



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING AGENDA

Tuesday, August 05, 2025 AT 1:30 PM

**TOWN HALL COMMISSION CHAMBERS
3614 S. OCEAN BLVD., HIGHLAND BEACH, FL**

Town Commission

**Natasha Moore
David Stern
Donald Peters
Judith M. Goldberg
Jason Chudnofsky**

**Mayor
Vice Mayor
Commissioner
Commissioner
Commissioner**

**Marshall Labadie
Lanelda Gaskins
Leonard G. Rubin**

**Town Manager
Town Clerk
Town Attorney**

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

A. EPOC Blood Analysis System Presentation

[B.](#) Annual Comprehensive Financial Report for Fiscal Year Ending September 30, 2024 Presentation

- 7. PUBLIC COMMENTS**

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

8. **ORDINANCES** (Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.)

None.

9. **CONSENT AGENDA** (These are items that the Commission typically does not need to discuss individually, and which are voted on as a group.) Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.

A. Approval of Meeting Minutes

June 17, 2025 Town Commission Meeting Minutes

July 15, 2025 Town Commission Meeting Minutes

B. Resolution No. 2025-019

A Resolution of the Town Commission of the Town of Highland Beach, Florida, amending Resolution No. 2025-018 setting the proposed not to exceed millage rate pursuant to Section 200.065(2)(B), Florida Statutes, and setting the date, time and place at which a public hearing will be held to consider the proposed millage rate and tentative budget; providing for conflicts; and providing for an effective date.

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

A. Building Department Recertification Program Update

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

C. Continued discussion on temporary signage.

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

A. Designation of a Voting Delegate for the Florida League of Cities 2025 Annual Conference – Required Business Meetings

12. **TOWN COMMISSION COMMENTS**

Commissioner Jason Chudnofsky

Commissioner Judith M. Goldberg

Commissioner Donald Peters

Vice Mayor David Stern

Mayor Natasha Moore

13. TOWN ATTORNEY'S REPORT

14. TOWN MANAGER'S REPORT

15. ANNOUNCEMENTS

Board Vacancies

Code Enforcement Board

One (1) vacancy for a three-year term

Meetings and Events

August 12, 2025 1:00 P.M. Special Magistrate Hearing

August 14, 2025 9:30 A.M. Planning Board Regular Meeting

August 12 through 15, 2025 Florida League of Cities Annual Conference

August 21, 2025 1:30 P.M. Town Commission Meeting (tentative)

Board Action Report

None.

16. ADJOURNMENT

NOTICE: If a person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, you will need a record of the proceedings, and you 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. (The above notice is required by State Law. Anyone desiring a verbatim transcript shall have the responsibility, at his own cost, to arrange for the transcript).

Pursuant to the provision of the Americans with Disabilities Act, any person requesting special accommodations to participate in these meetings, because of a disability or physical impairment, should contact the Town at 561-278-4548 at least five calendar days prior to the Hearing.

File Attachments for Item:

B. Annual Comprehensive Financial Report for Fiscal Year Ending September 30, 2024
Presentation



The Town of Highland Beach, FL

**ANNUAL COMPREHENSIVE FINANCIAL REPORT
Fiscal Year Ended September 30, 2024**



***The Town of
Highland Beach, Florida***

ANNUAL COMPREHENSIVE FINANCIAL REPORT

Fiscal Year Ended September 30, 2024

**Prepared by:
Finance Department**

**David DiLena
Finance Director**

TOWN OF HIGHLAND BEACH, FLORIDA
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FISCAL YEAR ENDED SEPTEMBER 30, 2024
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Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

June 24, 2025

Honorable Mayor, Members of the Town Commission, and Town Residents
Town of Highland Beach, Florida

Pursuant to the Town's Charter and in accordance with State law, all general-purpose local governments publish, within nine months of the close of the fiscal year, a complete set of financial statements. These are presented in conformity with generally accepted accounting principles (GAAP) that are audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants. Commensurate with this requirement, we are pleased to present the Town of Highland Beach's Annual Comprehensive Financial Report (ACFR) for the fiscal year ended September 30, 2024.

This report consists of the management's representation concerning the finances of the Town of Highland Beach. Consequently, the Town's management assumes full responsibility for both the completeness and reliability of all the information presented in this report. To provide a reasonable basis for making these representations, the management of the Town of Highland Beach has established a comprehensive internal control framework that is designed to both protect the Town's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the Town's financial statements in conformity with GAAP. Because the cost of internal controls should not outweigh their benefits, the Town's comprehensive framework for internal controls has been designed to provide reasonable, rather than absolute, assurances that the financial statements will be free of material misstatements. As management, we assert that, to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

The Town of Highland Beach's financial statements have been audited by Nowlen, Holt & Miner, P.A., a firm of licensed certified public accountants. The goal of the independent audit was to provide reasonable assurance that the financial statements of the Town of Highland Beach for the fiscal year ended September 30, 2024, are fairly stated and free of material misstatement. The independent audit involved examining on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. The independent auditor has concluded and issued an unmodified ("clean") opinion on the Town of Highland Beach's financial statements for the fiscal year ended September 30, 2024. The independent auditor's report is presented as the first component of the financial section of this report.

The organization and content of this report are based primarily on the financial reporting standards set by the Governmental Accounting Standards Board (GASB) and recommendations of the Government Finance Officers Association of the United States and Canada. This report is divided into four principal sections to provide detailed financial information and activities to the Town

Commission, residents, and other interested parties. These sections consist of an introductory section, financial section, statistical section, and a compliance section. The Management's Discussion and Analysis (MD&A), a narrative designed to assist the reader by providing an overview and analysis of the financial activities of the Town, can be found immediately following the report of independent auditors.

The financial reporting entity includes all the funds of the primary government (i.e., the Town of Highland Beach, Florida as legally defined), as well as all its component units in accordance with *GASB Codification of Governmental Accounting and Financial Reporting Standards, Section 2100, "Defining the Reporting Entity."* Although the Palm Beach County Board of County Commissioners, Palm Beach County School Board, and South Florida Water Management District, among other governments, levy and collect taxes on property located within the corporate limits of the Town of Highland Beach, financial information on these taxing authorities are not included in this report since the Town is not financially accountable for these agencies. Annual financial reports from these other taxing authorities are available upon request from each respective authority.

THE TOWN

The Town of Highland Beach is in the southern portion of eastern Palm Beach County, which is in the southeastern part of the State of Florida. The Town encompasses 0.6 square miles and is bounded on the north and northwest by the City of Delray Beach and on the south and southwest by the City of Boca Raton. The Atlantic Ocean lies adjacent to the Town on the east and the Intracoastal Waterway lies to the west. The Town is a residential community with a year-round population of 4,303 (2023 Estimated – Florida Legislature, Office of Economic and Demographic Research), which increases to approximately 7,900 during the winter months. According to the United States Census Bureau, the median age in Highland Beach is 70.1 years. Males make up approximately 49.2% and females 50.8% of the total population in Highland Beach.

The governing body of the Town consists of a five-member Town Commission, each of whom is elected for three-year overlapping terms. Commission members may serve two consecutive terms. The Town was incorporated under the laws of Florida governing municipal corporations in 1949 and operates under a Charter adopted by its citizens. Day-to-day operations of the Town are under the leadership of a Town Manager who has been appointed by the Town Commission.

The Town provides general municipal services such as police and fire rescue and protection, water and wastewater utility services, public works, street maintenance, landscaping as well as a municipal library and Building Department. The Town also provides solid waste services through a contract Waste Management.

ECONOMIC CONDITION AND OUTLOOK

The overall economic condition of the Town of Highland Beach is thriving. General Fund Ad Valorem (property tax) tax revenues continue to exceed operating expenditures. Substantial new construction and redevelopment have been added to the tax base of the community. In addition, increases in assessed values assigned by the Palm Beach County Property Appraiser's Office have ensured a reliable increase in ad valorem tax revenues year over year. The Town is nearly built-

out, with just a few remaining parcels that are available for low-density development. Over the last year, the Town added approximately \$15.5 million worth of new construction to the tax base. The trend of replacing the older single-family homes with larger homes continues throughout the community and several condominiums have undergone major restoration work. The Palm Beach County Property Appraiser anticipates another favorable increase in property values for Highland Beach.

The water and wastewater enterprise funds continue to improve their financial condition. A revenue sufficiency and rate study resulted in uniform rate adjustments for the water and sewer rates. The Commission adopted a rate structure that increases annually by a rate index that is tied to municipal operations. This rate structure will allow the water and sewer systems to maintain adequate reserves that are necessary for capital repairs and replacements.

The overall economic outlook for the Town is exceptional. The increase in assessed value of existing and new residential units and condominiums will allow the Town's assessed value to continue in growth mode. Through the enforcement of Town codes and ordinances, the Town will continue to enhance the aesthetic appearance of the Town and maintain the high quality of life that exists in the community.

The following table demonstrates the previously mentioned points regarding the growth in assessed value in the Town.

Fiscal Year Ended 9/30	Residential Property	Commercial Property	Personal Property	Total Taxable Assessed Value	Total Direct Tax Rate	Total Actual Just Value
2015	1,910,980,084	15,400,000	10,683,925	1,937,064,009	4.64	2,260,380,097
2016	2,047,110,813	16,170,000	11,959,998	2,075,240,811	4.15	2,475,549,166
2017	2,186,088,224	17,787,000	12,448,224	2,216,323,448	3.86	2,716,856,926
2018	2,369,865,868	19,565,700	11,139,513	2,400,571,081	3.70	2,915,050,463
2019	2,449,537,041	21,524,470	12,241,737	2,483,303,248	3.72	2,939,022,067
2020	2,566,581,797	23,676,917	12,083,552	2,602,342,266	3.80	3,079,744,504
2021	2,830,390,866	26,312,862	14,849,795	2,871,553,523	3.79	3,210,768,746
2022	3,201,309,493	28,944,149	17,058,146	3,247,311,788	3.62	4,221,158,007
2023	3,631,632,762	31,838,564	19,103,853	3,682,575,179	3.59	5,036,998,299
2024	3,923,525,399	35,022,420	19,858,902	3,978,406,721	3.59	5,331,428,024

Source: Palm Beach County Property Appraiser's Office

Long-term financial planning

As of September 30, 2024, the governmental fund balance increased by \$2 million or 17.8%, from \$10.9 million to \$12.9 million primarily as a result of utilizing reserve funds for the new fire rescue department and the issuance of debt processed as planned with constructing the new fire rescue/EMS building. The Town Commission continues to take an aggressive approach toward preserving the financial future of the Town by adopting policies that create cash reserve designations labeled as assigned fund balance. These cash reserves are assigned for a specific use such as recovering from natural disasters.

In June 2022, the Town issued the Non-Ad Valorem Revenue Note Series 2022, in the principal amount not to exceed \$5,050,000 to provide for the construction and equipping of new fire station and related costs; covenanting to budget and appropriate funds from legally available non-ad valorem revenues to repay the Note. The balance of the proceeds of the Note were received on a draw-down basis to pay construction costs for the new fire station during FY2024. The Note bears interest at a fixed rate of 3.26%.

MAJOR INITIATIVES

The Town passed Ordinance No. 2021-009 on June 15, 2021, to establish a municipal fire-rescue department. The City of Delray Beach was the provider of fire rescue/EMS service and was terminated on April 30, 2024. The Town has completed the design, planning and construction phase and was ready to provide fire rescue/EMS services to the Town on April 5th, 2024.

During FY2024, the Town passed two major ordinances including the Marine Accessory Structures Ordinance establishing certain maximum heights for Accessory Marine Facilities (AMF) and seawall regulations and the Home-Based Occupation Ordinance that brings regulations governing home-based businesses into compliance with Florida Statute.

For the Future

The Town is currently involved with plans to improve State Road A1A in partnership with the Florida Department of Transportation. The Resurfacing, Restoration and Rehabilitation (RRR) Project not only aims to improve the drivability and flow of traffic but also improve pedestrian safety and reduce roadway flooding. The Town also plans to address the condition of its sanitary sewer collection system. Given the age of the sanitary sewer collection system and the salty environment in which the pipes are situated, there is the need for significant repairs and replacements to ensure sewer system integrity. The Town was successful in securing public support for a referendum to approve funding of the project which exceeds the charter limit of \$350,000 to \$950,000 indexed annually. The Town has installed one of two new entry signs at the Town's entry points to enhance aesthetics and complete a Beach Erosion/Dune Management Study to identify critical erosion areas needing restoration to protect against potential storm surge and protect sea turtle nesting habitat. Lastly, the Town continues to undertake an annual strategic planning process to align operations and policy development with the goals of the community.

FINANCIAL INFORMATION

Budgetary Control

The Town maintains budgetary controls to ensure compliance with legal provisions embodied in the annual appropriated budget approved by the Town Commission. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is established at the fund level within an individual fund. The Town utilizes the encumbrance accounting system which is used to accomplish budgetary control. Encumbrance lapse at year-end and reappropriated in the subsequent year's budget.

Financial Standards

The Town implemented Governmental Accounting Standards Board Statement No. 5 (GASB 54) *Fund Balance Reporting and Governmental Fund Type Definitions* during the fiscal year ended September 30, 2011. The objective of GASB 54 is to provide a clearer distinction between available and unavailable financial resources by establishing 5 categories (non-spendable, restricted, committed, assigned, and unassigned) of fund balance. The Town amended the original Fund Balance Policy to correspond with the new Fire-Rescue Department and increase the amounts for Disaster Recovery. Resolution 2022-005 Established the following categories: Budget Stabilization target assignment of 16.7% of General Fund operating expenditures, Disaster Recovery target assignment of 16.7% of General Fund operating expenditures, and Fire Rescue Department sinking fund for future replacement of major equipment and funded with \$250,000 with the remainder of funds to be unassigned (or unrestricted).

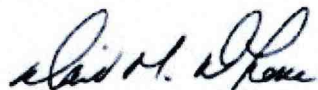
ACKNOWLEDGEMENTS

The preparation of this report could not have been accomplished without the efficient and dedicated services of the Town of Highland Beach's Finance Department. We also wish to thank the Mayor and Commission members for their interest and support in planning and conducting the financial operations of the Town in a responsible and progressive manner.

Respectfully submitted,



Marshall Labadie
Town Manager



David M. DiLena, CPA
Finance Director



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**Town of Highland Beach
Florida**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

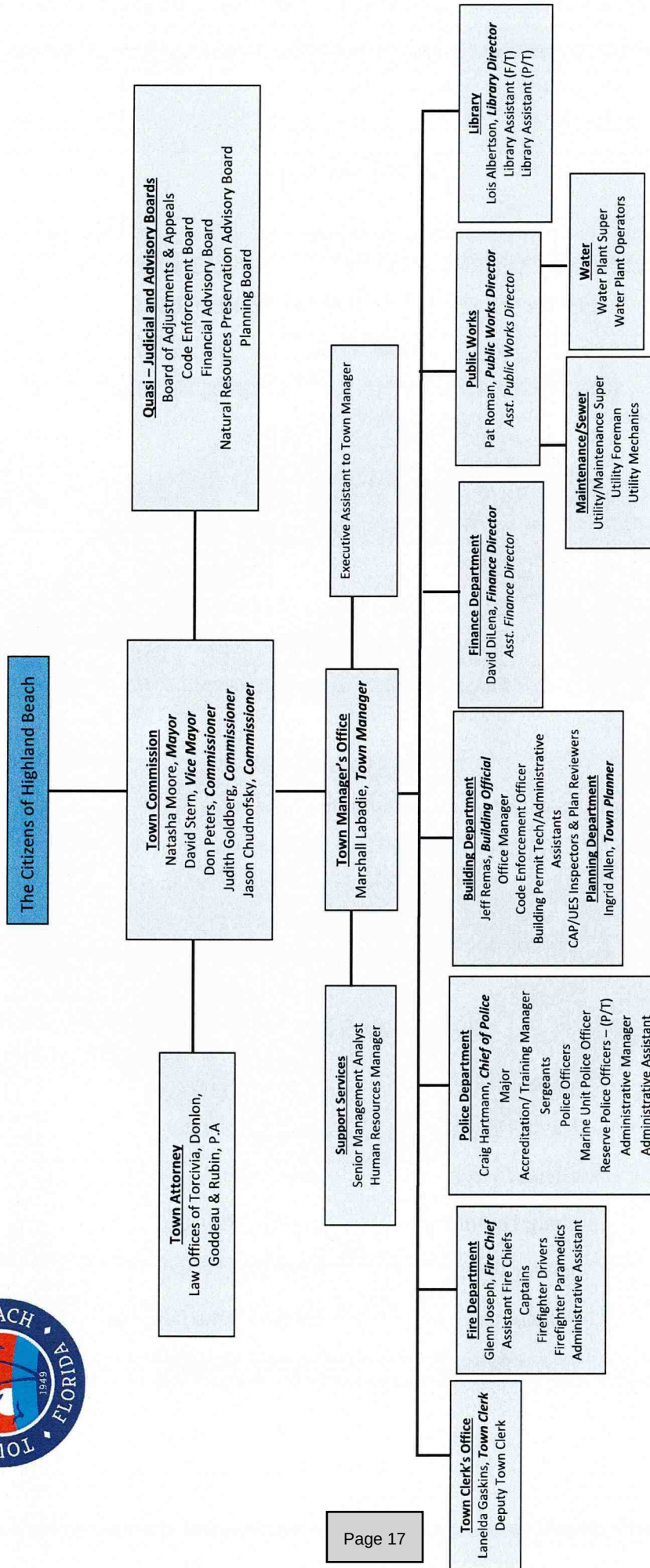
September 30, 2023

Christopher P. Morill

Executive Director/CEO



TOWN OF HIGHLAND BEACH
Organizational Chart



2023-2024

**ANNUAL COMPREHENSIVE FINANCIAL REPORT
TOWN OF HIGHLAND BEACH, FLORIDA
FOR THE
FISCAL YEAR ENDING SEPTEMBER 30, 2024**

TOWN COMMISSION

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

TOWN MANAGER

Marshall Labadie

TOWN ATTORNEY

Glen Torcivia
Torcivia, Donlon, Goddeau & Rubin, P.A.

DEPARTMENT HEADS

Lanelda Gaskins	Town Clerk
David DiLena	Finance Director
Glenn Joseph	Fire Chief
Craig Hartmann	Chief of Police
Jeffrey Remas	Building Official
Pat Roman	Public Works Director
Lois Albertson	Library Director

INDEPENDENT AUDITORS' REPORT

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NOWLEN, HOLT & MINER, P.A.

