



Mayor Alan Fiers
Vice Mayor Scott McCranel

Commissioner Tracy Larcher
Commissioner Brian Tyler
Commissioner Mark Ward

Town Treasurer Darlene Hopper
Town Attorney Keith Davis
Town Clerk Jude M. Goudreau

PLEASE NOTE: THIS MEETING WILL ALSO BE CONDUCTED USING COMMUNICATION MEDIA TECHNOLOGY

Meeting link:

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=m48d05eddf424566dfb67f9fd445be3eb> Meeting number: 2634 086 0576 Password: 0828

Join by phone: +1-408-418-9388 United States Toll Access code: 263 408 60576

Regular Commission Meeting Agenda

1) CALL TO ORDER

- a) Pledge of Allegiance
- b) Roll Call

2) APPROVAL OF MEETING AGENDA

(Additions, substitutions, deletions)

3) APPROVAL OF CONSENT AGENDA

- o Commission Meeting Minutes, July 24, 2023.
- o Special Permit #23-06, November 23, 2023, Turkey Trot, sponsored by the Marriott, 150 attendees, fees paid.
- o Special Permit #23-07, December 24, 2023, Reindeer Run, sponsored by the Marriott, 130 attendees, fees paid.
- o Special Permit #23-08, December 2, 2023, Fund Raiser, sponsored by Karen Nottage, 120 attendees, fees paid.
- o Special Permit #23-09, September 24, 2023, Ocean Walk, Sponsored by Game on Race Events, City of Riviera beach, 200 attendees, fees paid.

4) GUEST SPEAKER:

PBSO-Major R. Mattino

5) AGREEMENTS:

Fourth Addendum- PBSO

6) DEPARTMENT AND BOARD REPORTS:

Financial Report:

- o July 2023
- o FY2024 Budget- Update

Staff Reports:

- Sheriff's Department
- Fire Department
- Public Works
- Town Clerk
- Planning and Zoning Chairman
- Town Attorney

7) COMMISSION REPORTS

Mayor Fiers

- Update on Water Main Project
- Road Project
- Community Center Kitchen Renovation

8) ORDINANCES: O-4-23

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF PALM BEACH SHORES AT CHAPTER 22. ELECTIONS., SECTION 22-4 TO ADJUST THE DATES FOR QUALIFYING FOR MUNICIPAL ELECTED OFFICE; DIRECTING THE TOWN CLERK TO TRANSMIT A CERTIFIED COPY OF THIS ORDINANCE TO THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 22. ELECTIONS. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

9) OTHER BUSINESS:

- Town Administrator Position
 - Approve Organization Chart
 - Approve Job Description
 - Appoint Committee Members (Hiring Committee)

10) DISCUSSION ITEMS:

- Enforcement of existing rules- Motorized devices and bicycles- Parkway

11. PUBLIC COMMENTS:

You must state your name for the record. Limit, 3 minutes per speaker, one time per topic.

12. ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Town Commission with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting. IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. **FOR HEARING ASSISTANCE:** If any person wishes to use a hearing device, please contact the Town Clerk.



Mayor Alan Fiers
Vice Mayor Scott McCranel

Commissioner Tracy Larcher
Commissioner Brian Tyler
Commissioner Brian Mark Ward

Keith Davis Town Attorney
Town Treasurer Darlene Hopper
Town Clerk Jude M. Goudreau

Regular Commission Meeting
Minutes

CALL TO ORDER

Mayor Fiers called the meeting to order at 7:00 PM. Those present were Mayor Alan Fiers, Vice Mayor Scott McCranel, Commissioner Tracy Larcher, Commissioner Brian Tyler (via Webex), Commissioner Mark Ward, and Town Treasurer Darlene Hopper. Also in attendance were PBSO Sgt. Steve Langevin, Fire Chief Trevor Steedman, Public Works Director Alan Welch, Town Attorney Mitty Barnard, and Planning and Zoning Chairman Jerry Cohn.

APPROVAL OF MEETING AGENDA

Motion: Commissioner Tracy Larcher made a motion to approve the agenda.

Second: Vice Mayor Scott McCranel seconded the Motion.

Vote: Motion passed 5-0

APPROVAL OF CONSENT AGENDA

Commission Meeting Minutes, June 26, 2023.

Motion: Commissioner Mark Ward made a motion to approve the Consent Agenda.

Second: Vice Mayor McCranel seconded the Motion.

Vote: Motion passed 5-0

LEGISLATIVE UPDATE:

Senator Bobby Powell presented an overview of the Legislative actions taken and the new laws taking effect on July 1, 2023. The Senator answered the Commissioner's questions.

