

**AGENDA
TOWN OF JUPITER ISLAND
TOWN COMMISSION MEETING
WEDNESDAY, FEBRUARY 19, 2025, 9:00 AM
ISLAND ROOM – TOWN HALL – 2 BRIDGE ROAD**

PLEDGE OF ALLEGIANCE

ROLL CALL AND COMMENTS*

Mayor/Commissioner Comments

- a. Town Coffee Update
- b. Commissioner Comments and Agenda Approval
- c. 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 Attorney Client 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 January 9, 2025, Town Commission Meeting
- b. Minutes of the January 23, 2025, Comprehensive Plan Public Workshop
- c. Minutes of the January 29, 2025, Waterfront Setback Line Study Workshop

Category B- Other Informational Materials (No Action Required)

- a. Board of Adjustment Minutes, June 25, 2024
- b. Impact Review Committee Minutes, November 7, 2024
- c. Pension Board Minutes, November 14, 2024
- d. Joint Town/SMRU 401a DCP Committee Minutes, November 14, 2024

COMMISSION ACTION ITEMS

2. Comprehensive Plan Study - Ron Kagawa, Kimley Horn
3. Leaf Blowers Presentation (Erin Banas) and Draft Ordinance
4. Resolution No. 926 Extending Waterfront Setback Line Zoning in Progress
5. Acceptance of Group Retirement Plan Actuarial Valuation Report

ADDITIONAL COMMISSION MATTERS

6. Waterfront Setback Line Maps
7. Vulnerability Study Workshop Review*
8. Commission and Board/Committee Vacancies

STANDING REPORTS

9. Town Manager's Report
 - a. Legislative Request to Re-issue the Town's 2024 Resolution Expressing Opposition to Sovereign Immunity Bill(s) for the 2025 Session (Kelly Layman)
 - b. Other Items*
10. Town Attorney Report
 - a. Litigation Update*
 - b. Other Items
11. Financial Report
12. Building Department
13. Public Safety
 - a. Administrative Vehicle Purchase
 - b. Public Safety Department Activity Report

OTHER ITEMS

14. Meeting Dates
 - **February 14 – 28, 2025 – Qualification for Municipal Election – 8AM – 4PM**
 - February 18, 2025 – Town Coffee with Commissioner Taddeo – 9AM
 - February 18, 2025 – Vulnerability Assessment Workshop – 10AM
 - February 18, 2025 – SMRU / Beach Protection District Meetings – Directly following Workshop at

10AM

- February 19, 2025 – Town Commission Meeting – 9AM
- **March 18, 2025 – Municipal Election (3 seats)**
- March 20, 2025 – Town Coffee with Mayor Townsend – 9AM
- March 20, 2025 – Beach Protection District Meeting – 10AM
- **March 21, 2025 – Town Commission Meeting and Swearing in of Newly Elected Officials – 9AM**
- **April 7, 2025 – Ethics Training for Elected Officials – 9AM**
- April 15, 2025 – Town Coffee w/ ??? – 9AM
- April 15, 2025 – SMRU Board / Beach Protection District Meetings – 10AM
- April 16, 2025 – Town Commission Meeting – 9AM

15. 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.

**TOWN OF JUPITER ISLAND
TOWN COMMISSION MEETING
THURSDAY, JANUARY 9, 2025**

TIME: Thursday, January 9, 2025 – 9:00 AM
PLACE: Town Hall Island Room – 2 Bridge Rd., Hobe Sound, FL
PRESENT: 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 9:00 AM.

PLEDGE OF ALLEGIANCE

ROLL CALL

Vice Mayor Field noted that he must leave at 4:00 P.M.

COMMENTS*

Mayor/Commissioner Comments

Mayor Townsend read the Town Vision Statement.

a. Town Coffee Update

Commissioner Scott noted few participants with few questions, more staff than participants, and media attended. She stated that she feels the coffee hour has become counterproductive and announced she will not host the meeting going forward. Instead, she stated that she will have office hours for residents for anyone who would like to talk with a Commissioner. Topics that were discussed at the Coffee hour include speeding, code enforcement, and North Beach Road construction traffic. She noted that the Town's focus should be on enforcement instead of creating more rules.

Vice Mayor Field stated that he will continue to host the coffee hour since he believes the residents want this, regardless of media presence.

Commissioner Taddeo agreed with Commissioner Scott regarding the attendance and waste of time/money.

Mayor Townsend stated that she has also considered having office hours in addition to the coffee hour.

Discussion ensued regarding options.

Commissioner Warner expressed support of the coffee hour.

- b. Commissioner Comments
- c. Agenda Approval

Town Manager Garlo noted that there was a late addition to the agenda regarding Ms. Layman's contract, which is included in the Consent Agenda (1Ac).

MOTION: *Scott/Field moved to amend the agenda as discussed.*

ACTION: *Motion Passed 5-0*

Mayor Townsend reminded the commission of two scheduled shade meetings, one at 10:00 AM and another at the conclusion of the meeting. She also noted a time-certain presentation scheduled for 1:00 PM.

d. Other Comments

Public Comment (Non-Agenda Related)

Resident Bob Rowden expressed approval of the monthly Town Coffee meetings and encouraged resident participation. He stated that if the topics addressed at the coffee meetings are important and may not otherwise be addressed if there were not a coffee gathering. He echoed concerns regarding the traffic issues on North Beach Road which are getting worse, putting residents and pedestrians in harm's way. He encouraged additional code enforcement and public safety participation.

Commissioner Taddeo suggested somehow expanding on the Public Comment portion of the commission meetings in order for all commissioners to participate in a conversation that is not on the agenda.

Vice Mayor Field suggested a traffic study on North Beach Road. Commissioner Scott suggested to explore what would be required for increased enforcement and visibility.

Town Manager Garlo was asked to conduct an analysis and mitigation options.

Commissioner Warner asked about Riverview Road but noted that it is a private road. Town Manager Garlo stated that public safety is responsible for patrolling the road.

Commissioner Scott referred to a question posed to her regarding the vacation rental ordinance. She suggested compiling a summary of how the ordinance impacts residents.

Vice Mayor Field asked Town Attorney Baird if there is a legal issue with staff providing information to residents or the public regarding ordinances. Town Attorney Baird stated that it is staff's responsibility to address laws enacted by the Commission and sees no issue.

CONSENT ITEMS

MOTION: *Scott/Field moved to approve the Consent Agenda.*

ACTION: *Motion passed 5-0.*

1. Consent Agenda

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

- a. Minutes of the December 6, 2024, Town Commission Meeting
- b. Fixed Asset Disposals
- c. Spending Authorization for External Relations Consultant Contract Extension

Town Manager Garlo noted a change in the agreement to extend an additional twelve months to get through legislative and executive sessions.

MOTION: *Scott/ Field moved to approve extending the External Relations and Legislative Consultant contract for an additional twelve months.*

ACTION: *Motion passed 5-0.*

Category B- Other Informational Materials (No Action Required)

- a. No items in this category this month.*

PRIORITY MATTERS & PRESENTATIONS

2. Comprehensive Plan Discussion

Town Manager Garlo noted that the upcoming January 23 workshop is not Commission-led; instead, the consultant will provide information stations for residents to rotate through. Town Attorney Baird clarified that a Commission quorum is required. The Commission will convene and open the meeting, then turn the floor over to the consultant and open forum stations before adjourning. The workshop is scheduled for January 23 at 9:00 A.M. and will last approximately two hours.

Discussion ensued regarding the flyer provided regarding the workshop. Director Harding noted that input collected at the meeting should be provided to the Town by March.

Mayor Townsend clarified the location of the Comprehensive Plan meeting and explained the purpose of the Comprehensive Plan document.

3. Waterfront Setback Line Study Update (following the Attorney Client session that begins at 10:00 A.M.)

Mayor Townsend noted that each Commissioner provided policy statements although no one has read the statements to date. She suggested bringing agenda items 4 and 5 at this time.

MOTION: *Field/Taddeo moved to change the agenda order.*

ACTION: *Motion passed 5-0.*

This item was heard at 11:44 A.M. following the Attorney Client Session.

Director Duchock provided a summary of the events regarding the study to date.

Commissioner Taddeo questioned the need of a third workshop on January 29th since the previous workshop and LPA meeting questions and comments were compiled and addressed. Discussion ensued regarding the need for a workshop and what should be included in the upcoming workshop.

Discussion began regarding the policy ideas.

Mayor Townsend stated a majority of Commissioners have a shared desire to avoid creating any non-conformities for currently conforming properties and to prevent the creation of new buildable lots.

Discussion ensued pertaining to a Waterfront Setback Line (WFSBL) policy statement and movement of the line eastward. Consensus was gained to not allow any construction east of the current line.

Discussion ensued regarding a policy that would not create any non-conformity that is currently conforming and referenced the Line of Construction (LOC) and conformity with the Comprehensive Plan. It was clarified that the Department of Environmental Protection (DEP) does not operate based on a line but rather reviews each property on a case-by-case basis. Discussion also ensued regarding the LOC where there is not a defined LOC due to lack of development in those areas. Director Duchock stated that he could speak with the consultant about this.

Commissioner Scott supported accepting a Waterfront Setback Line (WFSBL) that maximizes dune protection from development. Mayor Townsend stated that the green line on the map achieves this goal and, where no green line exists, suggested using the average setback from the frontal dune or the Mean High Water (MHW) line of the closest conforming structure.

The Commission reached the following conclusions:

- No instances will move eastward of the current WFSBL
- The Line of Construction (LOC) will not shift eastward and will only move west when no nonconformities are created
- No new buildable lots will be created
- Decisions must align with the Comprehensive Plan
- The LOC will be used with accommodations where needed
- The average setback will apply where the LOC does not exist.

Director Duchock stated that in the 2019 update, the Line of Construction and Line of Sight (LOS) remained unchanged from 2000 to 2019, except for one adjustment in the 300 block to address an existing nonconformity that remained well landward of all other criteria.

There was consensus to proceed with requesting Director Duchock to ask Cummins Cederberg to map out the agreed-upon criteria and present the results to the Commission in February. Commissioner Scott requested that the draft or a separate portion include details regarding the 2000 line and the 2019 line.

Public Comment:

Resident Adena Testa thanked the Commission for a detailed discussion and for avoiding a uniform approach. She noted the distinction between using the dune crest versus the landward toe for the 50-foot offset and mentioned ongoing Tallahassee hearings on the issue. She urged the Commission to hold a public workshop for further engagement.

Resident Laurie Gaylord asked the Town Attorney if there is a current WFSBL. Town Attorney Baird stated that the ordinance determining the 2019 WFSBL was determined invalid due to improper notice.

Commissioner Scott brought up using the toe of the dune. Director Duchock clarified that the current consultant measurement includes the toe of the dune.

The Commission recessed for lunch at 1:00 P.M.

The Commission reconvened at 1:11 P.M.

COMMISSION ACTION ITEMS

4. Resolution No 925 - Announcing Municipal Election 2025

Town Attorney Baird announced the Municipal Election will occur on March, 18, 2025.

Commissioner Scott requested to amend the resolution to include the dates of the election qualifying period.

MOTION: Scott/Field moved to Approve Resolution No 925 as amended to include qualifying dates, February 14-28, 2025.

ACTION: Motion passed 5-0.

5. Board and Committee Vacancies

Mayor Townsend announced the resignation of long-time Board of Adjustment (BOA) member and Chair, Marjorie Graham, and expressed appreciation for her dedicated service. She stated the following appointments: Walter McCormack and Truman Hobbs were appointed as BOA Alternate Members, and Stephanie Flinn was moved from BOA Alternate Member to Regular Member.

MOTION: Scott/Field moved to approve appointments and changes to the Board of Adjustment, as presented

ACTION: Motion passed 5-0.

The Commission recessed at 9:48 A.M. for Attorney Client meeting.

The Commission reconvened at 11:43 A.M.

Mayor Townsend announced that the Attorney Client session had concluded, and the attorneys received the information and direction needed.

ADDITIONAL COMMISSION MATTERS

6. Remote Participation/ Live Stream Capabilities

Town Manager Garlo spoke to the capabilities of the new streaming services provided through the new website and Town Clerk's Agenda/Minutes software. Mr. Garlo provided his support of the streaming services as well as the general resident's support of the capabilities. The Commission expressed approval of the new capabilities. Consensus was gained regarding eliminating remote participation.

A summary of short-term rental ordinance as well as live streaming should be in the next newsletter.

STAFF REPORTS

7. Town Manager's Report

a. Tackling Toxic Algae: The Problem and a Pathway Forward (*Time Certain 1:00 P.M.*)

External Relations Consultant Kelly Layman provided breaking news pertaining to a local toxic algae bloom. She displayed photographs of the Port Mayaca locks releasing pollution, and a photograph of Manatee Pocket in Port Salerno on January 2, 2025 which made the news on January 8, 2025.

Ms. Layman introduced Mr. Jason Totoiu, Senior Attorney for the Center for Biological Diversity, who is a Martin County native. Mr. Totoiu provided a presentation explaining the blue-green algae problem which

is caused by a basic "plumbing problem" (water flow/filtration) and a water quality issue. He explained that the "plumbing problem" is being addressed by the Everglades restoration projects as well as a new Lake Okeechobee System Operating Manual (LOSOM) which will likely reduce harmful discharges to the east and west coasts of Florida. He added that there are ongoing efforts to address the water quality problem including a petition that was submitted in May 2019 for rulemaking with the FDEP to establish standard (i.e. limits) for these toxins in recreational waters. In May 2024, five conservation organizations and the City of Stuart filed a petition for rulemaking with US EPA to exercise its oversight authority and establish standards for cyanotoxins, in the absence of state action. The new standards would require more routine monitoring, improve public notification when blooms occur, and guide water planning and restoration efforts.

Vice Mayor Field asked about the source of the toxins. Mr. Totoiu explained that it is nitrogen and phosphorus coming from certain intense agricultural practices including cattle operations and pasture lands. Vice Mayor Field asked if septic is an issue. Mr. Totoiu stated that studies within the last two years have shown that the pollution is primarily due to agriculture from the north.

Commissioner Scott referred to the problem of algae and noted that Dubai has created an experiment in cleaning the water. She also asked what local governments do to help. Mr. Totoiu stated he is not familiar with the technology being used in Dubai but noted there are numerous technologies the Army Corps of Engineers are exploring. He also explained that lending a supportive voice with decision makers (FDEP and EPA) is the most helpful to date.

Ms. Layman referred to her memo and recommended a letter of support that may motivate other municipalities. The Commission agreed.

Public Comment:

Ken McBrayer asked if the pollution is connected to the sugar industry and asked if there is any plan to counter the industry based on their subsidies. Mr. Totoiu explained that there are years of legacy pollution that needs to be cleaned up. He also noted that there have been efforts to attack the problem from various angles, noting that the majority of the pollution is coming from north of the lake which is not sugar.

MOTION: *Scott/Field moved to approve a letter of support.*

ACTION: *Motion passed 5-0.*

b. Leaf Blowers*

Town Manager Garlo explained that research on the leaf blower issue has uncovered that the life expectancy of a gas-powered leaf blower is approximately 24 months. He suggested a prohibition of gas-powered leaf blowers with a 24-month grace period for properties of less than 2 acres. Vice Mayor Field suggested a 12-month grace period and prohibition for properties less than 3 acres. Mayor Townsend asked that staff bring back a draft ordinance for 18-month transition period and 3-acre threshold, and staff or a landscaping company provide more information on the subject. Town Manager Garlo added that he has a number of ordinances from other municipalities prohibiting the gas power leaf blowers.

c. Special Event Permits*

Town Manager Garlo explained that there has been a proliferation of spec homes on the Island and a desire to host professional realtor events, open house blasts on social media, etc. However, special events permits may limit residents pertaining to private events. He preferred focusing on commercial events instead of personal events such as weddings. Vice Mayor Field referred to the current ordinance pertaining to noise disturbances. Mayor Townsend noted that a recent event caused major traffic issues and public safety was not contacted to assist. Vice Mayor Field expressed interest in adding to the current regulations instead of

creating a new ordinance.

d. Other Items*

Town Manager Garlo referred to the vulnerability study and suggested a workshop to follow the Beach/SMRU meeting on February 18. Mayor Townsend suggested having the workshop at 10:00 A.M.

8. Town Attorney Report

a. Litigation Update*

Town Attorney Baird provided a litigation update on the case filed against the Mayor, stating that the Town has filed a motion to dismiss. The case involves an alleged Sunshine Law violation related to the Town Manager's termination and the Mayor's distribution of a personal letter at a Commission meeting. He noted the second issue has a strong chance of dismissal, either through the motion or summary judgment. The case is now under its fourth amended case management order due to the Town being brought in.

Town Attorney Baird requested an Attorney Client session in February regarding the three cases in litigation currently. If an emergency meeting is needed, he will work with the Town Manager to schedule a special meeting in order to hold a session.

b. Other Items*

9. Financial Report

a. Monthly Financial Report

Director Pazanski provided an overview of the budget to date noting YTD revenues at \$8.9M and expenditures at \$3.2M.

b. Other Items*

10. Building Department Reports

a. Building Department Report

Director Harding provided an overview of the building department report stating that there were 14 permits issued with a value of \$1,093,619 with \$22,438 in permit fees collected. Inspectors made 90 inspections and 9 were issued a C.O. She added that 8 old permits were reviewed and closed out. Year-to-date, 253 permits were issued with a total construction value of \$75,000,042.

b. Code Enforcement Report

Director Harding stated that code compliance responded to 24 complaints consisting of 3 construction site maintenance issues, 2 expired permit inspections, 4 noise complaints, 1 property maintenance complaint, 2 starting work too early, 8 vehicles in the right of way, and 4 violations of the LDRs.

c. Other Items*

Commissioner Taddeo noted that in a recent annual ethics meeting, he learned that commissioners should not attend BOA and IRC advisory board meetings. Town Attorney Baird expressed that this is best practice and supports this teaching.

11. Public Safety

a. Police Activity Report

Chief Ewing noted a criminal case that was addressed on the Island.

He expressed that he fully supports a traffic study on North beach Road and exploring options. He noted that the existing speed signs provide analytic data that can be helpful with improvements. Speed enforcement cameras are only permitted in school zones within Florida. Red light cameras are an option but are not in use on the Island currently. Vice Mayor Field stated that any traffic calming devices would be welcome.

Discussion ensued regarding medical response times.

Mayor Townsend noted a recent fire incident at the Jensen Beach public beach and asked if that can be helpful to urge closing the beach at night. Town Manager Garlo stated that he and Consultant Layman have been speaking with County Commissioners pertaining to this topic. Chief Ewing expressed that there may be an opportune time to continue pursuing this topic considering the new facilities at the public beach.

Ms. Layman stated that the Town Manager will be meeting with Commissioner Vargas in a few weeks and will discuss this topic with her at that time. Additionally, both Commissioner Vargas and Capps will attend the February Town Commission meeting, and this topic could be discussed at that time.

b. Other Items*

Ms. Layman discussed the vacation rental ordinance and activity in Tallahassee. She noted that the Florida Department of Revenue conducts spot checks on sales tax for short-term rentals and may take notice of the Town's ordinance. She advised proactive communication to homeowners, as publicly advertised rentals are more likely to trigger tax enforcement, while private, infrequent rentals are less scrutinized.

OTHER ITEMS

12. Meeting Dates

- January 23, 2025 - Comprehensive Plan Workshop - 9AM
- January 29, 2025 - Waterfront Setback Line Study Workshop - 9AM
- February 18, 2025 – Town Coffee with Commissioner Taddeo – 9AM
- February 18, 2025 – SMRU / Beach Protection District Meeting – 10AM
- February 19, 2025 – Town Commission Meeting – 9AM
- March 18, 2025 – Municipal Election (3 seats)
- March 20, 2025 – Town Coffee with Mayor Townsend – 9AM
- March 20, 2025 – Beach Protection District Meetings – 10AM
- March 21, 2025 – Town Commission Meeting and Swearing in of newly elected officials

There was consensus to set the April meetings as follows: April 15 for Coffee/SMRU/Beach Protection District and April 16 for the Town Commission meeting.

13. Other Items*

The Commission recessed for an Executive Session at 2:56 P.M.

The Commission reconvened at 3:43 P.M.

Mayor Townsend stated that the Attorney obtained the direction and guidance needed from the Commission.

Mayor Townsend adjourned the Commission meeting at 3:43 P.M.

Respectfully submitted,

Kimberly Kogos, Town Clerk

**MINUTES
TOWN OF JUPITER ISLAND
TOWN COMMISSION MEETING
THURSDAY, JANUARY 23, 2025**

WHAT: Comprehensive Plan Review Public Workshop
TIME: Thursday, January 23, 2025 – 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.

PLEDGE OF ALLEGIANCE

CALL TO ORDER AND COMMENTS*

Mayor Townsend called the meeting to order at 9am. She noted that all Commissioners were present as well as the Town Manager and Town Attorney. She explained the format of the meeting noting that the Town's consultant, Kimley Horn, will provide a presentation followed by an open floor format where participants will go to various stations to ask questions and provide feedback.

Mayor Townsend asked the Commissioners to refrain from participating at a station simultaneously as another Commissioner.

WORKSHOP AGENDA*

1. Comprehensive Plan Presentation - Kimley Horn*

Ms. Ali Palmer of Kimley Horn greeted the Commission and stated the purpose of today's meeting is to gain input in updating its Comprehensive Plan.

Ms. Palmer explained that today's agenda includes a presentation of project details and the planning process, followed by workshop stations. She introduced each Kimley Horn station representative. She provided a project timeline, explaining that the project began in the fall with data collection. She stated that the current focus is community connection and continued data collection, which will be followed by analysis and draft goals, objectives, and policies. The project should be finalized in the summer and fall when the plan will be transmitted to the state (summer) and adopted (fall).

Ms. Palmer noted that the Comprehensive Plan is a state legislative requirement defined in Chapter 163 Florida Statutes where it states the components of a comprehensive plan guides the Town's Land Development Code. She explained the existing elements of the Town's plan includes future land use, transportation, housing, infrastructure, coastal management, conservation, recreation and open space, intergovernmental coordination, capital improvements and property rights.

Ms. Palmer stated that the various elements are organized into subcategories. For instance, the Town's Future Land Use Element is organized into four different categories including residential, recreation,

conservation/preservation, and public facilities. The Future Land Use Map shows carefully planned land use strategies to ensure sufficient space for projected growth from now until 2045. She also noted that the Future Land Use Element defines the Town's Level of Service necessary to appropriately operate the Town.