CERTIFIED PUBLIC ACCOUNTANTS

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EVERETT B. NOWLEN (1930-1984), CPA
EDWARD T. HOLT, CPA
WILLIAM B. MINER, RETIRED
ROBERT W. HENDRIX, JR., CPA
JANET R. BARICEVICH, RETIRED, CPA
TERRY L. MORTON, JR., CPA
N. RONALD BENNETT, CMA, ABV, CFF, CPA
EDWARD T. HOLT, JR., PFS, CPA

MARK J. BYMASTER, CFE, CPA
RYAN M. SHORE, CFP®, CPA
WILLIAM C. KISKER, CPA
NANCY V. SALIB, CPA

INDEPENDENT AUDITOR'S REPORT

BELLE GLADE OFFICE
333 S.E. 2nd STREET
POST OFFICE BOX 338
BELLE GLADE, FLORIDA 33430-0338
TELEPHONE (561) 996-5612
FAX (561) 996-6248

To the Honorable Mayor and Members of the Town Commission
Town of Highland Beach, Florida

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the Town of Highland Beach, Florida, as of and for the year ended September 30, 2024, and the related notes to the financial statements, which collectively comprise the Town of Highland Beach, Florida's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Highland Beach, Florida, as of September 30, 2024, and the respective changes in financial position, and where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Town of Highland Beach, Florida and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Highland Beach, Florida's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town of Highland Beach, Florida's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town of Highland Beach, Florida's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4 through 12, the budgetary comparison information on pages 78 through 82, the other postemployment benefits schedule on page 83, and the pension schedules on pages 84 through 87 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with

auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Highland Beach, Florida's basic financial statements. The accompanying combining and individual fund financial statements and schedule are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual fund financial statements and schedule are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information

Management is responsible for the other information included in the annual report. The other information comprises the introductory and statistical sections but does not include the basic financial statements and our auditor's report thereon. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

In connection with our audit of the basic financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 20, 2025, on our consideration of the Town of Highland Beach, Florida's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Town of Highland Beach, Florida's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Highland Beach, Florida's internal control over financial reporting and compliance.

Nowlen, Holt & Mimer, P.A.

West Palm Beach, Florida
June 20, 2025

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MANAGEMENT'S DISCUSSION AND ANALYSIS (MD&A)

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MANAGEMENT'S DISCUSSION AND ANALYSIS

The following Management's Discussion and Analysis (MD&A) provides a concise and informative narrative overview of the financial activities of the Town of Highland Beach for the fiscal year ended September 30, 2024. This section is intended to supplement the Town's financial statements and should be read in conjunction with the transmittal letter in the introductory section and the accompanying basic financial statements.

This discussion focuses on the Town's financial performance, key financial trends, and significant economic factors that affected the results of operations during the year, as well as known events and decisions that may impact future financial conditions.

FINANCIAL HIGHLIGHTS

The following are the highlights of financial activity for the fiscal year ending September 30, 2024.

- **Net Position Growth:**

As of September 30, 2024, the Town's total assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by **\$29.4 million**, representing an increase of approximately **\$3.1 million** from the prior year's net position of **\$26.3 million**. Of the total net position, **\$6.5 million** is unrestricted and available to meet the Town's ongoing obligations to its citizens and creditors.

- **Governmental Activities Performance:**

Total revenues from governmental activities were **\$21.5 million**, an increase of **\$3.7 million** or **20.7%** from the previous fiscal year. This significant growth is primarily attributed to:

- Increased **ad valorem (property) tax revenues** driven by rising property values.
- Additional **charges for services**, notably from the Interlocal Agreement (ILA) with the Town of Gulf Stream for building and inspection services.

Total expenses for governmental activities amounted to **\$18.7 million**, up **\$2.3 million** or **13.9%** over the prior year. The increase is largely due to:

- Inflationary pressures on operating costs.
- Outsourced contractual services for inspections.
- Higher **public safety expenditures**, including personnel and equipment.

- **Business-Type Activities – Water and Sewer:**

Business-type activities reported an increase in revenues of **\$601,000** or **11.7%**, primarily due to:

- Rate adjustments implemented at the beginning of the fiscal year.
- Growth in interest income due to improved investment returns.

Related expenses rose by **\$272,000** or **5.3%**, driven by:

- General inflation-related increases in operating costs.
- Continued investment in capital improvements in the Town's utility infrastructure.

- **General Fund Position:**

As of the fiscal year end, the **unassigned fund balance** in the General Fund stood at **\$2.79 million**. The Town has also established the following assigned reserves to address future operational and emergency needs:

- **\$2.56 million** for budget stabilization.
- **\$2.56 million** for disaster recovery.
- **\$250,000** for fire rescue services.

- **Long-Term Liabilities:**

The Town's long-term liabilities (excluding net pension liability) increased by **\$3.8 million** or **32.7%**, primarily due to the issuance of new debt to finance the construction of the **new Fire/Rescue Department facility**, which was completed on **June 1, 2024**.

CONCLUSION

The Town of Highland Beach continues to demonstrate sound financial management, strong fiscal discipline, and strategic investment in critical infrastructure and public safety. The improvements in both governmental and business-type activities reflect positive economic conditions and proactive governance. Looking ahead, the Town remains committed to maintaining financial sustainability while meeting the service demands of its residents.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as an introduction to the Town of Highland Beach's basic financial statements. The Town of Highland Beach's basic financial statements comprise of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

GOVERNMENT-WIDE FINANCIAL STATEMENTS

The *government-wide financial statements* are designed to provide readers with a broad overview of the Town's finances, in a manner similar to private-sector business. The *statement of net position* presents information on all of the Town's assets plus deferred outflows of resources and liabilities plus deferred inflows of resources, with the difference between the two reported as net position. The change in net position over time may be an indicator of the Town's financial health.

The *statement of activities* provides a breakdown of revenues and expenses by function. The functions primarily supported by taxes and intergovernmental revenues, such as police, fire, and other public services are considered governmental activities. Those functions that are primarily funded through user fees and charges are identified as business-type activities. In the Town of Highland Beach, the latter consist of the water and sewer activities.

FUND FINANCIAL STATEMENTS

Traditional users of government financial statements will find the Fund Financial Statements presentation more familiar. The focus is now on major funds, rather than the previous reporting model's fund types. The Town, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal obligations. The funds of the Town can be divided into two categories: governmental funds and proprietary funds.

Governmental Funds are used for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirement. Most of the Town's basic services are reported in the governmental funds.

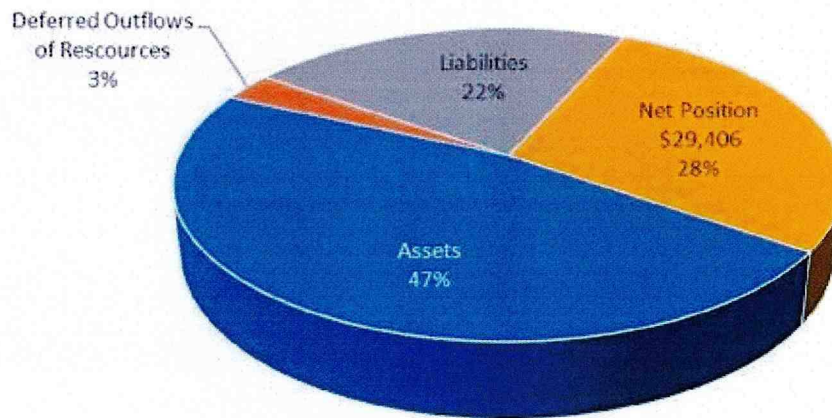
Proprietary Funds provide the same type of information as the government-wide financial statements, only in more detail. The Town's proprietary funds consist of the water and sewer funds. These enterprise funds are the equivalent of business-type activities in the government-wide statements.

Notes to the Financial Statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The government-wide financial statements are intended to provide users with a clear perspective on whether the Town's overall financial condition has improved or declined compared to the prior year. As previously mentioned, **net positions** are a key indicator of a government's long-term financial health. For the Town of Highland Beach, **total assets and deferred outflows of resources exceeded total liabilities and deferred inflows of resources by \$29.4 million as of September 30, 2024**. This represents an **increase of \$3.1 million, or 11.7%**, from the prior year, signaling a continued improvement in the Town's financial position.

FY2024 Net Position (\$000)



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Town of Highland Beach
Net Position
(In Thousands)

	Governmental 2024	Business 2024	Total 2024	Governmental 2023	Business 2023	Total 2023
Assets:						
Current and other assets	\$ 13,677	\$ 6,724	\$ 20,401	\$ 13,375	\$ 6,616	\$ 19,991
Capital assets - Net	15,001	13,952	28,953	8,986	14,473	23,459
Total assets	28,678	20,676	49,354	22,361	21,089	43,450
Deferred Outflows of Resources:						
Pension related items	4,057	318	4,375	1,576	188	1,764
OPEB related items	42	9	51	12	3	15
Total deferred outflow of resources	4,099	327	4,426	1,588	191	1,779
Liabilities:						
Current and other liabilities	1,482	1,552	3,034	2,499	746	3,245
Long-term liabilities	13,993	6,025	20,018	7,207	7,884	15,091
Total liabilities	15,475	7,577	23,052	9,706	8,630	18,336
Deferred Inflows of Resources						
Pension related items	822	64	886	298	35	333
OPEB related items	171	35	206	190	44	234
Lease related items	230	-	230	-	-	-
Total deferred inflow of resources	1,223	99	1,322	488	79	567
Net position:						
Net investment in capital assets	10,264	8,005	18,269	8,449	7,487	15,936
Restricted for:						
Debt service	-	53	53	-	52	52
Transportation	72	-	72	37	-	37
Special projects	4,558	-	4,558	3,820	-	3,820
Unrestricted	1,185	5,269	6,454	1,449	5,032	6,481
Total net position	\$ 16,079	\$ 13,327	\$ 29,406	\$ 13,755	\$ 12,571	\$ 26,326

The Town's **net position** is a key measure of its overall financial health at the end of the fiscal year. For the fiscal year ending September 30, 2024, the Town's net position grew by **\$3.1 million**, increasing from **\$26.3 million to \$29.4 million**, which represents a **notable 11.7% increase**. This growth trend was largely driven by an **increase in property values**, reflecting both a strong local real estate market and the Town's stable economic environment.

Approximately **16% of the Town's net position is restricted**, meaning these resources are subject to external constraints and can only be used for specified purposes. A significant portion of the Town's net position is also invested in **capital assets**, such as land, buildings, and equipment, net of related debt. These assets are essential to delivering municipal services and, as such, are not available for discretionary spending.

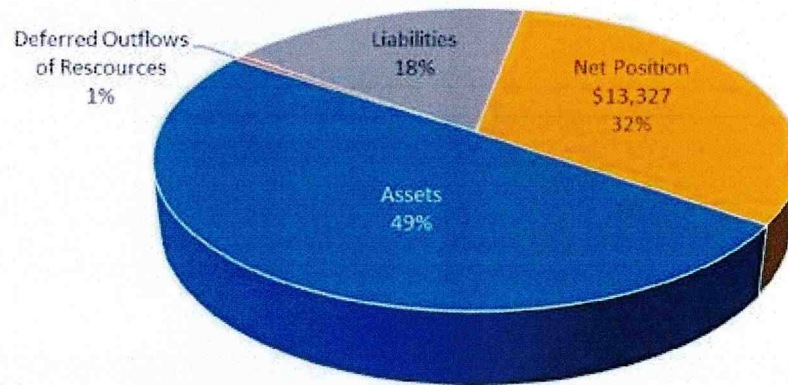
As of September 30, 2024, the **net position attributable to governmental activities totaled \$16.1 million**. The primary source of revenue for these activities continues to be **property taxes**, which accounted for approximately **57% of total governmental revenues**. On the expenditure side, **Public Safety functions—encompassing Police, Fire Rescue, and Building Inspection—represented 74% of total governmental expenses**, and experienced a **16.5% increase over the prior year**, reflecting both operational enhancements and inflationary impacts.

Overall, **governmental revenues increased**, primarily due to rising property values, which more than offset a slight decrease in the Town's debt service millage rate. In addition, **charges for services increased** in alignment with interlocal agreements and service demand. **Governmental expenditure rose by \$2.3 million, or 14%**, largely due to the **completion and activation of the Town's new Fire/Rescue Department and facility**.

As of September 30, 2024, the **net position of the Town's business-type activities (Water and Sewer Fund) totaled \$13.3 million**. During the fiscal year, **user rates for water and sewer services increased** as part of a strategic effort to ensure the long-term **financial self-sufficiency of these enterprise operations by the end of Fiscal Year 2024**.

While the rate adjustments contributed to increased revenue, their impact was **partially offset by rising operating expenditure**, largely due to inflationary pressures and infrastructure maintenance costs. Additionally, **a reduction in transfers from the General Fund** further tempered the net financial gain, reflecting the Town's ongoing shift toward a more self-sustaining utility model.

FY2024 Net Position Business Type Activity (\$000)



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Town of Highland Beach
Changes in Net Position
(In Thousands)

	Governmental 2024	Business 2024	Total 2024	Governmental 2023	Business 2023	Total 2023
Revenues:						
Program revenues:						
Charges for services	\$ 4,605	\$ 5,464	\$ 10,069	\$ 4,242	\$ 4,883	\$ 9,125
Operating grants and contributions	23	-	23	21	-	21
Capital grants and contributions	1,500	-	1,500	-	-	-
General revenues:						
Property taxes	12,246	-	12,246	10,844	-	10,844
Utility taxes	505	-	505	532	-	532
Franchise Fees	562	-	562	590	-	590
Sales and use taxes	892	-	892	903	-	903
State revenue sharing	163	-	163	166	-	166
Investment earnings	928	259	1,187	442	240	682
Miscellaneous	12	4	16	30	-	30
Gain on disposal of capital assets	21	2	23	10	5	15
Total revenues	21,457	5,729	27,186	17,780	5,128	22,908
Expenses:						
Program expenses:						
General government	3,195	-	3,195	3,332	-	3,332
Public safety	13,793	-	13,793	11,835	-	11,835
Public works	974	-	974	591	-	591
Culture and recreation	550	-	550	636	-	636
Interest on long-term debt	169	-	169	1	-	1
Water and sewer	-	5,425	5,425	-	5,153	5,153
Total expenses	18,681	5,425	24,106	16,395	5,153	21,548
Excess (deficiency) before transfers	2,776	304	3,080	1,385	(25)	1,360
Transfers	(452)	452	-	(946)	946	-
Increase (decrease) in net position	2,324	756	3,080	439	921	1,360
Net position – October 1	13,755	12,571	26,326	13,316	11,650	24,966
Net position – September 30,	\$ 16,079	\$ 13,327	\$ 29,406	\$ 13,755	\$ 12,571	\$ 26,326

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CAPITAL ASSET AND DEBT ADMINISTRATION

As of September 30, 2024, the Town's **investment in capital assets** for both governmental and business-type activities totaled **\$29.0 million, net of accumulated depreciation**. This represents an increase of **\$5.5 million, or 23%**, over the prior fiscal year. The **primary driver** of this increase was the **completion of the Town's new Fire Rescue Building**, a significant infrastructure project finalized on **April 5, 2024**.

Capital assets include **buildings, infrastructure improvements, machinery, and equipment**. The new Fire Rescue facility accounts for a substantial portion of the year's additions and reflects the Town's continued commitment to enhancing public safety services and infrastructure.

Major capital asset additions during the fiscal year included the following:

Town of Highland Beach Capital Assets (In Thousands)

	Governmental Activities 2024	Business Activities 2024	Total 2024	Total 2023
Land	\$ 324	\$ -	\$ 324	\$ 324
Construction in progress	-	78	78	156
Amortized leases	44	-	44	44
Buildings and improvements	14,037	9,477	23,514	32,991
Improvements other than buildings	3,246	14,143	17,389	31,532
Equipment, furniture, and books	4,761	8,725	13,486	22,211
Total assets	\$ 22,412	\$ 32,423	\$ 54,835	\$ 87,258
Less accumulated depreciation & amortization	(\$7,411)	(\$18,471)	(\$25,882)	(\$23,928)
Total	\$ 15,001	\$ 13,952	\$ 28,953	\$ 63,330

Additional information on the Town's capital assets can be found in Note 4 of this report.

Long-Term Liabilities

The Town's long-term liabilities (excluding Net Pension Liability) increased by \$3.8 million as follows:

Town of Highland Beach Long-Term Liabilities (In Thousands)

	Governmental Activities 2024	Business Activities 2024	Total 2024	Total 2023
Promissory notes	\$ 4,708	\$ 1,216	\$ 5,924	\$ 1,466
Revolving fund loans	-	4,655	4,655	5,449
Contract transfer ownership	29	-	29	10
Pension liability (Net)	9,245	725	9,970	6,471
Other postemployment benefits	107	22	129	88
Compensated absences	784	151	935	836
Total	\$ 14,872	\$ 6,769	\$ 21,641	\$ 14,320

Additional information on the Town's long-term liabilities can be found in Note 7 of this report.

FINANCIAL ANALYSIS OF THE GOVERNMENTAL FUNDS

As noted earlier, the Town uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds-The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unassigned fund balance serves as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of **September 30, 2024**, the **General Fund's ending fund balance totaled \$8.3 million**, reflecting an **increase of approximately \$1.2 million** over the prior year. Of this total, **approximately 34% (\$2.786 million)** is classified as **unassigned fund balance**, which is available for discretionary spending. The remaining balance is either **assigned, restricted, or non-spendable**, and is allocated as follows:

- **Assigned:**
 - Budget stabilization: \$2.560 million
 - Disaster recovery: \$2.560 million
 - Fire rescue: \$250,000
- **Restricted:**
 - Transportation-related uses: \$72,000
- **Non-spendable:**
 - Inventory or prepaids: \$68,000

The **Building Fund's ending fund balance was \$3.6 million**, representing an **increase of approximately \$706,000** from the prior year. Of this total, **\$2,328** is classified as **non-spendable** with the remaining balance of **\$3,596,658** classified as **restricted for building-related activities**, in accordance with statutory requirements.

Fund Balance Changes and Contributing Factors

The **\$1.2 million increase in the General Fund balance** is primarily attributed to:

- **Higher property tax revenues**, driven by increased property values assessed in the local real estate market.
- **Issuance of debt classified as Other Financing Sources**, which funded the completion of the new Fire Rescue Department building.

These revenue gains were partially offset by:

- **Rising operating costs** in public safety, particularly in Fire Rescue and related services.
- **Capital outlays** are associated with the establishment of the new Fire Rescue Department and facility.

The **Building Fund's \$706,000 increase** was largely driven by:

- **Higher permitting and service fee revenues**, stemming from the Interlocal Agreement with the **Town of Gulf Stream**, under which Highland Beach provides inspection and permitting services.
- **Growth in interest income**, reflecting improved investment returns during the fiscal year.

Budgetary Highlights-Budget to actual comparison schedules are provided in the Required Supplementary Information (RSI) Section of the report. The budget and actual schedules show the original budgets, the final revised budget, actual results, and variance between the final budget and actual results for the General Fund. Total General Fund expenditures of \$22.0 million were less than the final amended budget of \$22.1 million, a difference of approximately \$130,000.