AGREEMENTS:

EMS Contract with the City of Riviera Beach.

Discussion: There was a very detailed and lengthy discussion regarding the EMS Contract and the three options:

Option #1: PBS pays \$750,000.00 in four quarterly payments, and Riviera Beach will bill patients who use the service \$2,871.00, thereby collecting the difference to bring the amount paid to the \$890,000.00 (Under this arrangement, Riviera Beach would almost certainly collect funds above the \$890,000.00, thereby making a profit.)

Option #2: PBS pays \$850,000.00 in quarterly payments, and patients are billed on a graduated scale of \$750.00 to \$1,000.00, depending on the severity of the patient's situation. (This is the same scale they use for billing Riviera Beach residents.)

Option #3: PBS pays \$750,000.00, and patients are billed \$750.00 to \$1,000.00, depending on the severity of the patient's situation. At the end of the contract year, the amount recovered by patient billing will be totaled and added to the \$750,000.00. Suppose the total reaches \$890,000.00, or the sum of the number of calls times \$2,871.00 (for example, 290 calls X \$2,871 = \$832,590). The combination of \$750,000.00 plus funds recovered from billing equals \$831,590.00 in that case, PBS doesn't pay Riviera Beach any additional funds, whereas if the call volume is high, and the recovery is low (for example, 315

calls X \$2,871.00 = \$904,365.00), and our payments plus recovery do not equal that amount, PBS will need to make a supplemental payment to Riveria Beach at the beginning of the following budget year.

Motion: Vice Mayor McCranel made a motion for Option #3

Second: No Second to the Motion- Motion does not carry.

Discussion resumed.

Motion: Vice Mayor McCranel made a motion for Option #1.

Second: Commissioner Tyler seconded the Motion.

Vote: Vice Mayor McCranel and Commissioner Tyler in Favor-Mayor Fiers, Commissioners Ward and Larcher Opposed 3-2 Vote- Motion does not carry.

Discussion resumed.

Motion: Commissioner Ward made a motion to table the item.

Second: Vice Mayor McCranel seconded the Motion.

Vote: 4-1 Votes, Mayor Fiers opposed

Another Discussion:

Motion: Commissioner Tyler made a motion to reconsider the item.

Second: Vice Mayor McCranel seconded the Motion.

Vote: 4-1 Commissioner Larcher opposed.

Motion: Commissioner Tyler made a motion to accept Option Three, and a resolution will be prepared to reflect the fee schedule.

Second: Vice Mayor McCranel seconded the Motion.

Vote: Motion passed 3-2 with Commissioners Ward and Larcher opposed.

Public Comments: Martin DeLoach, resident and Fire Inspector for the Town of Palm Beach, offered Commissioners some additional input and background on the Fire Services from when he was an employee with PBS. He also compared our fire rescue versus paying another city or Town.

DEPARTMENT AND BOARD REPORTS

Financial Reports:

Darlene Hopper, Town Treasurer, presented the financial report for June. As of the end of June, revenue ran above budget at 94%. This is due to higher than budgeted interest on Town accounts, higher than budgeted activity in the Town Building Department, and higher than budgeted sales tax revenue, and expenses are tracking to budget at 76%. The Treasurer provided a detailed, positive financial report and answered the Commission's questions.

Motion: Commissioner Larcher made a motion to approve the June 2023 Financial Report.

Second: Vice Mayor McCranel seconded the Motion.

Vote: Motion Passed 5-0.

Staff Reports:

Sheriff's Department: PBSO Sgt. Steve Langevin gave an overview of his written monthly report and statistics and provided details about the arrests made in Town. A previously reported robbery was a bogus report; the investigation continues, and charges are pending for the false report. North County Advisory Board met recently. Elizabeth Kuechenmeister, a resident, is our Town Representative. The discussion at the meeting was about the homeless. Representatives from the Homeless Outreach Programs were present to discuss the homeless issues in the area. Commissioner Larcher thanked Sgt. Langevin for the recent response at the Community Center involving a homeless person. The subject was trespassed thirteen months ago; the warning had expired, and they issued him a new warning against trespassing.

Fire Department: Chief Steedman gave an overview of his written Monthly Report and reviewed the calls for service and training for the month; there were 139 hours of training. The Chief is signed up for an August 7, 2023 F-ROC training class. This training will benefit the Town by at least twenty percent in reimbursement from FEMA for recovery from natural disasters. The Ocean Rescue ATV is down again for repairs. He has received two of the three required quotes and will prepare to purchase one before the end of the Fiscal Year.