Another element, the Coastal Management Element, aims to protect coastal resources and human life from harm due to development and natural disasters. This element includes detailed information on land use, infrastructure, natural and historic resources, beach systems and disaster response. The Transportation Element outlines the desired and future transportation system for the Town, including both motorized and non-motorized systems. The Intergovernmental Coordination Element addresses and resolves conflicts between local plans and ensures effective collaboration with neighboring governments and agencies.

She confirmed today's workshop stations include:

- Crafting the Vision
- Coastal Management
- Conservation & Recreation and Open Space
- Future Land Use and Housing
- Transportation & infrastructure and Capital Improvements

She stated that there are sticky notes and comment cards available at each station for participants to submit thoughts, comments and notes.

Public Comment was taken at this time.

Mayor Townsend moved the meeting to the floor at 9:34am where participants proceeded to various stations.

2. Public Comment*

Resident Jay Wilson asked if the meeting is live streamed. Vice Mayor Field explained that the meeting format which includes multiple stations for participants to visit simultaneously does not create a good environment for a good and clear recording. Town Manager Garlo explained that minutes will be taken of the opening comments and presentation, and will capture that participants visited the stations. Mayor Townsend noted that residents have submitted and may still submit their thoughts and comments to Commissioners and/or Town staff.

Ali Palmer clarified that Kimley Horn will provide a PowerPoint of today's workshop and a follow-up presentation of collected feedback.

Another resident asked how the 7-year plan is changed. Attorney Baird responded that the review is legally required by the state. He noted that the plan must be updated every 7 years with a 10-year and 20-year planning period.

The resident reiterated his question and asked how the changes made once the plan is approved by the

state and Commission. Town Attorney Baird stated that once approved, an ordinance will amend the approved Comprehensive Plan. After the Plan is adopted, the Comprehensive Plan becomes the Town's Constitution, and the Ordinances are the Town's law.

3. Other Items*

Mayor Townsend that Town residents had left the meeting and seeing that business has been conducted and concluded, she adjourned the meeting at 10:43am.

Respectfully submitted,

Kimberly Kogos, Town Clerk

**MINUTES
TOWN OF JUPITER ISLAND
TOWN COMMISSION MEETING
WATERFRONT SETBACK LINE WORKSHOP
WEDNESDAY, JANUARY 29, 2025**

TIME: Wednesday, January 29, 2025 – 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 (remotely), and Commissioners Anne Scott 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

CALL TO ORDER AND COMMENTS*

Mayor Townsend called the workshop to order at 9:02 AM. She announced a quorum and noted that Vice Mayor Field is participating remotely while Commissioner Warner is not present. She read the Town Vision Statement and explained today's format. She provided background information pertaining to today's meeting.

Commissioner Scott read the minutes of the March 2019 Town Commission meeting pertaining to the 2019 Waterfront Setback Line (WFSBL) process. She noted that this current process is much more transparent and open to the residents. Mayor Townsend added that the Island News also published a nice article pertaining to the current process.

WORKSHOP AGENDA*

1. Waterfront Setback Line Study Presentation - Cummins Cederberg*

Assistant Town Manager/Director John Duchock provided an overview of today's meeting and presented a WFSBL Study timeline beginning in February 2024 through April/May 2025, highlighting key milestones. He added that updated maps are being presented today and reviewed the mapping criteria including:

- Frontal Dune location (solid white line)
- Line of Construction (solid Mint/seafoam green Line)
- 30-year Erosion Projection (solid dark blue line)
- State General Permit Line (dashed black line)

He noted the mapping policies discussed in the January 9, 2025 Town Commission meeting:

- No easterly shift of the waterfront, setback line along the ocean, prohibiting new and expanded development on beach properties. This applies to both developed and undeveloped properties.
- Avoid making current conforming structures non-conforming by limiting westerly shifts of the setback line, where line of construction is the most landward criteria.
- For undeveloped beachfront lots extend the line of construction, calculating and applying the average of the existing setbacks (measured from the dune ridge) of conforming structures (according to the 2019 setback line) within ¼ mile (1,320 feet) north/south of undeveloped properties.

He displayed an example of a map section for clarifying purposes, explaining the various lines laid out on each map.

He noted the path going forward which will be the final WFSBL maps presentation at the February 19, 2025, Town Commission meeting, and explained that if approved, an ordinance amending the Town's WFSBL will be presented for approval.

The Town Commission recessed at 9:17AM for residents to review the maps that were physically present in the meeting room.

The Town Commission reconvened at 9:36 AM.

2. Public Comment*

Resident Marshall Field V asked what the Town can do to protect the neighbor to the south of someone who wants to build a seawall. He noted that a seawall is a much bigger question than where the WFSBL is located. He explained the neighbor to the south experiences much sand loss. Director Duchock suggested looking at this scenario pertaining to the Coastal Element of the Comprehensive Plan review.

Resident Jay Wilson referenced the example map section displayed by Director Duchock and noted, had that principle been applied in 2019, the setback line would have remained at the 2000 line instead of moving to the 2019 line. Mayor Townsend affirmed.

Commissioner Scott noted the resident questions collected during the last workshop and addressed by staff (provided in the January 9, 2025, Town Commission meeting material), and stated that many of those questions remain unanswered. She expressed concern of moving too rapidly while leaving questions unanswered. She suggested to look at each individual address and analyze how each property is affected by the proposed line.

Vice Mayor Field responded that the Commission reviewed the line as a whole instead of individually so all properties would be treated fairly and equally. He agreed that there may still be unanswered questions.

Commissioner Taddeo clarified that the Town needs to have a WFSBL which is consistent with state law.

Mayor Townsend reminded the Commission that a Zoning in Progress (ZIP) has been in place for a year which impacts residents.

Attorney Nicholas Geisler, representing residents at 306, 310, 322, and 332 South Beach Road, agreed with Commissioner Scott on analyzing individual properties. He raised concerns about the westward shift of the setback line from the consultant's initial eastward recommendation and its impact on vested property rights for properties on the 300 block. Mr. Geisler emphasized the need for further discussion, noting that the shift could lead to ongoing or new litigation.

Commissioner Scott cautioned against assuming that the rights being claimed are definitively vested, pointing out that there are differing viewpoints on whether those rights have been properly established. She advised not to base decisions on a lawyer's opinion regarding vested rights that have not been adjudicated.

Mr. Geisler noted there are existing IRC approvals for his clients and asked what will happen to those approvals.

Vice Mayor Field stated that if the Testas are victorious in the next lawsuit, the 2019 WFSBL will be removed, so "vested rights" are premature at this time.

Mr. Geisler referred to the timeline referring to a Town Ordinance. Vice Mayor Field stated that he does not agree with rushing an ordinance or decision.

Commissioner Taddeo reiterated that this workshop is not the last time the WFSBL will be discussed.

Resident DeeDee Brooks asked why the Town would be more lenient on the setback line and suggested taking the most conservative approach to protect the island as a whole, not just individual properties. She expressed agreement with Commissioner Scott's suggestion of taking a snapshot of each property.

Resident David Slan asked if there is a map that shows exactly where the line will be. Director Duchock confirmed that a final map with coordinates will be provided. Mr. Slan asked to see that map with final line and coordinates before it is made official. He also asked about making renovations to an existing property and what will be conforming or not conforming. Mayor Townsend stated that the policy is to avoid creating nonconforming structures.

Director Catherine Harding explained that if a home is non-conforming and its footprint does not change, there would be no issue. However, if the home is conforming, a second story could be added as long as it does not exceed the allowed privileges.

Discussion continued about conforming and non-conforming.

Commissioner Scott referred to resident questions and noted a question that asked if there is a process to ensure that policies and ordinances are in line with the Comprehensive Plan. She noted that this is another unanswered question, clarifying that there is not a process in place. Vice Mayor Field added that a process should be put in place.

Resident Jay Wilson expressed concern that the waterfront setback line does not incorporate the Town's vision or comprehensive plan. He pointed out relevant guidelines in the comp plan, such as preserving dune vegetation and limiting expenditure in areas vulnerable to sea level rise. Mr. Wilson emphasized that the town should ensure the setback line aligns with the comp plan, as it is a legal requirement.

Commissioner Scott raised concerns about the availability of sand and the future of beach renourishment, noting that the issues of the WFSBL and beach nourishment have been avoided together. She pointed out that beach renourishment was a critical element in the effort to move the setback line. Director Duchock provided comments regarding the future planning of the Beach Protection District and explained that this is an ongoing process. Commissioner Taddeo agreed that this is a valid question.

Resident Ann Geddes referred to the current governmental cutbacks. She stated that reliance on FEMA funds is not reliable. Mayor Townsend reviewed the process of requesting FEMA funds after each disaster. Mrs. Geddes recommended being as conservative as possible in order to protect the island, since other funds are not reliable.

Resident Dena Testa stated that the media and attorneys have been a detriment to residents to come forward and provide comments. She provided positive comments regarding Director Duchock stating that he has worked hard, is honest, and works diligently to preserve the beaches of the island.

No other public comments were provided.

Mayor Townsend stated there will be ongoing discussion at the February 19, 2025, Town Commission meeting.

There were no other items discussed.

Meeting was adjourned at 10:27 AM.

Respectfully submitted,

Kimberly Kogos, Town Clerk

MINUTES
TOWN OF JUPITER ISLAND
BOARD OF ADJUSTMENT MEETING
Tuesday, June 25, 2024 – 9:00 a.m.



TIME: Tuesday, June 25, 2024 - 9:00 a.m.

PLACE: Town Hall - Island Room

PRESENT: Present in person were Chair Marjorie Graham, Members Nancy Auth, and Jodi Dines. Also present were Building Department Director Catherine Harding, Senior Planner Ruben Cruz, Town Clerk Kimberly Kogos and Town Attorney Thomas Baird.

Chair Marjorie Graham called the meeting to order at 9:03 a.m. She introduced the Board members and clarified all were voting members. She determined there was a quorum present.

1. Minutes of the meetings of May 30, 2024

MOTION: *Dines/Auth moved to approve the minutes of the May 30, 2024, Board of Adjustment meeting.*

ACTION: *The motion passed 3-0.*

All those intending to speak were sworn in including: Attorney Jared Gaylord of Marc R. Gaylord P.A.; Chuck Yanette of Parker-Yanette Design Group; Mitch Miller of Village Architects; Shawn Toomey of Environment Design Group; Catherine Harding; and Senior Planner Ruben Cruz.

2. 15 North Beach Road

This is the application of Michael B. Katz, Trustee of The Longtail Jupiter Trust, u/t/d March 29, 2023, represented by Jared Gaylord, Esq., of Marc R. Gaylord, P.A., requesting the following:

In accordance with Article X, Division V, Section 5.00, Standards for Approval of Variances, the applicant is requesting a variance to Article III, Division V, Section 5.02, H.,2.,a., Required Yards, in order to construct an elevator.

Ex-Parte Communication:

- *Chair Graham stated she had met with Senior Planner Cruz and visited the property.*
- *Member Auth stated she had met with Senior Planner Cruz and visited the property.*
- *Member Dines stated she had met with Senior Planner Cruz and visited the property.*

Senior Planner Cruz introduced the application and provided background, explaining the request to add an elevator to the residence. He noted a side-setback issue and provided potential recommendations to address this matter.

Attorney Jared Gaylord, representing the Plimpton family, greeted the Board and introduced the project team including Chuck Yanette and Mitch Miller. He showed aerial views of the property and explained the location of the proposed elevator addition. He noted that the neighbors spoke with each other to ensure support of the project. Attorney Gaylord provided the property survey and site plan followed by the site data calculations. He displayed partial floor plans and

elevations to explain the placement of the proposed elevator. He provided current site photographs and showed the landscape buffers along the property. Attorney Gaylord explained the construction staging plan for reference.

Public Comment:

There was no public comment.

MOTION: *Dines/Auth moved to approve the application and grant the variance as presented.*

ACTION: *The motion passed 3-0.*

3. 615 South Beach Road

This is the application of Mr. & Mrs. Lake Lytal III, represented by Dustin Mizell, of Environmental Design Group, requesting the following:

In accordance with Article X, Division V, Section 5.00, Standards for Approval of Variances, the applicant is requesting a variance to Article IV, Division III, Section 3.16, Gates, in order to install an entry gate outside of the property line.

Ex-Parte Communication:

- *Chair Graham stated she had met with Senior Planner Cruz and visited the property.*
- *Member Auth stated she had visited the property with Senior Planner Cruz and drives by the property daily.*
- *Member Dines stated she had met with Senior Planner Cruz and visited the property.*

Senior Planner Cruz introduced the application and provided background, explaining that the request for a gate that is outside of the property line. He noted the residence is new construction with an existing dock. He explained that the proposed gate would limit access to the existing dock. Mr. Cruz added that a Martin County permit would be necessary as the gate would be located approximately 22 feet onto the County Right of Way (ROW). The County permit is a recommended condition of the variance approval.

Member Auth asked about the letter from Public Safety regarding conditions, and Senior Planner Cruz explained that all properties with gates must adhere to the Public Safety requirements.

Mr. Shawn Toomey, representing the property owner, greeted the Board and provided a brief presentation of the proposed gate. Chair Graham requested that the Standards be reviewed. Senior Planner Cruz reviewed the Standards (A-G that were included in the memorandum to the Board) that must be met for a variance.

Discussion ensued regarding the appropriate variance requestor (615 South Beach owner or the County who owns the ROW). Town Attorney Baird explained that the request should go before the County first, although Mr. Toomey stated that the County requested the Town's approval first.

Chair Graham questioned if the applicant meets all the Standards. Mr. Toomey referred to a letter submitted to the Board dated May 30, 2024, that was included in the Board packet. Member Auth stated that she does not see any standards that have not been met.

Public Comment:

There was no public comment.

MOTION: *Auth/Dines moved to approve the application and grant the variance based on the conditions discussed.*

- *Public Safety conditions/criteria*
- *Martin County permit required to construct within the ROW*

ACTION: *The motion passed 3-0.*

4. Other Items

A. Next Meeting – July 25, 2024 (If required – not at this time)

Senior Planner Cruz stated that there are no requests for July and will inform the Chair of any applications for August or September.

Chair Graham reminded the Board members of the state mandated Financial Disclosure Form 1 due by July 1, 2024.

B. Other Items

No other items were discussed.

The meeting was adjourned at 10:03 a.m.

Respectfully submitted,

Kimberly Kogos, Town Clerk

**MINUTES
TOWN OF JUPITER ISLAND
IMPACT REVIEW COMMITTEE MEETING
THURSDAY, NOVEMBER 7, 2024**

TIME: Thursday, November 7, 2024 – 9:00 AM
PLACE: Town Hall Island Room – 2 Bridge Rd., Hobe Sound, FL
PRESENT: Present were Chair Bonnie Schiralli, Vice Chair Judy Holden, Members Valerie McNeely, Jennifer Madden and Eleanor Seaman, and Alternate Members Marshall Field V, Maria Bayazid and Christina Whitney. Also present were Town Manager Robert Garlo, Town Clerk Kimberly Kogos, Town Attorney Brett Lashley and IT Director Bill Sutton.

CALL TO ORDER AND COMMENTS*

Chair Schiralli called the meeting to order at 9:00 AM and read the purpose of the Land Development Regulations (LDR) into the record. The committee introduced themselves.

Town Clerk Kogos swore in those intending to speak including Attorney Jared Gaylord of Marc R. Gaylord; M. Timothy Hamlin of Alley, Maass, Rogers & Lindsay, P.A.; Stan Dixon of Stanley Dixon Architects; McClain Jenkins of D. Stanley Dixon; Cory Meyer; Keith Williams of Nievera Williams Design; Shawn Toomey of Toomey Landscape Inc.; Catherine Harding and Senior Planner Ruben Cruz.

ACTION ITEMS

1. Minutes of the Impact Review Committee held on July 11, 2024

Vice Chair Holden noted vote to approve minutes should be 3-0 and not 5-0.

MOTION: *Holden/Field moved to approve the minutes of the July 11, 2024 IRC meeting, as edited.*

ACTION: *Motion passed 5-0.*

2. 216 South Beach Road

This is the application of 216 SBR, LLC, represented by M. Timothy Hanlon, Esq. of Alley, Maass, Rogers & Lindsay P.A., requesting the following:

The demolition of the existing improvements, except for the pump house and dock which are to remain. The pump house is needed to maintain the irrigation system.

Ex-Parte Communication

- Chair Schiralli stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.
- Vice Chair Holden stated that she visited the property, read all materials, and had no ex-parte communication.
- Member Madden stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.
- Member McNeely stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.

- *Member Seaman stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*

Senior Planner Cruz introduced the application and provided background information. He explained the staff review and findings, and provided recommended conditions including:

- Silt screen shall be installed and maintained along the front, side, and rear yard areas.
- Construction Buffer and fence/mesh screening shall be installed prior to commencement of demolition and maintained during construction.
- Dumpster and portable toilet shall be screened from public view.
- Please note additional comments from the Town or SMRU may follow anytime during the review process (i.e., Building Permit, etc.).
- Please note additional requirements may be requested prior to issuance of Building Permit (i.e., Connection Fees, etc.).

The applicant agent, Mr. Timothy Hanlon of Alley, Maass, Rogers & Lindsay introduced himself and explained the request of demolition of the existing improvements, except for the pump house and dock as explained by Senior Planner Cruz. Attorney Hanlon explained that the owners of the property are long-time residents and intend to use the property as an extended family residence. He noted Shawn Toomey is available for landscape questions.

Vice Chair Holden asked about the dimensions of the deck and asked if it was meant to be "dock." Attorney Hanlon confirmed that "dock" is correct. She also noted that she would like to see the property borders marked.

Chair Schiralli expressed concern over silt fence appearances over time and requested that the fence as well as the property remain maintained during the project.

Member McNeely asked if a silt fence is necessary once the grass is established. Senior Planner Cruz confirmed that the silt fence may be removed once the soil is settled and stabilized.

Member Seaman asked about the security of the property since it will be vacant. Attorney Hanlon assured the property will be secured, noting an 8' gate was proposed.

Alternate Member Field asked about landscape buffering. Attorney Hanlon confirmed the proposed landscape plan.

Alternate Member Bayazid asked if the existing landscape measures are adequate for the north and south neighbors during demolition. Mr. Hanlon stated it was determined the existing landscape buffer to be sufficient, with the contractor estimating the process to last no more than 30 days.

Attorney Hanlon noted that Director Harding asked if the dock will be in use while the property is vacant. He confirmed no plan to use the dock on a regular basis.

MOTION: *Holden/Madden moved to approve the application with the recommended conditions, including the additional condition of removal of silt fencing at the Town's approval, based on the testimony presented, the plans submitted, and the fact that the application meets the standards of Article X, Division 2, Section 2.03 for impact review.*

ACTION: *Motion passed 5-0.*

3. 615 South Beach

This is the application of Mr. and Mrs. Lake Lytal III, represented by Dustin Mizell of Environmental Design Group, requesting the following:

The proposed installation of a new entry gate and a clusia hedge to prevent trespassing on the property.

Ex-Parte Communication

- *Chair Schiralli stated that she did not visit the property, read all materials, and had no ex-parte communication.*
- *Vice Chair Holden stated that she visited the property, read all materials, and had no ex-parte communication.*
- *Member Madden stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Member McNeely stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Member Seaman stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Alternate Member Marshall stated that he visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Alternate Member Bayazid stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.*
- *Alternate Member Whitney stated that she drove by the property, read all materials, and had no ex-parte communication.*

Senior Planner Cruz introduced the application and provided background information. He explained the staff review and findings, and provided recommended conditions including:

- Per the BOA's approval, the applicant must receive and provide an approved Martin County right-of-way Permit upon submittal of a Town Building Permit application.
- Town Building Permit will also be subject to Martin County's "Conditions of Permit" as listed on the applicant Right-of-way Permit Application.
- Silt screen shall be installed and maintained along the front, side, and rear yard areas.
- If used/needed the dumpster and portable toilet shall be screened from public view and placement shall be reviewed and approved by Town staff prior to installation.
- Applicant will adhere to Public Safety Review comments (see attached memorandum)
- Please note additional comments from the Town may follow at any time during the review process (i.e., Building Permit, etc.).
- Please note additional requirements may be requested prior to issuance of Building Permit.

The applicant agent, Shawn Toomey of Environmental Design Group introduced himself and presented the proposed project of a new gate for added security.

Alternate Member Bayazid asked if the gate would open remotely or automatically. Mr. Toomey confirmed it would be opened using a remote.

MOTION: *McNeeley/Madden moved to approve the application with the recommended conditions, based on the testimony presented, the plans submitted, and the fact that the application meets the standards of Article X, Division 2, Section 2.02 for impact review.*

ACTION: *Motion passed 5-0.*

4. 214 South Beach

This is the application of Gate House South Properties, LLC (Williams' Residence), represented by Jared Gaylord, Esq. of Marc R. Gaylord, P.A., requesting the following:

The proposed renovation and addition to the existing residence and structures, complete with enhancements to the landscaping and hardscaping for the property.

Ex-Parte Communication

- Chair Schiralli stated that she visited the property with Ruben Cruz, briefly spoke with one individual at the property, read all materials, and had no ex-parte communication.
- Vice Chair Holden stated that she visited the property, read all materials, and had no ex-parte communication.
- Member Madden stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.
- Member McNeeley stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.
- Member Seaman stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.
- Alternate Member Marshall stated that he visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.
- Alternate Member Bayazid stated that she visited the property with Ruben Cruz, read all materials, and had no ex-parte communication.
- Alternate Member Whitney stated that she drove by the property, read all materials, and had no ex-parte communication.

Director Harding provided comments regarding the historical registration of the gate house and noted there are no restrictions on renovations or additions for a building listed on the National Register, but to maintain its status, any work must comply with the National Register's guidelines.

Chair Schiralli noted that the structure notice names the building as "The Donkey House."

Senior Planner Cruz Senior introduced the application and provided background information. He explained the staff review and findings, and provided recommended conditions including:

- Silt screen shall be installed and maintained along the front, side, and rear yard area.
- Construction Buffer and fence/mesh screening shall be installed prior to commencement of construction and maintained during construction.
- Dumpster and portable toilet shall be screened from public view.

- Connection fees due to South Martin Regional Utility shall be satisfied prior to issuance of Certificate of Occupancy or Certificate of Completion.
- Applicant will adhere to Public Safety Review comments (see attached memorandum).
- Please note additional comments from the Town or SMRU may follow at any time during the review process (i.e., Building Permit, etc.).
- Please note additional requirements may be requested prior to issuance of Building Permit (i.e. Connection Fees, etc.).

Vice Chair Holden noted that this project is already a construction project. Sr. Planner Cruz confirmed that a standard building permit has already been given, but there are matters that have not been permitted yet and need to come before the IRC.

The applicant agenda, Jared Gaylord of Marc R. Gaylord P.A. introduced himself and provided a presentation of the project request beginning with aerial views of the property followed by the site survey. Attorney Gaylord provided a brief history of the property.

