



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING AGENDA

Tuesday, October 17, 2023 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
Glen J. Torcivia

Town Manager
Town Clerk
Town Attorney

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

[A.](#) Resolution No. 2023-030

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.

6. **PUBLIC COMMENTS**

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

7. ANNOUNCEMENTS**Board Vacancies**

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

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

Meetings and Events

November 01, 2023 11:00 A.M. Natural Resources Preservation Advisory
Board Regular Meeting

November 07, 2023 1:30 P.M. Town Commission Meeting

Board Action Report

None.

8. ORDINANCES (Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.)**A.** Resolution No. 2023-031

A Resolution of the Town Commission of the Town of Highland Beach Florida, calling for a Referendum of the Qualified Electors of the Town of Highland Beach to be held on March 19, 2024, as to whether the Town shall be authorized to (A) finance and implement a Sanitary Sewer Lining Rehabilitation Project to repair, replace, and prevent structural damage to the sewer lines for a not to exceed cost of \$3.5 million dollars, and (B) issue its General Obligation Bonds, payable from the full faith and unlimited Ad Valorem Taxing Power of the Town, in an aggregate principal amount not to exceed \$3.5 million dollars to finance the cost thereof; providing for notice and advertising of the referendum; providing for referendum canvassing and for other purposes; providing for severability, conflicts, and an effective date.

B. Ordinance No. 2023-004

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, calling for a Referendum of the Qualified Electors of the Town of Highland Beach to be held on March 19, 2024, as to whether the Funding Limitation of \$350,000, set forth in Section 2.01(30) of the Town of Highland Beach Charter, shall be adjusted to \$900,000 to account for the past 32 years of inflation and be adjusted annually thereafter on June 1st (beginning In 2025) in accordance with the Regional Consumer Price Index (MSA); providing for notice and advertising of the referendum; providing for referendum canvassing; providing for severability, the repeal of laws in conflict, codification, and an effective date.

C. Ordinance No. 2023-005

An Ordinance of the Town Commission of the Town Of Highland Beach, Florida, calling for a Referendum of the Qualified Electors of the Town Of Highland Beach to be held on March 19, 2024, as to whether the Town Of Highland Beach shall amend its Charter at Article I, Section 1.06(7) to provide the Town Commission the discretion to designate, by resolution, the Palm Beach County Canvassing Board to serve as Highland Beach's canvassing board during the uniform municipal elections; providing for notice and advertising of the referendum; providing for referendum canvassing; providing for severability, the repeal of laws in conflict, codification, and an effective date.

D. Proposed Ordinance

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending the Administrative Amendments to the 7th (2020) Edition of the Florida Building Code to update and amend the requirements for reinspection and recertification of existing threshold buildings and other buildings owned by a condominium or cooperative association; 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 03, 2023 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. Fire Rescue Implementation Update
- B. Florida Department of Transportation (FDOT) RRR Project Update
- C. Building Department Recertification Program Update
- D. Continued discussion of Milani Park

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

- A. Approve and authorize a Right of Way Permit for KMV Fiber Telecom Inc. to bore fiber optic communication cables under State Road A1A starting at the north property line of 4713 South Ocean Boulevard and ending on the west of State Road A1A at the south property line of 4800 South Ocean Boulevard.

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. 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. Resolution No. 2023-030

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



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Commission Meeting
MEETING DATE October 17, 2023
SUBMITTED BY: Jaclyn DeHart, Deputy Town Clerk
THROUGH Lanelda Gaskins, Town Clerk
SUBJECT: Resolution No. 2023-030

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.

SUMMARY:

Consideration of Resolution No. 2023-030 ratifying the selection, appointments, and term of office of members of the Planning Board; and providing for an effective date.

On September 21, 2023, Brian DeMoss, member of the Planning Board, resigned creating a vacancy for an unexpired term ending on June 04, 2025.

The Town Clerk's Office received two board applications for Town Commission consideration. Currently, there is one open vacancy for a new applicant to serve as a member on the board. The applicants' names are as follows:

Appointment

Eve Rosen (Braemar Isle)

David Axelrod (Toscana South)

If David Axelrod is not selected for the Planning Board, he wishes to remain on the Code Enforcement Board.

FISCAL IMPACT:

N/A

ATTACHMENTS:

Chairperson Vetting Memorandum and Board Application of Eve Rosen
Chairperson Vetting Memorandum and Board Application of David Axelrod
Resolution No. 2023-030

RECOMMENDATION:

With the Commission's consideration, Staff recommends the adoption of Resolution No. 2023-30 for one applicant to serve the term as outlined in the resolution.

- An unexpired term ending on June 04, 2025.



MEMORANDUM

TO: Lanelda Gaskins, MMC, Town Clerk

FROM: Eric Goldenberg

DATE: 10/6/2023

SUBJECT: Initial Vetting of Applicant:

=====
On 10/5/2023 (date), I met with David Axelrod (applicant's name) to discuss his/her community involvement, education, professional experiences and the positive impact he/she could bring to this Board for the betterment of the Highland Beach community.

Detail Explanation:

David is Highly qualified and motivated. He would be asset to our Planning Board. He has served on the Planning Board for 6 years and 3 years as Chairmen.

Based upon my review of the Resume', the Board Application and the Interview today, my recommendation is as follows:

For the Appointment of this Applicant

Against the Appointment of this Applicant

Eric Goldenberg

Signature of Board Chairperson



RECEIVED

Town of Highland Beach

Town Clerk's Office
3614 S. Ocean Boulevard

DEC 09 2021

Highland Beach, Florida 33487

Town of Highland Beach, FL

Phone: (561) 278-4548 Fax: (561) 265-3582 Town Clerk's Office

BOARDS AND COMMITTEES APPLICATION

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

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

NAME: DAVID AXELROD PHONE: 561-504-9602

HOME ADDRESS: 3740 South Ocean Blvd APT. NO. 603

SUBDIVISION: TOSCANA EMAIL ADDRESS: DZ AXELROD@GMAIL.COM

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

- | | |
|--|--|
| <u>2</u> Board of Adjustment & Appeals | <u>1</u> Code Enforcement Board |
| <u>3</u> Financial Advisory Board | _____ Natural Resources Preservation Board |
| _____ Planning Board | _____ Other Board /Committee |

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

- Are you a resident of Highland Beach? Yes No _____
- Are you a registered voter in Highland Beach/Palm Beach County, FL? Yes No _____
- Are you currently serving on a Town Board? Yes No _____
- Have you ever served on a Town Board/Committee? Yes No _____
- If so, please indicate the Board(s)/Committee(s)? PLANNING BOARD Date of Service: 2016-2022 ^{Feb 5}
- Are you willing to attend monthly board meetings? In Person / Telecom Yes No _____
- Per Town Code of Ordinance, I understand any member absence from three (3) consecutive meetings will be considered as resignation from the board/committee. Yes No _____

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

~~MAJOR QUALIFICATION~~ IS BASED ON PLANNING BOARD EXPERIENCE
Vice President - TOSCANA South Condominium 2006 → Present
FINANCE committee " HOA 2010 → "
*HIGHLAND Beach Planning Board 2016 → Feb 5, 2022
CHAIRMAN (Chairman 2018 → 2021)
DEPART of OB/GYN Alexand. Hospital 2002-2004
(Decision MAKING regarding PHYSICAL Practice)
Expert witness during MALpractice CASES - Both Plaintiff and Defendant

Please summarize your volunteer experience(s):

* HIGHLAND Beach Planning Board - 2016 → 2022
Chair 2018 - 2021
leaving due to completion of 2 3 year TERMS
Vice President - TOSCANA SOUTH
FINANCE committee - HOA TOSCANA
utilization committee - Alexandria HOSPITAL
Pharmacy " " (Chairman)

Florida Law requires appointed members on the Planning and Board of Adjustment and Appeals Boards to file a Form 1 - Statement of Financial Interests Disclosure form on an annual basis. (Filed in 2021)

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

Palm Beach County Commission on Ethics requires appointed members to take the Code of Ethics Training every two (2) years. (Completed in 2021)

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


Signature of Applicant

Date

Resume Attached.



MEMORANDUM

TO: Lanelda Gaskins, MMC, Town Clerk

FROM: Eric Goldenberg

DATE: 10/6/2023

SUBJECT: Initial Vetting of Applicant:

=====
On 10/6/2023 (date), I met with Eve Rosen (applicant's name) to discuss his/her community involvement, education, professional experiences and the positive impact he/she could bring to this Board for the betterment of the Highland Beach community.

Detail Explanation:

Eve is Highly qualified and motivated. she would be asset to our Planning Board.

Based upon my review of the Resume', the Board Application and the Interview today, my recommendation is as follows:

For the Appointment of this Applicant

Against the Appointment of this Applicant

Eric Goldenberg

Signature of Board Chairperson



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

BOARDS AND COMMITTEES APPLICATION

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

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

NAME: EVE ROSEN PHONE: 513 604 8442

HOME ADDRESS: 4740 S Ocean Blvd APT. NO. 908

SUBDIVISION: Braemar Isle/Beach/Highland EMAIL ADDRESS: erosenlaw@gmail.com

PLEASE SELECT THE BOARD(S) / COMMITTEE(S) ON WHICH YOU ARE INTERESTED IN SERVING IN NUMERICAL ORDER FROM 1 THROUGH 7, WITH 1 BEING YOUR FIRST CHOICE AND 7 THE LEAST CHOICE. (A description of the responsibilities of each Board is on the back of this application.)

- | | |
|---|---|
| <u> </u> Board of Adjustment & Appeals | <u> </u> Code Enforcement Board |
| <u> </u> Financial Advisory Board | <u> </u> Natural Resources Preservation Board |
| <u>X</u> Planning Board | <u> </u> Town Commission *** (If vacancy) |
| | <u> </u> Other Board /Committee |

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

Are you a resident of Highland Beach? Yes No

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

Are you currently serving on a Town Board? Yes No

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

If Yes, please indicate the Board(s)/Committee(s) and dates of service:

Bd of Adjustment & Appeals / 2021 / 2023 (?) Charter Comm. 2021
Are you willing to attend monthly board meetings? In (Person / Teleconference) Yes No

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

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

I'm a lawyer with experience on boards (for profit + Condo Assn) and various corporate functions

Please summarize your volunteer experience(s):

Planning + Appeals / Charter Commission - Highland Beach
Condo Assn Bd President
Religious Education Committee

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

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

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

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

Signature of Applicant

9/26/23

Date

Resume Attached



RESOLUTION NO. 2023-030

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.

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

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

WHEREAS, on September 21, 2023, One (1) board member resigned, thereby opening one (1) vacancy on the Board; and

WHEREAS, the Town Clerk's Office received two (2) applications for consideration; and

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

WHEREAS, the chairperson of the Planning Board interviewed the applicants and recommends that the Town Commission appoint one applicant to the Board; and

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

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

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

Section 2. Consistent with the Town’s Code of Ordinances, one (1) member has been selected by the Town Commission to serve on the Planning Board for an unexpired term expiring June 04, 2025, as follows:

Board Member

Section 3. This Resolution shall become effective upon adoption.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida, this **17th** day of **October** 2023.

ATTEST:

Natasha Moore, Mayor

REVIEWED FOR LEGAL SUFFICIENCY

Lanelda Gaskins, MMC
Town Clerk

Glen Torcivia, Town Attorney
Town of Highland Beach

VOTES:

YES NO

Mayor Natasha Moore X
Vice Mayor David Stern X
Commissioner Evalyn David X
Commissioner Donald Peters X
Commissioner Judith M. Goldberg X

File Attachments for Item:

A. Resolution No. 2023-031

A Resolution of the Town Commission of the Town of Highland Beach Florida, calling for a Referendum of the Qualified Electors of the Town of Highland Beach to be held on March 19, 2024, as to whether the Town shall be authorized to (A) finance and implement a Sanitary Sewer Lining Rehabilitation Project to repair, replace, and prevent structural damage to the sewer lines for a not to exceed cost of \$3.5 million dollars, and (B) issue its General Obligation Bonds, payable from the full faith and unlimited Ad Valorem Taxing Power of the Town, in an aggregate principal amount not to exceed \$3.5 million dollars to finance the cost thereof; providing for notice and advertising of the referendum; providing for referendum canvassing and for other purposes; providing for severability, conflicts, and an effective date.



RESOLUTION NO. 2023-031

A RESOLUTION OF THE TOWN OF HIGHLAND BEACH FLORIDA, CALLING FOR A REFERENDUM OF THE QUALIFIED ELECTORS OF THE TOWN OF HIGHLAND BEACH TO BE HELD ON MARCH 19, 2024, AS TO WHETHER THE TOWN SHALL BE AUTHORIZED TO (A) FINANCE AND IMPLEMENT A SANITARY SEWER LINING REHABILITATION PROJECT TO REPAIR, REPLACE, AND PREVENT STRUCTURAL DAMAGE TO THE SEWER LINES FOR A NOT TO EXCEED COST OF \$3.5 MILLION DOLLARS, AND (B) ISSUE ITS GENERAL OBLIGATION BONDS, PAYABLE FROM THE FULL FAITH AND UNLIMITED AD VALOREM TAXING POWER OF THE TOWN, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$3.5 MILLION DOLLARS TO FINANCE THE COST THEREOF; PROVIDING FOR NOTICE AND ADVERTISING OF THE REFERENDUM; PROVIDING FOR REFERENDUM CANVASSING AND FOR OTHER PURPOSES; PROVIDING FOR SEVERABILITY, CONFLICTS, 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, pursuant to Article II, Section 2.01(30) of the Town’s Charter, “Any single project...requiring an allocation of more than \$350,000 in any given fiscal year shall not be funded until the purposes and amounts of such allocations shall first have been approved by the majority of votes cast in an election of qualified electors residing within the Town...”; and

WHEREAS, the Town Commission hereby finds that it is in the best interests of the Town and serves the public health, welfare and safety to finance and implement a sanitary sewer lining rehabilitation project to repair, replace, and prevent structural damage to the sewer lines for a not to exceed cost of \$3.5 million dollars (the “Project”); and

WHEREAS, the Town Commission hereby finds that it is in the best interests of the Town and serves the public health, welfare and safety for the Town issue its general obligation bonds to finance or reimburse, all or in part, the cost of the Project, together with other legally available funds, as provided for herein.

