



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 or by calling (561) 278-4548 no later than one (1) business day prior to the meeting date (**e.g. by 4:30 P.M. on a Monday if the meeting is scheduled for that Tuesday; and by 4:30 P.M.**).
- Meeting access information and instructions will be provided to those persons two hours prior to the meeting.
- The video camera display feature will only be enabled for Public Hearing Quasi-Judicial matters and during public comments only. The video camera display feature will be disabled for public use.

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

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

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

PROVIDING PUBLIC COMMENT:

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

TO SEND COMMENTS IN ADVANCE VIA EMAIL:

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

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

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



TOWN OF HIGHLAND BEACH TOWN COMMISSION SPECIAL MEETING AGENDA

Tuesday, January 31, 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**

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS

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

5. 2023 STRATEGIC PRIORITIES PLAN REVIEW

[A.](#) Rank and approve the 2023 Strategic Priorities Plan

6. TOWN COMMISSION COMMENTS

Commissioner David Stern

Commissioner Evalyn David

Commissioner John Shoemaker

Vice Mayor Natasha Moore

Mayor Douglas Hillman

7. ADJOURNMENT

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

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

File Attachments for Item:

A. Rank and approve the 2023 Strategic Priorities Plan



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:

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: 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: Project scope reduced (laterals only) due to cost – RFP Process Commenced
3. **Develop a Communication Plan (that includes a targeted community engagement process)**
Progress: Developing RFP/Scope of Work
4. **Investment Policy Review**
Progress: Finance Department – 50% Complete
5. **Website Content Management Process**
Progress: CivicPlus Design Selection – Completion Targeted for Q4
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: Public Workshops Complete – Commission Direction Q2
9. **Town Entry Signs—A1A**
Progress: Resident engagement process commenced
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 -- Natural Resources Preservation Board Assigned
12. **Collaborate with Palm Beach County on Cam Milani Park Development**
Progress: Ongoing – Engage County Partners
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 Advisory Board
17. **Define Human Resource/Personnel Roles & Responsibilities**
Progress: Policy development commenced
18. **Garbage and Recycling Contract Solicitation**
Progress: Request for Proposals drafted; Commission approval anticipated Q2/Q3
19. **Zoning District Density Review**
Progress: Town Commission outlined process; Directed to Planning Board to develop community review process

Commenced – Unranked

Develop 5-year Financial Forecast Model

Progress: Finance Department 90% Complete/Q2 presentation to Commission

Charter review process and review charter questions

Progress: Commission and Town Manager review

Community Engagement Process

Progress: In process of implementing new website and communications management software

Building Recertification Process

Progress: State working to finalize/Modify Senate Bill 4-D

Funding Limitation

Progress: Commission review of \$350,000 threshold

State Appropriations

Progress: Preparing request for 2023 State legislative session

Intracoastal Waterways – No Wake Zone, Controlled Wake Zone

Progress: Awaiting Commission directive

PBA Collective Bargaining Agreement FY 2023 – 2026

Progress: Beginning preliminary negotiations

FOP Collective Bargaining/General Employees FY 2023-2026

Progress: Beginning preliminary negotiations

Planned

1. Temporary Sign Ordinance Review/Update (Real Estate and Political Signs)
2. Seawall Ordinance Review (Seawall Elevation)
3. Implement 2020 FIRM Flood Maps/Ordinance Revision
4. Survey Waterbodies – Bel Lido Subdivision
5. Home Based Business Ordinance/Updates
6. Improve Recycling and Waste Reduction Rates
7. Gas Leaf Blower Regulations
8. Water Tower Lease Options
9. Town Hall Complex Expansion (Long Term)
10. Condominium and Homeowner's Association Reserves Studies

Annual review

1. Water and Sewer Rates
2. Financial Forecasting
3. Charter Review

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