


TOWN OF HIGHLAND BEACH • SEP/OCT 2023

# MANAGER'S MONTHLY





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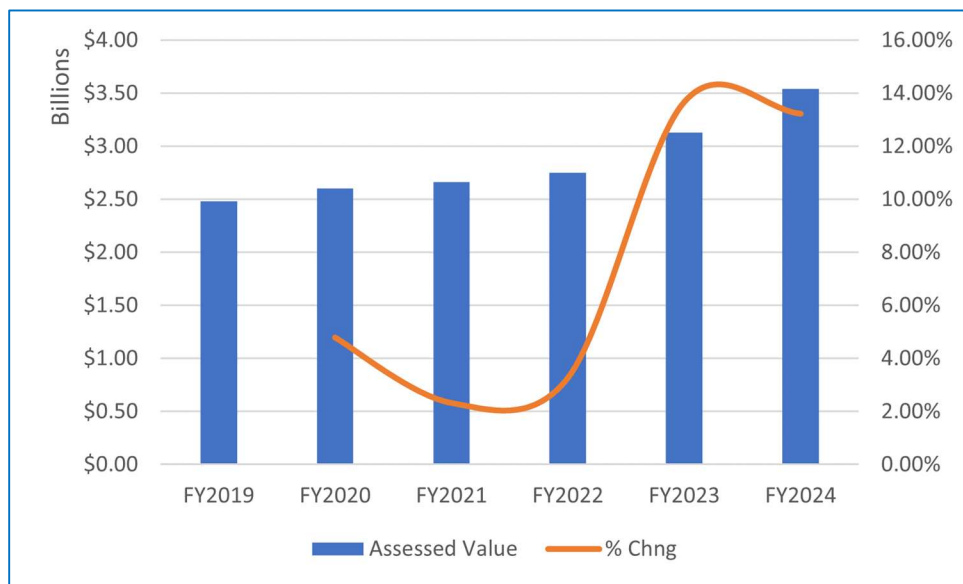
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# MESSAGE FROM YOUR MANAGER

While many residents have enjoyed traveling and time with family and friends over the summer, the Commission has been busy developing and approving the FY 2023-2024 budget. The Commission has worked tirelessly to build a budget based on financial prudence across all operations in the face of inflationary and uncertain economic headwinds, as well as exhibited a resolve to remain committed to executing our Strategic Priority Plan consistent with our five-year financial model.

## The FY 2023-2024 Budget – *Protecting our 3 Miles of Paradise*

The proposed FY 2023-2024 Budget is the largest in Town history (\$30.5 million for all funds) and enables the Town to complete the establishment our new Fire Rescue Department, build a new fire station, tackle needed capital projects, and undertake other strategic priorities. The increase in costs is supported by the projected growth in property values. Even with the overall budget growth, our financial position remains strong and the millage rate (tax rate) steady and unchanged at 3.5875. The Town of Highland Beach continues to have the third lowest tax rate in Palm Beach County.



The budget season has also been marked by the successful negotiation and ratification of collective bargaining agreements with our two employee unions that were fair, and market driven, with no increases to long-term unfunded liabilities. The Town was also able to secure enhanced employee health insurance at no increase in cost. The increase in the Fire

Rescue Department budget (year-over-year) is driven by having to construct the new station, hire 24 full-time Fire Rescue personnel, and purchase new Fire Rescue equipment, all while maintaining (and paying for) the City of Delray Beach Fire Rescue for seven months of the next budget year. It is important to note that Fire Rescue Department costs should decline significantly in the next fiscal year. Lastly, the budget bolsters the sinking fund for the Fire Rescue Department within general fund reserves to ensure future apparatus acquisition does not cause unwelcome financial strain in the future.

Overall, the Commission has been presented a budget that truly *Protects our 3 Miles of Paradise* and points us to a bright future and does so without a tax increase or compromising the Town's strong financial position.