Member Madden referred to the existing driveway and asked where the construction crew would enter and exit the property. Attorney Gaylord and McLain Jenkins explained the two entries to the property and noted that the south will be service entry, and the north entry will be used by the residents and guests.

Mr. Jenkins noted that the owners wish to keep as much character of the existing structure as possible while additions and renovations are made. He reviewed the floor plans and elevations, noting a 3rd story which has historical importance but is not used as a living space. He reviewed the overall site plan as well as elevations and floor plans of the structure.

Vice Chair Holden asked about the 3rd story usage. Mr. Jenkins stated that it is not finished and houses the A/C handler. She asked what the total height of the building and Mr. Jenkins stated that the 3rd story is 2 feet over the allowed height. Senior Planner Cruz noted that the 3rd floor is part of the existing structure thus is permitted.

Mr. Keith Williams of Nievera Williams Design, the landscape architect, reviewed the landscape plan noting that the existing character will be preserved as much as possible. He stated that additions will include buffering and a new entrance after construction is concluded. He provided elevations of the buffer, garden spaces, the courtyard, and property entrance.

Chair Schiralli emphasized the importance of ensuring there is no parking on the shared easement during construction, expressing concerns that construction workers might park there despite previous mentions that they would not. Director Harding stated that a letter was sent to all contractors, emphasizing that parking is only allowed for standing deliveries and that parking regulations will be strictly enforced throughout the season.

Member McNeely asked about timing of tree removal. Mr. Williams noted that the timing depended on the contractor's schedule but emphasized that the tree needed to be root-pruned, which would take approximately three months before it could be relocated. Member McNeely acknowledged the plan but emphasized that no movement could occur until the necessary permit was obtained.

MOTION: *Holden/Madden moved to approve the application with the recommended conditions, based on the testimony presented, the plans submitted, and the fact that the application meets the standards of Article X, Division 2, Section 2.02 for impact review.*

ACTION: *Motion passed 5-0.*

5. **Other Items***

a. Next Meeting - December 5, 2024 - No Items*

Senior Planner Cruz announced the there are no current applications for the December 5th meeting but will keep the committee posted.

b. Other Matters*

There were no other matters discussed.

Chair Schiralli adjourned the meeting at 10:13 AM.

Respectfully Submitted,

Kimberly Kogos, Town Clerk

**MINUTES
TOWN OF JUPITER ISLAND
PENSION PLAN COMMITTEE MEETING
THURSDAY, NOVEMBER 14, 2024**

TIME: Thursday, November 14, 2024 – 9:00 AM

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

PRESENT: Chair Ged Parsons, Town Manager Robert Garlo, Finance Director Matthew Pazanski and Assistant Town Manager/Beach Protection Director John Duchock. PJ Gardner and Jimmy Robbins of AGW Capital Advisors.

Absent, Member Craig Donaldson

Chair/Committee Member Parsons called the meeting to order at 9:05 a.m.

1. **Approval of Minutes**

Chair Parsons called for a motion to approve the minutes of the September 11, 2024, meeting.

Member Garlo questioned the meeting adjournment time. Member Pazanski advised the meeting was short due to IPS clarification.

MOTION: *Garlo/Duchock moved to approve the minutes of the September 11, 2024, Pension Board meeting as discussed.*

ACTION: *4-0 motion passed.*

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

Mr. Gardner greeted the Board. He noted approval from the Town Commission for the recommended Investment Policy Statements and AGW has implemented the recommendations. Mr. Gardner proceeded to briefly review the current capital market indices and explained that the 3rd quarter experienced a gain of \$6,398,435.

Mr. Gardner reviewed the portfolio beginning with the last quarter followed by year-to-date calculations. He reviewed the investment portfolio performance by category and manager.

Mr. Gardner provided an overview of the Town's portfolio recommendations and provided a few Manager changes for consideration. He stated that the Town needs to be more dynamic and flexible, and these changes will help accomplish that goal.

Member Pazanski asked who Dodge & Cox replaced in 2020 noting that most were from Vanguard. Chair Parsons suggested being less weighted on Vanguard and suggested taking 20% and peeling it out equally. Mr. Gardner advised they would look into this scenario.

MOTION: *Pazanski/Garlo moved to approve the manager change recommendations.*

ACTION: *4-0 motion passed.*

3. Other Items

Mr. Gardner mentioned next year AGW services will provide a deeper dive for all managers and a review of all expenses. He also advised that AGW has looked at various surveys to determine their fee rate which is currently set at .35%. He stated they will reduce fees by 20% and are going to .28% on both the Defined Benefit and Defined Contribution Plan beginning in the new year.

3. Next Meeting

The next meeting date was confirmed for February 6, 2025, at 9am.

4. Adjournment

The meeting was adjourned at 9:59 a.m.

Respectfully submitted,

Sabrina Fahrer, Assistant Town Clerk

MINUTES
TOWN OF JUPITER ISLAND AND JOINT MEETINGS OF
THE TOWN 401A DEFINED CONTRIBUTION PLAN (DC) COMMITTEE
AND THE SOUTH MARTIN REGIONAL UTILITY (SMRU) 401A
DEFINED CONTRIBUTION PLAN (DCP) COMMITTEE
THURSDAY, NOVEMBER 14, 2024, at 10:15 AM OR DIRECTLY
FOLLOWING PENSION BOARD MEETING

TIME: Thursday, November 14, 2024 – 10:15 AM

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

PRESENT: Finance Director and Committee Chair Matthew Pazanski, Assistant Town Manager/Beach Protection Director and Plan Administrator John Duchock, Member/Public Services Director Stuart Trent, Member/Control Systems Specialist Dustin Lindholm, Member/Senior Planner Ruben Cruz, and Member/IT Director Bill Sutton. Also present were Mr. PJ Gardner and Jimmy Robbins of AGW Capital Advisors.

ABSENT: Manager/Committee Member Robert Garlo

The meeting was called to order by Member Duchock at 10:22 am.

1. Approval of Minutes – August 15, 2024, Meeting of the Town 401a DCP and SMRU 401a DCP meeting

Director/Member Duchock asked for comments regarding the August 15, 2024, minutes. Hearing none, he called for a motion to approve the minutes as presented.

MOTION: *Trent/Lindstrom moved to approve the Minutes of the August 15, 2024, meeting as presented.*

ACTION: *Motion Approved 6-0.*

2. AGW Capital Advisors, Inc. - Performance Review and Capital Markets Update

Mr. Gardner greeted the Committee and began his review with the Fiduciary Investment Review. He noted the total of all 3 plans as \$16.6M as well as each individual plan total.

Member Pazanski mentioned a 457 change for ages 60-63 to add additional funds as a new provision beyond the standard catch up after age 50.

Mr. Gardner noted the Asset Allocation Strategies and reviewed the Manager Scorecard. He provided an Executive Summary noting good performers and those on the watch list.

Mr. Gardner reviewed the portfolio recommendations noting that market volatility has returned, and interest rates are normalizing. He explained that the U.S. Market has enjoyed an unusually strong period of success relative to other markets and stated that a return to fundamentals is expected.

Mr. Gardner briefly summarized candidates for manager change considerations and explained his recommendations.

Mr. Gardner mentioned next year AGW services will provide a deeper dive for all managers and a review of all expenses. He also advised that AGW intends to reduce their fees by 20% effective year end.

MOTION: *Cruz/Trent moved to change funds as recommended and discussed.*

ACTION: 6-0 motion passed.

3. Withdrawal Requests*

There were no requests for withdrawal to report.

4. Other Items*

Discussion of replacing member St. George due to his departure from the company. Member Trent advised he would review with SMRU staff and provide recommendations at the next meeting.

Hold February 6, 2025, directly following the Pension Board meeting at 9am for the next meeting.

No other items were discussed.

5. Adjournment*

The meeting was adjourned at 11:09am.

Respectfully Submitted,

Sabrina Fahrer, Assistant Town Clerk

TOWN OF JUPITER ISLAND**MEMORANDUM**

TO: Mayor & Town Commission

THROUGH: Robert Garlo, Town Manager *RG*

CC: Kimberly Kogos, Town Clerk

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

RE: Agenda Item 3.: Draft Ordinance - Leaf Blowers

DATE: 2/4/2025

Background:

During the January 9, 2025 Town Commission meeting staff was directed to prepare an ordinance to address concerns relating to the noise associated with the operation of gas-powered leaf blowers on residential properties. Gas-powered leaf blowers present a greater nuisance, emitting more noise than electric leaf blowers with an increased potential to exceed the Town's current regulations. To offset the increased potential nuisance, staff was directed to draft an ordinance that requires the use of electric or battery-powered leaf blowers on residential properties less than 3 acres in size. Further, the Commission requested that the ordinance provides an 18-month grace period for adaptation and implementation by owners and landscape contract companies.

In considering how a new ordinance tied to nuisance and noise under Article III Chapter 9 of the Town's Code is to be monitored and enforced, several challenges surfaced warranting further discussion. When considering the existing mechanism for code enforcement for noise is based on measured decibel levels from adjacent properties, all potentially offending noise sources (gas-powered or electric) would have to be identified, reported, measured, and then enforced in the same manner. Regardless of property size, there is the potential that any leaf blower being operated near the perimeter of a property may produce an offensive noise per the Town's code. Further, establishing a threshold of above or below 3-acres will present a hurdle in accurately determining which properties meet the threshold and which do not. Many properties on the island are between 2.5 and 2.9 acres (just under the 3-acre threshold) and abut neighbors with 3 acres or more – pitting neighbor against neighbor over a very minor difference in reported property size. While a preliminary summary of property sizes is readily available, a more in-depth analysis of property size distribution may be warranted along with the creation of a map or list of addresses meeting the 3.0-acre threshold for future enforcement.

Given these potential challenges, staff is presenting alternatives for Commission discussion and consideration. One alternative to implementing a 3.0-acre threshold is a total ban on gas-powered leaf blowers for all residential properties. This eliminates

picking winners or losers and allows for more streamlined and simple enforcement moving forward.

A second alternative for restricting use of gas-powered leaf blowers could be implemented based on residential zoning district. The A-80 “2-Acre Estate Residential District” is comprised of large estate lots potentially warranting additional consideration with respect to landscaping and maintenance activities, including more extensive leaf blowing needs. Consideration may be given to allow for gas-powered leaf blowers on residential properties in the A-80 zoning district, while requiring conversion to electric leaf blowers in all other residential zoning districts. As depicted by the Town’s official zoning map, each residential property is already assigned to one of the zoning districts and the districts were purposefully developed and grouped within the Town. This approach would facilitate enforcement while maintaining a more neighborly approach between adjacent residents.

Recommendation:

A draft ordinance reflecting the limit use of gas-powered leaf blowers on residential properties greater than or equal to 3 acres in size, including an 18-month grace period, is presented for consideration. Town staff is seeking further direction from the Commission on the scope of the final ordinance in light of the potential challenges associated with code enforcement.

ORDINANCE NO. XXX

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, AMENDING ARTICLE III OF CHAPTER 9 OF THE JUPITER ISLAND CODE OF ENTITLED "NOISE"; PROVIDING FOR REGULATIONS PERTAINING TO LEAF BLOWERS OPERATING WITHIN THE TOWN; PROVIDING FOR SEVERABILITY; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission desires to reduce noise pollution resulting from gas-powered leaf blowers; and,

WHEREAS, excessive sound is among the nuisances identified in Article III of the Town's Code of Ordinances (Code); and

WHEREAS, the sound emitted from the operation of lawn maintenance equipment can constitute a nuisance; and,

WHEREAS, the sound created by gas powered leaf blowers exceeds the permitted sound level limitations of the Code; and

WHEREAS, the sound created by the operation of electric leaf blowers is substantially less than the sound created by the operation of gas powered leaf blowers; and,

WHEREAS, the Town's staff has determined that residential lots of 3 acres or greater warrant special consideration with respect to landscaping and maintenance activities, including extensive leaf blowing; and,

WHEREAS, the Town's staff has determined that residential lots of less than 3 acres generally do not require the same special landscaping consideration as lots of greeter than 3 acres; and,

WHEREAS, the Town's staff has determined that residential lots of less than 3 acres can be adequately managed and serviced using electric leaf blowers instead of gas powered leaf blowers; and,

WHEREAS, the Town Commission finds that the adoption of a requirement that lots of less than 3 acres must leaf blowers will minimize sound and the nuisance activity created by sound which exceed the sound standards of the Code; and,

WHEREAS, the Town commission finds that it is appropriate to establish a grace period of 18 months wherein the Town will not enforce the provisions of the Code which

requires the use of electric leaf blowers on lots of less than 3 acres so that property owners and landscaping companies can adjust to this new regulation pertaining to the use of gas and electric powered leaf blowers.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, THAT:

Section 1: Chapter 9. Nuisances, Article III. Noise, Section 9-62 of the Code of Ordinances of the Town of Jupiter Island is hereby amended to read as follows:

ARTICLE III. - NOISE

Sec. 9-62. - Construction related activities; lawn maintenance activities.

(a) Definitions.

(1)"*Winter season*" means the period between November 1 and April 30.

(2)"*Summer season*" means the period between May 1 and October 31.

(3)"*Legal holidays*" means the following holidays: New Year's Day (January 1), Memorial Day (Last Monday in May), Independence Day (July 4), Labor Day (1st Monday in September), Thanksgiving Day (4th Thursday in November) and the Friday immediately following Thanksgiving Day, Christmas Day (December 25) and the day immediately following Christmas Day and when Christmas Day falls on a Saturday or Sunday, the Friday immediately preceding Christmas weekend and the Monday following Christmas weekend.

(4)"*Lawn maintenance equipment*" means motorized or powered equipment which is used to maintain lawns, trees, and landscaping, including but not limited to lawn mowers/yard tractors, chainsaws, lawn aerators, sod cutters, edgers, stump grinders, hedge trimmers, leaf blowers, lawn vacuum machines and monofilament line grass trimmers.

(5) "*Leaf blowers*" means any air blowing machine powered by gas or electricity to create a concentrated stream of air to push, or blow dirt, dust, leaves, grass clippings, trimmings, or debris.

(b) Use of restricted equipment.

(1) Applicability. Use of the following "restricted equipment" or engagement in the following activities during construction is restricted as provided in this section:

- a. Compressors, gas- or diesel-engine driven for operating jack hammers, riveting or drilling devices.

b. Cranes of all weights and types and other related construction equipment such as, but not limited to, concrete pumps, pile driving, excavation and demolition.

c. Dredges, of all types.

d. Dry sandblasting machines and jackhammers.

e. Gasoline, diesel and/or steam engines that are operated in such a manner as to: 1. Emit offensive odors which are materially perceptible from any property line; or, 2. Produce noise in excess of 60 decibels (dbs), measured at any property line.

f. Hammer-driven piledrivers, of all types.

g. Hammers, of all types, when used for metal-to-metal work that is not hammer-to-nail.

h. Power saws, band, cut-off and table, unless housed in a "dried-in" structure.

i. Radio, audio equipment or loudspeakers used in a manner that produces noise which is unreasonably loud.

j. Tractors, over two tons, which are rigged for earth moving or land clearing operations.

k. Any construction equipment, device or activity, which though otherwise permitted, produces noise in excess of 72 decibels (dbs), measured:

1. Fifty feet from the construction activity, or,

2. From the property line nearest to where the construction activity is taking place, whichever is greater.

(2) Restrictions. The use of "restricted equipment" is restricted as follows:

a. Use of restricted equipment is prohibited during the winter season.

b. Use of restricted equipment during the summer season is permitted only during the hours of 7:30 a.m. to 6:00 p.m., Monday through Friday.

c. Use of restricted equipment is prohibited on legal holidays.

(3) Exceptions. The following are exempt from the restrictions of this section:

- a. Operation of restricted equipment relating to essential services of the Town;
- b. Operation of restricted equipment to protect the public health, safety, and welfare during emergency conditions; and
- c. Operation of restricted equipment for repairs, improvements or landscape work on permitted projects for a period of less than one week upon prior written approval of the Town 's building official. A written request defining the specific nature of the work, its duration and the equipment involved shall be submitted to the Town's building official at least five working days prior to commencement of the work.

The building official may approve such work only upon being assured that the proposed use of equipment will not exceed established noise level restrictions nor excessively impact the inhabitants of adjoining properties and public roadways. The building official may establish terms and conditions relating to the work, if approved.

(c) Working hours for construction.

(1) During the winter season, construction work is restricted to the following hours: a. 8:30 a.m. to 5:30 p.m., Monday through Friday; and b. 8:30 a.m. to 1:00 p.m. on Saturday.

(2) During the summer season, construction work is restricted to the following hours:

- a. 7:30 a.m. to 6:00 p.m., Monday through Friday; and
- b. 8:30 a.m. to 5:00 p.m. on Saturday, upon prior written approval of the administrative official, which shall be granted if the applicant demonstrates that the construction work will not excessively impact inhabitants of adjoining properties.

(3) Construction work is prohibited on legal holidays.

(d) Working hours for lawn maintenance.

(1) During the winter season. operation of lawn maintenance equipment is restricted to the hours of 8:30 a.m. to 5:30 p.m., Monday through Friday, and from 8:30 a.m. to 1:00 p.m. on Saturday.

(2) During the summer season, operation of lawn maintenance equipment is restricted to the hours of 7:30 a.m. to 6:00 p.m., Monday through Friday, and from 8:30 a.m. to 5:00 p.m. on Saturday.

(3) Operation of lawn maintenance equipment is prohibited on legal holidays.

(e) Use of leaf blowers on residential properties.

(1) Leaf blowers operated on residential properties of 3 acres or more may be powered by gas combustion engines.

(2) Leaf blowers operated on residential properties of 3 acres or less shall be powered by electricity or batteries.

~~(f)-(e)~~ [Decibel levels.] The sound produced by lawn maintenance equipment shall not exceed 69 decibels (dbs), measured:

(1) Fifty feet from the point of operation of the equipment, or

(2) From the nearest property line to where the equipment is operated, whichever is greater.

(3) Leaf blowers, backpack sprayers and hand-held blowers shall be limited to a maximum decibel level that shall not exceed 65 (dbs) at a distance of 30 feet from the point of operation of the equipment or from the nearest property line to where the equipment is operated, whichever is greater. ~~This section relating to leaf blowers shall become effective October 1, 2007.~~

~~(g)~~(f) Maintenance of construction sites. It is the responsibility of the person, firm or corporation indicated on the development permit to maintain the site in a neat and orderly manner, including broom-cleaning the site each day, and preventing unsightly piles of trash and debris from gathering during the course of construction.

~~(h)~~(g) Avoidance of nuisance. When land has been cleared pursuant to a land clearing permit, the permittee shall either resod or replant the cleared area or periodically sprinkle the area ground to prevent windblown dust or dirt from creating a nuisance to other properties.

~~(i)~~(h) [Violations.] Each separate violation and each day of a continuing violation shall be considered a separate offense.

~~(j)~~(i) [Shutdown order.] In case of three or more violations of section 9-62(b) or (c) (Use of restricted equipment, Working hours for construction) the administrative official shall order the project to be shut down for the remainder of the winter season. If a shutdown order is issued, the site must be rendered safe and secure to the satisfaction of the administrative official within five working days.

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 may 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 execution.

ORDINANCE NO. XXX PASSED UPON FIRST READING THE ____th DAY OF _____, 2025.

PASSED AND ADOPTED UPON THE SECOND READING FOLLOWING PUBLIC HEARING THE ____th DAY OF _____, 2025.

(SEAL)

TOWN OF JUPITER ISLAND, FLORIDA

Mayor

Vice Mayor

Commissioner

Commissioner

Commissioner

ATTEST:

TOWN CLERK

RESOLUTION NO. 926

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, EXTENDING ZONING IN PROGRESS THROUGH AND INCLUDING JUNE 30, 2025 AS IT PERTAINS ONLY TO APPLICATIONS FOR DEVELOPMENT PERMITS FOR NEW CONSTRUCTION WHICH THE BUILDING DEPARTMENT DIRECTOR HAS DETERMINED IS EFFECTED BY THE LOCATION OF THE TOWN'S WATERFRONT SETBACK LINE ESTABLISHED ALONG THE ATLANTIC OCEAN; REQUIRING THAT NO NEW APPLICATIONS FOR DEVELOPMENT PERMITS BE ACCEPTED OR PROCESSED DURING THE ZONING IN PROGRESS PERIOD ESTABLISHED HEREIN; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on January 9, 2024, the Town Commission adopted Resolution No. 901 declaring Zoning in Progress which provides that it will not accept or process any application for development permits during the period that Zoning in Progress is in effect; and,

WHEREAS, the Town Commission declared Zoning in Progress in furtherance of the public health, safety and general welfare to provide it with sufficient time to study the Town's Land Development Regulations; and,

WHEREAS, on February 13, 2024, the Town Commission adopted Resolution No. 912 amending Resolution No. 901; and,

WHEREAS, on March 21, 2024, the Town Commission adopted Resolution No. 914 amending the prior resolutions to exempt properties that had previously obtained approvals from the Impact Review Committee and permitting property owners to seek a waiver from the provisions of the Zoning in Progress; and,

WHEREAS, the ongoing study of the Waterfront Setback Line applies only to those properties along the Atlantic Ocean as demarcated in Exhibit "C" of Appendix A of the Town Code which contains the Town's Land Development Regulations; and,

WHEREAS, the ongoing study of the Waterfront Setback Line does not apply to properties along the intracoastal waterway; and,

WHEREAS, the Town Commission recognizes that certain activities such as the repair/replacement of certain structures and interior renovations would not conflict with the intended purpose of the study of the Waterfront Setback Line.

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

Section 1. Zoning in progress is hereby in effect through and including June 30, 2025, unless earlier rescinded, so as to allow sufficient time for the study of the location of the waterfront setback line to be completed.

Section 2. So as not to frustrate the purposes of the study, no application for

development permits shall be accepted and no development permits shall be issued by the Town for properties which, in whole or in part, are subject to the waterfront setback line located along the Atlantic Ocean except as authorized by the Town.

Section 3. Applications for development permits for properties that are not subject to the waterfront setback line along the Atlantic Ocean, and those applications received by the Building Department prior to the declaration of zoning in progress through the passage of Resolution No. 901 on January 9, 2024, are exempt from the restrictions set forth herein.

Section 4. Applications for properties subject to the current Waterfront Setback Line which are undertaking repair/replacement activities, ADA accommodations, or interior renovations that do not alter the location, size, and footprint of a structure may be reviewed by the Building Department Director, and may be administratively approved during the period of Zoning In Progress.

Section 5. The Town Commission retains the discretion, prior to the expiration of Zoning in Progress, to waive Zoning in Progress for any application which demonstrates that it is entitled to be exempt based upon good cause shown.

