and commence evaluating failed referendum questions from the previous three election cycles (Commissioner Salaries, Payment authorization Process, etc.)

March 2024 Ballot Questions:

1. Financing a Sanitary Sewer Lining Rehabilitation Project.
2. Raising the Current Funding Limitation.
3. Ability to Designate Election Canvassing Duties to Palm Beach County.

SP 10: Communication & Community Engagement

Description: Actively communicate with the public through multiple mediums and platforms to ensure the community receives timely value-added communications regarding town business and affairs. Also, plan community events.

Progress: Ongoing. The town has launched a website design project with CivicPlus to improve navigation, usability, and content access. The Manager’s Office sends out a weekly news flash, the Manager’s Monthly Newsletter (emailed and mailed), updates Channel 99, and regular updates to Facebook. The Manager’s Office is evaluating the value of using polls, surveys and other social media platforms.

SP 12: Financial Management Systems

Description: The Finance Department in partnership with the Manager’s Office is updating the town’s investment policy.

Progress: The investment policy update is scheduled for the Spring of 2024.

SP 13: Public Record Digitization/Management Project

Description: This project is the digitization of historical, hard copy records and documents.

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

Departments:

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

Advisory Board(s):

- Financial Advisory Board

Public Infrastructure & Resiliency

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

Projects/Initiatives:

SP 4: A1A Highway RRR Project

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

Progress: FDOT has held public education meetings and awarded construction contract. Public construction outreach meeting scheduled for March 7, 2024. FDOT is reviewing traffic control strategies to limit disruptions. Work tentatively scheduled to commence May 2024 with construction lasting 12 to 15 months.

SP 6: Town Entry Signs (A1A)

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

Progress: The commission has solicited resident input via a design contest which closed on February 6, 2023. Architectural design was completed in November 2023. Request for Proposals (RFP) issued, and bids accepted and reviewed January 2024. Target completion late winter 2024.

SP 8: Marine Accessory Structures Ordinance Amendment(s)

Description: Conduct an in-depth review of all ordinance provisions related to the installation and construction of marine accessory structures to ensure they are appropriate for waterfront property owners. The review shall include a public engagement process. The project is being facilitated by the Planning Board, ordinance sponsor and staff at the direction of the Town Commission.

Progress: Ordinance stakeholder group drafted amendment concepts that were presented at three public workshops in December 2022. The Town Commission directed the Planning Board to evaluate public review comments when drafting amendments for Commission consideration. The Planning Board is currently reviewing the comments and amendments to return to the Commission for their final adoption.

SP 16: Zoning District Evaluation (Density)

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

Progress: The Planning Board has commenced its discussion of the public engagement process. The Commission has temporarily suspended further review pending Milani Park Project and “Live Local” legislative modifications.

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:

SP 1: Fire Rescue Department Implementation

Description: Multi-year project that involves the establishment of the town's first fire rescue department. Project involves contract termination with the City of Delray Beach, securing charter funding authorization, obtain COCPN/State Licenses, organizational expansion (HR), recruitment of fire rescue personnel, procurement of apparatus and special equipment, development of EMS and Fire policies and protocols, and Fire Station Construction.

Progress: Commenced in FY 2021. Targeted completion May 1, 2024. Major Projects Elements:
(1) Secure Charter Funding Approval \$10 million (Complete);
(2) Hire Fire Chief (Complete);
(3) Secure Medical Director (Complete);
(4) Obtain COCPN (Complete);
(5) Fire Station Construction (Target Completion March 2024-TCO);
(6) HR/Risk Management (Complete);
(8) Recruit and hire Fire/Paramedics, Driver/Engineers ad Captains (Started June 2023).

It is important to note that the aforementioned project components are not an exhaustive list and that many other related tasks exist.

SP 7: Code Enforcement Board/Special Magistrate

Description: Consider the use of or integration of a Special Magistrate to review and issue Code Enforcement orders for all or some code violations to improve efficiency and reduce risk.

Progress: No progress to date but discussion is planned for Commission discussion Spring 2024 driven by pending departure of multiple Code Enforcement Board members and starting of Fire Marshall duties on May 1, 2024.

SP 11: Old Fire Station

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

Progress: Preliminary design concepts and structural evaluation of old fire station completed. Fifty percent (50%) plans including preliminary cost estimate under development.

SP 14: Evaluate Ordinance Development Process

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

Progress: No progress to date. Preparing discussion for future Commission meeting Summer/Fall 2024.

SP 15: Home Occupation Ordinance Provisions

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

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

Progress: Draft revisions have been completed by staff and will be presented to the Planning Board and Town Commission in the summer 2024. No other progress to date.

