

**AGENDA
TOWN OF JUPITER ISLAND
TOWN COMMISSION MEETING
THURSDAY, OCTOBER 3, 2024, 9:00 AM
ISLAND ROOM – TOWN HALL – 2 BRIDGE ROAD**

PLEDGE OF ALLEGIANCE

ROLL CALL

COMMENTS*

Mayor/Commissioner Comments

- a. Town Coffee Update
- b. Commissioner Comments
- c. Agenda Approval
- d. Other Comments

Public Comment (Non-Agenda Related)

Public Comment is an opportunity for the Mayor and Town Commissioners to listen to any issue(s) of importance to you. Public Comment is offered at the beginning of our meetings, in the event attendees cannot stay in chamber for the agenda item or meeting duration. If you elect to address an item on today's agenda during opening Public Comment, we ask that you please refrain from re-addressing the item during Public Comment at the agenda item. Residents also may submit comments, at any time, to the Mayor and Commissioners into the public record: THMail@tji.martin.fl.us. (Please email Public Comment at least one business day prior to the meeting to ensure timely distribution to the Mayor and Commissioners.)

NOTE: The Town Commission meeting will recess at 12:00pm to conduct a closed-door Attorney Client session in the Town Hall Conference Room, which is estimated to last approximately one hour, but may continue as long as necessary to conduct the required business. The Town Commission will reconvene once the session has adjourned.

CONSENT ITEMS

1. Consent Agenda

Category A- To be reviewed and approved (as is or as edited) by the Town Commission

- a. Minutes of the September 9, 2024, Town Commission
- b. Minutes of the September 9, 2024, Tentative Millage and Budget Hearing
- c. Minutes of the September 12, 2024, Final Millage and Budget Hearing
- d. Fixed Asset Disposals

Category B- Other Informational Materials (No Action Required)

- a. Minutes of the August 15, 2024, Pension Board Meeting

PRIORITY MATTERS & PRESENTATIONS

2. South Florida Water Management District - Updates on Restoration Programs & Regional Activities - Drew Bartlett, Executive Director*
3. Ocean Rescue Proposed Facility - Martin County Commissioner Harold Jenkins and Fire Rescue

COMMISSION ACTION ITEMS

4. Ordinance No. 400 - Restoring Local Planning Agency (LPA) Authority - 2nd Reading
5. Comprehensive Plan / LDR Review Contract Agreement (Kimley Horn)
6. Commission and Board/Committee Vacancies
(Scholarship Committee - Missy Crisp; Impact Review Committee - Christina Whitney)
7. Capital Purchase Authorization
 - a. Public Safety Vehicle Authorization
 - b. Public Safety Marine Unit Authorization

ADDITIONAL COMMISSION MATTERS

8. Waterfront Setback Line Study Update
9. Septic to Sewer Discussion*
10. Town Manager Evaluation 2024 / Commission Objectives FY 2025
 - a. Town Manager Evaluation 2024
 - b. Commission Objectives FY 2025*
11. Short Term Rentals Discussion

STANDING REPORTS

12. Town Manager's Report
 - a. Vulnerability Assessment Update
 - b. Bipartisan National Railway Safety Act (S.576) & Consideration of Town Resolution No. 925 Supporting the National League of Cities (Kelly Layman)
13. Town Attorney Report*
14. Financial Report

15. Building Department Report

16. Public Safety

OTHER ITEMS

17. Meeting Dates

- *October 2, 2024 – Town Coffee with Mayor Townsend – 9AM*
- *October 2, 2024 – Beach Protection District – 10AM*
- *October 3, 2024 – Town Commission Meeting – 9AM*
- *November 5, 2024 – General Election – 7AM – 7PM (Island Room)*
- *November 5, 2024 – Town Coffee with Commissioner Warner – 9AM (Conference Room)*
- *November 5, 2024 – SMRU Board – 10AM (Conference Room)*
- *November 6, 2024 – Town Commission Meeting / Beach Protection District – 9AM*
- *December 4, 2024 – Town Coffee with Vice Mayor Field – 9AM*
- *December 4, 2024 – Beach Protection District – 10AM*
- *December 6, 2024- Town Commission Meeting – 9AM*
- *December 12, 2024 – Board/Committee Member/ Town Employee Appreciation Luncheon – 12PM*
- *March 18, 2025 – Municipal Election (3 seats)*

18. Other Items*

** No advanced materials provided*

TOWN COMMISSION

Penny Townsend, Mayor
Marshall Field VI, Vice Mayor
Anne Scott, Commissioner
Patricia Warner, Commissioner
Joseph Taddeo, Commissioner

ADMINISTRATIVE STAFF

Town Manager, Robert Garlo
Town Attorney, Thomas J. Baird
Town Clerk, Kimberly Kogos

TOWN VISION

The Town of Jupiter Island is a barrier island community, between the Indian River Lagoon and the Atlantic Ocean, where the beauty of nature will always dominate the presence of man. Our vision for the future is illustrated by the traditions of the past, formed by a community of caring individuals who, with imagination and heart, have combined the island's beautiful gifts of nature with those of tradition and family. Inherent in the character of the Town are tranquility, seclusion and safety. The residents of Jupiter Island will faithfully endeavor to preserve and nurture their unique community for all future generations

STATE MANDATED STATEMENT

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such

meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the Town prior to the meeting. Please contact the Town Hall, 2 Bridge Road, Hobe Sound, FL 33455, telephone (772) 545-0103.

**MINUTES
TOWN OF JUPITER ISLAND
TOWN COMMISSION MEETING
MONDAY, SEPTEMBER 9, 2024**

TIME: Monday, September 9, 2024 – 9:00 AM
PLACE: Town Hall Island Room – 2 Bridge Rd., Hobe Sound, FL
PRESENT: Present were Mayor Penny Townsend, Vice Mayor Marshall Field VI, and Commissioners Anne Scott, Patricia Warner and Joseph Taddeo. Also present were Town Manager Robert Garlo, Town Clerk Kimberly Kogos, Town Attorney Thomas Baird and IT Director Bill Sutton.

Mayor Townsend called the meeting to order at 9:01AM.

PLEDGE OF ALLEGIANCE

ROLL CALL

COMMENTS*

Mayor/Commissioner Comments*

Mayor Townsend stated the Town Vision Statement.

Commissioner Scott suggested a long meeting and asked all Commissioners to resist using their cell phones during the meeting.

a. Town Coffee Update

Commissioner Taddeo will report on the Town Coffee at the beginning of the Beach District meeting tomorrow.

b. Agenda Approval

Item 10 will be moved to Item 3A as there are visitors in attendance who plan to speak on the item.

MOTION: *Scott/Taddeo moved to approve the agenda, as amended.*

ACTION: *Motion passed 5-0.*

c. Other Comments

Public Comment (Non-Agenda Related)*

There were none.

CONSENT ITEMS

There were no comments regarding the Consent Agenda.

1. Consent Agenda

MOTION: *Taddeo/Field moved to approve the consent agenda.*

ACTION: *Motion passed 5-0.*

Category A- To be reviewed and approved (as is or as edited) by the Town Commission

- a. Minutes of the July 17, 2024, Town Commission

Category B- Other Informational Materials (No Action Required)

- a. Minutes of the May 29, 2024, Pension Board Meeting
- b. Minutes of the May 29, 2024, Jt. Town/SMRU Defined Contribution Plan Committee Meeting

PRIORITY MATTERS & PRESENTATIONS

2. Primary Election Special Outreach Acknowledgments*

External Affairs Consultant, Kelly Layman, provided background regarding the recent Martin County Commission election and the outreach taken by the Town pertaining to the election (i.e., reminders, referral to the Martin County Election website, and candidates forum). She acknowledged the team of individuals involved in the taping of the candidate forum and video production on the Town website.

Ms. Layman also noted a gift of *Five Thousand Years on the Loxahatchee* given to the vendor partners. The vendors and sponsors recognized were: CogniCare Neurocognitive; Alma Neurocognitive Specialty Group; and Alley, Mass, Rogers & Lindsay, P.A.

Ms. KC Ingram provided a few comments of gratitude to the Commission and Town.

Commissioner Scott asked about those participating remotely. IT Director Bill Sutton stated that there are 24 remote sign-ons.

COMMISSION ACTION ITEMS

3. Request for Waiver of Zoning in Progress (ZIP)

- a. 161 North Beach

Attorney Jared Gaylord provided a presentation to explain the request for ZIP waiver for the 161 North Beach property. He showed historical aerial photographs followed by site photos of the property and existing structure, noting significant structural deterioration. He displayed the property survey, original site plan and elevations, followed by the proposed site and elevation plan. He explained that if the request is not granted, construction would wait until May 2025 after the ZIP expires.

Commissioner Scott asked if the owners live in the home. Attorney Gaylord stated that the family uses the property as a weekend home, not their primary residence. He noted that the family has owned the property for over 20 years.

Commissioner Scott questioned if regular maintenance had been conducted throughout the years and explained that she did not understand the elevated damage of the property in question verses other surrounding properties. She also asked if the owners want to rebuild or repair.

Vice Mayor Field expressed concern over approving a waiver for a project that is not yet determined and does not present a hardship. Discussion ensued.

The Commission agreed that the request is premature. Attorney Gaylord withdrew the application.

b. 169 South Beach

Attorney Jared Gaylord provided a presentation to explain the request for ZIP waiver. He displayed aerial views of the existing residence and motor court followed by site photographs of the property and motor court. He displayed the property survey and proposed site plan noting the location of the proposed three-car garage. He also showed the proposed landscape plan including the property buffers.

Commissioner Scott noted that the owners have owned the property for over 20 years and does not see a hardship or urgency to construct at this time.

Vice Mayor Field noted that fundamentally, the proposed construction fits within the existing footprint and felt it is more in line with a reasonable request.

Commissioner Warner stated that she agrees with Vice Mayor Field but does not note a hardship. However, she feels that denying a resident progress on their existing property with a limited scope of work during a ZIP may not be the right thing to do.

Mayor Townsend asked Building Director Harding if the applicant would realistically have the approvals to begin construction on May 1, 2025, without a waiver.

Director Harding explained the regular construction season and the process for preparing for that construction. Discussion ensued.

MOTION: *Field/Taddeo moved to approve the request for Zoning in Progress waiver for 169 South Beach.*

ACTION: *Motion passed 3-2 with Commissioners Scott and Warner dissenting.*

4. Ordinance No 394 - Home Based Businesses - 2nd Reading

Director Harding stated that the ordinance changes the reference from occupational licenses to business tax receipts and incorporates home-based businesses into the business tax section.

Commissioner Warner asked about temporary sales events, such as a trunk show. Town Manager Garlo stated that such events are not prohibited.

Discussion ensued regarding state regulations.

Mayor Townsend asked about business tax. Director Harding confirmed the business tax license would either need to be registered with the town or the county. If they do register with the county, they have to provide that license and have it visible in their operation.

Town Attorney Baird read Ordinance 394 by title only:

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, AMENDING CHAPTER 6, ARTICLE III OF THE TOWN'S CODE OF ORDINANCES TO DELETE THE USE OF THE TERM "OCCUPATIONAL LICENSES" AND REPLACE IT WITH "BUSINESS TAX"; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.

MOTION: *Field/Taddeo moved to approve and adopt Ordinance No 394 on second reading.*

ACTION: *Motion passed 5-0.*

5. Ordinance No 398 - Amending Administrative Review of Building Applications - 2nd Reading

Director Harding explained that this ordinance removes interior renovations and adds ADA accommodations.

Commissioner Scott asked how the Town might avoid abuse of this ordinance and what safeguards the Town might have. Director Harding stated that it has to go through the Building Department and be reviewed with good judgment.

Commissioner Scott summarized that the safeguards are as good as the Building Department is.

Mayor Townsend noted that this ordinance pertains only to interior minor construction. Discussion ensued.

Town Attorney Baird read Ordinance 398 by title only:

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, AMENDING APPENDIX A OF THE CODE OF ORDINANCES TO AMEND ARTICLE X, DIVISION 1, SECTION 1 TO PERMIT APPLICATIONS FOR ACCOMMODATIONS UNDER AMERICANS WITH DISABILITIES ACT TO BE REVIEWED ADMINISTRATIVELY; PROVIDING FOR REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.

MOTION: *Field/Taddeo moved to approve and adopt Ordinance No. 398.*

ACTION: *Motion passed 5-0.*

6. Ordinance No 399 - Amending Alternative Development Standards Regarding Fill - 2nd Reading

Director Harding explained that the second reading addresses Section E, which regulates fill on a property. Previously, the ordinance allowed choosing between two criteria: visibility from adjacent properties or necessity of the fill. This created issues, so the "or" was changed to "and" to require both conditions be met.

Town Attorney Baird read the Ordinance 399 by title only:

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, AMENDING APPENDIX A, ARTICLE X, DIVISION 3, SECTION 3.02 ENTITLED "PLACEMENT OF MORE THAN

THREE FEET OF FILL"; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.

MOTION: *Scott/Warner moved to approve and adopt Ordinance No. 399.*

ACTION: *Motion passed 5-0.*

7. Ordinance No 390 - Adopting Property Rights Element - Second 2nd Reading

Director Harding stated that the Town Commission previously adopted Ordinance 390 in May of 2024. However, since the ordinance was not submitted to the State's Department of Commerce within the required 10 days, the Town will need to readopt the ordinance and submit it through the State's transmittal portal.

Town Attorney Baird read Ordinance 390 by title only:

AN ORDINANCE OF THE TOWN OF THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, ADOPTING AN AMENDMENT TO ITS COMPREHENSIVE PLAN TO ADD A PROPERTY RIGHTS ELEMENT.

MOTION: *Taddeo/Field moved to approve readopting Ordinance No. 390 as presented.*

ACTION: *Motion passed 5-0.*

8. Potential Merger of Alternative Development Standards (ADS) with the Land Development Regulations (LDR)

Director Harding explained the potential merger of the ADS and the LDR and highlighted the key changes. She noted that these changes do not affect the work of the Board of Adjustment, as the alternate development standards have simply been moved to a different section of the LDRs.

Mayor Townsend explained that to address the gap between the BOA and IRC, alternative development standards were merged into the Land Development Regulations (LDRs). The only exception is fences and walls for pools, which are not treated as a variance. All other cases now require a variance from the BOA, using the same language from the previous alternative standards but with a higher level of review.

Commissioner Scott continued to express concern, stating that BOA decisions should be advisory. She questioned the role of the Commission, noting that with the BOA handling these tasks, it raises the question of what their responsibilities will be if this is no longer their job.

Commissioner Warner noted that docks and crossovers do not need to be included in the core residential district section since there is no waterfront.

Mayor Townsend confirmed it will come back as an ordinance.

9. Ordinance No 400 - Restoring Local Planning Agency (LPA) Authority - 1st Reading

Director Harding explained Ordinance No. 400 that would restore the authority and duty of the Local Planning Agency to convene as needed.

Town Attorney Baird read Ordinance 400 by title only:

AN ORDINANCE OF THE TOWN OF THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, AMENDING ARTICLE 1, DIVISION 111, SECTION 3.00 B 1 "LOCAL PLANNING AGENCY" TO AMEND THE AUTHORITY AND DUTY OF THE LOCAL PLANNING AGENCY; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.

MOTION: *Field/Scott moved to approve Ordinance No. 400 on 1st reading as presented.*

ACTION: *Motion passed 5-0.*

10. Comprehensive Plan / LDR Review RFP 2024 - 09

This item was heard after Item 3b.

Assistant Town Manager and Director John Duchock provided background pertaining to the request for proposal (RFP) # 2024-09, explaining the solicitation and process for selection. He announced the results of the selection committee, noting the company that was chosen is Kimley-Horn. He stated that Adam Kerr and Ali Palmer are present to represent Kimley-Horn and provide information regarding their firm.

The Town Commission recessed at 10:07 AM.

The Town Commission reconvened at 10:10 AM.

Ms. Ali Palmer, Project Manager with Kimley-Horn, provided background information regarding the firm and project team. She explained their commitment to the project.

Commissioner Scott asked if Kimley-Horn is involved in the project in Fort Walton Beach as referenced in Friday's Wall Street Journal. Ms. Palmer said not to her knowledge but stated she would confirm.

MOTION: *Scott/Warner moved to approve entering into contract discussion with Kimley Horn.*

ACTION: *Motion passed 5-0.*

11. Finance Matters

- a. Approval of the 2024-2025 Property, Casualty, and Ancillary Insurance Policies

Director Matthew Pazanski explained that this approval is for the property and casualty insurance policies with the League of Cities, along with some ancillary policies with smaller vendors. The League of Cities issued the renewal, showing a 27% increase this year. A property survey, required periodically, revealed a 50% increase in asset values, from \$22 million to \$30 million, contributing to the rise in premiums. Property premiums increased by 44%, general liability by 19%, workers' compensation by 7%, auto insurance by 10%, and ancillary coverages by 6%.

Commissioner Taddeo asked if it would be worth self-insuring. Director Pazanski explained different options.

MOTION: *Scott/Field moved to approve recommendation as presented.*

ACTION: *Motion passed 5-0.*

b. Approval of 2024-2025 Employee Insurance Benefits

Director Pazanski explained that he worked with the Gehring Group to provide the best potential employee insurance benefits noting that Florida Blue was the only company that responded to the solicitation. Director Pazanski reviewed the coverage in summary with an increased amount of \$129,600, and the cafeteria coverage of \$152.08 per month per eligible employee.

Director Pazanski reviewed the recommendation for fiscal year 2024-2025.

MOTION: *Field/Taddeo moved to approve as presented.*

ACTION: *Motion passed 5-0.*

c. Resolution No. 923 - Amending the General Fund Budget FY 2024

Director Pazanski explained unexpected additional expenditures that occurred during the current fiscal year. He asked for a total budget amendment of \$828,030.

Vice Mayor Field explained the current A/C condition. He added that a professional property manager would be beneficial. Town Manager Garlo stated that this is in process.

Commissioner Scott addressed comments from a resident regarding the increased legal fees. She requested a comparison of legal fees this year compared to previous years (10 years) so they may answer resident questions. Discussion ensued regarding the growing fees.

MOTION: *Field/Warner moved to approve Resolution No. 923 as presented.*

ACTION: *Motion passed 5-0.*

d. FY 2024-2025 Tentative Annual Budget

Director Pazanski provided information regarding the proposed annual budget for fiscal year 2025. He explained that this information will be presented this evening at the first budget hearing at 5:01 PM and again on Thursday, September 12, at 5:01 PM. He reviewed details of the budget proposal, explaining that the proposed budget is \$13,040,781, noting the 2025 Fiscal Year Ad Valorem revenues and added the COLA increase of 5% without a merit increase.

Vice Mayor Field noted that the Town Manager should have the liberty of granting merit increases in addition to COLA. Commissioner Taddeo expressed agreement that merit increases are given to provide employees with an incentive to high performance.

Director Pazanski reviewed the additional budgeted expenses and detail.

Director Pazanski reviewed the 5-year Capital Plan, the Electric Debt, and the Beach Protection District Budget. In summary, the proposed millage rates are:

- Town 2.7887 mills
- Beach .9593 mills
- Electric Debt .2472 mills

- e. Resolution No 924 - Approval of Proposed Pension Board Investment Policy Statement (IPS) Revisions

Director Pazanski introduced the Town's financial advisor, P.J. Gardner of AGW Advisors. Mr. Gardner explained the changes in the Investment Policy Statement (IPS) that were presented to and approved by the Pension Board. Discussion ensued regarding potentially losing the ability to adapt to variable environments. Mr. Gardner explained that the Board will continue to monitor the activity and provided additional detail pertaining to being prepared for various environments.

MOTION: *Scott/Taddeo moved to approve Resolution No. 924 as presented.*

ACTION: *Motion passed 5-0.*

Commissioner Scott noted that this process is exactly how the Town Commission should conduct business and make policy. She explained the process of the professional bringing forward a recommendation from the Board and the Commission reviewing and approving or denying.

ADDITIONAL COMMISSION MATTERS

12. Waterfront Setback Line Study Update

Director Duchock introduced the agenda item and explained that the project manager is present to present the Task 2 Technical Report and their recommendation.

Ms. Jennifer Bistyga of Cummins Cederberg reviewed Task 2 of the Project Scope of Work, Data Analysis and Assessment of Setback Criteria. She explained that the company is now moving into Task 3 which includes preliminary maps and field verifications. She explained that the study focused on 12 R-Monument locations stretched across the Town's shoreline to conduct the data analysis.

Mr. Jordan Cheifet, P.E., reviewed the following five components analyzed:

- Nourished vs. Non-Restored beach
- Shoreline Change Rate (SCR)
- Seasonal High Water Line (SHWL) to Mean High Water Line (MHWL) distance
- Credit years (remaining life of nourishment project)
- Once calculated, 30-YEP (Year Erosion Projection) distance is added landward of either the ECL (nourished beach) or the SHWL (non-restored beach).

The equation for the 30-YEP for Nourished Beaches is:

$$30\text{-YEP} = -(\text{SCR}) \times (30 \text{ years} - \# \text{ years Credit}) + (\text{SHWL to MHWL distance-pre project})$$

The equation for the 30-YEP for Non-restored Beaches is:

$$30\text{-YEP} = -(\text{SCR}) \times (30 \text{ years})$$

Discussion ensued regarding the 30-year Erosion Line and a plan going forward.

Mr. Cheifet continued by reviewing the Town's beach nourishment history and sand placement areas. Director Duchock explained that sand moves north to south and adjusts offshore as well. Vice Mayor Field was interested in reclaiming some of the sand going forward. Director Duchock provided information regarding the current and potential borrow sites. He stated that he could bring back more information on sustainability.

Mr. Cheifet reviewed the SCR, the SHWL compared to the MHWL distance, Coastal Armoring, and

nourishment project credit years. He reviewed the 30-YEP related variables and calculated results as well as sea level rise scenarios.

Mr. Cheifet discussed reconsideration of the dune setback criteria including:

- Florida Statute defines primary dune as "first natural or manmade mound or bluff of sand which is located landward of the beach and which has significant vegetation, height, continuity, and configuration the offer protective value
- Primary dune or Primary Frontal Dune (PFD) is significant in CCCL Program
- Town has relatively well-defined dune along majority of shoreline
- Locations of dune crest, toe and heel are variable, diverse geometries

He explained the proposed approach as:

- Establishment of dune line will use ecological and engineering judgement
- Dune line will be preferentially established along relatively continuous features
- Aerial interpretation of the change in vegetation (ecotone) between dune grass and coastal strand vs other upland veg and landscaping
- PFD heel will be determined using slope changes, where appropriate based on dune geometry

Discussion ensued regarding a changing line vs. fixed line.

Mr. Cheifet explained that they will combine the ecological aspects of the dune feature with engineering through a multi-layered approach. Using the collected data, they will create preliminary maps. As the next step, they will conduct field visits to verify that the preliminary lines accurately represent the dune features at specific locations. This will include ground truthing and updated surveys to ensure the use of the most recent available data.

Mr. Cheifet reviewed the following recommendations:

- Reconsideration of Town Criteria 1:
 - 50 ft. landward of MHWL (consistent with DEP)
- Reconsideration of Town Criteria 4 and 5:
 - Line of Sight and Avg MHW Setback associated with conforming building within 1,000 feet.

Mr. Cheifet summarized the following Assessment of Setback Criteria:

- Town's Existing Setback Criteria
 - 50 ft. landward of the mean high water (MHW)
 - 50 ft. landward of the dune (+14')
 - 50 ft. landward of existing seawall/coastal structure
 - Line of sight between closest habitable conforming buildings within 1,000 ft.
 - Average setback from MHW of closest conforming buildings within 1,000 ft.
- Potential Alternatives to Setback Criteria
 - 50 ft. landward of Erosion Control Line (ECL)
 - 50 ft landward of dune line
 - Remove coastal structure criterion
 - Line of Construction for major habitable buildings
 - Town-wide 30-YEP
 - 25-year storm erosion
 - CCCL General Permit Line

Mr. Cheifet added preliminary mapping and field verification will be done in consultation with the

Town. After completion of preliminary mapping, ten parcels will be identified for field verification. He noted Task Force will include final mapping and summary report.

Town Manager Garlo asked if the state's methodology for permit applications is contemplated within the study. Mr. Cheifet confirmed they have met and presented the proposed methodologies three times with the State, and they agreed it is consistent with their application review.

Mayor Townsend spoke about the regularity of 100-year storm events.

Commissioner Scott summarized that they need to provide something that the residents can rely on and decide on specific criteria to define the line.

Commissioner Warner asked for an executive summary per se to provide residents with a layperson's response to the question as to why the Town is conducting another setback line study. Director Duchock will bring additional information to the Town Commission during tomorrow's Beach District meeting.

