



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING REVISED AGENDA

Tuesday, December 03, 2024 AT 1:30 PM

TOWN HALL COMMISSION CHAMBERS, 3614 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
Leonard G. Rubin

Town Manager
Town Clerk
Town Attorney

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

None.

7. PUBLIC COMMENTS

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

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

A. Proposed Ordinance / Electronic Publication of Notices

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending Chapter 1, "General Provisions," of the town code of ordinances by adopting a new Section 1-13, "Electronic Publication of Notices;" providing for the repeal of all ordinances in conflict; providing for severability and codification; and providing for an effective date.

9. 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

October 01, 2024 Town Commission Meeting Minutes

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

A. Discussion of Milani Park. (Item Added to the Agenda 11/29/2024)

B. Continued Discussion of Fiscal Year (FY) 2024-2025 Strategic Priorities Plan Update and 5-Year Capital Improvement Plan.

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

A. Resolution No. 2024-034 / Referendum for Public Safety Project for March 11, 2025 General Election

A Resolution of the Town Commission of the Town of Highland Beach, Florida, calling for a referendum of the qualified electors of the town to be held on March 11, 2025, seeking authorization pursuant to Section 2.01(30) of the Town Charter to expend up to \$3,000,000 for the purpose of undertaking two public safety projects; providing for notice and advertising of the referendum; providing for referendum canvassing; providing for severability, the repeal of laws in conflict, and an effective date.

B. Reconsideration of the December 17, 2024 Town Commission Meeting Date.

C. Consideration of the Town Commission Proposed 2025 Meeting Schedule.

12. TOWN COMMISSION COMMENTS

Commissioner Judith M. Goldberg

Commissioner Donald Peters

Commissioner Evalyn David

Vice Mayor David Stern

Mayor Natasha Moore

13. TOWN ATTORNEY'S REPORT**14. TOWN MANAGER'S REPORT****15. ANNOUNCEMENTS****Board Vacancies**

Board of Adjustment and Appeals Board

One (1) vacancy for a three-year term

Code Enforcement Board

Two (2) vacancies for three-year terms; One (1) vacancy for an unexpired ending December 7, 2024; and One (1) vacancy for an unexpired ending May 30, 2025

Meetings and Events

December 10, 2024 1:00 P.M. Special Magistrate Hearing

December 12, 2024 9:30 A.M. Planning Board Regular Meeting

December 17, 2024 1:30 P.M. Town Commission Meeting

Board Action Report

None.

16. 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. Proposed Ordinance / Electronic Publication of Notices

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending Chapter 1, "General Provisions," of the town code of ordinances by adopting a new Section 1-13, "Electronic Publication of Notices;" providing for the repeal of all ordinances in conflict; providing for severability and codification; and providing for an effective date.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission
MEETING DATE *December 03, 2024*
SUBMITTED BY: Lanelda Gaskins, Town Clerk's Office
SUBJECT: Proposed Ordinance / Electronic Publication of Notices

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending Chapter 1, "General Provisions," of the town code of ordinances by adopting a new Section 1-13, "Electronic Publication of Notices;" providing for the repeal of all ordinances in conflict; providing for severability and codification; and providing for an effective date.

SUMMARY:

Consideration of the proposed ordinance amending Chapter 1, "General Provisions," of the town code of ordinances by adopting a new Section 1-13, "Electronic Publication of Notices" which will allow the Town Clerk to public legal advertisements and public notices on the county's publicly accessible website in accordance with Section 50.0311, Florida Statutes.

Section 50.0311, Florida Statutes, was recently enacted by the Florida Legislature to give a governmental agency the option to publish certain legally required advertisements and public notices on a publicly accessible website of the county in which it lies, rather than in a newspaper of general circulation, if the cost of publishing advertisements and public notices on the website is less than the cost of publishing advertisements and public notices in the newspaper.

Palm Beach County has established a publicly accessible website in accordance with the statute ("Website") and staff has determined that the cost of publishing advertisements and public notices on the Website is less than the cost of publishing such advertisements and public notices in the newspaper.

The cost of publishing legal advertisements and public notices in the newspaper has increased over the past two fiscal years. The total cost in FY 2023 was \$7,380.94, and in FY 24024 was \$11,821.45, which is a \$4,440.51 increase in advertising costs. The cost of publishing advertisements and public notices on the county's website is \$5,000.00 annually.

If the Town Commission elects to utilize the website, section 50.0311(6), Florida Statutes, further requires Highland Beach to provide notice in the newspaper at least annually, advising residents and property owners that they may receive legally required advertisements and public notices from Highland Beach by first-class mail or e-mail. Highland Beach must also

establish and maintain a registry for this purpose. Additionally, Highland Beach will execute the necessary agreement with Palm Beach County to utilize its website.

The proposed ordinance creates a new section of the Code of Ordinances and amends certain other provisions of the Code to allow Highland Beach to publish legally required advertisements and public notices on the website. The proposed new Code section also contains language providing for the annual notice to residents and property owners and establishing the registry required by the statute.

Town staff believe that the proposed changes will promote efficiency and provide cost savings for the town. If the Town Commission approves the proposed ordinance on first reading, staff will advertise the ordinance in the newspaper of general circulation and bring it back as a second reading at the December 17 meeting.

FISCAL IMPACT:

Cost savings due to reduction in costs associated with electronic legal advertising.

ATTACHMENTS:

N/A

RECOMMENDATION:

Town staff recommend approval of the proposed ordinance amendments.



**TOWN OF HIGHLAND BEACH
PROPOSED ORDINANCE**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AMENDING CHAPTER 1, “GENERAL PROVISIONS,” OF THE TOWN CODE OF ORDINANCES BY ADOPTING A NEW SECTION 1-13, “ELECTRONIC PUBLICATION OF NOTICES;” PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY AND CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Beach, Florida, is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, Section 50.0311, Florida Statutes, specifically authorizes municipalities to utilize the publicly accessible website of the county in which it lies to publish legally required advertisements and public notices subject to certain requirements; and

WHEREAS, the Town Commission wishes to utilize the provisions of Section 50.0311, Florida Statutes, and will comply with the provisions of subsection (6), which requires the Town to provide notice at least once per year in a newspaper of general circulation indicating that property owners and residents may receive legally required advertisements and public notices from the Town by first-class mail or e-mail upon registering their name and address or e-mail address with the Town; and

WHEREAS, the Town Commission determines that the adoption of this Ordinance benefits the health, safety, and welfare of the residents of the Town of Highland Beach.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AS FOLLOWS:

Section 1. The foregoing facts and recitations contained in the preamble to this Ordinance are hereby adopted and incorporated by reference as if fully set forth herein.

1 **Section 2.** The Town Commission hereby amends Chapter 1, “General Provisions,” of
2 the Town Code of Ordinances, by adopting new Section 1-13, “Electronic publication of notices,”
3 to read as follows (additional language underlined):

4 **Sec. 1-13. Electronic publication of notices.**

5
6 Wherever this code, including the provisions of chapter 30 (zoning code),
7 requires publication of a notice in a newspaper of general circulation, the
8 publication requirement shall be satisfied by posting such notice on the county’s
9 publicly accessible website in accordance with the requirements of F.S. §50.0311.

10
11 **Section 3. Severability.** The provisions of this Ordinance are declared to be severable and
12 if any section, sentence, clause, or phrase of this Ordinance shall for any reason be held to be
13 invalid or unconstitutional, such decision shall not affect the validity of the remaining sections,
14 sentences, clauses, and phrases of this Ordinance but they shall remain in effect, it being the
15 legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

16 **Section 4. Repeal of Laws in Conflict.** All ordinances or parts of ordinances in conflict
17 herewith are hereby repealed to the extent of such conflict.

18 **Section 5. Codification.** Section 2 of the Ordinance may be made a part of the Town
19 Code of Ordinances and may be re-numbered or re-lettered to accomplish such, and the word
20 “ordinance” may be changed to “section,” “division,” or any other appropriate word.

21 **Section 6. Effective Date.** This Ordinance shall be effective immediately upon adoption
22 at second reading.

23 The foregoing Ordinance was moved by _____, seconded by
24 _____ and upon being put to the vote, the vote was as follows:

	YES	NO
26		
27 Mayor Natasha Moore	_____	_____
28 Vice Mayor David Stern	_____	_____
29 Commissioner Evalyn David	_____	_____
30 Commissioner Judith Goldberg	_____	_____
31 Commissioner Don Peters	_____	_____

32
33 PASSED on first reading at the Regular Commission meeting held on this _____ day of
34 _____, 2024.

1 The foregoing Ordinance was moved by _____, seconded by
2 _____ and upon being put to the vote, the vote was as follows:

	YES	NO
4 Mayor Natasha Moore	_____	_____
5 Vice Mayor David Stern	_____	_____
6 Commissioner Evalyn David	_____	_____
7 Commissioner Judith Goldberg	_____	_____
8 Commissioner Don Peters	_____	_____

10
11 PASSED AND ADOPTED on second and final reading at the Regular Commission meeting held
12 on this _____ day of _____, 2025.

13
14 ATTEST:

15
16 By: _____
17 Lanelda Gaskins, MMC
18 Town Clerk

19
20 APPROVED AS TO FORM AND LEGALITY:

21
22 By: _____
23 Leonard G. Rubin, Town Attorney

File Attachments for Item:

A. Approval of Meeting Minutes

October 01, 2024 Town Commission Meeting Minutes

DRAFT



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

TOWN HALL COMMISSION CHAMBERS, 3614 S.
OCEAN BLVD., HIGHLAND BEACH, FL

Date: October 01, 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 Evalyn David
Vice Mayor David Stern
Mayor Natasha Moore
Town Manager Marshall Labadie
Town Attorney Leonard G. Rubin
Town Clerk Lanelda Gaskins

ABSENT
Commissioner Donald Peters

3. PLEDGE OF ALLEGIANCE

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

4. INVOCATION

Reverend D. Brian Horgan, of Saint Lucy Catholic Church delivered the invocation.

5. APPROVAL OF THE AGENDA

MOTION: David/Stern – A motion was made and seconded to approve the agenda as presented, which passed unanimously 4 to 0.

6. PRESENTATIONS / PROCLAMATIONS

A. State of Education Report by School Board Member Eric Whitfield, District 4 School District of Palm Beach County

School Board Member Erika Whitfield, District 4 of Palm Beach County delivered a comprehensive update on the State Education Report.

B. Domestic Violence Month Proclamation

Mayor Moore presented the Domestic Violence Month proclamation to Ms. Pam O'Brien, President & CEO of Aid to Victims of Domestic Abuse, Inc. (AVDA) who then introduced her team and share insightful remarks on domestic violence.

7. PUBLIC COMMENTS (Limited to five (5) minutes per speaker).

A. Barbara Nestle, Chairperson of the Natural Resources Preservation Advisory Board email.

The below individuals spoke during public comments.

Mr. Howard Stoll

Mr. Timothy Ruotolo

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

None.

9. 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. Resolution No. 2024-027

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

B. Resolution No. 2024-028

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 Board of Adjustments and Appeals; and providing for an effective date.

C. Resolution No. 2024-029

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

MOTION: David/Goldberg – A motion was made and seconded to approve the Consent Agenda as presented, which passed unanimously, 4 to 0.

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

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

Town Manager Labadie provided an update on the RRR project, noting a loss of 10 to 12 days due to poor weather conditions. Drainage work has resumed, with paving set to begin in a month and a half. The project is on track for completion by June 1st. FDOT has been proactive in addressing complaints.

B. Sanitary Sewer Lining Rehabilitation Project Update

Town Manager Labadie provided an update on the Sanitary Sewer Lining Rehabilitation Project, noting that the staff was collaborating with a contractor on a piggyback contract and expects a proposal by the end of the week. If this approach is unsuccessful, the Town Manager Labadie will proceed with the state revolving loan program, prepare a request for proposal (RFP), and initiate the bidding process. The project will begin once the FDOT RRR project is completed.