SP 17: Temporary Sign Ordinance Review

Description: The Town Commission has directed staff to update the ordinance provisions related to temporary signs with a focus on political signs and real estate signs.

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:

SP 2: Milani Park

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

Progress: The Mayor and the Town Manager have met and will continue to meet as needed with the county staff and county commissioner to express town concerns over the park development. County Administration has authorized commencement on the project. Item is a standing item on Commission agendas. A public meeting was held February 1st at 6:00 P.M in the Highland Beach Library. The Town has assembled a consulting team to assist as directed. The Commission passed a resolution opposing the project and is attempting to develop a formal partnership with the Milani Family.

SP 9: Dune Restoration & Management

Description: The Town Commission assigned the Natural Resource Preservation Advisory Board (NRPAB) to work with staff to educate the public on the importance of dune restoration and management. Additionally, the commission directed staff to obtain a proposal from coastal engineering firm to update the 2013 Beach Erosion Study, and that the study identify dune areas in need of restoration.

Progress: The Commission directed the Town Manager’s office to update the 2013 Beach Feasibility Study, which is being done. The final report is under review by staff and should be available for Commission/Public Review in March 2024.

SP 18: Intracoastal Waterway (Speed Control)

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

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

SP 19: Gas-Powered Leaf Blower Regulations

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

Progress: No progress.

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

New Projects & Initiatives:

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

The assigned department shall forward its action plan to the Town Manager for review and approval. Once approved, the action plan will be posted on the Town website and will be updated 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: Completed Projects & Initiatives List

Fiscal Year 2020

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

Fiscal Year 2021

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

Fiscal Year 2022

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

Fiscal Year 2023

1. PBA Collective Bargaining Agreement FY 2023 – 2026
2. FOP Collective Bargaining (General Employees) FY 2023-2026
3. FY 2023 Appropriation Received: \$250,000 for Lift Station Rehabilitation
4. 5-year financial forecast model completed (Updated Annually)
5. Purchasing Policy Update
6. Interactive Budget Posted on Website (Updated Annually)

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

Strategic Priorities (SP): Ranked Projects & Initiatives List

SP 1: Fire Rescue Department Implementation

Description: Multi-year project that involves the establishment of the town's first fire rescue department. Project involves contract termination with the City of Delray Beach, securing charter funding authorization, obtain COCPN/State Licenses, organizational expansion (HR), recruitment of fire rescue personnel, procurement of apparatus and special equipment, development of EMS and Fire policies and protocols, and Fire Station Construction.

Progress: Commenced in FY 2021. Targeted completion May 1, 2024. Major Projects Elements:
(1) Secure Charter Funding Approval \$10 million (Complete);
(2) Hire Fire Chief (Complete);
(3) Secure Medical Director (Complete);
(4) Obtain COCPN (Complete);
(5) Fire Station Construction (Target Completion March 2024-TCO);
(6) HR/Risk Management (Complete);
(8) Recruit and hire Fire/Paramedics, Driver/Engineers ad Captains (Started June 2023).

It is important to note that the aforementioned project components are not an exhaustive list and that many other related tasks exist.

SP 2: Milani Park

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

Progress: The Mayor and the Town Manager have met and will continue to meet as needed with the county staff and county commissioner to express town concerns over the park development. County Administration has authorized commencement on the project. Item is a standing item on Commission agendas. A public meeting has been scheduled for February 1st at 6:00 P.M in the Highland Beach Library. The Town has assembled a consulting team to assist as directed. The Commission is considering a resolution opposing the project and developing a formal partnership with the Milani Family.

SP 3: State Appropriations

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

Progress: FY 2024 Appropriation requests submitted and sponsored: (1) sanitary sewer lining project and (2) lift station rehabilitation.

SP 4: A1A Highway RRR Project

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

Progress: FDOT has held public education meetings and awarded construction contract. Public construction outreach meeting scheduled for March 7, 2024. FDOT is reviewing traffic control strategies to limit disruptions. Work tentatively scheduled to commence May 2024 with construction lasting 12 to 15 months.

SP 5: Charter Review/Amendments—Funding Limitations

Description: Annual review and consideration of necessary charter revisions and/or amendments to ensure effective and efficient town operations consistent with best management practices. This project also involves evaluation of the previous charter amendments with focus on funding limitation question.

Progress: Commission has included referendum language on the March 2024 election. Following the March 2024 election, the Commission will evaluate the results of the election and commence evaluating failed referendum questions from the previous three election cycles (Commissioner Salaries, Payment authorization Process, etc.)