WHEREAS, pursuant to Section 101.161(1), Florida Statutes, the ballot title and summary for a referendum (that does not amend the Town’s Charter) may be embodied in an enabling resolution; and

WHEREAS, pursuant to Section 2.01(30) of the Charter, the Town Commission deems it to be in the best interests of the Town and serving a valid public purpose to conduct a referendum on the question of whether the Town shall be authorized to undertake and fund the Project for a not to exceed cost of \$3.5 million dollars; and

WHEREAS, in furtherance of the foregoing, and subject to said referendum (the “Referendum”) as provided for herein, the Town authorizes the issuance of its general obligations bonds in an aggregate principal amount not exceeding \$3.5 million dollars for the principal purpose of financing, all or in part, together with other legally available funds, the cost of acquiring, constructing, equipping and improving the Project (the “Bonds”). The Bonds shall be general obligations of the Town, shall pledge the full faith, credit and ad valorem taxing power of the Town and shall be payable from ad valorem taxes levied without limit as to rate or amount on all taxable property in the Town.

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

Section 1. **Findings adopted.** The findings of the Town Commission set forth in the foregoing recitals are hereby adopted as true and correct statements and specifically made a part of this enabling resolution (“Resolution”).

Section 2. **Issuance of Bonds.** Subject to the herein described Referendum and the provisions of this Resolution, the Town authorizes the issuance of the Bonds in an aggregate principal amount not exceeding \$3,500,000 for the principal purpose of financing, all or in part, together with other legally available funds, the cost of acquiring, constructing, equipping and improving the Project, in one or more series, maturing at such time or times not exceeding __ years from their date or dates of issuance and bearing interest at a rate or rates not exceeding the legal maximum rate of interest at the time of sale, all as shall be determined by resolution or ordinance of the Town prior to the time of sale thereof. Proceeds of the Bonds will also be applied to fund necessary reserves, pay costs of issuance and fund other costs necessary or incidental to the issuance of such Bonds and the related Project. The Bonds shall be general obligations of the Town, shall pledge the full faith, credit and ad valorem taxing power of the Town and shall be payable from ad valorem taxes levied by the Town without limit as to rate or amount on all taxable property within the Town. To the extent required by the Town’s Charter, the issuance of any particular Bonds (or series of Bonds), if approved at the Referendum, shall be authorized by ordinance enacted or resolution adopted by the Town Commission. Nothing in this Resolution shall be deemed to require the Town to issue any or all of the Bonds, if same are approved at the

Referendum and/or to apply proceeds of the Bonds (or any series thereof), if issued, to finance any specific components of the Project.

Section 3. Referendum declared. A referendum election is hereby called for and shall be held in the Town on the 19th day of March, 2024, to determine whether or not a majority of the electors voting in the referendum support the Project and the issuance of general obligation bonds to finance the Project as described in this Resolution (“Referendum”).

Section 4. Ballot title. The ballot title which is the subject of this Referendum election shall be commonly referred to as “**Financing and Implementation of Sanitary Sewer Lining Rehabilitation Project.**”

Section 5. Ballot summary. There shall be placed on the March 19, 2024, election ballot the following ballot question:

SHALL THE TOWN OF HIGHLAND BEACH UNDERTAKE AND FUND A SANITARY SEWER LINING REHABILITATION PROJECT FOR A COST NOT EXCEEDING \$3,500,000 AND ISSUE BONDS NOT EXCEEDING SUCH AMOUNT, IN ONE OR MORE SERIES, BEARING INTEREST NOT EXCEEDING THE MAXIMUM LEGAL RATE, MATURING NOT LATER THAN ___ YEARS FROM ISSUANCE, PLEDGING THE TOWN’S FULL FAITH AND CREDIT AND AD VALOREM REVENUES COLLECTED TO PAY SUCH BONDS, ALL AS DESCRIBED IN RESOLUTION NUMBER ____?

_____ **YES (FOR BONDS)**

_____ **NO (AGAINST BONDS)**

Section 6. 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 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 7. Notice and advertising of the Referendum. The Town Clerk shall prepare and give notice of the proposed Referendum 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 is to be held. The publications shall be placed in a newspaper of general circulation within the Town. The Town Clerk shall secure from the publisher of the newspaper, an 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 8. 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 9. Referendum results. If a majority of the votes cast for the ballot question shall be “YES,” the Bonds shall be approved, and such Bonds may be issued in one or more series, from time to time, as the Town Commission may in its discretion hereafter determine by subsequent proceedings of the Town Commission. If a majority of the votes cast for the ballot question shall be “NO,” the Bonds shall be defeated and such Bonds shall not be issued. The approval or defeat of the ballot question considered at the Referendum shall not impact the approval or defeat of any other ballot question considered at the same time as the Referendum. If approved at the Referendum, the appropriate representatives of the Town are authorized to seek judicial validation by the Circuit Court in and for the 15th Judicial Circuit of the State of Florida of the Bonds so approved.

Section 10. Severability. If any provision of this Resolution shall be held or deemed to be or shall, in fact, be illegal, inoperative or unenforceable in any context, the same shall not affect any other provision herein or render any other provision (or such provision in any other context) invalid, inoperative or unenforceable to any extent whatsoever.

Section 11. Conflicts. All resolutions or parts thereof in conflict herewith are hereby repealed.

Section 12. Effective Date. The Resolution shall take effect immediately upon passage.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida, this _____ day of _____, 2023.

ATTEST:

Natasha Moore, Mayor

**REVIEWED FOR LEGAL
SUFFICIENCY**

Lanelda Gaskins, MMC
Town Clerk

Glen Torcivia, Town Attorney
Town of Highland Beach

VOTES:

YES NO

Mayor Natasha Moore
Vice Mayor David Stern
Commissioner Evalyn David
Commissioner Donald Peters
Commissioner Judith M. Goldberg

File Attachments for Item:

B. Ordinance No. 2023-004

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, calling for a Referendum of the Qualified Electors of the Town of Highland Beach to be held on March 19, 2024, as to whether the Funding Limitation of \$350,000, set forth in Section 2.01(30) of the Town of Highland Beach Charter, shall be adjusted to \$900,000 to account for the past 32 years of inflation and be adjusted annually thereafter on June 1st (beginning In 2025) in accordance with the Regional Consumer Price Index (MSA); providing for notice and advertising of the referendum; providing for referendum canvassing; providing for severability, the repeal of laws in conflict, codification, and an effective date.



TOWN OF HIGHLAND BEACH

ORDINANCE NO. 2023-004

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, CALLING FOR A REFERENDUM OF THE QUALIFIED ELECTORS OF THE TOWN OF HIGHLAND BEACH TO BE HELD ON MARCH 19, 2024, AS TO WHETHER THE FUNDING LIMITATION OF \$350,000, SET FORTH IN SECTION 2.01(30) OF THE TOWN OF HIGHLAND BEACH CHARTER, SHALL BE ADJUSTED TO \$900,000 TO ACCOUNT FOR THE PAST 32 YEARS OF INFLATION AND BE ADJUSTED ANNUALLY THEREAFTER ON JUNE 1ST (BEGINNING IN 2025) IN ACCORDANCE WITH THE REGIONAL CONSUMER PRICE INDEX (MSA); PROVIDING FOR NOTICE AND ADVERTISING OF THE REFERENDUM; PROVIDING FOR REFERENDUM CANVASSING; PROVIDING FOR SEVERABILITY, THE REPEAL OF LAWS IN CONFLICT, CODIFICATION, AND 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, a Charter for the Town of Highland Beach, Florida (the “Town”) was created and adopted pursuant to the Constitution and applicable laws of the State of Florida; and

WHEREAS, pursuant to Section 166.021, Florida Statutes, the Town has the governmental, corporate and proprietary powers to enable it to conduct municipal government; and

WHEREAS, pursuant to Section 166.021(4), Florida Statutes, the Town Charter may be amended through the Town’s exercise of its authority, including the amendment of those portions of its Charter which require a referendum, provided that a majority of the electors in a referendum affirmatively vote to amend the Charter; and

WHEREAS, Section 166.031, Florida Statutes, authorizes the governing body of a municipality to submit proposed amendments to the Charter of the municipality in the form of an ordinance to the electors of the municipality; and

WHEREAS, the Town Commission hereby finds that it is in the best interests of the Town and serves the public health, welfare and safety to adjust the funding limitation of \$350,000, set forth in the Town’s Charter at Section 2.01(30), to \$900,000 to account for the past 32 years of inflation and, thereafter, to adjust the limitation annually on June 1st (beginning in 2025) in accordance with the Regional Consumer Price Index (Metropolitan Statistical Area (MSA)); and

WHEREAS, the Town Commission deems it to be in the best interests of the Town and serving a valid public purpose to conduct a referendum on the question of whether the funding

limitation of \$350,000, set forth in Section 2.01(30) of the Charter of the Town of Highland Beach, be adjusted to \$900,000 to account for the past 32 years of inflation and be adjusted annually thereafter on June 1st (beginning in 2025) in accordance with the Regional Consumer Price Index (MSA) (the “Referendum”).

NOW, THEREFORE, BE IT ORDAINED 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 Ordinance.

Section 2. Referendum declared. A Referendum is hereby called for and shall be held in the Town on the 19th day of March, 2024, to determine whether or not a majority of the electors voting in the Referendum support the proposed amendment to the Town Charter, as set forth in this Ordinance.

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 “**Funding Limitation.**”

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. The Town Clerk shall secure from the publisher of the newspaper, an 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 FUNDING LIMITATION OF \$350,000, ESTABLISHED IN 1992 AND SET FORTH IN THE TOWN OF HIGHLAND BEACH CHARTER AT SECTION 2.01(30), BE ADJUSTED TO \$900,000 TO ACCOUNT FOR THE PAST 32 YEARS OF INFLATION

AND BE ADJUSTED ANNUALLY THEREAFTER ON JUNE 1ST (BEGINNING IN 2025) IN ACCORDANCE WITH THE REGIONAL CONSUMER PRICE INDEX?

_____ **YES (FOR APPROVAL)**

_____ **NO (AGAINST APPROVAL)**

Section 7. Charter amendment. In the event that the majority of electors of the Town voting in the Referendum vote affirmatively to adopt the amendments to Article II, Section 2.01(30) of the Town Charter, then said Section shall be amended to read as follows:

Section 2.01. – Enumeration of Powers

(30) *Funding limitation.* Any single project or cumulation of projects, or extension of Town services requiring an allocation of more than ~~\$900,000.00~~\$350,000.00 in any given fiscal year shall not be funded until the purposes and amounts of such allocations shall first have been approved by the majority of votes cast in an election of qualified electors residing within the Town. Exceptions to this would be a natural catastrophe defined as a sudden and extraordinary misfortune, unforeseen mischance bringing with it the destruction of life and/or property, as well as litigation settlement. Such election shall only be held between November 1 of a given year through April 1 of the following year. The amount of the funding limitation shall be automatically adjusted annually on June 1st (beginning in 2025) in accordance with the Regional Consumer Price Index (MSA).

Section 8. 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 9. Severability. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance 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 Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 10. Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 11. Codification. Section 7 of the Ordinance may be made a part of the Town Charter and may be re-numbered or re-lettered to accomplish such, and the word “ordinance” may be changed to “section,” “division,” or any other appropriate word.

Section 12. Effective Date. This Ordinance shall be effective immediately upon adoption at second reading.

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

VOTES: YES NO

- Mayor Natasha Moore
- Vice Mayor David Stern
- Commissioner Evalyn David
- Commissioner Donald Peters
- Commissioner Judith M. Goldberg

PASSED on first reading at the Regular Commission meeting held on this _____ day of _____, 2023.

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

VOTES: YES NO

- Mayor Natasha Moore
- Vice Mayor David Stern
- Commissioner Evalyn David
- Commissioner Donald Peters
- Commissioner Judith M. Goldberg

PASSED AND ADOPTED on second and final reading at the Regular Commission meeting held on this _____ day of _____, 2023.

ATTEST:

Natasha Moore, Mayor

REVIEWED FOR LEGAL SUFFICIENCY

Lanelda Gaskins, MMC
Town Clerk

Glen Torcivia, Town Attorney
Town of Highland Beach

File Attachments for Item:

C. Ordinance No. 2023-005

An Ordinance of the Town Commission of the Town Of Highland Beach, Florida, calling for a Referendum of the Qualified Electors of the Town Of Highland Beach to be held on March 19, 2024, as to whether the Town Of Highland Beach shall amend its Charter at Article I, Section 1.06(7) to provide the Town Commission the discretion to designate, by resolution, the Palm Beach County Canvassing Board to serve as Highland Beach's canvassing board during the uniform municipal elections; providing for notice and advertising of the referendum; providing for referendum canvassing; providing for severability, the repeal of laws in conflict, codification, and an effective date.