There were discussions about how the project may take the town and the cost of the project. Finance Director David DiLena provided comments.

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

A. Resolution No. 2024-030

A Resolution of the Town Commission of the Town of Highland Beach, Florida, correcting a scrivener's error in Resolution No. 2024-026 referencing Exhibit C of the Adopted Fiscal Year 2024-2025 Schedule of Fees; providing that the Water System Connection charges are not classified as impact fees, and that the sewer connection charges are not classified as impact fees, and adding irrigation meter installation fees set at time and material plus 25%; and providing for an effective date.

Town Manager Labadie explained the corrections on the schedule of fees related to the Water System Connection Charges and Sewer System Connection Charges, striking the impact fees language, clarifying the connection fee, and adding irrigation, meter installation fees language.

MOTION: David/Stern – A motion was made and seconded to approve Resolution No. 2024-030. Upon roll call: Commissioner David (Yes); Vice Mayor Stern (Yes); Commissioner Goldberg (Yes); and Mayor Moore (Yes). The motion passed on a 4 to 0 vote.

B. Consideration of the Town of Highland Beach Fire Rescue Department Personnel Rules and Regulations.

Town Manager Labadie presented this item explaining the Fire Rescue Department Personnel Rules and Regulations.

MOTION: David/Stern – A motion was made and seconded to approve the Fire Rescue Personnel Rules and Regulations. Upon Roll call: Commissioner David (Yes); Vice Mayor Stern (Yes); Commissioner Goldberg (Yes); and Mayor Moore (Yes). The motion passed unanimously 4 to 0.

12. TOWN COMMISSION COMMENTS

Commissioner Judith M. Goldberg expressed her prayers for the families in North Carolina affected by Hurricane Helena, wishing them a swift recovery and assuring them that her thoughts and prayers are with them.

Commissioner Evalyn David also commented about the devastating impact that hurricane Helena had on North Carolina.

Vice Mayor David Stern highlighted the potential impact of hurricanes and flooding on lithium battery devices, electric vehicles, and bicycles. He stressed the importance of reviewing the town's rules and regulations regarding electric vehicle parking and addressing related safety concerns.

Mayor Natasha Moore had no comments.

13. TOWN ATTORNEY'S REPORT

Town Attorney Rubin had nothing to report. He wished those who will be celebrating this week, a happy new year.

14. TOWN MANAGER'S REPORT

Town Manager Labadie wished those celebration "Shanah Tovah." He reported the following:

He plans to schedule meetings with each Commissioner next week to discuss capital projects related to the former fire rescue department building. He has received a written quote from Kaufman Lynn Construction, Inc., and PGAL will prepare preliminary designs and schematics.

He provided an update on the 75th Anniversary event.

The town was still waiting to receive the Douglas Hillman bronze statue.

Mr. Jason Chudnofsky mentioned that he was impressed with the employees participating in the 75th Anniversary Committee.

15. ANNOUNCEMENTS

Mayor Moore read the announcement as follows:

Board Vacancies

Board of Adjustment and Appeals Board	One (1) vacancy for a three-year term.
Code Enforcement Board	Two (2) vacancies for three-year terms; One (1) vacancy for an unexpired ending December 7, 2024 and One (1) vacancy for an unexpired ending May 30, 2025

Meetings and Events

October 08, 2024	1:00 P.M.	Special Magistrate Hearing
October 10, 2024	9:30 A.M.	Planning Board Regular Meeting
October 14, 2024		Town Hall closed in Observance of Columbus Day
October 15, 2024	1:30 P.M.	Town Commission Meeting

Board Action Report

None.

16. ADJOURNMENT

The meeting was adjourned at 2:43 P.M.

APPROVED: December 03, 2024 Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

12/03/2024

Lanelda Gaskins, MMC
Town Clerk

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:

A. Discussion of Milani Park. (Item Added to the Agenda 11/29/2024)

November 12, 2024

Notes from Maggie Chappellear. Attendee

Introductory Meeting at Palm Beach County Commissioner's offices
West Palm Beach, Florida of Brooks + Scarpa the lead Architects of the proposed
Milani Park.

In attendance:

- Highland Beach residents: Laura Thurston, Maggie Chappellear & Mayor Natasha Moore
- Marci Woodward: Palm Beach County Commissioner & Staff
- Jennifer Cirillo, Director Palm Beach County Board of Commissioners Parks & Rec and Staff
- Jeffrey Huber, lead Architect for park design
- Isami Ayala-Collazo Director/Facilities Development

Introduction of all attendees. Introduction of the Brooks + Scarpa firm with presentation of previous projects and experience. Used DC Alexander in Ft. Lauderdale as a comparable example.

PREDESIGN-SCHEMATIC PHASE

Discussion of Timeline: Preliminary stage at the moment.

Waiting for survey and other reports (archeological, percs, elevation, arborist, traffic, etc)

Budget for Hard Cost: \$6M. Maybe revised by Parks & Rec as needed for 2025 upcoming budget (elevator conversation with an official)

April 2026 is the shovel year. Noted topics:

- Collecting data for the next phase Conceptual DESIGN
- Discussions of the town agreed upon April 2009 Resolution 09-004R
And perhaps some modifications if allowed thru Parks and Rec
- Emphasized that the conditions of the Resolution will be included in DESIGN-
Town agreed to it. County accepted it.
- Next Phase will be Conceptual Design--should be ready in 2-3 months--I bet not
- There will be alternative designs (conceptual) based on input given at this
Meeting by town residents in attendance and the Resolution Document
- **Parking and Traffic impacts** were of the highest concern from all Highland Beach
Residents.
- Architects acknowledged that the 2009 Resolution **was 15 years ago and is dated**
- There will be an opportunity for more input at the next meeting with the Highland
Beach attendees **and Natasha emphasized she wanted to see the conceptual designs
before the presentation of this to interested public to be held maybe in April, 2025**

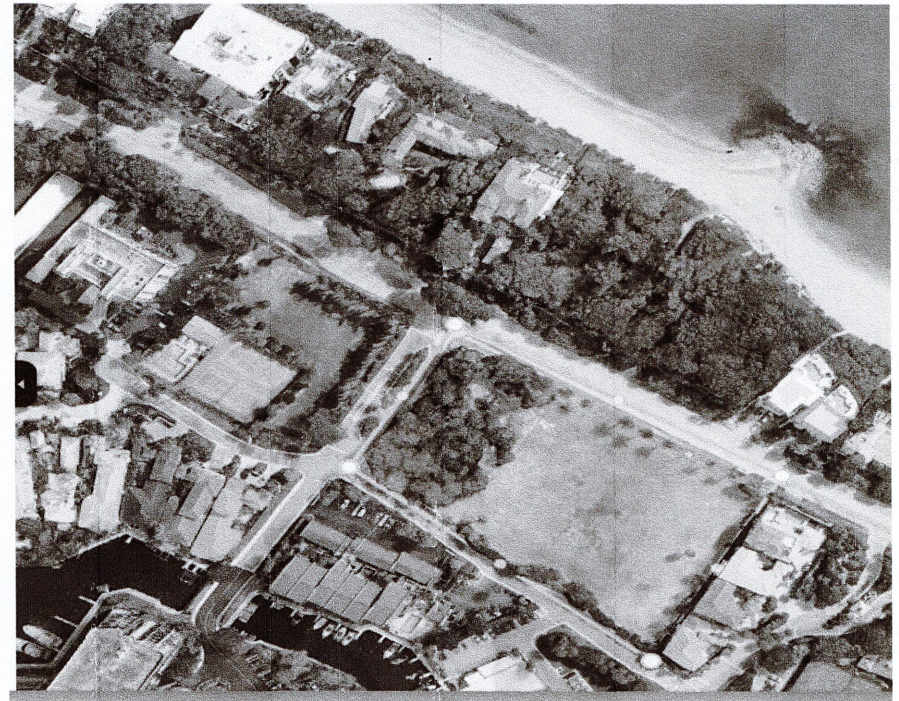
- **We need to follow up on the sneak peek before the public meeting.**
- Natasha was adamant that a **well-maintained park** is also a major concern of the town
- Maggie Chappellear was adamant that **less parking places and more green areas** Would be of great importance to the town
- Maggie Chappellear discussed **possible amenities such as swings, shade, shelters etc.**
- Laura Thurston was concerned **with traffic at the nearby Beach Club & Park entrance**
- Laura Thurston **emphasized a children play area and bicycle area**
- Architects: stressed they want a resilient, place making beacon of a passive park with low maintenance. Materials and landscape considered would be durable for a coastal environment.
- Architect Jeff Huber had an expression for the park would be: A place to Keep s a Place to Build
- The wetlands area would be cleaned up with a buffer as part of the park and would Be aesthetic.
- The Resolution provides for Life Guard stand, bathrooms, boardwalks, Parking attendance, and Signage is going to become part of the project...we are getting these items it looks like.
- Design Phase will take into account all the details of: MEP drawings (Mechanical, Engineering & Plumbing) as well as the site plan landscape design and structures design.
- The Resolution is the guide the Architectural Firm is using for the next phase.
There is no certainty if there will be fewer parking spaces, more open space, Structures that are not on the Resolution etc.
- **The ending impression I have is that: The Architects heard our town voices as to What we would like then to consider, and we want to be part of on-going meetings and discussions about the design of the park. I gave each person in attendance two PDF PowerPoints with considerations for the park, Photos of Ideas & Inspirations From other parks, a site plan with 40 spaces and open green area with shelters, restrooms, boardwalks, bike/pedestrian paths, bike racks to consider. I observed that I was not “shined” on my these submissions and am hoping that since the town is a major “stakeholder” as the architect said, they will try to address our concerns.**

Milani Park

Palm Beach County's newest county park with emphasis on great experiences for all residents by creating a park that fosters a sense of community, improves local ecology, provide useable outdoor space, and encourages activities and entertainment for children, teens, adults, and elderly residents.

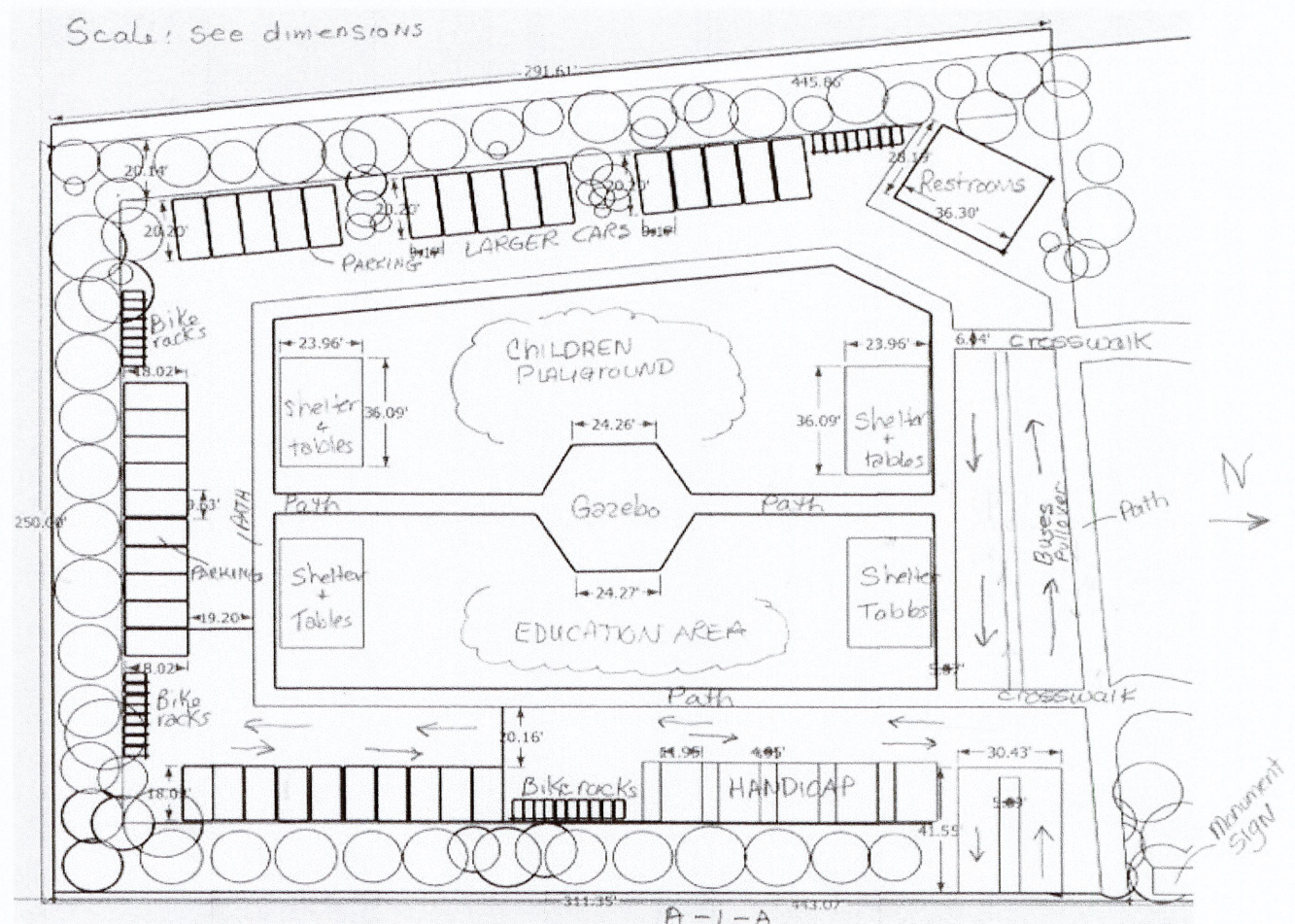
Key Considerations:

- Park users (provide convenient, comfortable, pleasant environment)
- Accessibility (cycle paths, by foot, car, entrance clearly marked)
- Environment (consider the surrounding architecture/landscape)
- Safety (comfortable space/flat well-maintained grounds, security)
- Maintenance (regular schedule/low maintenance designs)
- Aesthetics (beauty in nature and encouraging community gathering)
- Green Space (native plants, habitats)
- Ecology (microclimate with permeable surfaces, reduce vehicle dependency, offering more green areas)
- Climate (shade/shelters)



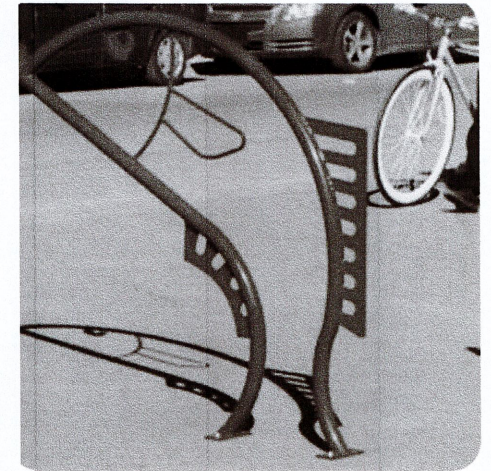
By: Margarita (Maggie) Chappelle, ED.S

- The proposed conceptual design provides activities for many different types of future park users
- Design features accessibility for cycle paths, cars, People traveling by foot and the entrance is clearly marked
- Safety considerations place the children's play area and education space within safe boundaries of traffic.
- The surrounding environment considers a 20' or so Landscape buffer (tall, medium, smaller plants) to Provide noise buffers and privacy to adjoining Residents
- Green space with native plants and animal habitats Also provide much needed permeable surfaces and Open areas to enjoy the use of outdoor space
- Climate and comfort are addressed with several shelters with tables and chairs, restrooms, shade, water fountains to find a reprieve from the heat of the day or a sudden lightening thunderstorm.
- Aesthetics with beautiful structures and a central Focal multi-purpose open air gazebo is a nostalgic nod to the days of community gathering spaces which provides a multitude of uses for residents (yoga, music, art, exhibits, events, etc)
- Safety concerns include flat area paths, Well maintained grounds, lighting, signage, and a dawn to dusk security rule.

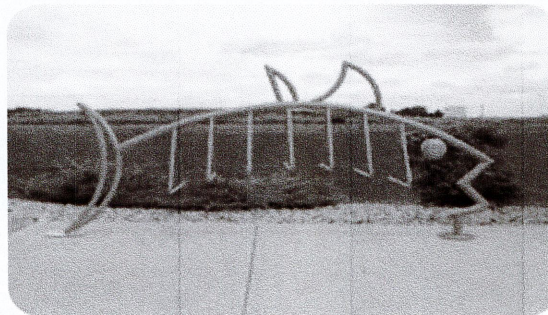


LET'S FLOAT SOME IDEAS! IDEA BOARD

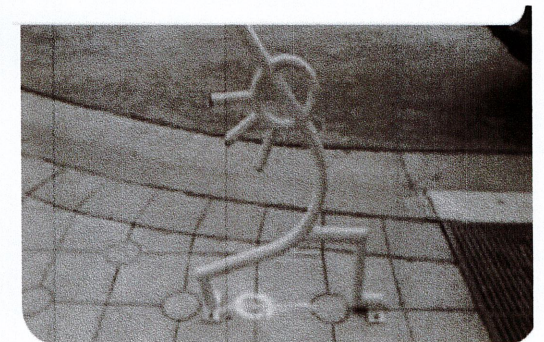




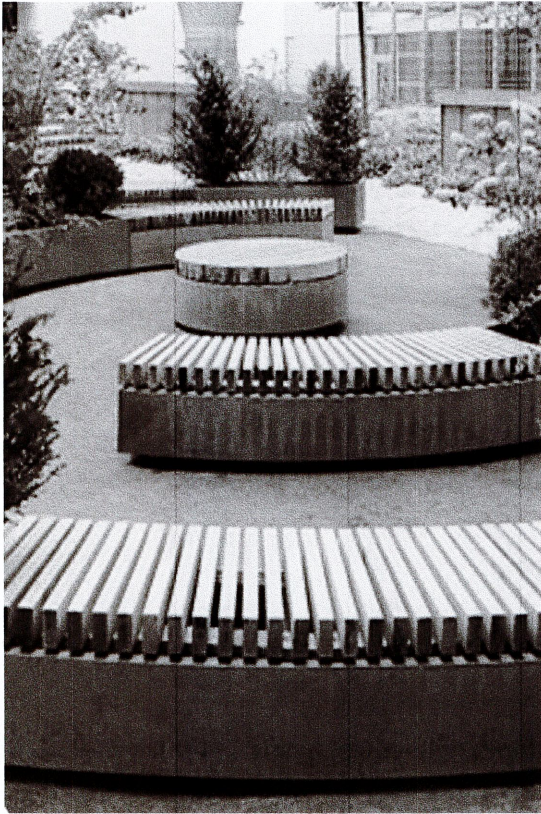
Bench Swings



Crosswalk Art Bicycle Rack Design >
Madrax Custom Fish Bike Rack



Urban Landscaping Bike Holder BI >
Yoga #bicyclerack #bikerack



Split-Roof Gable Shelter



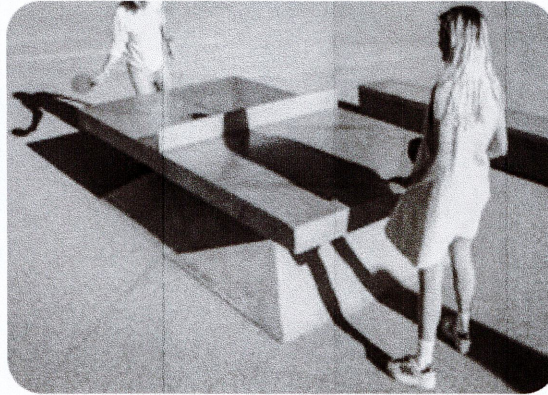
Slow Drain

Landscape Architecture P >



Outdoor Pavilion Ideas | Shelter

[Visit >](#)

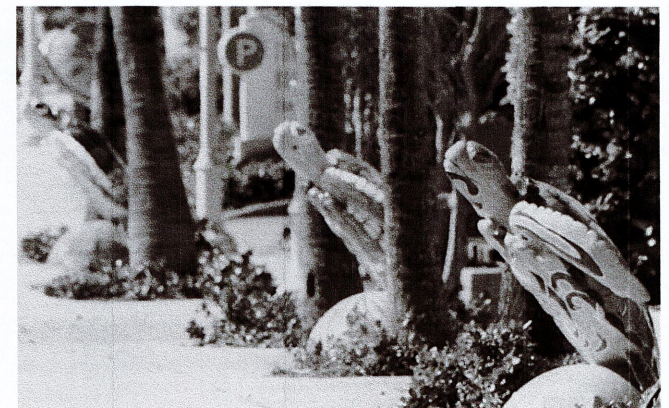
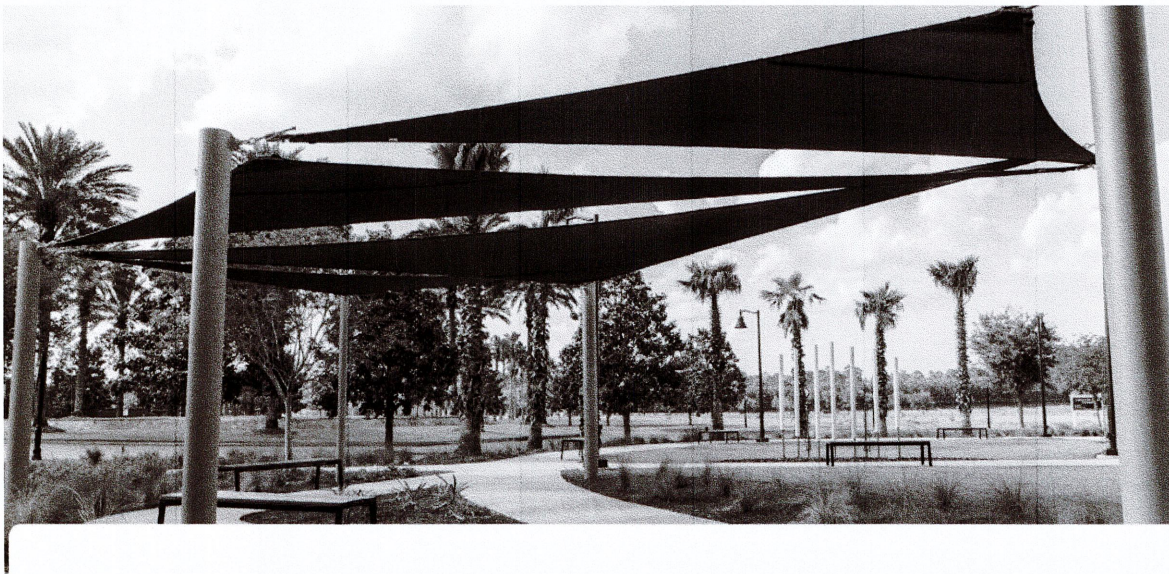


Outdoor Table Tennis Table [Concrete >](#)

Monolithic concrete ping pong

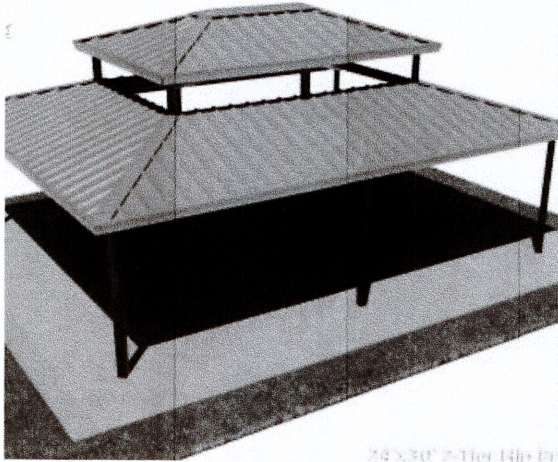


Urban Intervention Ideas [Amphitheater >](#)