Public Works: Director Welch updated the Commissioners on the Community Center renovations, the Tidal Value Project, the AT&T Project, the Watermain Project, Street Repairs, and Outfall Pipes, and provided an update on the recent emergency response from the Fire Department to the elevator's electrical room at the Community Center. The Elevator Company responded and made repairs. Mr. Welch answered questions from the Commissioners.

COMMISSION REPORTS:

Update on the Water Main Project: Testing has been done, a mistake was made in the paperwork, and the project was stalled for another ten days. Hopefully, the work will resume next week.

Road Project: Plans for the road repaving project drawings are complete. We are now in the process of getting bids. Work is planned immediately after the Water Main Project's work is completed.

AT&T: Mayor Fiers asked our Litigation Attorney, Gray Robinson, for an opinion on the abandoned copper lines, and he presented a memo of a 2019 finding written by the FCC. A request has been made, and he will follow up and report back.

ORDINANCES:

Ordinance O-3-23 Second Reading:

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF PALM BEACH SHORES AT CHAPTER 22. ELECTIONS. SECTION 22-9. TO PROVIDE A MUNICIPAL ELECTION DATE AND RUN-OFF ELECTION DATE FOR THE 2024 TOWN MUNICIPAL ELECTION CONCURRENTLY WITH THE 2024 PRESIDENTIAL PREFERENCE PRIMARY ELECTION; DIRECTING THE TOWN CLERK TO TRANSMIT A CERTIFIED COPY OF THIS ORDINANCE TO THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 22. ELECTIONS. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED, PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE, AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Discussion: Attorney Barnard read by Title only the Ordinance. This Ordinance adjusts the Town 2024 election date to coincide with the State 2024 Presidential Primary Election. The Town Election date will be March 19, 2024.

Motion: Commissioner Mark Ward made a motion to approve the Second Reading of the Ordinance.

Second: Commissioner Tracy Larcher seconded the Motion.

Motion: Motion Passed 5-0.

OTHER BUSINESS:

Millage Rate 6.3500

Discussion: Mayor Fiers gave a brief overview of the millage rate and how the Town has not raised it in many years, and it would be very tight, but we can fund the budget at that rate.

Motion: Commissioner Ward made a motion to set the millage rate at 6.3500

Second: Commissioner Brian Tyler seconded the Motion.

Vote: Motion passed 5-0.

Millage Rate Debt Services 0.4920

Discussion: Mayor Fiers gave a brief overview of the Debt Service Millage Rate, noting this provides slightly more revenue in conjunction with the Utility Tax and is slightly more than the payments. Town Treasurer Darlene Hopper will calculate the figures and report back to the Commission to make a decision on how to proceed.

Motion: Commissioner Larcher made a motion to set the Debt Service Millage rate at 0.4920

Second: Commissioner Ward seconded the Motion.

Vote: Motion passed 5-0.

First Public Hearing Date/Time/Location.

Motion: Vice Mayor Scott McCranel motioned to set the First Public Hearing for September 11, 2023, at 7:00 PM, in the Commission Chambers at 247 Edwards Lane, Palm Beach Shores, Florida 33404.

Discussion: Commissioner Larcher said he would not be present at the September 11, 2023, meeting.

Second: Commissioner Mark Ward seconded the Motion.

Motion: Motion Passed 5-0.

PUBLIC COMMENTS: Martin DeLoach complained about the construction projects on his street. Mr. DeLoach feels more Code Enforcement needs to be enforced on the construction companies. He also commented on the elevation requirements for new construction. He would like to see an Ordinance change to meet the new elevation requirements. The Mayor will ask the P&Z Board to look into this and report back. Chairman Cohn commented on the Ordinances.

DISCUSSION ITEMS:

Town Administrator Position-

Discussion: Mayor Fiers would like to wait to hire someone until the start of the new calendar year. Commissioner Ward said he feels the decision was made at the workshops to move forward with the position immediately and start the next fiscal year or calendar year. Commissioner Ward asked Town Attorney Barnard about the Town's Charter regarding hiring a Town Manager or Town Administrator and the process. Mayor Fiers commented that the Commission will have the final say and vote on who is hired. Commissioner Tyler said that they have voted to move forward with this at a previous meeting, and due to the upcoming election qualifying period, he feels it's best to hire someone now to give qualifying candidates an idea of what their positions would hold. Mayor Fiers would like to revise the three-page job description; he feels this one is too lengthy. Commissioner Tyler would like it done prior to the next workshop.

Qualifying Periods: Town Clerk Goudreau asked the Commission if they would like to extend the Qualifying Period from November 7, 2023, through November 21, 2023, until November 7, 2023, through November 28, 2023, as in previous years. By Consensus they would like to change the dates. Town Attorney Barnard will draft an Ordinance for first reading for the next meeting.