**Special Note:** As part of our commitment to provide transparency to and improve communications and engagement with the community, we are proud to announce that a new interactive, user-friendly budget format will be posted on our website on October 1<sup>st</sup>.

#### Fire Rescue Department

As you have probably noticed while passing by Town Hall, the walls have begun to form on our brand-new fire station. It is exciting to see this multi-year endeavor begin to take shape as we continue to prepare for our operational go live date of May 1<sup>st</sup>, 2024.

The Fire Rescue Department has also distributed its first annual Hurricane Preparation Manual through the Town's General Information email list, which is the first of many safety initiatives to come. To download a copy of this guide, please visit the Town's [Hurricane Information webpage](#).



## WHAT'S HAPPENING IN HIGHLAND BEACH?

### Upcoming Agenda Items (Subject to Change and Additional Items may be Added)

#### September 5<sup>th</sup>, 2023 (Regular Meeting)

- Fire Rescue Implementation Update
- FDOT RRR Project Update
- Discussion of future action on past charter amendments
- Resolution adopting schedule of fees for FY 2024
- Right of Way permit (driveway) – 4005 S. Ocean Blvd
- Building Recertification Program update

#### September 5<sup>th</sup>, 2023, at 5:01 P.M. (Special/First Public Hearing Budget Meeting)

- Final budget presentation
- Resolution adopting FY 2024 Budget
- Proclamation for Governor DeSantis, Senator Lori Berman, and Representative Peggy Gossett-Seidman for state appropriation for fiscal year 2022-2023.
- Resolution adopting final millage rate
- Public Hearing – Adoption of fee schedule to reflect new water and sewer rates effective 10/01/2023

- Legislative budget update (Jared Rosenstein, Capital City Consulting, Representative Peggy Gossett-Seidman)

September 19<sup>th</sup>, 2023 (Regular Meeting)

- Fire Rescue Implementation Update
- FDOT RRR Project Update
- Palm Beach County Coastal Management presentation and Q/A – Andy Studt, Program Supervisor, Coastal Resources Management
- Resolution to Leland Harpel celebrating 30 years of service with the Town of Highland Beach
- Award bid for Lift Station No. 3 Rehabilitation
- Discussion of recommendation from FAB on Purchasing Policy revision

September 21<sup>st</sup>, 2023, at 5:01 P.M. (Final Public Hearing Budget Meeting)

- Final budget presentation
- Second/Final read: Resolution adopting FY 2024 Budget
- Second/Final read: Resolution adopting final millage rate

### Board Vacancies

Board of Adjustment & Appeals – Two (2) vacancies for three-year terms and one (1) vacancy for an unexpired term ending September 21<sup>st</sup>, 2024.

For additional information, please contact the Town Clerk's Office at (561) 278-4548 or email [lgaskins@highlandbeach.us](mailto:lgaskins@highlandbeach.us) (Lanelda Gaskins) or [jdehart@highlandbeach.us](mailto:jdehart@highlandbeach.us) (Jaclyn DeHart), Monday through Friday from 8:30 AM to 4:30 PM.

# COMMUNITY

Honor Portraits is a group of local photographers and volunteers whose intent is to recognize those who serve and have served our community or country by offering them free portraits. If you or a loved one are a veteran and would like free, professional portraits taken, please visit [www.honorportraits.org](http://www.honorportraits.org) or call Flora Zolin at 561-504-4518.





# POLICE DEPARTMENT



Boating on our waterways is a popular pastime for residents and visitors but it can quickly become dangerous if you do not follow marine laws and regulations. The Highland Beach Marine Unit enforces maritime laws to ensure the safety of our waterways.

Our Marine Unit enforces federal and state laws and requirements for all boats, and it is important that all owners/operators know these rules and regulations and comply with them while on the water.