Check out the turtle sculptures along the Surfside Turtle Walk

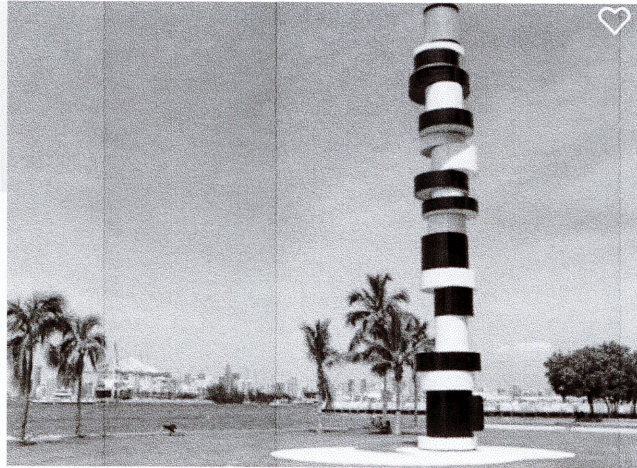
Celebrating Turtles With Surfside Art



28' x 30' x 4' for 140 sq ft

Shelter Rendering

ADA Accessible

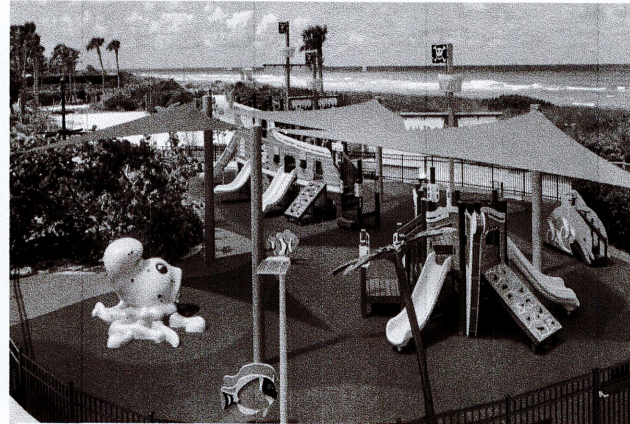
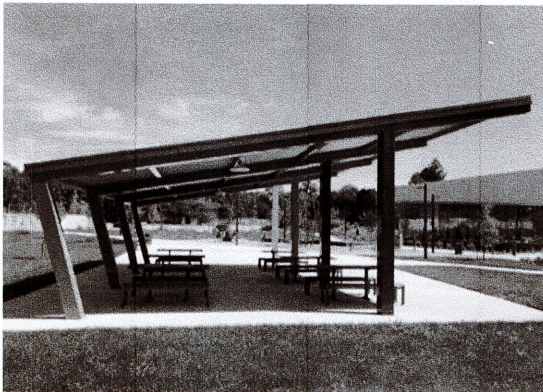


Must-See Public Art Pieces in Miami



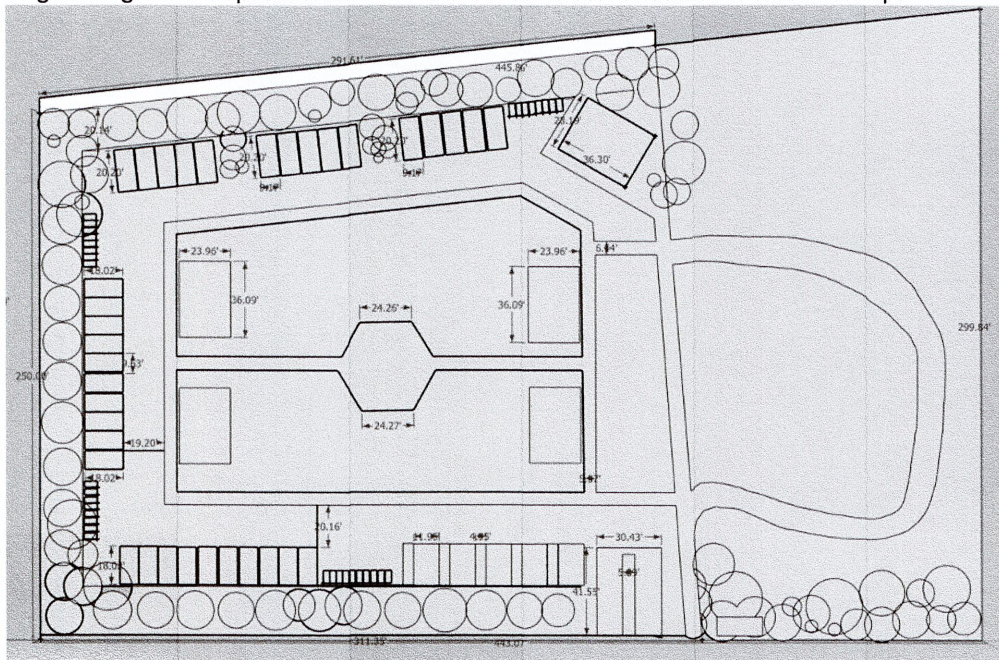
Playgrounds Architecture

Adult Play >



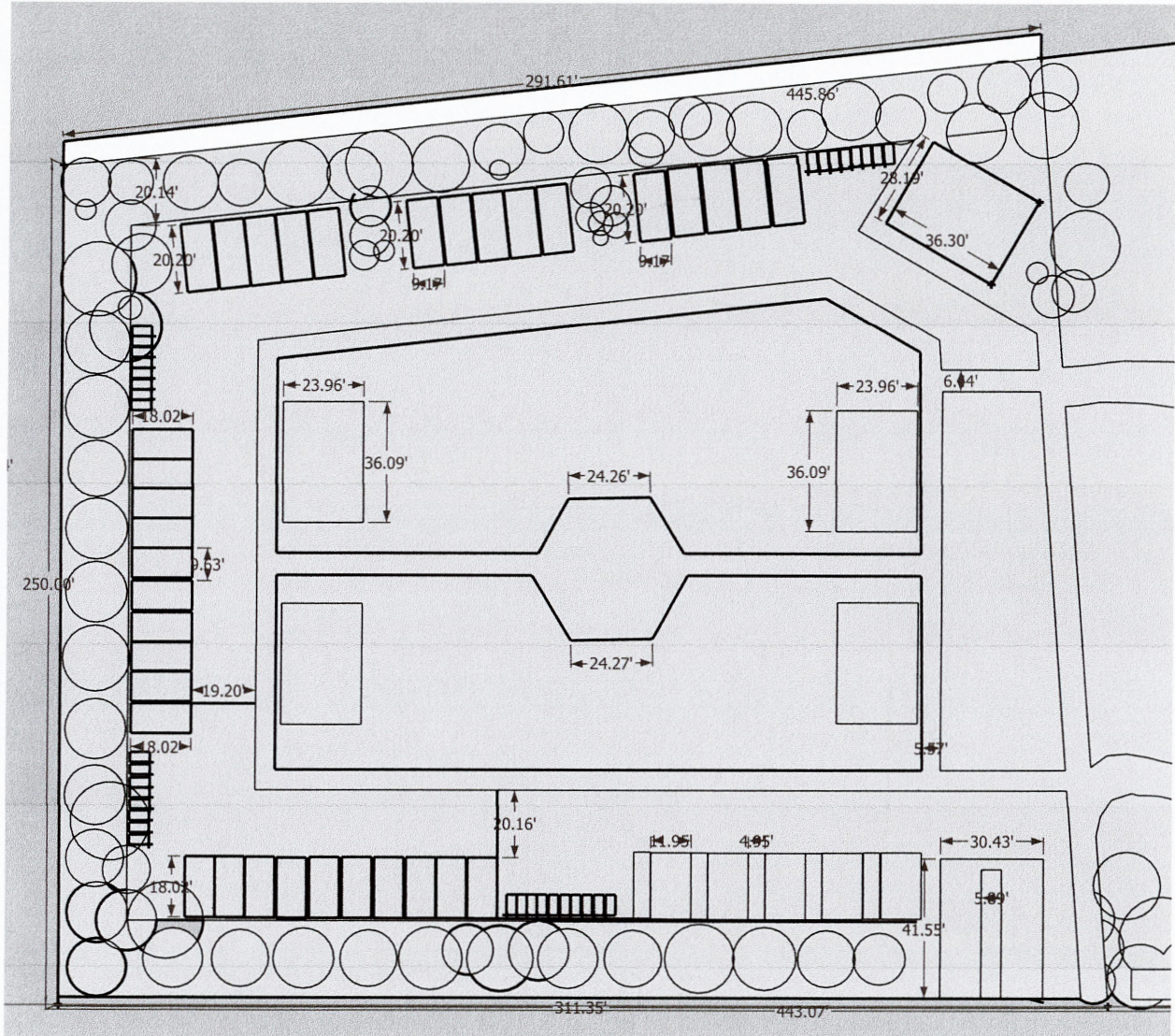
Bench Swings

The inspiration for the clean-up and protection of the existing wetland that is part of the Milani Park site will encourage the re-habitation of native species of animals and plants and it would become an added popular destination for Palm Beach residents. By cleaning up the overgrown, oxygen poor drainage pond and removing the exotics that have squeezed out the native plants, the park would have another educational wonder and destination as a mini-coastal version of Wakodahatchee Wetlands (with its 5-star rating on Trip Advisor)