ADJOURNMENT:

Motion: Vice Mayor McCranel made a motion to adjourn the meeting.

Second: Commissioner Larcher seconded the Motion. Motion passed 5-0.

The meeting adjourned at 9:54 PM.

Approved this day, 28th Day of August 2023.

ATTEST:

Alan Fiers, Mayor

Jude M. Goudreau, Town Clerk

(Seal)



DATE SUBMITTED 8.21.2023

PERMIT NO. 2306

Town of Palm Beach Shores
APPLICATION FOR
SPECIAL EVENTS PERMIT
(Section 18-27 of Town Code)

Please check a box
below if you are a:

Police Officer ☐
Fire Fighter ☐
Teacher ☐

Type of event: Turkey Trot Run Location: Palm Beach Shores

Sponsor: Marriott Ocean Pointe Telephone: (561) 882-3000

Property owner's consent and acknowledgement of responsibility:

Signature: [Signature]

Date and Time: 11/23/2023 9:00am Time it ends: 10:30 am

Number of participants: 150

Proof of insurance attached? Yes ☒ No ☐

Copy of all required state and county permits if event will be held on or
utilize state and/or county-controlled property.

Please indicate any traffic, fire-rescue, utilities impact, and/or mitigation
plan:

Secure Perimeter For Activity

Permit fee \$50 ☒ (Untimely application \$150 ☐) Receipt # _____

APPROVED:

Fire Department: _____

Sheriff's Office: [Signature]

Number of off-duty officers required: 0

Date of Commission Review: _____ Approved: _____



DATE SUBMITTED 8.21.2023

PERMIT NO. 23-01

Town of Palm Beach Shores
APPLICATION FOR
SPECIAL EVENTS PERMIT
(Section 18-27 of Town Code)

Please check a box
below if you are a:

Police Officer ☐
Fire Fighter ☐
Teacher ☐

Type of event: Reindeer Run Location: Palm Beach Shores

Sponsor: Marriott Ocean Pointe Telephone: (561) 882-3000

Property owner's consent and acknowledgement of responsibility:

Signature: [Signature]

Date and Time: 12/24/2023 9:00am Time it ends: 10:30 am

Number of participants: 130

Proof of insurance attached? Yes ☒ No ☐

Copy of all required state and county permits if event will be held on or
utilize state and/or county-controlled property.

Please indicate any traffic, fire-rescue, utilities impact, and/or mitigation
plan:

Secure Perimeter for Activity.