PASSED AND ADOPTED by the Town Commission of the Town of Jupiter Island this 19th day of February 2025.

TOWN OF JUPITER ISLAND

Attest:

Penelope Townsend, Mayor

Kimberly Kogos, Town Clerk

Marshall Field VI, Vice-Mayor

**Approved as to Form and
Legal Sufficiency:**

Anne Scott, Commissioner

Thomas J. Baird, Town Attorney

Joseph Taddeo, Commissioner

Patricia Warner, Commissioner

Resolution No. 926
Page 2 of 2

December 19, 2024

Daniel Anderson
Mauldin & Jenkins, LLC
1401 Manatee Ave West, Suite 1200
Bradenton, FL 34205

Re: Group Retirement Plan for the Employees of the Town of Jupiter Island
Governmental Accounting Standards Board
Statements 67/68 Disclosures

Dear Rhys:

Attached are your GASB 67/68 disclosures for the Fiscal Year ending September 30, 2024.

1. Actuarial Present Value of Total Projected Benefits:

Retirees and Beneficiaries	\$11,492,571
Terminated Vested Employees	\$609,040
Current Active Members	\$433,510
Total	\$12,535,121

2. Date of the above Valuation of total projected benefit is September 30, 2024.

3. Principal assumptions used to determine Actuarial present value of total projected benefits:

Please see the Assumptions and Methods page.

4. Please see the following answers:

- a. Minimum Annual Contribution:
 - i. \$523,680 for 2023 Plan Year, \$443,444 for 2024 Plan Year
- b. Actuarial Cost Method:
 - i. Entry Age Normal, Level Percent of Pay
- c. Actuarial Assumptions:
 - i. Please see the Assumptions and Methods page.
- d. Effect of any change in Methods or Assumptions:
 - i. Increase liability
- e. Alternative Funding Standard Account was not elected.

5. Employee group covered:

Participants in the Group Retirement Plan for the Employees of the Town of Jupiter Island.

Daniel Anderson
December 19, 2024
Page 2 of 3

6. Please see the following answers:
 - a. Benefit provisions used in the actuarial calculation:
 - i. Please see the Summary of Plan Specifications page.
 - b. Description of any benefits not included in the Actuarial present values of total projected benefits:
 - i. Not applicable
 - c. The effective date of the last plan amendment included in this valuation:
 - i. October 1, 2016 Early Retirement Incentive Program amendment.
7. Please see the following information relating to the employee census data:
 - a. The source and nature of the data:
 - i. Census information received from the Town of Jupiter Island
 - b. The date as of which the census data was collected:
 - i. October 1, 2024
 - c. Please see the following table:

<u>Participants</u>	<u>Number of Persons</u>	<u>Compensation</u>
Currently receiving payments	46	0
Active with vested benefits	6	\$778,153
Terminated with deferred vested benefits	13	0
Active without vested benefits	0	0
Other	0	0
Total	65	\$778,153

8. Please see the effects of the following factors:
 - a. Plan Amendments:
 - i. See Determination of Actuarial (Gains)/Losses page.
 - b. Changes in the nature of the plan:
 - i. See Determination of Actuarial (Gains)/Losses page.
 - c. Changes in Actuarial Assumptions
 - i. See Determination of Actuarial (Gains)/Losses page.
9. Please see the following description of the methods used:
 - a. Are the methods used in accordance with the guidelines of GASB:
 - i. Yes
 - b. Have the methods been changed from those of the prior period and the reason:
 - i. No
 - c. Any significant assumptions underlying the measurement or presentation?
 - i. No

Daniel Anderson
December 19, 2024
Page 3 of 3

10. We have not been notified of a decision by the Board of Trustees to fully or partially terminate the Plan.
11. Please describe the nature of any relationship that you may have with the Town of Jupiter Island that may appear to impair the objectivity of your work:
We are not aware of any direct or indirect relationship that could create a conflict of interest that could impair the objectivity of our work.
12. What is the amount of the unbilled and/or unpaid actuarial or other fees due to the plan year-end and payable by the plan:
There are no current unpaid fees.
13. Please see the attached Actuarial Valuation Reports for the Plan Years beginning October 1, 2023 and October 1, 2024.

If you have any questions or comments on the disclosures, please let me know.

Sincerely,



Brian R. West, EA, FSA, MSEA, FCA, MAAA
Consulting Actuary
Newport Group

Group Retirement Plan for the Employees of the Town of Jupiter Island

Actuarial Valuation Report

as of October 1, 2024

For the Plan Year
October 1, 2024 - September 30, 2025

GROUP RETIREMENT PLAN FOR THE EMPLOYEES OF THE TOWN OF JUPITER ISLAND

Actuarial Certification October 1, 2024

This report documents the results of the October 1, 2024 actuarial valuation of the Group Retirement Plan for the Employees of the Town of Jupiter Island ("Plan"). The primary purpose of the actuarial valuation is to measure the Plan's funding progress and determine Employer contributions for the Plan Year.

Determinations for purposes other than the funding requirements may be significantly different from the results reported herein. The use of this report for other than its intended purposes may not be appropriate.

We relied upon participant data supplied by Town of Jupiter Island ("Sponsor"). We reviewed the participant data for internal consistency and reasonableness and have no reason to doubt its substantial accuracy. The Sponsor is solely responsible for the validity and completeness of this information.

This valuation has been conducted in accordance with generally accepted actuarial principles and practices, including the applicable Actuarial Standards of Practice as issued by the Actuarial Standards Board.

Where options in assumptions and methods were available, we discussed such options with the Sponsor. In our opinion, unless otherwise mentioned on the cover letter, each significant actuarial assumption and method takes into account the reasonable expectations of the plan. The actuarial assumptions and methods are described in the Actuarial Assumptions exhibit of this report.

A valuation model was used to develop the liabilities for the plan. The valuation model relies on ProVal software, which was developed by Winklevoss Technologies, LLC. Experts within Newport Group selected this software and determined it is appropriate for performing this valuation. We coded and reviewed the software for the provisions, assumptions, methods, and data of the Plan as outlined in this actuarial report.

Low Default Risk Obligation Measure (LDROM) - The purpose of this measurement is to illustrate the liability measured using interest rates based on low default fixed income securities and an immediate gain funding method. Plan provisions and other assumptions are the same as denoted elsewhere in this report. For purposes of determining the Discount Rate to use in determining the LDROM, we used the FTSE Pension Discount Curve in effect on the day before the valuation date. The resulting Discount Rate is 4.72%. Using this Discount Rate, the LDROM is \$13,312,031.

The undersigned is a Member of the American Academy of Actuaries and other actuarial organizations and meets the Qualification Requirements of the American Academy of Actuaries to render the actuarial opinion contained herein.

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Actuarial Certification
October 1, 2024**

Thus, in our opinion, the actuarial valuation report presents fairly the actuarial position of the Plan as of the actuarial valuation date. We are available to answer any questions on the material contained in this report, or to provide any further information or exhibits as requested.

We are not aware of any direct or material indirect financial interest or relationship, including investments or other services that could create a conflict of interest that would impair the objectivity of our work.

Respectfully submitted
The Newport Group

Certified By:



Brian R. West, EA, FSA, MSEA, FCA, MAAA
Enrollment Number 23-07202

Prepared by:



Lisa Whipkey
Senior Actuarial Analyst

December 19, 2024

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Actuarial Valuation Report
October 1, 2024**

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**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

Summary of Basic Results

	October 1, 2023	October 1, 2024
A. Number of Participants	66	65
B. Market Value of Assets	\$9,747,659	\$11,014,523
Actuarial Value of Assets	\$10,080,863	\$10,193,631
C. Active Participant Valuation Salary	674,396	778,153
D. Minimum Contribution Requirements		
1. Normal Cost	18,487	20,305
2. Net Amortization of Changes in UAAL	488,015	408,599
3. Beginning of Year Contribution (1 + 2)	506,502	428,904
4. End of Year Contribution (adjusted for timing of deposits)	523,680	443,444
5. End of Year Contribution, if using credit balance	0	0
E. Change in Contribution due to Change in Assumptions		
	Before	After
1. Normal Cost	19,781	20,305
2. Net Amortization of Changes in UAAL	386,920	408,599
3. Beginning of Year Contribution (1 + 2)	406,701	428,904
4. End of Year Contribution (adjusted for timing of deposits)	420,494	443,444
5. End of Year Contribution, if using credit balance	0	0

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Schedule of Contributions
October 1, 2024**

<u>Deposits for the 2024 Plan Year</u>	<u>Expected Date</u>	<u>Amount</u>
First Quarterly	12/31/2024	110,861.00
Second Quarterly	3/31/2025	110,861.00
Third Quarterly	6/30/2025	110,861.00
Fourth Quarterly	9/30/2025	110,861.00
Total Deposits Due for the 2024 Plan Year		443,444.00

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Actuarial Amortizations
October 1, 2024**

Date	Source	Original UAAL Amount	Current UAAL		
			Years	Remaining Amount	Payment
10/1/1995	Assumption Change	173,768	1.0	12,548	12,548
10/1/1998	Assumption Change	725,042	4.0	188,441	50,958
10/1/1999	Assumption Change	80,826	5.0	25,461	5,652
10/1/2005	Assumption Change	(517,730)	11.0	(300,361)	(35,181)
10/1/2006	Plan Amendment	362,698	12.0	223,141	24,541
10/1/2008	Assumption/Method Change	(618,885)	14.0	(420,158)	(41,530)
10/1/2009	Plan Freeze	(5,672,030)	15.0	(4,014,596)	(379,106)
10/1/2009	Plan Amendment	687,623	15.0	486,690	45,959
10/1/2012	Assumption Change	1,041,917	18.0	817,033	68,863
10/1/2016	FRS Mortality	211,335	12.0	153,918	16,928
10/1/2016	ERIP	536,779	22.0	468,262	35,273
10/1/2017	Salary Scale Change	138,141	3.0	49,948	17,549
10/1/2017	Funding Method Change	6,148,463	18.0	5,191,601	437,570
10/1/2019	FRS Mortality Revision	(25,937)	15.0	(21,889)	(2,067)
10/1/2020	Experience (Gain)/Loss	134,813	1.0	30,055	30,055
10/1/2020	FRS Mortality Revision	(201,472)	16.0	(176,932)	(16,030)
10/1/2021	Experience (Gain)/Loss	(75,241)	2.0	(32,603)	(16,737)
10/1/2021	Assumption Change	24,327	17.0	22,150	1,933
10/1/2022	Experience (Gain)/Loss	364,274	3.0	230,146	80,857
10/1/2022	Assumption Change to 5.5%	553,073	18.0	520,477	43,868
10/1/2023	Experience (Gain)/Loss	265,435	4.0	217,875	58,918
10/1/2023	Salary Scale Change	(62,266)	9.0	(57,430)	(7,830)
10/1/2024	Experience (Gain)/Loss	(207,557)	5.0	(207,557)	(46,071)
10/1/2024	FRS Mortality Revision	273,322	20.0	273,322	21,679
		5,258,768		3,679,542	408,599

Expected Amortization payments for the next three years

Plan Year

10/1/2025	365,996
10/1/2026	382,729
10/1/2027	284,328

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Reconciliation of Unfunded Actuarial Accrued Liability
October 1, 2024**

	October 1, 2023	October 1, 2024
A. Expected Unfunded Actuarially Accrued Liability		
1. Prior Year Unfunded Actuarially Accrued Liability	2,714,685	2,597,078
2. Prior Year Normal Cost	12,680	18,487
3. Prior Year Contribution	475,000	475,000
4. Interest at the Assumed Rate		
a. Prior Unfunded Liability and Normal Cost	150,005	143,853
b. Prior Contributions	8,461	8,693
5. Change in Assumptions/Funding Method	(62,266)	273,322
6. Expected Unfunded Liability	2,331,643	2,549,047
7. This Year's Unfunded Actuarially Accrued Liability	2,597,078	2,341,490
8. Experience (Gain)/Loss	265,435	(207,557)
B. Reconciliation of Unfunded Liability to Amortization Bases		
1. Total Unfunded Actuarially Accrued Liability Bases	3,913,399	3,679,542
2. Credit Balance	1,316,321	1,338,052
3. Total Unfunded Actuarially Accrued Liability	2,597,078	2,341,490
C. Calculation of Unfunded Liability		
1. Total Actuarially Accrued Liability (EAN, level %)	12,677,941	12,535,121
2. Actuarial Value of Assets	10,080,863	10,193,631
3. Total Unfunded Actuarially Accrued Liability	2,597,078	2,341,490

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Reconciliation of Funding Standard Account
October 1, 2024**

	October 1, 2023	October 1, 2024
A. Total Charges		
1. Prior Year Funding Deficiency	0	0
2. Last Year's Normal Cost	12,680	18,487
3. Total Amortization Charges at Beginning of Year	964,512	986,496
4. Interest at the Assumed Rate on:		
a. 1, 2 and 3 for one year	53,746	55,274
5. Total Charges	1,030,938	1,060,257
B. Total Credits		
6. Prior Year Credit Balance	1,269,008	1,316,321
7. Prior Year Employer Contributions	475,000	475,000
8. Total Amortization Credits at Beginning of Year	497,625	498,481
9. Interest at the Assumed Rate on:		
a. 6 and 8 for one year	97,165	99,814
b. 7 from dates paid	8,461	8,693
10. Total Credits	2,347,259	2,398,309
C. Credit Balance/(Funding Deficiency): 10-5	1,316,321	1,338,052

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Accumulated/Projected Plan Benefits
October 1, 2024**

A. Actuarial Present Value of Accrued Benefits	October 1, 2023	October 1, 2024
1. Active Members (by decrement)		
a. Retirement	572,673	611,063
b. Termination	0	0
c. Disability	0	0
d. Mortality	12,776	9,840
e. Return of Employee Contributions	0	0
f. Total	585,449	620,903
2. Retirees	10,657,531	10,728,782
3. Beneficiaries receiving benefits	535,482	542,011
4. Disability Retirees	225,550	221,778
5. Deferred Vested Members	864,455	609,040
6. Total	12,868,467	12,722,514
B. Market Value of Assets	9,747,659	11,014,523
C. Unfunded Present Value of Accrued Benefits	3,120,808	1,707,991
D Changes in Present Value of Accrued Benefits		
1. Prior Year Present Value	13,093,247	12,868,467
a. Decrease in discount period at 5.50%	690,292	677,788
b. Benefits Paid	(1,084,953)	(1,090,109)
c. Assumption Changes	0	278,752
d. Plan Amendments	0	0
e. Additional benefits earned	0	0
f. Experience Gains and Losses	169,881	(12,384)
2. Total Changes	(224,780)	(145,953)
3. Present Value	12,868,467	12,722,514

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Normal Cost by Decrement
October 1, 2024**

A. Actuarial Present Value of Accrued Benefits	October 1, 2023	October 1, 2024
1. Active Members (by decrement)		
a. Retirement	17,874	19,797
b. Termination	0	0
c. Disability	0	0
d. Mortality	612	509
e. Return of Employee Contributions	0	0
f. Total	18,486	20,306

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Reconciliation of Participant Status
October 1, 2024**

	Active	Vested Deferred	Receiving Benefits	Total
A. Participant Count as of October 1, 2023:	7	15	44	66
1. Retired	0	(2)	2	0
2. Non-Vested	0	0	0	0
3. Vested Deferred	0	0	0	0
4. Death with Beneficiary	(1)	0	1	0
5. Death without Beneficiary	0	0	(1)	(1)
6. Benefits Ceased	0	0	0	0
7. Paid Lump Sum	0	0	0	0
8. Beneficiary Receiving	0	0	0	0
9. New Participants	0	0	0	0
10. Rehire	0	0	0	0
11. Other - New DV Beneficiaries	0	0	0	0
B. Net Change During the Year	(1)	(2)	2	(1)
C. Participant Count as of October 1, 2024:	6	13	46	65

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Summary of Census Data
October 1, 2024**

	October 1, 2023	October 1, 2024
A. Active Members		
1. Number	7	6
2. Covered Annual Payroll	697,982	778,153
3. Average Annual Payroll	99,712	129,692
4. Average Age	57.2	52.9
5. Average Past Total Service	16.9	18.1
6. Average Past Benefit Service	6.9	7.1
7. Average Age at Hire	36.2	30.8
B. Retirees and Beneficiaries		
1. Number	43	45
2. Annual Benefits	1,069,362	1,081,703
3. Average Annual Benefit	24,869	24,038
4. Average Age	70.7	70.8
C. Disability Retirees		
1. Number	1	1
2. Annual Benefits	15,591	15,591
3. Average Annual Benefit	15,591	15,591
4. Average Age	61.2	62.2
D. Deferred Vested Participants		
1. Number	15	13
2. Annual Benefits	111,875	86,252
3. Average Annual Benefit	7,458	6,635
4. Average Age	55.5	55.1

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Reconciliation of Market Value of Assets
October 1, 2024**

A. Assets:	October 1, 2023	October 1, 2024
1. Mutual Funds	9,437,912.68	10,474,095.45
2. Cash (Interest and Non-Interest Bearing)	0.00	0.00
3. Variable Rate Money Market Sweep	190,995.98	540,427.88
4. Accrued Income	0.00	0.00
5. Contribution Receivable	118,750.00	0.00
6. October Benefits Paid in September	0.00	0.00
7. Total Assets	9,747,658.66	11,014,523.33
B. Prior Year Assets	9,159,571.48	9,747,658.66
C. Employer Contributions for the Prior Plan Year		
1. Deposited during the year	462,500.00	593,750.00
2. Receivables for the year preceding the prior year	106,250.00	118,750.00
3. Receivables for the prior year	118,750.00	0.00
4. Total contributions for the prior plan year	475,000.00	475,000.00
D. Investment Income:		
1. Mutual Fund Dividends	401,159.32	342,710.69
2. Realized and Unrealized Gain (Loss) on MF	806,395.70	1,548,504.14
3. Revenue Sharing	0.00	0.00
4. Money Market Sweep Interest	14,550.88	12,366.68
5. Transfers	0.00	0.00
6. Other	0.00	0.00
7. Change in Accrued Income	(472.57)	0.00
8. Total Investment Income:	1,221,633.33	1,903,581.51
E. Expenses:		
1. Lump Sum Benefit Payments	0.00	0.00
2. Returned Checks/ACH Reject	0.00	0.00
3. October Benefits paid in September	4,989.84	0.00
4. Monthly Benefit Payments	1,079,963.04	1,090,109.48
5. Trustee/Custodian Expenses	6,893.27	7,127.36
6. Actuarial Expenses	16,700.00	14,480.00
7. Total Expenses:	1,108,546.15	1,111,716.84
F. Assets	9,747,658.66	11,014,523.33

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

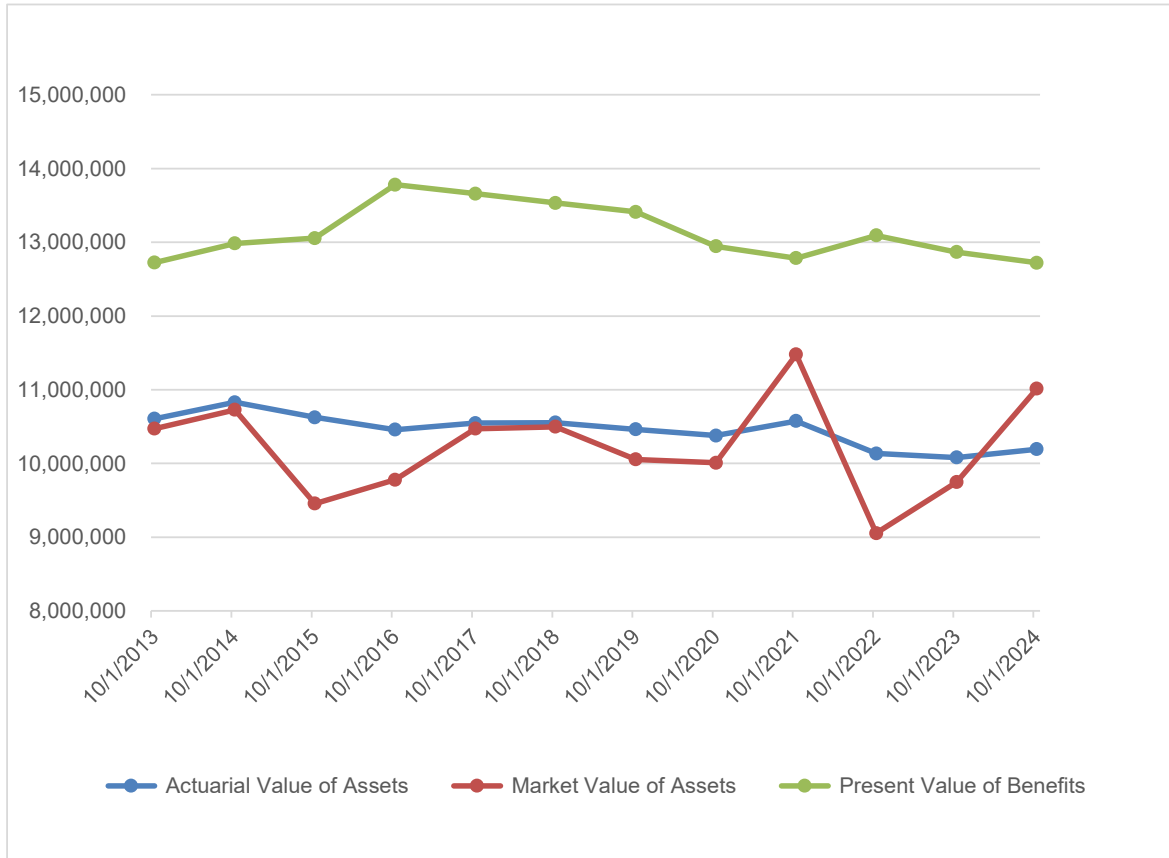
**Actuarial Value of Assets
October 1, 2024**

A. Beginning of Year Assets	October 1, 2023	October 1, 2024
1. Market Value	9,159,571	9,747,659
2. Actuarial Value	10,244,597	10,080,863
B. End of Year Market Value of Assets	9,747,659	11,014,523
C. Net of Contributions and Distributions		
1. Contributions	475,000	475,000
2. Distributions	(1,101,653)	(1,104,589)
3. Net (C2 + C1)	(626,653)	(629,589)
D. Actual Net Investment Earnings	1,214,740	1,896,454
E. Expected Investment Earnings	546,220	537,134
F. Expected Actuarial Value of Assets (A2 + C3 + E)	10,164,164	9,988,408
G. Market Value minus Expected Actuarial Value (B - F)	(416,505)	1,026,116
H. 20% of Difference	(83,301)	205,223
I. Actuarial Value of Assets		
1. Actuarial Value (F + H)	10,080,863	10,193,631
2. 80% of Market Value	7,798,127	8,811,619
3. 120% of Market Value	11,697,190	13,217,428
4. Final Actuarial Value	10,080,863	10,193,631

The Actuarial Value of Assets phase in the difference between the expected actuarial value and actual market value of assets at the rate of 20% per year. The final Actuarial Value of Assets must fall within a corridor that is within 20% of the Market Value of Assets.