NEXT YEAR'S BUDGET AND ECONOMIC FACTORS

The Town's 2025 fiscal year budget includes items that continue to accomplish the goals of the Town. These goals included enhancing the level of services, increasing the responsiveness of the local government to the needs of the public and the continuation of the Town's Fire Rescue Department to enhance public safety for our residents.

Property taxes are the main source of revenues for governmental activities and represent approximately 75% of the General Fund budgeted revenues. The Town's total tax millage rate remained unchanged at 3.5875 mills. A favorable increase of 8.8% in the Town's total assessed property value produces approximately \$1.1 million more in property taxes year over year.

Notwithstanding one-time capital expenditures, property taxes combined with all other estimated General Fund revenues are projected to be sufficient to cover the expenditures in the fiscal year 2025 budget.

REQUESTS FOR INFORMATION

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the Town's finances and to show the Town's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Town's Finance Department, at the Town of Highland Beach, 3614 S. Ocean Boulevard, Highland Beach, Florida 33487.

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BASIC FINANCIAL STATEMENTS

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TOWN OF HIGHLAND BEACH, FLORIDA
Statement of Net Position
September 30, 2024

	Primary Government		
	Governmental Activities	Business-type Activities	Total
Assets			
Current assets			
Cash and cash equivalents	\$ 4,004,953	\$ 2,196,507	\$ 6,201,460
Investments	8,947,326	3,624,000	12,571,326
Accounts receivable (net)	315,887	825,694	1,141,581
Due from other governments	92,821	-	92,821
Lease receivable	50,313	-	50,313
Inventories	12,708	7,677	20,385
Prepaid items	66,664	4,469	71,133
Restricted Assets			
Cash and cash equivalents	-	65,868	65,868
Total current assets	<u>13,490,672</u>	<u>6,724,215</u>	<u>20,214,887</u>
Noncurrent assets			
Lease receivable	185,593	-	185,593
Capital assets			
Non-depreciable	323,889	77,549	401,438
Depreciable, net	14,648,793	13,874,744	28,523,537
Amortized, net	28,758	-	28,758
Total noncurrent assets	<u>15,187,033</u>	<u>13,952,293</u>	<u>29,139,326</u>
Total assets	<u>28,677,705</u>	<u>20,676,508</u>	<u>49,354,213</u>
Deferred outflows of resources			
Pension related items	4,056,758	318,190	4,374,948
OPEB related items	42,308	8,687	50,995
Total deferred outflows of resources	<u>4,099,066</u>	<u>326,877</u>	<u>4,425,943</u>
Liabilities			
Current liabilities			
Accounts payable	324,192	214,219	538,411
Capital accounts payable/retainage payable		77,549	77,549
Accrued liabilities	266,615	23,386	290,001
Accrued interest payable	10,898	2,711	13,609
Unearned revenue	906	477,748	478,654
Compensated absences payable	274,225	45,447	319,672
Payable from restricted			
Accrued interest	-	12,743	12,743
Current portion of lease liability	13,342	-	13,342
Current portion of long-term debt	591,353	698,567	1,289,920
Total current liabilities	<u>1,481,531</u>	<u>1,552,370</u>	<u>3,033,901</u>
Noncurrent liabilities			
Compensated absences payable	509,276	106,044	615,320
Net pension liability	9,244,657	725,100	9,969,757
Total OPEB liability	106,634	21,893	128,527
Lease liability	15,954	-	15,954
Long-term debt	4,116,928	5,171,601	9,288,529
Total noncurrent liabilities	<u>13,993,449</u>	<u>6,024,638</u>	<u>20,018,087</u>
Total liabilities	<u>15,474,980</u>	<u>7,577,008</u>	<u>23,051,988</u>
Deferred inflows of resources			
Pension related items	821,621	64,443	886,064
OPEB related items	170,569	35,020	205,589
Lease related items	230,060	-	230,060
Total deferred inflows of resources	<u>1,222,250</u>	<u>99,463</u>	<u>1,321,713</u>
Net Position			
Net investment in capital assets	10,263,863	8,004,576	18,268,439
Restricted for:			
Debt service	-	53,125	53,125
Recreational land acquisition	251,069	-	251,069
Library activities	9,246	-	9,246
Infrastructure	691,338	-	691,338
Law enforcement	7,452	-	7,452
Building activities	3,598,986	-	3,598,986
Transportation	72,066	-	72,066
Unrestricted	1,185,521	5,269,213	6,454,734
Total net position	<u>\$ 16,079,541</u>	<u>\$ 13,326,914</u>	<u>\$ 29,406,455</u>

See notes to the financial statements

TOWN OF HIGHLAND BEACH, FLORIDA
Statement of Activities
For the Fiscal Year Ended September 30, 2024

Function/ Program Activities	Expenses	Program Revenues		
		Charges For Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental activities:				
General government	\$ 3,195,006	\$ 1,157,248	\$ 21,643	\$ -
Public safety	13,792,939	2,450,748	1,056	1,500,000
Culture recreation	550,346	2,321	354	-
Public works	973,512	994,357	-	-
Interest on long-term debt	168,915	-	-	-
Total governmental activities	<u>18,680,718</u>	<u>4,604,674</u>	<u>23,053</u>	<u>1,500,000</u>
Business-type activities:				
Water utility	4,089,086	3,653,654	-	-
Sewer utility	1,335,536	1,809,808	-	-
Total business-type activities	<u>5,424,622</u>	<u>5,463,462</u>	<u>-</u>	<u>-</u>
Total government	<u>\$ 24,105,340</u>	<u>\$ 10,068,136</u>	<u>\$ 23,053</u>	<u>\$ 1,500,000</u>
General revenues:				
Property taxes				
Utility taxes				
Franchise fees based on gross receipts				
Sales and use taxes				
Intergovernmental unrestricted				
Investment earnings				
Gain on disposal of capital assets				
Miscellaneous				
Transfers				
Total general revenues and transfers				
Change in net position				
Net position, beginning of year				
Net position, end of year				

Net (Expense) Revenue and
Changes in Net Position

Governmental Activities	Business-Type Activities	Total
\$ (2,016,115)	\$ -	\$ (2,016,115)
(9,841,135)	-	(9,841,135)
(547,671)	-	(547,671)
20,845	-	20,845
(168,915)	-	(168,915)
<u>(12,552,991)</u>	<u>-</u>	<u>(12,552,991)</u>
-	(435,432)	(435,432)
-	474,272	474,272
-	38,840	38,840
<u>(12,552,991)</u>	<u>38,840</u>	<u>(12,514,151)</u>
12,246,292	-	12,246,292
504,550	-	504,550
562,460	-	562,460
891,669	-	891,669
162,852	-	162,852
928,314	259,349	1,187,663
21,298	2,023	23,321
11,737	4,220	15,957
(451,753)	451,753	-
<u>14,877,419</u>	<u>717,345</u>	<u>15,594,764</u>
2,324,428	756,185	3,080,613
13,755,113	12,570,729	26,325,842
<u>\$ 16,079,541</u>	<u>\$ 13,326,914</u>	<u>\$ 29,406,455</u>

See notes to the financial statements

TOWN OF HIGHLAND BEACH, FLORIDA
Balance Sheet
Governmental Funds
September 30, 2024

	Major Funds		Nonmajor	Total
	General	Building Fund	Governmental Funds	Governmental Funds
Assets				
Cash and cash equivalents	\$ 2,578,492	\$ 1,148,268	\$ 278,193	\$ 4,004,953
Investments	5,751,694	2,572,409	623,223	8,947,326
Receivables (net)				
Accounts	315,887	-	-	315,887
Due from other governments	51,164	-	41,657	92,821
Lease	235,906	-	-	235,906
Inventory	12,708	-	-	12,708
Prepays	48,178	2,328	16,158	66,664
Total assets	<u>\$ 8,994,029</u>	<u>\$ 3,723,005</u>	<u>\$ 959,231</u>	<u>\$ 13,676,265</u>
Liabilities, deferred inflows of resources, and fund balances				
Liabilities				
Accounts payable	\$ 269,111	\$ 54,955	\$ 126	\$ 324,192
Accrued liabilities	197,551	69,064	-	266,615
Unearned revenue	906	-	-	906
Total liabilities	<u>467,568</u>	<u>124,019</u>	<u>126</u>	<u>591,713</u>
Deferred inflows of resources				
Lease related items	230,060	-	-	230,060
Total deferred inflows of resources	<u>230,060</u>	<u>-</u>	<u>-</u>	<u>230,060</u>
Fund balances				
Nonspendable				
Inventory	12,708	-	-	12,708
Prepays	48,178	2,328	16,158	66,664
Leases	5,846	-	-	5,846
Restricted for:				
Transportation	72,066	-	-	72,066
Recreational land acquisition	-	-	251,069	251,069
Library activities	-	-	9,246	9,246
Infrastructure	-	-	675,180	675,180
Law enforcement	-	-	7,452	7,452
Building activities	-	3,596,658	-	3,596,658
Assigned to:				
Budget stabilization	2,560,719	-	-	2,560,719
Disaster recovery	2,560,719	-	-	2,560,719
Fire rescue	250,000	-	-	250,000
Unassigned	2,786,165	-	-	2,786,165
Total fund balances	<u>8,296,401</u>	<u>3,598,986</u>	<u>959,105</u>	<u>12,854,492</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 8,994,029</u>	<u>\$ 3,723,005</u>	<u>\$ 959,231</u>	<u>\$ 13,676,265</u>

See notes to the financial statements

TOWN OF HIGHLAND BEACH, FLORIDA
Reconciliation of the Balance Sheet – Governmental Funds
to the Statement of Net Position
September 30, 2024

Fund balances total governmental funds		\$ 12,854,492
Amounts reported for governmental activities in the statement of net position are different because:		
Capital assets used in governmental activities are not current financial resources and therefore are not reported in the governmental funds.		
Governmental capital assets	\$ 22,412,056	
Less accumulated depreciation and amortization	<u>(7,410,616)</u>	15,001,440
Long-term liabilities are not due and payable in the current period and therefore are not reported in the governmental funds.		
Compensated absences	(783,501)	
Net pension liability	(9,244,657)	
Total other postemployment benefits liability	(106,634)	
Revenue note	(4,477,101)	
Loan payable	(231,180)	
Accrued interest payable	(10,898)	
Lease liability	<u>(29,296)</u>	<u>(14,883,267)</u>
Deferred outflows of resources and deferred inflows of resources related to defined benefit pension plans and other postemployment benefits are applicable to future periods and are not reported in the governmental funds.		
Deferred outflows related to pensions	4,056,758	
Deferred outflows related to other postemployment benefits	42,308	
Deferred inflows related to pensions	(821,621)	
Deferred inflows related to other postemployment benefits	<u>(170,569)</u>	<u>3,106,876</u>
Net position of governmental activities		<u>\$ 16,079,541</u>

See notes to the financial statements

TOWN OF HIGHLAND BEACH, FLORIDA
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Fiscal Year Ended September 30, 2024

	Major Funds		Nonmajor	Total
	General	Building Fund	Governmental Funds	Governmental Funds
Revenues:				
Taxes	\$ 12,786,302	\$ -	\$ 428,043	\$ 13,214,345
Permits and fees	563,299	1,269,408	-	1,832,707
Intergovernmental	2,113,717	-	-	2,113,717
Fines and forfeitures	12,726	-	-	12,726
Rent	67,180	-	-	67,180
Interest	757,380	131,474	39,460	928,314
Charges for services	1,053,564	1,150,957	-	2,204,521
Miscellaneous	1,110,748	-	354	1,111,102
Total revenues	<u>18,464,916</u>	<u>2,551,839</u>	<u>467,857</u>	<u>21,484,612</u>
Expenditures:				
Current				
General government	2,958,900	-	7,117	2,966,017
Public safety	10,124,836	1,838,471	-	11,963,307
Culture and recreation	445,137	-	-	445,137
Sanitation	967,663	-	-	967,663
Capital outlay	6,783,894	67,418	429,526	7,280,838
Debt service:				
Principal	532,607	1,761	-	534,368
Interest and fiscal charges	157,819	198	-	158,017
Total expenditures	<u>21,970,856</u>	<u>1,907,848</u>	<u>436,643</u>	<u>24,315,347</u>
Excess (deficiency) of revenues over (under expenditures)	<u>(3,505,940)</u>	<u>643,991</u>	<u>31,214</u>	<u>(2,830,735)</u>
Other financing sources (uses):				
Issuance of debt	5,229,080	-	-	5,229,080
Issuance of lease financing	25,835	7,371	-	33,206
Transfers in	-	55,000	-	55,000
Transfers out	(506,753)	-	-	(506,753)
Total other financing sources (uses)	<u>4,748,162</u>	<u>62,371</u>	<u>-</u>	<u>4,810,533</u>
Net change in fund balances	1,242,222	706,362	31,214	1,979,798
Fund balances, beginning of year	<u>7,054,179</u>	<u>2,892,624</u>	<u>927,891</u>	<u>10,874,694</u>
Fund balances, end of year	<u>\$ 8,296,401</u>	<u>\$ 3,598,986</u>	<u>\$ 959,105</u>	<u>\$ 12,854,492</u>

See notes to the financial statements

TOWN OF HIGHLAND BEACH, FLORIDA
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund
Balances of Governmental Funds to the Statement of Activities
For the Fiscal Year Ended September 30, 2024

Net change in fund balances - Total governmental funds		\$ 1,979,798
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of capital assets is allocated over their estimated useful lives and reported as depreciation and amortization expense:		
Expenditures for capital assets	\$ 7,076,647	
Less: current year depreciation and amortization	<u>(1,033,718)</u>	6,042,929
Net book value of capital asset disposals		(27,713)
The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction has any effect on net position.		
Lease financing issuance	(33,206)	
Debt issuance	(5,229,080)	
Principal payments on debt	<u>534,368</u>	(4,727,918)
Net effect of accrued interest on long-term debt		
Change in accrued interest payable		(10,898)
Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds:		
Change in compensated absences payable	(129,313)	
Change in net pension liability and related deferred amounts	(816,486)	
Change in total other postemployment benefits liability and related deferred amounts	<u>14,029</u>	(931,770)
Change in net position		<u><u>\$ 2,324,428</u></u>

See notes to the financial statements

TOWN OF HIGHLAND BEACH, FLORIDA
Statement of Net Position
Proprietary Funds
September 30, 2024

	Water Utility	Sewer Utility	Totals
Assets			
Current assets			
Cash and cash equivalents	\$ 1,260,829	\$ 935,678	\$ 2,196,507
Investments	1,527,843	2,096,157	3,624,000
Accounts receivable (net)	540,274	285,420	825,694
Prepaid items	3,356	1,113	4,469
Supplies inventory	7,677	-	7,677
Restricted Assets			
Cash and cash equivalents	65,868	-	65,868
Total current assets	<u>3,405,847</u>	<u>3,318,368</u>	<u>6,724,215</u>
Noncurrent assets			
Capital assets			
Non depreciable	-	77,549	77,549
Construction in progress			
Depreciable			
Building and improvements	7,752,035	1,725,534	9,477,569
Improvements other than buildings	12,424,195	1,719,380	14,143,575
Equipment	8,258,190	466,574	8,724,764
Less accumulated depreciation	(15,207,019)	(3,264,145)	(18,471,164)
Total noncurrent assets	<u>13,227,401</u>	<u>724,892</u>	<u>13,952,293</u>
Total assets	<u>16,633,248</u>	<u>4,043,260</u>	<u>20,676,508</u>
Deferred outflows of resources			
Pension related items	318,190	-	318,190
OPEB related items	8,687	-	8,687
Total deferred outflows of resources	<u>326,877</u>	<u>-</u>	<u>326,877</u>
Liabilities			
Current liabilities			
Accounts payable	137,063	77,156	214,219
Capital accounts payable/retainage payable	-	77,549	77,549
Accrued liabilities	23,386	-	23,386
Accrued interest payable	2,711	-	2,711
Unearned revenue	15,216	462,532	477,748
Compensated absences payable	45,447	-	45,447
Payable from restricted			
Accrued interest	12,743	-	12,743
Current portion of long-term debt	698,567	-	698,567
Total current liabilities	<u>935,133</u>	<u>617,237</u>	<u>1,552,370</u>
Non-current liabilities			
Compensated absences payable	106,044	-	106,044
Net pension liability	725,100	-	725,100
Total OPEB liability	21,893	-	21,893
Long-term debt	5,171,601	-	5,171,601
Total non-current liabilities	<u>6,024,638</u>	<u>-</u>	<u>6,024,638</u>
Total liabilities	<u>6,959,771</u>	<u>617,237</u>	<u>7,577,008</u>
Deferred inflows of resources			
Pension related items	64,443	-	64,443
OPEB related items	35,020	-	35,020
Total deferred intflows of resources	<u>99,463</u>	<u>-</u>	<u>99,463</u>
Net Position			
Net investment in capital assets	7,357,233	647,343	8,004,576
Restricted for debt service	53,125	-	53,125
Unrestricted	2,490,533	2,778,680	5,269,213
Total net position	<u>\$ 9,900,891</u>	<u>\$ 3,426,023</u>	<u>\$ 13,326,914</u>

See notes to the financial statements

TOWN OF HIGHLAND BEACH, FLORIDA
Statement of Revenues, Expenses, and Changes in Fund Net Position
Proprietary Funds
For the Fiscal Year Ended September 30, 2024

	Water Utility	Sewer Utility	Total
Operating revenue			
Charges for services	\$ 3,433,654	\$ 1,809,808	\$ 5,243,462
Administrative fee	220,000	-	220,000
Total operating revenues	<u>3,653,654</u>	<u>1,809,808</u>	<u>5,463,462</u>
Operating expenses			
Personnel services	1,091,189	-	1,091,189
Sewage disposal costs	-	908,578	908,578
Contractual services	28,583	14,498	43,081
Maintenance and repair	323,278	70,412	393,690
Meters and supplies	427,926	892	428,818
Utilities	326,950	37,561	364,511
Depreciation	927,313	66,024	993,337
Administrative charges	550,000	220,000	770,000
Professional services	84,193	16,359	100,552
Other	198,896	1,212	200,108
Total operating expenses	<u>3,958,328</u>	<u>1,335,536</u>	<u>5,293,864</u>
Operating income (loss)	<u>(304,674)</u>	<u>474,272</u>	<u>169,598</u>
Nonoperating revenues (expenses)			
Interest revenue	144,250	115,099	259,349
Gain on disposal of capital assets	2,023	-	2,023
Other revenue	4,220	-	4,220
Interest expense	<u>(130,758)</u>	<u>-</u>	<u>(130,758)</u>
Total nonoperating revenues (expenses)	<u>19,735</u>	<u>115,099</u>	<u>134,834</u>
Income (loss) before contributions and transfers	<u>(284,939)</u>	<u>589,371</u>	<u>304,432</u>
Transfers in	<u>451,753</u>	<u>-</u>	<u>451,753</u>
Change in net position	166,814	589,371	756,185
Net position, beginning of year	<u>9,734,077</u>	<u>2,836,652</u>	<u>12,570,729</u>
Net position, end of year	<u>\$ 9,900,891</u>	<u>\$ 3,426,023</u>	<u>\$ 13,326,914</u>