The Town Commission recessed at 12:28 PM for a lunch break.

The Town Commission reconvened at 12:48 PM.

STANDING REPORTS

13. Town Manager's Report

- a. Florida League of Cities and Treasure Coast Regional Planning Council Updates* (Kelly Layman)

Ms. Layman provided an update of the Treasure Coast Regional Planning Council appointment rotation for general reference.

She continued by reviewing the current Martin County work projects which includes the Western Lands Study - Collecting and reviewing previous studies done in the western area of Martin County, along with other projects.

Vice Mayor Field asked about the MPO and the Town's request to be included on the voting board. Town Manager Garlo stated he and Ms. Layman would reach back out to the MPO.

Ms. Layman reviewed the Florida League of Cities 2024 Annual Conference. She noted that the legislative policy committees for the upcoming session will be in October, November and December (final priorities and full board vote). This year, the legislative session will occur March - May 2025.

Ms. Layman added a discussion item regarding water quality stations within the town limits. She stated that there are currently two stations within Town limits and is working on making these stations for toxic algae as well. These stations are currently maintained by the Water Management District, not DEP.

Ms. Layman reviewed the map of weekly site visits for blue-green algae. Commissioner Scott suggested a presentation to the Commission regarding toxic blue green algae and the health threat. Ms. Layman stated that the Town could send support to a current Environmental Protection Agency petition. Town Manager Garlo suggested inviting Mr. Perry to an upcoming commission meeting.

- b. 2024 Primary Election Results, Martin County Elections* (Kelly Layman)

Ms. Layman reviewed the recent Martin County Primary Election results. She noted the elected county commission consists of Eileen Vargas (District 1), Blake Capps (District 3), Edward Ciampi (District 5).

and Marsha Powers (District 2) and Brian Moriarty (District 5) for School Board; Laura Giobbi and Sean Reed for the City of Stuart; and Phyllis Waters Brown (Janet Hernandez) for the Village of Indiantown. Additionally, Rick Scott and Brian Mast will go to the State-wide November ballot.

Ms. Layman added that she provided a letter on the dais from a close friend of Nathaniel Reed commending a non-profit for ongoing conservation work and national-level exhibit. The Commission agreed to sign the letter.

Mayor Townsend noted that she is unable to attend the September 18th Treasure Coast Regional League of Cities. No other Commissioners are able to attend.

c. Town Manager Evaluation

Commissioner Taddeo stated that the Commission asked him to bring back criteria for an evaluation. He explained the 2-part evaluation that he put together with Town Manager Garlo. He noted that the first portion is based on his job description as laid out in the Town Charter, and the second portion is based on his personal accomplishments as well as those of the Town Directors, which the Town Manager submits to the Town Commission. The Commission then can review the goals and objectives of the Town staff and add to it or edit as a group.

Mayor Townsend summarized that the Commissioners will review the submitted accomplishments and evaluate. The Town Manager will bring forward his objectives and goals to the October meeting. The Commission agreed. Commissioner Taddeo stated that the Commission can in turn set forth objectives for the upcoming year.

d. Legal Representation Expenses

Town Manager Garlo stated that former Commissioner Collins provided legal fees that have been incurred in accordance with depositions pertaining to their tenure on the Commission. He explained that Former Commissioner Collins had requested Town representation, and it was denied. Upon review, he noted they are appropriate expenses.

MOTION: *Taddeo/Field moved to approve reimbursement of expenses incurred by former Commissioner Collins.*

ACTION: *Motion passed 5-0.*

e. Other Items*

Town Manager Garlo noted that merit compensation has been completed.

He also mentioned the recent activity related to Jonathan Dickinson State Park (JDSP). Mayor Townsend explained that she sent a letter to Senator Marco Rubio regarding the matter. She stated that the Governor has tabled the matter, and the Town is currently monitoring the situation.

Vice Mayor Field explained that he felt an individual response is inappropriate and would have preferred an emergency meeting of the Commission to discuss and come to a group decision. Mayor Townsend stated that she acted in accordance with legal counsel and is in agreement with the Commission's request to call for an emergency meeting going forward.

Ms. Layman read the Town's 2011 Resolution related to the same state park matter. The Commission asked to bring forward a new resolution (November) regarding the Town's position on the JDSP matter.

Town Manager noted that Commissioner Scott may not be able to attend the September 12, 2024 2nd Budget Hearing in person, and requests remote participation if she is not able to make the meeting.

MOTION: *Field/Taddeo moved to permit Commissioner Scott to participate remotely at the September 12, 2024 5:01pm 2nd Budget Hearing*

ACTION: *Motion passed 4-0. Commissioner Scott did not vote.*

14. Town Attorney Report

a. Short-Term Rentals

Town Attorney Baird discussed the memo on short-term rentals and explained that the state has preempted local regulation. A recent bill that would have given local governments more regulatory control did not pass. During his review, he spoke with the Palm Beach Shores town attorney, whose town adopted an ordinance that, while not prohibiting short-term rentals, makes the process more difficult for individuals. He suggested presenting this ordinance to staff and, with the Commission's approval, potentially bringing it back for discussion and consideration as a future ordinance.

Commissioner Scott noted that there have always been short term rentals on the Island. She explained that she does not want to discourage residents who rent to family members or friends for 1-2 weeks per year but would like to discourage VRBO-style rentals.

b. Other Items*

Town Attorney Baird stated that in the case of Feldsine/Dolphin Suite vs Townsend, the plaintiffs have amended the complaint to add the Town in the complaint. Mr. Rob Wilkins of Jones Foster will represent the Town in this matter.

Mayor Townsend recommended an Attorney Client session on October 3 to discuss the notice case and possibly the abandonment case.

15. Finance Department Report

a. Monthly Financial Report

Director Pazanski reviewed the monthly financial report with total revenues at \$12,706,535 and expenditures at \$8,911,185.

No questions or comments were presented.

b. Other Items*

16. Building Department Report

Director Harding reviewed the Building Department Reports and Code Compliance Reports. Vice Mayor Field expressed approval of the new reporting system.

- a. Building Department Reports
- b. Code Enforcement Report
- c. BOA/IRC Chair Update

Director Harding reviewed the survey of the IRC, BOA and LPA as to who should appoint the Chairperson of each Board/Committee. In summary, the majority of the IRC and BOA prefer the Mayor

to choose the Chairperson, while the LPA prefers the members to choose the Chair.

d. Other Items*

There were no other items.

17. Public Safety Department Report

a. PSD Activity Report

Chief Ewing reviewed the Public Safety Department activity report. He mentioned the recent house fire on the Island and noted the quick and successful response. He also reported on the recent mail fraud case which was turned over to the Postmaster who is heading up the investigation. He noted there has not been a lot of information provided regarding the case.

Discussion ensued regarding traffic stops and uninsured drivers, which morphed into a conversation regarding companies who should E-Verify their employees.

b. Other Items*

There were no other items.

18. Public Works Report

a. Road Improvements Recap*

Director Stuart Trent provided an update on the recent road work on various side streets on the Island as well as the entrance to Bon Aire Subdivision.

He also noted that the US 1 bridge is expected to have one lane open in each direction by November, with all lanes scheduled to open by the spring.

b. Other Items*

There were no other items.

OTHER ITEMS

19. Meeting Dates

- September 9, 2024 – 1st Budget Hearing – 5:01 PM
- September 10, 2024 – Town Coffee with Commissioner Taddeo – 9AM
- September 10, 2024 - SMRU Board – 10:00AM PM
- September 10, 2024 – Beach Protection District – Directly following SMRU Board
- September 12, 2024 – 2nd Budget Hearing – 5:01PM
- October 2, 2024 – Town Coffee with Mayor Townsend – 9AM
- October 2, 2024 – Beach Protection District – 10AM
- October 3, 2024 – Town Commission Meeting – 9AM
- November 5, 2024 – Town Coffee with Commissioner Warner – 9AM
- November 5, 2024 – SMRU Board / Beach Protection District – 10AM
- November 6, 2024 – Town Commission Meeting – 9AM
- March 18, 2025 – Municipal Election (3 seats)

a. Potential Scheduling of Additional Meeting Dates

The Town Commission discussed the December meeting dates and agreed to the following:

-December 4, 2024 – Town Coffee with Vice Mayor Field / Beach Protection District– 9AM

-December 6, 2024 – Town Commission Meeting and Employee Luncheon– 9AM

20. Other Items*

Mayor Townsend announced that Charlotte Johnson has resigned from the Scholarship Committee. She also noted one vacancy each on the IRC and BOA.

The Town Commission adjourned 2:30 PM.

Respectfully submitted,

Kimberly Kogos, Town Clerk

**MINUTES
TOWN OF JUPITER ISLAND
TOWN COMMISSION MEETING
MONDAY, SEPTEMBER 9, 2024**

TIME: Monday, September 9, 2024 – 5:01 PM
PLACE: Town Hall Island Room – 2 Bridge Rd., Hobe Sound, FL
PRESENT: Present were Mayor Penny Townsend, Vice Mayor Marshall Field VI, and Commissioners Anne Scott, Patricia Warner and Joseph Taddeo. Also present were Town Manager Robert Garlo, Town Clerk Kimberly Kogos, Town Attorney Thomas Baird and IT Director Bill Sutton.

PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC HEARING

1. Open Public Hearing

Mayor Townsend called the Public Hearing to order at 5:01pm.

- a. Percentage Change in Millage Rates Over/Under the Rolled-Back Rates Necessary to Fund the FY 2024-2025 General Fund Operating Budgets

Finance Director Matthew Pazanski stated that the Town has a rolled back rate of 2.5693. The proposed 2025 millage rate of 2.8086 is a 9.31% increase over the rolled back rate. This millage will generate \$9,927,402 in budgeted Ad Valorem.

- b. Discussion of the FY 2024-2025 General Fund Operating Budgets

Director Pazanski reviewed the proposed 2024-2025 Budget Revenues and various Expenditures in the amount of \$13,040,781.

Discussion ensued regarding the increased tax rate and the level of service expectation. It was noted that only 20-25% of the taxes paid by the residents are used for Island services while the remainder is paid to the County and School Board.

- c. Public Comments*

The floor was opened for public comments. There were no public comments. Public comment was closed.

2. Close Public Hearing

The public hearing was closed.

3. Adopt Tentative FY 2024 - 2025 General Fund Millage Rates

Mayor Townsend stated that the Town's General Fund has a rolled back rate of 2.5693 with a proposed millage rate of 2.8086. He explained that the Town proposes to adopt a tentative 2024-2025 General Fund millage rate of 2.8086 mills.

MOTION: *Vice Mayor Field/ Commissioner Taddeo moved to adopt the tentative millage rate of 2.8086.*

ACTION: *Motion passed 5-0.*

MOTION: *Commissioner Taddeo/Commissioner Warner moved to approve and adopt the tentative budget of \$13,040,781 for FY 2024-2025.*

ACTION: *Motion Passed 5-0*

Director Pazanski reviewed the tentative budget and millage rates for the Electric Debt Fund for FY 2024-2025, explaining the recommended .2273 millage rate is 8.05% less than the current year's rate of .2472. He added the recommended budget for this fund is \$802,512 which is scheduled to be paid off in 2028.

MOTION: *Vice Mayor Field/Commissioner Warner moved to approve the Electric Debt Fund tentative millage rate of .2273 as presented.*

ACTION: *Motion Passed 5-0.*

MOTION: *Vice Mayor Field/Commissioner Warner moved to approve the Electric Debt Fund tentative budget of \$802,512 for FY 2024-2025.*

ACTION: *Motion Passed 5-0.*

Director Pazanski explained the tentative budget for the Beautification and Conservation Funds for FY 2024-2025 in the amount of \$200,000 (\$150,000 and \$50,000 respectively). Discussion ensued regarding the Ficus Alée and an ongoing landscaping plan and ongoing maintenance of the Town's 45 acres.

MOTION: *Vice Mayor Field/Commissioner Taddeo moved to approve the tentative Beautification and Conservation Funds budget of \$200,00 for FY 2024-2025.*

ACTION: *Motion Passed 5-0.*

4. Adopt Tentative FY 2024 - 2025 General Fund Operating Budgets

This section was discussed in conjunction with the tentative millage rate proposal.

5. Other Items*

There were no other items discussed at this time.

The meeting was adjourned at 5:16pm.

Respectfully submitted,

Kimberly Kogos, Town Clerk

**MINUTES
TOWN COMMISSION MEETING
FINAL MILLAGE AND BUDGET PUBLIC
HEARING SEPTEMBER 12, 2024
5:01 P.M.**

TIME: Thursday September 12, 2024 – 5:01 p.m.

PLACE: Town Hall Island Room – 2 Bridge Rd., Hobe Sound, FL

PRESENT: Present were Mayor Penny Townsend, Vice Mayor Marshall Field, VI, Commissioners Joseph Taddeo and Patricia Warner, Finance Director and Human Resources Director Matthew Pazanski, IT Director Bill Sutton, Town Attorney Thomas Baird and Administrative Assistant Deb Sperco.

REMOTELY: Commissioner Anne Scott (pre-approved)

1. Pledge of Allegiance

Mayor Townsend called the Public Hearing to order at 5:01 PM.

2. Open Public Hearing

a. Discussion – Percentage Change in Proposed Millage Over/Under the Rolled-Back Rate Necessary to Fund the FY 2024-2025 General Fund Operating Budgets

Finance Director Pazanski stated that the Town has a Rolled Back rate of 2.8086 which is a 9.31% increase over the rolled back rate of 2.5693. This millage will generate an estimated \$9,927,402 in Ad Valorem revenue.

In response to a previous inquiry from Commissioner Scott, Director Pazanski clarified Town Residents pay 23.55% of their tax bill to the Town according to the TRIM Notice.

b. Discussion of the 2024-2025 General Fund Operating Budgets

Director Pazanski reviewed the proposed 2024-2025 Revenues and Expenditures in the amount of \$13,040,781. Director Pazanski proposed the FY 2024-2025 Electric Debt Service Fund Millage Rate of .2273, a Budget of \$802,512; the Beautification and Conservation Funds annual Budgets for FY 2024-2025 is \$200,000.

c. Public Comments

The floor was opened for public comments. There were no public comments.

3. Close Public Hearing

Town Manager Townsend closed public hearing.

4. Resolution No. 918 – Adopt Final Millage FY 2024-2025– General Fund Millage Rates

Mayor Townsend read Resolution No. 918 by title only:

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, ADOPTING THE GENERAL FUND MILLAGE RATE FOR THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, FOR FISCAL YEAR 2024/2025; PROVIDING FOR AN EFFECTIVE DATE.

MOTION: *Vice Mayor Field/Commissioner Taddeo moved to adopt Resolution No. 918 and the final millage rate for the General Fund of 2.8086 mills for fiscal year 2024-2025 beginning October 1, 2024.*

ACTION: *Motion passed 5-0.*

4. Resolution No. 919 – Adopt Final FY 2024-2025 Annual Budgets

Town Manager Townsend stated that the Town proposes to tentatively adopt the 2024-2025 General Fund Operating Budget in the amount of \$13,040,781. She read Resolution No. 919 by title only:

A RESOLUTION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, ADOPTING THE BUDGET NECESSARY TO FUND THE GENERAL FUND FOR THE 2024/2025 FISCAL YEAR; PROVIDING AN EFFECTIVE DATE.

MOTION: *Vice Mayor Field/Commissioner Taddeo moved to adopt Resolution No. 919 and the General Fund Operating Budget for fiscal year 2024-2025 in the amount of \$13,040,781 and the Electric Debt Service Fund Annual Budget for fiscal year 2024-2025 at \$802,512, and the Annual Budget for fiscal year 2024-2025 for the Beautification Fund in the amount of \$150,000, and the Conservation Fund in the amount of \$150,000.*

ACTION: *Motion passed 5-0.*

5. Other Items

No other items were discussed.

6. Adjournment

Mayor Townsend adjourned the meeting at 5:07 p.m.

Respectfully submitted,

Kimberly Kogos, Town Clerk

TOWN OF JUPITER ISLAND

TO : Mayor and Commissioners
FROM : Danielle Losquadro, Senior Accountant
RE : Fixed Asset Disposals
DATE : 09/24/24



The Town of Jupiter Island's Accounting Policy and Procedure Manual and Florida Statute 274.07 require Town Commission authorization for the disposal of Town assets. Attached is a listing of assets that have been identified as obsolete, replaced, lost/stolen, or inefficient. After the Commission's authorization, assets will be recorded as disposed in the Fixed Asset Module. Assets will be disposed of in accordance with Town policy. Disposal methods include sale by auction, donation, or scrapping.

Town of Jupiter Island/South Martin Regional Utility
Asset/Inventory Disposal Listing
October 3, 2024

ASSET INFORMATION

Date Added	Location	Asset/Inventory/ Surplus	Asset ID#	Quantity	Description #1	Manufacturer	Model #	Serial #	Estimated Salvage Value	Disposal Method
9/24/2024	Beach	Asset	100328	1	Prof Svcs Eng Consultants (FY10)		N/A	N/A	\$ -	Obsolete
9/24/2024	Beach	Asset	100329	1	Reef Monitoring (FY10)		N/A	N/A	\$ -	Obsolete
9/24/2024	Beach	Asset	100330	1	Dune Restoration (FY10)		N/A	N/A	\$ -	Obsolete
9/24/2024	Beach	Asset	100331	1	Beach Renourishment (FY10)		N/A	N/A	\$ -	Obsolete
9/24/2024	Beach	Asset	100339	1	Beach-Engineering Consultants (FY11)	Multiple	N/A	N/A	\$ -	Obsolete
9/24/2024	Beach	Asset	100340	1	Beach Study (FY11)	Multiple	N/A	N/A	\$ -	Obsolete
9/24/2024	Beach	Asset	100341	1	Turtle Monitoring (FY11)	Multiple	N/A	N/A	\$ -	Obsolete
9/24/2024	Beach	Asset	100342	1	Reef Monitoring (FY11)	Multiple	N/A	N/A	\$ -	Obsolete
9/24/2024	Beach	Asset	100364	1	Beach Renourishment Project (FY12)	Multiple	N/A	N/A	\$ -	Obsolete
9/24/2024	Beach	Asset	100403	1	Dune Restoration-South of Blowing Rocks (FY13)	Multiple	N/A	N/A	\$ -	Obsolete
9/24/2024	Beach	Asset	100447	1	Dune Restoration-600 Block (FY14)	Multiple	N/A	N/A	\$ -	Obsolete
9/24/2024	Beach	Asset	100527	1	Beach Renourishment Project 2016	Multiple	N/A	N/A	\$ -	Obsolete
9/24/2024	Beach	Asset	100635	1	Dune Restoration 2018	Multiple	N/A	N/A	\$ -	Obsolete
9/24/2024	Beach	Asset	100640	1	Beach Renourishment Proj 2019	Multiple	N/A	N/A	\$ -	Obsolete
9/24/2024	Public Safety	Asset	422638	1	Computer, Dell Optiplex 990	DELL	OPTIPLEX 990	FT7N9Z5	\$ -	Cannibalization
9/24/2024	Public Safety	Asset	412100	1	Computer, Dell Optiplex 755	DELL	OPTIPLEX 755	1H745H1	\$ -	Cannibalization
9/24/2024	Public Safety	Asset	100679	1	Computer, Dell Optiplex 9020	DELL	OPTIPLEX 9020	287HW22	\$ -	Cannibalization
9/24/2024	Public Safety	Asset	422521	1	Computer, Dell Optiplex 980	DELL	OPTIPLEX 980	DLW772S	\$ -	Cannibalization
9/24/2024	Public Safety	Asset	100645	1	Computer, Dell Optiplex 9010	DELL	OPTIPLEX 9010	54SVV1	\$ -	Cannibalization
9/24/2024	Public Safety	Asset	100557	1	Computer, Dell Optiplex 990	DELL	OPTIPLEX 990	3SNHHS1	\$ -	Cannibalization
9/24/2024	Public Safety	Asset	UNKNOWN	1	Laptop, Dell Pp18L	DELL	PP18L	HV1YD1	\$ -	Cannibalization
9/24/2024	Public Safety	Asset	UNKNOWN	1	Computer, Inspiron	DELL	INSPIRON	BTT2552	\$ -	Cannibalization
9/24/2024	Public Safety	Asset	UNKNOWN	1	Laptop, Dell Elitebook 8460P	DELL	ELITEBOOK 8460P	MXL1460HTP	\$ -	Cannibalization
9/24/2024	Public Safety	Asset	UNKNOWN	1	Laptop, Dell Elitebook 8460P	DELL	ELITEBOOK 8460P	MXL21509GQ	\$ -	Cannibalization
9/24/2024	Public Safety	Asset	100367	1	Laptop, Dell Latitude E6420	DELL	E6420	44LC7R1	\$ -	Cannibalization
9/24/2024	Public Safety	Asset	100620	1	Server, Nice Record/Playback Upgrade	NICE	MICE4U-2017	S15270427529240	\$ -	Cannibalization

**MINUTES
TOWN OF JUPITER ISLAND
PENSION PLAN COMMITTEE MEETING
THURSDAY, AUGUST 15, 2024**

TIME: Thursday, August 15, 2024

PLACE: Town Hall Conference Room – 2 Bridge Road, Hobe Sound, FL

PRESENT: Town Manager Robert Garlo, Finance Director Matthew Pazanski and Assistant Town Manager/Beach Protection Director John Duchock.

Present by conference call were Chair Ged Parsons and Member Craig Donaldson

Chair/Committee Member Parsons called the meeting to order at 9:02 a.m.

1. **Approval of Minutes**

Chair Parsons called for a motion to approve the minutes of the May 29, 2024, meeting. Member Duchock noted a few edits that include primarily names, but nothing of meeting substance.

MOTION: *Garlo/Duchock moved to approve the minutes of the May 29, 2024, Pension Board meeting as edited.*

ACTION: *5-0 motion passed.*

Member Pazanski briefly discussed the forthcoming Request for Proposal (RFP) for investment advisor and administrative services. He also introduced Senior Accountants Danielle Losquadro and Tim Wood who are sitting in on the meeting today. Mr. Jimmy Robbins, AGW Associate Advisor, introduced himself and noted that he is assisting Mr. Gardner today.

2. **AGW Capital Advisors, Inc.**

Mr. Gardner greeted the Board. He reviewed the Capital Market Indices and noted how tight the market has been. He explained a few primary matters affecting the market including the rising cost of capital, the labor market, and deglobalization, inferring that we may not be “out of the inflation woods” just yet.

Mr. Gardner proceeded to briefly review the portfolio beginning with the last quarter followed by year-to-date calculations and reviewed the investment portfolio performance by category and manager. He explained notable positive changes as of last night.

Discussion ensued regarding the short-term future landings.

Mr. Gardner reviewed the Town’s portfolio recommendations and provided rebalancing considerations. He explained that there is still area to grow and simultaneously derisk.

He explained the rebalancing investment targets would require changes to the recommended Investment Policy Statement (IPS), which the Town Commission (TC) must approve at the next TC meeting on September 9. Mr. Gardner suggested editing the IPS to increase the boundaries/flexibility of investment limits available to the Committee. Discussion ensued and concluded with the following changes:

Asset Category	Lower Limit	Target	Upper Limit
Growth	20	35	50
Domestic Equity			
International Equity			
Absolute Return	0	10	20
Real Return	0	10	20
Income	15	25	40
Reserves	10	20	30

Language will be added to clarify limits where domestic and international equity were removed. Mr. Gardner noted that he would send the changes and language prior to the TC meeting on September 9.

MOTION: *Duchock/Garlo moved to approve changes to the IPS as discussed.*

ACTION: *5-0 motion passed.*

Chair Parsons expressed an interest in meeting remotely (with in-person quorum) on September 11 at 9am. The Committee agreed. Member Pazanski suggested the ability to edit the IPS for administrative changes only (nothing of substance).

MOTION: *Donaldson/Duchock moved to allow administrative updates to the IPS by staff.*

ACTION: *5-0 motion passed.*

3. Other Items

No other items were discussed at this time.

3. Adjournment

The meeting was adjourned at 10:40 a.m.