GROUP RETIREMENT PLAN FOR THE EMPLOYEES OF THE TOWN OF JUPITER ISLAND

Actuarial Value of Assets, Market Value of Assets and Present Value of Benefits October 1, 2024



Date	Actuarial Value of Assets	Market Value of Assets	Present Value of Benefits	Comment
10/1/2013	10,605,033	10,471,163	12,724,422	Historical Data from prior actuary
10/1/2014	10,828,734	10,729,207	12,984,708	Newport Takeover of Actuarial
10/1/2015	10,626,037	9,455,807	13,056,936	
10/1/2016	10,457,395	9,779,411	13,780,540	Mortality Tables updated to match FRS funding assumptions, and ERIP
10/1/2017	10,546,956	10,470,590	13,659,470	
10/1/2018	10,553,964	10,498,507	13,533,638	
10/1/2019	10,462,872	10,055,741	13,412,528	
10/1/2020	10,377,939	10,009,719	12,944,909	Mortality Tables updated to match updated FRS funding assumptions
10/1/2021	10,574,855	11,478,373	12,785,473	Remove Turnover and Disability Decrements
10/1/2022	10,135,797	9,053,321	13,093,247	Interest Rate change from 6.00% to 5.50%
10/1/2023	10,080,863	9,747,659	12,868,467	Change in Salary Scale for expected temporary increases
10/1/2024	10,193,631	11,014,523	12,722,514	

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Asset Rate of Return Analysis - Market Value of Assets
October 1, 2024**

<u>Plan Year Ending</u>	<u>Rate of Return</u>	<u>3-Year Average</u>	<u>4-Year Average</u>	<u>5-Year Average</u>
9/30/2024	20.41%	5.25%	9.19%	8.50%
9/30/2023	13.90%	5.69%	5.72%	4.88%
9/30/2022	-14.99%	3.12%	2.74%	3.42%
9/30/2021	21.94%	9.44%	8.62%	9.61%
9/30/2020	5.79%	4.51%	6.73%	7.43%
9/30/2019	1.60%	7.04%	7.85%	4.69%
9/30/2018	6.20%	10.01%	5.47%	5.63%
9/30/2017	13.66%	5.23%	5.48%	6.91%
9/30/2016	10.31%	2.89%	5.28%	7.82%
9/30/2015	-7.05%	3.66%	7.21%	5.26%
9/30/2014	6.23%	12.43%	8.58%	8.44%
9/30/2013	12.80%	9.37%	9.00%	7.13%
9/30/2012	18.60%	7.77%	5.76%	3.79%
9/30/2011	-2.20%	1.79%	0.39%	2.65%
9/30/2010	7.90%	1.27%	3.90%	4.33%
9/30/2009	-0.05%	2.60%	3.46%	5.04%
9/30/2008	-3.70%	4.66%	6.35%	6.16%
9/30/2007	12.20%	9.93%	8.78%	9.04%
9/30/2006	6.10%	7.66%	8.27%	6.28%
9/30/2005	11.60%	9.00%	6.33%	4.16%
9/30/2004	5.40%	4.63%	2.37%	2.93%
9/30/2003	10.10%	1.39%	2.33%	3.03%
9/30/2002	-1.30%	-0.14%	1.34%	2.25%
9/30/2001	-4.10%	2.23%	3.16%	3.74%
9/30/2000	5.20%	5.70%	5.80%	5.94%
9/30/1999	5.90%	6.00%	6.12%	6.30%
9/30/1998	6.00%	6.20%	6.40%	6.56%
9/30/1997	6.10%	6.53%	6.70%	6.96%
9/30/1996	6.50%	6.90%	7.17%	7.42%
9/30/1995	7.00%	7.40%	7.65%	7.82%
9/30/1994	7.20%	7.87%	8.02%	8.02%
9/30/1993	8.00%	8.30%	8.22%	NA
9/30/1992	8.40%	8.30%	NA	NA
9/30/1991	8.50%	NA	NA	NA
9/30/1990	8.00%	NA	NA	NA

Rates of return for plan Years ending September 30, 2013, going forward, were calculated as a Money Weighted Rate of Return.

GROUP RETIREMENT PLAN FOR THE EMPLOYEES OF THE TOWN OF JUPITER ISLAND

Assumptions and Methods

October 1, 2024

Interest Rate	5.50%	
Salary Increases, including inflation	7.00%	plan years 2023 - 2025
	3.00%	2026 plan year forward
Actuarial Cost Method	Entry Age Normal, level percent of pay Under the Entry Age Normal Cost Method the Employer contribution is equal to Normal Cost plus amortization of changes to the Unfunded Entry Age Accrued Liability. Normal Cost is computed on an individual basis for all participants as follows: Projected benefits of each individual included in an actuarial valuation are allocated on a level basis over the earnings of the individual between entry age and assumed exit. The portion of this actuarial present value allocated to a valuation year is the normal cost. Entry Age Accrued liability is the accumulated value of the Normal Cost from the participant's entry age to the valuation date.	
Mortality	Non-Disabled (pre and post-retirement)	
	Male	Pub 2010 Headcount Weighted General Employee/Healthy Retiree Male Table, set back 1 year, projected generationally with MP-2021
	Female	Pub 2010 Headcount Weighted General Employee/Healthy Retiree Female Table, projected generationally with MP-2021
	Disabled Retiree	
	Male	Pub-2010 Headcount Weighted General Disabled Retiree Male Table, set forward 4 years, projected generationally with MP-2021
	Female	Pub-2010 Headcount Weighted General Disabled Retiree Female Table, set forward 4 years, projected generationally with MP-2021
Termination Rates	None	
Disability Rates	None	
Retirement Rates	Age 65, or immediately if beyond age 65	

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Assumptions and Methods
October 1, 2024**

Changes in Assumptions

Mortality changed to match that used for the Florida Retirement System actuarial valuation for the plan year beginning July 1, 2024.

Change in Method

None

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Summary of Plan Provisions
October 1, 2024**

Plan Effective Date	March 1, 1975
Plan Year	October 1 to September 30
Eligibility	Attainment of age 21 and one Year of Service. See Plan document for exceptions.
Credited Service	Measured on Elapsed Time from Date of Hire to the earlier of Date of Termination or September 30, 2009, determined in whole years and completed months.
Normal Retirement	Age 65 or, if later, the 5th anniversary of participation in the plan. 3% (2% for Participants with Termination Dates on or before October 1, 1991) of the Participant's Average Earnings multiplied by the Participant's total years of Credited Service.
Reduced Early Retirement	Age 55 and completion of 10 years of Credited Service. Normal Retirement Benefit reduced by 1/15th per year for the first five years and 1/30th per year for the next five years that the Early Retirement Date precedes the Normal Retirement Date.
Unreduced Early Retirement	Age 55 and completion of 25 years of Credited Service. Normal Retirement Benefit unreduced for Early Retirement.
Disability Retirement	Total and Permanent Disability during active employment with the Plan Sponsor and completion of five or more Years of Credited Service. The monthly Single Life Annuity shall be equal to 2/3rds of the Accrued Benefit as of such Disability Retirement Date, payable up to the participant's Normal Retirement Date.
Death Benefit	Completion of five or more years of Credited Service. Life Annuity payable to spouse of married participant. No death benefits are payable to unmarried participants. Calculated as if the participant had survived until their Earliest Retirement Date, elected the Joint and 50% Survivor option and died the next day.

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Summary of Plan Provisions
October 1, 2024**

Vested Termination	Completion of five or more years of Credited Service. Accrued Benefit payable at Normal Retirement.
Normal Form of Payment	Five Year Certain and Life
Plan Freeze Date	September 30, 2009 No new entrants. No Credited Service granted for any purpose other than Vesting, except for Special Circumstance Participants.
Special Circumstance Participant	Fourteen employees who were within 5.5 years of age 65 or age 55 with 25 years of Credited Service as of September 30, 2009. These participants will continue to earn Credited Service toward eligibility for a Normal Retirement pension or the unreduced Early Retirement pension.

GROUP RETIREMENT PLAN FOR THE EMPLOYEES OF THE TOWN OF JUPITER ISLAND

Pension Plan Risk Measurements October 1, 2024

Risk is the potential that actual future measurements deviate from expected future measurements that result from actual experience deviating from actuarially assumed experience. Please see the Appendix to this report for a general discussion on pension plan risk. This section of the report contains additional information that in the judgement of the actuary who has signed this document, a more detailed assessment should be provided.

Risk Measurements	2024	2023	2022
a. Ratio of retired liability to total accrued liability	84.33%	82.82%	83.40%
b. Ratio of market value of assets to exp benefit payments (years)	10.03	8.86	8.41
c. Ratio of benefit payments to contributions (cash basis)	318.08%	269.21%	184.57%
d. The duration of the actuarial accrued liability	9.31	9.20	9.20
e. Plan Asset Allocation	See plan asset statements		

Ratio of retired liability to total accrued liability - The larger this measure is, the more mature the plan is, and the less expected time there will be before the majority of benefits must be paid. The larger the measure, the less susceptible the plan may be to demographic and economic risks.

Ratio of market value of assets to benefit payments - is used as a predictor of the number of annual payments a plan can make with the current assets and rate of benefit payments. It is also useful for judging cash flow needs. The lower the number, the fewer years of benefit payments the current assets will support.

Ratio of benefit payments to contributions - a number over 100% indicates that the plan pays annual benefits greater than the contributions to the plan. Numbers over 100% indicate a negative cash flow.

Duration of actuarial liability - is another method of measuring the effects of interest rates on the plan liabilities. The smaller this number is, the less effect there will be from changing interest rates. A rough estimate is that for every 100 basis point change in interest rates, the liability changes in the opposite direction by the duration divided by 100. Duration is also the weighted average of time of future benefit payments which may also be used for assessing cash flow needs of the plan. This duration may be compared to the asset duration to assess asset/liability mismatch risk, see the Appendix for more risk assessment information. If the plan pays benefits with values based upon underlying interest rates, i.e. lump sums, this duration measurement does not include changes to those underlying interest rates.

Plan Asset Allocation - is used to assess the level of risk the underlying investment strategy may hold. Therefore, it is important to the Plan Sponsor to have regular discussions with the plan's investment advisor to ensure that the investment policy of the plan is designed to meet the goals of the Plan Sponsor to meet a specific liability and understand the volatility of the underlying asset returns as they relate to future required contribution levels and expected benefit payments.

Historical Funding Measures	2024	2023	2022
a. Normal Cost	20,305	18,487	12,680
b. Actuarially Determined Contribution	428,904	506,502	479,567
c. Present Value of Accrued Benefits	12,722,514	12,868,467	13,093,247
d. Market Value of Assets (Funding)	11,014,523	9,747,659	9,159,571
e. Funded Ratio	86.58%	75.75%	69.96%
f. Participant Count	65	66	66

If, in the judgement of the actuary who has signed this document, a specific risk should have a more detailed assessment, the actuary will communicate and discuss this issue in a separate document.

GROUP RETIREMENT PLAN FOR THE EMPLOYEES OF THE TOWN OF JUPITER ISLAND

Pension Plan Risk Definitions October 1, 2024

Risk is the potential that actual future measurements deviate from expected future measurements that result from actual experience deviating from actuarially assumed experience. Measuring pension obligations requires a set of assumptions. These assumptions may be set by law, determined by the actuary or, for some purposes, by the Plan Sponsor.

Inherent in these assumptions is the knowledge that future results will be different from the assumptions and the difference may be significant. For pension plans, the inherent risk of the deviance of actual experience from assumed experience is borne, solely, by the Plan Sponsor.

We have attempted to provide you, as the Plan Sponsor, with some assessment of the risk. If in the judgement of the actuary who has signed this actuarial valuation, a specific risk should have a more detailed assessment, the actuary will communicate and discuss this issue in a separate document.

Investment Risk - Your assets are expected to earn a certain return and it is generally understood that the assets may underperform, outperform or meet that rate. In general, if investment returns are lower than expected, future contributions will increase. If investment returns are higher than expected, future contributions will decrease.

It is important to the Plan Sponsor to have regular discussions with the plan's investment advisor to ensure that the investment policy of the plan is designed to meet the goals of the Plan Sponsor to meet a specific liability and understand the volatility of the underlying asset returns as they relate to future required contribution levels and expected benefit payments.

Longevity Risk - Longevity risk is the risk that participants will live longer than expected and receive a larger number of eventual benefits. In the case that plan participants outlive the mortality assumption, future contributions and liabilities will be higher than expected. In cases where plan participants die earlier than the mortality assumption expects, future liabilities and contributions will decrease.

Other Demographic Risks - There are various other demographic risks which may or may not apply to every plan. Common assumptions for demographics are the rate at which participants take early retirement, terminate employment or become disabled. If a plan offers subsidized early or disability benefits, early or disability retirements in excess of those assumed will increase the plan's liabilities and future contributions.

Asset/Liability Mismatch Risk - As part of the discussion with the investment advisor, the Plan Sponsor and the investment advisor should understand the nature of the expected future benefits of the plan (i.e. lump sums or annuities) along with the amounts of these expected future payments so that cash flow needs can be met.

Furthermore, assets may be invested in a manner such that, due to overall economic factors, plan assets decline while interest rates decrease (and liabilities increase). Without attention to this risk, the plan assets may not have the cash flow to be able to provide a large benefit payment when due.

Interest Rate Risk - This is the risk that future interest rates will be different than those assumed. This is important for many reasons:

1. Private plans are required to determine minimum funding liabilities and contributions based upon current corporate bond yield curves with a hybrid 25-year averaging.
2. PBGC premiums and lump sums payments subject to Internal Revenue Code 417(e) for private plans are based upon the same yield curves, without smoothing.
3. Plan assets may include investments which are more sensitive to changes in interest rates in the economy.

GROUP RETIREMENT PLAN FOR THE EMPLOYEES OF THE TOWN OF JUPITER ISLAND

Pension Plan Risk Definitions October 1, 2024

In general, increases in corporate bond yields will be reflected in lower liabilities and contribution requirements to the plan. The reverse is true, as shown by experience, that decreases in these yields will cause an increase in plan liabilities and contribution requirements.

Contribution Risk - This is the risk that the contributions to the plan will not be sufficient to cover liabilities. If contributions are not made, at least in an amount according to actuarial valuations, future contributions would be expected to increase, if all other assumptions are met.

**GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND**

**Other Disclosures Required by Florida Administrative Code 60T-1.003
October 1, 2024**

Events not taken into account None

Trends not assumed to continue No trend assumptions used

Amortization periods by type - current method

Type	Amortization period
Experience (Gain)/Loss	5
Assumption Changes that affect all participants	20
Assumption Changes that affect active participants only	10
Plan Amendments	20
Funding Method Change	20

Above are maximum amortization periods. At such time that the amortization period would exceed the average life expectancy of all participants (or average expected future service for active only changes), the amortization period will be rounded down to the next whole number.

Benefits not valued Disability

Expected Salary to Actual Salary comparison

Plan Year Ending	Expected	Actual
September 30, 2024	7.00%	11.49%
September 30, 2023	7.00%	9.48%
September 30, 2022	3.00%	7.59%

December 19, 2024

Matthew Pazanski, CGFO, PHR
Finance/HR Director
Town of Jupiter Island
2 SE Bridge Road
Jupiter Island, FL 33455

**Re: Group Retirement Plan for the Employees of the Town of Jupiter Island
Actuarial Valuation Report for the plan year beginning October 1, 2024
GASB 67/68 Disclosure for the plan year ending September 30, 2024**

Dear Matt:

Attached please find the reports for the annual funding and GASB disclosures.

This cover letter and the accompanying discussion of actuarial assumptions should be considered part of both reports.

While you have a credit balance for excess contributions in prior years, it is my recommendation that quarterly contributions be decreased to \$110,861.

There is an experience gain of \$207,557 for the plan year that ended September 30, 2024. This is amortized over five years. Most of this gain is related to investment gains. There was a small liability gain associated with participant experience.

There is an actuarial loss of \$273,322 that is amortized over 20 years. This loss is due to the update of mortality assumptions to match that of the Florida Retirement System (FRS) valuation as of July 1, 2024. Florida law requires that local plan valuations use the same mortality table used by one of the last two valuation reports for the Florida Retirement System.

The July 1, 2024 valuation report for FRS has been released with updated mortality tables. The updated mortality tables are the result of recent mortality studies requested by the state of Florida.

If you have any questions or comments, please let me know.

Sincerely,



Brian R. West, EA, FSA, MSEA, FCA, MAAA
Consulting Actuary
Newport, Group, Inc.

Group Retirement Plan for the Employees of the Town of Jupiter Island Assumptions

Determination of actuarial liabilities for uncertain future payments includes assumptions made regarding the amount of the payment along with the probability of the payments. Typical assumptions for pension plans are a discount rate, mortality, probability of termination of employment, probability of disability of active participants, probability of retirement at specific ages, etc.

Below is a review of the actuarial assumptions used for the determination of funding liability, funding contribution determination and GASB reporting purposes.

Mortality

Florida state law requires that reporting of liabilities and contributions to the Florida Retirement System use a mortality table that has been used on either of the two most recent actuarial valuations of the Florida Retirement System Pension Plan.

Based upon my review of the most recently available actuarial valuation of the FRS Pension Plan, I believe that the mortality tables used were developed by the actuarial firm from a study using data from the FRS or similar systems.

I have interpreted this requirement to use the same base mortality tables with the most recently available mortality improvement scale. The most recently available improvement scale is MP-2021 provided by the Society of Actuaries.

In each of the 2014-2021 years, the Society of Actuaries has released a new mortality improvement table. While the tables are called "mortality improvement" tables, the change in expected "improvement" may result in higher or lower expected mortality. The updated mortality improvement table includes mortality through the year that is two years prior to the update. Therefore, the MP-2021 table included mortality through 2019.

The expected MP-2022, MP-2023 and MP-2024 tables would include mortality through 2020, 2021 and 2022, respectively. However, due to uncertainties surrounding how excess deaths related to Covid should be treated, the Society of Actuaries did not release MP-2022, MP-2023 or MP-2024.

Instead, it is left to the actuary's professional judgement as to how to adjust MP-2021 for future mortality improvement.

Based upon my review of the literature and conversations with other actuaries, several factors lead to the continued use of MP-2021 without any changes. These factors include:

1. No clear picture of the short- or long-term impact of the pandemic
 - a. The short-/long-term impact on pension plans participants should be less than that on the general public.
2. Materiality of results
 - a. In a review of sample pension plans, various adjustments to MP-2021 resulted in a liability change of less than 0.2%.

In my opinion, this set of mortality tables, along with the noted mortality improvement scale, should reasonably represent the expected mortality of the members of this plan.

Termination, Disability and Retirement

The plan has been frozen to new entrants and accruals for several years. At the time of this valuation there are very few actively employed participants. There are no more participants eligible for Unreduced Retirement, a termination benefit is the same as the benefit payable at normal retirement age and not all actively employed participants are eligible for a disability benefit under the plan.

Due to the size of the plan, the participant data would not produce enough creditable information to use plan-specific assumptions. As part of this valuation, I reviewed the prior assumptions along with several publicly available assumptions for termination and disability.

Based upon this review, I have determined that using no assumption for termination or disability and an assumption of 100% at age 65 provides a reasonable actuarial liability and cost for the plan.

Salary Scale

While the plan benefits are frozen and will not increase due to increases in participant salaries, GASB reporting requires the use of the Entry Age Normal, Level % of pay actuarial method. This method is also used to determine the actuarial liability for the plan and the actuarially determined contribution.

As with the assumptions in the prior section, there is not enough plan data to generate a credible plan-specific assumption. After discussion with the plan sponsor, for the 2023 reporting year, we increased the salary scale to 7% for that year and the next years to more accurately reflect the compensation increases expected to be paid. Following the three-year period of increased salary increases, the plan sponsor believes that a 3% salary scale will continue to be a reasonable assumption for the participants in this plan going forward.

Interest Rate

It is my understanding that the interest rate to be used for funding/reporting purposes is set by the Town Commission as recommended by the Pension Committee. However, Actuarial Standards of Practice require that I review this assumption and provide comment if I believe the assumption would not be my best estimate.

I have reviewed this assumption based upon the current asset allocation and using recent capital market assumptions. As such, I believe that the interest rate of 5.5% used to determine liabilities, actuarially determined contributions and GASB reporting is reasonable.

It is my recommendation that the quarterly contribution deposits be decreased to \$110,861.

Group Retirement Plan for the Employees of the Town of Jupiter Island

Government Accounting Standards Board Statements 67 & 68 Disclosures

Fiscal Year
October 1, 2023 to September 30, 2024

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Certification

Enclosed are the Fiscal Year End disclosure information pursuant to Governmental Accounting Standards Board Statements 67 and 68 ("GASB 67/68"). Determinations for purposes other than financial accounting requirements may be significantly different from the results reported herein. The use of this report for other than for financial accounting purposes may not be appropriate.

We relied upon participant data supplied by the Plan Sponsor and financial information as of the date(s) noted on the Assumptions page. We reviewed the participant data for internal consistency and reasonableness and have no reason to doubt its substantial accuracy. We also used and relied upon plan information supplied by the Plan Sponsor. The Plan Sponsor is solely responsible for the validity and completeness of the information.

This valuation has been conducted in accordance with generally accepted actuarial principles and practices, including the applicable Actuarial Standards of Practice as issued by the Actuarial Standards Board. In addition, the valuation results are based upon our understanding of GASB 67/68.

The actuarial assumptions are described in the Actuarial Assumptions exhibit of this report. The Plan Sponsor selected the actuarial assumptions and prescribed them for ASC 715 purposes. We provided guidance to the Plan Sponsor on the support and selection of certain actuarial assumptions. Unless otherwise mentioned in the cover letter, we believe that the actuarial assumptions represent reasonable expectations of future experience of the Plan.

A valuation model was used to develop the liabilities for the plan. The valuation model relies on ProVal software, which was developed by Winklevoss Technologies, LLC. Experts within Newport Group selected this software and determined it is appropriate for performing this valuation. We coded and reviewed the software for the provisions, assumptions, methods, and data of the Plan as outlined in this actuarial report.

The undersigned is a Member of the American Academy of Actuaries and other actuarial organizations and meets the Qualification Requirements of the American Academy of Actuaries to render the actuarial opinion contained herein.