TOWN OF HIGHLAND BEACH

ORDINANCE NO. 2023-005

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, CALLING FOR A REFERENDUM OF THE QUALIFIED ELECTORS OF THE TOWN OF HIGHLAND BEACH TO BE HELD ON MARCH 19, 2024, AS TO WHETHER THE TOWN OF HIGHLAND BEACH SHALL AMEND ITS CHARTER AT ARTICLE I, SECTION 1.06(7) TO PROVIDE THE TOWN COMMISSION THE DISCRETION TO DESIGNATE, BY RESOLUTION, THE PALM BEACH COUNTY CANVASSING BOARD TO SERVE AS HIGHLAND BEACH'S CANVASSING BOARD DURING UNIFORM MUNICIPAL ELECTIONS; PROVIDING FOR NOTICE AND ADVERTISING OF THE REFERENDUM; PROVIDING FOR REFERENDUM CANVASSING; PROVIDING FOR SEVERABILITY, THE REPEAL OF LAWS IN CONFLICT, CODIFICATION, AND 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, a Charter for the Town of Highland Beach, Florida (the "Town") was created and adopted pursuant to the Constitution and applicable laws of the State of Florida; and

WHEREAS, pursuant to Section 166.021, Florida Statutes, the Town has the governmental, corporate and proprietary powers to enable it to conduct municipal government; and

WHEREAS, pursuant to Section 166.021(4), Florida Statutes, the Town Charter may be amended through the Town's exercise of its authority, including the amendment of those portions of its Charter which require a referendum, provided that a majority of the electors in a referendum affirmatively vote to amend the Charter; and

WHEREAS, Section 166.031, Florida Statutes, authorizes the governing body of a municipality to submit proposed amendments to the Charter of the municipality in the form of an ordinance to the electors of the municipality; and

WHEREAS, the Town Commission hereby finds that it is in the best interests of the Town and serves the public health, welfare and safety to amend its Charter at Article I, Section 1.06(7) to allow the town commission to delegate, by resolution, the Palm Beach County Canvassing Board to serve as Highland Beach's canvassing board during Uniform Municipal Elections; and

WHEREAS, the Town Commission deems it to be in the best interests of the Town and serving a valid public purpose to conduct a referendum on the question of whether the Town's Charter at Article I, Section 1.06(7) should be amended to provide the town commission the

discretion to designate, by resolution, the Palm Beach County Canvassing Board to serve as Highland Beach’s canvassing board during Uniform Municipal Elections (the “Referendum”).

NOW, THEREFORE, BE IT ORDAINED 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 Ordinance.

Section 2. Referendum declared. A Referendum is hereby called for and shall be held in the Town on the 19th day of March, 2024, to determine whether or not a majority of the electors voting in the Referendum support the proposed amendment to the Town Charter, as shown in this Ordinance.

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 “Option to **Palm Beach County Canvassing Board.**”

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. The Town Clerk shall secure from the publisher of the newspaper, an 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 OF HIGHLAND BEACH AMEND ITS CHARTER AT ARTICLE I, SECTION 1.06(7) TO PROVIDE THE TOWN COMMISSION THE DISCRETION TO DESIGNATE, BY RESOLUTION, THE PALM BEACH COUNTY CANVASSING BOARD TO SERVE AS HIGHLAND BEACH’S CANVASSING BOARD DURING UNIFORM MUNICIPAL ELECTIONS?

_____ **YES (FOR APPROVAL)**

_____ **NO (AGAINST APPROVAL)**

Section 7. Charter amendment. In the event that the majority of electors of the Town voting in the Referendum vote affirmatively to adopt the amendment to Article I, Section 1.06(7) of the Town Charter, then said sections shall be amended to read as follows:

Section 1.06. – Town Commission Created; Election; Terms; Town Clerk; Qualifications of Electors; General Election Law.

(7) The town clerk or designee of the clerk along with the supervisor of elections or the designee of that office shall canvass and certify returns of all town elections in the manner provided for in sec. 100.3605, Fla. Stat., as amended from time to time. Additionally, the town commission shall appoint one commission member, which may include the mayor, whose seat is not scheduled to be voted upon, who shall serve as the third member of the canvassing board. If any member of the canvassing board is unwilling or unable to serve, the town commission shall appoint another commission member as a replacement. Two members of the canvassing board shall constitute a quorum. In the alternative, when deemed in the best interest of the town, the town commission may designate the Palm Beach County Canvassing Board to serve as town’s canvassing board by resolution. The town commission has the sole discretion to determine whether to retain or designate its canvassing duties for the Uniform Municipal election.

Section 8. 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 9. Severability. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance 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 Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

Section 10. Repeal of Laws in Conflict. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 11. Codification. Section 7 of the Ordinance may be made a part of the Town Charter and may be re-numbered or re-lettered to accomplish such, and the word “ordinance” may be changed to “section,” “division,” or any other appropriate word.

Section 12. Effective Date. This Ordinance shall be effective immediately upon adoption at second reading.

File Attachments for Item:

D. Proposed Ordinance

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending the Administrative Amendments to the 7th (2020) Edition of the Florida Building Code to update and amend the requirements for reinspection and recertification of existing threshold buildings and other buildings owned by a condominium or cooperative association; 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: Commission Meeting
MEETING DATE 10/17/2023
SUBMITTED BY: Jeff Remas, Building Department
SUBJECT: Milestone Inspection Update / Changes in State Statutes

SUMMARY:

AN ORDINANCE OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AMENDING THE ADMINISTRATIVE AMENDMENTS TO THE 7TH (2020) EDITION OF THE FLORIDA BUILDING CODE TO UPDATE AND AMEND THE REQUIREMENTS FOR REINSPECTION AND RECERTIFICATION OF EXISTING THRESHOLD BUILDINGS AND OTHER BUILDINGS OWNED BY A CONDOMINIUM OR COOPERATIVE ASSOCIATION; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY AND CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

FISCAL IMPACT:

No fiscal impact

ATTACHMENTS:

Ordinance

RECOMMENDATION:

Staff recommends approval to comply with State Statutes.



**TOWN OF HIGHLAND BEACH
PROPOSED ORDINANCE**

AN ORDINANCE OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AMENDING THE ADMINISTRATIVE AMENDMENTS TO THE 7TH (2020) EDITION OF THE FLORIDA BUILDING CODE TO UPDATE AND AMEND THE REQUIREMENTS FOR REINSPECTION AND RECERTIFICATION OF EXISTING THRESHOLD BUILDINGS AND OTHER BUILDINGS OWNED BY A CONDOMINIUM OR COOPERATIVE ASSOCIATION; 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 (the “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, through the adoption of Ordinance No. 2021-011 on November 16, 2021, the Town adopted Administrative Amendments to the 7th (2020) Edition of the Florida Building Code to provide for the periodic reinspection and recertification of certain types of existing buildings to assess structural soundness and require building owners to address unsafe conditions as determined by a professional structural and/or electrical engineer; and

WHEREAS, due the adoption of Chapter 2022-269, Laws of Florida, the Florida Legislature adopted certain inspection requirements for buildings owned by condominium associations and cooperative associations, and through the adoption of Ordinance No. 2022-008 September 6, 2022, the Town amended its Administrative Amendments to the Florida Building Code to conform to the state law requirements; and

WHEREAS, through the enactment of Chapter 2023-203, Laws of Florida, the Florida Legislature adopted certain amendments to its inspection requirements, and the Town wishes to again amend its Administrative Amendments to the Florida Building Code to conform to the state law requirements and clarify existing requirements; and

WHEREAS, the Town Commission determines that this Ordinance serves a public purpose and is in the best interest of the public health, safety, and welfare 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.

Section 2. The Town of Highland Beach hereby amends the Administrative Amendments to the 7th (2020) Edition of the Florida Building Code, by amending Subsection 110.0 of Section 110, "Inspections," of Chapter 1 to read as follows (additional language is underlined and deleted language is ~~stricken through~~):

110.9 Recertification of buildings and components:

(1) *In General*

(a) The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection (a), except where the context clearly indicates a different meaning:

"*Association building*" means any building that does not fall within the definition of a threshold building and is owned, in whole or in part, by a condominium association or cooperative association, is three stories or more in height and contains at least four dwelling units.

"*Building age*" shall mean the time period since the issuance of the original certificate of occupancy or, where adequate records are not available to determine when the original certificate of occupancy was issued, the building age shall be determined by the Building Official based on the best available evidence.

"*Owner*" shall mean the fee simple title holder of the land on which a building subject to recertification is situated or, in the case of condominium or cooperative type of ownership, shall mean the person or entity responsible for the structure and common systems of a building subject to recertification.

"*Phase one milestone inspection*" shall mean a visual inspection of the habitable and nonhabitable areas of a building, including the major structural components of a building and shall include a the inspector's qualitative assessment of the structural conditions of the building and the

Proposed Ordinance

inspector's determination of whether such assessment indicates substantial structural deterioration necessitating a phase two inspection. A phase one milestone inspection shall also include an inspection by a professional electrical engineer certifying and attesting that such building is electrically safe or identifying any major or critical deficiencies in the electrical system and the repairs or alterations necessary to make the building electrically safe, including a recommended timeframe for such repairs. At a minimum, the following electrical components/equipment, where present, shall be evaluated: electrical service, branch circuits, conduit raceways and emergency lighting.

"Phase two milestone inspection" shall mean an inspection involving destructive or non-destructive testing, at the inspector's discretion, necessary to fully assess areas of structural distress in order to confirm that the building is structurally sound and safe for its intended use and shall include recommendations for fully assessing and repairing distressed and damaged portions of the building.

"Substantial structural deterioration" means substantial structural distress or substantial structural weakness that negatively affects a building's general structural condition and integrity.

"Threshold building" means any building which is greater than three stories or fifty (50) feet in height, or which has an assembly occupancy classification as defined in the Florida Building Code which exceeds five thousand square feet in area and an occupant content of greater than five hundred (500) persons as defined in Section 553.71(12), Florida Statutes, as may be amended from time to time.

"Recertification" means the completion of a phase one milestone inspection and, where required, the completion of a phase two milestone inspection and all necessary major or critical repairs as determined by the applicable inspector in accordance with the terms of this section.

- (b) Due to local circumstances and the proximity to salt water, Any threshold building or association building that has a building age of twenty-five (25)

Proposed Ordinance

years or more shall be subject to recertification as provided in this section. Subsequent recertification shall be required at intervals of ten (10) years from the date the first such recertification was required for threshold buildings with a building age of up to forty (40) years and at intervals of seven (7) years for threshold buildings with a building age of more than forty (40) years.

- (c) Beginning on October 19, 2021, due to the initial backlog of buildings required to be recertified, the Building Official shall establish a completion schedule for recertification, which shall be based upon factors that may include, but shall not be limited to, the age, location, construction materials, occupancy load, and function of a building. This completion schedule shall include a recertification deadline for each building for which recertification is required and may be amended by the Building Official as necessary or advisable. If recertification is required for a building for which a certificate of occupancy was issued on or before July 1, 1997, the phase one milestone inspection must be performed before December 31, 2024.
 - (d) Nothing in this section shall be construed to prevent or limit the Building Official's authority to inspect, order inspections or reports, or abate unsafe conditions at existing buildings outside of the requirements of this section, including but not limited to, the Building Official's authority pursuant to Section 116 of this chapter regarding Unsafe Structures and Equipment or any other provision in the Town Code of Ordinances. The Building Official retains the authority set forth in Section 116 to declare a structure, building or an electrical, gas, mechanical or plumbing system as unsafe in accordance with the criteria set forth in that section.
- (2) *Procedure.*
- (a) The Building Official shall issue a Notice of Required Inspection, via certified mail, to the Owner of each building required to be recertified pursuant to subsection (1) above, not less than one hundred and eighty (180) days prior to the scheduled deadline for the filing of a phase one milestone inspection report. In the event that the Notice of Required Inspection is

Proposed Ordinance

returned unclaimed, said Notice shall be posted by the Building Official at the building. Failure to receive notice of any required inspection shall not relieve the Owner of its obligations pursuant to this section.

- (b) The Owner or Owners of a building or structure subject to recertification shall submit, or cause to be submitted, to the Building Official, no later than the recertification deadline, a phase one milestone inspection report ("Phase One Report"). If the qualitative assessment set forth in the Phase One Report reveals no signs of substantial structural deterioration to any building components under visual examination, no phase two milestone inspection report shall be required, provided, however, that the Owner must still correct any major or critical deficiencies in the electrical system within the recommended timeframe.
- (c) Inspections of threshold buildings shall be performed by a certified special inspector of threshold buildings (a professional or structural engineer or architect registered in the State of Florida and qualified by training and experience). Inspections of association buildings may be performed by a licensed architect or engineer registered in the State of Florida or a team of professionals with an architect or engineer acting as a registered design profession in responsible charge with all work and reports signed and sealed by the appropriate qualified team member. All reports shall bear the name, business address, State of Florida registration number, and impressed or electronic seal and signature of the certified special inspector, engineer or architect who has performed the inspection. Electronically signed and sealed documents shall meet all applicable statutory and administrative code requirements.
- (d) If any substantial structural deterioration is identified in the Phase One Report, the Owner shall be required to undergo a phase two milestone inspection and file a phase two milestone inspection report ("Phase Two Report"). W~~w~~ithin one hundred and eighty (180) days after submitting the Phase One Report, the architect or engineer performing the Phase Two Report must submit a phase two progress report to the Building Official

Proposed Ordinance

with a timeline for completion of the phase two inspection. The Phase Two Report shall note the location address and property control number of the building, describe the type of construction and general characteristics of the building (including but not limited to total floor area, height and number of stories, building footprint and similar characteristics), the existence of drawings and location thereof, history of the building to the extent reasonably known, and describe the type and manner of the inspection, noting areas any issues of concern, and shall include recommendations for repairs required to maintain the structural integrity of the building, and the estimated time of completion of said repairs or modifications. The Phase Two Report must take into account two basic structural considerations: (1) movement of structural components with respect to each other; and (2) deterioration of materials and any effect on the structural integrity of the building. The Phase Two Report shall include the manner in which the inspection occurred of the following structural elements, as applicable: foundation, masonry bearing walls, steel framing system, floor systems, roof systems, concrete framing systems, windows, wood framing, and loading. The Town is not mandating any particular inspection method; however, the Phase Two Report shall discuss the use or non-use of the standard structural inspection methods and the reasoning behind their use or non-use. These methods may include, but not be limited to: the visual examination method; the testing method; and the manual (forensic inspection) method. For major structure elements such as foundations, masonry bearing walls, steel framing systems, roof systems, and concrete framing systems, manual (forensic inspection) methods, such as chipping small areas of concrete and surface finishes for closer examination, are strongly encouraged.