Respectfully submitted,

Kimberly Kogos, Town Clerk



ENLARGED RENDER #7

[illegible]

CONSULTANT:

MC HOBE SOUND BEACH OCEAN
RESCUE

11000 Sound Beach, Supper Room, 12-23-1988

CPZ ARCHITECTS, INC.
4316 WEST BROWARD BOULEVARD

PLANTATION, FLORIDA 33317
PHONE: (954) 792-8525 FAX: (954) 337-0359
A.A. #26000685 WWW.CPZARCHITECTS.COM



DRAWING TITLE:

LARGED UNDERINGS

DRAWN: LG
 CHECKED: CPZ
 DATE: 1/12/2024
 SCALE: 1/2" = 1'-0"
 PROJECT NO. Project
 Number
 EEL

CHRIS P. ZIMMERMAN, A.I.A.
REGISTERED ARCHITECT NO.
10,995
STATE OF FLORIDA

DATE: _____



ENLARGED RENDER #5



ENLARGED RENDER #6



SCALE 1/2" = 1'-0"

NO.	REVISION	DATE
1	100% SD SET	1/12/2024

CONSULTANT

MC HOBE SOUND BEACH OCEAN
RESCUE

Hobe Sound Beach, Jupiter Island, FL 33455

CPZ ARCHITECTS, INC.

4316 WEST BROWARD BOULEVARD
PLANTATION, FLORIDA 33317
PHONE: (954) 792-8225 FAX: (954) 337-0399
AA 12600065 WWW.CPZARCHITECTS.COM



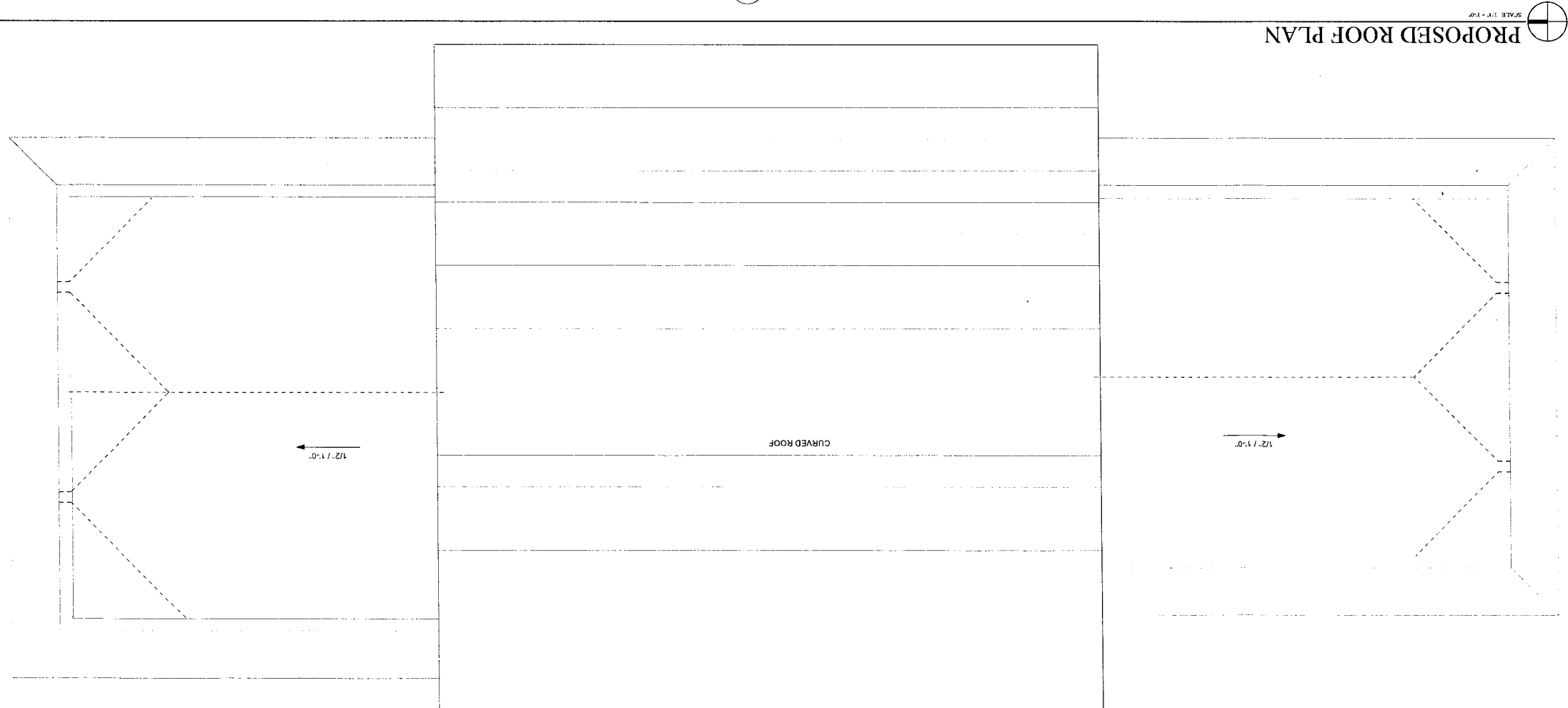
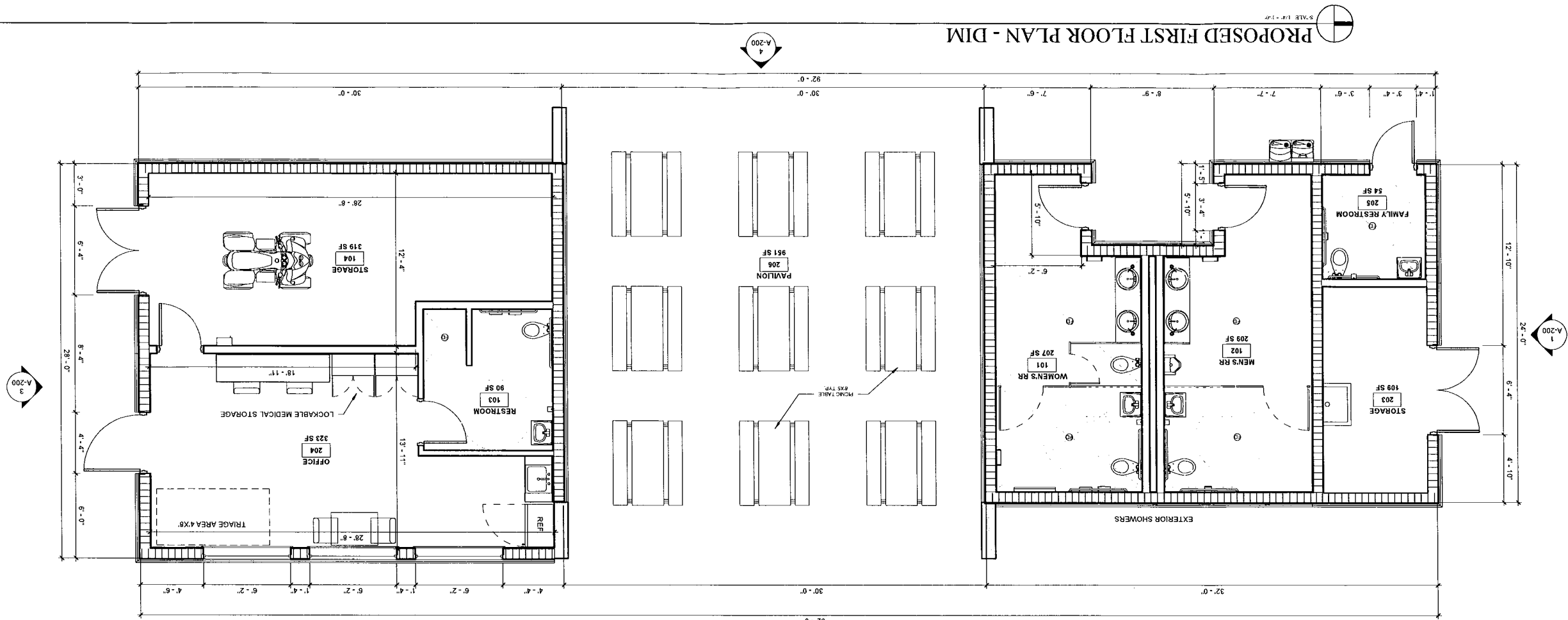
DRAWING TITLE

ENLARGED
RENDERINGS

DRAWN LG
CHECKED CPZ
DATE 1/12/2024
SCALE 1/2" = 1'-0"
PROJECT NO. Project
Number
SHEET 1

CHRIS P. ZIMMERMAN, A.I.A.
REGISTERED ARCHITECT NO.
10,995
STATE OF FLORIDA

DATE



PROPOSED ROOF PLAN

PROPOSED FIRST FLOOR PLAN - DIM

INVERTED ROOF PLAN

CURVED ROOF

1/2/15

A-100

MC HOBE SOUND BEACH OCEAN
RESCUE

[illegible]

CONSULTANT



ENLARGED RENDER #1



ENLARGED RENDER #2

[illegible]

CONSULTANT:

MC HOBBS SOUND BEACH OCEAN
RESCUE

Hobe Sound Beach, Jupiter Island, FL 33455

CPZ ARCHITECTS, INC.
4516 WEST BROWARD BOULEVARD

PLANTATION, FLORIDA 33317
PHONE: (954) 792-8525 FAX: (954) 337-0359
AA #26000685 WWW.CPZARCHITECTS.COM



DRAWING TITLE:

ENLARGED TENDERINGS

RAWN: LG

CHECKED: CPZ

DATE: 1/12/2024

SCALE: 1/2" = 1'-0"

PROJECT NO. Project

umber _____
Httt I:

CHRIS P. ZIMMERMAN, A.I.A.
REGISTERED ARCHITECT NO.
10,995
STATE OF FLORIDA

DATE: _____



ORDINANCE NO. 400

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, AMENDING ARTICLE I, DIVISION III, SECTION 3.00 B 1 "LOCAL PLANNING AGENCY" TO AMEND THE AUTHORITY AND DUTY OF THE LOCAL PLANNING AGENCY; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town Commission of the Town of Jupiter Island, Martin County, Florida (Town) has such powers and authority as conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and,

WHEREAS, in accordance with Fla. Stat. Section 163.3174, the Town Commission has established a Local Planning Agency (LPA) for the Town; and

WHEREAS, the Town Commission has previously adopted Division III of the Town's Land Development Regulations pertaining to the Local Planning Agency.

BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, AS FOLLOWS:

Section 1. Section 3.00 B (1) of the Town's Land Development Regulations is hereby amended to read as follows:

Sec. 3.00 Local Planning Agency

B. Authority; functions: Powers and Duties in General.

1. The Local Planning Agency has the authority and duty, to the extent required by law to:
 - a. Propose, or review applications for, amendments to the Comprehensive Plan, including the annual monitoring and evaluation of the plan in accordance with State statute and rule:
 - b. To consider, ~~upon request of the Town Commission~~, applications or proposals for district boundary changes (rezoning); and

c. ~~To consider, upon request of the Town Commission, applications or proposals for amendment to these regulations.~~

Section 2. Repeal of ordinances in conflict.

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 3. Severability.

If any court of competent jurisdiction holds any word, part, section, paragraph or provision hereof to be unlawful or unconstitutional, such ruling or finding shall not affect the remaining portions of this Ordinance, which shall remain in full force and effect.

Section 4. Codification.

This ordinance shall be codified and made a part of the official Code of Ordinances of the Town of Jupiter Island.

Section 5. Effective Date.

This Ordinance shall become effective immediately upon passage.

PASSED UPON FIRST READING THE 9th DAY OF SEPTEMBER, 2024.

**PASSED AND ADOPTED UPON THE SECOND READING FOLLOWING
PUBLIC HEARING THE ____ DAY OF _____, 2024.**

(SEAL)

TOWN OF JUPITER ISLAND, FLORIDA

Mayor

Vice Mayor

Commissioner

Commissioner

Commissioner

ATTEST:

CLERK

#5717613 v2 18270-00002

TOWN OF JUPITER ISLAND

MEMORANDUM

TO: Mayor & Town Commission

THROUGH: Robert Garlo, Town Manager

CC: Kimberly Kogos, Town Clerk

FROM: John Duchock, Asst. Town Manager/Beach District Director

RE: Agenda Item 5.: Comprehensive Plan and LDR
Review -Professional Services Agreement (Kimley Horn)

DATE: 9/24/2024

Background:

Following completion of a Request for Proposals (RFP#2024-09) selection process and Commission approval to advance a contract for Comprehensive Plan and LDR review services with Kimley Horn, Town staff and counsel collaborated with Kimley Horn to produce a Professional Services Agreement and scope of services.

Recommendation:

The Professional Services Agreement reflecting the RFP scope of services is presented for Commission approval. The proposed fixed fee cost for the services is \$180,891.00.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT TO PROVIDE PROFESSIONAL SERVICES (AGREEMENT) is made and entered into this _____ day of _____, 2024, by and between the Town of Jupiter Island, a municipal corporation of the state of Florida, 2 Bridge Road, Jupiter Island, Florida, 33455 ("Town") and Kimley-Horn and Associates Inc., 1920 Wekiva Way, Suite 200, West Palm Beach, FL 33411 ("Consultant"), (collectively the Parties).

WITNESSETH THAT:

WHEREAS, the Town is a municipal corporation of the state of Florida with such power and authority as has been conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, the Town issued a Request for Proposals (RFP) to solicit from professional planning firms proposals to provide professional planning services associated with the preparation of an Evaluation and Appraisal Report (EAR), and amendments to its Comprehensive Plan; and

WHEREAS, a Town Evaluation Committee met and conducted interviews of the planning firms who responded to the RFP and then met again to rank the respondents;

WHEREAS, the Consultant represented to the Town that it is qualified and able to provide the planning services solicited by the Town; and

WHEREAS, the Town Manager recommended to the Town Commission and the Town Commission accepted the Town Manager's recommendation that the Town enter into this Agreement with Consultant.

NOW THEREFORE, the Town and the Consultant in consideration of the benefits flowing from each to the other do hereby agree as follows:

1. SCOPE OF WORK, PLANNING SERVICES AND PERFORMANCE:

The services to be provided by the Consultant shall be in accordance with the tasks set forth in the attached Exhibit "A". The Town specifically reserves the right to determine whether any specific task requested by the Town is within the scope of work to be provided by the Consultant. The Consultant understands and acknowledges that this Agreement does not obligate the Town to provide Consultant with a minimum or guaranteed amount of work. The parties also agree and understand that funding for the specific tasks is subject to the Town Commission budgeting and appropriating funds for the work specified therein.

In the performance of professional services, the Consultant shall use that degree of care and skill ordinarily exercised by other similar professionals in the field under similar conditions in similar localities. The Consultant shall use due care in performing its services and shall have due regard for acceptable professional standards and principles. Consultant's standard of care shall not be altered by the application, interpretation, or construction of any other provision of this Agreement.

2. CONSIDERATION

As consideration for providing the services set forth in this Agreement, the Town shall pay the Consultant in accordance with the tasks set forth in the attached Exhibit "A." The Consultant agrees that the Town may adjust the consideration for this Agreement to exclude any significant sums by which the consideration was increased due to inaccurate, incomplete, or non-current wage rates and other actual unit costs. The Town may make any such adjustment within the term of this Agreement.

4. EQUAL OPPORTUNITY/MBE PARTICIPATION

The Consultant hereby assures that no person shall be discriminated against on the grounds of race, color, creed, national origin, handicap, age, or sex, in any activity under this Agreement. The Consultant shall take all measures necessary to effectuate these assurances.

The Consultant acknowledges that the Town encourages the participation of minority owned, and women owned business enterprises in the Town's procurement and contracting activity. Accordingly, the Consultant shall take all necessary and reasonable steps to ensure that women and minority business enterprises (W/MBE) have the opportunity to compete for and perform work related to this Agreement.

5. NON-EXCLUSIVITY

This Agreement shall not impose any obligation on the Town to utilize the Consultant for all work within its profession for, which the Town may requires said professional services during the term of the Agreement. The Town specifically reserves the right to concurrently contract with other companies for similar or related work if it deems such an action to be in the Town's best interest.

6. INVOICING AND PAYMENT

The Consultant's invoices shall be emailed to Matthew Pazanski, the Town Director of Finance at mpazanski@tji.martin.fl.us, or mailed to the following address: Finance Department, Town of Jupiter Island, 2 Bridge Road, Jupiter Island, Florida 33455.

Invoices for services shall be submitted to the Town in detail sufficient for a proper pre-

audit and post-audit thereof. Any invoice for travel expenses shall only be payable on a reimbursement basis, when authorized by the Town. The Consultant shall submit all documentation, including receipts in order to be entitled to reimbursement in accordance with Section 112.061, Florida Statutes.

Records of costs incurred under terms of this Agreement shall be maintained and made available upon request to the Town at all times during the term of this Agreement and for three years after final payment has been made. Copies of these records shall be promptly furnished to the Town upon its written request.

The Town shall pay the full amount of the invoice within thirty (30) days of receipt of invoice, subject to review and acceptance of Consultant work product and details of work effort reflected in the invoice. If the Town fails to make any payment due the Consultant within 30 days after the Town's receipt and without notification of deficiencies by the Town, the Consultant may, after giving notice to the Town, suspend services under this Agreement until all amounts due are paid in full. The Town reserves the right to withhold payment of an invoice in the event it determines that the work has not been performed to the satisfaction of the Town.

7. INDEMNIFICATION AND INSURANCE

For One Hundred Dollars and No Cents (\$100.00) consideration, the sufficiency of which is hereby acknowledged, payable as part of and included in the first payment of an invoice by the Town, the Consultant shall indemnify, and hold harmless the Town, its elected and appointed officials, assigns, and employees, from any and all claims or causes of action, including without limitation, all damages, losses, liabilities, expenses, costs, and reasonable attorney's fees related to such claims to the extent caused by any negligent act or omission, or the violation of any federal, state, or local law or regulation, by the Consultant, its subcontractors, agents, assigns, invitees, or employees in connection with this Agreement. The Consultant further acknowledges that it is solely responsible for ensuring its compliance and the compliance of its subcontractors, agents, assigns, invitees and employees with the terms of this Agreement.

The Consultant shall obtain or possess the following insurance coverages, and will provide Certificates of Insurance to the Town, with the Certificate Holder listed as the Town of Jupiter Island, to verify such coverage as a condition of this Professional Services Agreement:

- a) Workers' Compensation - The Bidder shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$500,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the Town and its agents, employees and officials.
- b) Commercial General Liability - The Bidder shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and

Personal Injury. The limits shall be not less than \$2,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent. The General Aggregate limit shall either apply separately to this Contract or shall be at least twice the required occurrence limit.

- c) Business Automobile Liability - The Bidder shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.

The Consultant shall provide the Town certificates of insurance as proof of insurance prior to the commencement of any performance by the Consultant. The Consultant shall notify the Town at least thirty (30) days prior to cancellation or modification of any insurance policy required under this Agreement. The failure to provide the Town with proof of insurance, or the cancellation of any insurance policy during the term of this Agreement shall be cause for the Town's termination of the Agreement. In the event any insurance policy required by this Agreement shall lapse, be cancelled or terminated, Consultant shall immediately provide the Town with a certificate of insurance for a new policy.

8. TERMINATION/REMEDIES

If the Town fails to fulfill its obligations under this Agreement, the Consultant shall have the right to terminate this Agreement.

The Town may terminate this Agreement in whole, or in part for any work that has not yet been performed whenever the Town shall determine that such termination is in the best interest of the Town. Any such termination shall be effected by delivery to the Consultant of a written notice specifying that the Agreement is being terminated, and the date upon which such termination becomes effective. In the event of termination, the Town shall compensate the Consultant for all authorized and accepted work performed through the termination date. Thereafter, the Town shall be relieved of any and all future obligations hereunder, including but not limited to lost profits and consequential damages, under the scope of services provided for in this Agreement.

9. ATTORNEY FEES

If either party initiates legal action, for breach of the Agreement, or to enforce the terms of this Agreement, the prevailing party shall be entitled to recover an attorney's fee.

10. STANDARDS OF COMPLIANCE

The Consultant, its employees, subcontractors or assigns, shall comply with all applicable published federal, state, and local laws and regulations relating to the performance of this Agreement. The Town undertakes no duty to ensure such compliance, but will attempt to advise the Consultant, upon request, as to any such laws of which it has present knowledge.

The Consultant shall not be exempted from paying Florida sales and use taxes to the appropriate governmental agencies or for payments the Consultant is obligated to make to suppliers for taxes on materials it uses to fulfill its contractual obligations with the Town. The Consultant shall be responsible and liable for the payment of all of its FICA/Social Security and other taxes it is obligated to pay as a result of this Agreement.

All final plans, documents, reports, studies and other data prepared by the Consultant shall, if applicable, bear the professional's seal and/or signature, in accordance with applicable Florida Statutes, or administrative rules promulgated by the Department of Business and Professional Regulation.

11. RELATIONSHIP BETWEEN THE PARTIES

The Consultant is an independent contractor and is not an employee or agent of the Town. Nothing in this Agreement shall be interpreted to establish any relationship other than that of an independent contractor, between the Town and the Consultant, its employees, agents, subcontractors, or assigns, during or after the performance of this Agreement. The Consultant shall not assign, delegate, or otherwise transfer its rights and obligations as set forth in this Agreement without the prior written consent of the Town. Any attempted assignment in violation of this provision shall be void.

The Consultant shall not pledge the Town's credit or make the Town a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

12. RECORDS RETENTION/OWNERSHIP/AUDIT

- 12.1 The Consultant shall comply with public records laws Chapter 119, Florida Statutes, specifically to: Keep and maintain public records that ordinarily and necessarily would be required by the Town in order to perform the service; Provide the public with access to public records on the same terms and conditions that the Town would provide the records and at a cost that does not exceed the cost provided in Chapter 119, F.S. or as otherwise provided by law; Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed exempt as authorized by law; Meet all requirements for retaining public records and transfer, at no cost, to the Town all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt of confidential and exempt from public disclosure requirements. All records stored electronically must be provided to the Town in a format that is compatible with the information technology systems of the Town.

- 12.2 The Town has not performed a pre-audit of the Consultant's or Sub consultant's financial and/or accounting records to verify actual or average direct labor payroll rates or verify the general overhead factor and profit margin. However, the Consultant shall permit the Town or its designated agent to inspect such records at the location where they are kept upon reasonable notice. Furthermore, the Town shall have the right to audit the Consultant's and any Sub consultant's financial and accounting records, in accordance with generally accepted governmental auditing standards, within a period of one (1) year after completion of this Agreement. This audit may be performed by the Town or its designated agent.
- 12.3 All documents, including, but not limited to, technical reports, research notes, scientific data and computer programs in draft and final form including the source code and object code, which are developed by the Consultant in connection with this Agreement, may be utilized by the Town in its normal course of business. Town use may include, but shall not be limited to, reproduction, distribution, and preparation of derivative works. The Town shall not hold the Consultant responsible or liable if documents are modified by the Town or used for other purposes than intended, without written authorization or adaptation by the Consultant.

13. CONFLICTS

The Town recognizes and acknowledges that the Consultant is engaged in a business which provides consulting services to multiple clients including other governmental entities. Further, the Town recognizes and acknowledges that the Consultant may presently, or may in the future, represent clients who are or may be doing business in or with the Town. The Town agrees that the Consultant may perform services for clients who are or may have matters before the Town Commission, provided Consultant discloses any and all clients it represents who may have any matters which are now or may reasonably be expected to come before the Town Commission for its consideration and, provided further, that the Town Commission *waives the actual conflict of interest created by the Consultant's representation of the other client.*

14. GENERAL PROVISIONS

- 14.1 Notwithstanding any provisions of this Agreement to the contrary, the parties shall not be held liable for any failure or delay in the performance of this Agreement that arises from fires, floods, strikes, embargoes, acts of the public enemy, unusually severe weather, outbreak of war, restraint of Government, riots, civil commotion, force majeure, act of God, or for any other cause of the same character which is unavoidable through the exercise of due care and beyond the control of the parties.

Failure to perform shall be excused during the continuance of such circumstances, but the Town shall have the option of terminating this Agreement or electing to allow the Agreement to remain in effect.