We are not aware of any direct or material indirect financial interest or relationship, including investments or other services that could create a conflict of interest that would impair the objectivity of our work.

Certified By:
NEWPORT GROUP, INC.



Brian R. West, EA, FSA, MSEA, FCA, MAAA
Consulting Actuary

Prepared by:



Lisa Whipkey
Senior Actuarial Analyst

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GASB STATEMENTS 67 & 68
September 30, 2024

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GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 67
10-YEAR DISCLOSURES

Fiscal Year End	9/30/2024	9/30/2023	9/30/2022	9/30/2021	9/30/2020	9/30/2019	9/30/2018	9/30/2017	9/30/2016	9/30/2015
A. Changes in Net Pension Liability										
1. Total Pension Liability (TPL)										
a. Beginning Value	12,677,941	12,959,280	12,669,005	12,795,851	13,191,054	13,305,155	13,383,694	13,356,965	12,194,120	11,909,368
b. Service Cost	18,487	12,680	10,668	15,117	25,308	24,603	31,976	38,814	90,976	149,385
c. Interest on Total Pension Liability	668,326	683,622	728,231	736,678	761,859	769,461	774,744	773,506	708,105	696,066
d. Change in Benefit Terms	0	0	0	0	0	0	0	0	536,779	0
e. Assumption Changes	273,321	(62,266)	553,073	24,327	(201,472)	(25,936)	0	138,141	209,885	0
f. Experience Gains/Losses	(12,845)	169,578	83,298	140,993	34,175	135,365	122,551	84,157	562,872	294,499
g. Benefit Payments	(1,090,109)	(1,084,953)	(1,084,995)	(1,043,961)	(1,015,073)	(1,017,594)	(1,007,810)	(1,007,889)	(945,772)	(855,198)
h. Ending Value	12,535,121	12,677,941	12,959,280	12,669,005	12,795,851	13,191,054	13,305,155	13,383,694	13,356,965	12,194,120
2. Plan Fiduciary Net Position (FNP)										
a. Beginning Value	9,628,909	9,053,321	11,372,123	10,009,719	10,055,741	10,392,257	10,470,590	9,779,411	9,455,807	10,729,207
b. Contributions	593,750	462,500	425,000	318,750	425,000	531,250	318,750	425,000	331,161	331,161
c. Net Investment Income	1,896,453	1,214,741	(1,645,507)	2,101,315	556,551	161,648	622,037	1,278,521	941,766	(729,843)
d. Benefit Payments	(1,090,109)	(1,084,953)	(1,084,995)	(1,043,961)	(1,015,073)	(1,017,594)	(1,007,810)	(1,007,889)	(945,772)	(855,198)
e. Administrative Expenses	(14,480)	(16,700)	(13,300)	(13,700)	(12,500)	(11,820)	(11,310)	(4,453)	(3,551)	(19,520)
f. Other	0	0	0	0	0	0	0	0	0	0
g. Ending Value	11,014,523	9,628,909	9,053,321	11,372,123	10,009,719	10,055,741	10,392,257	10,470,590	9,779,411	9,455,807
3. Net Pension Liability (NPL) (1.h. - 2.g.)	1,520,598	3,049,032	3,905,959	1,296,882	2,786,132	3,135,313	2,912,898	2,913,104	3,577,554	2,738,313
B. Funding Disclosure										
1. Total Pension Liability	12,535,121	12,677,941	12,959,280	12,669,005	12,795,851	13,191,054	13,305,155	13,383,694	13,356,965	12,194,120
2. Plan's Net Financial Position	11,014,523	9,628,909	9,053,321	11,372,123	10,009,719	10,055,741	10,392,257	10,470,590	9,779,411	9,455,807
3. Net Pension Liability	1,520,598	3,049,032	3,905,959	1,296,882	2,786,132	3,135,313	2,912,898	2,913,104	3,577,554	2,738,313
4. Plan's NFP/TPL	87.87%	75.95%	69.86%	89.76%	78.23%	76.23%	78.11%	78.23%	73.22%	77.54%
5. Covered Payroll	674,396	616,527	572,306	623,567	934,044	870,822	1,021,979	1,123,300	1,123,300	1,389,114
6. NPL/Covered Payroll	225.48%	494.55%	682.49%	207.98%	298.29%	360.04%	285.03%	259.33%	318.49%	197.13%
C. Contribution Disclosure										
1. Actuarially Determined Contributions	523,680	495,824	375,194	438,436	434,885	353,918	367,286	312,434	316,624	337,348
2. Actual Contributions Deposited	593,750	462,500	425,000	318,750	425,000	318,750	425,000	331,161	331,161	360,411
3. Annual Contribution Deficiency/(Excess)	(70,070)	33,324	(49,806)	119,686	9,885	35,168	(57,714)	(18,727)	(14,537)	(23,063)
4. Covered Payroll	674,396	616,527	572,306	623,567	934,044	1,021,979	1,123,300	1,123,300	1,389,114	1,747,560
5. Actual Contributions/Covered Payroll	88.04%	75.02%	74.26%	51.12%	45.50%	31.19%	37.83%	29.48%	23.84%	20.62%
D. Actual Rate of Return										
1. Money-Weighted Rate of Return	20.41%	13.90%	-14.99%	21.94%	5.79%	6.20%	13.66%	10.31%	-7.05%	6.23%
E. Sensitivity of Total Pension Liability to changes in the Discount Rate +/- 1%										
1. Total Pension Liability (Discount Rate)	12,535,121	12,677,941	12,959,280	12,669,005	12,795,851	13,305,155	13,383,694	13,356,965	12,194,120	11,909,368
2. Total Pension Liability (Discount Rate + 1%)	11,541,799	11,665,900	11,894,295	11,649,082	11,758,976	12,173,866	12,221,245	12,196,693	11,188,942	10,931,999
3. Total Pension Liability (Discount Rate - 1%)	13,693,491	13,859,692	14,207,637	13,862,370	14,005,476	14,630,863	14,750,029	14,718,872	13,354,001	13,029,915

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Changes in the Net Pension Liability

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (a) - (b)
A. Balances at Beginning of Period	12,677,941	9,628,909	3,049,032
B. Changes for the year			
1. Service Cost	18,487		18,487
2. Interest	668,326		668,326
3. Actuarial (Gain)/Loss	(12,845)		(12,845)
4. Plan Amendments	0		0
5. Assumption Changes	273,321		273,321
6. Contributions - Employer	0	593,750	(593,750)
7. Contributions - Employee	0	0	0
8. Net investment income	0	1,896,453	(1,896,453)
9. Benefit payments	(1,090,109)	(1,090,109)	0
10. Administrative expense	0	(14,480)	14,480
11. Other	0	0	0
12. Net Changes	<u>(142,820)</u>	<u>1,385,614</u>	<u>(1,528,434)</u>
C. Balances at End of Period	12,535,121	11,014,523	1,520,598
D. Sensitivity of Net Pension Liability			
1. NPL (Current Discount Rate)	12,535,121	11,014,523	1,520,598
2. NPL (Current Discount Rate + 1%)	11,541,799	11,014,523	527,276
3. NPL (Current Discount Rate - 1%)	13,693,491	11,014,523	2,678,968

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Pension Expense

A.	Service Cost	18,487
B.	Interest on Total Pension Liability	
	1. Total Pension Liability, beginning of year	12,677,941
	2. Service Cost	18,487
	3. Actual Distributions	1,090,109
	4. Net Total Pension Liability	12,151,374
	(1+ 2 - .5*3)	
	5. Interest on Total Pension Liability	668,326
C.	Employee Contributions	0
D.	Projected Earnings on pension plan investments	
	1. Assets, Beginning of Year	9,628,909
	2. Expected Distributions, weighted	559,915
	3. Expected Contributions, weighted	158,658
	4. Average Assets (1 + 2 + 3)	9,227,652
	5. Projected Earnings on pension plan investments	507,521
E.	Amortization of Changes in fiduciary net position	
	1. Actuarial Gain/Loss in Total Pension Liability	13,061
	2. Changes in Total Pension Liability due to Assumption Changes	238,505
	3. Gain/Loss of Expected Asset Return versus Actual Earnings	(169,928)
	4. Total Amortization included in Pension Expense	81,638
F.	Administrative Expense	20,000
G.	Changes in Benefit Terms	0
H.	Other changes in fiduciary net position	0
	Total Pension Expense	280,930
	A + B5 + C - D5 + E4 + F + G + H	

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 68
FISCAL YEAR ENDING SEPTEMBER 30, 2025

Pension Expense - Estimated

A.	Service Cost	20,305
B.	Interest on Total Pension Liability	
	1. Total Pension Liability, beginning of year	12,535,121
	2. Service Cost	20,305
	3. Expected Distributions	1,097,677
	4. Net Total Pension Liability	12,006,588
	(1+ 2 - .5*3)	
	5. Interest on Total Pension Liability	660,362
C.	Employee Contributions	0
D.	Projected Earnings on pension plan investments	
	1. Assets, Beginning of Year	11,014,523
	2. Expected Distributions, weighted	558,839
	3. Expected Contributions, weighted	157,829
	4. Average Assets (1 - 2 + 3)	10,613,513
	5. Projected Earnings on pension plan investments	583,743
E.	Amortization of Changes in fiduciary net position	
	1. Actuarial Gain/Loss in Total Pension Liability	(1,210)
	2. Changes in Total Pension Liability due to Assumption Changes	25,748
	3. Gain/Loss of Expected Asset Return versus Actual Earnings	(259,275)
	4. Total Amortization included in Pension Expense	(234,737)
F.	Administrative Expense	20,000
G.	Changes in Benefit Terms	0
H.	Other changes in fiduciary net position	0
	Total Pension Expense	(117,813)
	A + B5 + C - D5 + E4 + F + G + H	

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Differences between Projected and Actual Earnings on Pension Investments

A. Plan Assets at Fair Value at End of Year	\$ 11,014,523
B. Actual Disbursements	
1. Participants	1,090,109
2. Administrative Expenses	14,480
3. Transfers to Other Plans	0
4. Settlements/Curtailments	0
5. Total Disbursements	1,104,589
C. Actual Receipts	
1. Employer Contributions	593,750
2. Participant Contributions	0
3. Transfers from Other Plans	0
4. Total Receipts	593,750
D. Plan Assets at Fair Value at Beginning of Year	9,628,909
E. Actual Return on Assets (A + B5 - C4 - D)	1,896,453
F. Expected Return	507,521
G. Asset (Gain) or Loss (F - E)	\$ (1,388,932)

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Determination of Actuarial Liability (Gains)/Losses

A. Total Pension Liability - Beginning of Period	12,677,941
B. Changes for the year	
1. Service Cost	18,487
2. Interest on BoY liability and service cost	698,304
3. Actual benefit payments with interest	(1,120,087)
4. Other	
5. Net Changes	<u>(403,296)</u>
C. Total Pension Liability - Expected End of Period	12,274,645
D. Actuarial Experience	
1. Expected End of Period	12,274,645
2. Actual End of Period before Amendment/Change in Assumptions	12,261,800
3. Difference between Expected and Actual Experience	(12,845)
E. Plan Amendment	
1. Actual End of Period before Amendment	12,261,800
2. Actual End of Period after Amendment	12,261,800
3. (Gain)/Loss due to Amendment	0
F. Change in Assumptions	
1. Actual End of Period before Change in Assumptions	12,261,800
2. Actual End of Period after Change in Assumptions	12,535,121
3. (Gain)/Loss	273,321
G. Final End of Period	12,535,121

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Schedule of Differences between Expected and Actual Experience

Valuation Date	Original Base	Amortization Period	9/30/2023 Outstanding Balance	9/30/2024 Amortization	9/30/2024 Outstanding Balance
9/30/2014	288,977	3.380	0	0	0
9/30/2015	294,499	3.035	0	0	0
9/30/2016	562,872	2.517	0	0	0
9/30/2017	84,157	2.398	0	0	0
9/30/2018	122,551	2.229	0	0	0
9/30/2019	135,365	2.137	0	0	0
9/30/2020	34,175	1.323	0	0	0
9/30/2021	140,993	1.360	0	0	0
9/30/2022	83,298	1.401	0	0	0
9/30/2023	169,578	1.170	24,696	24,696	0

Total Prior		24,696	24,696	0
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New Base Amortization Base	
Date Created	9/30/2024
Amortization Base	(12,845)
Amortization Period	1.104
Annual Amortization Amount	(11,635)
Total at September 30, 2024	(1,210)
Deferred Outflows at September 30, 2024	0
Deferred Inflows at September 30, 2024	(1,210)
Next Year Amortization	(1,210)

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Schedule of Differences between Projected and Actual Earnings on Pension Investments

Date	Original Base	Amortization Period	9/30/2023 Outstanding Balance	9/30/2024 Amortization	9/30/2024 Outstanding Balance
9/30/2014	25,639	5.000	0	0	0
9/30/2015	1,353,267	5.000	0	0	0
9/30/2016	(396,988)	5.000	0	0	0
9/30/2017	(714,326)	5.000	0	0	0
9/30/2018	(16,628)	5.000	0	0	0
9/30/2019	446,752	5.000	89,352	89,350	2
9/30/2020	50,932	5.000	20,374	10,186	10,188
9/30/2021	(1,523,439)	5.000	(609,375)	(304,688)	(304,687)
9/30/2022	2,303,844	5.000	1,382,306	460,769	921,537
9/30/2023	(738,797)	5.000	(591,038)	(147,759)	(443,279)
					-
					-
Total Prior			291,620	107,858	183,762

New Base Amortization Base	
Date Created	9/30/2024
Amortization Base	(1,388,932)
Amortization Period	5.000
Annual Amortization Amount	(277,786)
Total at September 30, 2024	(927,384)
Deferred Outflows at September 30, 2024	931,727
Deferred Inflows at September 30, 2024	(1,859,112)
Next Year Amortization	(259,275)

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Schedule of Changes in Assumptions

Valuation Date	Original Base	Recognition Period	9/30/2023 Outstanding Balance	9/30/2024 Amortization	9/30/2024 Outstanding Balance
9/30/2016	209,885	2.517	0	0	0
9/30/2017	138,141	2.398	0	0	0
9/30/2018	0	0.000	0	0	0
9/30/2019	(25,936)	2.137	0	0	0
9/30/2020	(201,472)	1.323	0	0	0
9/30/2021	24,327	1.360	0	0	0
9/30/2022	553,073	1.401	0	0	0
9/30/2023	(62,266)	1.170	(9,068)	(9,068)	0

Total Prior	(9,068)	(9,068)	0
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New Base Amortization Base	
Date Created	9/30/2024
Amortization Base	273,321
Amortization Period	1.104
Annual Amortization Amount	247,573
Total at September 30, 2024	25,748
Deferred Outflows at September 30, 2024	25,748
Deferred Inflows at September 30, 2024	0
Next Year Amortization	25,748

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Deferred Outflows and Inflows of Resources and Deferred Inflows of Resources Related to Pensions

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	0	1,210
Net difference between projected and actual earnings on pension plan investments	931,727	1,859,112
Changes of Assumptions	25,748	0
Total	<u>957,475</u>	<u>1,860,322</u>

Amounts reported as deferred outflows and inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended	
9/30/2025	(234,737)
9/30/2026	35,225
9/30/2027	(425,545)
9/30/2028	(277,788)
9/30/2029	(2)
Thereafter	0

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Deferred Outflows and Inflows of Resources Related to Pensions
Differences between expected and actual experience

				<u>Balances at September 30, 2024</u>	
<u>Fiscal Year Ending</u>	<u>Experience Loss (a)</u>	<u>Experience Gains (b)</u>	<u>Amounts recognized through September 30, 2024 (c)</u>	<u>Deferred Outflows of Resources (a) -(c)</u>	<u>Deferred Inflows of Resources (b) -(c)</u>
9/30/2014	288,977		288,977	0	
9/30/2015	294,499		294,499	0	
9/30/2016	562,872		562,872	0	
9/30/2017	84,157		84,157	0	
9/30/2018	122,551		122,551	0	
9/30/2019	135,365		135,365	0	
9/30/2020	34,175		34,175	0	
9/30/2021	140,993		140,993	0	
9/30/2022	83,298		83,298	0	
9/30/2023	169,578		169,578	0	
9/30/2024		(12,845)	(11,635)		(1,210)
				<u>0</u>	<u>(1,210)</u>

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Deferred Outflows and Inflows of Resources Related to Pensions
Net difference between projected and actual earnings on plan investments

Fiscal Year Ending	Experience Loss (a)	Experience Gains (b)	Amounts recognized through September 30, 2024 (c)	Balances at September 30, 2024	
				Deferred Outflows of Resources (a) -(c)	Deferred Inflows of Resources (b) -(c)
9/30/2014	25,639		25,639	0	
9/30/2015	1,353,267		1,353,267	0	
9/30/2016		(396,988)	(396,988)		0
9/30/2017		(714,326)	(714,326)		0
9/30/2018		(16,628)	(16,628)		0
9/30/2019	446,752		446,750	2	
9/30/2020	50,932		40,744	10,188	
9/30/2021		(1,523,439)	(1,218,752)		(304,687)
9/30/2022	2,303,844		1,382,307	921,537	
9/30/2023		(738,797)	(295,518)		(443,279)
9/30/2024		(1,388,932)	(277,786)		(1,111,146)
				<u>931,727</u>	<u>(1,859,112)</u>

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Deferred Outflows and Inflows of Resources Related to Pensions
Changes of Assumptions

Fiscal Year Ending	Increase in TPL (a)	Decrease in TPL (b)	Amounts recognized through September 30, 2024 (c)	Balances at September 30, 2024	
				Deferred Outflows of Resources (a) -(c)	Deferred Inflows of Resources (b) -(c)
9/30/2016	209,885		209,885	0	
9/30/2017	138,141		138,141	0	
9/30/2018					
9/30/2019		(25,936)	(25,936)		0
9/30/2020		(201,472)	(201,472)		0
9/30/2021	24,327		24,327	0	
9/30/2022	553,073		553,073	0	
9/30/2023		(62,266)	(62,266)		0
9/30/2024	273,321		247,573	25,748	
				<u>25,748</u>	<u>0</u>

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

ASSUMPTIONS AND METHODS
GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS 67 & 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

	Beginning	Ending
Discount Rate	5.50%	5.50%
Investment Rate of Return	5.50%	5.50%
Salary Increases, including inflation	7.00%/3.00%	7.00%/3.00%
Inflation	3.00%	3.00%
Mortality	Non-Disabled (pre and post-retirement)	
	Male	Pub 2010 Headcount Weighted General Healthy Retiree Male Table, set back 1 year, projected generationally with MP-2021
	Female	Pub 2010 Headcount Weighted General Healthy Retiree Female Table, projected generationally with MP-2021
	Disabled Retiree	
	Male	Pub-2010 Headcount Weighted General Disabled Retiree Male Table, set forward 4 years, projected generationally with MP-2021
	Female	Pub-2010 Headcount Weighted General Disabled Retiree Female Table, set forward 4 years, projected generationally with MP-2021
Termination Rates	None	
Disability Rates	None	
Retirement Rates	100% at age 65	

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

ASSUMPTIONS AND METHODS
GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS 67 & 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Changes in Assumptions, other than discount rate or expected long term rate of return

Mortality changed to match that used for the Florida Retirement System actuarial valuation for the plan year beginning July 1, 2024.

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 67 AND 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Summary of Plan Specifications

Plan Effective Date	March 1, 1975
Plan Year	October 1 to September 30
Eligibility	Attainment of age 21 and one Year of Service. See Plan document for exceptions.
Credited Service	Measured on Elapsed Time from Date of Hire to the earlier of Date of Termination or September 30, 2009, determined in whole years and completed months.
Normal Retirement	Age 65 or, if later, the 5th anniversary of participation in the plan. 3% (2% for Participants with Termination Dates on or before October 1, 1991) of the Participant's Average Earnings multiplied by the Participant's total years of Credited Service.
Reduced Early Retirement	Age 55 and completion of 10 years of Credited Service. Normal Retirement Benefit reduced by 1/15th per year for the first five years and 1/30th per year for the next five years that the Early Retirement Date precedes the Normal Retirement Date.
Unreduced Early Retirement	Age 55 and completion of 25 years of Credited Service. Normal Retirement Benefit unreduced for Early Retirement.
Amendment during October 1, 2015 through September 30, 2016 Plan Year	Plan Amended to allow Unreduced Retirement at age 55 for three participants if terminated by September 30, 2016.
Disability Retirement	Total and Permanent Disability during active employment with the Plan Sponsor and completion of five or more Years of Credited Service. The monthly Single Life Annuity shall be equal to 2/3rds of the Accrued Benefit as of such Disability Retirement Date, payable up to the participant's Normal Retirement Date.
Death Benefit	Completion of five or more years of Credited Service. Life Annuity payable to spouse of married participant. No death benefits are payable to unmarried participants. Calculated as if the participant had survived until their Earliest Retirement Date, elected the Joint and 50% Survivor option and died the next day.

GROUP RETIREMENT PLAN FOR THE EMPLOYEES
OF THE TOWN OF JUPITER ISLAND

GOVERNMENT ACCOUNTING STANDARDS BOARD STATEMENT 67 AND 68
FISCAL YEAR ENDING SEPTEMBER 30, 2024

Summary of Plan Specifications

Vested Termination	Completion of five or more years of Credited Service. Accrued Benefit payable at Normal Retirement.
Normal Form of Payment	Five Year Certain and Life
Plan Freeze Date	September 30, 2009 No New Entrants No Credited Service granted for any purpose other than Vesting, except for Special Circumstance Participants.
Special Circumstance Participant	Fourteen employees who were within 5.5 years of age 65 or age 55 with 25 years of Credited Service as of September 30, 2009. These participants will continue to earn Credited Service toward eligibility for a Normal Retirement pension or the unreduced Early Retirement pension.



MEMORANDUM

TO: The Mayor and Town Commissioners
THRU: Robert Garlo, Town Manager
FROM: Matthew Pazanski, Finance/HR Director
DATE: January 24, 2025
SUBJECT: Review and Acceptance of Group Retirement Plan Actuarial Valuation Report

Background

Newport Group provides actuary and recordkeeping services for the Town's defined benefit Group Retirement Plan for the Employees of the Town of Jupiter Island. This plan was frozen to new participants as of September 30, 2009. As required, Newport completes Actuarial Valuation Reports and Governmental Accounting Disclosures each year.

Discussion

The primary purpose of the actuarial valuation is to measure the Plan's funding progress and determine Employer contributions for the Plan Year.