- (e) The use of the manual (forensic inspection) method for certain structural elements as encouraged above shall be documented by photographic or other similar evidence, which shall be included in the Phase Two Report.
- (3) *Building Official Review of Phase Two Report.*

Proposed Ordinance

Once the Phase Two Report has been submitted to the Building Official, the Building Official will perform an administrative review of the Report to determine whether it satisfied the requirements of this section. The Building Official will not review or otherwise assess the architect or engineer's technical findings. If the Building Official determines that the Phase Two Report does not satisfy the requirements of this section, the Owner shall make any changes to the Phase Two Report as needed and resubmit it no later than thirty (30) days after the Building Official's determination. The Phase Two Report may be resubmitted in this manner up to two (2) additional times after the initial submission until the Phase Two Report is determined to have satisfied the requirements of this section. If the Building Official determines after a third submittal that the Phase Two Report does not satisfy the requirements of this section, this shall be deemed a failure to submit the required recertification inspection report, and shall subject the Owner to the remedies prescribed in subsection (5) of this section. The Building Official's determination shall be in writing and shall be provided to the Owner via certified and first-class mail.

(4) *Timeframe to Make Repairs or Modifications.*

The Owner shall correct all major or critical structural or electrical deficiencies identified in the Phase Two Report in accordance with the inspector's recommended timeframe. Notwithstanding the foregoing, all repairs shall be completed within a maximum of three hundred and sixty-five (365) days from the date the Building Official accepts a complete Phase Two Report satisfying the requirements of this section. Once the repairs or modifications have been completed, the inspector shall reinspect the areas noted on the original report and shall provide the owner a signed and sealed letter stating that the repairs or modifications have all been completed. The owner shall submit that letter to the Building Official. Depending on the scope of work, the Building Official may grant extensions to either the recommended or maximum timeframes to allow the work to be completed in phases or when justified by the totality of the circumstances. ~~and no~~ I request for extension shall be unreasonably denied. The Building Official's decision regarding an Owner's request for an extension shall be

Proposed Ordinance

in writing and provided to the Owner via certified and first-class mail. If, at any time, the Building Official determines that structural and/or electrical deficiencies exist that present an immediate danger to human life or safety, the Building Official may take such actions determined necessary pursuant to Section 116 of this chapter regarding Unsafe Structures and Equipment, regardless of the procedural requirements or timeframes specified in this section.

(5) *Failure to Submit a Recertification Inspection Report or Timely Make Repairs/Modifications.*

In the event the owner fails to submit any required report by the specified deadline, fails to make changes and resubmit the Phase Two Report within the required timeframes upon a determination that the Phase Two Report does not satisfy the requirements of this section, or fails to complete (subject to all required permits) any major or critical repairs or modifications within the required timeframes, the Building Official may seek an order of enforcement through the Town's code enforcement process or any other legal or equitable remedy provided by law. The Building Official may extend the date by which a building's phase one milestone inspection must be completed upon a showing of good cause by the owner or owners of the building that the inspection cannot be timely completed if the owner or owners have entered into a contract with an architect or engineer to perform the milestone inspection and the inspection cannot reasonably be completed before the deadline or other circumstances justify an extension.

(6) *Appeals.*

The Building Official's written determination, after three submittals, that the Phase Two Report submitted pursuant to subsection (3) above did not satisfy the requirements of that section and/or the Building Official's written denial of an extension to the requested timeframe for completion of repairs or modifications pursuant to subsection (4) above shall be final, subject only to the filing of a Petition for Writ of Certiorari in the Circuit Court in and for Palm Beach County, Florida within thirty (30) days of the date of the written determination or written denial.

Proposed Ordinance

Section 3. Severability. The provisions of this Ordinance are declared to be severable and if any section, sentence, clause or phrase of this Ordinance 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 Ordinance but they shall remain in effect, it being the legislative intent that this Ordinance shall stand notwithstanding the invalidity of any part.

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

Section 5. Codification. Sections 2 of the Ordinance shall be made a part of the Town of Highland Beach Administrative Code, Chapter 1 for the 7th (2020) Edition of the Florida Building Code and may be re-numbered or re-lettered to accomplish such.

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

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

VOTES:	YES	NO
Mayor Natasha Moore		
Vice Mayor David Stern		
Commissioner Evalyn David		
Commissioner Donald Peters		
Commissioner Judith M. Goldberg		

PASSED on first reading at the Regular Commission meeting held on this _____ day of _____, 2023.

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

VOTES:	YES	NO
Mayor Natasha Moore		
Vice Mayor David Stern		
Commissioner Evalyn David		
Commissioner Donald Peters		
Commissioner Judith M. Goldberg		

Proposed Ordinance

PASSED AND ADOPTED on second and final reading at the Regular Commission meeting held on this _____ day of _____, 2023.

ATTEST:

Natasha Moore, Mayor

**REVIEWED FOR LEGAL
SUFFICIENCY**

Lanelda Gaskins, MMC
Town Clerk

Glen Torcivia, Town Attorney
Town of Highland Beach

File Attachments for Item:

A. Approval of Meeting Minutes

October 03, 2023 Town Commission Meeting Minutes



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

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

**Date: October 03, 2023
Time: 1:30 PM**

1. CALL TO ORDER

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

2. ROLL CALL

Commissioner Judith Goldberg
Commissioner Donald Peters
Commissioner Evalyn David
Vice Mayor David Stern
Mayor Natasha Moore
Town Manager Marshall Labadie
Town Attorney Glen Torcivia
Town Clerk Lanelda Gaskins

3. PLEDGE OF ALLEGIANCE

The Town Commission lead the Pledge of Allegiance to the United State of America.

4. APPROVAL OF THE AGENDA

MOTION: David/Stern – Moved to approve the agenda as presented, which passed unanimously 5 - 0.

5. PRESENTATIONS / PROCLAMATIONS

A. Resolution No. 2023-028

A Resolution of the Town Commission of the Town of Highland Beach, Florida, recognizing and commending Father D. Brian Horgan for his 25th Anniversary of priestly ordination.

Mayor Moore recognized and commended Father D. Brian Horgan for his 25th Anniversary of priestly ordination.

MOTION: David/Goldberg – Moved to approve Resolution No. 2023-028, which passed unanimously 5 - 0.

B. Resolution No. 2023-027

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.

Mayor Moore read the title of Resolution No. 2023-027.

MOTION: David/Goldberg – Moved to approve Resolution No. 2023-027 (appointing Ilyne Mendelson), which passed unanimously 5 - 0.

6. PUBLIC COMMENTS

There were no public comments.

7. ANNOUNCEMENTS

Mayor Moore read the announcements as follows:

Board Vacancies

Board of Adjustment and Appeals	Two (2) vacancies, for a three-year term
	One (1) vacancy for an unexpired term ending September 21, 2024
Planning Board	One (1) upcoming vacancy for an unexpired term ending September 2025

Meetings and Events

October 09, 2023		Town Hall Closed in observance of Columbus Day
October 10, 2023	1:00 PM	Code Enforcement Board Regular Meeting
October 12, 2023	9:30 AM	Planning Board Regular Meeting
October 17, 2023	1:30 PM	Town Commission Meeting

Board Action Report

None.

8. ORDINANCES

A. Proposed Ordinance

An Ordinance of the Town Commission of the Town of Highland Beach, Florida, amending the code of ordinances, at Chapter 33 "Acquisition of Goods and Services, "Section 33-2 "Methods of Acquisition"; Amending Section 33-3 "Town Commission Approval"; and for other purposes; providing for the repeal of all ordinances in conflict, codification, severability, and an effective date.

Mayor Moore mentioned that the Town Commission discussed this matter extensively at the September 19, 2023 meeting.

There were no public comments.

MOTION: David/Goldberg – Moved to approve the Proposed Ordinance, which passed unanimously 5 - 0.

9. CONSENT AGENDA (These are items that the Commission typically does not need to discuss individually, and which are voted on as a group.)

A. Approval of Meeting Minutes

September 19, 2023 Town Commission Meeting Minutes

September 21, 2023 Town Commission Second Public Hearing Budget Meeting Minutes

B. Approve and authorize the Town Clerk to execute a Contract for Election Day between the Wendy Sartory Link Palm Beach County Supervisor of Elections and the Town of Highland Beach to use the Highland Beach Library Community Room as a polling location for the Presidential Preference Primary Election, Tuesday, March 19, 2024 and the Municipal Election, the Primary Election, Tuesday, August 20, 2024, and the General Election, Tuesday, November 5, 2024.

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

10. UNFINISHED BUSINESS

A. Fire Rescue Implementation Update

Mayor Moore read the title of Item 10.A.

Fire Chief Glenn Joseph provided an update on Fire Rescue Implementation as follows:

They are anticipating a covering ceremony towards the end of the month and are taking delivery of more construction material. They are on time and budget.

Recruiting process: Conditional job offers have been given to captain candidates. Background checks have been completed on firefighter drivers and they should be giving out conditional job offers this week. Firefighter paramedic interviews are scheduled for the second week of October.

Town Manager Labadie mentioned that the project is on schedule and on budget.

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

Mayor Moore read the title of Item 10.B.

Town Manager Labadie reported that there are not a lot of updates, and he will contact FDOT to confirm scheduling.

C. Building Department Recertification Program Update

Mayor Moore read the title of Item 10.C.

Building Official Remas provided an update on the Building Department Recertification Program as follows:

Dalton Place has completed all phases.

45 Ocean is under restoration construction, but they have not submitted reports.

Beachwalk East has missed the deadline and is nonresponsive to the Building Department. There is a Code Enforcement Case on this matter.

16 buildings have been given extensions which are up in December 2023 and 15 are still due.

They are working to obtain compliance with all buildings.

D. Continued discussion on proposed referendum questions for the March 2024 election.

Mayor Moore read the title of Item 10.D. and presented this item.

1. Referendum No. 1:

Ballot title. The ballot title which is the subject of this Referendum shall be captioned as “Financing and Implementation of Sanitary Sewer Lining Project.”

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

SHALL THE TOWN OF HIGHLAND BEACH UNDERTAKE AND FUND A TOWNWIDE SANITARY SEWER LINING PROJECT FOR COST NOT EXCEEDING \$3,500,000 AND ISSUE BONDS NOT EXCEEDING SUCH AMOUNT, IN ONE OR MORE SERIES, BEARING INTEREST NOT EXCEEDING THE MAXIMUM LEGAL RATE, MATURING NOT LATER THAN ___ YEARS FROM ISSUANCE, PLEDGING THE TOWN'S FULL FAITH AND CREDIT AND AD VALOREM REVENUES COLLECTED TO PAY SUCH BONDS, ALL AS DESCRIBED IN RESOLUTION NUMBER _____?

Town Manager Labadie explained Referendum No. 1 must have statutory language and should the Town Commission move forward with this ballot question the maximum ballot language is 75 words.

There were discussions about communicating the referendum language to the community. Referendum Language will be added as a standing item on future Town Commission agendas. In addition, there were discussions about communicating to the community by placing an article in the Coastal Star Newspaper and the Town's website. It was also suggested to hold an educational public workshop with a question-and-answer section. Town Attorney Torcivia clarified that this ballot question only requires a resolution and not an ordinance.

The Town Commission discussed and suggested the below proposed ballot language:

SHALL THE TOWN OF HIGHLAND BEACH FUND A TOWNWIDE SANITARY SEWER LINING REHABILITATION PROJECT FOR COST NOT EXCEEDING \$3,500,000 AND ISSUE BONDS NOT EXCEEDING SUCH AMOUNT, IN ONE OR MORE SERIES, BEARING INTEREST NOT EXCEEDING THE MAXIMUM LEGAL RATE, MATURING NOT LATER THAN ___ YEARS FROM ISSUANCE, PLEDGING THE TOWN'S FULL FAITH AND CREDIT AND AD VALOREM REVENUES COLLECTED TO PAY SUCH BONDS, ALL AS DESCRIBED IN RESOLUTION NUMBER _____?

Town Attorney Torcivia explained that the ballot language for Referendum No. 1 and Referendum No. 3 would be resolutions because they are not changing the Town's charter. The proposed ordinance language will be for Referendum Nos. 2, 4, and 5.

Mayor Moore opened public comments.

Mr. Richard Greenwald spoke about this matter being on the ballot, wordsmithing the proposed ballot language, and engaging/educating the public.

There being no further comments, Mayor Moore closed the public comments.

It was the consensus of Commissioners Goldberg, Peters, David, Vice Mayor Stern, and Mayor Moore to move forward with the above-mentioned modified proposed ballot language. Town staff will bring the referendum ballot language back as a proposed resolution at the October 17, 2023 Town Commission meeting.

2. Referendum No. 2:

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 “Funding Limitation.”

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

SHALL THE FUNDING LIMITATION OF \$350,000, SET FORTH IN THE TOWN OF HIGHLAND BEACH CHARTER AT SECTION 2.01(30), BE ADJUSTED TO \$900,000 TO ACCOUNT FOR THE PAST 32 YEARS OF INFLATION AND BE ADJUSTED ANNUALLY THEREAFTER ON JUNE 1ST (BEGINNING IN 2025) IN ACCORDANCE WITH THE REGIONAL CONSUMER PRICE INDEX (METROPOLITAN STATISTICAL AREA)?