- 14.2 The laws of the state of Florida shall govern all aspects of this Agreement. In the event it is necessary for either party to initiate legal action regarding this Agreement, venue shall be in the Nineteenth (19th) Judicial Circuit for claims under state law and in the Southern District of Florida for any claims which are justifiable in federal court.
- 14.3 In the event any provisions of this Agreement shall conflict, or appear to conflict, the Agreement, including all exhibits, attachments and all documents specifically incorporated by reference, shall be interpreted as a whole to resolve any inconsistency.
- 14.4 Failures or waivers to insist on strict performance of any covenant, condition, or provision of this Agreement by the parties, their successors and assigns shall not be deemed a waiver of any of its rights or remedies, nor shall it relieve the other party from performing any subsequent obligations strictly in accordance with the terms of this Agreement. No waiver shall be effective unless in writing and signed by the party against whom enforcement is sought. Such a waiver shall be limited to the provisions of this Agreement specifically referred to therein and shall be not deemed a waiver of any other provision. No waiver shall constitute a continuing waiver unless the writing states otherwise.
- 14.5 All words used herein in the singular form will extend to and include the plural. All words used in the plural form will extend to and include the singular. All words used in any gender will extend to and include all genders.
- 14.6 Should any term or provision of this Agreement be held, to any extent, invalid or unenforceable, as against any person, entity or circumstance during the term hereof, by force of any statute, law, or ruling of any forum of competent jurisdiction, such invalidity shall not affect any other term or provision of this Agreement, to the extent that the Agreement shall remain operable, enforceable and in full force and effect to the extent permitted by law.
- 14.7 This Agreement may be amended, modified, or extended only with the written approval of the parties.
- 14.8 This Agreement states the entire understanding and Agreement between the parties and supersedes any and all written or oral representations, statements, negotiations, or Agreements previously existing between the

parties with respect to the subject matter of this Agreement. The Consultant recognizes that any representations, statements, or negotiations made by Town staff do not suffice to legally bind the Town in a contractual relationship unless they have been reduced to writing and signed by an authorized Town representative. This Agreement shall inure to the benefit of and shall be binding upon the parties, their respective assigns, and successors in interest.

15. PUBLIC RECORDS

The Consultant shall comply with Florida's Public Records Law. Specifically, the Consultant shall:

- 15.1 Keep and maintain public records required by the Town to perform the services.
- 15.2 Upon the request of the Town, provide the Town with such public records within a reasonable time at a cost that does not exceed the costs provided for in Chapter 119, Florida Statutes.
- 15.3 Ensure that any public records that are exempt or confidential from public records disclosure are not disclosed except as authorized by law for the duration of the work and services to be provided pursuant to this Agreement and following completion of this Agreement.
- 15.4 Upon the completion of the work and services to be performed pursuant to this Agreement, the Consultant shall transfer, at no cost, to the Town all public records in possession of the Consultant or its sub consultants related to the Agreement; or keep and maintain the public records associated with the services provided for in the Agreement. If the Consultant transfers all public records to the Town upon completion of the services under this Agreement, the Consultant shall destroy any duplicate public records that are exempt from public records disclosure. If the Consultant shall keep and maintain public records during the time it is performing the work and services pursuant to this Agreement. The Consultant acknowledges that it is required to comply with all applicable requirements pertaining to the retention of public records. All records stored electronically shall be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology systems of the.
- 15.5 IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS

AGREEMENT, THE CONTACTOR SHOULD CONTACT THE
CUSTODIAN OF PUBLIC RECORDS AT: TOWN CLERK, 2
BRIDGE ROAD, HOBE SOUND, FL 33455;
KKOGOS@tji.martin.fl.us

16. SEVERABILITY

If any part of this Agreement is contrary to, prohibited by, or deemed invalid under applicable law or regulation, such provision shall be inapplicable and deemed omitted to the extent so contrary, prohibited, or invalid, but the remainder hereof shall not be invalidated thereby and shall be given full force and effect so far as possible.

IN WITNESS WHEREOF, the parties' duly authorized representatives hereby execute this Agreement on the date first written above.

ATTEST:

TOWN OF JUPITER ISLAND

By: _____
Kimberly Kogos, Town Clerk

By: _____
Penny Townsend, Mayor

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

By: _____
Thomas J. Baird, Town Attorney

KIMLEY-HORN AND ASSOCIATES INC.

By: _____

Its: _____

Printed

EXHIBIT A

SCOPE OF SERVICES FOR THE PROJECT

Project Management and Kick Off

Kimley-Horn shall designate a project director who along with her designated core project team shall attend a “kick-off” meeting with the Town Manager and those individuals representing the Town as he designates, to set goals and expectations, review the scope and budget, establish communication protocols, and to confirm the project schedule to ensure that periodic working draft documents pertaining to the deliverables are provided in accordance with the agreed time frames. A meeting summary will be provided to the Town Manager, or his designee after the kick-off meeting.

Monthly Project Status Calls

Kimley-Horn shall establish a time for monthly conference calls to review the project’s progress and status and to revisit each of the agenda items from the project kick off. The Kimley-Horn project director or deputy project director shall attend the monthly conference calls. The purpose of the project status calls is to ensure that the Town understands that the key elements of the proposed deliverables are fully understood and agreed on before drafting begins.

Town Administration Interviews

Kimley-Horn shall participate in one-on-one “interviews” with members of the Town’s Administration as designated by the Town Manager to gain a better understanding of what matters are most significant to them. These meetings shall be scheduled at the beginning of each phase of the project. One (1) professional designated by Kimley-Horn shall participate in up to six (6) one-hour interviews. Kimley-Horn shall prepare one (1) set of interview questions for the interviews to prompt discussion. These meetings may occur virtually at the discretion of the Town Manager.

Evaluation and Appraisal Report (“EAR”)

Every seven years the state of Florida requires that local governments conduct an evaluation and appraisal review (EAR) of their comprehensive plan pursuant to Florida Statute §163.3191. The Town of Jupiter Island last conducted their EAR in 2018, requiring the next evaluation to begin by 2025.

Statutory Compliance

Kimley-Horn shall evaluate the Town’s Comprehensive Plan since 2018, and identify all statutory changes in Chapter 163, Florida Statutes between 2019 and 2024, to determine what goals, objectives and policies may require amendment to ensure compliance with

current law as administered by the Florida Department of Commerce. During the evaluation Kimley-Horn shall identify any goals, objectives or policies that may be out of date, duplicative or contradictory. In addition, Kimley-Horn shall identify any goals, objectives or policies which may be more appropriately relocated to the land development regulations contained in the Town Code.

Data Inventory and Analysis Fees for Professional Services.

Kimley-Horn shall collect data specific to the elements of the comprehensive plan and assess changes since the Town's last data inventory and analysis update. Kimley-Horn will rely on the information provided by the Town, as well as local, regional and state agencies. At a minimum, Kimley-Horn shall review and analyze the data from the following documents collected, including:

- Town Planning Documents
- Martin County Planning Documents including the Comprehensive Plan
- Regional Planning Documents
- Transportation Plans, Studies and Data
- Resiliency, Preservation and Coastal Studies and Plans
- Public Facility Data (utilities, infrastructure)
- Capital Improvement Plans
- Environmental and Coastal Resource Studies, Permits and Plans
- Demographic and Socioeconomic Data
- Emergency Services Data

Kimley-Horn shall update the 2018 Data Inventory and Analysis (DIA) document, which provides the current technical analyses for each comprehensive plan element. Demographic data including population projections for the 2045 planning horizon shall be established and incorporated into level of service analysis for the planning horizon. This analysis establishes the basis of the proposed amendments to the elements in the comprehensive plan. Kimley-Horn shall ensure all data and analysis related to septic to sewer, resilience strategies, sea level rise, and the preservation and enhancement of the existing coastal zone, including the beach dune system, are evaluated in specific detail as part of this review. Kimley-Horn shall also evaluate the Town's plan in comparison to the Martin County Comprehensive Plan, including its capital improvements element, to assess short and long-term impacts as it relates to the level of service established therein, with an emphasis on the level of services projected for roads which impact the Town.

Map Series

The Future Land Use Map and comprehensive plan map series within the current plan shall be updated to reflect the current Town boundaries and any changes since the last Comprehensive Plan update in 2018.

Kimley-Horn shall request GIS data sets from the Town, Martin County or Treasure Coast

Regional Planning Council to update the map series. The Town shall provide all future land use changes by ordinance since the most recent Comprehensive Plan update in a consolidated format, preferably in an excel table, if applicable. Kimley-Horn shall revise the map series as applicable and provide one (1) final draft to the Town for their use.

EAR Spreadsheet

Kimley-Horn shall prepare a spreadsheet that includes an assessment of each goal, policy and objective in the 2018 comprehensive plan. The spreadsheet shall note policies recommended to be retained, modified, or removed, based on the findings of the data analysis as well as the statutory compliance analysis. If a policy is recommended for removal, or modification the spreadsheet will include an explanation of the basis for the recommended action. The spreadsheet shall also include new policies to be considered based on the analysis. Kimley-Horn shall provide one (1) draft plan evaluation in a spreadsheet format for the Town to review.

Comprehensive Plan Update

Citizen Workshop

Kimley-Horn shall prepare for and facilitate one (1) citizen workshop for the purpose of communicating the opportunities afforded by updating the Comprehensive Plan, as well as to provide a platform for residents and other stakeholders to share their vision for the future of the Town. The workshop shall be held for two (2) hours at a town public property an “open house” format with up to five (5) stations focusing on specific planning topics or themes agreed upon by the Town. Up to four (4) professionals from Kimley-Horn representing distinct planning specializations shall attend and occupy each of the stations.

The workshop is intended to encourage interactive participation to envision the future of the Town and to allow the Town’s residents to engage in interactive mapping and visual preference activities toward identifying the Town’s strengths, weaknesses, opportunities and threats. This task includes preparation of the presentation material including a PowerPoint presentation and up to ten (10) information boards. The Town shall provide the meeting venue and notification of the meeting to the public.

Policy Drafting

Kimley-Horn shall prepare a draft update to the Town’s Comprehensive Plan upon the Town Commission’s acceptance of the EAR recommendations. The goals, objectives, and policies of the elements of the Comprehensive Plan shall be amended, as appropriate, to incorporate input from residents as well as the data analysis and the statutory compliance assessment. The amended policies are intended to establish a framework for the future of Town through 2045.

The following elements will be amended as necessary and appropriate:

- Future Land Use
- Transportation
- Housing
- Infrastructure
- Coastal Management
- Conservation
- Recreation and Open Space
- Intergovernmental Coordination
- Capital Improvements
- Administrative Sections (Town Profile and Vision, Implementation, Monitoring, Public Participation)

Kimley- Horn shall provide one (1) draft of each element for the Town in Microsoft word format.

Comprehensive Plan Focus Group

Kimley-Horn shall facilitate one (1) focus group meeting for up to two (2) hours to share the draft 2045 comprehensive plan to facilitate public comment on the same. The Town shall provide a list of anticipated meeting attendees, as well as the meeting venue and public notice of the public meeting. At the Town Manager's discretion this focus group meeting may be conducted virtually.

Joint Town Commission/Local Planning Agency Public Workshop

Kimley-Horn shall present the draft 2045 comprehensive plan at one (1) joint public workshop comprised of the members of the Local Planning Agency (LPA) and the Town Commission. Kimley-Horn shall prepare one (1) presentation to be utilized during the workshop reflecting a summary of the changes it is proposing to the comprehensive plan. The presentation will be submitted to Town Manager for review prior to the scheduled workshop meeting. The Town shall provide public notice of the joint meeting and its location. Kimley-Horn shall make one (1) revision to the 2045 comprehensive plan after the focus group meetings and joint workshop are completed.

Transmittal and Adoption of Amendments to the Comprehensive Plan

Once the final draft of the comprehensive plan has been provided to the Town, Kimley-Horn shall present the updated 2045 Comprehensive Plan at one LPA advertised public hearing. Kimley-Horn shall prepare a PowerPoint presentation summarizing the changes to the comprehensive plan. Any input received will be added to a recommendation memorandum to be presented to the Town Council.

After the LPA makes its recommendation, Kimley-Horn shall present the 2045 Comprehensive Plan to the Town Council at one (1) advertised public hearing with a

recommendation to transmit the plan to the Florida Department of Commerce. Within 10 days of its transmittal, Kimley-Horn shall transmit the 2045 Comprehensive Plan to the Florida Department of Commerce via their portal and to the required state and regional agencies by e-mail.

Kimley-Horn shall update the 2045 Comprehensive Plan to incorporate comments received from Florida Commerce, other state and regional agencies as may be appropriate. Kimley-Horn shall present the 2045 Comprehensive Plan at one (1) Town Commission advertised public hearing for adoption.

Kimley-Horn shall provide the Town with one (1) digital “camera ready” document of the 2045 Comprehensive Plan with print-ready graphics in an ADA-compliant format, usable on the Town’s website. All GIS maps and data (shapefiles) used to create the map series shall be provided to the Town. Kimley-Horn shall send the 2045 comprehensive plan adopted by the Town Commission to Florida Commerce within 30 days of its adoption.

Land Development Regulations

LDR Consistency Review

Kimley-Horn shall review and prepare an assessment of the Town’s current Land Development Regulations (LDRs) with the adopted 2045 Comprehensive Plan. Concurrent with the consistency review, Kimley-Horn shall review the LDRs for internal inconsistencies and duplications using the following approaches:

- Analyze existing zoning districts including specific uses, floor area ratios and development criteria.
- Evaluate and recommend the consolidation of sections of the LDR to increase ease of use, as appropriate.
- Evaluate the existing review processes established in the current LDRs and evaluate their efficiency including the current structure and operation of the Town’s existing board, agency and committee functions.
- Recommend, in cooperation with the Town’s consulting coastal engineers and the Town staff, if appropriate, the location of the Waterfront Setback Line at the completion of the Town’s current study.

Kimley-Horn shall prepare a LDR amendment matrix that includes an assessment of any LDR sections which are proposed to be removed, or modified based on the findings of the consistency review.

The table below shows the tasks and fees in accordance with the Scope of Services described hereinabove. The Scope of Services is based on a 12 month schedule.

TASK	FEE
<i>Project Management</i>	\$19,278
Project Kick Off and Project Management	\$7,392
Monthly Project Status Calls	\$5,420
Leadership Interviews	\$6,466
<i>Evaluation of the Comprehensive Plan (EAR)</i>	\$45,230
Statutory Compliance	\$6,683
Data Inventory and Analysis	\$22,666
Map Series	\$4,281
EAR Spreadsheet	\$11,648
<i>Comprehensive Plan Update</i>	\$88,736
Citizen Workshop	\$16,539
Policy Drafting (Draft 1)	\$20,582
Focus Group	\$5,243
Joint Public Workshop and Revised Comprehensive Plan (Draft 2)	\$18,057
Transmittal, Final Comprehensive Plan and Adoption (Draft 3)	\$28,315
<i>Land Development Regulation (LDR) Update</i>	\$17,647
Consistency Review	\$17,647
TOTAL	\$170,891
<i>OUT OF POCKET EXPENSES (TRAVEL COSTS, PRINTING, PRESENTATION MATERIALS)</i>	NOT TO EXCEED \$10,000

#5784604 v1 18270-00002



MEMORANDUM



TO: TOWN OF JUPITER ISLAND, COMMISSION
THRU: ROBERT GARLO, TOWN MANAGER
FROM: MICHAEL EWING, DIRECTOR OF PUBLIC SAFETY *WJE*
DATE: OCTOBER 1, 2024
SUBJECT: CAPITAL PURCHASE AUTHORIZATION TO PURCHASE TWO REPLACEMENT PUBLIC SAFETY PATROL VEHICLES

Public Safety is seeking to purchase two (2) Ford Interceptor Utility Patrol vehicles. The cost for each individual vehicle is \$46,269.62, the cost of upfit and equipment for both vehicles is, \$36,189.14 for a total cost of \$128,728.38. This purchase price is based on the piggy-back contract with Bradford County, contract #BCSO 22-27-1.0

Funding was approved in the 2024/2025 current fiscal year's Public Safety budget for the purchase of two new patrol vehicles.

The vehicles are needed to replace two of Public Safety's current patrol vehicles, 2017 Ford Interceptor Utility Patrol Vehicles. Both patrol vehicles are at the end of their useful life. Repairs to the vehicles would be impractical due to their age and current overall poor condition. One of the existing vehicles, which serves as our spare patrol car, will be traded in or sold at public auction, the other will be retained as the replacement spare patrol vehicle to be used during routine maintenance of the remaining fleet vehicles.

Staff is requesting the Town Commission approve the purchase of two (2) Ford Interceptor Utility Vehicles in the specified amount of \$128,728.38.

ATTACHMENT

/mse



Jupiter Island Public Safety

Prepared for:

Jupiter Island Public Safety
Devan Wilson
dwilson@tj.martin.fl.us
772-545-0121

Contract Holder

8/19/2024

Duval Ford
Jared Davis
(Work) 904-381-6595
jared.davis@duvalmotor.com
405 Lane Ave N
Jacksonville, FL 32254

Pricing through Bradford County Sheriff's Contract BCSO 22-27-1.0. Please note any items in red as they may require additional customer information or clarification. When submitting purchase order, please note billing address, delivery address, and any titling instructions. Thank you!

Code		Equipment	OEM Price Level:	BCSO Contract Price	
Labor Hours: \$90/ Hr	Parts Quantity	2025 K8D	2025 Ford Police Interceptor	\$ 48,029.00	\$ 45,200.48
		OEM freight	Factory Destination	\$ 1,595.00	\$ 1,621.32
		YZ	Oxford White	\$ -	\$ -
		FW	Onyx cloth interior	\$ -	\$ -
		99B.44U	3.3L V6/10-spd auto	\$ (2,191.00)	\$ (2,191.00)
		51T	Whelen driver side spotlight	\$ 394.00	\$ 400.50
		52P	Hidden door lock plungers, incl rear door controls/locks inoperable	\$ 150.00	\$ 152.48
		65U	Police Upgrade Package	\$ 367.00	\$ 373.06
			Incl floor console, carpet floor covering, 18" aluminum wheel, SYNC Phoenix		
		942	Daytime running lamps	\$ 47.00	\$ 47.78
		500A	Standard Equipment, to include	\$ -	\$ -
			Power windows, door locks; keyless entry; cruise control; backup camera; dark car feature		
		Discount	Government Concession reflected in Base Vehicle Price		
		Ceiling Markup	Primary Awardee Ceiling Markup	1.65%	
	Discount	Discount off Invoice reflected in Base Vehicle Price	\$ (1,821.00)		
		Ceiling Percentage Markup: Accessories	29%		
		Final Delivery			
0		Labor	Total Labor Hours for installation of parts	\$ -	\$ -
		Freight	Freight on Parts	\$ -	\$ -
		246 33455	Destination & Fuel to end user zip code (calculated from 32210 to EU zip Code)	\$ 2.00	\$ 492.00
		Tag	New FL State Tag, processing and handling by dealer	\$ 173.00	\$ 173.00
		Warranty	Extended Warranty excluded	\$ -	\$ -
	NOTE				
UNIT COST				\$ 46,269.62	
TOTAL QUANTITY		1	TOTAL PURCHASE	\$ 46,269.62	

Section One: VEHICLE

Section 4: FINAL DELIVERY

Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	549323-G
Customer No.	JUPITISLA

Bill To
JUPITER ISLAND PUBLIC SAFETY DEPT 103 BUNKER HILL ROAD HOBE SOUND, FL 33455

Ship To
DANA SAFETY SUPPLY ATT: JUPITER ISLAND PUBLIC SAFETY DEPT 750 W McNab Rd. FT. LAUDERDALE, FL 33309

Contact: CAPT.MICHAEL EWING
Telephone: 772-486-0805
E-mail: MEWING@TJ.MARTIN.FL.US

Contact: INSTALLS
Telephone: 954-708-2071
E-mail:

Quote Date		Ship Via		F.O.B.		Customer PO Number		Payment Method		
09/20/24		GROUND FREIGHT NON		QUOTED FREIGHT		24 PIUT PAT W GUNRAC		NET30		
Entered By			Salesperson			Ordered By			Resale Number	
Carlos Rodriguez			CARLOS			DEVAN WILSON			53-00014456-54C	
Order Quantity	Approve Quantity	Tax	Item Number / Description					Unit Price	Extended Price	
0	0	N	VEHICLE VEHICLE - SEE SPECS BELOW Warehouse: POMP LIST ALL VEHICLE INFO - TO INCLUDE DEALER PROVIDING VEHICLE IF REQUIRED YEAR: 2024 MAKE: FORD MODEL: PIUT ENFWB01F6B SOI, NFLIB, FRNT, 8MOD, 2020-23 PIU W/O76P, RW/BW Warehouse: FTLA Ford Explorer/PI Utility w/o Option 76P (2020-23) Split Front (DRV) D12 D12 D12 D12 D12 D12 D12 (PAS) R_W R_W R_W R_W B_W B_W B_W B_W Accessories: PNFLBSPLT1 DSC w/ LIN Breakout Box (Included)					0.0000	0.00	
2	2	N	ENT3B3RBW SOI, NFLIB, FRNT, 8MOD, 2020-23 PIU W/O76P, RW/BW Warehouse: FTLA Ford Explorer/PI Utility w/o Option 76P (2020-23) Split Front (DRV) D12 D12 D12 D12 D12 D12 D12 (PAS) R_W R_W R_W R_W B_W B_W B_W B_W Accessories: PNFLBSPLT1 DSC w/ LIN Breakout Box (Included)					814.2100	1,628.42	
4	4	N	ENT3B3RBW SOI INTERSECTOR 18-LED SFC MNT,BLK HSG RED/BLUE/WHITE Warehouse: FTLA (2)- UNDER SIDE MIRROR PASSENGER AND DRIVER SIDE					162.7500	651.00	
4	4	N	PMP2BKUMB4 SOI 2020 PIUT UNDER MIRROR MNT BRACKET, EACH Warehouse: FTLA					17.9300	71.72	

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Printed By: Carlos Rodriguez

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Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	549323-G
Customer No.	JUPITISLA

Bill To
JUPITER ISLAND PUBLIC SAFETY DEPT 103 BUNKER HILL ROAD HOBE SOUND, FL 33455

Ship To
DANA SAFETY SUPPLY ATT: JUPITER ISLAND PUBLIC SAFETY DEPT 750 W McNab Rd. FT. LAUDERDALE, FL 33309

Contact: CAPT.MICHAEL EWING
Telephone: 772-486-0805
E-mail: MEWING@TJ.MARTIN.FL.US

Contact: INSTALLS
Telephone: 954-708-2071
E-mail:

Quote Date		Ship Via		F.O.B.		Customer PO Number		Payment Method		
09/20/24		GROUND FREIGHT NON		QUOTED FREIGHT		24 PIUT PAT W GUNRAC		NET30		
Entered By			Salesperson			Ordered By			Resale Number	
Carlos Rodriguez			CARLOS			DEVAN WILSON			53-00014456-54C	
Order Quantity	Approve Quantity	Tax	Item Number / Description				Unit Price	Extended Price		
2	2	N	PMP1BK007 SOI PIU D PILLAR KIT, BOTH SIDES Warehouse: FTLA				130.8100	261.62		
12	12	N	LIGHTS NOT INCLUDED EMPS1STS4RBW SOI, MPWR FASCIA, 3", STM, BLK HSG, RED/BLU/WHT Warehouse: FTLA				105.8700	1,270.44		
8	8	N	6- D PILLAR EMPS2QMS5RBW SOI, MPWR FASCIA, 4", QM, BLK HSG, RED/BLU/WHT Warehouse: FTLA				112.3500	898.80		
12	12	N	(2) - SIDE OF PUSH BUMPER (2) - UNDER THE REAR HATCH EMPS4STS5RBW SOI, MPWR HD, 4", STM, CLR HSG, RED/BLU/WHT Warehouse: FTLA				112.3500	1,348.20		
4	4	N	4- FORWARD FACING - PUSH BUMPER LIGHTS - 2- REAR CARGO WINDOWS -ONE ON EACH SIDE PMP2WSSSB SOI 4" MPOWER SINGLE WINDOW SHROUD-BLACK Warehouse: FTLA (2) - SIDE CARGO WINDOWS				10.9300	43.72		

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Contact: INSTALLS
Telephone: 954-708-2071
E-mail:

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
09/20/24	GROUND FREIGHT NON		QUOTED FREIGHT	24 PIUT PAT W GUNRAC	NET30	
Entered By			Salesperson	Ordered By	Resale Number	
Carlos Rodriguez			CARLOS	DEVAN WILSON	53-00014456-54C	
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
4	4	N	PMP2BK012 SOI MPOWER SIDE-MOUNT WINDOW BRACKET KIT Warehouse: POMP		17.5000	70.00
8	8	N	(2) - SIDE CARGO WINDOWS ELUC3H010J SOI UNIV UNDERCOVER LED INSERT, 5 WIRE RED/BLUE Warehouse: FTLA		62.2500	498.00
2	2	N	(4) - CORNER LED'S ECVDMLTAL00 SOI UNIVERSAL DOME LIGHT ALL LED, RED/CLEAR Warehouse: FTLA		60.9300	121.86
2	2	N	(1) FRONT DRIVER DOME LIGHT ETSA484CSP SOI, 400 SERIES CONSOLE SIREN,W/PB,200WATT dual tone Warehouse: POMP		358.7500	717.50
2	2	N	nERGY 400 Series Console Siren w/ Button Control, 10-16v - 200 watt dual-tone ETSS100J SOI 100J SERIES COMPOSITE SPEAKER Warehouse: FTLA 100J series composite speaker w/ universal bail brkt-100 watt		153.1700	306.34