Permit fee \$50 ☒ (Untimely application \$150 ☐) Receipt # _____

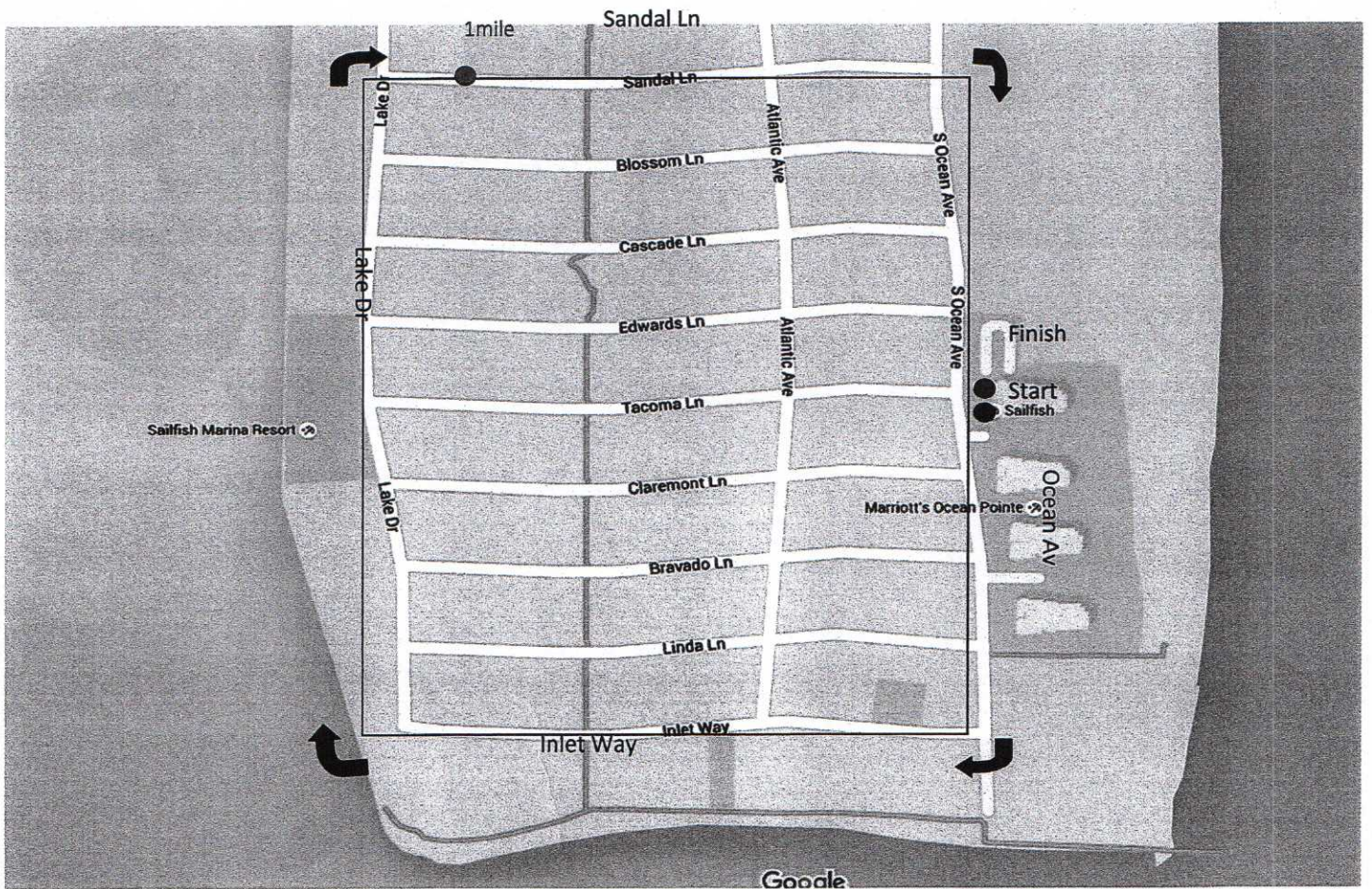
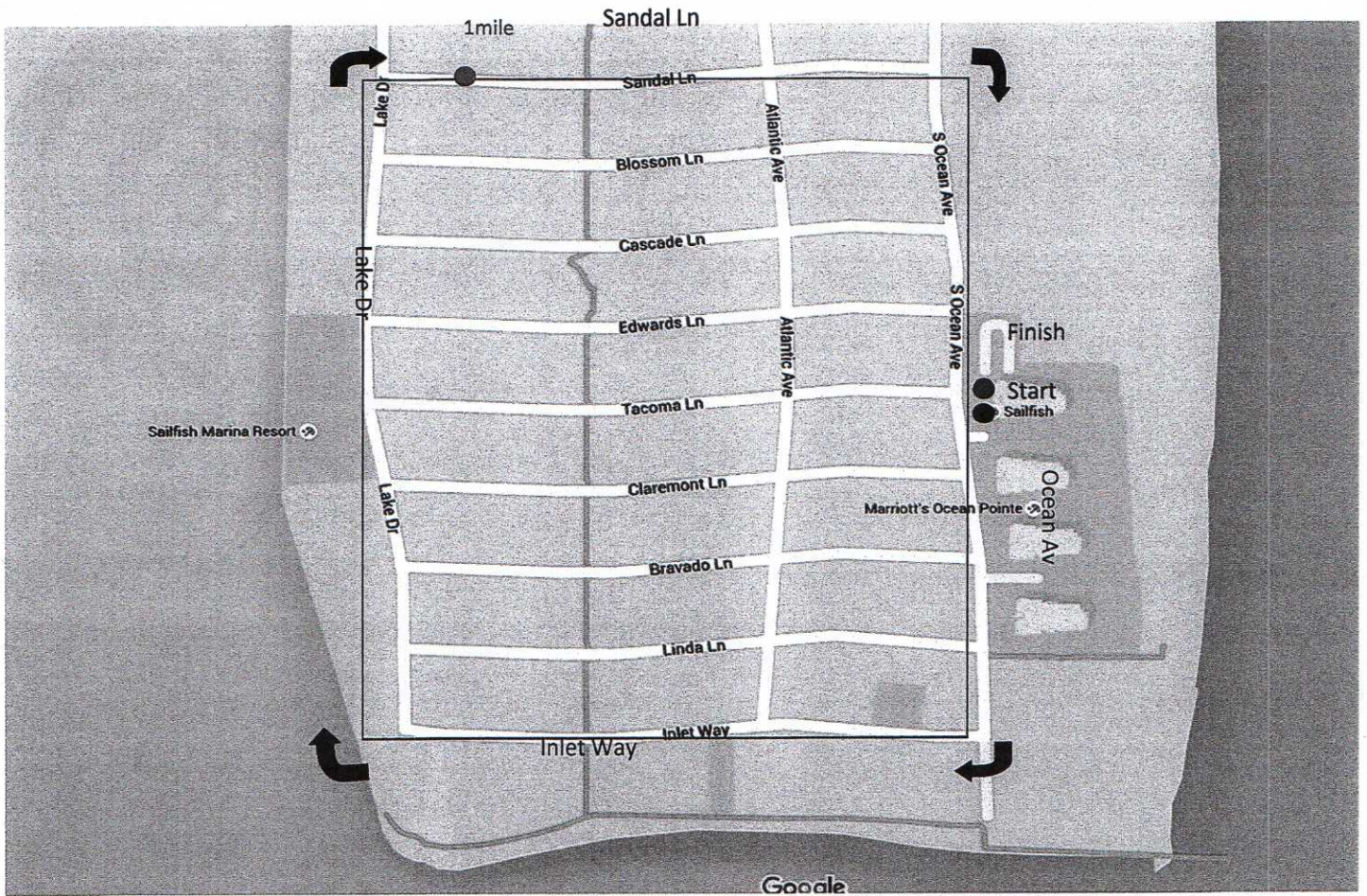
APPROVED:

Fire Department: _____

Sheriff's Office: [Signature]

Number of off-duty officers required: 0

Date of Commission Review: _____ Approved: _____





Town of Palm Beach Shores Community Center Rental Check List

Date of event: 12/02/2023 Anticipated attendees: 120
Type of Event: Fund Raiser Event Time of event start to finish 1:30 p.m. - 11:30 p.m.
Name of Resident and Sponsor Karen Williams- Nottage - 101 Bravado Ln

Required Forms

Resident Reservation Form	Completed
Special Event Permit (Commission Approval)	
Community Center Rental Agreement	Completed
Community Center Rental Policies &	Completed
Procedures Event Insurance	Received
Pre-approved floor plan layout	Received
Amplified Music Request	


Required Fees

First Floor:

Security Deposit	\$50.00 (Refundable)	Received and initialed
Rental Fee (10 Hrs) Additional	\$53.50 (Tax Included)	
Hours	\$53.50/hour (Tax Included)	
Grill	\$26.75 (Tax Included)	
Kitchen	\$26.75 (Tax Included)	
Cleaning Fee	\$175.00	
Special Permit (50+ Guests)	\$50.00	Received

Second Floor:

Security Deposit	\$500 (Refundable)
Rental Fee (10 Hours)	\$428.00 (Tax included)
Additional Hours	\$107.00/hr (Tax included)
Cleaning Fee	\$255.00
Special Permit (50+ Guests)	\$50.00

Staff signature:  Date Received: 8/08/23



DATE SUBMITTED _____

PERMIT NO. _____

Town of Palm Beach Shores
APPLICATION FOR
SPECIAL EVENTS PERMIT
(Section 18-27 of Town Code)

Please check a box
below if you are a:

Police Officer ☐
Fire Fighter ☐
Teacher ☐

Type of event: Palm Beaches Triathlon Location: Ocean Walk

Sponsor: Game On Race Events / Telephone: (561) 768-7889

City of Riviera Beach

Property owner's consent and acknowledgement of responsibility:

Signature: [Signature]

Date and Time: 9/24/23 7:00am Time it ends: 10:00am

Number of participants: 200

Proof of insurance attached? Yes ☒ No ☐

Copy of all required state and county permits if event will be held on or
utilize state and/or county-controlled property.

Please indicate any traffic, fire-rescue, utilities impact, and/or mitigation
plan:

Although no roads will be closed, per Sgt. Langevin's
request in the past, two (2) Palm Beach
County Sheriff's Office deputies will be
hired to work the intersection of Lake Drive
and Blue Heron Drive.

Permit fee \$50 ☒ (Untimely application \$150 _____) Receipt # _____

APPROVED:

Fire Department: _____ Sheriff's Office: _____

Number of off-duty officers required: _____

Date of Commission Review: 8.28.2023 Approved: _____

FOURTH ADDENDUM TO THE LAW ENFORCEMENT SERVICE AGREEMENT
SHERIFF RIC L. BRADSHAW AND TOWN OF PALM BEACH SHORES

This Fourth Addendum to the Law Enforcement Service Agreement is made by and between Town of Palm Beach Shores (hereinafter referred to as “Palm Beach Shores”) located in Palm Beach County, and Ric L. Bradshaw, Sheriff of Palm Beach County, Florida (hereinafter referred to as “Sheriff”). Palm Beach Shores and the Sheriff shall hereinafter be referred to as the “Parties.”