## Boating Safety Rules & Regulations

- The boat must be registered, and the numbers properly displayed.
- There must be at least one Personal Flotation Device (PFD) in good condition for each person on the boat. If there are children, make sure there is a PFD that fits each child. All PFDs must be Coast Guard-approved, easily accessible, and not locked in a compartment.
- Fire extinguishers must be aboard the boat and number and size of extinguishers are determined by the size of the vessel.
- Navigation lights must be present and operational.
- A Sound Producing Device or bell must be onboard.
- The vessel condition must be good.
- Not required, but a really good idea to have on the vessel is a marine radio and a well-stocked first-aid kit.
- Motorized and self-propelled watercraft are not allowed to launch from the beach.
- Boaters must observe all manatee protection zone requirements.
- Except in the event of an emergency, it is unlawful to moor or fasten to any lawfully placed navigation aid or regulatory marker.



## Responsible Boating

- Maintain a safe speed and obey all posted signage and rules of navigation.
- Excessive use of alcohol should be avoided and there should be a “designated operator” who does not consume alcohol at all.
- Keep an eye out for changing weather conditions and respond accordingly.
- Make sure someone on land knows your “float plan” or the general area you plan to navigate.
- Scan the water in all directions on a regular basis for hazardous situations.
- Children under 6 years of age must always wear an approved lifeguard jacket while on any vessel less than 26 feet in length.
- Channel 16 is designated as the national distress, safety and calling frequency.

All boat owners should consider having a Vessel Safety Check. This is a free check conducted by the local Coast Guard Auxiliary for boaters who wish to make sure that their vessel meets all federal and local safety requirements.

For more information on the Vessel Safety Check and information on local or online Boating Education Courses visit <http://www.uscgboating.org>.

If you are a Florida resident to take the [Boat Florida Course](#) on boating safety.

The Florida Fish and Wildlife Commission offers a list of Florida’s boating rules and regulations at <https://myfwc.com/boating/regulations>.

Boat safely and enjoy our waterways!

## **FIRE RESCUE DEPARTMENT**

The Fire Rescue Department is going to begin sending out safety tips and introducing safety programs to improve the well-being of Town residents. The first initiative will focus on Hurricane Preparation and Planning. We will be distributing our new Hurricane Preparation Manual via email and it will also be available to download on the Town’s website, [www.highlandbeach.us](http://www.highlandbeach.us).



Additionally, as we get ready for the transition into our own independent Fire Rescue operation next May, we will be scheduling visits with property managers to perform pre-fire plans and building assessments. For the safety of our residents, it is essential that our Fire Rescue personnel become very familiar with each of the unique properties within our Town. Thank you for your continued support! We look forward to providing our residents with top level Fire Protection and Emergency Medical Services beginning May 1<sup>st</sup>, 2024.

# BUILDING DEPARTMENT

In this edition of Manager's Monthly, we delve into a topic that holds the utmost significance for our community's development and safety: the essential role of building permits in construction projects. Whether you're planning a major renovation or a simple addition to your property, securing the necessary permits is a legal requirement and a fundamental step toward a successful and safe construction journey.

## Understanding Building Permits: The What and Why

Building permits are official authorizations granted by your local government that allow you to initiate construction or remodeling activities on your property. These permits ensure the proposed work complies with established building codes, zoning regulations, and safety standards. In essence, building permits safeguard both the property owner and the community, guaranteeing that any construction meets the necessary standards for structural integrity, fire safety, and energy efficiency.

## The Importance of Securing Building Permits

1. **Safety First:** One of the primary reasons for obtaining a building permit is to ensure the safety of everyone involved. Building codes exist to protect occupants, neighbors, and first responders. Compliance with these codes helps prevent hazards such as faulty wiring, improper ventilation, and structural instability.
2. **Legal Compliance:** Constructing without the required permits can lead to legal consequences and costly fines. Violating building codes may result in undoing the work, paying penalties, or even facing legal action. Understanding that a valid permit proves that your project has been approved and meets the necessary standards is crucial.
3. **Property Value:** Properly permitted construction can enhance the value of your property. When you can demonstrate that your improvements were made with the necessary permissions and in accordance with regulations, potential buyers or appraisers can have more confidence in the quality and value of your property.