Mayor Moore introduced this item.

Town Commission discussions ensued about modifying the proposed ballot language and removing the wording “Metropolitan Statistical Area.”

Mayor Moore opened public comments.

Mr. Richard Greenwald voiced his reasons the ballot language was not a clean or an ideal solution.

Also, there were Town Commission discussions about the previous referendum ballot question concerning the funding limits and why the question failed to pass.

Mr. Jason Chudnofsky provided comments on community involvement.

There being no further comments, Mayor Moore closed public comments.

Commissioners Goldberg, Peters, David, Vice Mayor Stern, and Mayor Moore agreed with the above-referenced proposed ballot language. Town staff will bring the referendum ballot language back as a proposed ordinance at the October 17, 2023 Town Commission meeting.

3. Referendum No. 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 “Repurposing of Town’s Old Fire Station for Shared Use by Community and Fire Rescue Department.”

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

SHALL THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH BE AUTHORIZED TO FINANCE AND IMPLEMENT THE DEMOLITION AND REPURPOSING OF THE TOWN’S OLD FIRE STATION FOR SHARED USE BY THE COMMUNITY AS A MULTIPURPOSE EVENT SPACE AND BY THE TOWN’S FIRE RESCUE DEPARTMENT FOR A NOT TO EXCEED COST OF \$1 MILLION DOLLARS?

Town Manager Labadie mentioned that when the initial budget for the fire station was approved it included renovation of the old fire station. Now it appears that there will be money available in the budget to demo the old station and repave. Town Manager Labadie presented preliminary renderings of the old fire station renovation.

Mr. Greenwald provided comments about this matter.

It was the consensus of the Town Commission to remove the referendum ballot language (Referendum No. 3) and not proceed with it as a ballot question.

4. Referendum No. 4:

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 “Use of Countywide Palm Beach County Canvassing Board.”

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

SHALL THE TOWN OF HIGHLAND BEACH AMEND ITS CHARTER AT SECTIONS 1.06(7) AND 1.06(8) TO DELEGATE CANVASSING DUTIES TO THE COUNTYWIDE CANVASSING BOARD FOR MORE EFFICIENTLY RUN MUNICIPAL ELECTIONS?

The Town Commission discussed and suggested the following language:

SHALL THE TOWN OF HIGHLAND BEACH AMEND ITS CHARTER AT SECTIONS 1.06(7) AND 1.06(8) TO AUTHORIZE THE COMMISSION BY RESOLUTION TO DELEGATE OR RETAIN CANVASSING DUTIES TO THE COUNTYWIDE CANVASSING BOARD FOR MORE EFFICIENTLY RUN MUNICIPAL ELECTIONS?

There were no public comments.

Commissioners Goldberg, Peters, David, Vice Mayor Stern, and Mayor Moore agreed with the above-referenced proposed ballot language. Town staff will bring the referendum ballot language back as a proposed ordinance at the October 17, 2023 Town Commission meeting.

5. Referendum No. 5:

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 “Adjustment of Salaries for Town Mayor and Commissioners.”

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

SHALL THE TOWN OF HIGHLAND BEACH AMEND ITS CHARTER AT SECTION 3.05 TO PROVIDE THAT, COMMENCING JUNE 1, 2024, THE SALARIES OF THE MAYOR AND COMMISSIONERS SHALL BE ADJUSTED TO ACCOUNT FOR THE PAST 20 YEARS OF INFLATION TO \$2,290 PER MONTH FOR THE MAYOR AND \$1,832 FOR EACH COMMISSIONER, AND, THEREAFTER, BE ADJUSTED ANNUALLY ON JUNE 1ST IN ACCORDANCE WITH THE REGIONAL CONSUMER PRICE INDEX (METROPOLITAN STATISTICAL AREA)?

There were discussions about the salaries of the Mayor and Commissioners.

Mayor Moore opened public comments.

Mr. Greenwald provided comments about salaries of the Town Commission. He suggested putting this question aside for now and look at it another time.

Commissioner Peters, Commissioner David and Mayor Moore agreed to remove the proposed referendum ballot language. Commissioner Goldberg was in favor of keeping it on the ballot but changing the wording and lessening the salary. Vice Mayor Stern was against removing the question unless the Town Commission agrees that it would be reintroduced in the following election (year 2025).

There was no consensus on moving forward with the proposed referendum ballot language.

11. NEW BUSINESS

- A. Approve and authorize the second draw on the Synovus Bank Loan in the amount of \$4,997,900 as forecasted, planned and budget for fiscal year 2023-2024 to complete the construction phase of the Fire Rescue project, and authorize the Town staff to execute the certificate relevant to the draw.**

Mayor Moore read the title of Item 11.A.

Town Manager Labadie mentioned this would be the second and final draw for the fire rescue project.

There was discussion about the flexibility of the loan and being able to pay it down early.

MOTION: David/Stern – Moved to approve and authorize the second draw on the Synovus Bank Loan in the amount of \$4,997,900. Upon roll call: Commissioner David (Yes); Vice Mayor Stern (Yes); Commissioner Goldberg (Yes); Commissioner Peters (Yes); and Mayor Moore (Yes). The motion passed unanimously 5 to 0.

B. Resolution No. 2023-029

A Resolution of the Town Commission of the Town of Highland Beach, Florida, expressing support for the extension and continuation of the Palm Beach County One-Cent Sales Tax to fund local infrastructure projects through December 31, 2036; providing an effective date; and for other purposes.

Mayor Moore read the title of Resolution No. 2023-029. Town Manager Labadie spoke about the Palm Beach County One-Cent Sales Tax to fund local infrastructure projects.

MOTION: David/Goldberg – Moved to approve Resolution No. 2023-029. Upon roll call: Commissioner David (Yes); Commissioner Goldberg (Yes); Commissioner Peters (Yes); Vice Mayor Stern (Yes); and Mayor Moore (Yes). The motion passed unanimously 5 to 0.

12. TOWN COMMISSION COMMENTS

Commissioner Judith M. Goldberg will be attending the Florida League of Cities Legislative Policy Committee meeting this week (October 6, 2023).

Commissioner Donald Peters encouraged the residents to reach out Town Commission concerning their thoughts on the proposed referendum ballot questions.

Commissioner Evalyn David agreed with everything said and had nothing to add.

Vice Mayor David Stern mentioned it was a great meeting today.

Mayor Natasha Moore spoke about the Bel Lido community roads under water due to the king tide. Town Manager Labadie explained that there could be some adjustments to the roads in the future.

Mayor Moore allowed public comments.

Mr. Richard Greenwald spoke about the water in the Bel Lido community.

Mayor Moore suggested looking at high tide. She also mentioned that the Town Commission received an email today about more resistance regarding Milani Park. There will be a public meeting in February of 2024.

Town Manager Labadie explained that Milani Park will become a standing agenda item.

Commissioner David suggested exploring every avenue open to the Town.

Commissioner Goldberg commented on the effects on the climate, contiguous plots, and the safety issue in regard to the Milani Park project.

13. TOWN ATTORNEY'S REPORT

Town Attorney Torcivia will prepare the proposed ordinances and resolution regarding the referendum ballot language.

14. TOWN MANAGER'S REPORT

Town Manager Labadie spoke about ICMA which has been sold to Mission Square which provides retirement plans. They are moving forward with Fiduciary Advisor to evaluate the Town's retirement plan options.

15. ADJOURNMENT

The meeting adjourned at 4:17 P.M.

APPROVED: October 17, 2023, Town Commission Meeting.

ATTEST:

Natasha Moore, Mayor

Transcribed by
Jaclyn DeHart and Lanelda Gaskins

10/17/2023

Date

Lanelda Gaskins, MMC
Town Clerk

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

File Attachments for Item:

A. Approve and authorize a Right of Way Permit for KMV Fiber Telecom Inc. to bore fiber optic communication cables under State Road A1A starting at the north property line of 4713 South Ocean Boulevard and ending on the west of State Road A1A south property line of 4800 South Ocean Boulevard.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting
MEETING DATE: *October 17, 2023*
SUBMITTED BY: Pat Roman, Public Works Director
SUBJECT: Approve and authorize ROW Permit for KMV Fiber Telecom Inc. to bore fiber optic communication cables under A1A

SUMMARY:

KMV Fiber Telecom Inc. Expert Drill LLC, and Blue Stream are collaborating to bore fiber optic communication cables under A1A starting at north property line of 4713 and ending on west of A1A south property line of 4800.

Pursuant to Section 25-1 (Chapter 25 Streets, Sidewalks, Bicycle/Walkway Paths, and Right-of-way) telecommunications is an exception in granting a Right-of-way permit and defers to commission for final approval.

In accordance with section 25-1 "For work performed within the State Road A1A right-of-way, the permit required by this section is in addition to any permit that is required by the Florida Department of Transportation (FDOT), and the town's issuance of a right-of-way permit shall neither impair FDOT's regulatory authority nor otherwise impact any conditions or requirements that may be imposed by FDOT." FDOT has provided final approval (attached in permit documents).

FISCAL IMPACT:

\$0; All excavation damages will be replaced to as new condition at vendor cost

ATTACHMENTS:

Blue Stream Fiber Plans – Project KMV-BS-23-102

RECOMMENDATION:

Commission approval.

PROJECT: KMV-BS-23-102 - BOCA HIGHLANDS - OSP
ADDRESS: 4801 S OCEAN BLVD, HIGHLAND BEACH, FL 33487 -
CITY OF HIGHLAND BEACH PERMIT



CONTACTS

BLUE STREAM

JONATHAN LARA
 DESIGN ENGINEER
 PHONE: 954-753-0100
 JLARA@BLUESTREAMFIBER.COM

EXPERT DRILL LLC

MARIO SAGASTUME
 CONTRACTOR
 PHONE: 703-929-2256
 MARIO.S@EXPERTDRILLFL.COM

KMV FIBERTELECOM INC

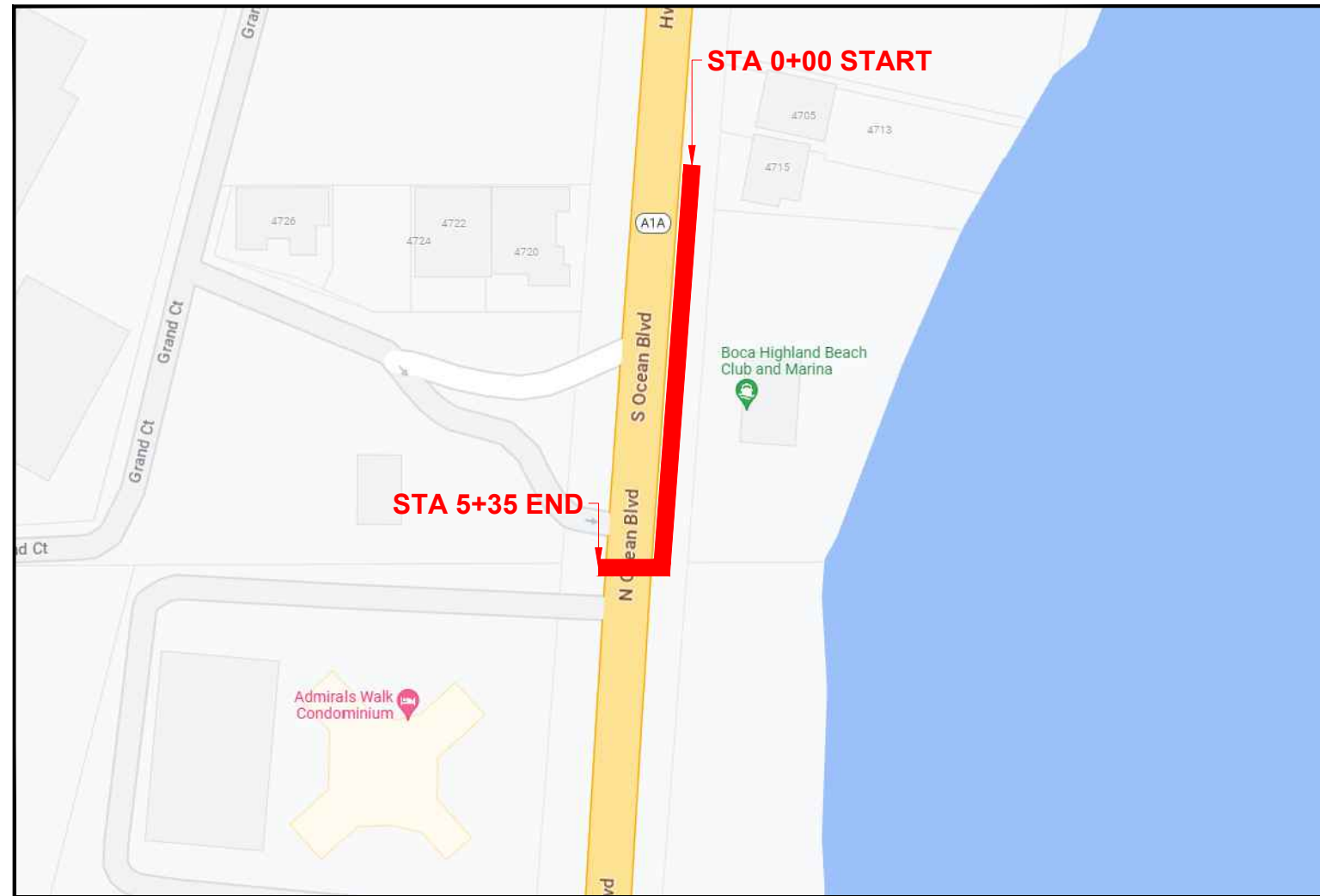
SANDRA KARINA VARGAS
 10604 NW 48TH ST
 CORAL SPRINGS FL 33076
 PHONE: 954-937-5239
 KARINAV@KVMFIBERTELECOM.COM