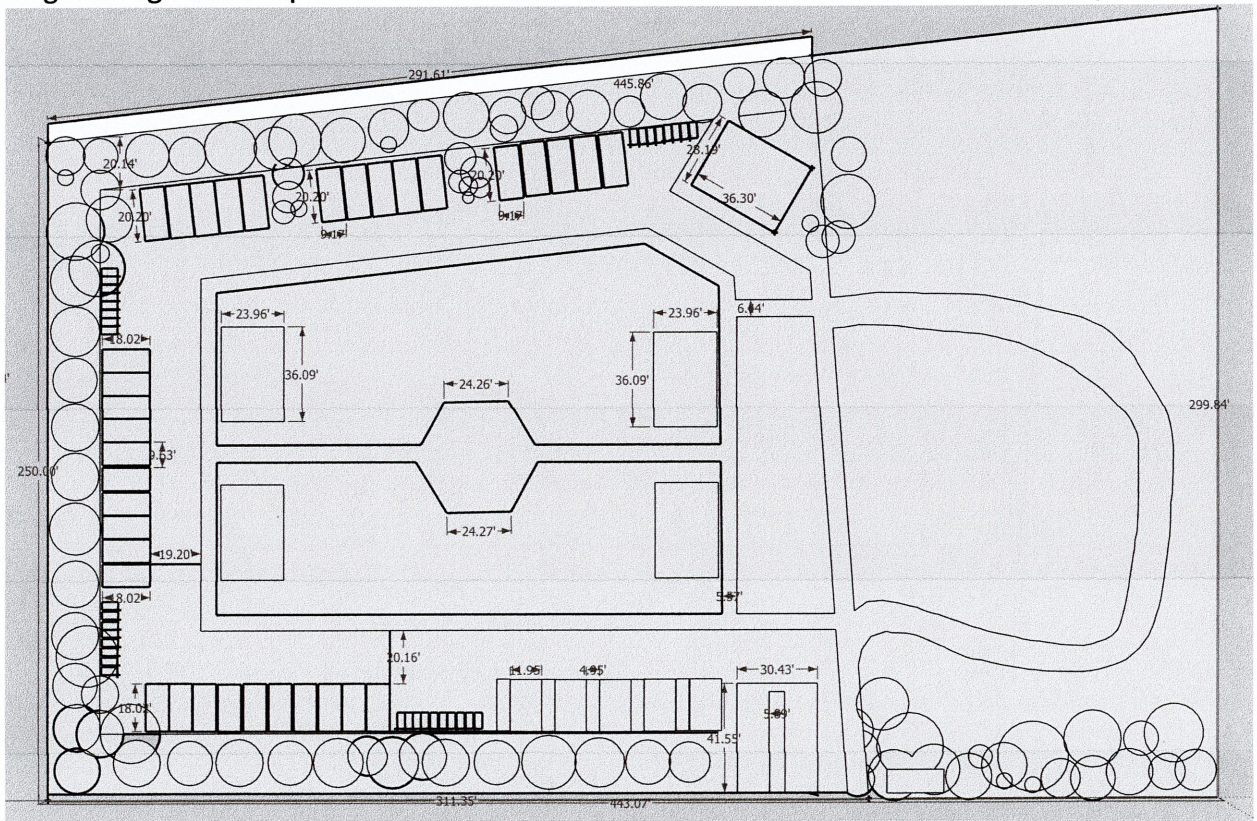
Wakodahatchee Wetlands

**PRESENTATION TO PALM BEACH COUNTY
NOVEMBER, 2024
MILANI PARK, HIGHLAND BEACH, FLORIDA
Margarita Chappellear, ED.S**

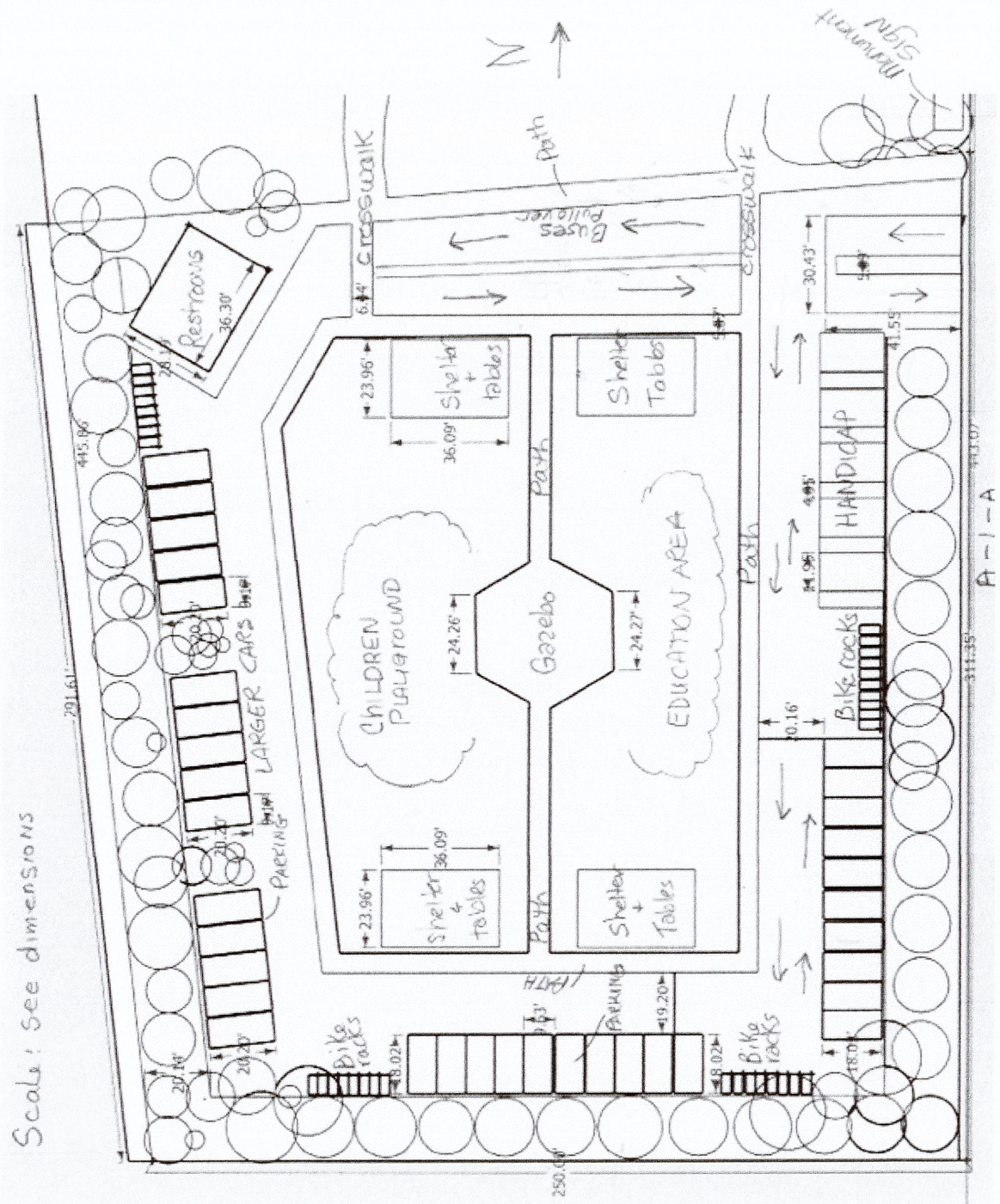


- 36' x 28' Men/Women Restrooms – Space for larger size if needed
- (34) Bike racks spaces @ 72" x 48"- to accommodate county-wide Bicycle Clubs and local residents who will be using the new widened State of Florida scenic bike lane trail on A-1-A
- (15) larger SUV parking spaces 9' x 20' standard size to accommodate beach goers and larger families
- (20) regular size 8'x 9.5' parking spaces

- (5) ADA handicap spots for beach access/bathrooms/pavilions/amenities
- (4) covered open air pavilions 24' x 36' to create a sense of openness as a gathering spot for picnics, events, or simply to provide shade and protection from sun and rain
- Walking paths 6' wide to allow for ADA and groups to access park areas around entire central open green area park
- Entrance (30.43' x 41.5') with 5' median landscaped strip to allow traffic entry and exit safety
- Central focal point octagonal gazebo open air (approx. 24' each side) creates sense of community for park goers and will become a landmark structure for the county
- 20' landscape buffer zone from neighbor property lines to promote harmony and cut down on noise
- Monument signage on Wetlands section of A-1-A large enough to be seen easily
- Proposed wetland boardwalk to utilize unused drainage area to become a nature feature at park
- Sea Turtle Education and native flora and fauna education to be featured at the A-1-A Section of the park
- Protected children's park amenities at the west end of the park closer to restrooms
- Benches, water fountains, picnic tables, and lighting to be addressed in more detail
- Large enough access space to accommodate school buses for educational science trips



Proposed Conceptual Ideas with some detail:



Scale: See dimensions

SUMMARY

Labor of Love

The following proposal is a labor of love for the residents of Palm Beach County and specifically Highland Beach-Boca Raton residents who welcome a beautifully designed open space multi-functional park with access to the historic Jap Rock section of Palm Beach County and its unique rock outcrop in a natural, pristine setting.

The Milani Park Model

On the west side of A-1-A across from the beach is 5.6 Acres of vacant land that inspires me to propose an environmentally friendly and engaging space with the intention to serve park users with their variety of needs; not just a ubiquitous parking lot. This is what this presentation is about; let us in the early planning stages create an exciting multi-use park that will become renowned as "The Milani Park" model.

We gather together

Pocket parks as they are known to communities in many countries are the new modern alternative to traditional parks with large asphalt parking lots. They provide residents a way to enjoy nature; whether they arrive by car, bicycle, or by foot in a natural setting. The benefits of this particular green space at Milani Park with its access to a pristine beach is second to none for recreation and a place for people to gather; this alone makes this site the most exciting park to be developed in Palm Beach County and I am thrilled my input and ideas are being considered.

This beautiful site

Milani Park vacant parcel is nestled between high traffic A-1-A that will soon be Widened by the State of Florida to feature a scenic by-way with emphasis on bicycle Users.

Meeting the recreational needs of the park user

Park users will arrive by in many ways. The propose design incorporates not only cars but bikes and walkers. Many beach goers and park users will be able to find shade, restroom, relief from weather conditions etc. with this design.

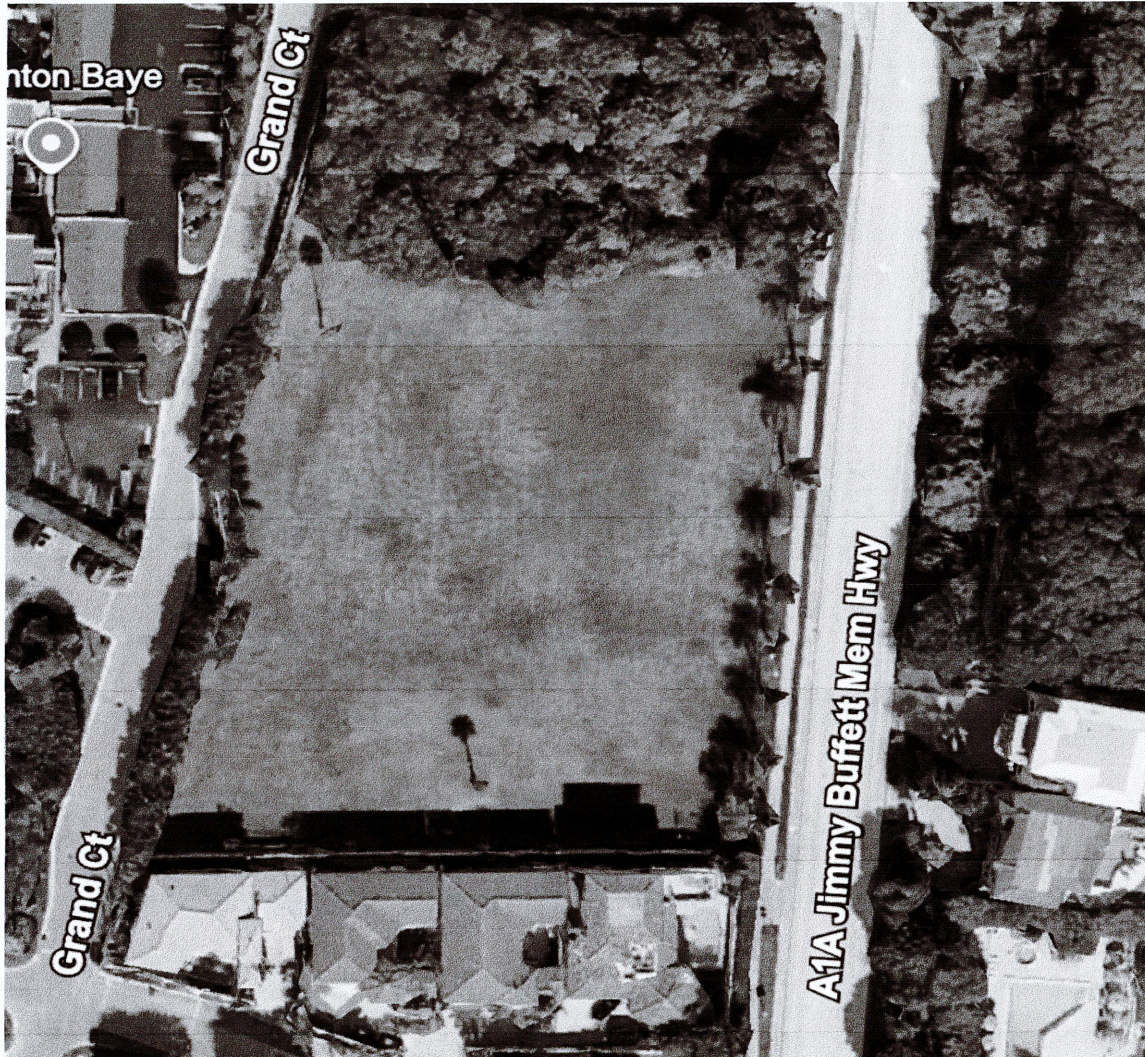
Park users will find an urban friendly park with amenities that include places to sit, drink water, use restroom facilities, meeting place, children's play area and local native plant and animal education.

Let the community embrace the focal point sculpture and education future generations
I propose a sea turtle sculpture to be donated to the park as a focal point as well as the octagonal gazebo centrally located to provide character to vacant land that is not just a parking lot. Other educational pursuits could include: seashell collections, artifacts found on the beach side, manatee & sea turtle education.