In summary and to point out some specific data, the plan's market value increased approximately 13% and the Town's annual funding requirement is recommended to decrease 15.4%. These results are outlined on page 1 of the Actuarial Valuation Report. Page 9 of the report, Summary of Census Data, provides an overview of the members, retirees and benefits being distributed.

As part of the valuation and reporting process the report must be "accepted" by the Commission. After it is accepted, Newport Group will complete the required filing with the Florida Department of Management Services, Division of Retirement.

Recommendation

Staff recommends the Town Commission accept the Group Retirement Plan for the Employees of the Town of Jupiter Island Actuarial Valuation Report for the plan year beginning October 1, 2024.

TOWN OF JUPITER ISLAND**MEMORANDUM**

TO: Mayor & Town Commission

THROUGH: Robert Garlo, Town Manager *RG*

CC: Kimberly Kogos, Town Clerk

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

RE: Agenda Item 6.: Waterfront Setback Line Maps

DATE: 2/10/2025

Background:

Cummins Cederberg has concluded the study of the Town's waterfront setback line and has prepared a set of maps reflecting the setback criteria and the mapping policies approved by the Town Commission. The setback criteria include line of construction, location of the front dune (through 50-ft offset of the dune ridge), location of the 30-year erosion projection, and the General Permit Line (as determined by the State's Coastal Construction Control Line program). The mapping policies approved by the Commission and implemented in establishing the proposed 2025 waterfront setback line are as follows:

- No easterly shift of the waterfront setback line (along the ocean), prohibiting new and expanded development on beach properties. This applies to both developed and undeveloped properties.
- Avoid making currently conforming structures non-conforming by limiting westerly shifts of the setback line where line of construction is the most landward criteria.
- For undeveloped beach front lots, extend the line of construction by calculating and applying the average of the existing setbacks (measured from the dune ridge) of conforming structures (according to the 2019 setback line) within ¼ mile (1,320 feet) north/south of the undeveloped properties.

As requested, Cummins Cederberg also completed an analysis of conformity changes over time covering changes made between the 2000 and 2019 waterfront setback lines, as well as between the 2019 and proposed 2025 waterfront setback lines. The results of the analysis are reflected in the tables below. Given the unique nature of the residences in the 600 Block (601 to 619 South Beach Road), those nine properties have been included as a separate set of tables. The uniqueness of the 600 Block is the location of the residential structures relative to the constructed dune project that buffers the homes and is regularly restored by the Town.

Table 1: Summary of Conforming Excluding (601-619 S. Beach Rd)	
2000	
Non-Conforming Structures	Conforming Structures
47	121
2019	
Non- Conforming Structures	Conforming Structures
37	132
2025	
Non- Conforming Structures	Conforming Structures
36	135

Table 2: Summary of Conforming 601-619 S. Beach Rd	
2000	
Non -Conforming Structures	Conforming Structures
4	5
2019	
Non- Conforming Structures	Conforming Structures
1	8
2025	
Non -Conforming Structures	Conforming Structures
8	1

Recommendation:

Town staff is seeking approval of the waterfront setback line maps as presented. Town staff is also seeking direction on the development of an ordinance to adopt the updated setback line maps through a code text amendment of the Town's Land Development Regulations pertaining to the Waterfront Setback Line (Exhibit C).

February 8, 2025

Mayor Penny Townsend
Town of Jupiter Island
2 Bridge Road
Hobe Sound, FL 33455

Dear Mayor Townsend,

Thank you for so graciously welcoming my family to the island and for facilitating my introduction to our Town Manager, Robert Garlo. Our town is fortunate to have a team of dedicated volunteers and professional staff.

As a full-time resident, I'm personally vested in our community and would like to serve to protect it. The opportunity to participate in a volunteer capacity through the Local Planning Agency as it prepares to update the town's comprehensive plan sounds like a wonderful way in which to get involved. I believe we have a fiduciary responsibility to the wildlife, flora and fauna of our unique island community, while serving the needs of the island's residents in a balanced, holistic manner that honors our tradition of conservation.

To share some personal background, I relocated to Jupiter Island last summer from Houston, Texas, with my husband Luke and our school-aged children. Originally a Florida native, I am a graduate of Ransom Everglades High School in Miami, and I hold a Bachelor of Arts in marketing from the University of Miami. During my time in Houston, I have served with several philanthropic organizations with a focus on young children, including Collaborative for Children, Life Houston, St. John's School, and the National Charity League's Heart of Texas Chapter. Prior to our move to Houston, my husband and I lived in Coconut Grove, Florida, where I led public relations and fundraising initiatives for Florida Grand Opera and the Early Learning Coalition.

My family is thrilled to have returned to Florida and to now call Jupiter Island *home*. We are committed to preserving our way of life for generations to come. I appreciate your consideration and look forward to engaging with our stakeholders to preserve our long-term vision for Jupiter Island.

Sincerely,

Erin Charlton

Kimberly Kogos

From: Cynthia Keegan <clkeegan@icloud.com>
Sent: Tuesday, January 21, 2025 9:57 AM
To: Kimberly Kogos
Subject: Re: LPA Alternet- Resignation

Follow Up Flag: Follow up
Flag Status: Flagged

Kimberly,

I am currently on 4 different committees in Martin County and because of my commitment to these other committees, I feel that I can no longer adequately represent the LPA, even as an Alternate. Therefore, I am rendering my notice to you of my resignation as an alternate on the LPA committee.

Sincerely,

Cynthia L. Keegan

This email was scanned by Bitdefender

Laurie Gaylord
6 Saddler Trail
Nobe Sound, FL 33455

January 24, 2025

Town Manager Robert Garlo
Town of Jupiter Island
RE: Local Planning Agency (LPA)

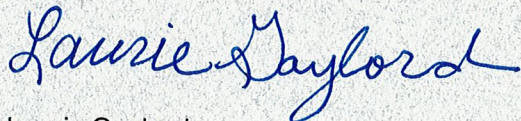
Dear Mr. Garlo,

After careful consideration, I am writing to formally resign my position from the Local Planning Agency, effective immediately upon receipt of this letter.

I have greatly appreciated the opportunity and have thoroughly enjoyed working with my fellow team members of the LPA over the past several years.

Please consider this letter as my official notice of resignation.

Sincerely,



Laurie Gaylord

Cc: Kim Kogos



TOWN COMMISSION PASSES RESOLUTION AGAINST STATE LEGISLATIVE BILLS RAISING LAWSUIT CAPS & EXPANDING EXISTING FRAMEWORK FOR LOCAL GOVERNMENTS TO BE SUED IN CIVIL/TORT CASES



Opposition to the bills is a priority of the Florida League of Cities in the 2024 Session* of the Florida Legislature.

January 9, 2024 — Pointing out that not all state legislative issues impact municipalities across Florida the same way, and often impact less-populated communities disproportionately at times, the Mayor and Commissioners passed a Town Resolution today against proposed bills in Tallahassee that adversely impact all cities, counties, school boards, law enforcement agencies, public hospitals, local taxing districts, and many other public entities. The Resolution joins what is expected to be a considerable effort to amend the bills and/or defeat them in their current form.

The Town Resolution, passed unanimously, was transmitted to the three state legislators in the Martin County delegation: Senator Gayle Harrell, State Rep. John Snyder, and State Rep. Toby Overdorf. The Resolution was shared with other state legislative leaders as well. Mr. Snyder and Mr. Overdorf are members of the House Judiciary Committee, where the bill will be heard and is expected to be contentious.

Contents of the bills that are of concern to the Mayor and Town Commissioners **are highlighted in the [Resolution linked here](#).**

The Town of Jupiter Island is a member of the Florida League of Cities, which represents the 411 municipalities (cities, towns, and villages) in the State of Florida.

****POST-SESSION UPDATE: The proposal was heard in the 2024 Session but did not finish the legislative hearing process. House and Senate bills are expected to be filed again in the 2025 Legislative Session.***

RESOLUTION NO. 911

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF JUPITER ISLAND, MARTIN COUNTY, FLORIDA, OPPOSING HOUSE BILL 569, AND SENATE BILL 472, WHICH WOULD, IF ADOPTED, INCREASE THE STATUTORY LIMITS ON LIABILITY FOR TORT CLAIMS AGAINST PUBLIC ENTITIES; DIRECTING THE TOWN CLERK TO DISTRIBUTE COPIES OF THIS EXECUTED RESOLUTION TO THE MEMBERS OF THE MARTIN COUNTY LEGISLATIVE DELEGATION, THE FLORIDA LEAGUE OF CITIES, AND THE RESPECTIVE CHAIRS OF THE COMMITTEES TO WHICH THIS BILL WAS REFERRED FOR THE 2024 REGULAR SESSION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, during the 2023 Regular Session of the Florida Legislature, House Bill 401 sought to revise the statutory limits on liability for tort claims against public entities such as municipalities; and

WHEREAS, currently, Section 768. 28, Florida Statutes, waives sovereign immunity for Public entities with respect to liability for torts, but caps this liability at \$200,000 per person and \$300,000 per incident; and

WHEREAS, House Bill 569 and Senate Bill 472 as proposed in the 2024 Legislative Session, seek to amend Section 768. 28, Florida Statutes, by doubling the caps on liability to \$400,000 per person and \$600,000 per incident; and

WHEREAS, House Bill 569 and Senate Bill 472 would negatively impact smaller municipalities in a disproportionate fashion; and

WHEREAS, the Town Commission strongly opposes the increases in statutory caps due to the fact that the Town may be unable to secure predictable and appropriate coverage for risk management and/or budget planning purposes of the taxpayers' dollars with the proposed Consumer Price Index language, in particular, which presents unknown payouts, presenting a unique challenge for underwriters and carriers as they assess exposure for policyholders; and

WHEREAS, the Town Commission hereby declares its strong opposition to bills proposed in the House and Senate as filed and any substitute or similar Senate or House bill which increases the statutory limits on liability for tort claims against public agencies.

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

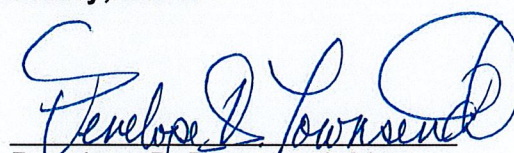
Section 1. The Town Commission opposes House Bill 569 and Senate Bill 472.

Section 2. The Town Commission supports the position statement on this legislation as expressed by the Florida League of Cities in its 2024 Legislative Platform.

Section 3. The Town Clerk is hereby directed to distribute copies of this resolution to Senator Gayle Harrell, Representative John Snyder, Martin County Legislative Delegation Chairman Toby Overdorf, the Florida League of Cities, and the respective Chairs for the remaining Legislative Committees to which the bills have been referred.

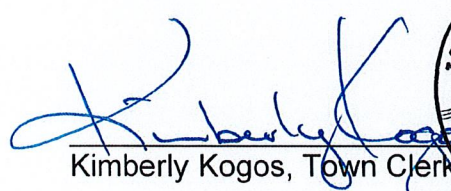
Section 4. Effective Date. This Resolution shall become effective upon execution.

PASSED AND ADOPTED on this 9th day of January, 2024:

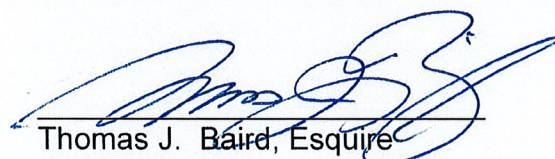

Penelope D. Townsend, Mayor

ATTEST:

**APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:**


Kimberly Kogos, Town Clerk




Thomas J. Baird, Esquire
Town Attorney

Vote:

Mayor Townsend	☒ Yes	☐ No
Vice Mayor Field	☒ Yes	☐ No
Commissioner Scott	☒ Yes	☐ No
Commissioner Warner	☒ Yes	☐ No
Commissioner Taddeo	☒ Yes	☐ No

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Memo

To: Robert Garlo, Town Manager
From: Thomas J. Baird, Town Attorney
Date: February 7, 2025
Subject: Alternative members of BOA / IRC
Cc: Kim Kogos, Town Clerk

This modifies the last paragraph of my memo of February 4, 2025 (attached).

Alternate members of the IRC or BOA may participate by asking questions and/or making comments at the appropriate time during a BOA or IRC meeting regarding applications. To the extent practicable, the alternative member should speak from the Town Manager's Chair, or from the audience using the hand held microphone to distinguish them from a member of the public speaking from the podium. Also the alternate member should clearly identify themselves as an alternate non-voting member.

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tbaird@
jonesfoster.com
561 650 8233 T
561 650 5300 F

4741 Military Trail
Suite 200
Jupiter
Florida 33458

Memo

To: Robert Garlo, Town Manager
From: Thomas J. Baird, Town Attorney
Date: February 4, 2025
Subject: Alternate members of BOA / IRC
Cc: Mayor Townsend; Catherine Harding

I am following up on your request to set forth the result of our discussion after last weeks' Board of Adjustment (BOA) meeting. During our meeting following the BOA, we discussed whether the alternates of a board should be permitted to comment (and vote) on the applications before the board if they were not participating in lieu of a regular board member who is absent. During our meeting, we received the benefit of getting advice from the Mayor (and attorney Rocky Rodriguez, the Town's special counsel in litigation) on this issue. As we discussed, the Town's boards include alternate members who are expected to be present for a meeting of the BOA or the Impact Review committee (IRC). It is my understanding (from Mayor Townsend) that one purpose of including alternates on town boards is to acclimate the members to their responsibilities and how the board's proceedings are conducted. Alternate board members are able to observe the procedural aspects of how a meeting is conducted, and the information that is presented to a board at its meeting. In theory, those individuals who have been appointed as alternates can be "eased into" a permanent position at such time as the resignation of a regular member of the board. The appointment of alternates also serves to ensure that the BOA or IRC has the full complement of its membership at every meeting. To this end, one or more alternate members of the BOA or IRC can participate in discussion and vote, but only where one or more *regular members* cannot attend a meeting.

It should be noted that during Mayor Townsend's term, she has experienced some difficulty in filling out the full membership of Town boards, including all of the regular and alternate members. It has been my experience, particularly in 2023¹, that there were meetings where the BOA or IRC only had a minimum number of board members to make a quorum. Both the BOA and IRC conducted meetings where they did not have a full complement of alternates or, where a regular board member appointment was vacant due to a resignation, and an alternate had, in effect, become a regular member of a board, which then had no alternate positions. Perhaps this contributed to the uncertainty of when and how the alternates of a board are permitted to participate.

¹ The Commission's passage of a Town indemnification ordinance (and the passage of time) may have provided individuals with some security, resulting in more individuals agreeing to participate as board members.

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Florida 33458

I was advised that in the past alternate members have been told that they may participate in the discussion of an application, but not vote whether the alternate board member is filling in for a regular member or not. Apparently, there have been instances where alternate members have participated in discussion whether seated at the dais, over the phone or from the audience. Specific to this point, I was informed by Catherine that participation by non-voting alternate board members was permitted by the former Chair of the BOA. I do not have a specific recollection of having experienced this, but it may well have been the case. It may be that some municipalities have something in their code to permit this protocol, but it is not something that has existed in the municipal codes with which I am familiar.

The BOA and IRC are quasi-judicial boards. As such, the voting members of these boards act, as the term implies, like judges to evaluate the presentations by attorneys and design professionals (testimony) based upon the written documents and plans submitted as part of the application (demonstrative evidence), representing the evidence to which the IRC or BOA is expected to apply to the standards of the Town Code to reach a decision. As discussed in my recent memo to the BOA and IRC regarding ex parte disclosures, board members may only consider information presented to them at the public meeting regarding the application. Again, this is because Florida's courts have made it clear that there are strict procedural rules which must be followed to ensure that property owners, including neighbors, are afforded due process.

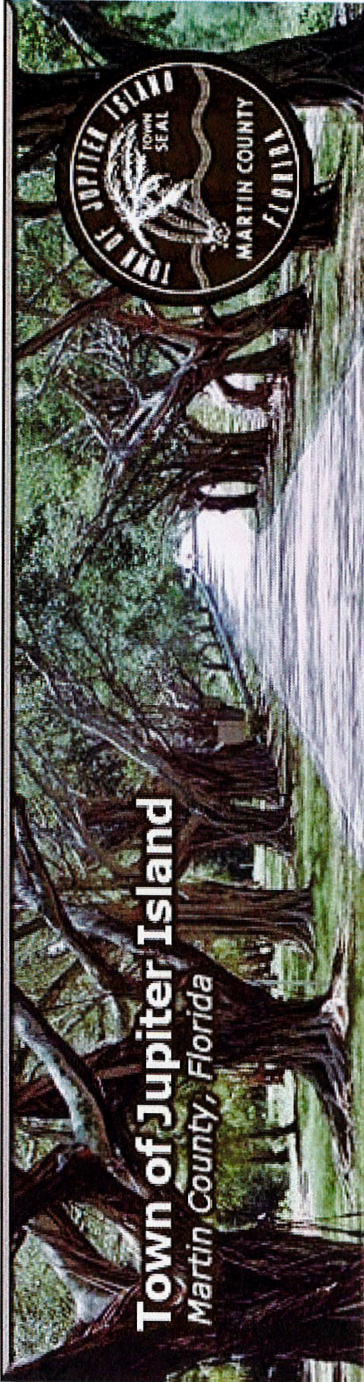
A comparison to court proceeding with juries may be helpful to explain the role of alternates in the quasi-judicial context. In a jury trial, the court empanels a jury, with regular and alternate jurors. Like the regular members of the jury, the alternate jurors are present to hear the testimony and other evidence presented during the trial, but the alternate members of a jury do not participate in the discussion or deliberation of the jury once it retires to the jury room. Only where a regular juror is disqualified, ill, or otherwise cannot take place in the discussion and deliberation of the jury is the alternate permitted to participate in discussion and vote on a verdict.

Accordingly, it would seem that given that the BOA and IRC are quasi-judicial boards and generally follow judicial procedures to facilitate due process, the alternatives of the BOA and IRC may be present and listen to the presentations², but would not participate or vote on an application. Rather, only where a regular member of a board is not present and an alternate has been selected as his or her alternate, would the selected³ alternate participate in discussion and vote on the application. Please note that if a regular member is not present, an alternate member should be selected to participate in lieu of the regular member who is absent.

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² This practice would be consistent with Mayor Townsend's comments that by being present, the alternates can become acclimated to their role in the process and the subject matter of BOA and IRC meetings.

³ Where one or more regular members are not present, the Chair should identify the alternate(s) who are to "fill in" for the absent regular member. The Town might want to consider an identified order for which alternate comes first, second, etc. when selecting an alternate.



January 2025 General Fund Financial Report

Town Commission Meeting
February 19, 2025

Topics To Be Covered

General Fund

- 2024-2025 Revenues
- 2024-2025 Expenses
- Balance Sheet

**Town of Jupiter Island
FY 2024/2025 Budget**

Account Description	Adopted Budget 2024-2025	YTD Actual 1/31/2025	Target 33%
Total General Fund Revenues	\$12,530,781	\$9,495,962	76%
Transfers from Reserves	\$510,000	\$0	0%
Total Revenues	\$13,040,781	\$9,495,962	73%
Total Administration	\$3,480,425	\$1,071,987	31%
Total Public Safety	\$6,055,175	\$2,070,195	34%
Total Building Department	\$1,352,285	\$622,009	46%
Total Public Works	\$2,152,896	\$507,813	24%
Total General Fund Expenditures	\$13,040,781	\$4,272,005	33%
Year to Date Net Income		\$5,223,957	

2024-2025 Revenue

Town of Jupiter Island

Account Description	Adopted Budget 2024-2025	PYTD Actual 1/31/2024 2023-2024	YTD Actual 1/31/2025 2024-2025	Actual % of Budget (Target 33%) 2024-2025
Ad Valorem	\$9,927,402	\$8,011,912	\$8,810,764	89%
Total Other Taxes and Fees	\$333,000	\$68,351	\$86,286	26%
Total Licenses and Permits	\$850,500	\$181,192	\$190,255	22%
Total Intergovernmental Revenue	\$325,100	\$26,723	\$32,267	10%
Total Charges for Services	\$131,000	\$46,764	\$42,336	32%
Total Fines and Forfeits	\$2,000	\$479	\$965	48%
Total Miscellaneous Revenues	\$257,700	\$219,124	\$160,721	62%
Transfers from Interfunds	\$704,079	\$227,172	\$172,370	24%
Subtotal Revenues	\$12,530,781	\$8,781,714	\$9,495,962	76%
Transfer from Reserves	\$510,000	\$0	\$0	
Total General Fund Revenues	\$13,040,781	\$8,781,714	\$9,495,962	73%

2024-2025 Expenses by Department

Account Description	Adopted Budget 2024-2025	PYTD Actual 1/31/2024	YTD Actual 1/31/2025	Actual % of Budget (Target 33%)
Total Administration - Payroll	\$1,395,679	\$346,955	\$425,292	30%
Total Administration - Benefits	\$892,571	\$205,394	\$227,388	25%
Total Administration - Operating	\$1,160,175	\$416,704	\$400,687	35%
Subtotal	\$3,448,425	\$969,053	\$1,053,366	31%
Total Administration - Capital	\$32,000	\$0	\$18,621	58%
Total Administration	\$3,480,425	\$969,053	\$1,071,987	31%
Total Public Safety - Payroll	\$3,033,324	\$855,161	\$984,926	32%
Total Public Safety - Benefits	\$1,031,813	\$254,942	\$286,339	28%
Total Public Safety - Operating	\$1,433,908	\$409,753	\$407,728	28%
Subtotal	\$5,499,045	\$1,519,856	\$1,678,992	31%
Total Public Safety - Capital	\$556,130	\$329,445	\$391,203	70%
Total Public Safety	\$6,055,175	\$1,849,300	\$2,070,195	34%
Total Building - Payroll	\$524,794	\$119,629	\$162,805	31%
Total Building - Benefits	\$171,337	\$39,986	\$54,437	32%
Total Building - Operating	\$646,154	\$81,475	\$404,767	63%
Subtotal	\$1,342,285	\$241,090	\$622,009	46%
Total Building - Capital	\$10,000	\$0	\$0	0%
Total Building Department	\$1,352,285	\$241,090	\$622,009	46%
Total Public Works - Payroll	\$729,866	\$196,781	\$199,199	27%
Total Public Works-Benefits	\$457,028	\$114,960	\$121,149	27%
Total Public Works - Operating	\$780,002	\$135,395	\$175,603	23%
Subtotal	\$1,966,896	\$447,136	\$495,950	25%
Total Public Works - Capital	\$186,000	\$0	\$11,863	6%
Total Public Works	\$2,152,896	\$447,136	\$507,813	24%
Total General Fund Expenditures	\$13,040,781	\$3,506,579	\$4,272,005	33%