SITE INDEX

- 01 - COVER SHEET/SITE LOCATION
- 02 - OVERALL MAP
- 03 - CONSTRUCTION NOTES
- 04 - 04B - PLAN VIEWS & PROFILES
- 05 - TYPICAL
- 06 - 08 - MOTS

LINETYPES	
---	UG FIBER - EXISTING
---	UG FIBER - PROPOSED
---	AERIAL FIBER - EXISTING
---	AERIAL FIBER - PROPOSED
---	STRAND - EXISTING
---	STRAND - PROPOSED
---	CONDUIT - EXISTING
---	CONDUIT - PROPOSED
---	INNERDUCT - EXISTING
---	INNERDUCT - PROPOSED
---	GAS
---	TRAFFIC
---	WATER
---	TELEPHONE
---	ELECTRIC
---	STREET LIGHT
---	FOC
---	FORCE MAIN
---	SANITARY SEWER (SEW)
---	STORM DRAIN
---	RECLAIMED WATER
---	FENCE
---	CABLE TV
---	STEAM
---	OIL
---	UNKNOWN UTILITY
---	RIGHT OF WAY
---	EDGE OF PAVEMENT
---	EASEMENT



SITE LOCATION



SPACE RESERVED FOR PROFESSIONAL SEALS

SUMMARY DATA

JOB DESCRIPTION	FTG
DIRECTIONAL BORE	535'
HANDHOLE	3

PERMITTING

JURISDICTION:
 * CITY OF HIGHLAND BEACH

DATE SUBMITTED

08/01/23

TWP : 47S RNG : 43E SEC : 9

PLAT BOOK : - PAGE : -

3				AS-BUILT
2	080223	KMV	AC	REVISION # 1
1	080123	KMV	GQ	ORIGINAL
NO.	DATE	ENG DESIGN	DRAFTING	COMMENT



CHECKED BY:	GIULIANO LEON
ENGINEERING FIRM:	KMV FIBERTELECOM INC
PROJECT NUMBER:	KMV-BS-23-102
LOCATION:	4801 S OCEAN BLVD HIGHLAND BEACH, FL 33487
DRAWING NAME:	KMV-BS-23-102-BOCA HIGHLANDS, HIGHLAND BEACH.dwg
CONFIDENTIAL/PROPRIETARY	SHEET: 01 OF 08

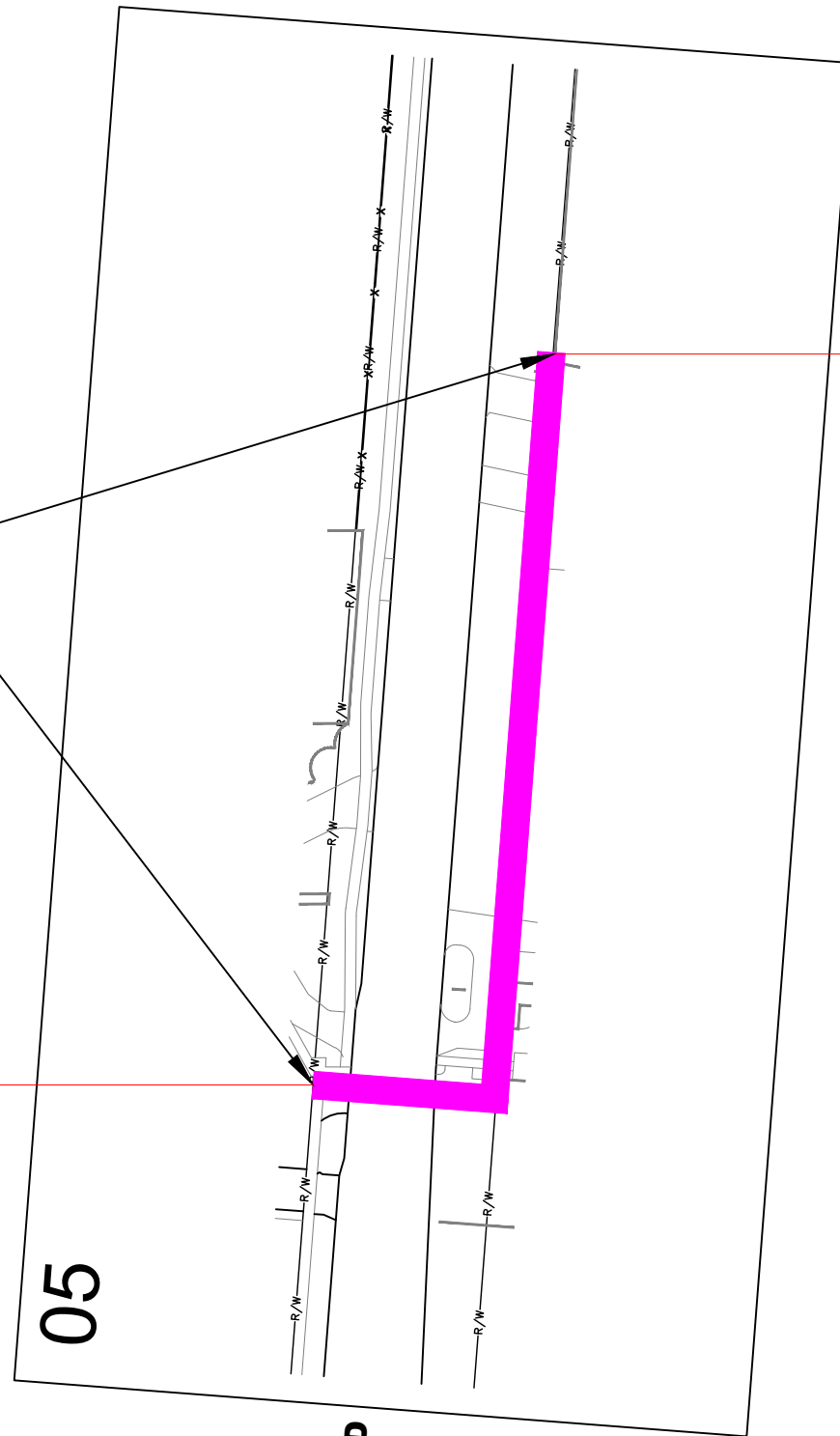
FDOT PERMIT

CITY OF HIGHLAND
BEACH PERMIT

MOT INDEX 102 - 602

END
5+35

START
0+00



S OCEAN BLVD
SR A1A

05



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1	080123	KMV	GQ	ORIGINAL	
NO.	DATE	ENG	DESIGN	DRAFTING	COMMENT

BlueStream
fiber

CHECKED BY:	GIULIANO LEON
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CONFIDENTIAL/PROPRIETARY	SHEET: 02 OF 08

CONSTRUCTION NOTES

TYPICAL UNDERGROUND CONSTRUCTION:

- RESTORE ALL SURFACES TO EQUAL OR BETTER CONDITION.
- CONTRACTOR TO VERIFY ALL MEASUREMENTS AND DISTANCES PRIOR TO CONSTRUCTION.
- CONTRACTOR TO VERIFY LOCATION AND CONDITION OF EXISTING CONDUIT PRIOR TO CONSTRUCTION.
- CONTRACTOR SHALL VERIFY ALL PLANS, EXISTING DIMENSIONS AND CONDITIONS ON THE JOB SITE AND IMMEDIATELY NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES BEFORE PROCEEDING WITH THE WORK.
- MAINTAIN MINIMUM 24" VERTICAL AND HORIZONTAL SEPARATION BETWEEN PROPOSED BY BLUE STREAM DUCTS & EXISTING UTILITIES.
- MAINTAIN A MIN BENDING RADIUS OF 5' ON ALL DUCT CONFIGURATION.
- ANY CHANGES ON PROPOSED RUNNING LINE HAVE TO GET APPROVAL FROM BLUE STREAM CONSTRUCTION MANAGER.

FOR CONSTRUCTION:

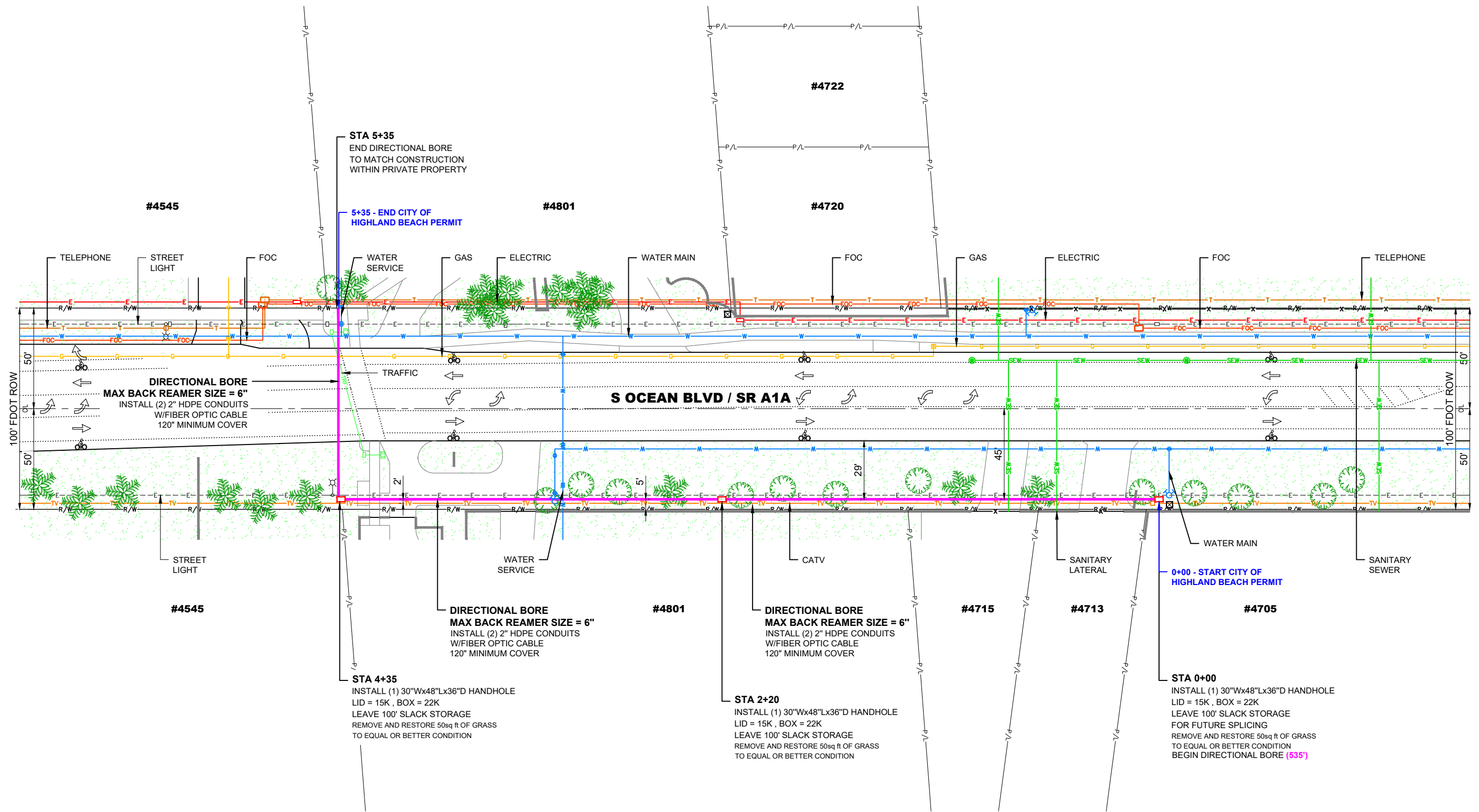
- EXTREME CAUTION TO BE TAKEN TO CONTAIN SLURRY AROUND WORK AREAS NEAR WETLANDS TO AVOID ANY WATER QUALITY ISSUES!
- LOCATIONS, ELEVATIONS LOCATIONS, ELEVATIONS AND DIMENSIONS OF EXISTING UTILITIES, STRUCTURES AND OTHER SITE FEATURES SHOWN ON THE DRAWINGS ARE BASED ON LIMITED INVESTIGATION TECHNIQUES AND SHOULD BE CONSIDERED APPROXIMATE ONLY. PLEASE CONTACT SUNSHINE STATE ONE-CALL AT 1-800-432-4770
- **CAUTION:** EXISTING UNDERGROUND UTILITIES IN AREA. NO ELEVATION RECORDS FOR EXISTING UTILITIES AVAILABLE. CONTRACTOR SHOULD CONTACT SUNSHINE 811, LOCATE ALL UTILITIES AND VERIFY ALL DEPTHS PRIOR TO CONSTRUCTION

DESIGN TICKET
#212308223

3				AS-BUILT
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1	080123	KMV	GQ	ORIGINAL
NO.	DATE	ENG DESIGN	DRAFTING	COMMENT



CHECKED BY: GIULIANO LEON
 ENGINEERING FIRM: **KMV FIBERTELECOM INC**
 PROJECT NUMBER: KMV-BS-23-102
 LOCATION: 4801 S OCEAN BLVD
 HIGHLAND BEACH, FL 33487
 DRAWING NAME: KMV-BS-23-102 - BOCA HIGHLANDS, HIGHLAND BEACH.dwg
CONFIDENTIAL/PROPRIETARY SHEET: 03 OF 08

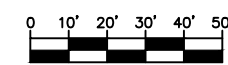


PLAN VIEW

SCALE: 1"=50'



Know what's below.
Call before you dig.