See notes to the financial statements

TOWN OF HIGHLAND BEACH, FLORIDA
Statement of Cash Flows
Proprietary Funds
For the Fiscal Year Ended September 30, 2024

	Water Utility	Sewer Utility	Totals
Cash flows from operating activities:			
Receipts from customers	\$ 3,405,775	\$ 1,796,678	\$ 5,202,453
Receipts from interfund services provided	220,000	-	220,000
Payments to suppliers	(1,393,555)	(1,053,194)	(2,446,749)
Payments for interfund services used	(550,000)	(220,000)	(770,000)
Payments to employees	(1,276,567)	-	(1,276,567)
Net cash provided (used) by operating activities	405,653	523,484	929,137
Cash flows from non-capital financing activities:			
Other	4,220	-	4,220
Transfers from other funds	451,753	-	451,753
Net cash provided by non-capital financing activities	455,973	-	455,973
Cash flows from capital and related financing activities:			
Proceeds from disposal of capital assets	2,023	-	2,023
Principal paid on long-term debt	(1,045,360)	-	(1,045,360)
Interest paid on long-term debt	(133,238)	-	(133,238)
Payments to acquire and construct capital assets	(344,549)	(50,918)	(395,467)
Net cash (used) by capital and related financing activities	(1,521,124)	(50,918)	(1,572,042)
Cash flows from investing activities:			
Interest and dividends on investments	144,250	115,099	259,349
Sale of investments	839,798	14,099	853,897
Net cash provided by investing activities	984,048	129,198	1,113,246
Net increase (decrease) in cash and cash equivalents	324,550	601,764	926,314
Cash and cash equivalents, beginning of year	1,002,147	333,914	1,336,061
Cash and cash equivalents, end of year	<u>\$ 1,326,697</u>	<u>\$ 935,678</u>	<u>\$ 2,262,375</u>
Reconciliation to the statement of net position:			
Cash and cash equivalents	\$ 1,260,829	\$ 935,678	\$ 2,196,507
Cash and cash equivalents - restricted	65,868	-	65,868
	<u>\$ 1,326,697</u>	<u>\$ 935,678</u>	<u>\$ 2,262,375</u>

(continued)

See notes to the financial statements

TOWN OF HIGHLAND BEACH, FLORIDA
Statement of Cash Flows
Proprietary Funds
For the Fiscal Year Ended September 30, 2024
(Continued)

	<u>Water Utility</u>	<u>Sewer Utility</u>	<u>Totals</u>
Reconciliation of operating income (loss) to net cash provided by operating activities:			
Operating income (loss)	\$ (304,674)	\$ 474,272	\$ 169,598
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:			
Depreciation and amortization	927,313	66,024	993,337
Changes in net pension liability and deferred items	(146,521)	-	(146,521)
Changes in OPEB liability and deferred items	(9,493)	-	(9,493)
(Increase) decrease in:			
Accounts receivable	(22,123)	(11,789)	(33,912)
Prepays	(696)	(584)	(1,280)
Increase (decrease) in:			
Accounts payable	(3,033)	(3,098)	(6,131)
Accrued liabilities	719	-	719
Unearned revenue	(5,756)	(1,341)	(7,097)
Compensated absences	(30,083)	-	(30,083)
Total adjustments	<u>710,327</u>	<u>49,212</u>	<u>759,539</u>
Net cash provided (used) by operating activities	<u>\$ 405,653</u>	<u>\$ 523,484</u>	<u>\$ 929,137</u>

See notes to the financial statements

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NOTES TO BASIC FINANCIAL STATEMENTS

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TOWN OF HIGHLAND BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Town of Highland Beach, Florida (the Town) was incorporated in 1949 pursuant to Senate Bill No. 418. The Town is governed by a Town Commission comprised of an elected Mayor, Vice Mayor and three Town Commissioners. The Town Commission appoints a Town Manager. The Town provides the following services: public safety, water and sewer systems, sanitation, streets and roads, planning and zoning, library, contract postal substation, and general administrative services.

The basic financial statements of the Town have been prepared in conformity with accounting principles generally accepted in the United States (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the Town's accounting policies are described below.

Financial Reporting Entity

As required by generally accepted accounting principles, these financial statements include the Town (the primary government) and its component units. Component units are legally separate entities for which the Town is financially accountable. The Town is financially accountable if:

- a) the Town appoints a voting majority of the organization's governing board and (1) the Town is able to impose its will on the organization or (2) there is a potential for the organization to provide specific financial benefits to or impose specific financial burdens on the Town, or
- b) the organization is fiscally dependent on the Town and (1) there is a potential for the organization to provide specific financial benefits to the Town or (2) impose specific financial burdens on the Town.

Organizations for which the Town is not financially accountable are also included when doing so is necessary in order to prevent the Town's financial statements from being misleading.

Based upon application of the above criteria, management of the Town has determined that no component units exist which would require inclusion in this report. Further, the Town is not aware of any entity that would consider the Town to be a component unit.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the activities of the Town. *Governmental activities*, which are normally supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support.

TOWN OF HIGHLAND BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Government-Wide and Fund Financial Statements

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment, and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Separate financial statements are provided for governmental and enterprise funds. The major individual governmental fund and the major individual enterprise funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*, as are the enterprise fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement* focus and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Franchise fees, charges for services, intergovernmental revenues, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Town.

TOWN OF HIGHLAND BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

The Town reports the following major governmental funds:

General Fund

The General Fund is the primary operating fund and is used to account for all financial resources applicable to the general operations of the Town government except those required to be accounted for in another fund.

Building Fund

The Building Fund is used to account for the activities of the building permit department.

The Town reports the following major enterprise funds:

Water Utility System Fund

The Water Utility System Fund accounts for the activities of providing water treatment and distribution service to the property owners of the Town.

Sewer Utility System Fund

The Sewer Utility System Fund accounts for the operation of the sewage pumping stations and collection systems to customers inside the Town's boundaries.

Additionally, the Town reports the following non-major funds:

Special Revenue Funds

Special revenue funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The Town reports the following special revenue funds:

Open Space and Recreation Land Fund
Library Donation Fund
Law Enforcement Fund
Infrastructure Surtax Fund

The Infrastructure Surtax Fund has a legally adopted budget. The remaining non-major special revenue funds do not have legally adopted budgets.

TOWN OF HIGHLAND BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are charges between the Town's utility functions and various other functions of the Town and charges between the General Fund and the Building Fund. Elimination of these charges would distort the direct costs and program revenues reported for the various functions concerned.

Enterprise funds distinguish *operating* revenues and expenses from *non-operating* items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Town's water and sewer utility funds are charges to customers for services. Operating expenses for enterprise funds include the cost of services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources as they are needed.

Assets, Liabilities, and Net Position or Equity

Pooled Cash and Investments

Pooled cash and investments include cash on hand and investments with the State Board Investment Pool. Resources of all funds have been combined into a pooled cash and investment system for the purpose of maximizing earnings. Interest earned on pooled cash and investments is allocated monthly based upon equity balances of the individual funds.

Investments are stated at fair value, except as discussed below. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Fair value is a market-based measurement, not an entity-specific measurement. For some assets and liabilities, observable market transactions or market information might be available; for others, it might not be available. However, the objective of fair value measurement in both cases is the same, that is, to determine the price at which an orderly transaction to sell the asset or to transfer the liability would take place between market participants at the measurement date under current market conditions. Fair value is an exit price at the measurement date from the perspective of a market participant that controls the asset or is obligated for the liability. The Town categorizes investments reported at fair value in accordance with the fair value hierarchy established by GASB Statement No. 72, *Fair Value Measurement and Application*.

TOWN OF HIGHLAND BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities, and Net Position or Equity (Continued)

Pooled Cash and Investments (Continued)

Investments include amounts held in the Florida PRIME external investment pool administered by the State Board of Administration and two money market mutual fund. The Town reports its investment in Florida PRIME and the money market funds at amortized cost in accordance with GASB Statement No. 79, *Accounting and Financial Reporting for Certain Investments and for External Investment Pools*. Investments reported at amortized cost are exempt from the GASB 72 fair value hierarchy disclosures.

Cash and cash equivalents for purposes of the statement of cash flows, includes pooled cash and investments which are defined as short-term, highly liquid investments with original maturities of three months or less.

Receivables

Receivables include amounts due from other governments and others for services provided by the Town. Receivables are recorded and revenues are recognized as earned or as specific program expenditures are incurred. Allowances for uncollectible receivables are based upon historical trends and the periodic aging of receivables.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. In the governmental funds, prepaid items are recorded using the consumption method and are offset by the nonspendable fund balance component which indicates that they do not constitute “available spendable resources,” even though they are a component of current assets.

Inventories

Inventories are valued at cost determined on a first-in, first-out basis. Inventories in the enterprise funds consist of expendable parts and supplies held for consumption. The initial cost is recorded as an asset at the time the individual items are purchased and is charged against operations in the period when used. Inventories in the governmental funds consist of fuel. The Town accounts for these inventories using the consumption method, under which an expenditure is recognized only when inventory items are used. Reported inventories are equally offset by a fund balance reserve which indicates that it does not constitute “available spendable resources” even though it is a component of net current assets.

TOWN OF HIGHLAND BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities, and Net Position or Equity (Continued)

Capital Assets

Capital assets, which include property, plant, and equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, bike paths, and similar items) are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial individual cost of \$1,000 or more and an estimated life in excess of one year. Purchased capital assets are recorded at fair value on the acquisition date. Donated capital assets, donated works of art and similar items, and capital assets received in a service concession arrangement are reported at acquisition value rather than fair value. The Town has elected to retroactively apply the capitalization requirements of GASB Statement No. 34 to major general infrastructure assets acquired in years prior to implementation of the Statement.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets constructed.

Capital assets of the Town are depreciated using the straight-line method over the following estimated useful lives:

Buildings	40-50 years
Improvements other than buildings	5-50 years
Equipment and vehicles	3-10 years
Library books and materials	3-5 years

Leases

Lease contracts that provide the Town with control of a non-financial asset, such as land, buildings, or equipment, for a period of time in excess of twelve months are reported as an intangible right to use lease asset with a related lease liability. The lease liability is recorded at the present value of future lease payments, including fixed payments, variable payments based on an index or fixed rate and reasonably certain residual guarantees. The intangible right to use leased asset is recorded for the same amount as the related lease liability plus any prepayments and initial direct costs to place the asset in service. Leased assets are amortized over the shorter of the useful life of the asset or the lease term. The lease liability is reduced for lease payments made, less the interest portion of the lease payment.

TOWN OF HIGHLAND BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities, and Net Position or Equity (Continued)

Leases (Continued)

Lease contracts that provide an external entity with control of the Town's non-financial asset, such as land, buildings, or equipment, for a period of time in excess of twelve months are reported as a leased receivable with a related lease deferred inflow of resources. The lease receivable is recorded at the present value of future lease payments expected to be received during the lease term, reduced by any provision for estimated uncollectible amounts. The lease deferred inflow of resources is recorded for the same amount as the related lease receivable less any lease incentives. Leased deferred inflow of resources are amortized over the lease term. The lease receivable is reduced for lease payments made, less the interest portion of the lease payment.

Subscription-Based Information Technology Arrangements

A contract that conveys control of the right to use another party's information technology software, alone or in combination with tangible capital assets, as specified in the contract for a period of time in an exchange or exchange-like transaction is a subscription-based information technology arrangement (SBITA). At the commencement of the subscription term the City recognizes a subscription liability and an intangible right-to-use asset. Subscription liabilities are initially measured at the present value of subscription payments expected to be made during the subscription term. Future subscription payments are discounted using the interest rate the SBITA vendor charges the City or the City's incremental borrowing rate if the interest rate is not readily determinable. Amortization of the discount on the subscription liability is recognized as an outflow of resources (for example, interest expense). The SBITA assets are initially measured at an amount equal to the initial measurement of the related SBITA liability plus any SBITA payments made prior to the subscription term, less SBITA incentives, plus any ancillary charges necessary to place the SBITA into service. The SBITA assets are amortized on a straight-line basis over the life of the related contract. The costs of normal maintenance and repairs that do not add to the values of the assets or materially extend the asset lives are not capitalized and are expensed as incurred. The City monitors changes in circumstances that would require a remeasurement of its SBITAs and will do so if certain changes occur that would be expected to significantly affect the amount of the lease liability. SBITA assets are reported with other capital assets and SBITA lease liabilities are reported with long-term liabilities on the statement of net position.

Compensated Absences

The Town's employees are granted compensated absence pay for vacation and sick leave in varying amounts based on length of service. Unused compensated absences are payable upon separation from service. Vacation and sick pay are accrued when incurred in the government-wide and Enterprise Fund financial statements. A liability is reported in the governmental funds only if

TOWN OF HIGHLAND BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities, and Net Position or Equity (Continued)

Compensated Absences (Continued)

it has matured, for example, as a result of employee resignations or retirement. The General Fund is used to liquidate such amounts.

Long-Term Obligations

In the government-wide financial statements and enterprise funds in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities or enterprise fund statement of net assets. Fees incurred in connection with loans are expensed when incurred.

Unearned Revenue

Unearned revenue represents an increase in assets prior to eligibility criteria being met.

Unavailable Revenue

The government reports unavailable revenue on its governmental funds balance sheet for resource inflows that do not qualify for recognition as revenue in a governmental fund because they are not yet considered available.

Deferred Outflows of Resources

Deferred outflows of resources represent a consumption of net assets that applies to future reporting period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town currently reports deferred outflows of resources for pension related items and other postemployment benefits related items.

Deferred Inflows of Resources

Deferred inflows of resources represent an acquisition of net assets that applies to future reporting period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town currently reports deferred inflows of resources for pension related items, other postemployment benefits related items, and lease related items.

TOWN OF HIGHLAND BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities, and Net Position or Equity (Continued)

Fund Balance

In the fund financial statements, governmental funds report fund balance classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Fund balance is reported under the following categories:

1. Nonspendable fund balances – Includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example, inventories and prepaid amounts. It also includes the long-term amount of loans and notes receivable, as well as property acquired for resale. However, if the use of the proceeds from the collection of those receivables or from the sale of those properties is restricted, committed, or assigned, then they should be included in the appropriate fund balance classification (restricted, committed, or assigned), rather than the nonspendable fund balance. The corpus (or principal) of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.
2. Restricted fund balance – Includes amounts that are restricted to specific purposes when constraints placed on the use of resources are either (a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed fund balance – Includes amounts that can be used only for specific purposes pursuant to constraints imposed by the Town Commission by the adoption of an ordinance, the Town’s highest level of decision making authority. Those committed amounts cannot be used for any other purpose unless the Town removes or changes the specified use by taking the same type of action employed to previously commit those amounts.
4. Assigned fund balance – Includes amounts the Town intends to be used for specific purposes, but are neither restricted nor committed. Under the Town’s adopted policy, assignments can be made by action of the Town Commission or authority may be delegated to the Town Manager.

TOWN OF HIGHLAND BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Assets, Liabilities, and Net Position or Equity (Continued)

Fund Balance (Continued)

5. Unassigned fund balance – Includes the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The general fund should be the only fund that reports a positive unassigned fund balance amount. In other governmental funds, it may be necessary to report a negative unassigned fund balance if expenditures incurred for specific purposes exceeded the amounts restricted, committed, or assigned to those purposes.

The Town Commission has assigned fund balance for budget stabilization for the purpose of protection against cash flow shortfalls related to the timing of projected revenue receipts and to maintain a budget stabilization commitment. This amount shall be equal to but not less than 16.70% of General Fund operating expenditures, net of funds set aside for reserves.

The Town Commission has assigned fund balance for disaster recovery in order to provide the resources necessary to ensure continued operations and maintenance of services to the public. This amount shall be equal to but not less than 16.70% of General Fund operating expenditures, net of funds set aside for reserves.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it is the Town's policy to reduce restricted amounts first. When an expenditure is incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used, it is the Town's policy to reduce committed amounts first, followed by assigned amounts, and then unassigned amounts.

In addition, the Town Commission has assigned \$6,500,000 to assist with the cost of establishment and operation of the Highland Beach Fire Rescue Department. The funds may be utilized to reconstruct the existing fire station, procure fire response apparatus, recruit and train fire rescue personnel, and purchase specialized fire rescue equipment. For the current fiscal year, the assigned amount is \$2,381,467.

Disbursement of committed or assigned fund balances shall be authorized by a resolution of the Town Commission and may be approved by inclusion in the approved annual budget (and amendments thereto), or shall be authorized pursuant to any ordinances, resolutions or procedures adopted by the Town Commission (such as the Town's procurement code).

TOWN OF HIGHLAND BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES
(Continued)

Assets, Liabilities, and Net Position or Equity (Continued)

Fund Balance (Continued)

Net Position

Net position is the residual of all other elements presented in a statement of financial position. It is the difference between (a) assets plus deferred outflows of resources and (b) liabilities and deferred inflows of resources. A deferred outflow of resources is a consumption of net position that is applicable to a future reporting period. A deferred inflow of resources is an acquisition of net position that is applicable to a future reporting period. Net position is displayed in the following three components:

1. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, notes or other borrowings that are attributable to the acquisition, construction or improvement of those assets.
2. Restricted net position – Consists of net position with constraints placed on the use either by: (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions of enabling legislation.
3. Unrestricted net position – All other net position that does not meet the definition of “restricted” or “net investment in capital assets.”

Use of Estimates

The financial statements and related disclosures are prepared in conformity with accounting principles generally accepted in the United States. Management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and revenue and expenses during the period reported. These estimates include assessing the collectability of accounts receivable, the use and recoverability of inventory, and useful lives and impairment of tangible and intangible assets, among others. Estimates and assumptions are reviewed periodically and the effects of revisions are reflected in the financial statements in the period they are determined to be necessary. Actual results could differ from the estimates.

TOWN OF HIGHLAND BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Encumbrances

Budgets in governmental funds are encumbered upon issuance of purchase orders, contracts, or other forms of legal commitments. Appropriations expire at year end, even if encumbered, but it is the Town's policy to reappropriate such amounts at the beginning of the next fiscal year.

Implementation of Accounting Standards

The Town implemented the following Governmental Accounting Standards Board Statements during the current fiscal year.

GASB Statement No. 99, *Omnibus 2022*. The requirements of this Statement will enhance comparability in the application of accounting and financial reporting requirements and will improve the consistency of authoritative literature. Consistent authoritative literature enables governments and other stakeholders to more easily locate and apply the correct accounting and financial reporting provisions, which improves the consistency with which such provisions are applied. The comparability of financial statements also will improve as a result of this Statement. Better consistency and comparability improve the usefulness of information for users of state and local government financial statements. The requirements related to leases, public-private and public-public partnerships, and subscription-based information technology arrangements were implemented during the current year. The requirements related to financial guarantees and the classification and reporting of derivative instruments within the scope of Statement 53 were implemented in the current fiscal year. Implementation of this Statement did not impact the Town's financial statements.

