



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE 09/03/2024

SUBMITTED BY: Leonard G. Rubin, Town Attorney

SUBJECT: Resolution 2024-023 (Annual Training of Board Members)

SUMMARY:

At its August 6, 2024 meeting, the Town Commission requested that this office prepare a Resolution providing for annual training for members of Town Boards. The attached Resolution requires for training by the Town Attorney's Office, on at least an annual basis, for members of the Natural Resources Preservation Advisory Board, the Financial Advisory Board, the Planning Board, the Board of Adjustment and Appeals, and the Code Enforcement Board (the Code Board was included notwithstanding the fact that training was addressed in the prior Resolution governing code enforcement procedures).

The members of each Board shall receive training on: the Government in the Sunshine Law; Public Records Law; the basic principles of the state and county Code of Ethics; the applicable Board's purpose, duties, and powers; and basic parliamentary procedures. The Boards with quasi-judicial authority, i.e., the Planning Board, the Board of Adjustment and Appeals, and the Code Enforcement Board, shall also receive training on: the burden of proof and the rules governing quasi-judicial hearings; each member's role as an impartial decision-maker, and the required disclosure of ex parte communications.

FISCAL IMPACT:

Cost of developing training materials and attending advisory Board meetings (this office already attends meetings for quasi-judicial boards)

ATTACHMENTS:

Resolution 2024-023

RECOMMENDATION:

Town Commission consideration and approval of Resolution 2024-023