March 2024 Ballot Questions:

1. Financing a Sanitary Sewer Lining Rehabilitation Project.
2. Raising the Current Funding Limitation.
3. Ability to Designate Election Canvassing Duties to Palm Beach County.

SP 6: Town Entry Signs (A1A)

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

Progress: The commission has solicited resident input via a design contest which closed on February 6, 2023. Architectural design was completed in November 2023. Request for Proposals (RFP) issued, and bids accepted and reviewed January 2024. Target completion late winter 2024.

SP 7: Code Enforcement Board/Special Magistrate

Description: Consider the use of or integration of a Special Magistrate to review and issue Code Enforcement orders for all or some code violations to improve efficiency and reduce risk.

Progress: No progress to date but discussion is planned for Commission discussion Spring 2024 driven by pending departure of multiple Code Enforcement Board members and starting of Fire Marshall duties on May 1, 2024.

SP 8: Marine Accessory Structures Ordinance Amendment(s)

Description: Conduct an in-depth review of all ordinance provisions related to the installation and construction of marine accessory structures to ensure they are appropriate for waterfront property owners. The review shall include a public engagement process. The project is being facilitated by the Planning Board, ordinance sponsor and staff at the direction of the Town Commission.

Progress: Ordinance stakeholder group drafted amendment concepts that were presented at three public workshops in December 2022. The Town Commission directed the Planning Board to evaluate public review comments when drafting amendments for Commission consideration. The Planning Board is currently reviewing the comments and amendments to return to the Commission for their final adoption.

SP 9: Dune Restoration & Management

Description: The Town Commission assigned the Natural Resource Preservation Advisory Board (NRPAB) to work with staff to educate the public on the importance of dune restoration and management. Additionally, the commission directed staff to obtain a proposal from coastal engineering firm to update the 2013 Beach Erosion Study, and that the study identify dune areas in need of restoration.

Progress: The Commission directed the Town Manager’s office to update the 2013 Beach Feasibility Study, which is being done. The final report is under review by staff and should be available for Commission/Public Review in March 2024.

SP 10: Communication & Community Engagement

Description: Actively communicate with the public through multiple mediums and platforms to ensure the community receives timely value-added communications regarding town business and affairs. Also, plan community events.

Progress: Ongoing. The town has launched a website design project with CivicPlus to improve navigation, usability, and content access. The Manager’s Office sends out a weekly news flash, the Manager’s Monthly Newsletter (emailed and mailed), updates Channel 99, and regular updates to Facebook. The Manager’s Office is evaluating the value of using polls, surveys and other social media platforms.

SP 11: Old Fire Station

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

Progress: Preliminary design concepts and structural evaluation of old fire station completed. Fifty percent (50%) plans including preliminary cost estimate under development.

SP 12: Financial Management Systems

Description: The Finance Department in partnership with the Manager’s Office is updating the town’s investment policy and implementing a new 401(a)/457 (b) retirement plan service provider and fiduciary agent.

Progress: SageView selected as financial manager/fiduciary and Lincoln Financial selected as retirement plan service provider. SageView is working with Lincoln Financial to transition active employee plans to new plan. The investment policy update is scheduled for the Spring of 2024.

SP 13: Public Record Digitization/Management Project

Description: This project is the digitization of historical, hard copy records and documents.

Progress: Seventy-five thousand (75,000) records digitized to date and the goal is to digitize all historical records by end of 2024 and create a policy governing record management moving forward. Policy is drafted and under administrative review. The second component of the project is development of a policy and process to organize existing digital files within the Town directory.

SP 14: Evaluate Ordinance Development Process

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

Progress: No progress to date. Preparing discussion for future Commission meeting Summer/Fall 2024.

SP 15: Home Occupation Ordinance Provisions

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

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

Progress: Draft revisions have been completed by staff and will be presented to the Planning Board and Town Commission in the summer 2024. No other progress to date.

SP 16: Zoning District Evaluation (*Density*)

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

Progress: The Planning Board has commenced its discussion of the public engagement process. The Commission has temporarily suspended further review pending Milani Park Project and “Live Local” legislative modifications.

SP 17: Temporary Sign Ordinance Review

Description: The Town Commission has directed staff to update the ordinance provisions related to temporary signs with a focus on political signs and real estate signs.

Progress: Target start date is Fall 2024. No progress to date.

SP 18: Intracoastal Waterway (*Speed Control*)

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

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

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

Progress: No progress.

Annual Review

1. Water and Sewer Rates
2. Charter Review