GASB Statement No. 100, *Accounting Changes and Error Corrections*. The requirements of this Statement will improve the clarity of the accounting and financial reporting requirements for accounting changes and error corrections, which will result in greater consistency on application in practice. In turn, more understandable, reliable, relevant, consistent and comparable information will be provided to financial statement users for making decisions or assessing accountability. In addition, the display and note disclosure requirements will result in more consistent, decision useful, understandable, and comprehensive information for users about accounting changes and error corrections. Implementation of this Statement did not impact the Town's financial statements.

TOWN OF HIGHLAND BEACH, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2024

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Recently Issued Accounting Standards

A brief description of new accounting pronouncements that might have a significant impact on the Town's financial statements is presented below. Management is currently evaluating the impact of adoption of these statements in the Town's financial statements.

GASB Statement No. 101, *Compensated Absences*. The unified recognition and measurement model in this Statement will result in a liability for compensated absences that more appropriately reflects when a government incurs an obligation. In addition, the model can be applied consistently to any type of compensated absence and will eliminate potential comparability issues between governments that offer different types of leave. The model also will result in a more robust estimate of the amount of compensated absences that a government will pay or settle, which will enhance the relevance and reliability of information about the liability for compensated absences. The requirements of this Statement are effective for fiscal years ending September 30, 2025, and reporting periods thereafter.

GASB issued Statement No. 102, *Certain Risk Disclosures*. The requirements of this Statement will improve financial reporting by providing users of financial statements with essential information that currently is not often provided. The disclosures will provide users with timely information regarding certain concentrations or constraints and related events that have occurred or have begun to occur that make a government vulnerable to a substantial impact. As a result, users will have better information with which to understand and anticipate certain risks to a government's financial condition. The requirements of this Statement are effective for fiscal years ending September 30, 2025, and all reporting periods thereafter.

In April 2024, the GASB issued Statement No. 103, *Financial Reporting Model Improvements*. This Statement will improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. This Statement also addresses certain application issues. This Statement is effective for the fiscal year ending September 30, 2026.

In September 2024, the GASB issued Statement No. 104, *Disclosure of Certain Capital Assets*. The requirements of this Statement will improve financial reporting by providing users of financial statements with essential information about certain types of capital assets in order to make informed decisions and assess accountability. Additionally, the disclosure requirements will improve consistency and comparability between governments. This Statement is effective for the fiscal year ending September 30, 2025.

File Attachments for Item:

A. Approval of Meeting Minutes

June 17, 2025 Town Commission Meeting Minutes

July 15, 2025 Town Commission Meeting Minutes

DRAFT



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

TOWN HALL COMMISSION CHAMBERS
3614 S. OCEAN BLVD., HIGHLAND BEACH, FL

Date: June 17, 2025
Time: 1:30 PM

1. CALL TO ORDER

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

2. ROLL CALL

Commissioner Jason Chudnofsky
Commissioner Judith Goldberg
Commissioner Donald Peters
Vice Mayor David Stern
Mayor Natasha Moore
Town Manager Marshall Labadie
Town Attorney Leonard Rubin
Town Clerk Lanelda Gaskins

3. PLEDGE OF ALLEGIANCE

The Town Commission led the Pledge of Allegiance to the United States of America.

4. INVOCATION

None.

5. APPROVAL OF THE AGENDA

Town Manager Labadie requested that Item 11.A., Resolution No. 2025-016 be moved to Item 6.B; Item 6.B., Resolution No. 2025-015 be moved to Item 6.C.; and Item 6.C., Preliminary Fiscal Year 2026 Operating Budget Presentation be moved to Item 6.D.

MOTION: Goldberg/Peters - A motion was made and seconded to approve the agenda as amended. The motion passed unanimously, 5 to 0.

6. PRESENTATIONS / PROCLAMATIONS

A. Fire Safety Recognition Award or Fire Prevention Safety Award

Assistant Fire Chief Matthew Welhaf presented the Fire Safety Building Certificate to Dalton Place Condominium, the first building to complete all requirements from the fire inspection program. Ms. Jane Benjamin, property manager, and Mike, a board member, accepted the award. Assistant Fire Chief Welhaf explained this was the first of several buildings that would receive certificates upon compliance with the fire safety program.

Mayor Moore congratulated the recipients and recognized the effort put forth, noting the increased attention in fire safety measures and how it enhances resident safety. She also noted it was fitting that the building was former Mayor Hillman's residence.

B. Resolution No. 2025-016 (Formally Item 11.A.)

A Resolution of the Town Commission of the Town of Highland Beach, Florida, authorizing the Mayor to execute Amendment Number Ten to the State of Florida Department of Transportation District Four Landscape inclusive memorandum of agreement on behalf of the Town; providing for conflicts; and providing for an effective date.

Mayor Moore read the title of Resolution No. 2025-016 followed by Town Planner Ingrid Allen presentation.

Town Planner Allen presented Resolution No. 2025-016, authorizing the Mayor to execute amendment number ten to the State of Florida Department of Transportation District Four Landscape inclusive memorandum of agreement on behalf of the Town.

Ms. Allen explained that this specific agreement regards landscape improvements on State Road A1A. She noted that Section 28-10A of the Town code requires property owners to maintain all landscaping, even that adjacent to the public right-of-way, and that the applicant would be provided with a hold harmless agreement if the amendment were approved.

She explained that on March 13, 2025, the Planning Board granted an amendment to a previously approved major modification for a residence that added a 21-square-foot balcony and landscaping plan. The Florida Department of Transportation (FDOT) approval for landscaping in the right-of-way was pending at that time, and conditions were placed on the approval requiring the applicant to obtain FDOT approval and to come before the Commission for approval of this maintenance agreement amendment.

On May 23, 2025, FDOT provided Amendment Number 10, and Ms. Allen confirmed that the landscaping in the FDOT application matches what the Planning Board approved.

MOTION: Goldberg/Stern – A motion was made and seconded to approve Resolution No. 2025-016. The motion passed unanimously, 5 to 0.

C. Resolution No. 2025-015 (Formally Item 6.B.)

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

Mayor Moore read the title of Resolution No. 2025-015.

The Town Commission interviewed three applicants: Mr. Greg Babij, Mr. Barry Donaldson, and Mr. Lasorsa. Mr. Babij and Mr. Donaldson shared their professional backgrounds and prior experience serving on town board, while Mr. Lasorsa briefly expressed his satisfaction with the Town's direction and the work of the Town Commission.

MOTION: Goldberg/Peters - A motion was made and seconded to approve Resolution No. 2025-015 appointing Greg Babij to the Planning Board. Based upon roll: Commissioner Goldberg (Yes); Commissioner Peters (Yes); Commissioner Chudnofsky (Yes); Vice Mayor Stern (Yes); and Mayor Moore (Yes). The motion passed on a 5 to 0 vote.

D. Preliminary Fiscal Year 2026 Operating Budget Presentation (Formally Item 6.C.)

Town Manager Labadie and Finance Director David DiLena presented the preliminary fiscal year 2026 operating budget. Mr. Labadie emphasized that the Town's financial health remains strong, laying the foundation for a bright future. He noted that the budget aligns with the Town's strategic priorities plan, addressing organizational excellence, public infrastructure and resiliency, community safety, community enrichment, and sustainability.

Finance Director DiLena reported that the property appraiser's initial valuation showed a 6.7% increase in property values, higher than the anticipated 5%. He emphasized the Town's goal of maintaining the current millage rate of 3.5875 for the third consecutive year and highlighted key budget points. He also explained the fund balance structure, including disaster relief, budget stabilization, fire rescue sinking funds, and unassigned funds. He noted that the Town would be drawn from reserves to fund capital projects rather than taking on debt.

The Town Commission expressed support for the conservative approach to budgeting and the strong financial position of the Town.

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

Greg Babij provided comments.

8. **ORDINANCES** (Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.)

None.

9. **CONSENT AGENDA** (These are items that the Commission typically does not need to discuss individually, and which are voted on as a group.) Public Comments will be limited to three (3) minutes per speaker per item after the Commission's initial discussion.

A. Approval of Meeting Minutes

June 03, 2025 Town Commission Meeting Minutes

MOTION: Goldberg/Stern - A motion was made and seconded to approve the Consent Agenda as presented, which passed unanimously, 5 to 0.

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

A. Update on Milani Park

Town Manager Labadie provided an update on Milani Park. He reported that on June 3, the County Commission had a thorough discussion about Milani Park, driven by the Milani family's public statement expressing a desire to revise or not proceed with the park. This led to compelling arguments from several County Commissioners that the project should be revisited.

He cautioned against getting too excited, noting that previous attempts to engage with the County had been unsuccessful. He explained that the County is still discussing the matter and appears to have concluded with a plan to bring it back to the County Commission, but there has been no direct communication with the Town yet. He also mentioned that a newspaper article on the subject had been published the previous day.

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

A. Resolution No. 2025-016 (Moved to Item 6.B)

B. Introduction of amendments to the Town's Comprehensive Plan based on the evaluation and appraisal review.

Town Planner Ingrid Allen presented proposed amendments to the Town's comprehensive plan based on an evaluation and appraisal review conducted by the planning consultant, Inspire Placemaking Collective.

She provided background information, explaining that Florida statute requires municipalities to evaluate their comprehensive plans at least once every seven

years to ensure compliance with state statutes and to address changes in local conditions. She noted that the amendments were the result of a collaborative effort among various town departments. The amendments include a new data analysis section (previously lacking in the Town's plan), changes to the map series (some maps dated from 1988), and amendments to over 200 goals, objectives, and policies.

Ms. Allen outlined the process, noting that the next step would be for the amendments to go to the Planning Board, followed by a transmittal hearing before the Town Commission. If approved, the amendments would be sent to the State Land Planning Agency and other reviewing agencies, which would provide an objections, recommendations, and comments report within 60 days. After addressing any objections, the amendments will be returned to the Town Commission for an adoption hearing.

During discussion, several Commissioners expressed concerns about the length and structure of the document. Commissioner Chudnofsky found value in the information presented, particularly regarding transportation impacts. Mayor Moore felt the structure seemed more suited to a larger municipality and suggested creating an executive summary or condensing the document while meeting statutory requirements.

Ms. Allen and Town Manager Labadie explained that much of the document's structure and content is dictated by state statute, limiting the Town's ability to significantly condense it. They noted that the comprehensive plan serves as a blueprint for the Town and is referenced by planners to justify projects and ensure consistency with the Town's vision.

MOTION: Goldberg/Peters - A motion was made and seconded to move this matter, the amendments to the Town's Comprehensive Plan to the Planning Board for review. The motion passed unanimously, 5 to 0.

12. TOWN COMMISSION COMMENTS

Commissioner Jason Chudnofsky had no comments.

Commissioner Judith M. Goldberg commented on the robust budget presentation and stated it was a great meeting.

Commissioner Donald Peters thanked Finance Director DiLena for his presentation and reminded everyone that it is turtle season, with 15 nests already in front of his condominium. He urged residents to lower their lights.

Vice Mayor David Stern had no comments.

Mayor Natasha Moore had no comments.

13. TOWN ATTORNEY'S REPORT

Town Attorney Rubin had no comments.

14. TOWN MANAGER'S REPORT

Town Manager Labadie reported the following:

The state legislative session has ended, and the budget will now go to the Governor's desk. The Town's appropriation for the marine dock facility was included, thanks to efforts by Representative Peggy Gossett-Seidman, District 91.

The Palm Beach County Commission has selected Joe Abruzzo, the Clerk Comptroller, as the new County Administrator.

The County has selected a consultant for transportation master planning.

He congratulated Madison Noonan for reaching her one-year anniversary with the Town.

15. ANNOUNCEMENTS

Mayor Moore read the announcements as follows:

Board Vacancies

Code Enforcement Board One (1) vacancy for a three-year term

Natural Resources Preservation Advisory Board One (1) vacancy for a three-year term

Meetings and Events

June 19, 2025 **Town Hall Closed in observance of Juneteenth**

June 24, 2025 11:00 A.M. Financial Advisory Board Regular Meeting

July 04, 2025 **Town Hall Closed in observance of Independence Day**

July 08, 2025 1:00 P.M. Special Magistrate Hearing

July 10, 2025 9:30 A.M. Planning Board Regular Meeting

July 15, 2025 1:30 P.M. Town Commission Meeting

Board Action Report

None.

16. ADJOURNMENT

The meeting adjourned at 3:35 P.M.

APPROVED: August 05, 2025, Town Commission Meeting.

Signed Minutes on file in the
Town Clerk's Office

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

08/05/2025

Lanelda Gaskins, MMC
Town Clerk

Date

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

DRAFT



TOWN OF HIGHLAND BEACH TOWN COMMISSION MEETING MINUTES

TOWN HALL COMMISSION CHAMBERS, 3614 S.
OCEAN BLVD., HIGHLAND BEACH, FL

Date: July 15, 2025
Time: 1:30 PM

1. CALL TO ORDER

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

2. ROLL CALL

Commissioner Jason Chudnofsky
Commissioner Judith Goldberg
Commissioner Donald Peters
Vice Mayor David Stern
Mayor Natasha Moore
Town Manager Marshall Labadie
Town Manager Leonard Rubin
Town Clerk Lanelda Gaskins

3. PLEDGE OF ALLEGIANCE

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

4. INVOCATION

Invocation was led by Reverend D. Brian Horgan, of Saint Lucy Catholic Church.

5. APPROVAL OF THE AGENDA

MOTION: Goldberg/Stern - A motion was made and seconded to approve the agenda. The motion passed unanimously, 5 to 0.

6. PRESENTATIONS / PROCLAMATIONS

A. Dorothy Jacks, CFA, AAS - Palm Beach County Property Appraiser Presentation

Dorothy Jacks, Palm Beach County Property Appraiser, presented information about property values in Highland Beach. Ms. Jacks noted that 42% of the town's 4,200 parcels (1,759 properties) are homesteaded and subject to a 3% annual cap on value increases. The remaining 58% are subject to a 10% cap, which does not apply to school board millage.

She shared that 3,700 parcels are condominiums, accounting for \$2.6 billion in taxable value, with an average assessment of over \$1 million. The 367 single-family homes make up \$1.3 billion in value, with an average assessment of \$3.5 million.

Highland Beach has the third lowest millage rate among Palm Beach County's 39 municipalities. Ms. Jacks also addressed condominium valuation challenges due to required structural inspections and assessments but noted that Highland Beach condominiums appear to be well-maintained compared to other areas.

Ms. Jacks clarified that the homestead cap is currently 3%, often lower in the past depending on CPI, and that property values are reset upon sale, allowing for value recapture.

B. State Legislative Updates by State Representative Peggy Gossett-Seidman, District 91

State Representative Peggy Gossett-Seidman, District 91 provided a legislative update, highlighting state initiatives and appropriations impacting Highland Beach. She noted the completion of drainage improvements along A1A and announced funding for a Marine Patrol dock to enhance emergency response efforts.

She discussed state programs including My Safe Florida Home and My Safe Florida Condo programs, which offer funding for storm-hardening improvements. She encouraged the town to inform residents about these opportunities.

C. Resolution No. 2025-017

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

Mayor Moore read the title of Resolution No. 2025-017.

The Town Commission interviewed applicant Ms. Kiki Baxter. Ms. Baxter shared her professional background and her interest in serving on the board.

MOTION: Goldberg/Stern - A motion was made and seconded to adopt Resolution No. 2025-17. Upon roll call: Commissioner Goldberg (Yes), Vice Mayor Stern (Yes), Commissioner Chudnofsky (Yes), Commissioner Peters, and Mayor Moore (Yes). The motion passed unanimously, 5 to 0.

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

There were no public comments.

8. CONSENT AGENDA (These are items that the Commission typically does not need to discuss individually, and which are voted on as a group.) Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.

A. Resolution No. 2025-018

A Resolution of the Town Commission of the Town of Highland Beach, Florida setting the proposed not to exceed millage rate pursuant to Section 200.065(2)(B), Florida Statutes, and setting the date, time and place at which a public hearing will be held to consider the proposed millage rate and tentative budget.

Mayor Moore read the title of Resolution No. 2025-018.

MOTION: Goldberg/Stern - Moved to approve the Consent Agenda which passed unanimously, 5 to 0.

9. ORDINANCES (Public Comments will be limited to three (3) minutes per speaker per item after Commission initial discussion.)

None.

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

A. Building Department Recertification Program Update

Katerina Jaddaoui, Administrative Assistant/Permit Technician, presented an update on the Building Department Milestone Recertification program.

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

Assistant Public Works Director Sergio Gonzalez, Assistant Public Works Director reported that the FDOT project has a new completion date of September 17, 2025. All French drains in town have been completed, though the final layer of road surface still needs to be added.

He discussed challenges with driveway pitching. He expressed concern that the contractor had proposed replacing pavers with asphalt in many cases, which he opposed and would address in an upcoming meeting.

Town Commission asked about drainage performance during recent heavy rainfall, pedestrian crossing markers that were damaging vehicles, and bicycle lane completion. Mr. Gonzalez and Town Manager Labadie explained that the

project includes embedded lights for crosswalks, but some temporary markers installed by FDOT were causing problems. They also noted concerns about potential flooding issues with the shared-use pathway once the project is completed.

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

A. My Highland Beach App announcement.

Skender Coma from the Town Manager's Office presented the new My Highland Beach app, designed to improve communication and community engagement. The app provides a simplified interface for residents to access town services, submit requests, receive notifications and access the town staff directory.

Town Manager Labadie emphasized that the app was designed to be user-friendly and accessible to residents of all technical abilities. Commissioners expressed enthusiasm for the app and suggested hosting presentations for condominium associations and residents to demonstrate its features. They also discussed including the app in the town's communications plan through email blasts and the website.

B. Consideration to designate a Town Commissioner and an alternate to the Multi-Jurisdiction Issues Coordination Forum Executive Committee as a representative of the Town.

Town Manager Labadie explained that this committee represents municipalities in discussions with Palm Beach County regarding transportation planning and funding. He noted this is an important opportunity for Highland Beach to be involved in discussions about future transportation funding that could potentially involve referendums or tax changes.

During Town Commission discussion, there was a motion to designate Commissioner Judith Goldberg as the representative and Commissioner Donald Peters as the alternate to the Multi-Jurisdiction Issues Coordination Forum Executive Committee.

MOTION: Stern/Chudnofsky - A motion was made and seconded to nominate Commissioner Goldberg and Commissioner Peters as an alternate member to the Multi-Jurisdiction Issues Coordination Forum Executive Committee. The motion passed unanimously, 5 to 0.