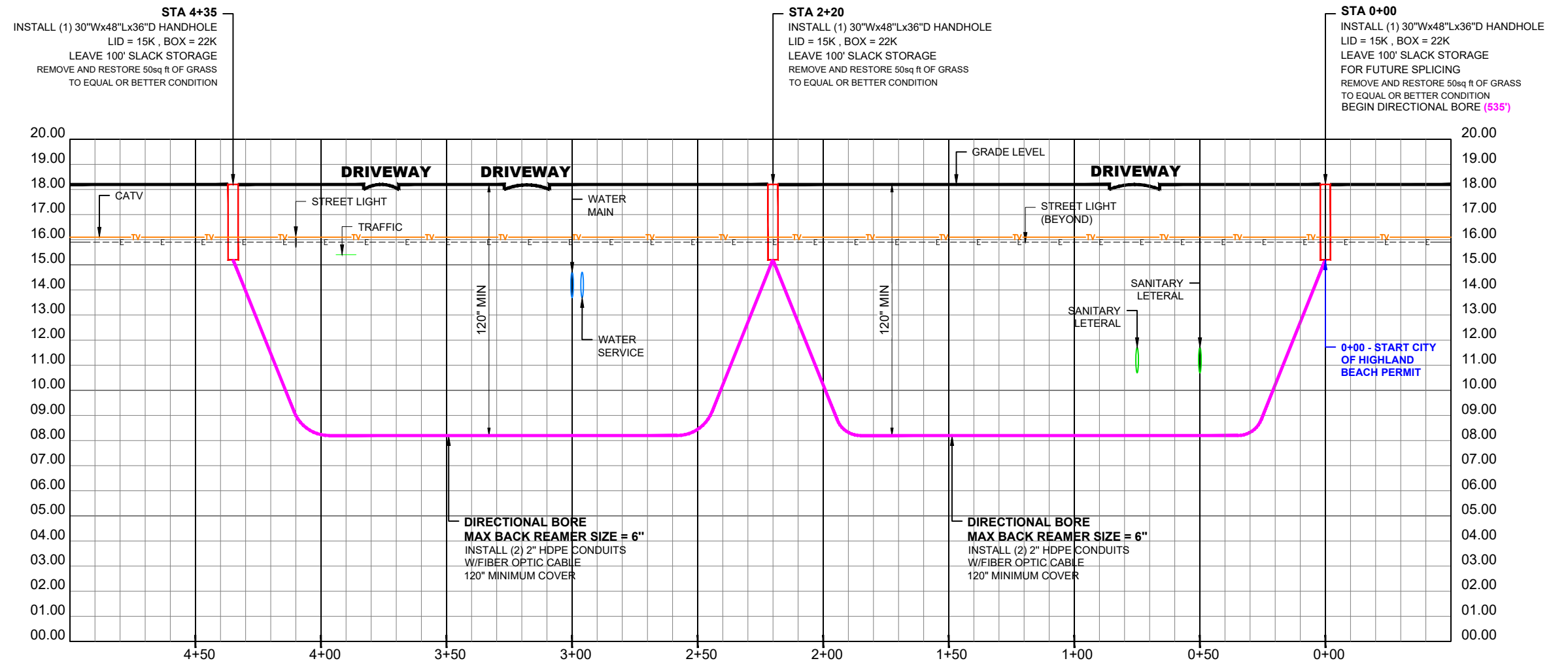
SCALE: 1"=50'

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DRAWING NAME:	KMV-BS-23-102-BOCA HIGHLANDS, HIGHLAND BEACH.dwg
CONFIDENTIAL/PROPRIETARY	

SHEET: 04 OF 08



PROFILE - S OCEAN BLVD / SR A1A (LOOKING WEST)

HORIZONTAL SCALE: 1"=50'
 VERTICAL SCALE: 1"=5'

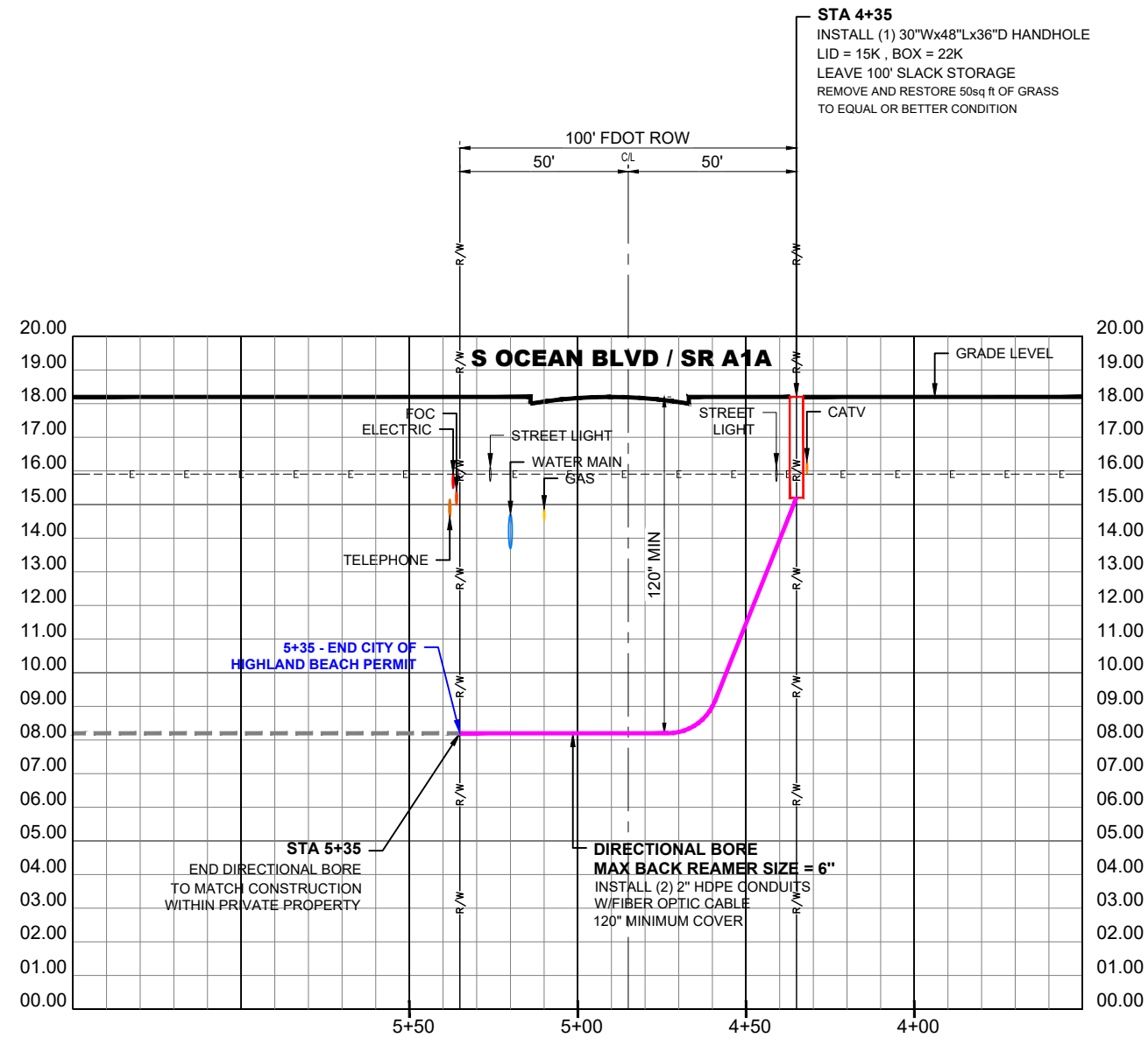
**RECORD ON UTILITY PLANS
 CONSTRUCTION CONTRACTOR
 SHALL CALL LOCATES AND SOFT DIG TO DETERMINE
 UTILITY ELEVATION BEFORE CONSTRUCTION.**



3				AS-BUILT
2	080223	KMV	AC	REVISION # 1
1	080123	KMV	GQ	ORIGINAL
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CONFIDENTIAL/PROPRIETARY	



CROSS SECTION - S OCEAN BLVD / SR A1A (LOOKING NORTH)

HORIZONTAL SCALE: 1"=50'
VERTICAL SCALE: 1"=5'

**RECORD ON UTILITY PLANS
CONSTRUCTION CONTRACTOR
SHALL CALL LOCATES AND SOFT DIG TO DETERMINE
UTILITY ELEVATION BEFORE CONSTRUCTION.**

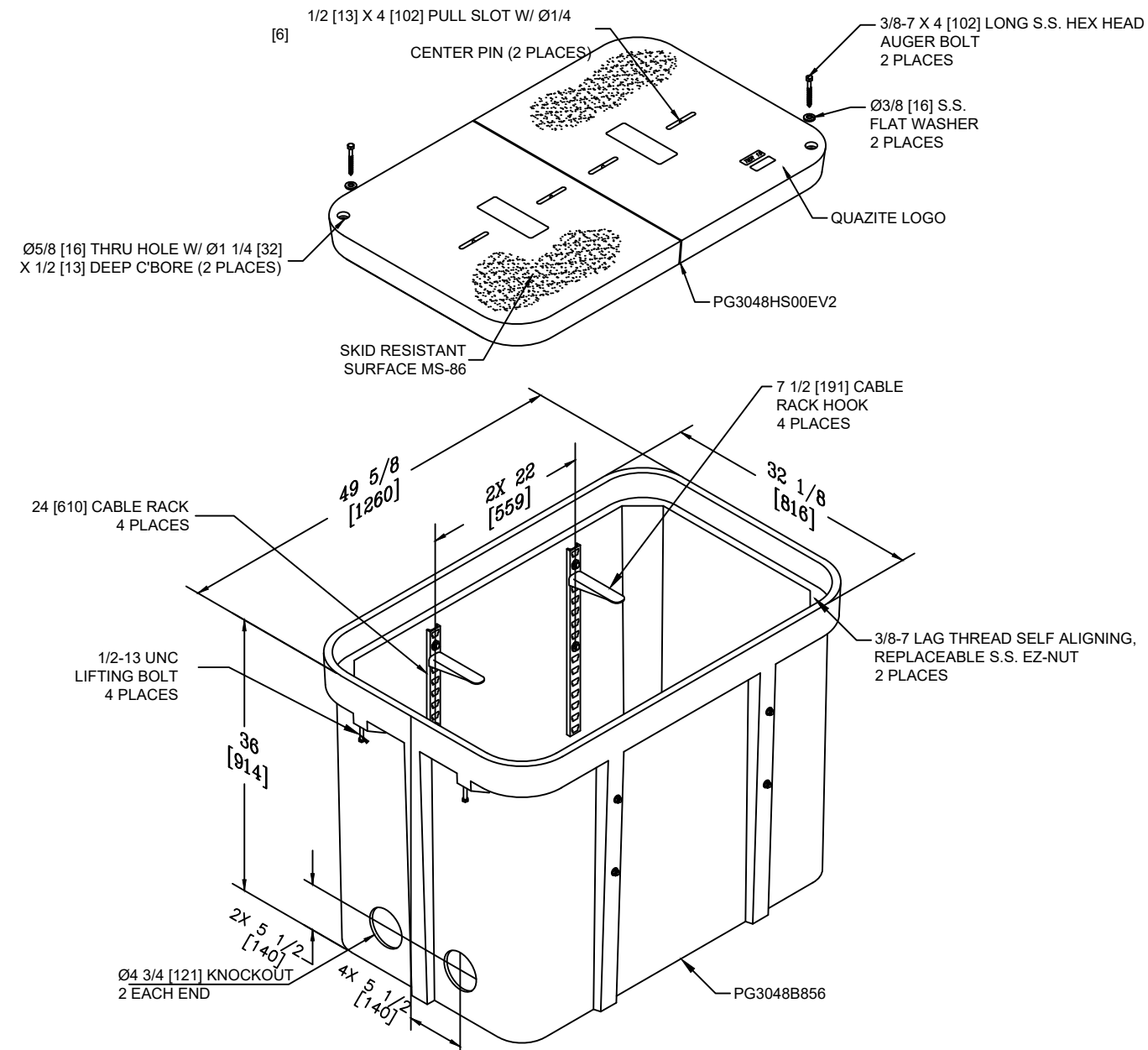


3				AS-BUILT
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CONFIDENTIAL/PROPRIETARY	SHEET: 04B OF 08

TYPICAL



TYPICAL DETAIL - # 2

QUAZITE 30X48X36 ASSEMBLY

W/(4) 24" CABLE RACKS

& (4) 7 1/2" HOOKS

PG3048Z987EV2

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LOCATION:	4801 S OCEAN BLVD HIGHLAND BEACH, FL 33487
DRAWING NAME:	KMV-BS-23-102-BOCA HIGHLANDS, HIGHLAND BEACH.dwg

CONFIDENTIAL/PROPRIETARY SHEET: 05 OF 08

SHEET	TABLE OF CONTENTS
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2	Definitions Temporary Traffic Control Devices Overhead Work Railroads Sight Distance Above Ground Hazard
3	Clear Zone Widths For Work Zones Superelevation Length Of Lane Closures Overweight/Oversize Vehicles Lane Widths High-Visibility Safety Apparel Speed Reduction Signing
4	Flagger Control Survey Work Zones Signs
5	Work Zone Sign Supports
6	Commonly Used Warning and Regulatory Signs In Work Zones
7	Manholes/Crosswalks/Joints Truck Mounted Attenuators Signals Channelizing Devices Channelizing Devices Consistency Advanced Warning Arrow Boards
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9	Business Entrance Temporary Asphalt Separator
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11	Pavement Markings

GENERAL NOTES:

- This Index contains information specific to the Federal and State guidelines and standards for the preparation of traffic control plans and for the execution of traffic control in work zones, for construction and maintenance operations and utility work on highways, roads and streets on the State Highway System. Certain requirements in this Index are based on the high volume nature of State Highways. For highways, roads and streets off the State Highway System, the local agency (City/County) having jurisdiction may adopt requirements based on the minimum requirements provided in the MUTCD.
- Use this Index in accordance with the Plans and Indexes 102-601 through 102-680. Indexes 102-601 through 102-680 are Department-specific typical applications of commonly encountered situations. Adjust device location or number thereof as recommended by the Worksite Traffic Supervisor and approved by the Engineer. Devices include, but are not limited to, flaggers, portable temporary signals, signs, pavement markings, and channelizing devices. Comply with MUTCD or applicable Department criteria for any changes and document the reason for the change.
- Except for emergencies, any road closure on State Highway System must comply with Section 335.15, F.S.