I want to thank Marci Woodward, Palm Beach County Commissioner rep for Highland Beach for having the vision and open mindedness to meet with me and Laura to gain input on what Palm Beach County residents would like to see in this park.

Aerial photos of existing site for discussion purposes:





File Attachments for Item:

B. Continued Discussion of Fiscal Year (FY) 2024-2025 Strategic Priorities Plan Update and 5-Year Capital Improvement Plan.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE December 03, 2024

SUBMITTED BY: Town Manager's Office

SUBJECT: Continued Discussion of Fiscal Year (FY) 2024-2025 Strategic Priorities Plan Update and 5-Year Capital Improvement Plan

SUMMARY:

On November 19, the Town Commission reviewed the FY 2024-2025 Strategic Priorities, including the Ranked and Un-Ranked Project List. During the discussion, Commissioners provided feedback on project rankings and directed the Town Manager to prepare an updated list reflecting their guidance. The Town Manager also indicated that the Commission could begin reviewing the 5-Year Capital Improvement Plan at the next meeting.

November 19, 2024: At the beginning of each fiscal year, the Town Commission reviews the Strategic Priorities Plan to discuss the current statuses of projects and initiatives. Enclosed please find the FY 2024-2025 Strategic Priorities Plan including a separate document containing the FY 2024-2025 Strategic Priorities: Ranked and Un-Ranked Project List. During the discussion, the Commission will add any new projects and begin to prioritize the projects for the upcoming year.

FISCAL IMPACT:

TBD

ATTACHMENTS:

FY 2024-2025 Strategic Priorities: Ranked & Un-Ranked Project List (12/03/2024)

5 Year Capital Improvement Plan (11/22/2024)

FY 2024 CIP Summary

RECOMMENDATION:

Commission review and discussion.



FY 2024-2025 Strategic Priorities: Ranked & Un-Ranked Project List

12/03/2024

SP 1: 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 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: Contract compliance review is ongoing. An archaeologist to assist with cultural resource review has been secured. Town Mayor facilitating design conversations with Palm Beach County.

SP 2: Sanitary Sewer Lining Project

Description: The sanitary sewer system has begun to show signs of deterioration and needs complete rehabilitation via a comprehensive lining project. The selected method of rehabilitation is the least disruptive and most cost effective. The residents in March of 2024 authorized the project at a not to exceed cost of \$3.5 million. Staff attempted to secure a “piggyback” contract to complete the project in phases. No such contract could be obtained; therefore, staff will commence securing a Clean Water State Revolving Fund Loan (SRF) to complete the project in one single phase.

Progress: Staff has reached out to the State of Florida SRF Program. This project cannot start construction until FDOT has completed the A1A Resurfacing Project. August application date targeted.

SP 3: Police Assigned Vehicle Program

Description: To enhance the recruitment and retention of high-quality police officers and remain competitive with neighboring agencies, the Town Commission has directed the Town Manager’s Office, in collaboration with the Police Department, to develop an assigned vehicle program. The project will also involve exploring and assessing various financing options.

Progress: The Town Commission authorized the program and necessary budget amendments. Legal reviewing contract which will be followed by ordering.

SP 4: 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 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. Website use and navigation to be evaluated to improve user experience. The Town of Highland Beach App is in development.

SP 5: Police Marine Docking/Access Facility

Description: The project involves the design and construction of a marine docking facility to support the Police Department's patrol and rescue vessel. The facility will be situated at the

western end of the Town Hall complex, behind the library. To offset project costs, the Town will actively seek grants and appropriations.

Progress: The Police Department has secured the FIND Grant (50% cost share) for the design portion of the project. The Town Manager's Office and Police Department will pursue grants/appropriations for construction. Staff recommends a referendum as cost may exceed charter spending limit and may not be able to meet grant match obligations if awarded.

SP 6: 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: Under Construction. Target completion date June 2025.

SP 7: Town Entry Signs (A1A)

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

Progress: Signs have been constructed. South sign installed and waiting for north installation. Landscaping follows installation.

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: Commission reviewed ordinance language (September 2024) then directed approved ordinance revisions to Planning Board for formal review and recommendation (First Read -- December 17, 2024.)

SP 9: 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 2025 Appropriation requests to be discussed with Lobbyist November/December 2024.

SP 10: 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. Project in value engineering and cost estimation phase. Staff recommends a referendum as cost may exceed charter spending limit.

SP 11: Old Post Office (PD)

Description: Explore the rehabilitation of the old Post Office into a security center and public entrance to the Police Department. Project will evaluation physical connection of the old Post Office to the existing Police Station.

Progress: Preliminary design concepts developed and shared independently with Commissioners. Value engineering and cost estimation phase has commenced.

SP 12: Comprehensive Plan Update

Description: Pursuant to state law, local governments are required to periodically update their Comprehensive Plan. The Town’s comprehensive plan functions as a roadmap for a community’s future growth and development, encompassing principles, guidelines, standards, and strategies to ensure orderly economic, social, physical, environmental, and fiscal growth. It captures the community’s commitment to implementing sustainable, balanced development initiatives through detailed sections, which often include goals, objectives, and policies. These sections outline how the local government’s programs, activities, and land development regulations will align with and promote the plan in a cohesive and consistent manner

Progress: The Town Planner along with the Town Manager’s Office has engaged a consultant to assist with our Comprehensive Plan update. Initial internal staff meetings have commenced and will be followed by a Commission and public engagement and approval process.

SP 13: Financial Management Systems

Description: The Finance Department in partnership with the Manager’s Office is updating the town’s investment policy and the 5-year Financial Forecast Model.

Progress: The updates scheduled Winter 2025

SP 14: Electric Vehicle Protocols (Fire Safety)

Description: In response to the increasing use of electric vehicles and other battery-powered modes of transport, the Town Commission has tasked the Fire Department, in collaboration with Condominium Associations, with developing fire safety guidelines for vehicle charging and rechargeable battery storage. These guidelines will aim to ensure safe practices and reduce fire risks within the community. The guidelines will be accompanied by a public outreach campaign.

Progress: Guidelines developed by Highlands Place Condominium and Vice Mayor Stern and will be used as template for other groups. Outreach pending.

SP 15: Preferred Employer Program

Description: The Town Manager’s Office, in collaboration with the Town Commission, will design and implement a comprehensive compensation, workplace, and benefits program. This initiative aims to attract and retain high-quality employees who excel in teamwork and are committed to delivering exceptional municipal services and public safety.

Progress: Ongoing with annual budget.

SP 16: 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: Town Commission reviewed draft ordinance concepts and directed Planning Board to conduct public review and make recommendations.

SP 17: 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.

Progress: The updated the 2013 Beach Feasibility Study completed. Natural Resource Advisory Board educating the public on the results.

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: 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 suspended further review pending Milani Park Project and “Live Local” legislative modifications. No other progress.

SP 20: 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.

SP 21: Charter Review/Amendments (Annual Review)

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.

Progress: Commission discussion Fall 2024/Winter 2025.

SP 22: 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 Fall 2024/Winter 2025.

SP 23: 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: No Progress.

SP 24: 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.

2024 Actual Expenditure + CIP Future Outlook

Dept	Project #	Projects	Rank	Description	Budget	Actual	Variance	Status
WS	24-001	Muffler Replacement for Generator	2	Ensures the generator operates efficiently and reduces noise	\$ 100,000	\$ 93,200	\$ 6,800	Pantropic Power has completed the work and the muffler has been installed; awaiting Commission Approval on 3/5
WS	24-002	Media Replacement - Scrubbers & Degassifier	11	Assure optimal performance in the treatment process, and that harmful contaminants are removed from the water si	\$ 100,000	\$ 99,750	\$ 250	Vendor selected; PO approved; looking of kick off work in the next 2-3 weeks
PW/DST	24-003	Fence Replacement	3	Fence is leaning and needs to be replaced should be pulled into 2023 before hurricane season	\$ 50,000	\$ 49,990	\$ 10	Fence has been completed 6-7-24
SW	24-006	Pipe Well Coating (3) LS 1	9	Extend useful life of piping and assure operational efficiency	\$ 150,000	\$ 78,625	\$ 71,375	Pipe will need to be changed to HDPE piping will come in under budget
SW	24-007	Library Sewer Rehabilitation	10	Sewer rehabilitation for library as it has reached end of useful life	\$ 50,000	\$ 17,625	\$ 32,375	plumbing experts has completed the project 6-7-24
WS	24-009	Metal Car Awning	8	Procuring metal awning auto coverage from the elements	\$ 60,000	\$	\$ 60,000	This project was cancelled; may be revisited in future years
PW/DST	24-010	Bridge Rehabilitation	7	Fix cracks in pillars, and other structural components	\$ 67,750	\$ 67,750	\$ -	Working with Baxter Woodman have received the Engineering and PM costs for ~\$65K that will be funded out of Penny Sales Tax. Based on B&W estimate the Bridge will cost \$250K to rehabilitate coming in over budget. Prof fees PO has been created 24-0899
SW	24-014	Upgrade Electrical Panel Lift Station 1	4	Upgrade electrical panel for lift station 1	\$ 50,000	\$ 10,000	\$ 40,000	project rescaled to inner electrical components replacement only
WS	24-016	Water Plant Blower Replacement	13	Bring up this project from 2025	\$ 50,000	\$ -	\$ 50,000	Project moved to unknown future date
WS	24-017	Vehicle Purchase	5	Purchase a new vehicle to replace aging vehicle	\$ 30,000	\$ 29,750	\$ 250	Vehicle Purchases have been completed
SW	24-018	Raise Lift Station 3	1	Raise lift station	\$ 225,000	\$	\$ 225,000	The actual construction phase of this project has been delayed; several administrative meetings have occurred; parts are 12+months out; Grant managers have been advised
PW/DST	24-019	Gas Dispenser & Pump	6	End of life for gas pump and dispenser	\$ 30,000	\$ 9,000	\$ 21,000	Project completed
PW/DST	24-020	Town Entry Signs	14	New entry signage for entrance of town in North and South	\$ 50,000	\$ 24,780	\$ 25,220	Spoke with Vendor they are still working on FDOT permitting ; once approved they will start on fabrication 6-8 weeks out
PD/DST	24-002	Axon 2024-2028	1	AXON Contract body worn cameras, taser-less lethal, in car cameras and ALPR Cameras	\$ 52,000	\$ 48,248	\$ 3,752	Last payment was for \$48,248.24. Out of discretionary sales tax and no PO was created
PD	25-002	Marine Unit Trailer	2	Purchase of a new trailer for Marine Unit	\$ 20,000	\$ 20,000	\$ -	This project was originally slated for 2025 but was completed in 2024; trailer was procured
PD/DST	24-003	Flock Safety	2	License Plate Reader and surveillance cameras	\$ 25,000	\$ 27,700	\$ (2,700)	This project has been completed
PD/DST	24-004	Motorola	3	Replacement of current police radios and new (23) units	\$ 53,000	\$ 53,000	\$ -	This project has been completed
PD/DST	24-005	New Carpet for Police Department	4	Replacement of carpet for PD	\$ 12,000	\$ 12,230	\$ (230)	This project has been completed
FD/GF	24-001	Rescue Holmatro Equipment	1	Purchase of Holmatro Cutter, Spreader, Ram, and associated battery packs	\$ 44,000	\$ 43,654	\$ 346	This project has been completed
TOTAL 2024 Budget Year					\$ 1,218,750	\$ 685,302	\$ 533,448	
SW	25-001	Raise Lift Station 2	1	Assure flooding protection and operational efficiency	\$ 300,000			275K Appropriation Approval
WS	25-002	Acid Bulk & Day Tank Replacement	2	Replacement of aging tanks that are showing wear and tear and have visual leakage	\$ 205,000			Project to kickoff February 2025
WS	25-001	Replace Membrane Side Ports & Seal Rings	1	Membrane housing are reaching EOL replacements needed to assure continued operation	\$ 80,000	\$ 61,363	\$ 18,637	This project is in progress and has been approved by the commission
WS	25-005	Garage Door Replacement	3	Garage doors are reaching end of life and need replacement	\$ 75,000			Project to begin January 2025
BD	25-007	Resurfacing and Repaving of Town Complex	4	After Firestation is completed repaving of town complex	\$ 250,000			Researching piggybacking off FDOT project RRR paving anticipated June 2025 start date
PW	25-008	Old Firestation demo/re-store	5	Tear down and repurpose of old firestation	\$ 1,200,000			Marshall to update
PW/DST	25-009	Police Marine Unit Docking (Grants)	6	Building of docks for Police Marine Units (w/o Seawall) w Seawall +20K	\$ 125,000			Project to start Q2 2025
WS	25-004	Replace Support Degassifier	7	Current support is rusting and will reach EOL	\$ 100,000			Project to begin January 2025
PW/DST	25-011	Replace PLC Switch Gear	8	Replacement of switch gear for PLC	\$ 100,000	\$ 79,955	\$ 20,045	This project is in progress and has been approved by the commission
PW	25-012	Replace AC Town Hall & Library	9	Replacement of AC units in Town Hall & Library	\$ 100,000			Begin preliminary meetings with vendors in November 2024; Project to kickoff January 2025
WS	25-013	New VT Scada Software	10	New version of software upgrade infra and SaaS	\$ 100,000			Project to begin March 2025
SW	25-014	Pumps for LS 1	11	New pumps for Lift Station needed assets have reached EOL	\$ 150,000			Project to begin April 2025
PW/DST	25-015	Gator Vehicle	12	New beach utility vehicle John Deere is not suited for beach use and needs replacement	\$ 25,000			In progress receiving quote; anticipated purchase vehicle in December 2024
PW/DST	25-016	Store Front Upgrade Town Hall	13	Modernize appearance of Town Hall	\$ 30,000			Project is in progress 1 quote received so far awaiting feedback from 2 other vendors
PW/DST	25-017	Repair Bridge	14	repair and replace end cap on bridge along with structural rigidity enhancements	\$ 200,000			Waiting on engineering firm to put out to bid project to begin 2nd quarter 2025
FD/GF	25-001	Rescue Genesis Equipment	1	Purchase of Genesis Cutter, Spreader, Ram, and associated battery packs	\$ 60,000			This is for the Delray Unit
FD/GF	25-002	Rescue Jacks	2	Vehicle Stabilization Struts x \$4,000	\$ 18,000			L120 and L220 Models are being researched
BD	25-001	New Office Build	2	Build of new offices (3) for employees	\$ 150,000			Still waiting on architect for designs and plans
PD/DST	25-001	(2) Fleet Vehicle Purchase	1	Replacement of aging police vehicles inclusive of emergency operation equipment (2)	\$ 150,000			Car purchases and management have been approved by the commission to be moved to Enterprise Fleet Management
PD	25-003	Administrative Area Reconfiguration and New Cabinets	3	Reconfiguration of administrative area including wall removal and new cabinets	\$ 60,000			
PD/DST	25-004	Beach Utility Vehicle	4	Beach Utility Vehicle	\$ 30,000	\$ 31,500	\$ (1,500)	Vehicle purchased October 2024