C. Discussion on permitted landscaping in the public right-of-way.

Town Planner Ingrid Allen provided background on regulations governing improvements in the right-of-way, particularly landscaping. She referenced Ordinance No. 2021-18, which allows certain improvements in the right-of-way, and Resolution No. 2021-41, which requires Town Commission approval for

improvements in the State Road A1A right-of-way until completion of the Florida Department of Transportation (FDOT) RRR project.

She explained that the town had reached out to FDOT for guidance on landscaping permitted in the right-of-way after project completion. FDOT advised that no landscaping except sod would be permitted within 2 feet 8 inches from the edge of pavement. Building Official Jeff Remas, added that nothing with a mature height greater than 18 inches would be allowed within 14.5 feet from the bike lane.

Town Commission discussed the need to educate property owners about these requirements. They agreed that rather than modifying town ordinances, the focus should be on communicating FDOT's requirements to residents through direct mailings, email blasts, and information on the town's new app. Town staff confirmed they would proactively monitor compliance to prevent drainage and visibility issues.

- D. Approve the purchase of two (2) sewer pumps from Xylem Water Solutions USA, Inc., a sole-source provider, for Lift Stations No. 1 and No. 3, in an amount not to exceed \$149,179.00, in accordance with the Town's purchasing policy.**

Town Manager Labadie explained this was a proactive replacement of pumps reaching the end of their life cycle at Lift Stations No. 1 and No. 3. The purchase had been budgeted for in the current fiscal year.

MOTION: Goldberg/Peters - A motion was made and seconded to approve the purchase of two (2) sewer pumps from Xylem Water Solutions USA, Inc. in an amount not to exceed \$14,179.00. The motion passed unanimously, 5 to 0.

- E. Approve and authorize the Mayor to execute a contract with Insituform Technologies LLC for the Sanitary Sewer Rehabilitation Project, in an amount not to exceed \$1,342,141.90, pursuant to OMNIA Partners National Cooperative Contract No. 23-065-PW.**

Town Manager Labadie explained this project would use a trenchless method to rehabilitate the town's sanitary sewer system. The process involves inserting a liner into existing pipes and curing it in place, creating a new pipe with a 50-year lifespan. He noted this approach is less disruptive and significantly less expensive than traditional methods.

MOTION: Goldberg/Peters - A motion was made and seconded to approve and authorize the Mayor to execute a contract with Insituform Technologies, LLC for the Sanitary Sewer Rehabilitation Project, in an amount not to exceed \$1,342,141.90, pursuant to OMNIA Partners National Cooperative Contract No. 23-065-PW. The motion passed unanimously, 5 to 0.

- F. Approve and authorize the Mayor to execute a contract with Contractors Services Unlimited for renovations to the Building Department storage room, in an amount not to exceed \$96,300.00, in accordance with Invitation to Bid No. 25-002.**

Building Official Remas presented this item, noting that this project had been budgeted at \$150,000, but the lowest bid came in at \$96,300. The renovation would add offices and separate the storage room, creating a proper hallway for police access to their workout and training area.

MOTION: Goldberg/Peters - A motion was made and seconded to approve and authorize the Mayor to execute a contract with Contractors Services Unlimited for renovations to the Building Department storage room, in an amount not to exceed \$96,300.00, in accordance with Invitation to Bid No. 25-002.

12. TOWN COMMISSION COMMENTS

Commissioner Jason Chudnofsky expressed appreciation for the presentations from Dorothy Jacks and Representative Gossett-Seidman, noting the valuable information provided. He also commended Skender and Madison for their work on the town app.

Commissioner Judith M. Goldberg extended sympathies to families and communities affected by recent floods and devastation.

Commissioner Donald Peters echoed appreciation for the presentations and information shared.

Vice Mayor David Stern had no comments.

Mayor Natasha Moore had no comments.

13. TOWN ATTORNEY'S REPORT

Town Attorney Rubin provided an update on the recent state legislations affecting municipalities.

14. TOWN MANAGER'S REPORT

Town Manager Labadie reported on a new state initiative called the Florida Office of Government Efficiency (FLOGE), which has requested detailed financial information from municipalities. He noted that Highland Beach was well-positioned to comply with these requirements due to its sound financial practices.

He announced upcoming events: Homecoming on October 23, 2025; Mingle Jingle on December 4, 2025; Board luncheon in February 2026; Officer/Employee of the Year event in March 2026, and Town Commission Spring Fling in April 2026.

Town Commission discussed the possibility of adding an additional community event in January to fill the gap in the schedule.

Town Manager Labadie also mentioned that his contract is in its final year, and he would be requesting an extension in the coming months, with evaluations to be conducted in August.

15. ANNOUNCEMENTS

Mayor Moore read the announcement as follows.

Board Vacancies

Code Enforcement Board One (1) vacancy for a three-year term

Meetings and Events

August 05, 2025 1:30 P.M. Town Commission Meeting

Board Action Report

None.

16. ADJOURNMENT

The meeting adjourned at 4:18 P.M.

APPROVED: August 05, 2025, Town Commission Meeting.

Signed Minutes on file in the
Town Clerk's Office

ATTEST:

Natasha Moore, Mayor

Transcribed by
Lanelda Gaskins

08/05/2025

Lanelda Gaskins, MMC
Town Clerk

Date

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

File Attachments for Item:

B. Resolution No. 2025-019

A Resolution of the Town Commission of the Town of Highland Beach, Florida, amending Resolution No. 2025-018 setting the proposed not to exceed millage rate pursuant to Section 200.065(2)(B), Florida Statutes, and setting the date, time and place at which a public hearing will be held to consider the proposed millage rate and tentative budget; providing for conflicts; and providing for an effective date.



RESOLUTION NO. 2025-019

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, AMENDING RESOLUTION 2025-018 SETTING THE PROPOSED NOT TO EXCEED MILLAGE RATE PURSUANT TO SECTION 200.065(2)(B), FLORIDA STATUTES, AND SETTING THE DATE, TIME AND PLACE AT WHICH A PUBLIC HEARING WILL BE HELD TO CONSIDER THE PROPOSED MILLAGE RATE AND TENTATIVE BUDGET; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 200.065, Florida Statutes, commonly known as the “Truth in Millage” Bill or the “TRIM” Bill, provides that each taxing authority shall advise the Property Appraiser of its proposed millage rate, of its current rolled back rate, and of the date, time, and place at which a public hearing will be held to consider the proposed millage rate and tentative budget;

WHEREAS, on July 15, 2025, the Town Commission adopted Resolution No. 2025-18, setting the proposed not to exceed millage rate and the time and date for the first budget hearing; however, the Resolution contained the incorrect date for the Town’s first budget hearing, and the Town Commission wishes to amend Resolution No. 2025-018 to reflect the correct date.

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

Section 1. The foregoing “WHEREAS” clauses are ratified and confirmed as being true and correct and are incorporated into this Resolution.

Section 2. The proposed not to exceed tax millage rate of the Town of Highland Beach for Fiscal Year 2024 shall be:

Operating Millage:	3.4159
Debt Service Millage:	<u>0.1716</u>
Total Proposed not to exceed Millage Rate:	3.5875

Section 3. The Operating Millage roll-back rate for Fiscal Year 2024 is 3.1491 mills. As defined in Section 200.065, Florida Statutes, the “rolled-back rate” is that certain millage rate which, exclusive of: new construction, additions to structures, deletions, increases in the value of improvements that have undergone a substantial rehabilitation which increased the assessed value of such improvements by at least 100 percent, property added due to geographic boundary changes, total taxable value of tangible personal property within the

jurisdiction in excess of 115 percent of the previous year's total taxable value, and any dedicated incremental value, will provide the same ad valorem revenue as was levied during the prior year less the amount, if any, paid or applied as a consequence of obligation measured by the dedicated incremental value.

Section 4. That the date, time, and place of the public hearing to consider the above proposed not to exceed millage rate and tentative budget shall be as follows:

Date of the First Hearing: Thursday, September 04, 2025
Time of Hearing: 5:01 P.M.
Place: Town of Highland Beach
Commission Chambers
3614 South Ocean Boulevard
Highland Beach, Florida 33487

Section 5. All resolutions or parts of resolution in conflict with this Resolution are hereby repealed to the extent of such conflict.

Section 6. This Resolution shall be effective retroactive to July 15, 2025.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida, this 5th day of **August**, 2025.

Natasha Moore, Mayor

ATTEST:

**REVIEWED FOR LEGAL
SUFFICIENCY:**

Lanelda Gaskins, MMC
Town Clerk

Leonard Rubin, Town Attorney
Town of Highland Beach

VOTES:

YES NO

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

File Attachments for Item:

C. Continued discussion on temporary signage.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE August 5, 2025

SUBMITTED BY: Ingrid Allen, Town Planner, Building Department

SUBJECT: Discussion on temporary signage

SUMMARY:

At the March 4, 2025 Town Commission meeting, staff provided the Commission information on the current temporary signage regulations provided in the Town Code of Ordinances (see attached memorandum). Consensus from the Commission at this meeting was to continue the discussion and to consider how other municipalities regulate temporary signage. In addition, the Commission indicated that they wish to see physical examples of temporary signage currently located in the Town. Town staff has not recently removed any non-compliant temporary signage; however, the Town's Code Compliance Officer has photographed existing temporary signs in the Town and included their approximate location (see attached).

Staff has prepared a table that provides the temporary signage regulations for the City of Coral Gables, Town of Palm Beach, and the Town of Manalapan (see attached). These municipalities were used as examples in Ms. Maggie Chappelle's PowerPoint presentation presented to the Commission at the March 4, 2025 meeting.

ATTACHMENTS:

March 4, 2025 Town Commission agenda memorandum and attachments regarding discussion on temporary signage.

Photos of temporary signage located in the Town of Highland Beach.

Temporary sign regulations – other municipalities.

RECOMMENDATION:

At the discretion of the Town Commission.



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission

MEETING DATE March 4, 2024

SUBMITTED BY: Ingrid Allen, Town Planner, Building Department

SUBJECT: Discussion on temporary signage regulations

SUMMARY:

Staff was directed by the Town Manager to provide to the Town Commission information on the current temporary signage regulations found in the Town Code of Ordinances ("Town Code"). Chapter 23 of the Town Code provides for "Signs and Advertising" regulations, Section 23-9 specifically addresses temporary signs (see attached). Section 23-1 provides the following definition of temporary sign:

Temporary sign. The term "temporary sign" shall mean any sign that is not a permanent sign, and shall include a sign formerly or commonly known as a temporary election sign, a temporary political sign, a temporary free expression sign, a temporary real estate sign, a temporary directional sign, a temporary construction sign, a temporary grand opening sign, or any other temporary sign unless otherwise provided herein. The term "temporary sign" shall not include any substitution of message on an existing lawful sign or sign structure.

The Town Code does not provide a maximum time frame for the display of a temporary sign except if such sign pertains to an event. Such temporary event signs "...shall be removed within and by no later than three (3) days after the event is concluded." The following design standards and limitations are applicable to temporary signs.

ZONING DISTRICTS	RE,RS, RML,RMM,RMH
Maximum Number of Signs Per Parcel ¹	4
Maximum Sign Area ²	4 sf.
Sign Height Maximum for a Freestanding Sign ³	5 ft.
Sign Height Maximum for a Wall Sign (inclusive of a Window Sign)	15 ft.
Minimum Spacing from any Other Sign (Temporary Sign or a Permanent Sign ⁴)	10 ft.
Aggregate Maximum of Surface Area Allocated for All Sign Messages ⁵	32 sf.

¹ *The number of temporary commercial signs per parcel shall be no more than two (2).*

² *The square footage limitation is per side for a back-to-back sign. For example, a six (6) square foot limitation means that there is a limit of six (6) square feet of surface area per side of a back-to-back sign, and an aggregate limit of twelve (12) square feet is allowed if the sign is a back-to-back temporary sign.*

³ *Not applicable to signs displayed on flagpoles.*

⁴ *Not applicable to signs displayed on flagpoles.*

⁵ *There is no limit to the number of separate messages that may appear on the allowable surface(s) of any temporary sign. The aggregate maximum of surface area allowed is subject to the other limitations or circumstances that may reduce the aggregate maximum of surface area that can be allocated.*

A temporary sign does not require a permit from the Town.

ATTACHMENTS:

Public comment received by Maggie Chappellear.

Town Code regulations pertaining to Signs and Advertising (Chapter 23).

RECOMMENDATION:

At the discretion of the Town Commission.

From: [Marshall Labadie](#)
To: [Ingrid Allen](#)
Subject: FW: Temporary Signage Ordinance - Highland Beach needs revision (Strategic Priorities)
Date: Tuesday, February 18, 2025 3:29:46 PM
Attachments: [Signage HB.pdf](#)
[image001.png](#)

FYI



Marshall Labadie, ICMA-CM
Town Manager

Town of Highland Beach
3614 South Ocean Boulevard
Highland Beach, FL 33487
(T) 561.278.4548
(F) 561.265.3582

[Working to protect our 3 Miles of Paradise](#)

From: Natasha Moore <nmoore@highlandbeach.us>
Sent: Thursday, February 13, 2025 9:39 AM
To: Marshall Labadie <mlabadie@highlandbeach.us>
Subject: Fw: Temporary Signage Ordinance - Highland Beach needs revision (Strategic Priorities)

Hi Marshall, please include this as an agenda item for the March 4 meeting. I would like you and/or Ingrid to present the item.

Thank you,
Natasha

From: margarita chappelear <maggiechappelear@gmail.com>
Sent: Wednesday, February 12, 2025 9:19 PM
To: Natasha Moore <nmoore@highlandbeach.us>; Marshall Labadie <mlabadie@highlandbeach.us>; Jason Chudnofsky <jason@jasonchudnofsky.com>; Evalyn David <edavid@highlandbeach.us>; Judith Goldberg <jgoldberg@highlandbeach.us>; Don Peters <dpeters@highlandbeach.us>; Lanelda Gaskins <lgaskins@highlandbeach.us>
Cc: margarita chappelear <maggiechappelear@gmail.com>
Subject: Temporary Signage Ordinance - Highland Beach needs revision (Strategic Priorities)

February 12, 2025

I wanted to send the entire commission a presentation that I will hopefully be making at the next Commission Meeting March 4, 2025.

This presentation will be made by a group of residents who are affected by sign pollution on side streets (condo high rises do not have this problem) by temporary signs that are much larger than most municipalities similar and degrade the aesthetic attractiveness of streets where they are prevalent. (side streets/A-1-A). Temporary signs have become permanent in many instances and steps should be taken to minimize the visual clutter they create due to their excessive size and the fact they don't appear to be regulated. Brokers use the max size and do add-on's to maximize their advertisement to the detriment of neighbors.

I have given examples of why we need to address this issue by the commissioners of HB. In today's world, signage is not the most effective way to sell a property. Condo high rises sell without the visual clutter of signage.

Maggie Chappellelear
maggiechappellelear@gmail.com

Highland Beach, Florida – Code of Ordinances

Chapter 23- Signs & Advertising

Strategic Priority Topic - 2025



INTRODUCTION

I represent a group of residents that would like to ask the Town of Highland Beach to revisit the Ordinance Sec. 23-9-Temporary Signs (b) (c) & (d) that allow for a maximum sign area of **4 Square Feet in size (24" x24")**. Other municipalities similar to Highland Beach (Manalapan, Coral Gables, Palm Beach etc.) have limited their signs to **8" x 5"**, a more discrete and unobtrusive sign size.

Presentation by: Maggie Chappelear



Sec. 23-9. - Temporary signs.



EXAMPLE: Typical realtor temporary sign on the streets of Highland Beach with 24"x24" sign and two added signs with large white post

- (a) *Scope.* Notwithstanding anything to the contrary in the Town's code of ordinances, the provisions of this section shall govern the regulation of temporary signs, and take precedence over any other provisions that pertain to temporary signs unless specifically exempted or excepted herein.
- (b) *Findings of fact.* The town commission finds that the location and maintenance of temporary signs affects the public health, safety, and general welfare of the people of this community, and that in order to preserve and enhance the Town as a desirable community in which to live and do business, a pleasing, visually attractive environment is of foremost importance. The town commission further finds that the regulation of temporary signs within the Town is a highly contributive means by which to achieve this desired end, and that uncontrolled and unlimited temporary signs would degrade the aesthetic attractiveness of the natural and manmade attributes of the community and thereby undermine the economic value of tourism, visitation and permanent economic growth.
- (c) *Purpose and intent.* It is the purpose of this section to promote the public health, safety and general welfare through reasonable, consistent and non-discriminatory standards for temporary signs. The temporary sign regulations in this section are not intended to censor speech or to regulate viewpoints, but instead are intended to regulate the secondary effects of speech, and especially insofar as those secondary effects may adversely affect aesthetics and traffic and pedestrian safety. It is the intent of the town commission that the temporary sign regulations shall provide uniform sign criteria which regulate the size, height, number and placement of signs in a manner that is compatible to the residential, coastal and character of the Town, and which place the fewest possible restrictions on personal liberties, property rights, commerce, and the free exercise of constitutional rights while achieving the Town's goal of creating a healthy, safe and attractive environment that does not contain excessive clutter and visual distraction in rights-of-way and adjacent properties, the surrounding natural coastal environment, historic district and residential neighborhoods. These sign regulations have been prepared with the intent of enhancing the visual environment of the Town and promoting its continued well-being, consistent with the most recent pronouncements by the United States Supreme Court regarding the regulation of temporary signage, and are further intended to:

Sec. 23-9. - Temporary signs.

(c) *Purpose and intent.*

Continued



Two signs by Elysee Homes sat in front of a multi-family unit for 3 years plus. When the Elysee phone was called on the owner said there were no units for sale and it was for marketing. They since removed one of the signs after various complaints were made by neighbors.

- (1) Encourage the effective use of signs as a means of communication in the Town;
 - (2) Maintain and enhance the aesthetic environment and the town's ability to attract sources of economic development and growth;
 - (3) Improve pedestrian and traffic safety;
 - (4) Minimize the possible adverse impact of temporary signs on nearby public and private property;
 - (5) Lessen the visual clutter that may otherwise be caused by the proliferation, improper placement, illumination, animation, excessive height, and excessive size (area) of temporary signs which compete for the attention of pedestrian and vehicular traffic;
 - (6) Allow temporary signs that are compatible with their surroundings, while precluding the placement of temporary signs that contribute to sign clutter or that conceal or obstruct adjacent land uses or signs;
 - (7) Encourage and allow temporary signs that are appropriate to the zoning district in which they are located;
 - (8) Regulate temporary signs in a manner so as to not interfere with, obstruct the vision of or distract motorists, bicyclists or pedestrians;
 - (9) Preserve, conserve, protect, and enhance the aesthetic quality and scenic beauty of all zoning districts of the town;
 - (10) Protect property values by precluding to the maximum extent possible temporary signs that create a nuisance to the occupancy or use of other properties as a result of their size, height, illumination, brightness, or movement; and
 - (11) Enable the fair and consistent enforcement of these temporary sign regulations.
- (d) *Criteria required for temporary signs.* The criteria for temporary signs are set forth in the table below. A temporary sign is unlawful if it does not meet the criteria established for the zoning district in which the sign is located.