## The Legal Process: Steps to Obtain a Building Permit

1. **Plan Submission:** Begin by creating detailed plans for your project. This could involve architectural drawings, structural engineering reports, and other relevant documentation.
2. **Application Submission:** Fill out the required permit application forms provided by your local building department. Be sure to include all necessary information, such as project scope, property details, and contact information.
3. **Review and Approval:** Once your application is submitted, it will be thoroughly reviewed. This involves evaluating your plans for compliance with building codes, zoning regulations,



and other relevant standards. Any necessary revisions will be communicated to you during this stage.

4. Permit Issuance: After completing the review process and making any requested changes, you will be issued the building permit. This permit provides you with the legal authority to begin construction.
5. Inspections: During construction, inspections will be scheduled at various stages to ensure the work is executed per the approved plans and meets the required standards.

Remember, obtaining a building permit is essential in the construction process. It's a commitment to the safety and well-being of our community. By adhering to the established procedures and regulations, we collectively contribute to the growth and prosperity of the Town of Highland Beach.

If you're embarking on a construction project, we urge you to contact our dedicated building department staff. They are here to guide you through the permitting process and answer any questions.

Thank you for your attention to this vital matter. Let's continue to build our community responsibly and ensure a bright future for Highland Beach.

### **Code Tip of the Month: Compliant Reporting**

The Town of Highland Beach's Code Compliance Department works to ensure the community is kept clean and safe for all residents and visitors to the town. The Code Compliance Department can address many issues and concerns that residents may have, such as nuisances on properties that may cause unsafe situations, blight that could affect property values, and identifying and stopping unpermitted construction.

The Code Compliance Department of Highland Beach operates proactively when code violations are apparent and publicly visible from a right-of-way, however, many code violations may only be visible from a neighboring property or within a condominium. This is where community involvement becomes a critical part of addressing problems and bringing properties into compliance. The State of Florida has passed House Bill 883, which bans anonymous code complaints, effective July 1<sup>st</sup>, 2021. Persons who file complaints with the Town are required to provide their name and address for any non-life safety complaints.

If you would like to report a potential code violation or have questions about the Town of Highland Beach Code of Ordinances, please contact the Code Compliance Department at 561-278-4540.

# PLANNER'S CORNER

Did you know that Florida-Friendly Landscaping promotes science-based, low-impact, sustainable, environmentally friendly landscaping practices that conserve water, reduce pollutant loading to Florida waters, and protect Florida's natural resources. Principles of Florida-friendly landscaping include:

1. **Right Plant, Right Place** – Reduce the amount of supplemental water, fertilizer or pesticides, saving you time and money. Position trees and shrubs strategically to naturally cool your home. Tree shade can reduce air conditioning costs significantly. An air-conditioning system's outdoor compressor/condenser unit uses less energy when it is shaded from direct sun during the day—but be careful not to block the unit's airflow.
2. **Water Efficiently** – An efficient irrigation system conserves water, helps to ensure that fertilizer does not flow into water bodies, and uses rain shutoff devices to prevent irrigation after a rain event.
3. **Fertilize Appropriately** – Improper fertilization can cause damage to the environment by allowing fertilizer runoff and leaching which can pollute Florida's waters.
4. **Mulch** – Helps to retain soil moisture, protects plants, and inhibits weed growth. Consider creating self-mulching areas under your trees by allowing fallen leaves to stay in place.
5. **Attract Wildlife** – Select plants with seeds, fruit, foliage, flowers, or berries that provide food. Supply sources of water, such as a rain garden or birdbath. Leave snags (dead trees), if they do not create a hazard, for birds to perch and nest.
6. **Manage Yard Pests Responsibly** – To prevent disease and insect outbreaks, select pest-resistant plants and put them in suitable locations. Spot treat only rather than blanket spraying, and use selective rather than broad-spectrum insecticides.
7. **Recycle Yard Waste** – Keep as much yard waste onsite as possible to conserve nutrients and reduce the amount of energy required to move it from place to place. Decomposing organic matter releases nutrients back to the soil in a form that plants can easily use. Using yard waste for composting is a sustainable way of creating organic fertilizer.
8. **Reduce Stormwater Runoff** – Create shallow rain gardens or slopes with berms and swales that can help slow runoff from heavy rains and allow the water time to soak into the ground. Maintain permeable walkways, and patios to allow rain to soak into the ground.