WHEREAS, the Parties executed a Law Enforcement Service Agreement effective November 01, 2019, a First Addendum effective October 01, 2020, a Second Addendum effective October 01, 2021, and a Third Addendum effective October 01, 2022, (the “Agreement”), by which the Sheriff agreed to perform law enforcement services; and

WHEREAS, the Parties wish to set forth the consideration for the Fifth Year of the Contract Term, October 01, 2023 through September 30, 2024.

NOW, THEREFORE, in consideration of the mutual covenants herein contained the receipt and sufficiency of which are hereby acknowledged, it is agreed upon as follows:

1. Article 6, Section 6.1 of the Law Enforcement Service Agreement is amended as to the total amount due for services for the period beginning October 01, 2023 through September 30, 2024 as follows: The total amount due for the period referenced above shall be \$1,748,764.00. Monthly payments shall be \$145,730.33. The last monthly payment shall be \$145,730.37.
2. In all other respects and unless otherwise stated, the terms and conditions of the Agreement, which includes prior Addendums, shall continue unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed the Addendum to this Agreement as of the last date all signatures below are affixed.

PALM BEACH COUNTY SHERIFF’S OFFICE

TOWN OF PALM BEACH SHORES

BY: _____
Ric L. Bradshaw

BY: _____
Alan Fiers

Title: Sheriff

Title: Mayor

Witness: _____
Ronald Mattino, Major

Witness: _____
Jude Goudreau, Town Clerk

DATE: _____

DATE: _____

TOWN OF PALM BEACH SHORES

MONTHLY FINANCIAL REPORT

Note: Budget Amount for FY2023 is presented WITHOUT the Roads Project (\$1.66M). This allows for a better comparison year to year. A separate report is presented for the Roads Project.

	CASH & INVESTMENTS		R E V E N U E			
			BUDGET	CURRENT	YEAR TO DATE	% OF BUDGET
9/30/2022	\$ 4,439,076		\$ 6,138,456	\$ 194,707	\$ 6,349,812	103%
10/31/2022	\$ 3,851,354		\$ 5,929,708	\$ 48,123	\$ 48,123	1%
11/30/2022	\$ 5,670,127		\$ 6,033,030	\$ 2,292,667	\$ 2,340,790	39%
12/31/2022	\$ 6,492,638		\$ 6,033,030	\$ 1,321,829	\$ 3,662,619	61%
1/31/2023	\$ 6,322,690		\$ 6,033,030	\$ 290,229	\$ 3,952,849	66%
2/28/2023	\$ 6,900,682		\$ 6,033,030	\$ 901,350	\$ 4,854,199	80%
3/31/2023	\$ 6,472,673		\$ 6,033,030	\$ 218,856	\$ 5,073,054	84%
4/30/2023	\$ 6,088,815		\$ 6,254,028	\$ 425,930	\$ 5,498,984	88%
5/31/2023	\$ 5,899,956		\$ 6,254,028	\$ 172,195	\$ 5,671,179	91%
6/30/2023	\$ 5,325,627		\$ 6,254,028	\$ 182,212	\$ 5,853,392	94%
7/31/2023	\$ 5,072,351		\$ 6,254,028	\$ 222,428	\$ 6,075,819	97%
7/31/2022	\$ 4,488,825		\$ 6,128,237	\$ 317,348	\$ 5,653,713	92%
8/31/2023						
9/30/2023						

	E X P E N D I T U R E S					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2022	\$ 6,138,456	\$ 327,456	\$ 111,343	\$ 438,799	\$ 5,788,214	94%
10/31/2022	\$ 5,929,708	\$ 717,313	\$ 34,653	\$ 751,966	\$ 751,966	13%
11/30/2022	\$ 6,033,030	\$ 471,841	\$ (9,659)	\$ 462,182	\$ 1,214,148	20%
12/31/2022	\$ 6,033,030	\$ 504,555	\$ (18,472)	\$ 486,083	\$ 1,700,231	28%
1/31/2023	\$ 6,033,030	\$ 460,814	\$ 19,977	\$ 480,791	\$ 2,181,022	36%
2/28/2023	\$ 6,033,030	\$ 330,125	\$ 41,272	\$ 371,397	\$ 2,552,419	42%
3/31/2023	\$ 6,033,030	\$ 647,223	\$ (148,090)	\$ 499,133	\$ 3,051,551	51%
4/30/2023	\$ 6,254,028	\$ 761,660	\$ (51,189)	\$ 710,471	\$ 3,762,022	60%
5/31/2023	\$ 6,254,028	\$ 431,833	\$ (67,704)	\$ 364,129	\$ 4,126,151	66%
6/30/2023	\$ 6,254,028	\$ 442,844	\$ 156,086	\$ 598,930	\$ 4,725,081	76%
7/31/2023	\$ 6,254,028	\$ 442,844	\$ (5,105)	\$ 437,739	\$ 5,162,820	83%
7/31/2022	\$ 6,128,237	\$ 690,586	\$ 200,602	\$ 891,189	\$ 4,984,648	81%
8/31/2023						
9/30/2023						

Budget Amendment #1 was approved at the November Commission meeting.
Budget Amendment #2 was approved at the April Commission meeting.