**TABLE 1
CHANNELIZING DEVICE SPACING**

Work Zone Speed (mph)	Max. Spacing (feet)			
	Cones or Temporary Tubular Markers		Type I Barricades, Type II Barricades, Vertical Panels, or Drums	
	Taper	Tangent	Taper	Tangent
≤ 45	25	50	25	50
≥ 50	25	50	50	100

**TABLE 2
TAPER LENGTH "L"**

Work Zone Speed (mph)	Min. Length (feet)
≤ 40	$L = \frac{WS^2}{60}$
≥ 45	$L = WS$

Where: W = width of offset in feet
S = speed in mph

**TABLE 3
WORK ZONE SIGN SPACING "X"**

Road Type	Min. Spacing (feet)
Arterials and Collectors with Work Zone Speed ≤ 40 mph	200
Arterials and Collectors with Work Zone Speed ≥ 45 mph	500
Limited Access Roadways *	1,500


* For limited access roadways with work zone speed ≤ 55 mph, the minimum spacing may be reduced in accordance with the MUTCD and as approved by the Engineer.

**TABLE 4
BUFFER LENGTH "B"**

Work Zone Speed (mph)	Min. Length (feet)
25	155
30	200
35	250
40	305
45	360
50	425
55	495
60	570
65	645
70	730

Note: When Buffer Length "B" cannot be attained due to geometric constraints, use the greatest length possible, but not less than 155 feet.

10/27/2022 7:35:59 AM

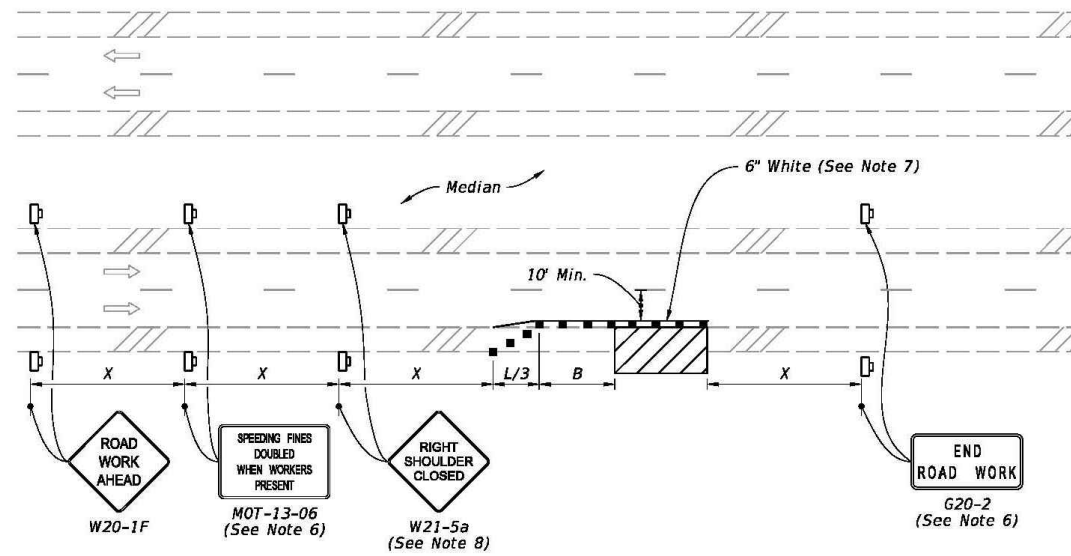
LAST REVISION 11/01/20	DESCRIPTION:	 FY 2023-24 STANDARD PLANS	GENERAL INFORMATION FOR TRAFFIC CONTROL THROUGH WORK ZONES	INDEX 102-600	SHEET 1 of 11
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3				AS-BUILT
2	080223	KMV	AC	REVISION # 1
1	080123	KMV	GQ	ORIGINAL
NO.	DATE	ENG DESIGN	DRAFTING	COMMENT



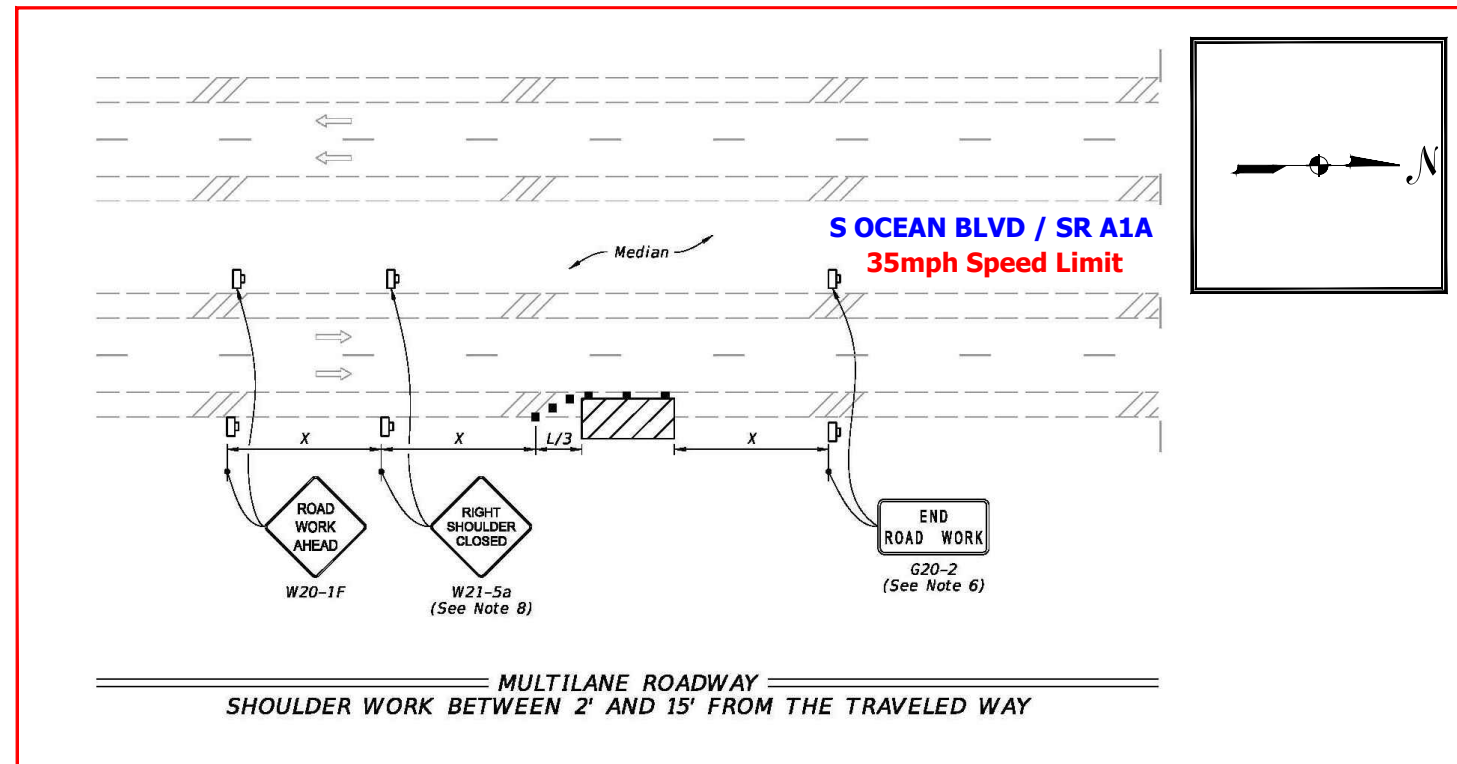
CHECKED BY:	GIULIANO LEON
ENGINEERING FIRM:	KMV FIBERTELECOM INC
PROJECT NUMBER:	KMV-BS-23-102
LOCATION:	4801 S OCEAN BLVD HIGHLAND BEACH, FL 33487
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CONFIDENTIAL/PROPRIETARY SHEET: 06 OF 08



DO NOT APPLY

MULTILANE ROADWAY
SHOULDER WORK LESS THAN 2' FROM THE TRAVELED WAY
WITH WORK ZONE SPEED OF 45 MPH OR LESS



S OCEAN BLVD / SR A1A
35mph Speed Limit

MULTILANE ROADWAY
SHOULDER WORK BETWEEN 2' AND 15' FROM THE TRAVELED WAY

SYMBOLS:

- Work Area
- Channelizing Device (See Index 102-600)
- Work Zone Sign
- Lane Identification and Direction of Traffic

FDOT This Certifies that
JASON MCCLANAHAN
Has Completed a Florida Department of Transportation Approved
Temporary Traffic Control (TTC) Advanced (Refresher) Course.
Date Expires: 08/24/2024 Certificate # 65194
Instructor: Juan Morales FDOT Provider # 37

ATSSA
Phone: 540-368-1701
15 Riverside Parkway Ste.100
Fredericksburg, VA,
www.atssa.com
jessica.scheyder@atssa.com

SAFER ROADS. SAVE LIVES

3				AS-BUILT
2	080223	KMV	AC	REVISION # 1
1	080123	KMV	GQ	ORIGINAL
NO.	DATE	ENG DESIGN	DRAFTING	COMMENT

LAST REVISION 11/01/20	DESCRIPTION: PROPOSAL UNDERGROUND CONDUITS IN R/W S OCEAN BLVD / SR A1A	FY 2023-24 STANDARD PLANS	TWO-LANE AND MULTILANE, WORK ON SHOULDER	INDEX 102-602	SHEET 2 of 2
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CHECKED BY: GIULIANO LEON
ENGINEERING FIRM: **KMV FIBERTELECOM INC**
PROJECT NUMBER: KMV-BS-23-102
LOCATION: 4801 S OCEAN BLVD
HIGHLAND BEACH, FL 33487
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CONFIDENTIAL/PROPRIETARY SHEET: 07 OF 08

Certificate of Completion

JASON MCCLANAHAN

Has Completed a Florida Department of Transportation Approved Temporary Traffic Control (TTC) Advanced (Refresher) Course.

08/24/2024

Date Expires

37

FDOT Provider #

Juan Morales

Instructor

65194

Certificate #



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jessica.scheyder@atssa.com



For more information about Temporary Traffic Control (TTC) or to verify this certificate

www.motadmin.com

3				AS-BUILT
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CONFIDENTIAL/PROPRIETARY	SHEET: 08 OF 08

INSPECTION CARD

Town of Highland Beach

3616 South Ocean Blvd., Highland Beach, FL 33487
561-278-4540

PERMIT # APP23-2144

PROJECT ADDRESS 4801 S OCEAN BLVD HIGHLAND BEACH, FL 33487

PARCEL # 24-43-47-09-00-001-0100

PROJECT DESCRIPTION Blue Stream is proposing to install 535 LF of (2)2"HDPE Conduits W/Fiber Optic Cable and 3 handholes via directional bore.

OWNER: BOCA HIGHLAND CENTER INC

ADDRESS: 4801 S OCEAN BLVD
HIGHLAND BEACH, XX 33487 **PHONE:** 561-416-2134

CONTRACTOR: EXPERT DRILL LLC

ADDRESS: 4228 ABERFOYLE AVE
FORT PIERCE, FL 34947 **PHONE:** 561-312-4080

CONTRACTOR LICENSE #: CUC1224695

PARENT PERMIT:

INSPECTION	INSP	DATE	Comments
ROW DRIVEWAY TIE-IN			
ROW SWALE			

INSPECTION	INSP	DATE	Comments
ROW FINAL			

"WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT."

"NOTICE: IN ADDITION TO THE REQUIREMENTS OF THIS PERMIT, THERE MAY BE ADDITIONAL RESTRICTIONS APPLICABLE TO THIS PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY, SUCH AS THE REQUIREMENT FOR HOME OR PROPERTY OWNERS ASSOCIATION APPROVAL, AND THERE MAY BE ADDITIONAL PERMITS REQUIRED FROM OTHER GOVERNMENTAL ENTITIES SUCH AS WATER MANAGEMENT DISTRICTS, STATE AGENCIES OR FEDERAL AGENCIES."

"It is the responsibility of the permit holder of each phase of work to procure inspections as required and to verify approvals before proceeding to the next phase. No inspections will be performed unless the permit card is displayed and approved plans are readily available. A permit is considered NULL and VOID if an approved inspection is not received within six (6) months from the issuance of this permit or after the last approved inspection. FBC105.4.1 as amended."

Please find your inspection card attached. This needs to be placed on the jobsite. Please ensure the following:

1. Sign into your account in the online portal and go to your permit application. <https://tw-highlandbeach-fl.smartgovcommunity.com/Public/Home>
2. Scroll down to the Submittals area and click on each of the files that you submitted one at a time.
3. Print all of the Markup Files in **full size / in color** and have them on the jobsite. Failure to do so will result in a failed inspection.
4. Print a copy of the NOC which must be posted on the jobsite per Florida law.
5. Print a copy of the Construction Site Management Handbook and have available on the jobsite as required by Highland Beach. <https://tw-highlandbeach-fl.smartgovcommunity.com/Public/DocumentsView>

Jeff Remas
Building Official
Town Of Highland Beach
<http://www.highlandbeach.us>