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Telephone: 800-845-0405

Sales Quote No.	549323-G
Customer No.	JUPITISLA

Bill To

JUPITER ISLAND PUBLIC SAFETY DEPT
 103 BUNKER HILL ROAD
 HOBE SOUND, FL 33455

Ship To

DANA SAFETY SUPPLY
 ATT: JUPITER ISLAND PUBLIC SAFETY DEPT
 750 W McNab Rd.
 FT. LAUDERDALE, FL 33309

Contact: CAPT.MICHAEL EWING
Telephone: 772-486-0805

E-mail: MEWING@TJL.MARTIN.FL.US

Contact: INSTALLS
Telephone: 954-708-2071

E-mail:

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
09/20/24	GROUND FREIGHT NON		QUOTED FREIGHT	24 PIUT PAT W GUNRAC	NET30	
Entered By		Salesperson		Ordered By	Resale Number	
Carlos Rodriguez		CARLOS		DEVAN WILSON	53-00014456-54C	
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price

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Telephone: 954-708-2071
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Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
09/20/24	GROUND FREIGHT NON		QUOTED FREIGHT	24 PIUT PAT W GUNRAC	NET30	
Entered By			Salesperson	Ordered By	Resale Number	
Carlos Rodriguez			CARLOS	DEVAN WILSON	53-00014456-54C	
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
2	2	N	CM014248-1 HAV CloseOut Bkt Kit For C-VS-1012-INUT-2 Console Warehouse: FTLA		41.2500	82.50
4	4	N	CM014248-1 Close-Out Bracket Kit For C-VS-1012-INUT-2 Console C-MCB HAV CONSOLE MICROPHONE CLIP BRACKET Warehouse: FTLA		12.0000	48.00
4	4	N	C-MC HAV CONSOLE MICROPHONE CLIP Warehouse: FTLA		10.0000	40.00
2	2	N	C-PM-134-PC HAV BROTHER POCKETJET 8 PRINTER MOUNT, FORD PIU Warehouse: POMP		220.0000	440.00
2	2	N	CUP2-1001 HAV Self-Adjusting Double Cup Holder Warehouse: FTLA		41.8800	83.76
2	2	N	C-LP-3 HAV 2 PLATE W/ THREE 12VDC LIGHTER OUTLETS Warehouse: FTLA		50.0000	100.00
2	2	N	C-ARM-101 HAV EXTERNAL MTD ARMREST, HEIGHT ADJUSTABLE Warehouse: FTLA		66.8800	133.76

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DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Sales Quote

Sales Quote No.	549323-G

Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
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Telephone: 800-845-0405

Sales Quote No.	549323-G
Customer No.	JUPITISLA

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HOBE SOUND, FL 33455

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DANA SAFETY SUPPLY
ATT: JUPITER ISLAND PUBLIC SAFETY DEPT
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FT. LAUDERDALE, FL 33309

Contact: CAPT.MICHAEL EWING
Telephone: 772-486-0805
E-mail: MEWING@TJ.MARTIN.FL.US

Contact: INSTALLS
Telephone: 954-708-2071
E-mail:

Quote Date	Ship Via		F.O.B.	Customer PO Number	Payment Method	
09/20/24	GROUND FREIGHT NON		QUOTED FREIGHT	24 PIUT PAT W GUNRAC	NET30	
Entered By		Salesperson		Ordered By	Resale Number	
Carlos Rodriguez		CARLOS		DEVAN WILSON	53-00014456-54C	
Order Quantity	Approve Quantity	Tax	Item Number / Description		Unit Price	Extended Price
2	2	N	P1000UINT20AOSB PG PRO-CELL SINGLE COMPARTMENT 1/2 CAGE Warehouse: FTLA Includes: 1/2 or Full Partition, Transport Seat, Floor Pan, Pair Window Bars, Lower Extension Panel(s), Poly Center Divider, Poly Window Cargo Barrier, & Outboard Seat Belts		2,661.7500	5,323.50
2	2	N	809-0002-00 STALKER PATROL K BAND 2 ANTENNA Warehouse: FTLA End-User:		1,987.7700	3,975.54
2	2	N	Vehicle: GRAPHICS GRAPHICS FOR VEHICLE Warehouse: FTLA		744.4400	1,488.88
2	2	N	GRAPHICs INSTALL KIT MISC INSTALLATION SUPPLIES I.E. Warehouse: FTLA LOOM, WIRE, HARDWARE, CONNECTORS, ETC *****		225.0000	450.00

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Sales Quote

DANA SAFETY SUPPLY, INC
4809 KOGER BLVD
GREENSBORO, NC 27407

Telephone: 800-845-0405

Sales Quote No.	549323-G
Customer No.	JUPITISLA

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Ship To
DANA SAFETY SUPPLY ATT: JUPITER ISLAND PUBLIC SAFETY DEPT 750 W McNab Rd. FT. LAUDERDALE, FL 33309

Contact: CAPT.MICHAEL EWING
Telephone: 772-486-0805
E-mail: MEWING@TJ.MARTIN.FL.US

Contact: INSTALLS
Telephone: 954-708-2071
E-mail:

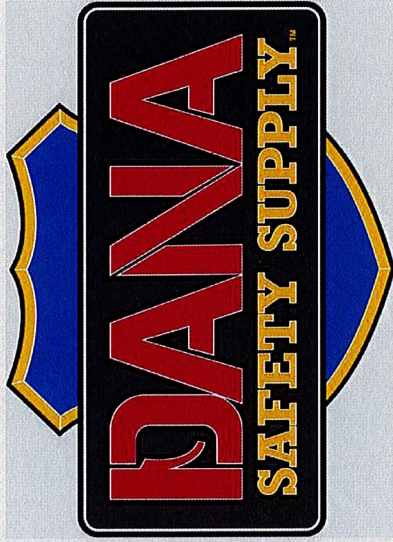
Quote Date	Ship Via	F.O.B.	Customer PO Number	Payment Method	
09/20/24	GROUND FREIGHT NON	QUOTED FREIGHT	24 PIUT PAT W GUNRAC	NET30	
Entered By		Salesperson	Ordered By	Resale Number	
Carlos Rodriguez		CARLOS	DEVAN WILSON	53-00014456-54C	
Order Quantity	Approve Quantity	Tax	Item Number / Description	Unit Price	Extended Price
2	2	N	INSTALL DSS INSTALLATION OF EQUIPMENT Warehouse: FTLA INSTALLATION INCLUDES ALL LISTED EQUIPMENT CUSTOMER SUPPLIED: - RADIO- AND ALL COMPONENTS -PRINTER, PRINTER POWER CABLE AND USB PRINTER CABLE -CUMPUTER CRADLE INSTALLCUSTOMER SUPPLIED MOTOROLA RADIO 2 EA 2024 FORD POLICE INTERCEPTOR WITH GUNRACK Approved By: _____ ☐ Approve All Items & Quantities Quote Good for 30 Days	3,870.0000	7,740.00

Approved By: _____
☐ Approve All Items & Quantities
Quote Good for 30 Days

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Subtotal	34,949.24
Freight	1,239.90
Order Total	36,189.14



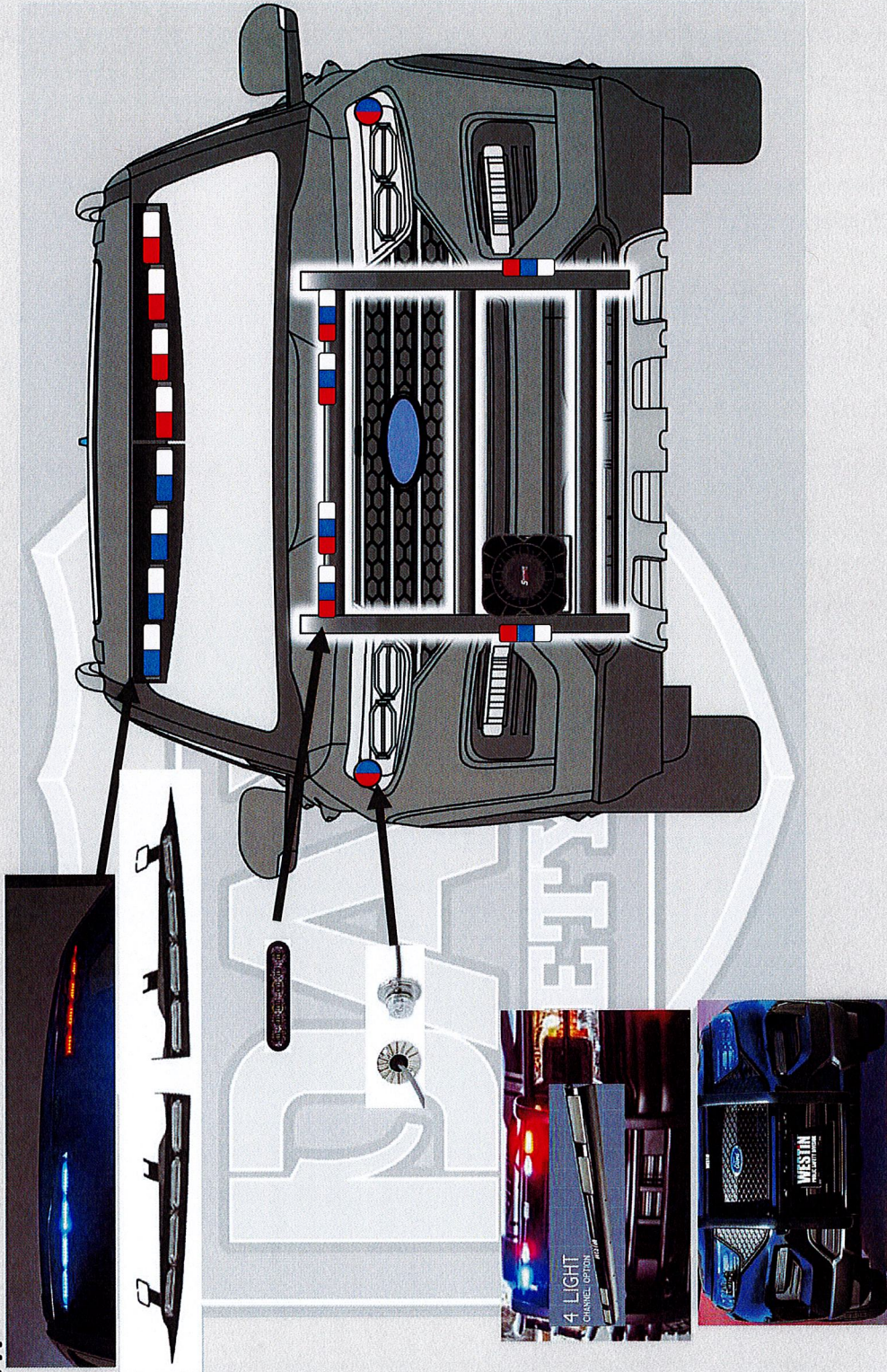
Dana Safety Supply Build Sheet

JUPITER ISLAND PUBLIC SAFETY DEPT
2023-24 FORD PIUT
WITH SINGLE GUN RACK

PIU – Front View

Notes

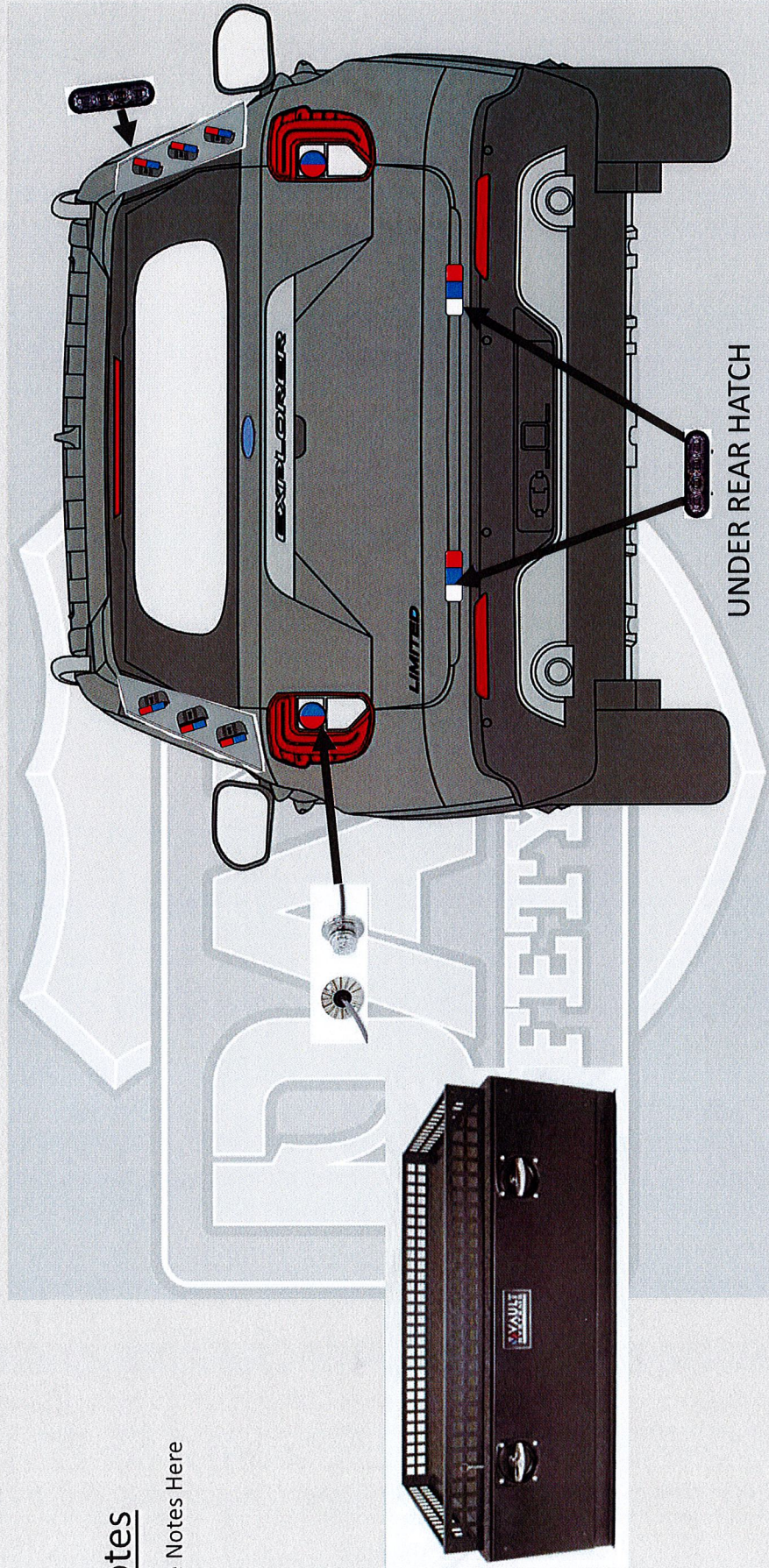
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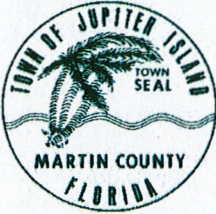
PIU – Rear View

Notes

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MEMORANDUM



TO: TOWN OF JUPITER ISLAND, COMMISSION
THRU: ROBERT GARLO, TOWN MANAGER
FROM: MICHAEL EWING, DIRECTOR OF PUBLIC SAFETY *mse*
DATE: OCTOBER 1, 2024
SUBJECT: CAPITOL PURCHASE AUTHORIZATION TO REPLACE EXISTING MARINE UNIT VESSEL

Public Safety is seeking to purchase a new Fluid 29 Patrol Boat. The cost for this vessel is \$218,472.20. This purchase price is based on the GSA, Government Contract Pricing.

Partial funding was secured through private donations in the amount of \$115,000 with the additional required funding approved in the 2024/2025 current fiscal year's Public Safety budget for the purchase of a new marine patrol vessel.

The vessel is needed to replace Public Safety's current Marine Unit vessel, a 1999 28' Contender boat. Our current boat is 25 years old, no longer meets our operational needs, and at the end of its useful life. The existing boat will be sold at public auction in accordance with all local, state and federal regulations.

Staff is requesting the Town Commission approve the purchase of the Fluid 29 Patrol Boat in the specified amount of \$218,472.20.

ATTACHMENT

/mse



640 Lofstrand Lane, Rockville, MD 20850, USA * Voice: 240-396-1988
Fax: 240-235-7090 * URL: www.ptimd.com * E-Mail: sales@ptimd.com

ISO 9001:2015 Certified * GSA Contract 47QMCA18D0006

**Attn: Lieutenant J. Scolly
Jupiter Island Police Department
Marine Unit
103 Bunker Hill Rd.
Hobe Sound, FL 33455**

Quote Date: 9/23/2024

CONTRACTOR CORE DATA:

Offeror's Name: Phoenix Trading Inc.

Offeror's Email: msethi@ptimd.com

Offeror's Point of Contact: Mukesh Sethi

Offeror's Phone: 240-396-1988 Ext 118

Offeror's Address: 640 Lofstrand Lane, Rockville, MD 20850

Offeror's UEL: FXVMXKJGC2K6

GSA Contract Number: 47QMCA18D0006

	Quantity	Price	Total
Fluid 29 Patrol Boat - GSA	1	\$199,227.20	\$199,227.20
Patrol 29			
Overall Length: 28'11"			
Length Inside: 25'11"			
Beam: 9'6"			
Beam Internal: 5'10"			
Tube Diameter 22"; 7 Chambers			
Weight Capacity: 4,647 lbs			
Person Capacity: 20			
Hull and Deck			
Heavy Duty Fiberglass Hull			
Aluminum Keel Guard			
Non-Slip Surface Molded into the Deck			
Gelcoat Color: Cloud Grey			
Stainless Steel Bow/Stern Eyes for Lifting or Towing			
Under-Deck Fuel Tank			
5" Stainless Steel High Flow Scupper			
Sealed Deck			
Tubes			
1670dtx Military Grade Hypalon Tubes			
Removable Tube Design (23'+)			
Inflation and Pressure Relief Valves			
Non-Slip Rubber Applied to Tubes			
Heavy-Duty EPDM Rubbing Strake			
Lifelines			
Diving & Rescue Equipment			
Engine Crash Rail/Rope Guard			
Stainless Steel Bow Samson Post			
Stainless Steel Tow Post			
Tube Mounted Telescopic Swim Ladder			
Life Cell Safety Box and Insert			
Spine Board			
Navigation and Safety			
LED Navigation Lights (USCG 2nm)			
Two Courtesy Red Lights			
Fire Extinguisher and Insert			
Telescopic Boat Hook			
Automatic & Manual Bilge Pump			

	Quantity	Price	Total
Tube Repair Kit with Manual Inflation Pump			
Engine and Drive System			
Twin 250hp Mercury Engines			
Racor Fuel/Water Separators			
Stainless Steel Propellers			
Simrad IS35 Digital Engine Display			
Analog Fuel Gauge			
Law Enforcement Equipment			
nROADS® Dome Light with Siren and Amplifier			
Strobe and Takedown Lights			
"POLICE" Lettering Painted on T-Top			
Rear Arch for LE System			
Console			
Fiberglass Console and Bolster			
Hydraulic Steering			
Built-in Storage and Safety Equipment			
Two Pop-up Cleats			
Electronics			
Raymarine Electronics			
Electrical Accessories			
3-bank Battery Charger			
12v Outlet			
USB Outlet			
Storage			
Aft Storage Box in Bolster			
Gun Cabinet with Timer Lock			
Bow Locker			
Weather Protection			
Heavy-Duty Fiberglass RAPTOR-Coated T-Top			
Full Impact Glass Windshield			
Windshield Wiper			
Trailer			
Aluminum Dual-Axle Trailer with Brakes			
Engine Upgrade	1	\$4,000.00	\$4,000.00
Upgrade Engines from Mercury 225 hp to Mercury 250 hp			
OPTIONAL: Sionyx Night Vision Option	1	\$4,400.00	\$4,400.00
Night Vision			
OPTIONAL: Pop Up Cleats, Tube Mounted (Set of 2)	1	\$1,500.00	\$1,500.00
Cleats on the tubes			

	Quantity	Price	Total
OPTIONAL: Hypalon POLICE Logo (pair)	1	\$1,500.00	\$1,500.00
Hypalon POLICE Logo (Qty 2)			
OPTIONAL: Dacon Rescue Net	1	\$3,400.00	\$3,400.00
OPTIONAL: Decking with D-rings	1	\$4,445.00	\$4,445.00
Jupiter Island Pickup	1	\$0.00	\$0.00
Pickup from Franklinton NC			

One-time subtotal \$218,472.20

Total \$218,472.20

TOWN OF JUPITER ISLAND

MEMORANDUM

TO: Mayor & Town Commission

THROUGH: Robert Garlo, Town Manager 

CC: Kimberly Kogos, Town Clerk

FROM: John Duchock, Asst. Town Manager/Beach District Director

RE: Agenda Item 8: Waterfront Setback Line Study Update

DATE: 9/23/2024

Background:

The following provides a brief update on study progress and a timeline for work tasks, including deliverables, for the Waterfront Setback Line Study led by Cummins Cederberg.

<i>Task</i>	<i>Deliverable</i>	<i>Completion Date</i>
Public Outreach Meeting	Presentation Materials and Meeting Support	April 16, 2024 (complete)
1. Due Diligence	Background Data Collection, Review, and Summary Report	Completed. June 12, 2024
2. Data Analysis & Setback Criteria Evaluation	Data Analysis Summary Report	Completed. September 4, 2024
3. Field Verification & Preliminary Mapping	Preliminary Maps and Survey Data	November 2024
Public Outreach Meetings	Presentation Materials and Meeting Support	December 2024
4. Final Mapping & Summary Report	Final Maps and Setback Line Table of Coordinates	January 2025

Recommendation:

For information purposes only. No action is requested.

**Town of Jupiter Island
Town Manager Evaluation**

Objective		1 Poor	2 Below Avg	3 Avg	4 Above Avg	5 Excellent	Comments
1	Supervise and participate in investigations or studies necessary to securing facts upon which important determinations can be made.				X	XXXX	
2	Attend all meetings of the Town Commission, unless excused by the Commission, with the right to take part in the discussion but without having a vote on all matters coming before the Commission.					XXXXX	
3	With the assistance of the Finance Officer, prepare the budget annually and submit it to the Commission together with a message of describing the important features and be responsible for its administration after adoption.					XXXXX	

4	Prepare and submit to the Commission, at the end of the fiscal year, a complete report on the finance and administration activities of the Town for the preceding year.				X	XXXX	
5	Keep the Commission advised of the financial condition and future needs of the Town and make such recommendations as the Manager may deem desirable.					XXXXX	
6	Recommend to the Commission, from time to time, adoption of such measures as may be deemed necessary or expedient for the health, safety or welfare of the community or for the improvement of administrative services.				X	XXXX	
7	Negotiate on behalf of the Town, and markets the community throughout the state, local and private agencies who can provide financial resources to greatly improve local social-economic conditions.				X	XXXX	
8	Visits with Congressional or Legislative delegation to bring additional financial resources to the community through appropriations for social and economic development purposes.				X	XXX	N/A

9	Implement policy established and directed by the Town Commission.					XXXXX	
10	Scout and engage suitable legal representation for specific matters as directed by the Town Commission.				X	XXXX	
11	To be responsible for the supervision of all departments and employees of the Town and to see that laws and ordinances are enforced.					XXXXX	
12	To appoint or terminate or to delegate the appointment and termination of all Town employees.					XXXXX	
13	To see that all terms and conditions imposed in favor of the Town or its inhabitants in any public utility franchise are faithfully kept and performed.				X	XXXX	
14	To be the purchasing agent for the Town, by whom all purchases of supplies shall be made, and to approve all vouchers for the payment of same. All purchases and sales shall conform to such regulations as the Town Commission may from time to time prescribe. The duties as prescribed in this subparagraph may be amended by ordinance.					XXXXX	

TOWN OF JUPITER ISLAND
TOWN MANAGER PERFORMANCE EVALUATION

This evaluation process measures key elements of the Town Managers job description and requirements from the Town Charter. The first section, or main area of evaluation consists of 9 categories related to the Town Managers working relations and support of the Commission. The scoring scale is 1-5:

- 1 - Poor
- 2 – Below Average
- 3 - Average
- 4 – Above Average
- 5 - Excellent

The second part pertains to the Town Manager's achievements of specific objective goals for each of the operations of the Town.

At the end of each year, the Manager will present to the Commission the results for each area and the objectives for the following year. Based on performance and other considerations, the Town Commission will evaluate the compensation.