- Elysee and other Realtors found a loop hole with our town ordinance to place (2) signs on the multi-family property
- The maximums stated on the ordinance exceed what is allowed in other municipalities like ours **(24" x 24")-Highland Beach vs. (8" x 5")-others**
- Ordinance says there is “no limit” to the number of separate messages that appear on the sign.



Town of Highland Beach Summary of Temporary Signs Code of Ordinances Chapter 23-9 (d)

Temporary Signs Design Standards and Limitations

EXPAND

ZONING DISTRICTS	RE,RS, RML,RMM,RMH
Maximum Number of Signs Per Parcel ¹	4
Maximum Sign Area ²	4 sf.
Sign Height Maximum for a Freestanding Sign ³	5 ft.
Sign Height Maximum for a Wall Sign (inclusive of a Window Sign)	15 ft.
Minimum Spacing from any Other Sign (Temporary Sign or a Permanent Sign ⁴)	10 ft.
Aggregate Maximum of Surface Area Allocated for All Sign Messages ⁵	32 sf.

¹ The number of temporary commercial signs per parcel shall be no more than two (2).

² The square footage limitation is per side for a back-to-back sign. For example, a six (6) square foot limitation means that there is a limit of six (6) square feet of surface area per side of a back-to-back sign, and an aggregate limit of twelve (12) square feet is allowed if the sign is a back-to-back temporary sign.

³ Not applicable to signs displayed on flagpoles.

⁴ Not applicable to signs displayed on flagpoles.

⁵ There is no limit to the number of separate messages that may appear on the allowable surface(s) of any temporary sign. The aggregate maximum of surface area allowed is subject to the other limitations or circumstances that may reduce the aggregate maximum of surface area that can be allocated.

Temporary Sign Code Ordinance (continued) Chapter 23-(e)

FACTS:

- **Condo-Hi Rises do not allow signage**
- **Side streets/A-1-A are impacted visually by signage**
- **Realtor signs have remained on overpriced units for years – no provision for this**
- **Clutter of signs during slow markets**
- **Coral Gables, Manalapan, Palm Beach use smaller signs (8" x 5") for same results**
- **In multi-family buildings on side streets there can be 4-For Sale signs allowed**



There can be as many as 4 signs in a Quad-multifamily building as this with a 24" x 24" size (I've seen 3 at once)

- (e) *Prohibition of temporary signs on public property.* Other than government signs displaying government speech, temporary signs on public property and public rights of way are prohibited unless otherwise allowed within the code of ordinances.
 - (f) *Duration for display of temporary sign.* If a temporary sign pertains to an event, the temporary sign shall be removed within and by no later than three (3) days after the event is concluded.
 - (g) *Display of temporary sign requires permission of real property owner.* A temporary sign on any parcel shall not be maintained if the placement of the same does not have the permission of the owner of the real property.
 - (h) *A temporary sign may not display any lighting and must remain static.* A temporary sign may not display any lighting or illuminations that flash, move, rotate, scintillate, blink, flicker, or vary in intensity or color.
 - (i) *A temporary sign may not incorporate fluorescent color or exhibit fluorescence.* A temporary sign may not incorporate fluorescent color or exhibit fluorescence.
 - (j) *A temporary sign may not obstruct a permanent sign or the vision between pedestrians and vehicles.* A temporary sign may not obstruct the view of a permanent sign as viewed from any public road, street or highway or any public sidewalk, and may not obstruct the vision between pedestrians and vehicles using
 - (j) *A temporary sign may not obstruct a permanent sign or the vision between pedestrians and vehicles.* A temporary sign may not obstruct the view of a permanent sign as viewed from any public road, street or highway or any public sidewalk, and may not obstruct the vision between pedestrians and vehicles using the public right-of-way, including but not restricted to, those meeting intersection visibility requirements.
 - (l) *A temporary sign may display multiple messages.* A temporary sign may display multiple independent messages on any portion of the sign surface of a temporary sign.
 - (m) *A temporary sign is not subject to permitting.* A temporary sign does not require a permit from the town.
- (Ord. No. 14-006, § 2, 7-1-14; [Ord. No. 16-011, § 2, 11-1-16](#))

Many comparable municipalities in South Florida limit signage maximum to 40 SQ INCHES (8" x 5" as an example) and do not allow massive white poles and add-ons to signs



real estate signage rules for coral gables, florida



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Coral Gables

In Coral Gables, FL, real estate signs **must be a maximum of 5 inches by 8 inches**. They do not require a permit for installation. They may identify the property, owner or agent, and address and telephone number of the owner or agent regarding the premises where the sign is located.

Mar 17, 2017

Palm Beach

TOWN OF PALM BEACH FLORIDA

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NOTIFICATIONS SIGN IN HELP

Select Language

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Palm Beach, Florida - ... / Chapter 134 - ZONING / ARTICLE XI - SIGNS / DIVISION 1 - GENERAL / Sec. 134-2371 - Signs

SHOW CHANGES Q Q MORE

VERSION: NOV 27, 2024 (CURRENT)

Chapter 114 - TAXATION

Chapter 116 - TELECOMMUNICATIONS

Chapter 118 - TRAFFIC AND VEHICLES

Chapter 122 - UTILITIES

Chapter 126 - VEGETATION

Chapter 130 - VEHICLES FOR HIRE

Chapter 134 - ZONING

permitted yard signs, one sign for each street frontage may be installed flat against the main wall or the building, each such sign not exceeding 20 square feet in area.

(Ord. No. 31-2015, § 2(Exh. A), 2-10-16)

Sec. 134-2403. - Sale or rental signs in R-AA, R-A And R-B districts.

Signs pertaining to the sale, lease or rental of property or buildings shall be permitted in single-family dwelling R-AA, R-A and R-B residential districts, subject to the following conditions and restrictions:

(1) The sign shall read either "open," "for rent," or "for sale," and may include the name of the persons affecting the sale or rental and the telephone number of the owner or agent relative to the premises upon which the sign is located.

(2) The face surface of such sign shall not be larger than 40 square inches.



- Chapter 158-Town of Manalapan "Signs" Ordinance is most similar to Highland Beach with very little commercial property
- Found on *library.municode.com* website section Chapt 158.01-158.99 an excellent framework to refer to when revising our existing Temporary Sign Ordinance.

Manalapan Florida

Search or jump to

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Manalapan, Florida - Code of Ordinances / TITLE XV - LAND USAGE / CHAPTER 158 - SIGNS

SHOW CHANGES Q Q MORE

VERSION: DEC 11, 2023 (CURRENT)

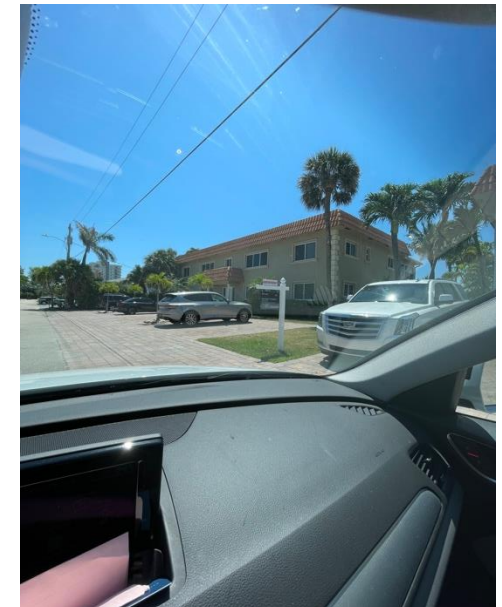
§ - 158.33 SIGNS ON RESIDENTIAL LOTS AND LOTS OF RECORD.

- (1) Temporary commercial signs include residential "for sale" signs, "for rent / lease" signs, "open house" signs and related signs. The face surface area of such sign shall not be larger than forty (40) square inches.
- (2) The face surface area of such sign shall not be larger than forty (40) square inches. The supporting member of such sign shall be of a thickness not exceeding one inch by one inch (1" x 1"), shall be installed into the ground to provide that no portion of the sign or any portion of the sign's frame, support or mount shall exceed four (4) feet above the finished elevation of the surrounding ground, and where such sign is suspended from an arm of the support, the thickness of the arm shall similarly not exceed one inch by one inch (1" x 1") and such arm shall not exceed a length of sixteen (16) inches. The entirety of the sign frame, support or mount shall be painted black and shall not be made of, or adorned with, any reflective material.

RECOMMENDATION TO THE BOARD OF COMMISSIONERS BY THE RESIDENTS AFFECTED BY THE CURRENT TEMPORARY SIGN ORDINANCE

- Review and perhaps adopt the Manalapan, Palm Beach, or Coral Gables Temporary Sign Ordinance to help the town rid itself of the visual pollution caused by temporary signs. (Outlined in our Town's Ordinance)
- Adhere to a smaller size sign (40 SQ INCHES) that are found in the ordinances of these similar municipalities and prohibit the current sign standard of 4 SQ FEET (24" x 24")
- High Rise Condos do not allow Realtor signage and units sell by appointment and market units for sale on the internet and direct mail.
- Single Family and Multi-Family units and townhouses do not need large signage and sell by appointment only as well and also market units for sale on the internet and direct mail.
- Too much attention is drawn to our street with large signs that may signal to the public that many units are empty. (Safety/Crime)

Please help us get rid of this mess and
visual pollution!



Chapter 23 SIGNS AND ADVERTISING¹

Sec. 23-1. Definitions.

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

Area of sign means the square foot area enclosed by the perimeter of the sign structure with each face contributing to the aggregate area.

Banner means a sign applied to cloth, paper or any animated rotating and/or fluttering devices used to attract attention (including colored or plain unadorned devices, i.e., flaps).

Double-faced sign means a sign with two (2) faces, mounted back to back, attached to a support, and/or a single sign with two (2) faces.

Electrical sign means a sign or sign structure in which electrical wiring, connections and/or fixtures are used as part of the sign proper or used in an adjacent or nearby area to illuminate a sign.

Flag means a piece of cloth usually attached at one edge to a staff/pole or cord containing distinctive colors, patterns or symbols, identifying a government or political subdivision.

Intermittent lighting, animation, moving or rotating sign means a sign shall not involve intermittent lighting, animation, motion or rotation of any part of a sign structure or display; except for governmental traffic signals, traffic devices and traffic signs as required by law.

Nonconforming sign means a sign erected prior to June 2, 1987, which does not conform to this chapter.

Obscene sign means a sign exhibiting thereon any lewd, lascivious, or obscene, character, or illustration.

Off-premises sign means a sign that advertises an establishment, merchandise, a service, or entertainment which is sold, produced, manufactured, or furnished at a place other than the premises on which the sign is located, however, non-commercial messages shall never be considered off-premises.

Permanent sign means a sign used to identify or name a residence, apartment or condominium building, motel or hotel.

Premises means the real property (as a unit) which is involved by the sign; includes the land or the land and the building(s).

Real estate sign means a sign advertising the premises for rent, for sale or for lease by an owner or his agent.

Roof sign means a sign erected on the roof, or above the roof line, or on the parapet.

¹Editor's note(s)—Ord. No. 14-006, § 2, adopted July 1, 2014, repealed the former chapter 23, §§ 23-1—23-13, and enacted a new chapter 23 as set out herein. The former chapter 23 pertained to similar subject matter. See Code Comparative Table for complete derivation.

Cross reference(s)—Alcoholic beverages, Ch. 3; buildings and structures, Ch. 6; food and food services, Ch. 10; licenses and license taxes, Ch. 15; motor vehicles and traffic, Ch. 16; planning and development, Ch. 20; streets, sidewalks and bicycle/walkway paths, Ch. 25; subdivisions, Ch. 26; zoning, Ch. 30.

State law reference(s)—Sign ordinances, F.S. §§ 163.3202(2)(f), 166.0425; outdoor advertising, F.S. ch. 479.

Searchlight means a large light used to attract attention by lighting the sky for the purpose of advertising.

Sidewalk or sandwich sign means a movable sign, not secured or attached to the ground.

Sign. The term "sign" shall mean any surface, fabric, device or display which bears lettered, pictorial or sculptured matter, including forms shaped to resemble any human, animal or product designed to convey information to the public and is visible from an abutting property, from a public street, sidewalk or right-of-way, or from a body of water. The term "sign" shall include all structural members. A sign shall be construed to form a single unit. In cases where matter is displayed in a random or unconnected manner without organized relationship of the components, each such component shall be considered a single sign. The term "sign" shall not include: artwork, holiday or seasonal decorations, cemetery markers, or machinery or equipment signs.

Temporary sign. The term "temporary sign" shall mean any sign that is not a permanent sign, and shall include a sign formerly or commonly known as a temporary election sign, a temporary political sign, a temporary free expression sign, a temporary real estate sign, a temporary directional sign, a temporary construction sign, a temporary grand opening sign, or any other temporary sign unless otherwise provided herein. The term "temporary sign" shall not include any substitution of message on an existing lawful sign or sign structure.

Traffic confusion sign means a sign or other advertising matter erected at the intersection of any streets or in any street right-of-way in a manner so as to obstruct free and clear vision; or at any location where, by reason of the position, shape, or color, it may interfere with, obstruct the view of, or be confused with any authorized traffic sign, a traffic signal, or traffic device; or which makes use of the words "stop", "look", "drive-in", "danger", or any other word, phrase, symbol, or character in a manner as to interfere with, mislead, or confuse vehicular traffic.

Vehicular sign means a sign placed on a vehicle or trailer that is parked on a street, public right-of-way or private property for the primary purpose of displaying the sign for advertising a commercial enterprise.

(Ord. No. 14-006, § 2, 7-1-14; Ord. No. 16-011, § 2, 11-1-16)

Sec. 23-2. Purpose.

The purpose of this chapter is to govern the number, size, location and character of all signs which may be permitted. No sign shall be erected or permitted in any location except in conformity with this chapter. This chapter is intended to prevent the random and indiscriminate erection of signs and to provide for the protection of the residential aspect of the town.

(Ord. No. 14-006, § 2, 7-1-14)

Sec. 23-3. Permit—Required; application; exemptions; waiver.

- (a) It shall be unlawful for any person to post, display, repair, change or erect a sign in the town without first obtaining a permit or registration, except as provided in subsection (b) of this section or in other provisions of this chapter or unless such permit is specifically waived in this chapter. When repair of an existing sign involves the expenditure of less than fifty (50) percent of its replacement value as determined by the building department, a permit may be waived. All application for sign or sign structure permits required in this section shall be filed by the sign or sign structure owner or his agent in the office of the building department. The application forms shall be supplied by the town. Applications will be reviewed by the building department as to conformance with this chapter.
- (b) The following types of signs are exempt from permitting requirements:
 - (1) Signs of a duly constituted governmental body, including, but not limited to, traffic or similar regulatory devices, legal notices or warnings at railroad crossings.

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- (2) Flags, within all residential zoning districts, only one flagpole may be erected (the construction of the flagpole may require a permit) containing no more than two (2) flags. The maximum size of any flag is twenty-four (24) square feet. Flags attached to an angled pole attached to a building shall not exceed fifteen (15) square feet. No flags of any commercial nature may be displayed within any residential districts.

Within all parcels containing governmental institutions, including public or private schools, up to three (3) flagpoles may be erected per property owner containing one flag per pole only. If only one flagpole is erected, two (2) flags may be flown. The property owner can substitute the flagpole(s) and attach no more than two flags to the property owner's building. The maximum size of any one flag shall not exceed sixty (60) square feet. Flags attached to an angled pole attached to a building shall not exceed fifteen (15) square.

These restrictions shall not affect the number of American flags displayed at any location for a period of seventy-two (72) hours encompassing any legal holiday, or any other event of a patriotic, memorial or celebratory nature as determined by federal, state, county or municipal policy.

- (3) Memorial signs or tablets erected and authorized, in writing, by the town manager.
- (4) Signs required to be maintained by law, governmental rule, order or regulation.
- (5) Nonelectrical directional signs displayed for the public, including signs which identify restrooms, freight entrances, stairs, walkways, etc., with a total surface area not exceeding three (3) square feet per sign.
- (6) Home number/nameplate signs, restricted to not more than one sign for each principal building or use on a premises and not exceeding three (3) square feet in surface area, and shall show only the numerical address designation on the premises upon which such sign is maintained.
- (7) Nonelectrical instructional signs, with a total surface area not exceeding one square foot per sign, and not more than five (5) signs per commercial or multifamily residential parcel.
- (8) Temporary signs as set forth in section 23-9.

(Ord. No. 14-006, § 2, 7-1-14; Ord. No. 16-011, § 2, 11-1-16)

Sec. 23-4. Permit—Issuance.

- (a) Provided the provisions of this chapter have first been complied with, and the signs or advertising structures do not violate any of the terms conditions or provisions of this chapter, or any law or ordinance, the building department, or some other person so designated by the town manager, shall issue a permit for such sign or advertising structure, retaining a copy thereof for the records. Construction of the sign or sign structure shall be completed within ninety (90) days of issuance of the permit or the permit will expire.
- (b) Permits for signs shall be on a form as promulgated by the building department and shall only be required for permanent signs. The application form and associated submission materials shall include the following:
 - (1) The type of sign and/or sign structure as set forth in this Code.
 - (2) The street address of the premises upon which the sign and/or sign structure is to be located along with identification of where on said premises the sign will be located. If there is no street address, another suitable method of identifying the location shall be provided.
 - (3) The area per sign face and the aggregate area of the sign and/or sign structure.
 - (4) The name and address of the owner or other person in control or possession of the real property upon which the sign or sign structure is to be located.

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- (5) Written consent of the owner, or his/her designated agent, granting permission for the construction, operation, maintenance, or displaying of the sign and/or sign structure.
 - (6) Two (2) copies of a blueprint, sketch, blue line print, or similar presentation, drawn to scale and dimensioned, showing elevations of the sign as proposed and its relationship to other existing or proposed signs or sign structures in the area. In the case of a free-standing sign, the representation shall include a sketch site plan showing the location of the sign.
 - (7) Appropriate exhibits showing the proposed location of the sign with respect to nearby structures and vegetation.
 - (8) A sign contractor shall provide a signed certificate stating that the sign and/or sign structure meets wind loading to withstand a pressure of fifty (50) pounds per square foot.

(Ord. No. 14-006, § 2, 7-1-14; Ord. No. 16-011, § 2, 11-1-16)

Sec. 23-5. Permitted signs.