Balance Sheet as of 1/31/2025

Assets

CASH GENERAL ACCOUNT - SEACOAST	\$	443,639
MONEY MARKET-SEACOAST	\$	6,241,177
CASH PAYROLL - SEACOAST	\$	50,000
CASH FLEX SPENDING - SEACOAST	\$	50,345
INVESTMENT POOL	\$	6,902,148
INVESTMENT - SBA	\$	3,521,740
PETTY CASH	\$	550
ACCOUNTS RECEIVABLE	\$	9,500
ACCOUNTS REC. - RETIREE BENEFITS	\$	1,151
DUE FROM BEACH PROTECTION	\$	30,363
DUE FROM UTILITIES	\$	522,221
DUE FROM CHRISTMAS FUND	\$	30,579
PREPAID ITEMS	\$	3,058
Total Assets	\$	17,806,472

Liabilities

ACCOUNTS PAYABLE	\$	1,468
DUE TO SPECIAL LAW ENFORCEMENT	\$	41
DUE TO O&M	\$	113
DUE TO OTHER GOV. UNITS	\$	411
ACCRUED PAYROLL LIABILITIES	\$	(13,677)
OVERPAYMENTS	\$	1,093
DONATIONS	\$	12
Total Liabilities	\$	(10,539)

Reserves/Fund Balances

NONSPENDABLE PREPAID	\$	32,933
RESTRICT- ENFORCE FL BLDG CODE	\$	3,672,568
ASSIGNED FOR EMERGENCIES	\$	1,000,000
ASSIGNED FOR COMPENSATED AB	\$	115,000
ASSIGNED FOR UNINSURED LOSS	\$	80,000
FUND BALANCE	\$	7,777,894
CHANGE IN FUND BALANCE - Current	\$	5,223,957
CHANGE IN FUND BALANCE - PY	\$	(85,341)
Total Reserves/Fund Balances	\$	17,817,011

Total Liabilities and Fund Balance

\$	17,806,472
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General Fund Reserves

Account Description	Audited YE 2021	Audited YE 2022	Audited YE 2023	Adopted Budget FY 2024*	Adopted Budget FY 2025*
Beginning Fund Balance (Reserves)					
Transfer from / to General Fund Reserves	8,095,873	9,033,098	6,237,564	9,618,805	9,566,397
Amount Budgeted / Spent From Reserves	1,610,431	2,247,916	3,060,930	-	-
Budget Amendment From Reserves	(548,206)	(793,404)	-	(85,341)	(510,000)
	(125,000)	(385,000)	-	-	-
Total Available Fund Balance	9,033,098	10,102,610	9,298,494	9,533,464	9,056,397
NonSpendable-PrePaid Expenses		71,269	127,833	32,933	32,933
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		163,791	176,170	183,868	183,868
Assigned to Conservation Projects		431,990	431,989	403,192	403,192
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	3,672,568	3,672,568
Unassigned Fund Balance (Reserves)	7,838,098	8,836,382	7,495,335	7,751,404	7,274,337
Total Fund Balance (Reserves)	9,033,098	11,010,825	13,291,373	13,238,965	12,761,898

*Estimated/Unaudited at time of this Report

Enforcement Totals By Category

02/06/25

Agenda Item 12

CONSTRUCTION SITE MAINTENANCE	Total Entries:	2
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ILEGAL EQUIP	Total Entries:	2
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ILLEGAL EQUIP	Total Entries:	1
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LANDSCAPE MAINTENANCE	Total Entries:	2
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NOISE COMPLAINT	Total Entries:	4
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PERMIT EXTENSION	Total Entries:	1
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PROPERTY MAINTENANCE	Total Entries:	1
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STARTING WORK TO EARLY	Total Entries:	4
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VEHICLE IN RIGHT OF WAY	Total Entries:	5
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VIOLATION OF LDR'S	Total Entries:	1
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Total Records: 23

Population: All Records

Enforcement.DateFiled Between 12/20/2024 12:00:00 AM AND 2/5/2025 11:5

Enforcement List - Inspection Summary

02/06/25

STUART PLUMBING TRUCK PARKED IN FRONT OF THE HOUSE

THEY MOVED

Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	01/08/25	01/09/25	FRANK LOGALBO
Enforcement Number	Address		Filed	Status	Closed
E2025-0005	420 S BEACH RD		01/09/25	CLOSED - VERBAL WARNING ISS	01/09/25
LANDSCAPERS USEING A WOOD CHIPER MAKING LOTS OF NOISE					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	01/09/25	01/10/25	FRANK LOGALBO
Enforcement Number	Address		Filed	Status	Closed
E2025-0006	12 N BEACH RD		01/14/25	CLOSED - COMPLIED	01/14/25
LADSCAPERS STARTNG WORK AT 8AM					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	01/15/25	01/14/25	FRANK LOGALBO
Enforcement Number	Address		Filed	Status	Closed
E2025-0007	44 GOMEZ RD		01/14/25	CLOSED - COMPLIED	01/14/25
LANDSCAPERS STARTING WORK TO EARLY BEFORE 8:30AM					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	03	01/15/25	01/14/25	FRANK LOGALBO
Enforcement Number	Address		Filed	Status	Closed
E2025-0008	55 LINKS RD		01/14/25	CLOSED - VERBAL WARNING ISS	01/14/25
STATED THE A TRUCK WITH SAND WAS DAMAGING THE RD. THE RD WAS NOT DAMAGED THE TRUCK HIT THE WET RIGHT OF WAY AND DRAGED MUD ONTO THE RD. THEY WERE TOLD THT THEY HAVE T FIX THE GRASS					
Inspection Type	Status	Result	Scheduled	Completed	Inspector

Enforcement List - Inspection Summary

02/06/25

Enforcement Number	Address	Filed	Status	Closed
E2024-0277	488 S BEACH RD	12/27/24	CLOSED - COMPLIED	12/27/24
[REDACTED] ABOUT SEEING THE DUMPSTER WHEN SHE DRIVES BY. CONSTRUCTION SITE HAD ABOUT 15 PLANTS THAT CAME WITHIN IHE HOUR TO HIDE THE DUMPSTER				
Inspection Type	Status	Result	Scheduled	Completed Inspector
Enforcement Number	Address	Filed	Status	Closed
E2025-0001	147 N BEACH RD	01/02/25	CLOSED - COMPLIED	01/02/25
STARTING LADSCAPE WORK BEORE 8:30				
TOLTO STP UNTIL 8:30 AM				
Inspection Type	Status	Result	Scheduled	Completed Inspector
Initial	Complete	02	01/02/25	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed
E2025-0002	87 LINKS RD	01/06/25	CLOSED - COMPLIED	01/06/25
LOUD NOISE THEY WERE USING A CEMENT SAW				
Inspection Type	Status	Result	Scheduled	Completed Inspector
Initial	Complete	02	01/03/25	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed
E2025-0003	495 S BEACH RD	01/03/25	CLOSED - COMPLIED	01/03/25
LARGE EQUIP DOING YARD WORK				
Inspection Type	Status	Result	Scheduled	Completed Inspector
Initial	Complete	02	01/03/25	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed
E2025-0004	86 N BEACH RD	01/08/25	CLOSED - VERBAL WARNING ISS	01/08/25

Enforcement List - Inspection Summary

02/06/25

Initial	Complete	02	01/15/25	01/14/25	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed	
E2025-0009	26 S BEACH RD	01/14/25	CLOSED - COMPLIED	01/14/25	
LANDSCPERS STARTING WORK BEFORE 8:30 AM THEY STOPPED					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	01/15/25	01/14/25	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed	
E2025-0010	7 SOUTH BEACH RD	01/16/25	CLOSED - COMPLIED	01/16/25	
PLAYING LOUD MUSIC					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	01/16/25	01/17/25	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed	
E2025-0011	2 ISLE RIDGE W RD	01/16/25	CLOSED - COMPLIED	01/16/25	
BUILDING A DECK USING A NAIL GUN, PLUS USING A TILE SAW OUT SDE					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	01/16/25	01/17/25	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed	
E2025-0012	485 S BEACH RD	01/21/25	CLOSED - VERBAL WARNING ISS	01/21/25	
ILLEGAL OPEN HOUSE SIGN (WRONG COLORS)					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	01/17/25	01/21/25	FRANK LOGALBO

Enforcement Number Address Filed Status Closed

E2025-0013 51 N BEACH RD 01/27/25

CATHERINE MEY WITH THE ENGINEER AND ALLOWED HIM HAVE A CEMENT DELIVERY.

CREW WAS WORKING WITH ILLEGAL EQUIPMENT (IN SEASON

Enforcement List - Inspection Summary

02/06/25

Inspection Type	Status	Result	Scheduled	Completed	Inspector
Enforcement Number	Address	Filed	Status	Closed	
E2025-0014	38 N BEACH RD	01/28/25	CLOSED - COMPLIED	01/28/25	
TWO VANS PARKED IN RIGHT OF WAY					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Enforcement Number	Address	Filed	Status	Closed	
E2025-0015	88 N BEACH RD	01/28/25	CLOSED - VERBAL WARNING ISS	01/28/25	
NOISE COMPLAINT AT A CONSTRUCTION SITE VERBAL WARNING THEY STOPPED					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	01/28/25	01/29/25	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed	
E2025-0016	276 S BEACH RD	01/30/25	CLOSED - COMPLIED	01/30/25	
DELIVERY TRUCK BLOCKING ROADWAY NO FLAGMEN I DIRECTED TRAFFIC					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	01/31/25	01/30/25	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed	
E2025-0017	103 N BEACH RD	01/30/25	CLOSED - COMPLIED	01/31/25	
VACANT LOT SEVERAL COCONUT TREES OVER FULL WITH COCONUTS (SAFETY ISSUE)					
Inspection Type	Status	Result	Scheduled	Completed	Inspector
Follow-Up	Complete	02	01/31/25	01/31/25	FRANK LOGALBO
Enforcement Number	Address	Filed	Status	Closed	
E2025-0018	75 N BEACH RD	01/29/25	CLOSED - COMPLIED	01/31/25	

Enforcement List - Inspection Summary

02/06/25

NEW CONSTRUCTION RESIDENCE OUT SIDE LIGHTS COLORS (RED) IS NOT ALLOWED. I MET WITH THE SUPERVISOR WHO COULD NOT TURN OF THE LIGHTS (ELECTRIAL PROBLEM) THEY CALLED THEIR ELECTRICIAN

Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Scheduled	00	01/31/25		FRANK LOGALBO

Enforcement Number	Address	Filed	Status	Closed
E2025-0019	197 S BEACH RD	01/30/25	CLOSED - VERBAL WARNING ISS	01/30/25

CUTTING ROADWAY WITH A CEMENT SAW ALSO USING A BACKHOE AND A LARGE FORKLIFT

Inspection Type	Status	Result	Scheduled	Completed	Inspector
Follow-Up	Complete	02	02/04/25	02/04/25	FRANK LOGALBO

Enforcement Number	Address	Filed	Status	Closed
E2025-0020	243 S BEACH RD	02/05/25	CLOSED - VERBAL WARNING ISS	02/05/25

TRACTOR TRUCK BLOCKING ROADWAY
I DIRECTED TRAFFIC FOR 5 MINUTES

Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	02/06/25	02/05/25	FRANK LOGALBO

Enforcement Number	Address	Filed	Status	Closed
E2025-0021	161 N BEACH RD	02/05/25	CLOSED - COMPLIED	02/05/25

I NOTICED THE SPRINKLERS WERE ON FOR OVER 24 HRS

Inspection Type	Status	Result	Scheduled	Completed	Inspector
Initial	Complete	02	02/04/25	02/05/25	FRANK LOGALBO

Enforcement Number	Address	Filed	Status	Closed
E2025-0022	500 S BEACH RD	02/05/25	CLOSED - COMPLIED	02/05/25

LANDSCAPERS ON THE RIGHT OF WAY ON THE 4TH DID NOT GET A EMAIL UNTIL 3:40 PM
I WENT THE NEXT DAY AND LANDSCAPERS WERE NO THERE.SPOKE TO THE OWNER SHE WILL NOT LET THEM DO IT AGAIN

Inspection Type	Status	Result	Scheduled	Completed	Inspector
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Enforcement List - Inspection Summary

02/06/25

Population: All Records

Enforcement.DateFiled Between 12/20/2024 12:00:00 AM AND 2/5/2025 11:59:59 PM

Enforcements Closed by Month

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
CONSTRUCTION SIT	2	0	0	0	0	0	0	0	0	0	0	0	2
ILEGAL EQUIP	2	0	0	0	0	0	0	0	0	0	0	0	2
ILLEGAL EQUIP	1	0	0	0	0	0	0	0	0	0	0	0	1
LANDSCAPE MAINT	1	0	0	0	0	0	0	0	0	0	0	1	2
NOISE COMPLAINT	4	0	0	0	0	0	0	0	0	0	0	0	4
PERMIT EXTENSION	1	0	0	0	0	0	0	0	0	0	0	0	1
PROPERTY MAINT	0	1	0	0	0	0	0	0	0	0	0	0	1
STARTING WORK T	4	0	0	0	0	0	0	0	0	0	0	0	4
VEHICLE IN RIGHT	3	2	0	0	0	0	0	0	0	0	0	0	5
VIOLATION OF LDR'	1	0	0	0	0	0	0	0	0	0	0	0	1
TOTALS:	19	3	0	0	0	0	0	0	0	0	0	1	23

Population: All Records
 Enforcement.DateFiled Between 12/20/2024 12:00:00 AM AND 2/5/2025 11:59:59 PM

Memorandum



To: Mayor and Commission

From: Catherine Harding, Building, Planning and Zoning Director

Date: February 5, 2025

Re: Building Department Report, January 2025

This report covers December 20, 2024, through February 5, 2025. There were 21 Building Permits Issued with a construction value of \$1,224,814. with \$25,143. in permit fees collected. Our Inspectors made 147 inspections of those 7 were issued a C.O.

Year to date there were 14 permits issued with a total construction value of \$1,182,081.

Code Compliance responded to 23 complaints. They consisted of 2 construction site maintenance issues, 3 illegal equipment, 2 landscape maintenance, 4 noise complaints, 1 permit extension, 1 property maintenance complaint, 4 starting work too early warnings, 5 vehicles in the right of way, and 1 violation of the LDR's. Frank continues to get full cooperation from the builders and homeowners.

We have completed a Short Term/Vacation Rental application and are preparing to notify owners of the rentals that they are required to register and obtain a permit from the Town of Jupiter Island. No owner has come forward to request a permit. We are reviewing vacation rental advertising to locate any properties which may be affected. Copies of the Ordinance and applications are available in the Building Department for anyone who needs further Information.

We are working with Kimley Horn to revise our Comprehensive Plan. The goal is to maintain the character of the Town while updating the required regulations. A public meeting was held at the Town Hall to involve residents in the decision-making process on January 23rd, 2025. The results of that meeting are being analyzed by Kimley Horn to incorporate the findings with the Comprehensive Plan Study. That review will be available for the March Commission Meeting.

There was one Board of Adjustment Meeting on January 30, 2025, with one applicant and one Impact Review Committee Meeting with the same applicant on February 6, 2025. Currently, we are processing one BOA application and five IRC applications for the March meetings. Year to date we received 1 application for the BOA and 5 applications for the IRC. An application fee of \$1,000.00 was collected for both the BOA and the IRC meetings totaling \$6,000.00.

We met with several owners and representatives to discuss their plans for construction to determine their next steps towards development.

Our office is open to suggestions and appreciates the cooperation of the public.



MEMORANDUM



TO: TOWN COMMISSION
VIA: ROBERT GARLO, TOWN MANAGER
FROM: MICHAEL S. EWING, PUBLIC SAFETY DIRECTOR *(Handwritten signature: MSE)*
DATE: FEBRUARY 5, 2025
SUBJECT: ADMINISTRATIVE VEHICLE PURCHASE

In order to enhance the operational efficiency of our department and better support essential administrative and training functions, we are moving forward with the purchase of an administrative vehicle. This vehicle will serve a critical role in facilitating travel for training sessions, attendance at community events, and participation in meetings that are integral to our department's mission.

Currently, personnel rely on personal vehicles or marked patrol fleet vehicles to attend these functions. This approach presents several challenges, including increased wear and tear on emergency response vehicles, limited availability of patrol vehicles for operational duties, and inconsistent reimbursement costs for personal vehicle use. The addition of a dedicated administrative vehicle will provide a cost-effective and reliable transportation solution, ensuring that staff can fulfill professional obligations without impacting daily operations.

This vehicle will be utilized for:

- **Training Travel:** Supporting personnel attending training sessions, workshops, and conferences to maintain certifications and enhance professional development.
- **Official Meetings:** Ensuring appropriate representation at interagency meetings, regional collaborations, and administrative functions essential to department operations.
- **Community Engagement:** Facilitating participation in local public safety programs, community meetings, and special events.

The purchase of this vehicle is not a part of our current operational budget and may require a request for budget amendment approval in the future. Every effort will be made to identify funding within the current operational budget moving forward through the budget term. **The total cost of the vehicle will be \$27, 622.50**



Jupiter Island Public Safety Department
January 2025
Activity Report



Monthly Activity

	January 2024	January 2025	YTD - 2024	YTD - 2025
<i>Calls for Service</i>	150	131	150	131
<i>Arrests</i>	1	2	1	2

Traffic & Marine Activity

	January 2024	January 2025	YTD - 2024	YTD - 2025
<i>Traffic Stops</i>	60	80	60	80
<i>Vehicle Citations</i>	5	10	5	10
<i>Parking Citations</i>	8	0	8	0
<i>Vehicle Crashes</i>	2	6	2	6
<i>Marine Unit Activity</i>	-	9	-	9

Major Crimes

<i>Crime Type</i>	January 2024	January 2025	YTD - 2024	YTD - 2025
<i>Robbery</i>	0	0	0	0
<i>Burglary</i>	0	0	0	0
<i>Theft</i>	1	0	1	0
<i>Auto Theft</i>	0	0	0	0
<i>Assault</i>	0	0	0	0
Total	1	0	1	0

Other Crimes

<i>Type</i>	January 2024	January 2025	YTD - 2024	YTD - 2025
<i>Fraud</i>	0	0	0	0
<i>Drug Violations</i>	0	0	0	0
<i>Trespassing</i>	0	0	0	0
<i>Vandalism</i>	0	0	0	0
<i>Disorderly Conduct</i>	0	0	0	0
<i>Lewd & Lascivious</i>	0	0	0	0
Total	0	0	0	0



Jupiter Island Public Safety Department
January 2025
Activity Report

Agenda Item 13b



Code Compliance

Violation Type	January 2024	January 2025	YTD - 2024	YTD - 2025
<i>Parking in Right of Way</i>	9	12	9	12
<i>No Flag Persons Present</i>	3	5	3	5
<i>Working Outside Hours</i>	2	1	2	1
<i>Work with No Permit</i>	0	0	0	0
<i>All Other Violations</i>	1	0	1	0
Total Violations	15	18	15	18

ALS Fire Rescue Responses

Medical calls this month	21	Avg. response time	2.6 minutes
Fire calls this month	10	Avg. response time	2.6 minutes

Criminal Activity

Traffic Arrest / January 14, 2025; Subject was issued a criminal traffic citation with a mandatory court appearance for the offense of Expired Driver License More than 6 Months.

Traffic Arrest / January 18, 2025; Case #2025-00000674 – Subsequent to a lawful traffic stop, the driver of the vehicle was placed under arrest for Operating a motor vehicle without a valid license and possession of a controlled substance, Cocaine. Both passengers of the vehicle were issued citations for open containers of alcohol.

Traffic Arrest / January 23, 2025; Case #2025-00000854 – Subsequent to a lawful traffic stop, the driver of the vehicle was placed under arrest for Operating a motor vehicle without a valid license. The subject was placed under arrest and transported to the Martin County Jail. The subject was an undocumented illegal immigrant and placed on an immigration detainer.



***Jupiter Island Public Safety Department
January 2025
Activity Report***

Agenda Item 13b



Hobe Sound Beach Statistics

	Current Month	YTD - 2025
<i>Calls for Service- Day</i>	3	3
<i>Calls for Service- Night</i>	0	0
<i>Patrols</i>	92	92
<i>Traffic Stops</i>	7	7

Hobe Sound Beach Activity

Medical Calls

January 0 Year to Date 0

DAYTIME 7am-7pm

Hit and Run Crash/ January 1, 2025, 2:58 pm; Public Safety responded to a report of a hit and run crash in the parking lot of the public beach. Review of the security camera resulted in a vehicle description and tag number being acquired. Contact was made with the driver that left the scene and a citation was issued.

Suspicious Vehicle/ January 4, 2025, 8:28 am; Officers responded to a report of a suspicious vehicle parked in front of the public restroom with the hazard lights on. Vehicle belonged to the cleaning crew contracted by M.C.

Illegally Parked Vehicle/ January 30, 2025, 12:25 pm; Officers responded to the Public Beach Parking lot in reference to a parking problem. Officers did not observe any parking issues upon arrival.

NIGHTTIME 7pm-7am

NO CALLS FOR SERVICE

Upcoming Town Meetings and Events

2025

Date	Day	Time	Event/Meeting	Location
14-Feb	Friday	9am	Special Town Commission Meeting	Island Room
February 14	Friday	8am	Qualifying for Municipal Election Begins	Town Clerk's Office
February 17	Monday	All Day	President's Day - Town Hall Closed	
February 18	Tuesday	9am	Town Coffee w/ Commissioner Taddeo	Conference Room
February 18	Tuesday	10am	Vulnerability Assessment Workshop	Island Room
February 18	Tuesday	Directly Following Vulnerability Assessment Workshop at 10am	SMRU Board and Beach District Meetings	Island Room
February 19	Wednesday	9am	Town Commission Meeting	Island Room
February 27	Thursday	9am	Board of Adjustment Meeting	Island Room (Required)
February 28	Friday	4pm	Qualifying for Municipal Election Ends	Town Clerk's Office
March 6	Thursday	9am	Impact Review Committee	Island Room (Required)
March 18	Tuesday	7am - 7pm	Municipal Election	Island Room
March 20	Thursday	9am	Town Coffee with Mayor Townsend	Conference Room
March 20	Thursday	10am	Beach Protection Meeting	Island Room
March 21	Friday	9am	Town Commission Meeting and Swearing in of Newly Elected Officials	Island Room
March 27	Thursday	9am	Board of Adjustment Meeting	Island Room (If Required)
April 7	Monday	9am	Ethics Training for Elected Officials	Island Room
April 15	Tuesday	9am	Town Coffee	Conference Room
April 15	Tuesday	10am	SMRU Board/Beach Protection Meetings	Island Room
April 16	Wednesday	9am	Town Commission Meeting	Island Room

February 1, 2025

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

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