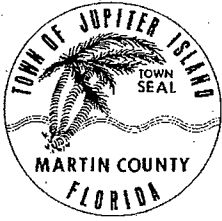
**Town of Jupiter Island
Town Manager Evaluation**

Objective		1 Poor	2 Below Avg	3 Avg	4 Above Avg	5 Excellent	Comments
1	Supervise and participate in investigations or studies necessary to securing facts upon which important determinations can be made.						
2	Attend all meetings of the Town Commission, unless excused by the Commission, with the right to take part in the discussion but without having a vote on all matters coming before the Commission.						
3	With the assistance of the Finance Officer, prepare the budget annually and submit it to the Commission together with a message of describing the important features and be responsible for its administration after adoption.						

4	Prepare and submit to the Commission, at the end of the fiscal year, a complete report on the finance and administration activities of the Town for the preceding year.						
5	Keep the Commission advised of the financial condition and future needs of the Town and make such recommendations as the Manager may deem desirable.						
6	Recommend to the Commission, from time to time, adoption of such measures as may be deemed necessary or expedient for the health, safety or welfare of the community or for the improvement of administrative services.						
7	Negotiate on behalf of the Town, and markets the community throughout the state, local and private agencies who can provide financial resources to greatly improve local social-economic conditions.						
8	Visits with Congressional or Legislative delegation to bring additional financial resources to the community through appropriations for social and economic development purposes.						

9	Implement policy established and directed by the Town Commission.									
10	Scout and engage suitable legal representation for specific matters as directed by the Town Commission.									
11	To be responsible for the supervision of all departments and employees of the Town and to see that laws and ordinances are enforced.									
12	To appoint or terminate or to delegate the appointment and termination of all Town employees.									
13	To see that all terms and conditions imposed in favor of the Town or its inhabitants in any public utility franchise are faithfully kept and performed.									
14	To be the purchasing agent for the Town, by whom all purchases of supplies shall be made, and to approve all vouchers for the payment of same. All purchases and sales shall conform to such regulations as the Town Commission may from time to time prescribe. The duties as prescribed in this subparagraph may be amended by ordinance.									

15	To perform other such duties as the Town Commission may prescribe.						
----	--	--	--	--	--	--	--



MEMORANDUM

TO: Town Commission
FROM: Robert Carlo, Town Manager
DATE: 09-09-2024
SUBJECT: 2024 Accomplishments

I was appointed Acting Town Manager in May 2023, and appointed permanent Town Manager shortly thereafter.

I immediately established the following objectives that I felt were critical to advancing the Town's interests.

1. Conduct comprehensive assessments and level of service evaluations in several departments within the Town. Identify any deficiencies and make necessary changes.
2. Create a much more effective public relations program for the benefit of the Town and all its' residents.
3. Establish effective, working relationships on local, state and federal levels, to better further the interests of the Town.

Objective 1

Upon entering the Town Manager position, two key positions were vacant and in need of immediate hire. Those positions included the Finance Director, held by the previous Town Manager, and Human Resources Director.

I recruited and hired one highly qualified individual to fill both positions, thus eliminating the need for two separate Director positions.

Objective 2

The results of some of the department assessments necessitated some wholesale changes particularly in the Building Department.

Specifically, when I took the position, and for the first time ever, the Town was operating without an in-house State-licensed building code administrator (Building Official) under F.S. 468. We no longer

had the ability to perform full plan review, conduct any type of Florida Building Code inspections and/or issue certificates of occupancy to completed projects, at least not in-house.

In response, I successfully recruited a highly qualified, experienced, and credentialed Director of Building, Planning and Zoning (Catherine Harding). Ms. Harding has since made significant improvements that I will highlight when I discuss each department's accomplishments under my direction since taking office.

I also set out to address the growing frustrations over code compliance that I had heard from many residents for several years. I also recruited a highly qualified Code Compliance Officer from Martin County, and we now enjoy a much more robust code compliance program under the direct supervision of the Building Official. Additionally, I received Commission approval to enlist a Special Magistrate to prosecute code violation cases for the Town.

I am also preparing to have a complete assessment of South Martin Regional Utility conducted.

Objective 3

I understood the need to employ a very effective public relations firm to assist the Town as needed. Additionally, at that time there were several anonymous letters being circulated throughout the Town.

The goal here was twofold:

One was to employ a company capable of providing crisis management services in the event we needed to correct negative messaging. We subsequently engaged with Red Banyan whom we have been working closely with to put out the Town's messaging.

Second was to bring attention to the remarkable efforts made by our residents in a multitude of ways including conservation, preservation and humanitarian efforts.

An example of this was a proclamation recognizing the Hobe Sound Community Chest awarded at a Town Commission meeting.

Objective 4

To accomplish this objective we engaged with Kelly Layman as a legislative and external relations consultant.

Examples are our heavy presence at the last legislative session, and our recent hosting of a candidate's forum for Martin County's District 3 candidates.

We have had Senator Harrell, Congressman Snyder and Commissioner Jenkins all appear our Town Commission meetings.

I have also worked to forge relationships of mutual respect with Martin County officials. Example is my meeting with the County Administrator and staff to resolve issues relative to utilities service territories.

In addition to the objectives and accomplishments listed, I'm also providing a list that each individual department has accomplished under my direction.

Finance

- Completed draft and final budgets for all departments, made presentations to the Town Commission for approval, and completed all TRIM requirements and received compliance approval from State-DOR. Completed budget amendments as needed.
- The FY 2023 audit resulted in an Unmodified ("clean") opinion on basic financial statements. There was a finding related to an accounting standard that should have been implemented in a prior year, the current staff and auditors corrected the finding.
- Budget Management: Consistently review cash flow and positions and initiated investment recommendations for General Fund, SMRU and Beach District to better capture investment income.
- Presented and reviewed the Purchasing Policy with the Town Commission to ensure the Commissioners are informed about how Town staff obtains estimates, quotes, bids, etc. for purchases and contracts for Town business.
- Insurance: Solidify employee benefit coverages and continue to work through securing P&C lines of insurance; Eliminated P&C agent of record saving approximately \$30k/year; worked with FMIT to survey all Town and SMRU asset classes to ensure proper coverage and limits on insured items.

Human Resources

- Through effective recruitment and selection, the Human Resources (HR) department has successfully filled multiple vacancies in numerous departments.
- I Recognized the need to retain qualified employees, so HR coordinated a Salary Compensation Study with Evergreen Solutions for all Town and SMRU employees, ensuring that salaries are competitive, equitable, and aligned with industry standards and internally fair and equitable.
- Participated in Collective Bargaining negotiations resulting in management labor agreements on several contract articles.

Building Department

- Implemented a much more effective and efficient procedure for the issuance of Building Permits.

- Implemented an automated system to record and monitor code compliance, complaints and violations.
- Implemented a much more effective procedure for presenting applications to the BOA and IRC to include all applicable Land Development Regulations (LDR).
- Implemented a system of producing final written orders to ensure adherence to all conditions of approval.
- Improved the process of reviewing Building Permit applications and approved efficiencies by identifying those that can be approved internally by the Director of Building, Planning and Zoning.
- Developed new Ordinances to: 1) clarify the LDR's interpretation and include Building Code definitions; 2) identify and define home-based businesses; 3) address fill criteria; and 4) created an Administrative Approval process pertaining to ADA and Interior Renovation matters.
- Presented a recommendation to give both the IRC and the BOA variance approval to make applications more efficient and less costly, and to separate the applications into minor and major development.

Public Safety

- Received Law Enforcement Re-Accreditation for the fourth consecutive three-year period.
- Added a full-time Marine Patrol position to Public Safety to address security concerns related to the waterways.
- Implemented a comprehensive review and re-write of our Department Fire/EMT Policies and Procedures.
- Dignitary Protection Team Program was implemented with four Public Safety Officers professionally trained to address high risk threats to residents, guests, and dignitary visitors to Jupiter Island.
- Implementation of Axon Body Cameras to all Patrol Officers and Axon In-Car Video systems to all marked patrol cars.
- Replaced aged Fire Truck with new Mini Pumper Fire Truck, dramatically improving the ability to access narrow driveways and hard to reach properties on Jupiter Island.

Public Services (Public Works and Public Utility)

- Coordinated and supervised tornado recovery activities including direct coordination with Martin County peers for restoration of Ficus Allee and other affected properties on Jupiter Island.
- Implemented more efficient work schedule to staff-up critical areas and ensure efficiency during seasonal/non-seasonal tasks.
- Designed and presented a 100-year succession plan for plantings along Bridge Road that was accepted by the JI Beautification Committee.
- Provided in-house engineering oversight of numerous projects for SMRU and Public Works.

- Oversaw and facilitated a comprehensive survey of service lines within the SMRU territory, as required by the latest EPA Lead Service Line mandate, utilizing AI and Machine Learning to supplement field efforts for a 95% reduction over full field investigation.
- Completed negotiations with large, western development to design and commence construction of approximately \$45M in transferrable assets to SMRU. Once transferred, the assets will increase the book value of the utility by approximately 30+% (in the next two fiscal years).
- Negotiated and procured ~ \$600K vacuum truck and \$400K of additional contributions in aid of purchase of emergency equipment for the Town.
- Negotiated and collected ~ \$9M in impact fees for development within the SMRU territory.
- Identified the need and developed a conceptual plan for conversion of septic systems on Jupiter Island to sanitary sewer service.
- Coordinated and provided support to a \$950K legislative appropriation to Martin County for construction of line extensions for future SMRU water customers.
- Completed full capacity analysis and future projected useful life of existing wastewater facility.

Beach Protection District

- Maintain increased LGFR (Local Government Funding Request) cost-share @ 19.0% (originally 13.14%).
- Applied for 2024-2025 LGFR requesting reimbursement for beach tilling and monitoring.
- Secured obligated funding for Hurricanes Ian and Nicole from FEAM (>\$20M).
- Developed Beach Protection District budget (24/25) and 12-Year Financial Plan update.
- Bid and award of Beach Restoration Project contract.
- Execute permit-required monitoring programs (biological, physical, turtle and shorebird).
- Advance south fill template design change (feeder beach) permit modifications.
- Secure reimbursement funds from FEMA Category B/G claims relating to Ian/Nicole.
- Track and assess update of Interlocal agreement with MC on inlet bypass.

Town Clerk / Administration

- Collaborated with IT Director to procure and implement new Town-wide website, improving transparency and ease of information distribution.
- Procured and implemented new Clerk Module Software, improving public access to agendas and materials, and improving searchability.
- Coordinated and assisted with on-boarding and ethics training for twenty-seven (27) newly elected and appointed officials.
- Executed a program for Records Retention and Document E-Filing, providing on-going records management procedures for each department.
- Processed extensive public records requests in addition to copious Subpoena Duces Tecum, representing hundreds of thousands of produced records.

Information Technology

- Procurement and implementation of new, robust and accessible Town-wide website.
- Implemented Mobile Device Management and Endpoint security for Town cellular devices.
- Completed the migration to VTSCADA, providing a more resilient and effective SCADA management system for SMRU.
- Moved the Public Safety Department to a more secure, manageable, and responsive Wi-Fi.
- Consistently responds to and resolves service tickets for the Town, Public Safety and SMRU in a timely manner.

Memorandum



To: Mayor and Commission

From: Catherine Harding, Community Development Director

Date: September 24, 2024

Re: Background Study for Short Term/Vacation Rentals

In all Residential Districts, the Town of Jupiter Island prohibits *“the rental of any portion of a lot or building which does not include the use and occupancy of the single-family dwelling which is the principal building on the lot”*. Additionally, a prohibited use is: *“Any other use not specifically permitted in these regulations”*.

After a review of the houses advertised for rent on Jupiter Island, we found there were **6 homes that are advertising for rent by the month and additionally 2 homes that were but are not currently advertising**. Further, there were **2 homes listed for rent per night**. In each case the homes were advertising the full use of the single-family dwelling as permitted. **None of these rentals are in violation of our LDR’s.**

We have no term restrictions on single family properties for rent. However, the Martin County Property Appraiser does have regulations restricting home rentals. *“Renting your home for more than 6 months in a calendar year, is considered commercial use, and your homestead will be removed”*. **None of these rentals have a homestead exemption.**

Our Comprehensive Plan encourages and supports *“housing units accessory to single family residences for use of guests and employees”*.

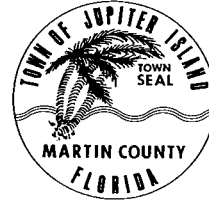
The definitions in the LDR’s defines *Staff Quarters* as: *“A living area occupied by persons who are employed to provide maintenance or domestic services on the premises.*

The definition of *Guest House or cottage* is defined as: *“A building used as a temporary residence by **non-paying guest**”*.

In conclusion, we have no restrictions on rentals, providing they include the use and occupancy of the single-family dwelling on the lot. Further, you may have staff quarters without exception and guest quarters providing the guest are **nonpaying**.

If Jupiter Island considers a Short-Term/Vacation Rental Ordinance, we must also consider any conflict it will have with the rental of single-family dwellings and the guests and employee housing, we now permit.

cah/9/19/24



Memorandum

To: Mayor & Town Commission

From: R. Garlo, Town Manager

Date: September 23, 2024

Re: Vacation Rentals

On the subject of short term rentals, perhaps it would be prudent to view this matter in the context of “vacation rentals”.

For discussion purposes, and solely for your consideration, vacation rentals could be viewed as single family homes operating as a transient public lodging establishment. This could be defined as any home rented out to guests more than three (3) times in a calendar year for periods of less than thirty (30) days, or any location advertised to the public as a place regularly rented to guests for periods less than thirty (30) days.

This would suggest bringing an ordinance forward making it unlawful for any person or entity to operate a vacation rental within the town, or to offer such property for rent as a vacation rental within the Town, unless the person or entity has registered such property with the town by obtaining a vacation rental permit in accordance with all of the requirements adopted by the town.

Many of the requirements for consideration are listed in the ordinance provided from a municipality in Palm Beach County.

ORDINANCE NO. O-1-24

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES AT APPENDIX A. ZONING ORDINANCE. TO REVISE THE DEFINITION OF THE TERM "FAMILY" AND AT CHAPTER 18. BUSINESSES, OCCUPATIONS AND PROFESSIONS. TO ADD AN ENTIRELY NEW ARTICLE IV. "VACATION RENTALS." CREATING NEW SECTIONS 18-52 THROUGH 18-58 TO PROVIDE VACATION RENTAL USE REGULATIONS FOR VACATION RENTALS OPERATING WITHIN THE TOWN; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF APPENDIX A AND CHAPTER 18 SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, prior to 2011, municipalities in Florida were free to regulate local land use issues under the Home Rule authority granted by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, in 2011, the Florida Legislature enacted Chapter 2011-119, Laws of Florida, preempting the local regulation of a specific land use known as vacation rentals, preventing municipalities from enacting new regulations necessary to address any consequential or negative impacts caused by vacation rentals; and

WHEREAS, in 2014, the Florida Legislature enacted Chapter 2014-71, Laws of Florida, rescinding the complete preemption of the regulation of vacation rentals, and specifically mandating that local laws, ordinances or regulations could not prohibit vacation rentals or regulate the duration or frequency of vacation rentals; and

WHEREAS, Chapter 2014-71, Laws of Florida, returned some local control back to municipalities to mitigate the effects of vacation rentals in an attempt to make them safer and more compatible with existing neighborhood regulations and to hold operators of such properties accountable for their proper operation; and

WHEREAS, the occupants of vacation rentals, due to the transient nature of such occupancy, are unfamiliar with local hurricane evacuation plans, the location of fire extinguishers, exit routes, pool and home safety features, and other similar safety measures that would ordinarily be provided to guests in traditional lodging establishments (i.e., hotels and motels); and

WHEREAS, when unregulated, there is the potential that occupants of vacation rentals located within established neighborhoods may disturb the quiet enjoyment of the neighborhood and create numerous secondary impacts, including noise, traffic, parking and a greater demand on public services; and

WHEREAS, traditional lodging establishments are typically restricted to commercial and other non-residentially zoned areas where intensity of use is separated from less busy and quieter residential uses; and

WHEREAS, like many other municipalities throughout the State of Florida, the Town of Palm Beach Shores desires to adopt standards both to provide for the safety and welfare of occupants of vacation rentals and to minimize any negative impacts caused by vacation rentals in residential areas, especially established single-family neighborhoods with the Town; and

WHEREAS, the Town of Palm Beach Shores desires vacation rentals that are safe, that conform to the character of the community, that provide positive impacts for tourism, and that do not detract from property values and achieve greater neighborhood compatibility; and

WHEREAS, the Town's enactment of regulations applicable to vacation rentals is necessary to preserve the integrity of residential areas and neighborhoods and corresponding property values, while also protecting the health, safety and welfare of residents, property owners, investors and transient occupants of the Town; and

WHEREAS, the Town's regulations are intended to supplement, not replace, any existing federal or state law or regulation or any existing controls within established residential units served by homeowner or condominium associations; and

WHEREAS, the Town's regulations neither prohibit vacation rentals nor restrict the duration or frequency of vacation rentals; rather they are intended to address life safety and compatibility concerns and the secondary effects of vacation rentals located within residential areas and neighborhoods in conformance with current state law; and

WHEREAS, the Town of Palm Beach Shores has held all required public hearings and has provided public notice in accordance with applicable State statutes and Town ordinances; and

WHEREAS, the Town Commission believes these amendments to the Code of Ordinances are in the best interests of the citizens of the Town of Palm Beach Shores.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, THAT:

Section 1: Appendix A. Zoning Ordinance. of the Code of Ordinances of the Town of Palm Beach Shores is hereby amended at Section II. Definitions., Pf. 2.22 to revise the definition of the term "family" relative to transient use and provide internal cross reference to the supplemental regulations for vacation rentals; providing that Pf. 2.22. shall hereafter read as follows:

Pf. 2.22. - Family.

A family is one (1) or more persons who are either related or unrelated by blood, marriage or adoption; and who also occupy a single dwelling unit and have chosen to reside as a member of an independent residence. Each "family" as defined herein is subject in all instances to the occupancy restrictions of Article IX of the Town's Building Code set forth at Chapter 14. The term "family" does not include the occupants of a "hotel," "motel," or any other living arrangements within a building or facility which is being utilized for the transient occupancy of its inhabitants in accordance with Sections 18-52 through 18-58 of the Town Code.

Section 2: Chapter 18 – Businesses, Occupations and Professions. of the Code of Ordinances of the Town of Palm Beach Shores is hereby amended to add entirely new Article IV. Vacation Rentals. containing entirely new Sections 18-52 through 18-58 to require permits and establish supplemental regulations for vacation rentals operating within the Town; providing that Article IV. shall hereafter read as follows:

ARTICLE IV. – VACATION RENTALS

Sec. 18-52. - Vacation rental defined; permit required.

A vacation rental is any unit or group of units in a condominium or cooperative or any individually or collectively owned single-family, two-family, three-family, or four-family house or dwelling unit that is also a transient public lodging establishment but that is not a timeshare project. A transient public lodging establishment is any such unit which is rented out to guests more than three (3) times in a calendar year for periods of less than thirty (30) days or one (1) calendar month, whichever is less, or which is advertised or held out the public as a place regularly rented to guests for periods less than thirty (30) days or one (1) calendar month, whichever is less.

It shall be unlawful for any person or entity to operate a vacation rental within the town, or offer such property for rent as a vacation rental within the town, unless the person or entity has registered such property with the town by obtaining a vacation rental permit in accordance with the requirements of this article. Separate permits are required for each individual vacation rental unit. All vacation rental permits shall be renewed annually and shall be considered delinquent if not renewed by September 30 of each year. Vacation rental permits are separate and distinct requirements in addition to business tax receipts and certificates of use.

Sec. 18-53. - Vacation rental permit application.

Every vacation rental owner or operator shall register with the town by submitting to the building department a completed vacation rental permit application in a form promulgated by the town, together with registration and inspection fees in amounts established by resolution of the town commission, which amounts may be amended from time to time. A separate permit application form with separate registration and inspection fees shall be required for each vacation rental unit.

(1) *Permit application.* A complete vacation rental permit application form shall include the following:

- a. Property card printout from the county property appraiser database;
- b. Current transient public lodging establishment license issued by the Florida department of business and professional regulation;
- c. Current certificate of registration with the Florida department of revenue for remittance of applicable state taxes, or proof that payment is arranged through a third party such as an on-line platform;
- d. Current palm beach county business tax receipt;
- e. Evidence of the vacation rental's current and active account with the county tax collector for the purpose of collecting and remitting tourist development taxes and any other taxes required by law to be remitted to the county tax collector;
- f. Total number of sleeping rooms at the vacation rental unit; maximum number of guests that can stay overnight at the vacation rental unit at any one time (maximum occupancy is eight in four or more sleeping rooms);
- g. Maximum number of individuals that may gather at or occupy vacation rental unit property at any one time (maximum number of individuals permissible is one and

one-half times the maximum occupants authorized to stay overnight at the vacation rental unit, and in no case more than 12 individuals);

- h. Homeowners or property owners association approval to operate the vacation rental unit, if applicable;
- i. Floorplan of the vacation rental unit which includes stairways, hallways, bedrooms, exists, and which identifies all fire extinguisher locations;
- j. Site survey which includes the residential unit, any swimming pools, hot tubs, spas, and fencing;
- k. A copy of a sample lease agreement;
- l. A completed vacation rental responsible party designation, in the format prescribed by the town, which includes the information required by section 18-54 of this Code;
- m. Proof that the vacation rental has satisfied the inspection requirements contained in section 18-56 of this Code; and
- n. A commercial certificate of insurance evidencing coverage to cover bodily injury and property damage liability for injury or harm to occupants and other invitees, with respect to the use of the property as a vacation rental with minimum limits of liability as follows:
 - i) Each Occurrence: \$1,000,000.00; and
 - ii) Policy Aggregate: \$2,000,000.00.

Modification of permit. An application for modification of a vacation rental permit shall be required in the event that any of the following changes to the vacation rental are proposed:

- a. An increase in the gross square footage;
- b. An increase in the number of bedrooms;
- c. An increase in the maximum occupancy;
- d. An increase in the number of parking spaces, or a change in the location of parking spaces;
- e. An increase in the number of bathrooms;
- f. Any other material modifications that would increase the intensity of use on the vacation rental property; or
- g. A change in responsible party.

(2) Duration of permit. A vacation rental permit issued under this article shall expire each September 30 and may be annually renewed thereafter if the property is in compliance with this article.

- (3) *Renewal of permit.* A vacation rental permit renewal shall be completed by September 30 of each year, through the execution of a renewal affidavit, in the format prescribed by the town, and the payment of the renewal fee as established by the town. A property owner may apply for renewal of a vacation rental permit beginning July 1 prior to the expiration of the annual license.
- (4) *Incomplete permit application/renewal.* If the permit application or renewal form submitted pursuant to this article is incomplete, the applicant shall be informed of such deficiency and shall have ten (10) calendar days to correct the deficiency. If any deficiency is not so corrected, the permit application shall be deemed withdrawn.
- (5) *Outstanding code violations.* The town shall not process any vacation rental registration or renewal if the property has unresolved code violations or code enforcement liens.
- (6) *Non-transferability and non-assignability of permit.* Vacation rental permits issued under this article are non-transferrable and non-assignable. If the ownership of any vacation rental property is sold or otherwise transferred, the new owner is required to apply for new permits.
- (7) *Permit application or renewal fees.* The town charges reasonable administrative fees to process a vacation rental permit application or renewal, the amount of which shall be established by resolution of the town commission. Fees are non-refundable.
- (8) *False or misleading information.* It shall be unlawful for any person to give false or misleading information in connection with any application for, modification, or renewal of a vacation rental permit as required by this article. Vacation rental permit applications shall be sworn to under penalty of perjury. Any false statements made in an application shall be a basis for the revocation of any permit issued pursuant to such application.

Sec. 18-54. - Vacation rental responsible party.

Every permitted vacation rental under this article must designate a responsible party to respond to routine inspections as well as non-routine complaints and any other problems related to the operation of the vacation rental. The property owner may serve in this capacity or shall otherwise designate another person 18 years or older to perform the following duties:

- (1) *Be available by telephone at the listed phone number 24 hours per day, seven days per week and be capable of handling any issues relating to the operation of the vacation rental;*

- (2) If required, be willing and able to return to the vacation rental within 60 minutes following notification from a vacation rental occupant, law enforcement officer, emergency personnel, or the town to address any issues relating to the operation of the vacation rental;
- (3) Maintain for three (3) years a record of all lease/rental agreements for the vacation rental, as well as a record of all guests of the vacation rental. Both of these records shall be available for inspection upon request;
- (4) Receive service of any legal notice on behalf of vacation rental owners or operators for violation of the requirements set forth in this article; and
- (5) Conduct an on-site inspection of the vacation rental at the end of each rental period to ensure continued compliance with the requirements of this article.