For more information, contact Town Planner, Ingrid Allen, at 561-278-4540 (ext. 3)



# LIBRARY

The next time you come in to check your email or print a boarding pass, you may notice that it is a little easier. We have upgraded our patron computers to improve performance and provide a more streamlined experience. You no longer need to stop at the front desk to add time to your card; if your account is in good standing, you can go directly to the computers and log in using your patron number. Each computer has Microsoft Office programs and the Chrome browser, configured to ensure patron privacy.

## Library Hours:

<b>Monday – Thursday</b>	<b>10:00 AM to 8:00 PM</b>
<b>Friday</b>	<b>10:00 AM - 4:30 PM</b>
<b>Saturday</b>	<b>9:00 AM - 1:00 PM</b>

Upcoming events (at 5:30 pm unless noted):

- September 20<sup>th</sup> Book Discussion: A Woman of No Importance by Sonia Purnell
- September 28<sup>th</sup> Concert: Harpeggio (harp and flute)
- Saturdays at 10:30 AM: Current Events Discussion Group

Children's Activities:

- Small Fry Story Time plus Crafts on Wednesdays at 4:30 pm, ages 4 and up
- Toddler Time: Stories and Rhymes on Saturdays at 10:30 am, ages 2 and 3

Get a full list of our activities on our website or call us at 561-278-5455.







# **Highland Beach Police Department**



## **PUBLIC SAFETY NOTICE**

# **VEHICLE THEFTS & VEHICLE BURGLARIES**

On most of the new higher end vehicles, the side rear view mirrors fold in when the vehicle is locked.

Criminals know to look for that simple visual that tells them the vehicle is unlocked and may have the key fob in the vehicle.