PD	25-005	Engineering Fees for Police Dock	5	Anticipated full cost is \$100K; working on available grants for 50% cost coverage	\$	100,000	Project to start Q1 2025
TOTAL 2025 Budget Year					\$	3,588,000	
WS/BD	26-001	Water Plant Roof Replacement	1	Ensures continued safe and efficient operation of the water plant by providing a durable and eather resisant roof	\$	250,000	
PW	26-003	Chiller Replacement HVAC	3	Ensure cooling to crucial compnents in the water plant	\$	90,000	
PW	26-004	Replacement of Portable Generator	4	Portable Generator to reach end of life	\$	80,000	
PW	26-006	Mezzanine Walk Install	6	Install structure to access tall equipment in wtaer plant	\$	150,000	
PW	26-010	Crosswalk path embedded lighting	9	Additon of lighting on pedestrian crosswalk path	\$	250,000	
SW	26-007	Sewer Lining Replacement	5	Updating the lining of the sewers to extend useful life and efficiency	\$	3,500,000	
FD	26-001	Turnout Gear	1	Replacement of aging turnout gear	\$	120,000	
PD	26-001	Fleet Vehicle Purchase	1	Replacement of aging police vehicles inclusive of emergency operation equipment	\$	75,000	
PD	26-002	Outboard Marine Engines (2)	2	Current engines will reach 5000 hours replacement needed; working on available grants for 50% xost coverage	\$	130,000	
PD	26-003	Construction Marine Dock PD	3	Construction costs of marine dock; working on 50% grant cost coverage	\$	1,000,000	
TOTAL 2026 Budget Year					\$	5,645,000	
PW	27-002	Library Roof Replacement	2	Roof will reach end of life; replacement will ensure continued safe operation of the library	\$	250,000	
PW	27-004	Replacement of Portable Generator	4	Portable Generator to reach end of life	\$	85,000	
PD	27-001	Fleet Vehicle Purchase	1	Replacement of aging police vehicles inclusive of emergency operation equipment	\$	75,000	
PD	27-002	Emergency Message Board	2	Purchase of an Emergency Message Board	\$	25,000	
TOTAL 2027 Budget Year					\$	435,000	
WS	28-002	New CO2 Tank	1	Existing tank's useful life will be expired by 2027-2028	\$	350,000	
PW	28-003	Resurfacing Walk Path	2	Walkpath will show signs of ware and tare in an estimated 5 years	\$	350,000	
WS	28-004	Steel Beam Replacement for Membranes	4	Existing steel beans will reach their end of life and are currently showing corrosion and structural fatigue	\$	150,000	
PW	28-005	Resurfacing of Town Roads	5	Resurfacing expected in 5 years from ware and tare on the roads	\$	500,000	
				Exisitng system has been operational for several years and has reached the end of its useful life; replacement			
WS	28-006	Replace Cartridge Filter Vessels	6	ensures clean and safe drinking water to the town	\$	100,000	
WS	28-007	Vehicle Purchase	7	Water plant vehicle purchase as current vehicle will be 10+ years old	\$	40,000	
PD	28-001	Inflatable Collar for Marine Patrol Vessel	1	Purchase of inflatable collar for police marine unit	\$	20,000	
PD	28-002	Laptop Purchase PD	2	Purchase of new rugged laptops for PD	\$	50,000	
FD	28-001	Fleet Vehicle Purchase	1	Replacement of aging fire vehicles inclusive of emergency operation equipment	\$	60,000	
TOTAL 2028 Budget Year					\$	1,620,000	
PW	29-001	Beach Vehicle Purchase	1	Current beach vehicle will reach EOL	\$	30,000	
PW	29-002	Vehicle Purchase	2	Replacement Vehicle DPW	\$	45,000	
WS	29-003	Membranes WTP	3	New Membranes for wtaer treatment plant as old ones will be 12+ years old	\$	800,000	
WS	29-004	High Service Pumps (2)	4	Replace aging high service as current will be EOL	\$	300,000	
PW	29-005	Window and Door Replacment Exterior	5	Replace windows and doors WTP	\$	150,000	
WS	29-006	Well #8 Study	6	Engineer study on current condition of well	\$	50,000	
PW	29-007	Upgrade air exhaust system	7	Upgrade WTP building circulation	\$	75,000	
SW	29-008	Rehab LS 4	8	LS 4 will be reaching EOL	\$	200,000	
PW	29-009	New Ford F150	9	New vehicle	\$	55,000	
WS	29-010	Train Motor Replacement	10	(2) Motor Replacment	\$	125,000	
PD	29-001	Fleet Vehicle Purchase	1	Replacement of aging police vehicles inclusive of emergency operation equipment	\$	75,000	
FD	29-001	New Truck Purchase	1	Current vehicle will be reaching EOL	\$	80,000	
TOTAL 2029 Budget Year					\$	1,985,000	
TOTAL 5 Year CIP Budget					\$	14,491,750	



TOWN OF HIGHLAND BEACH

2024 CIP Projects Completed

2024 Spend Analysis vs Budget

The 2024 budget was \$1.218M, with a \$685K spend, leaving \$533K unspent. Of this, \$225K is allocated for the completion of Lift Station 3 in 2025. The cancellation of the Metal Car awning project added another \$60K, while the remaining savings come from several Public Works projects that were completed under budget.

WS 24-001 Muffler Replacement for Generator

Project safeguarded efficient generator operation and reduced noise for residents. The project, with a \$100K budget, came in under budget at \$93.2K, saving \$6.8K.

WS 24-002 Media Replacement - Scrubbers & Degassifier

Project ensured optimal treatment process performance and remove harmful contaminants from the water supply. The project budgeted \$100K but came in under budget at \$99.8K, resulting in a slight savings.

PW/DST 24-003 Fence Replacement

Fence replaced due to end-of-life. Project completed on time and within budget of \$50K.

SW 24-006 Pipe Well Coating (3) LS

The original project planned to coat our existing piping. We changed it to HDPE, a better standard, saving us \$72K compared to the original \$150K budget, cutting the project's cost in half.

SW 24-007 Library Sewer Rehabilitation

Sewer library rehabilitation was completed, fixing the sewer issue in the Library. The project cost was \$17K vs the \$50K budgeted a savings of \$33K

SW 24-014 Upgrade Electrical Panel Lift Station 1

The electrical panel upgrade for lift station 1 was completed for \$10K, saving \$40K over the budgeted \$50K. The savings was mostly due to a rescale of inner components, as the exterior was unchanged.

WS 24-017 Vehicle Purchase 5

The purchase of a new vehicle to replace the aging one was within budget at \$30K.

PW/DST 24-019 Gas Dispenser & Pump

The dispenser system gas pump was completed for \$9K, saving \$21K over the budgeted \$30K.

PD/DST 24-002 Axon 2024-2028

The AXON Contract body-worn cameras, taser-less lethal, were purchased for \$48.3K instead of the budgeted \$52K, saving about \$3K.

PD 25-002 Marine Unit Trailer 2 Purchase

The Police Department trailer purchase, originally scheduled for 2025, was completed in 2024 and stayed within budget of \$20K.

PD/DST 24-003 Flock Safety 2 License Plate Reader and Surveillance

This project cost \$27.7K, slightly over budgeted at \$25K.

PD/DST 24-004 Motorola

This project replaced current police radios with (23) new units, coming in on budget at \$53K.

PD/DST 24-005 New Carpet for Police Department

The Police Department's carpet replacement was completed on budget of \$12K.

FD/GF 24-001 Rescue Holmatro Equipment

Holmatro Cutter, Spreader, Ram, and associated battery packs were purchased within budget of \$44K.

File Attachments for Item:

A. Resolution No. 2024-034 / Referendum for Public Safety Project for March 11, 2025
General Election

A Resolution of the Town Commission of the Town of Highland Beach, Florida, calling for a referendum of the qualified electors of the town to be held on March 11, 2025, seeking authorization pursuant to Section 2.01(30) of the Town Charter to expend up to \$3,000,000 for the purpose of undertaking two public safety projects; providing for notice and advertising of the referendum; providing for referendum canvassing; providing for severability, the repeal of laws in conflict, and an effective date.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting
MEETING DATE: December 3, 2024
SUBMITTED BY: Town Manager's Office
SUBJECT: Referendum for Public Safety Projects – March 11, 2025

SUMMARY:

Over the past several months, the Town Commission has actively discussed its strategic priorities, the capital improvement plan, and the 5-year financial forecast. Through this process, two public safety projects have emerged as high priorities due to their critical role in supporting Town operations, improving residents' quality of life, and ensuring public safety.

These projects are:

Rehabilitation of the Old Fire Station and Apparatus Bays: Modernizing these facilities will address structural and operational deficiencies, ensuring they continue to serve the community effectively.

Construction of a Public Safety Docking Facility: Establishing this facility is vital for marine unit docking and enhancing water rescue response capabilities.

These projects aim to improve public safety operations, increase efficiency, preserve critical infrastructure, and enhance response services.