Sec. 18-55. - Vacation rental standards.

No person or entity shall own or operate a vacation rental within the town unless such vacation rental complies with the following standards:

- (1) *Minimum life/safety requirements.*
 - a. *Swimming pool, spa and hot tub safety.* A swimming pool, spa or hot tub shall comply with the current standards of the Residential Swimming Pool Safety Act, as set forth in F.S. ch. 515.
 - b. *Smoke and carbon monoxide (CO) detection and notification system.* Each vacation rental unit must be outfitted with an operational smoke and carbon monoxide (CO) detection notification system. Every smoke and carbon monoxide (CO) detection notification system must be hard-wired, or have a sealed ten-year battery. A smoke alarm shall be installed in each sleeping room. A carbon monoxide alarm shall be installed outside each sleeping room and adjacent to the garage door. All smoke and carbon monoxide alarms shall be interconnected.
 - c. *Fire extinguisher.* A portable, multi-purpose dry chemical 2A:10B:C fire extinguisher shall be installed, inspected and maintained in accordance with NFPA 10 on each floor/level of the dwelling unit. The extinguisher(s) shall be installed on the wall in an open common area or in an enclosed space with appropriate markings visibly showing the location.
 - d. *Local telephone service.* At least one (1) landline telephone with the ability to call 911 shall be available in the main level common area in the vacation rental.

- e. Secondary means of escape. Every sleeping room and living area shall have a secondary means of escape. It shall be a minimum of one (1) doorway or one (1) window directly to the exterior. The window shall have a clear opening compliance with the following:
 - 1. Clear width shall be no less than 20 inches;
 - 2. Clear height shall be no less than 24 inches;
 - 3. Opening shall be no less than 5.7 square feet; and
 - 4. Opening shall be no more than 44 inches above the floor.
- (2) Maximum occupancy.
 - a. Each vacation rental dwelling unit shall comply with Sec. 14-266 " Occupancy Limitations" of the Town's Code of Ordinances, provided however that:
 - 1. The maximum number of transient occupants authorized to stay overnight at any vacation rental unit shall be limited to two (2) persons per sleeping room, and a maximum total occupancy of eight (8) individuals in four or more sleeping rooms. The number of sleeping rooms shall be confirmed by on-site inspection by a representative of the town, and
 - 2. The maximum number of persons allowed to gather at or occupy a vacation rental shall not exceed one and one-half times the maximum occupants authorized to stay overnight at that site, as shown on the vacation permit application, and in no event shall a gathering exceed twelve (12) individuals.
- (3) Solid waste handling and containment. Solid waste and recycling collection services shall be provided pursuant to Chapter 38, of the Town Code of Ordinances. For purposes of this section, a solid waste or recycling container shall not be placed at curbside before the day prior to solid waste pickup, and each solid waste or recycling container shall be removed from curbside before midnight of the day of pickup.
- (4) Designation of responsible party. Each vacation rental owner or operator shall designate a responsible party capable of meeting the duties provided in section 18-54.
- (5) Rental or lease agreement requirements.
 - a. There shall be a written or online lease, rental, tenant or other recorded agreement memorializing each vacation rental tenancy between the owner/operator or its responsible party and the occupant(s). The agreement shall, at a minimum, contain the following information:
 - 1. The maximum number of occupants for the unit as specified in subsection (2) above;

2. The number of parking spaces associated with the vacation rental property or dwelling unit, if applicable, and a sketch or photograph showing the location of such spaces;
 3. The names and ages of all persons who will be occupying the property or unit;
 4. The dates of such occupancy; and
 5. A statement that all occupants must evacuate from the vacation rental following any evacuation order issued by local, state or federal authorities.
- b. The town reserves the right to request and receive a copy of any vacation rental lease or rental agreement from the owner/operator or responsible party at any time.
- (6) Vacation rental unit posting requirements.
- a. The vacation rental unit shall be posted with the following information next to the main entrance door:
 1. The name, address and telephone number of the vacation rental responsible party;
 2. The maximum occupancy permitted;
 3. The days and times of solid waste and recycling pick up and a notification that all garbage or trash must be placed in a garbage or trash can or other approved solid waste receptacle and that all recyclables must be placed in approved recyclable containers;
 4. The location of the nearest hospital; and
 5. The location of designated parking spaces/areas, if applicable.
 - b. There shall also be posted, next to the interior door of each bedroom, a building evacuation map (at least 8 ½ inches by 11 inches).
- (7) Other regulations. Vacation rentals must comply with all other regulations, standards and requirements set forth in the Town Code of Ordinances, including, but not limited to, the requirements of Chapter 6 (alcoholic beverages), Chapter 10 (animals), Chapter 14 (buildings and building regulations), Chapter 42 (nuisances, including noise regulations), Chapter 70 (traffic and vehicles), Chapter 74 (utilities), Chapter 78 (vegetation), Chapter 82 (waterways), and Appendix A zoning ordinance.

Sec. 18-56. - Initial and subsequent compliance inspections of vacation rentals.

- (a) Initial inspection. An initial inspection of the vacation rental by a town code inspector and/or building department personnel, for compliance with this article is required prior to the

issuance of a vacation rental permit. If violations are found, all violations must be corrected, and the property or dwelling unit must be re-inspected prior to issuance of the vacation rental permit as provided herein.

- (b) *Subsequent inspections.* Once a vacation rental permit is issued, a vacation rental must be properly maintained in accordance with the vacation rental standards herein and will be re-inspected annually. For an inspection, all violations must be corrected and re-inspected within thirty (30) calendar days. Failure to correct such inspection deficiencies in the timeframes provided shall result in the suspension of the vacation rental permit until such time as the violations are corrected and re-inspected.
- (c) *Inspection appointments.* The inspections shall be made by appointment with the vacation rental responsible party. If the inspector has made an appointment with the responsible party to complete an inspection, and the responsible party fails to admit the officer at the scheduled time, the owner shall be charged a "no show" fee in an amount established by resolution of the town commission to cover the inspection expense incurred by the town.
- (d) *Notice of failure of inspections.* If the inspector(s) is denied admittance by the vacation rental responsible party or if the inspector fails in at least three (3) attempts to complete an initial or subsequent inspection of the rental unit, the inspector(s) shall provide notice of failure of inspection to the owner to the address shown on the existing vacation rental application or permit.

 - (1) For an initial inspection, the notice of failure of inspection results in the vacation rental permit not being issued; the vacation rental is not permitted to operate without a valid permit.
 - (2) For a subsequent inspection, the notice of failure of inspection is considered a violation and is subject to enforcement remedies as provided herein.

Sec. 18-57. - Prohibitions; evidence of unlawful vacation rental operation.

- (a) It shall be unlawful for any person or entity to rent, lease, advertise or hold out for rent any property or dwelling unit for vacation rental use without a vacation rental permit, or pending application under section 18-53.
- (b) Prima facie evidence of vacation rental uses of a property or dwelling unit shall include:

 - (1) Registration or licensing for short-term rental or transient rental use by the state under F.S. chapters 212 (Florida Tax and Revenue Act) and 509 (Public Lodging and Food Service Establishments);

- (2) Advertising, listing, posting, or otherwise holding out a property or dwelling unit for vacation rental use on the internet or other mass communication medium;
- (3) Reservations, booking arrangements or more than one signed lease, sublease, assignment, or any other occupancy or agreement for compensation, trade, or other legal consideration addressing or overlapping any period of 30 days or less; or
- (4) The use of an agent or other third person to make reservations or booking arrangements.
- (c) Nothing set forth herein precludes the town from presenting other forms of evidence of unlawful vacation rental use or operation.

Sec. 18-58. - Administration of vacation rental permits; criteria for denial, suspension, cancellation, or revocation of permits; appeals; enforcement.

- (a) Issuance or denial by the town upon application. The town may either approve a vacation rental permit application/renewal or deny such application/renewal in conjunction with the issuance of a notice of denial upon a finding that one or more of the criteria at subsections (b)(1)—(5) of this section are not met. In addition, the town may, upon approval of a vacation rental permit application/renewal, impose reasonable conditions of operation as may be necessary to protect the public health, safety and welfare.
- (b) Specific criteria which may result in the denial, suspension, or revocation of a vacation rental permit by the town or special magistrate. A vacation rental permit may be denied, suspended, or revoked by the town, or suspended or revoked by the special magistrate, as further provided herein, when it is determined that:
 - (1) A property owner or vacation rental permit applicant (owner/applicant) has misrepresented or failed to disclose material facts or information which is required to be included in the vacation rental permit application and any other application required by the town, the county or the state;
 - (2) The same or substantially similar vacation rental activity on the subject property during the preceding 12-month period, has been conducted in such a manner as to have violated the town's Code of Ordinances which regulates the use or operation of the vacation rental premises and/or one of the following determinations is made:
 - a. The activity has become a public nuisance as set forth in town code;
 - b. The activity constitutes a public nuisance at common law;
 - c. The activity violates the town's regulations as set forth in Chapter 6, alcoholic beverages;

- d. The activity is manifestly injurious to the public morals; or
- e. The vacation rental has been operated in such a manner as to injure the health, safety, or welfare or to disturb the quiet enjoyment of the citizens in the nearby vicinity.

This criterion shall not apply if the vacation rental permit application/renewal is in conjunction with new ownership of the subject property. "New ownership" for this purpose requires an actual change in the individuals who have ownership interests in the subject property. The mere re-structuring of corporate holding companies or other transfers deemed to be illusory in nature shall not be considered "new ownership."

- (3) The issuance or renewal of the vacation rental permit was contingent upon the owner's/applicant's compliance with specific provisions of the town's, the county's or the state's laws and the owner/applicant has not satisfied or has violated such conditions, to include but not limited to, specific conditions of approval imposed through development orders issued by the town;
- (4) An owner/applicant has violated any provision of this article and has failed or refused to cease or correct the violation at the subject property after having been notified to do so by the town or by an order of the special magistrate; or
- (5) The premises have been condemned by the local health authority or by the town building official and/or fire marshal for failure to meet state and local standards.

(c) Appeals.

- (1) Any owner/applicant aggrieved by a town decision regarding denial of a vacation rental permit application/renewal may file an appeal by requesting a hearing before the code enforcement special magistrate. The hearing request must be in writing and filed with the town attorney within ten (10) calendar days of receipt of the decision complained of. The hearing request must also specify the decision and the principal grievance of the owner/applicant. The town shall then provide such applicant/owner notice of a hearing before the special magistrate pursuant to Section 2-75 of the Town Code of Ordinances.
- (2) Hearing procedures shall be as prescribed in Chapter 2, Article III, Division 2 of the Town Code of Ordinances. The special magistrate's findings and order shall constitute the final administrative action of the town for purposes of judicial review under state law.
- (3) If the owner/applicant fails to seek timely appellate review of an order of the special magistrate under this subsection and continues to operate the vacation rental premises in violation of the order and/or this article, the town may pursue any and all enforcement procedures necessary, including abatement of the violation. Any costs for enforcement

or abatement action shall be placed as a lien against the owner/applicant's real and personal property.

(d) Enforcement procedures, generally.

- (1) First-time violations. Upon determination by the town that a vacation rental is being operated in a manner consistent with a first-time violation of this article, the town shall notify the property owner and/or vacation rental permit-holder of the nature of such violation pursuant to Section 2-75 of the Town Code of Ordinances. Likewise, notice of a hearing before the special magistrate, if needed, shall be provided to the property owner and/or permit-holder pursuant to Section 2-75 of the Town Code of Ordinances. The conduct for such hearing shall be as prescribed in Chapter 2, Article III, Division 2 of the Town Code of Ordinances. In addition to any other enforcement authority provided by law, the special magistrate may authorize suspension or revocation of a vacation rental permit upon a finding of one or more of the criteria set forth in subsections (b)(1)—(5) above. The special magistrate's findings and order shall constitute the final administrative action of the town for purposes of judicial review under state law.
- (2) Subsequent violations. Upon determination by the town that a vacation rental property owner and/or permit-holder has committed a second or subsequent violation of the provisions of this article, the town may immediately suspend or revoke the vacation rental permit at issue. The town's immediate suspension or revocation of a vacation rental permit as provided herein shall be based upon a finding of one or more of the criteria set forth in subsections (b)(1)—(5) above.
- (3) Enforcement; abatement. If vacation rental property owner and/or permit-holder fails to seek timely appellate review of an order of the special magistrate under this subsection and fails to comply timely with such order, the town may pursue any and all enforcement procedures necessary, including abatement of the violation. Any costs for enforcement or abatement action shall be placed as a lien against the owner/applicant's real and personal property.
- (4) Fees or taxes. No fees or taxes shall be refunded if a vacation rental permit is suspended, revoked, or cancelled pursuant to this section.
- (5) Additional remedies. Nothing contained herein shall prevent the town from seeking all other available remedies which may include, but not be limited to, injunctive relief, liens and other civil and criminal penalties as provided by law, as well as referral to other enforcing agencies.

Section 3: Each and every other Section of Appendix. A. Zoning Ordinance. and Chapter 18. Businesses, Occupations and Professions. shall remain in full force and effect as previously adopted.

Section 4: All ordinances or parts of ordinances in conflict be and the same are hereby repealed.

Section 5: Should any section or provision of this Ordinance or any portion thereof, any paragraph, sentence or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this Ordinance.

Section 6: Specific authority is hereby granted to codify this Ordinance.

Section 7: This Ordinance shall take effect immediately upon passage.

FIRST READING this ____ day of February, 2024.

SECOND AND FINAL READING this ____ day of March, 2024.

TOWN OF PALM BEACH SHORES

Alan Fiers, Mayor

ATTEST:

Jude Goudreau, Town Clerk

(Seal)

Approved as to form and legal sufficiency.

Keith Davis, Town Attorney

TOWN OF JUPITER ISLAND

MEMORANDUM

TO: Mayor & Town Commission

THROUGH: Robert Garlo, Town Manager *RUG*

CC: Kimberly Kogos, Town Clerk

FROM: John Duchock, Asst. Town Manager/Beach District Director

RE: Agenda Item 12a.: Vulnerability Assessment Update

DATE: 9/23/2024

Background:

The following provides a brief update on progress to date and a timeline, including deliverables and milestones, for the Town-wide vulnerability assessment led by Cummins Cederberg.

<i>Task</i>	<i>Deliverable</i>	<i>Completion Date</i>
1. Data Standards	Report identifying VA data standards (all deliverables are submitted to FDEP).	Completed. July 15, 2024
2. Kickoff Meeting	Internal staff meeting agenda, attendee list, meeting materials, and minutes.	Completed. August 20, 2024
3. Steering Committee Meetings	Steering committee meeting agenda, attendee list, meeting materials, minutes, and summary report of recommendations.	November 2024
4. First Public Outreach Meeting	Public outreach meeting agenda, attendee list, meeting materials, minutes, recording/video, and summary report.	December 2024
5. Acquire Background Data	Technical report identifying data available and data gaps along with copies of GIS data files.	December 2024
6. Exposure Analysis	Draft VA Report and GIS data files.	February 2025
7. Sensitivity Analysis	Updated Draft VA Report with preliminary list of potentially impacts critical assets.	November 2025
8. Second Public Outreach Meeting	Public outreach meeting agenda, attendee list, meeting materials, minutes, recording/video, and summary report.	December 2025

(cont'd)		
9. Final VA Report	Final VA Report including all maps, tables, and a complete list of critical assets.	March 2026
10. Project Story Map	Information on VA linked to Town's website.	September 2025-March 2026
11. Resilient Florida Grant Administration and Reporting	Quarterly and milestone reporting.	Ongoing for duration of study through March 2026.

Recommendation:

For information purposes only. No action is requested.

RESOLUTION NO. 925

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, SUPPORTING THE NATIONAL LEAGUE OF CITIES AND THE MEMBERS OF THE UNITED STATES CONGRESS ADVOCATING FOR URGENT PASSAGE OF THE NATIONAL RAILWAY SAFETY ACT (S.576).

WHEREAS, the Town of Jupiter Island's western boundary area has an active railway that is known to transport materials of a flammable and/or otherwise hazardous nature; and

WHEREAS, while the transport of these materials is important to the economic stature of the country, hundreds of communities across the country have suffered devastation from train derailments and the after-effects, which, are being dealt with today, many years later, with severe adverse consequences to the health of impacted citizens as well as their property values; and

WHEREAS, the railways that traverse through Martin County have become far more active with passenger service as well in recent years; and

WHEREAS, it is the obligation of local governments to protect their citizenry and promote policies that strengthen the health, safety, and welfare of our communities, especially those with limited resources compared to the high ongoing expenses and multi-agency response required for significant hazardous events that threaten the public's health; and

WHEREAS, the U.S. Senate and the U.S. House of Representatives have members of both parties sign onto and advocate strongly for the National Railway Safety Act, derived from and informed by additional lessons learned from a tragic incident in East Palestine, Ohio, on February 3, 2023; and

WHEREAS, S.576 has been marked up by Committee members in the U.S. Congress and retains bipartisan support and is now ready to be called for full consideration by the United States Senate; and

WHEREAS, the legislation, for the first time, mandates that railroads use defect detectors and are required to submit plans to the Federal Railroad Administration proving that they will deploy the defect detectors, meeting standards set by the U.S. Department of Transportation; and

WHEREAS, the legislation expands the types of hazardous materials being addressed by Congress, such as the vinyl chloride carried by the East Palestine, Ohio, train car explosions, and this will trigger increased safety regulations, including speed restrictions, better braking, and route risk analysis; and

WHEREAS, the legislation expands the availability of hazardous materials emergency preparedness grants, in order to allow fire departments to secure personal protective gear that keeps them safe in these specific instances; and

WHEREAS, the legislation helps better ensure that railroads take seriously both rail safety laws and hazardous materials safety laws, including new mandates in this bill, by increasing the maximum statutory civil penalty from \$100,000 to \$10 million; and

WHEREAS, the legislation improves emergency response by providing states specific information about the hazardous materials being transported by rail through their communities, and strengthening railroad emergency response plans.

NOW, THEREFORE, be it resolved by the Town Commission as follows:

Section 1. The Town Commission commends the members of Congress who have signed onto this legislation and continue to advocate for its passage.

Section 2. The Town Commission wishes to express appreciation to the national league of cities for its considerable work to promote the importance of these new regulations to protect the thousands of cities, towns, and local agencies impacted by train derailments.

Section 3. The Town Commission endorses this bipartisan legislation that requires attention for passage so that communities can commence with better organizational tools to protect our residents.

PASSED AND ADOPTED this 3rd day of October in the year 2024.

TOWN OF JUPITER ISLAND

Attest:

Kimberly Kogos, Town Clerk

Penelope D. Townsend, Mayor

Marshall Field, VI, Vice-Mayor

Anne Scott, Commissioner

Joseph Taddeo, Commissioner

Patricia Warner, Commissioner



August 2024 General Fund Financial Report

Town Commission Meeting
September 9, 2024

Topics To Be Covered

General Fund

- 2023-2024 Revenues
- 2023-2024 Expenses
- Balance Sheet

**Town of Jupiter Island
FY 2023/2024 Budget**

Account Description	Amended Budget 2023-2024	8/31/2024	Target 92%
Total General Fund Revenues	\$11,406,550	\$12,706,535	111%
Transfers from Reserves	\$1,557,370	\$0	0%
Total Revenues	\$12,963,920	\$12,706,535	98%
Total Administration	\$3,319,087	\$2,769,200	83%
Total Public Safety	\$5,812,169	\$4,714,190	81%
Total Building Department	\$1,407,425	\$1,470,116	104%
Total Public Works	\$2,425,239	\$1,644,005	68%
Total General Fund Expenditures	\$12,963,920	\$10,597,511	82%
Year to Date Net Income		\$2,109,024	

2023-2024 Revenue

Town of Jupiter Island

Account Description	Amended Budget 2023-2024	PYTD Actual 8/31/2023 2022-2023	YTD Actual 8/31/2024 2023-2024	Actual % of Budget (Target 92%) 2023-2024
Ad Valorem	\$9,056,872	\$8,225,030	\$9,056,011	100%
Total Other Taxes and Fees	\$318,500	\$277,731	\$305,942	96%
Total Licenses and Permits	\$850,500	\$1,889,899	\$1,636,365	192%
Total Intergovernmental Revenue	\$164,700	\$175,381	\$185,047	112%
Total Charges for Services	\$136,000	\$177,140	\$118,445	87%
Total Fines and Forfeits	\$2,000	\$2,253	\$2,659	133%
Total Miscellaneous Revenues	\$196,613	\$602,348	\$777,344	395%
Transfers from Interfunds	\$681,365	\$635,510	\$624,722	92%
Subtotal Revenues	\$11,406,550	\$11,985,292	\$12,706,535	111%
Transfer from Reserves	\$1,557,370	\$0	\$0	
Total General Fund Revenues	\$12,963,920	\$11,985,292	\$12,706,535	98%

2023-2024 Expenses by Department

Account Description	Amended Budget 2023-2024	PYTD Actual 8/31/2023	YTD Actual 8/31/2024	Actual % of Budget (Target 92%)
Total Administration - Payroll	\$1,167,345	\$930,254	\$1,009,001	86%
Total Administration - Benefits	\$814,719	\$556,861	\$583,403	72%
Total Administration - Operating	\$1,317,023	\$612,341	\$1,161,688	88%
Subtotal	\$3,299,087	\$2,099,456	\$2,754,091	83%
Total Administration - Capital	\$20,000	\$55,443	\$15,109	76%
Total Administration	\$3,319,087	\$2,154,899	\$2,769,200	83%
Total Public Safety - Payroll	\$2,882,824	\$2,099,951	\$2,500,967	87%
Total Public Safety - Benefits	\$1,027,797	\$565,192	\$620,223	60%
Total Public Safety - Operating	\$1,382,932	\$1,058,995	\$1,093,709	79%
Subtotal	\$5,293,553	\$3,724,138	\$4,214,899	80%
Total Public Safety - Capital	\$518,616	\$370,306	\$499,291	96%
Total Public Safety	\$5,812,169	\$4,094,444	\$4,714,190	81%
Total Building - Payroll	\$516,154	\$293,337	\$416,582	81%
Total Building - Benefits	\$193,282	\$96,504	\$115,899	60%
Total Building - Operating	\$657,989	\$354,867	\$909,810	138%
Subtotal	\$1,367,425	\$744,708	\$1,442,291	105%
Total Building - Capital	\$40,000	\$14,901	\$27,825	70%
Total Building Department	\$1,407,425	\$759,609	\$1,470,116	104%
Total Public Works - Payroll	\$718,564	\$499,044	\$549,052	76%
Total Public Works-Benefits	\$437,068	\$233,392	\$255,476	58%
Total Public Works - Operating	\$779,607	\$555,754	\$509,140	65%
Subtotal	\$1,935,239	\$1,288,189	\$1,313,668	68%
Total Public Works - Capital	\$490,000	\$41,574	\$330,337	67%
Total Public Works	\$2,425,239	\$1,329,763	\$1,644,005	68%
Total General Fund Expenditures	\$12,963,920	\$8,338,714	\$10,597,511	82%

Balance Sheet as of 8/31/2024

CASH PAYROLL - SEACOAST	\$	273,580
CASH FLEXSPENDING - SEACOAST	\$	21,769
INVESTMENT - FLCLASS	\$	7,746,533
INVESTMENT - SBA	\$	3,447,642
INVESTMENT (MM) - SEACOAST	\$	2,208,542
PETTY CASH	\$	550
ACCOUNTS RECEIVABLE	\$	11,750
ACCOUNTS REC. - RETIREE BENEFITS	\$	799
DUE FROM INTERFUNDS	\$	278,239
DUE FROM STATE OF FLORIDA	\$	49,110
PREPAID ITEMS	\$	38,130
Total Assets	\$	14,779,349

Liabilities

ACCOUNTS PAYABLE	\$	49
DUE TO INTERFUNDS	\$	173
DUE TO OTHER GOV. UNITS	\$	3,388
UNCLAIMED PROPERTY	\$	(2,685)
ACCRUED PAYROLL LIABILITIES	\$	(9,152)
OVERPAYMENTS	\$	95
DONATIONS	\$	64
Total Liabilities	\$	(8,069)

Reserves/Fund Balances

NONSPENDABLE PREPAID	\$	127,833
RESTRICT- ENFORCE FL BLDG CODE	\$	3,865,046
ASSIGNED FOR EMERGENCIES	\$	1,000,000
ASSIGNED FOR COMPENSATED AB	\$	115,000
ASSIGNED FOR UNINSURED LOSS	\$	80,000
FUND BALANCE	\$	7,490,515
CHANGE IN FUND BALANCE - Current	\$	2,109,024
Total Reserves/Fund Balances	\$	14,787,418
Total Liabilities and Fund Balance	\$	14,779,349

General Fund Reserves

Account Description	Audited YE 2020	Audited YE 2021	Audited YE 2022	Audited YE 2023	Amended Budget FY 2024*
Beginning Fund Balance (Reserves)	9,095,126	8,095,873	9,033,098	6,237,564	9,298,494
Transfer from / to General Fund Reserves	509,951	1,610,431	2,247,916	3,060,930	-
Amount Budgeted From Reserves	(988,604)	(548,206)	(793,404)	-	(335,000)
Budget Amendment From Reserves	(520,600)	(125,000)	(385,000)	-	-
Total Available Fund Balance	8,095,873	9,033,098	10,102,610	9,298,494	8,963,494
Assigned to Uninsured Losses	80,000	80,000	80,000	80,000	80,000
Assigned to Compensated Absences	115,000	115,000	115,000	115,000	115,000
Assigned to Beautification, Scholarship, Public Safety				176,170	176,170
Assigned to Conservation Projects				431,989	431,989
Assigned to Emergencies	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Assigned to ARPA			312,393		
Restricted-Enforcement of FL Building Code				3,865,046	3,865,046
Unassigned Fund Balance (Reserves)	6,900,873	7,838,098	8,595,217	7,495,335	7,160,335
Total Fund Balance (Reserves)	8,095,873	9,033,098	10,102,610	13,163,540	12,828,540

*Estimated/Unaudited at time of this Report

Memorandum



To: Mayor and Commission

From: Catherine Harding, Building, Planning and Zoning Director

Date: September 24, 2024

Re: Building Department September Report

The value of construction is running close to 2023 with YTD value of \$71,957,159. Permit fees are also close at \$1,509,809. The number of building Permits issued is a tie at 157. In all it is good to see we are holding our own in a challenging economy.