- (a) *Generally.* Signs are permitted only along the road frontage unless otherwise indicated.
- (b) *All zoning districts.*
 - (1) In all zoning districts, one entrance (ingress) and one exit (egress) sign is permitted for directing traffic flow. Each sign may be single-faced or double-faced and shall meet Department of Transportation standards, and not exceed three (3) square feet in size. Each sign may be illuminated or non-illuminated as determined by the owner and police department. A permit is required.
- (c) *All zoning districts.*
 - (1) *Temporary signs.* Shall be as set forth in section 23-9.
 - (2) *Permanent signs:*
 - a. One permanent single-faced or double-faced sign not to exceed ten (10) square feet per face may be permitted. Such sign must be illuminated, but not with intermittent or colored lights or animation. The building official shall review the sign application and a permit is then required. A permit fee shall be charged and will be based upon the construction cost of the sign. The sign may be erected on a base not to exceed one foot six (6) inches in height. The base shall not exceed the dimensions of the sign by more than one foot in any direction. Any person seeking to place a sign in the FDOT right-of-way must obtain written FDOT approval prior to permit issuance by the town.
 - b. A street address sign readily visible from the street is required. Installation of this street address sign is a condition for issuing the certificate of occupancy. No permit is required.
 - c. In the case of intracoastal property, one additional permanent sign identifying the development may be allowed. This additional sign may also be single-faced or double-faced, not to exceed ten (10) square feet per face. It may be illuminated, but not with intermittent or colored lights or animation. A permit is required.
 - d. Tow away signs conforming to state statutes are allowed on private property.
 - e. Whenever a sign requires a permit and is allowed within a setback area, easement, or right-of-way, the person erecting the sign shall be required to execute an agreement with the town.
 - f. *Garishness:* The overall effect of the lettering, configuration or color of a sign shall not be garish. "Garish" signs are those that are too bright or gaudy, showy, glaring, and/or cheaply brilliant or

involving excessive ornamentation. Garish signs are not in harmony with and are not compatible with the building or adjacent surroundings.

- g. *Traffic safety*: No sign shall be located in such a manner that it will become a hazard to automotive or pedestrian traffic nor shall any sign or lighting of a sign be so placed as to obstruct the vision of the driver of any motor vehicle where vision is necessary for safety.
- h. *Illumination*: Signs may be illuminated directly or indirectly unless specifically prohibited elsewhere in this chapter. In residential zoning districts, all illumination shall be shielded so that the light is not directed toward adjacent residentially zoned property.

(Ord. No. 14-006, § 2, 7-1-14; Ord. No. 15-003, § 3, 5-5-15; Ord. No. 16-011, § 2, 11-1-16)

Sec. 23-6. Prohibited signs.

All other signs not permitted in section 23-5 are prohibited, with the exception of signs erected by a public authority for public purposes and temporary signs as permitted by section 23-9. The placement of public purpose signs by a public authority on the grounds of town hall may be approved at the discretion of the town manager. Prohibited signs include, but are not limited to the following:

- (a) Banners.
- (b) Wind signs.
- (c) Off-premise signs.
- (d) Roof signs.
- (e) Snipe signs.
- (f) Traffic confusion signs.
- (g) Vehicular signs.
- (h) Commercial signs in public rights-of-way.
- (i) Intermittent lighting, animation, moving or rotating signs.
- (j) Noise-producing signs (a sign producing noise or sounds).
- (k) Obscene signs.
- (l) Smoke or odor-producing signs (a sign producing or emitting smoke, vapor, particles, or odor).

In addition to the foregoing, any sign not provided for, or expressly permitted by this chapter is also prohibited.

(Ord. No. 14-006, § 2, 7-1-14; Ord. No. 16-011, § 2, 11-1-16)

Sec. 23-7. Enforcement and penalties.

- (a) A permanent sign erected without obtaining a building permit shall be removed within five (5) working days from the date of a written notice from the building department or other person so designated by the town manager. If the sign is not removed by the end of the fifth day, or if there are any other violations of this ordinance, enforcement proceedings will be initiated pursuant to section 2-100, enforcement procedure, or the code enforcement board, as set forth in article V of chapter 2 of the Code of Ordinances.

-
- (b) For those signs that do not require a permit and are temporary in nature the town finds that, in view of the inexpensive nature of these signs and the administrative burden which would be imposed by elaborate procedural prerequisites prior to removal, any procedure other than summary removal of these signs when unlawfully erected and maintained would defeat the purpose of regulating such signs. The town manager is hereby authorized to remove such signs when unlawfully erected and maintained, subject to the provisions contained below:
- (1) After removal of a sign pursuant to this section, a notice will be sent, either by hand-delivery or by first-class postage, prepaid, to the occupant of the property from which the sign was removed, and if the sign identifies a party other than the occupant of the property, the party so identified. The notice shall advise that the sign has been removed and shall state that the sign may be retrieved within thirty (30) days of the date of the notice, and that, if the sign is not retrieved within thirty (30) days, it will be disposed of by the town.
 - (2) The town shall dispose of all unclaimed signs after the expiration of the thirty-day period.
- (Ord. No. 14-006, § 2, 7-1-14)

Sec. 23-8. Appeals.

If a sign permit application is denied by the building official. The board of adjustment and appeals shall hear and decide appeals where it is alleged there is error in any order, interpretation, requirement, decision, or determination made by the building official in the administration or enforcement of this chapter. A request for appeal must be filed with the town clerk within ten (10) business days of the date of the matter being appealed.

(Ord. No. 14-006, § 2, 7-1-14; Ord. No. 15-003, § 4, 5-5-15; Ord. No. 16-011, § 2, 11-1-16)

Sec. 23-9. Temporary signs.

- (a) *Scope.* Notwithstanding anything to the contrary in the Town's code of ordinances, the provisions of this section shall govern the regulation of temporary signs, and take precedence over any other provisions that pertain to temporary signs unless specifically exempted or excepted herein.
- (b) *Findings of fact.* The town commission finds that the location and maintenance of temporary signs affects the public health, safety, and general welfare of the people of this community, and that in order to preserve and enhance the Town as a desirable community in which to live and do business, a pleasing, visually attractive environment is of foremost importance. The town commission further finds that the regulation of temporary signs within the Town is a highly contributive means by which to achieve this desired end, and that uncontrolled and unlimited temporary signs would degrade the aesthetic attractiveness of the natural and manmade attributes of the community and thereby undermine the economic value of tourism, visitation and permanent economic growth.
- (c) *Purpose and intent.* It is the purpose of this section to promote the public health, safety and general welfare through reasonable, consistent and non-discriminatory standards for temporary signs. The temporary sign regulations in this section are not intended to censor speech or to regulate viewpoints, but instead are intended to regulate the secondary effects of speech, and especially insofar as those secondary effects may adversely affect aesthetics and traffic and pedestrian safety. It is the intent of the town commission that the temporary sign regulations shall provide uniform sign criteria which regulate the size, height, number and placement of signs in a manner that is compatible to the residential, coastal and character of the Town, and which place the fewest possible restrictions on personal liberties, property rights, commerce, and the free exercise of constitutional rights while achieving the Town's goal of creating a healthy, safe and attractive environment that does not contain excessive clutter and visual distraction in rights-of-way and adjacent

properties, the surrounding natural coastal environment, historic district and residential neighborhoods. These sign regulations have been prepared with the intent of enhancing the visual environment of the Town and promoting its continued well-being, consistent with the most recent pronouncements by the United States Supreme Court regarding the regulation of temporary signage, and are further intended to:

- (1) Encourage the effective use of signs as a means of communication in the Town;
 - (2) Maintain and enhance the aesthetic environment and the town's ability to attract sources of economic development and growth;
 - (3) Improve pedestrian and traffic safety;
 - (4) Minimize the possible adverse impact of temporary signs on nearby public and private property;
 - (5) Lessen the visual clutter that may otherwise be caused by the proliferation, improper placement, illumination, animation, excessive height, and excessive size (area) of temporary signs which compete for the attention of pedestrian and vehicular traffic;
 - (6) Allow temporary signs that are compatible with their surroundings, while precluding the placement of temporary signs that contribute to sign clutter or that conceal or obstruct adjacent land uses or signs;
 - (7) Encourage and allow temporary signs that are appropriate to the zoning district in which they are located;
 - (8) Regulate temporary signs in a manner so as to not interfere with, obstruct the vision of or distract motorists, bicyclists or pedestrians;
 - (9) Preserve, conserve, protect, and enhance the aesthetic quality and scenic beauty of all zoning districts of the town;
 - (10) Protect property values by precluding to the maximum extent possible temporary signs that create a nuisance to the occupancy or use of other properties as a result of their size, height, illumination, brightness, or movement; and
 - (11) Enable the fair and consistent enforcement of these temporary sign regulations.
- (d) *Criteria required for temporary signs.* The criteria for temporary signs are set forth in the table below. A temporary sign is unlawful if it does not meet the criteria established for the zoning district in which the sign is located.

Temporary Signs Design Standards and Limitations

ZONING DISTRICTS	RE,RS, RML,RMM,RMH
Maximum Number of Signs Per Parcel ¹	4
Maximum Sign Area ²	4 sf.
Sign Height Maximum for a Freestanding Sign ³	5 ft.
Sign Height Maximum for a Wall Sign (inclusive of a Window Sign)	15 ft.
Minimum Spacing from any Other Sign (Temporary Sign or a Permanent Sign ⁴)	10 ft.
Aggregate Maximum of Surface Area Allocated for All Sign Messages ⁵	32 sf.

¹ The number of temporary commercial signs per parcel shall be no more than two (2).

² The square footage limitation is per side for a back-to-back sign. For example, a six (6) square foot limitation means that there is a limit of six (6) square feet of surface area per side of a back-to-back sign, and an aggregate limit of twelve (12) square feet is allowed if the sign is a back-to-back temporary sign.

³ Not applicable to signs displayed on flagpoles.

⁴Not applicable to signs displayed on flagpoles.

⁵There is no limit to the number of separate messages that may appear on the allowable surface(s) of any temporary sign. The aggregate maximum of surface area allowed is subject to the other limitations or circumstances that may reduce the aggregate maximum of surface area that can be allocated.

- (e) *Prohibition of temporary signs on public property.* Other than government signs displaying government speech, temporary signs on public property and public rights of way are prohibited unless otherwise allowed within the code of ordinances.
- (f) *Duration for display of temporary sign.* If a temporary sign pertains to an event, the temporary sign shall be removed within and by no later than three (3) days after the event is concluded.
- (g) *Display of temporary sign requires permission of real property owner.* A temporary sign on any parcel shall not be maintained if the placement of the same does not have the permission of the owner of the real property.
- (h) *A temporary sign may not display any lighting and must remain static.* A temporary sign may not display any lighting or illuminations that flash, move, rotate, scintillate, blink, flicker, or vary in intensity or color.
- (i) *A temporary sign may not incorporate fluorescent color or exhibit fluorescence.* A temporary sign may not incorporate fluorescent color or exhibit fluorescence.
- (j) *A temporary sign may not obstruct a permanent sign or the vision between pedestrians and vehicles.* A temporary sign may not obstruct the view of a permanent sign as viewed from any public road, street or highway or any public sidewalk, and may not obstruct the vision between pedestrians and vehicles using the public right-of-way, including but not restricted to, those meeting intersection visibility requirements.
- (l) *A temporary sign may display multiple messages.* A temporary sign may display multiple independent messages on any portion of the sign surface of a temporary sign.
- (m) *A temporary sign is not subject to permitting.* A temporary sign does not require a permit from the town.

(Ord. No. 14-006, § 2, 7-1-14; Ord. No. 16-011, § 2, 11-1-16)

Sec. 23-10. Non-commercial message.

Notwithstanding anything contained in this chapter to the contrary, any sign erected pursuant to the provisions of this chapter may, at the option of the applicant, contain either a non-commercial message unrelated to the business located on the premises where the sign is erected or a commercial message related to the business and located on the business premises. The non-commercial message may occupy the entire sign face or portion thereof. The sign face may be changed from commercial to non-commercial messages as frequently as desired by the owner of the sign, provided that the size and design criteria conform to the applicable portions of this chapter, the sign is allowed by this chapter, the sign conforms to the requirements of the zoning designation and the appropriate permits are obtained. Noncommercial copy may be substituted for commercial copy wherever commercial copy appears. For the purposes of this chapter, non-commercial messages, by their very nature, shall never be deemed off-premises.

(Ord. No. 14-006, § 2, 7-1-14; Ord. No. 16-011, § 2, 11-1-16)

Sec. 23-11. Severability.

If any part, section, subsection, paragraph, subparagraph, sentence, phrase, clause, term, or word of this chapter is declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, the declaration of such unconstitutionality shall not affect the following sections of this chapter: section 23-5 and section 23-11.

(Ord. No. 14-006, § 2, 7-1-14; Ord. No. 16-011, § 2, 11-1-16)

May 15, 2025 at 8:19:16 AM
2711 S Ocean Blvd



May 15, 2025 at 8:20:21 AM
2565 S Ocean Blvd



May 15, 2025 at 8:22:43 AM
2366 S Ocean Blvd

SIEMENS
GROUP
REALTY
FOR SALE
561-239-8537

May 15, 2025 at 7:37:46 AM
3700 S Ocean Blvd



May 15, 2025 at 7:47:18 AM
4301 Tranquility Dr



FORMATIVE
BUILDERS

561.877.1031

FORMATIVE.BUILD

4301

May 15, 2025 at 7:49:00 AM
4316 S Ocean Blvd



May 15, 2025 at 7:51:21 AM
1121 Bel Air Dr

FOR SALE
LORENA MOSCOSO, PA
REALTOR®
954.204.9505
Signature

May 15, 2025 at 7:53:52 AM
1007 Bel Air Dr

WATERFRONT

FOR SALE

Arley Kost
860.951.2783
arley.kost@compass.com

/// — COMPASS



May 15, 2025 at 7:55:37 AM
1101 Russell Dr

FOR SALE
REALTY SERVICES
Regency
LUXURY PORTFOLIO
Susan Epling
561-716-7515

May 15, 2025 at 8:11:15 AM
4715 S Ocean Blvd



10-Jun-2025 07:40
1120 Highland Beach Dr
Palm Beach County



TEMPORARY SIGNAGE – SUMMARY OF OTHER MUNICIPALITIES¹

MUNICIPALITY	Max. number	Max. size	Minimum setbacks	Max. Height	Time limit
City of Coral Gables	For real estate, construction, and professional affiliation in single-family, multifamily 1 or 2 districts, 1 sign per site or development. If property abuts a waterway or golf course, additional sign permitted.	40 square inches.	5 feet from front PL (exceptions apply).	6 feet	Removed within 72 hours of the issuance of temporary or final certificate of occupancy for the property or as determined by the Development Services Dept.
	For nonresidential districts, 1 sign per site or development.	16 square feet	10 feet from PL and/or ROW.	8 feet	Removed within 72 hours of the issuance of temporary or final certificate of occupancy for the property
Town of Palm Beach	<u>For political signs</u> , 1 sign per candidate or ballot measure on property OR <u>For noncommercial signs</u> , 1 sign per issue, idea or message on property.	4 square feet in area, limited to two sides. No triangular or multi-sided signs.	10 feet from lot line of another; 5 feet from the front PL or from a street.	4 feet including supports for the sign.	<u>For political signs</u> , shall not be placed prior to 30 days of the election and shall be removed with 48 hours after the day of election. <u>For noncommercial signs</u> , allowed during the times when temporary political signs are allowed.
	<u>For sale or rental signs</u> , 1 sign per premise.	40 square inches	5 feet from front PL	4 feet above the finished grade of the ground	Remove within 5 days from the date a binding agreement is entered into or upon removal of the property from the market, whichever occurs first.

TEMPORARY SIGNAGE – SUMMARY OF OTHER MUNICIPALITIES¹

MUNICIPALITY	Max. number	Max. size	Minimum setbacks	Max. Height	Time limit
Town of Manalapan	For residential real estate related signs, 1 sign per lot.	40 square inches (face surface), additional provisions apply.	5 feet to the PL or to the paved surface of the street.	4 feet above finished elevation of surrounding ground.	Removed on date of sales, lease or rental of the lot or upon removal of the lot from the market, whichever occurs first.
	For “Open house” signs, 3 per lot.	80 square inches (face surface)	SAA	-	No more than 4 hours in any 24 hour period.
	For noncommercial signs, 1 per lot.	6 square feet (face surface)	SAA	6 feet	Removed upon conclusion of event.
Highland Beach	4 per parcel, 2 if temporary commercial sign.	4 square feet ²	None	5 feet for freestanding sign; 15 feet for wall sign.	If sign pertains to event, remove within 3 days after event is concluded.

¹ Additional regulations may apply.

² The square footage limitation is per side for a back-to-back sign. For example, a six (6) square foot limitation means that there is a limit of six (6) square feet of surface area per side of a back-to-back sign, and an aggregate limit of twelve (12) square feet is allowed if the sign is a back-to-back temporary sign.

PL- property line

ROW – right-of-way

File Attachments for Item:

A. Designation of a Voting Delegate for the Florida League of Cities 2025 Annual Conference – Required Business Meetings



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE 08/05/2025

SUBMITTED BY: Lanelda Gaskins, Town Clerk's Office

SUBJECT: Designation of a Voting Delegate for the Florida League of Cities 2025 Annual Conference – Required Business Meetings

SUMMARY:

Annual Business session.

FISCAL IMPACT:

Travel and Training: Mileage Reimbursement
Lodging and Per Diem Meals

ATTACHMENTS:

None

RECOMMENDATION:

Staff recommend Town Commission delegate one (1) Commissioner as a voting delegate for the FLC 2025 Annual Conference / Business Session.



To: Key Official

From: Eryn Russell, Florida League of Cities

Date: June 17, 2025

Subject: 2025 Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Signia by Hilton Orlando Bonnet Creek in Orlando, Florida, from August 14-16, 2025. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference **designate one elected official to serve as its Voting Delegate** and cast the municipality's votes at the Annual Business Meeting which will be held on **Saturday, August 16, 2025**. The Voting Delegate designated by each municipality will vote on all official business matters brought before the League membership and requiring a vote during the Business Meeting. Matters such as the election of League leadership, adoption of resolutions and any other official business matters affecting the League may be voted on during the Business Meeting.

In accordance with the League's by-laws, the number of votes allocated to each municipality is determined based upon population. The League will use the latest Florida Estimates of Population as published by the University of Florida, Bureau of Economic and Business Research.

Annual Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at flcities.com.

If you have any questions about voting delegates, please email erussell@flcities.com.
Voting delegate forms must be received by the League no later than July 31, 2025.

Attachments: Form Designating Voting Delegate



**2025 Annual Conference
Florida League of Cities, Inc.
August 14-16, 2025
Orlando, Florida**

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of its elected officials to cast the municipality's votes at the Annual Business Meeting. League By-Laws require each municipality to select one person to serve as the municipality's Voting Delegate.

Municipalities do not need to adopt a resolution to designate a voting delegate. Instead, please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2025.**

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Delegate Email: _____

Municipality of: _____

AUTHORIZED BY:

Name

Title

Return this form to:

Eryn Russell
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Email: erussell@flcities.com