Town staff have collaborated with design professionals to develop cost-effective, long-term designs that meet the projects' goals. During this process, it became apparent that the cost of each project may exceed the expenditure limit set by Section 2.01(30) of the Town Charter. This section requires voter approval for expenditures exceeding \$900,000 (adjusted for inflation) in a single fiscal year for any individual or combined projects.

To ensure compliance with the Town Charter and transparency with residents, Resolution No. 2024-034 (attached) calls for a referendum to authorize up to \$3,000,000 in expenditures for the two projects. The referendum would be scheduled for March 11, 2025 if authorized and will allow the qualified voters of Highland Beach to decide on this important investment in public safety infrastructure. The referendum language does not require any borrowing or financing provisions as neither are required to complete the projects.

The Town Commission's proactive efforts to align these projects with strategic priorities highlight their importance to public safety and infrastructure resilience. While staff remain committed to pursuing grants and alternative funding sources, the Town must be prepared to

meet potential grant-matching obligations. Authorizing the referendum demonstrates a seriousness of purpose and ensures readiness to proceed with these critical initiatives. Staff recommends adopting Resolution No. 2024-034 to initiate the referendum process. This approach not only aligns with the Town Charter's requirements but also fosters public engagement and transparency in decision-making. Upon adoption, the Town Clerk will coordinate with the Palm Beach County Supervisor of Elections to finalize referendum logistics and publish the required notices.

The Town Commission's approval of this resolution will pave the way for advancing these essential public safety projects, ensuring that Highland Beach is prepared to meet the needs of its residents effectively and efficiently.

FISCAL IMPACT:

Capital Budget (No Financing)

ATTACHMENTS:

Resolution No. 2024-034

RECOMMENDATION:

Commission review and authorization.



TOWN OF HIGHLAND BEACH

RESOLUTION NO. 2024-034

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, CALLING FOR A REFERENDUM OF THE QUALIFIED ELECTORS OF THE TOWN TO BE HELD ON MARCH 11, 2025, SEEKING AUTHORIZATION PURSUANT TO SECTION 2.01(30) OF THE TOWN CHARTER TO EXPEND UP TO \$3,000,000 FOR THE PURPOSE OF UNDERTAKING TWO PUBLIC SAFETY PROJECTS; PROVIDING FOR NOTICE AND ADVERTISING OF THE REFERENDUM; PROVIDING FOR REFERENDUM CANVASSING; PROVIDING FOR SEVERABILITY, THE REPEAL OF LAWS IN CONFLICT, AND AN EFFECTIVE DATE.

WHEREAS, the Town of Highland Beach, Florida (“Town”), is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, a Charter for the Town was created and adopted pursuant to the Constitution and applicable laws of the State of Florida; and

WHEREAS, Section 2.01(30) of the Town Charter provides that any single project or cumulation of projects requiring an allocation of more than \$900,000 (as adjusted in accordance with the regional Consumer Price Index) in any given fiscal year shall not be funded until the purposes and amounts of such allocations are approved by a majority of the votes cast in an election of qualified voters residing in the Town;

WHEREAS, the Town wishes undertake two public safety projects to improve operations, increase efficiency, preserve critical public safety infrastructure and enhance response services, the cost of which may exceed the Charter limitation in a single fiscal year; and

WHEREAS, these projects include: (1) the rehabilitation of the old Fire Station and apparatus bays and (2) the construction of a Public Safety Marine Facility for marine unit docking and water rescue services; and

WHEREAS, the Town Commission deems it to be in the best interests of the Town and its residents to conduct a referendum election pursuant to Section 101.161, Florida Statutes, to obtain voter approval of both the expenditure and the scope of the proposed public safety projects.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AS FOLLOWS:

Section 1. Findings adopted. The findings of the Commission set forth in the foregoing recitals are hereby adopted as true and correct statements and specifically made a part of this Resolution.

Section 2. Referendum declared. A Referendum is hereby called for and shall be held in the Town on March 11, 2025 to obtain approval from the qualified voters residing in the Town to expend up to \$3,000,000 for two public safety projects, as fully described in this Resolution.

Section 3. Ballot title. The ballot title which is the subject of this Referendum, and by which the proposed Charter Amendment is to be commonly referred to or spoken of, shall be captioned as “**Approval of Public Safety Projects.**”

Section 4. Conduct of Referendum. The Town shall determine the polling locations or places in coordination with the Palm Beach County Supervisor of Elections, and all qualified electors of the Town of Highland Beach, Florida who vote in the Referendum shall vote at those designated polling places. The polls shall be opened on the date of the Referendum on the proposed Town of Highland Beach, Florida Charter Amendment from 7:00 a.m. until 7:00 p.m. on the same day. Only the duly qualified electors of the Town of Highland Beach, Florida shall be permitted to vote on this Referendum question.

Section 5. Notice and advertising of the Referendum. The Town Clerk shall prepare and give notice of the proposed Charter Amendment by causing appropriate notice to be published in accordance with the provisions of Section 100.342, Florida Statutes, which provides for at least one publication each week during the third and fifth weeks preceding the week in which the Referendum to consider the proposed Charter Amendment is to be held. The publications shall be placed in a newspaper of general circulation within the Town, or publication on the county’s website as provided in s. 50.0311 as applicable. The Town Clerk shall secure the appropriate affidavit of proof that the statutorily required Referendum notices have been duly published, as herein set forth and these two affidavits shall be part of the record of the Town Commission.

Section 6. Ballot summary. The ballot summary of the proposed Charter amendment shall be:

SHALL THE TOWN BE AUTHORIZED TO EXPEND UP TO \$3,000,000 FOR TWO PUBLIC SAFETY PROJECTS TO IMPROVE OPERATIONS, INCREASE EFFICIENCY, PRESERVE CRITICAL PUBLIC SAFETY INFRASTRUCTURE AND ENHANCE RESPONSE SERVICES, INCLUDING: (1) REHABILITATION OF THE OLD FIRE STATION/APPARATUS BAYS AND (2) CONSTRUCTION OF A PUBLIC SAFETY MARINE FACILITY FOR MARINE UNIT DOCKING AND WATER RESCUE SERVICES.

_____ **YES (FOR APPROVAL)**

_____ **NO (AGAINST APPROVAL)**

Section 7. Canvassing. The election returns of the Referendum shall be canvassed in the manner provided by law, and the returns shall be certified to the Town Commission, which shall declare the result thereof. Upon canvassing the returns of the Referendum, the result of the Referendum shall be recorded in the minutes of the Town Commission in the manner prescribed by law.

Section 8. Severability. The provisions of this Resolution are declared to be severable and

if any section, sentence, clause, or phrase of this Resolution shall for any reason be held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining sections, sentences, clauses, and phrases of this Resolution but they shall remain in effect, it being the legislative intent that this Resolution shall stand notwithstanding the invalidity of any part.

Section 9. Repeal of Laws in Conflict. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 10. Effective Date. This Resolution shall be effective immediately upon adoption at second reading.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida, this ____ day of _____, 2024.

Natasha Moore, Mayor

ATTEST:

REVIEWED FOR LEGAL SUFFICIENCY:

Lanelda Gaskins, MMC
Town Clerk

Leonard G. Rubin, Town Attorney

VOTES:

	YES	NO
Mayor Natasha Moore	_____	_____
Vice Mayor David Stern	_____	_____
Commissioner Evalyn David	_____	_____
Commissioner Donald Peters	_____	_____
Commissioner Judith Goldberg	_____	_____

File Attachments for Item:

B. Reconsideration of the December 17, 2024 Town Commission Meeting Date.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission
MEETING DATE 12/03/2024
SUBMITTED BY: Lanelda Gaskins, Town Clerk's Office
SUBJECT: Reconsideration of the December 17, 2024 Town Commission Meeting Date

SUMMARY:

At the November 19 Town Commission meeting, the Commission discussed whether to hold or cancel the December 17th meeting followed by a motion. A motion was made by Commissioner David and seconded by Commissioner Goldberg to cancel the meeting. The motion passed unanimously with a 5 to 0.

Since that decision, Town staff have identified several agenda items requiring Town Commission discussion and action. To ensure timely consideration of these matters, staff recommends that the Town Commission reconsider holding the December 17 meeting as schedule.

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDATION:

Town staff recommends that the Town Commission reconsider holding the December 17 meeting as schedule.

File Attachments for Item:

C. Consideration of the Town Commission Proposed 2025 Meeting Schedule.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission
MEETING DATE 12/03/2024
SUBMITTED BY: Lanelda Gaskins, Town Clerk's Office
SUBJECT: Consideration of the Commission Proposed Meeting Schedule for the 2025 Calendar Year

SUMMARY:

Consideration and approval of the proposed 2025 meeting schedule for the Town Commission in accordance with the Town's Code of Ordinances, Sec. 2-28 – Rules of Procedures, Rule No. 1.

As outlined in the Town's Code of Ordinances, Sec. 2-28 – Rules of Procedures, Rule No. 1, the Town Commission is required to hold monthly meetings on the first Tuesday of each month at 1:30 P.M. In the event the first Tuesday coincides with a legal or Town-observed holiday, the meeting is to be rescheduled to the next secular day.

Additionally, the third Tuesday of each month is reserved for Town Commission meetings starting at 1:30 P.M. These meetings are contingent upon the availability of agenda items and may be canceled if there is insufficient business to address.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Proposed 2025 Meeting Schedule

RECOMMENDATION:

Town Commission discretion.

**PROPOSED TOWN COMMISSION MEETING SCHEDULE
FOR 2025 CALENDAR YEAR**

	Dates	Meeting Type
Tuesday,	January 7, 2025	Commission Meeting
Tuesday	January 21, 2025	Commission Meeting
Tuesday	February 4, 2025	Commission Meeting
Tuesday	February 18, 2025	Commission Meeting
Tuesday	March 4, 2025	Commission Meeting
Tuesday	March 11, 2025	Municipal General Election Day
Tuesday	March 25, 2025 (Tentative)	<i>Special Meeting/Swearing-in Ceremony</i>
Tuesday	April 1, 2025	Commission Meeting
Tuesday	April 15, 2025	Commission Meeting
Tuesday	May 6, 2025	Commission Meeting
Tuesday	May 20, 2025	Commission Meeting
Tuesday	June 3, 2025	Commission Meeting
Tuesday	June 17, 2025	Commission Meeting
Tuesday	July 15, 2025	Commission Meeting
Tuesday	August 5, 2025	Commission Meeting
Florida League of Cities Annual Conference – August 14-16, 2025 Signia by Hilton Orlando Bonnet Creek, Orlando, Florida		
Tuesday	August 19, 2025	Commission Meeting
Thursday	August 21, 2025	Commission Budget Meeting
Tuesday	September 2, 2025	Commission Meeting
	TBD	<i>Special First Public Hearing Budget Meeting</i>
Tuesday	September 16, 2025	Commission Meeting
	TBD	<i>Special Second Public Hearing Budget Meeting</i>

**PROPOSED TOWN COMMISSION MEETING SCHEDULE
FOR 2025 CALENDAR YEAR**

	<i>Dates</i>	<i>Meeting Type</i>
Tuesday	October 7, 2025	Commission Meeting
Tuesday	October 21, 2025	Commission Meeting
Tuesday	November 4, 2025	Commission Meeting
Tuesday	November 18, 2025	Commission Meeting
Tuesday	December 2, 2025	Commission Meeting
Tuesday	December 16, 2025	Commission Meeting

Please be advised of the following:

- The Town Manager may schedule additional Town Commission meetings to discuss and present fiscal year 2025-2026 budget items.
- The dates for the two Special Public Hearing Budget meetings in September will be finalized once Palm Beach County and the School Board set their budget hearing schedules. These meetings will begin at 5:01 P.M.
- Town Commission meetings scheduled for the first Tuesday of each month are subject to change and require Town Commission approval.
- Town Commission meetings held on the third Tuesday of each month may be canceled as needed due to a lack of agenda items.