The DRC met once, and the BOA had no applicants. This will pick up in the Fall when the contractors prepare for our next building season.

Code Compliance resolved 6 construction site maintenance issues, closed 2 expired permits, made 1 landscape and 1 property maintenance inspection and responded to 9 complaints about vehicles in the ROW. In between, Frank continued to monitor the construction sites and roadways.

Our staff sent out Hurricane Advisories to all construction sites requesting them to secure or remove all loose materials from the site. Most of the contractors were ahead of us and had already begun the process.

On the Planning side, we have been busy these past months evaluating the LDR's and making recommendations. Three important ordinances were approved on the second reading in September. One, The Home-Based Business Regulations which are now in effect. Martin county issues these permits for us, with an efficient system. While they register the Home-Based Businesses, we will follow with Code Compliance in our office. The second is the Amendment to the Administrative Review, which allow for a faster review and approval of ADA construction to better serve the needs of the applicant. The third is the change to the fill requirements for coastal properties, to allow for a more thorough review of the need for fill.

Respectfully submitted,

Catherine

Building Department Activity Report
2024



Monthly Report

Month		Calendar Year Totals	January		February		March		April		May		June		July		August		September		Year to Date	
Category	Item	Jan 2023- Dec 2023	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount
Year	Previous / Current	2023	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
Permits & Fees	Building Permits Issued	238	15	13	14	13	12	14	13	22	38	47	26	25	24	20	27	25	21	20	156	157
	Value of Construction	\$83,737,334.31	\$428,775.60	\$989,367.10	\$918,312.10	\$232,182.00	\$2,277,301.07	\$1,146,487.16	\$615,374.75	\$3,666,900.00	\$59,733,747.60	\$51,349,223.46	\$3,943,182.07	\$3,720,585.45	\$5,038,631.28	\$4,229,910.95	\$2,683,187.42	\$2,469,438.14	\$3,591,688.20	\$4,153,065.00	\$75,638,511.90	\$71,957,159.30
	Cost Certification Fees	\$324,306.91	\$41,258.00	\$0.00	\$1,581.72	\$8,598.30	\$29,445.68	\$711.30	\$0.00	\$11,787.10	\$0.00	\$0.00	\$70,865.02	\$0.00	\$7,420.00	\$0.00	\$0.00	\$0.00	\$110,966.17	\$0.00	\$261,536.59	\$21,096.70
	Permit Extension Fee (1%)	\$10,742.74	\$0.00	\$0.00	\$750.00	\$0.00	\$9,892.74	\$518.34	\$0.00	\$34,489.69	\$50.00	\$35,050.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$80.00	\$10,742.74	\$73,138.03
	Permit Expansion Fees	\$22,407.42	\$247.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$8,254.00	\$0.00	\$1,040.00	\$0.00	\$95.00	\$0.00	\$150.00	\$0.00	\$570.00	\$0.00	\$20,356.50	\$0.00
	Work Without a Permit Fee	\$1,430.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$38.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,367.76	\$1,008.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,405.76	\$1,008.00
	Permit Fees (2%)	\$1,678,378.73	\$8,595.52	\$23,068.37	\$18,366.24	\$5,076.33	\$45,546.02	\$22,929.74	\$12,367.50	\$82,649.26	\$1,194,974.95	\$1,075,946.07	\$80,526.38	\$76,286.06	\$100,472.63	\$88,603.89	\$55,853.08	\$50,628.76	\$71,518.77	\$84,621.30	\$1,588,221.09	\$1,509,809.78
	Total Permit Fees	\$2,037,266.56	\$50,101.02	\$23,068.37	\$20,697.96	\$13,674.63	\$84,884.44	\$24,159.38	\$22,405.50	\$128,926.05	\$1,203,278.95	\$1,110,996.07	\$152,481.40	\$76,286.06	\$109,355.39	\$89,611.89	\$56,003.08	\$53,628.76	\$183,054.94	\$84,701.30	\$1,882,262.68	\$1,605,052.51
Applications Received	DRC	14		0		1		0		4		0		0		4		0		1	14	10
	IRC	20		3		4		2		1		5		2		1		1		0	20	19
	BOA	7		0		3		1		0		4		0		0		0		0	7	8
Inspections																						
	Inspections	1100	79	66	53	78	73	51	40	37	51	163	115	204	137	230	137	118	118	157	685	896
	Final Inspections	321	19	20	13	27	22	19	19	25	20	21	24	11	32	15	32	15	47	22	171	153
	Certificate of Occupancy	4	0	2	0	0	0	3	0	2	0	0	0	2	0	0	0	0	0	0	0	7
Other	Permits Finaled/Closed	196	17	15	11	16	16	16	12	12	11	13	14	14	29	21	29	14	15	11	139	121
	Demolition Permits	8	0	0	0	0	0	0	0	0	2	0	0	0	3	2	3	1	0	0	8	1
	Locate Tickets	963	68	50	65	44	71	89	108	86	119	140	98	89	91	66	91	66	69	78	603	630

Enforcement Totals By Category

09/24/24

Agenda Item 15

CONSTRUCTION SITE MAINTENANCE	Total Entries:	6
EXPIRED PERMIT	Total Entries:	2
LANDSCAPE MAINTENANCE	Total Entries:	1
PROPERTY MAINTENANCE	Total Entries:	1
VEHICLE IN RIGHT OF WAY	Total Entries:	9

Total Records: 19

Population: All Records

Enforcement.DateFiled Between 8/27/2024 12:00:00 AM AND 9/24/2024 11:5

Enforcement List - Inspection Summary

09/24/24

Enforcement Number	Address	Filed	Status	Closed
E2024-0171	75 N BEACH RD	08/27/24	CLOSED - COMPLIED	08/27/24
DELIVERY OF BACK HOE AT CONSTRUCTION SITE. NO FLAG MEN THEY MOVED THE TRUCK AND BACK HOE				
Inspection Type	Status	Result	Scheduled	Inspector
Initial	Completed	02	08/27/24	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed
E2024-0172	262 S BEACH RD	08/27/24	CLOSED - COMPLIED	08/26/24
TRACTOR TRAILER WITH A LARGE FORK LIFT ON THE BACK BLOCKING THE ROAD				
Inspection Type	Status	Result	Scheduled	Inspector
Initial	Completed	02	08/27/24	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed
E2024-0173	36 RIVERVIEW RD	08/27/24	CLOSED - COMPLIED	09/05/24
OLDER HOUSE IS UNDER A REMODEL AND LIFTING THE ENTIRE HOUSE. PORTA POTTI, DUMPSTER, AND NO FENCE				
Inspection Type	Status	Result	Scheduled	Inspector
Follow-Up	Scheduled	00	09/06/24	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed
E2024-0174	512 S BEACH RD	08/28/24	CLOSED - VERBAL WARNING ISSU	08/28/24
NO FLAGMEN DIRECTING TRAFFIC FOR BACKING UP TRACTOR TRAILER I DIRECTED TRAFFIC FOR THEM				
Inspection Type	Status	Result	Scheduled	Inspector
Initial	Completed	02	09/06/24	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed
E2024-0175	36 N BEACH RD	09/03/24	OPEN - VERBAL WARNING ISSUEI	09/03/24

Enforcement List - Inspection Summary

09/24/24

CONSTRUCTION SITE : TRACTOR TRAILER PICKING UP A FORK LIFT NO FLAGMEN DIRECTING TRAFFIC (I DID UNTIL HE LOADED THE FORKLIFT)

Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Completed	02	08/30/24	09/03/24	FRANK LOGALBO

Enforcement Number Address Filed Status Closed
 E2024-0176 75 N BEACH RD 08/30/24 CLOSED - VERBAL WARNING ISSU 09/06/24
 TOOK DOWN THE FRONT BUFFER FENCE AND ONE COULD SEE THE DUMPSTER AND PORTA A
 POTTI. I ADVISED THEM THEY HAD TO HIDE THE BUFFER AND MOVE THE POTTI

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number Address Filed Status Closed
 E2024-0177 185 S BEACH RD 08/30/24 CLOSED - VERBAL WARNING ISSU 08/30/24
 GETTING WOOD DELIVERY TRACTOR TRAILER BLOCKING THE ROAD NO FLAGMEN SPOKE
 WITH THE PROJECT MGR NIKI FOROL 561)718-9086 WHO GOT A FLAGMEN

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number Address Filed Status Closed
 E2024-0178 370 S BEACH RD 09/05/24 CLOSED - NO VIOLATION
 NEW DRIVEWAY ENTRANCE NO PERMIT

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement Number Address Filed Status Closed
 E2024-0179 85 S BEACH RD 09/09/24 CLOSED - COMPLIED 09/09/24
 TRUCK AND TRAILER PARKED ON THE SIDE OF THE ROAD.

Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Completed	02	09/06/24	09/09/24	FRANK LOGALBO

Enforcement List - Inspection Summary

09/24/24

Enforcement Number	Address	Filed	Status	Closed
E2024-0180	607 S BEACH RD	09/09/24	CLOSED - COMPLIED	09/09/24
TRUCK AND TRAILER & PLUMBING TRUCK				
Inspection Type	Status	Result	Scheduled	Completed
INITIAL	Completed	02	09/06/24	09/09/24
FRANK LOGALBO				
Enforcement Number	Address	Filed	Status	Closed
E2024-0181	177 GOMEZ RD	09/09/24	CLOSED - COMPLIED	09/09/24
TRAILER PARKED ON RIGHT OF WAY HAD ROOFERS MOVE THIER TRAILER				
Inspection Type	Status	Result	Scheduled	Completed
Initial	Completed	02	09/06/24	09/09/24
FRANK LOGALBO				
Enforcement Number	Address	Filed	Status	Closed
E2024-0182	3 HARBOR WAY	09/09/24		
CONSTRUCTION SITE TOOK DOWN THEIR CONSTRUCTION FENCE				
Inspection Type	Status	Result	Scheduled	Completed
Initial	Completed	02	09/06/24	09/09/24
FRANK LOGALBO				
Enforcement Number	Address	Filed	Status	Closed
E2024-0183	300 S BEACH RD	09/11/24	CLOSED - COMPLIED	09/11/24
DIRT ON ROADWAY				
Inspection Type	Status	Result	Scheduled	Completed
Initial	Completed	02	09/10/24	09/11/24
FRANK LOGALBO				
Enforcement Number	Address	Filed	Status	Closed
E2024-0184	8 CLEARVIEW AVE	09/10/24	EXPIRED PERMIT - CLOSED ADMI	09/10/24
LANDSCAPING EXPIRED PERMIT P10886				
Inspection Type	Status	Result	Scheduled	Completed
Initial	Completed	02	09/10/24	09/11/24
FRANK LOGALBO				

Enforcement List - Inspection Summary

09/24/24

Enforcement Number	Address	Filed	Status	Closed
E2024-0185	280 S BEACH RD	09/11/24	EXPIRED PERMIT - CLOSED ADMI	09/11/24
EXPIRED ROOF PERMIT P 10951				
Inspection Type	Status	Result	Scheduled	Completed Inspector
Initial	Completed	02	09/16/24	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed
E2024-0186	180 GOMEZ RD	09/16/24	CLOSED - COMPLIED	09/16/24
AMERIKOOLER TRUCK IN THE BRIGHT OF WAY				
Inspection Type	Status	Result	Scheduled	Completed Inspector
Initial	Completed	02	09/16/24	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed
E2024-0187	77 S BEACH RD	09/16/24	CLOSED - NO VIOLATION	09/16/24
A UNKNOWN CALLER COMPLAINED ABOUT THE WHEEL CLEANING BLANKET AT THE END OF THE DRIVEWAY. SHE TRIP ON IT WALKING HER DOG				
Inspection Type	Status	Result	Scheduled	Completed Inspector
Initial	Completed	06	09/16/24	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed
E2024-0188	43 N BEACH RD	09/19/24	CLOSED - COMPLIED	09/19/24
CONSTRUCTION VEHICLES PARKING ON RIGHT OF WAY				
Inspection Type	Status	Result	Scheduled	Completed Inspector
Initial	Completed	02	09/16/24	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed
E2024-0189	492 S BEACH RD	09/19/24	CLOSED - VERBAL WARNING ISSI	09/19/24
CONSTRUCTION VEHICLES TURNING AROUND IN HIS DRIVEWAY 492				
Inspection Type	Status	Result	Scheduled	Completed Inspector

Enforcement List - Inspection Summary

09/24/24

Initial Completed 02 09/16/24 09/20/24 FRANK LOGALBO

Population: All Records

Enforcement.DateFiled Between 8/27/2024 12:00:00 AM AND 9/24/2024 11:59:59 PM



Jupiter Island Public Safety Department
September 2024
Activity Report



Monthly Activity

	September 2023	September 2024	YTD - 2023	YTD - 2024
<i>Calls for Service</i>	126	103	1,687	1,228
<i>Arrests</i>	0	2	6	12

Traffic & Marine Activity

	September 2023	September 2024	YTD - 2023	YTD - 2024
<i>Traffic Stops</i>	41	41	544	578
<i>Vehicle Citations</i>	10	3	88	98
<i>Parking Citations</i>	0	1	66	66
<i>Vehicle Crashes</i>	1	2	10	13
<i>Marine Unit Activity</i>	-	60	-	309

Major Crimes

<i>Crime Type</i>	September 2023	September 2024	YTD - 2023	YTD - 2024
<i>Robbery</i>	0	1	0	1
<i>Burglary</i>	0	0	1	1
<i>Theft</i>	1	0	2	4
<i>Auto Theft</i>	0	0	1	0
<i>Assault</i>	0	0	0	0
Total	1	1	4	6

Other Crimes

<i>Type</i>	September 2023	September 2024	YTD - 2023	YTD - 2024
<i>Fraud</i>	0	1	1	1
<i>Drug Violations</i>	0	0	0	1
<i>Trespassing</i>	0	0	1	0
<i>Vandalism</i>	0	1	0	1
<i>Disorderly Conduct</i>	0	0	0	1
<i>Lewd & Lascivious</i>	0	0	1	0
Total	0	2	3	4



Jupiter Island Public Safety Department
September 2024
Activity Report



Code Compliance

Violation Type	September 2023	September 2024	YTD - 2023	YTD - 2024
<i>Parking in Right of Way</i>	-	5	-	111
<i>No Flag Persons Present</i>	-	4	-	28
<i>Working Outside Hours</i>	-	0	-	4
<i>Work with No Permit</i>	-	0	-	0
<i>All Other Violations</i>	-	1	-	19
Total Violations	-	10	-	162

ALS Fire Rescue Responses

Medical calls this month	3	Avg. response time	2.3 minutes
Fire calls this month	6	Avg. response time	3.2 minutes

Criminal Activity

Warrant Arrest / Case #2024-00011121; September 3, 2024, during a lawful traffic stop, a computer check of the operators license revealed an outstanding felony warrant out of Martin County for Dealing in Stolen Property and Giving False information to a Pawn Broker. The warrant was confirmed, and the subject was subsequently arrested and transported to the Martin County Jail. The vehicle was turned over to a licensed driver.

Traffic Arrest/ September 4, 2024; during a lawful traffic stop the driver was issued a criminal traffic citation with a mandatory court appearance for Driving with No Driver's License/ Never Issued. The vehicle was turned over to a licensed driver.

Assist Other Agency/ Mentally Ill Person/ Case # 2024-00011338; On September 7, 2024, Public Safety received a report from Palm Beach SO of a threat of possible suicide attempt by an individual on a boat possibly traveling northbound in the ICW in the area of Jupiter Island. JIPSD Marine unit located the vessel in the area of Marker 44 and with the assistance of a MCSO Marine unit conducted a vessel stop and made contact with the vessel operator. The subject on-board was cooperative and the vessel and operator were turned over to PBCSO for further investigation.

Criminal Boating Arrest X2/ September 13, 2024, while on patrol, JIPSD Marine Officer White observed two jet ski's in the ICW within the 200 block, operating in an unsafe and reckless manner and speed that was likely to endanger life or limb and possibly cause property damage. Both subjects were issued a criminal boating citation with a mandatory court appearance.



Jupiter Island Public Safety Department September 2024 Activity Report



Notice to Appear/ Criminal, Natural Resource Violation/ Case # 2024-00011325; On September 7, 2024, while on patrol, JIPSD Marine Officer White conducted a lawful vessel boarding in the ICW in the area of Peck's Lake. During his inspection he found one occupant in possession of an illegal Bonefish. The subject was issued a Notice to Appear for Violation of Florida Administrative Code 68B-34.009.

Burglary/ Criminal Mischief/Felony Trespass/ Case # 2024-00012121; September 21, 2024, Public Safety received a report of burglary and criminal mischief to a residence under construction in the area of the Public Beach. Unknown subject(s) entered the residence under construction through an unsecured door and committed criminal mischief by spray painting several areas within the house to include kitchen appliances. The complainant indicated there had been similar previously unreported incidents at this location. Extra patrols have been directed to the area and the investigation is ongoing.

Incidents

Fire / September 22, 2024, at approximately 3:21 pm, Public Safety received a report of a smoke alarm coming from a residence in the 200 block of S. Beach Rd. Units responded with the department fire truck and upon arrival observed smoke coming from the residence. They immediately began fire suppression efforts and were joined by multiple units from Martin County Fire Rescue. Entry was made to the residence where they discovered significant fire coming from the attic area spreading into the living room of the home. The fire was subsequently extinguished, and clean-up efforts were conducted. The fire investigation was completed by Jupiter Island Fire Chief, Sgt. Frank Lasaga, and it was determined the fire was the result of a lightning strike to the roof during the significant weather event that day. The home suffered significant fire and water damage as a result.

Hobe Sound Beach Statistics

<i>Calls for Service- Day</i>	8
<i>Calls for Service- Night</i>	0
<i>Patrols</i>	79
<i>Traffic Stops</i>	2



***Jupiter Island Public Safety Department
September 2024
Activity Report***



Hobe Sound Beach Activity

DAYTIME 7am-7pm

Found Property/ September 5, 2024, 7:31 am, Public safety responded to the report of a found cell phone in the surf of the Public Beach. The phone was placed into property/evidence for safe keeping until the owner can be located.

Drunk Person/Involuntary Commitment/ Case #2024-00011230; September 5, 2024, 8:47 am, Public Safety received a report of a drunk person unconscious in the surf at the public beach. Upon our arrival, bystanders had pulled the individual from the surf and the subject was breathing, unresponsive, and appeared to be highly intoxicated. The subject was transported by fire rescue to the hospital for evaluation and was subsequently involuntarily committed for mental health and substance abuse evaluation.

Suspicious Person/ September 8, 2024, 1:43 pm, Officers responded to the area of the public beach pavilion to a report of a suspicious person. Upon arrival officers encountered a subject with an open container of alcohol on violation of county ordinance. The individual was given a verbal warning for the open container and asked to leave the area.

911 Call/ September 9, 2024, 5:31 pm, officers responded to the area of the public beach in response to a 911 hangup call. Upon arrival they spoke with an individual that indicated it was an accidental call.

Disturbance/ September 9, 6:52 pm, Officers responded to a disturbance call at the public beach where they met with an irate bicyclist that claimed to have been struck by an RV along Beach Rd. in Palm Beach County. The RV had left the area prior to our arrival. The complainant did not sustain any injuries or require medical attention. The information related to the vehicle was relayed to Martin County Sheriff's Office and the vehicle was located and stopped in the city of Stuart. Neither party requested a written report, and the complainant left the area.

Suspicious Person/ September 16, 2024, 1:41 pm, Public Safety received a report, with a 10-minute time delay, of a subject carrying a surfboard waking into the woods just west of the public beach entrance. The area was checked but officers were unable to locate anyone.

Medical Call/ September 19, 2024, 9:35 am, Public Safety along with MC Fire Rescue responded to the public beach for a report of an injury. Upon arrival the officers located an individual complaining of an ankle injury received while walking in the surf. The patient was treated and transported to the hospital by MC Fire Rescue.



***Jupiter Island Public Safety Department
September 2024
Activity Report***



Disturbance/ Dog Bite/ September 24, 2024, 1:16 pm, Public Safety responded to a disturbance call at the public beach. Upon arrival they discovered an irate subject that claimed he had been bitten by a dog while at the pavilion. The dog and owner had left the area prior to our arrival. MC Fire Rescue responded to treat the patient for a minor wound and the incident was turned over to MC Animal Control for further investigation.

NIGHTTIME 7pm-7am

No activity noted



Jupiter Island Public Safety Department
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Jupiter Island Public Safety Department
September 2024
Activity Report

Agenda Item 16 - Updated



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***Jupiter Island Public Safety Department
September 2024
Activity Report***

Agenda Item 16 - Updated



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***Jupiter Island Public Safety Department
September 2024
Activity Report***

Agenda Item 16 - Updated



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NIGHTTIME 7pm-7am

No activity noted

Upcoming Town Meetings and Events 2024

Date	Day	Time	Event/Meeting	Location
October 2	Wednesday	9am	Town Coffee w/ Mayor Townsend	Island Room
October 2	Wednesday	10am	Beach Protection District	Island Room
October 3	Thursday	9am	Town Commission Meeting	Island Room
October 10	Thursday	9am	Impact Review Committee	Island Room
October 31	Thursday	9am	Board of Adjustment	Island Room
November 5	Tuesday	7am - 7pm	General Election Day	Island Room
November 5	Tuesday	9am	Town Coffee w/ Commissioner Warner	Conference Room
November 5	Tuesday	10am	SMRU Board	Conference Room
November 6	Wednesday	9am	Town Commission Meeting / Beach Protection District	Island Room
November 7	Thursday	9am	Impact Review Committee	Island Room (If Required)
November 11	Monday	All Day	Veteran's Day - Town Hall Closed	
November 14	Thursday	9am	Pension Board	Conference Room
November 14	Thursday	10:15am	Jt. Town/SMRU DCP Meeting	Conference Room
TBD	TBD	9am	Board of Adjustment Meeting	Island Room (If Required)
November 28-29	Thursday-Friday	All Day	Thanksgiving Holiday - Town Hall Closed	
December 5	Thursday	9am	Impact Review Committee	Island Room (If Required)
December 4	Wednesday	9am	Town Coffee w/ Vice Mayor Field	Island Room
December 4	Wednesday	10am	Beach Protection District	Island Room
December 6	Friday	9am	Town Commission	Island Room
December 12	Thursday	12 noon	Town/Board Holiday Luncheon	Jl Club
TBD	TBD	9am	Board of Adjustment	Island Room (If Required)
December 25-26	Wednesday-Thursday	All Day	Christmas Holiday - Town Hall Closed	

October 1, 2024

Key
Changes from Previous Schedule
Board of Adjustment
Impact Review Committee
Town Hall Closed
Election Day

Agendas posted on Town Website: www.townofjupiterisland.com prior to the meeting