**Always** lock your vehicles and **never** leave the key fob in it.



***Doors Locked, Mirrors Fold In.***



***Doors Unlocked, Mirrors Unfold.***

## **Prevent This From Happening To You**

**REPORT ANY SUSPICIOUS PERSONS IMMEDIATELY**

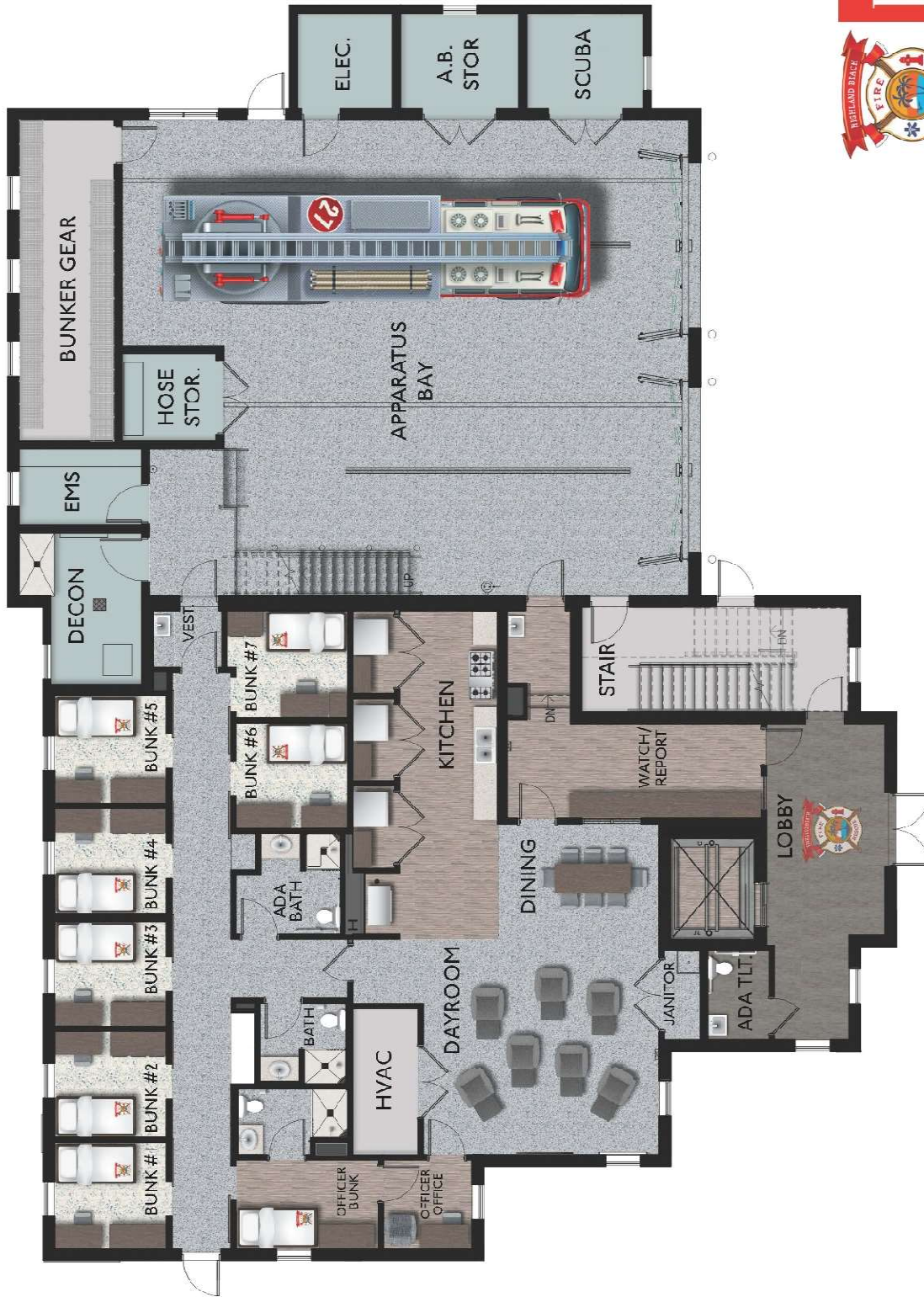
**TO US AT: 561-276-2458**

# TOWN OF HIGHLAND BEACH

## HURRICANE PREPARATION MANUAL 2023



*Visit [www.highlandbeach.us](http://www.highlandbeach.us) to download your Hurricane Preparation Manual and to sign up for emergency notifications through CodeRED.*



FIRST FLOOR PLAN





## SECOND FLOOR PLAN



Mayor Natasha Moore  
Email: [nmoore@highlandbeach.us](mailto:nmoore@highlandbeach.us)  
Cell: (561) 702-2650



Vice Mayor David Stern  
Email: [dstern@highlandbeach.us](mailto:dstern@highlandbeach.us)  
Cell: (561) 664-0426



Commissioner Evalyn David  
Email: [edavid@highlandbeach.us](mailto:edavid@highlandbeach.us)  
Cell: (561) 414-6109



Commissioner Judith Goldberg  
Email: [jgoldberg@highlandbeach.us](mailto:jgoldberg@highlandbeach.us)  
Cell: (561) 718-3468



Commissioner Don Peters  
Email: [dpeters@highlandbeach.us](mailto:dpeters@highlandbeach.us)  
Cell: (561) 718-3470