Town of Palm Beach Shores
Disbursements - July 2023

Check #	Type	Date	Vendor	Name	Amount
4683	C	7/10/2023	823	AT&T Mobility	\$ 34.99
4684	C	7/10/2023	1013	ATT	\$ 181.19
4685	C	7/10/2023	1013	ATT	\$ 136.28
4686	C	7/10/2023	228	Channel Innovations Corp.	\$ 445.00
4687	C	7/10/2023	32	City of Riviera Beach	\$ 2,990.50
4688	C	7/10/2023	52	Comcast	\$ 44.95
4689	C	7/10/2023	107	Davis & Associates, P.A.	\$ 14,240.00
4690	C	7/10/2023	863	Diversified Building Department Management	\$ 8,225.00
4691	C	7/10/2023	746	Essential Net Solutions	\$ 1,538.45
4692	C	7/10/2023	1009	Foliage Concepts of Florida Inc.	\$ 8,621.00
4693	C	7/10/2023	878	Force-E Scuba Centers	\$ 1,779.02
4694	C	7/10/2023	659	Image Janitorial Services, Inc.	\$ 510.00
4695	C	7/10/2023	95	Lowes	\$ 209.46
4696	C	7/10/2023	484	Shred-It, c/o Stericycle, Inc.	\$ 121.05
4697	C	7/10/2023	881	South Central Planning & Development Commission	\$ 260.42
4698	C	7/13/2023	14	Nowlen, Holt & Miner, P.A.	\$ 2,125.00
4699	C	7/13/2023	80	FL Public Utilities	\$ 297.73
4700	C	7/13/2023	89	Home Depot Credit Svcs	\$ 2,541.52
4701	C	7/13/2023	99	Torcivia, Donlon, Goddeau & Rubin, P.A.	\$ 1,041.36
4702	C	7/13/2023	100	Toshiba Business Solutions	\$ 66.81
4703	C	7/13/2023	100	Toshiba Business Solutions	\$ 225.44
4704	C	7/13/2023	100	Toshiba Business Solutions	\$ 201.99
4705	C	7/13/2023	100	Toshiba Business Solutions	\$ 259.11
4706	C	7/13/2023	101	Verizon Wireless	\$ 52.92
4707	C	7/13/2023	104	Waste Management	\$ 15,143.08
4708	C	7/13/2023	110	Xpert elevator Services, Inc.	\$ 438.60
4709	C	7/13/2023	129	Laura Ahern	\$ 50.00
4710	C	7/13/2023	324	AC Enforcement, Inc.	\$ 275.00
4711	C	7/13/2023	659	Image Janitorial Services, Inc.	\$ 2,050.00
4712	C	7/13/2023	673	Bishop's Water Company	\$ 737.50
4713	C	7/13/2023	679	Keehn Emergency Medical Services, Inc	\$ 1,500.00
4714	C	7/13/2023	829	State Chemical Solutions	\$ 1,380.50
4715	C	7/13/2023	856	Wendy Wells	\$ 1,706.25
4716	C	7/13/2023	858	Palm Beach County Sheriff's Office	\$ 141,485.75
4717	C	7/13/2023	910	Lake Park Auto & Fleet Repair	\$ 3,190.49
4718	C	7/13/2023	917	Lancier Castro	\$ 267.48
4719	C	7/13/2023	985	Global Power and AC	\$ 5,000.00
4720	C	7/13/2023	997	Engenuity Group	\$ 6,515.50
4721	C	7/13/2023	1037	Blue Line Innovations LLC	\$ 969.96
4722	C	7/13/2023	1038	State Land Title Inc	\$ 600.00
4723	C	7/20/2023	13	City Maintenance Supply	\$ 1,919.67
4724	C	7/20/2023	708	Dilo Fire Alarms Inc	\$ 294.51
4725	C	7/20/2023	928	End of the Line, Inc.	\$ 127.25
4726	C	7/20/2023	984	Florida Coast Equipment	\$ 146.18
4727	C	7/20/2023	1029	Freedom Industrial Supply	\$ 2,685.82
4728	C	7/20/2023	90	Hulett Environmental Services	\$ 297.00
4729	C	7/20/2023	987	LocalIQ	\$ 543.84
4730	C	7/20/2023	375	Simmons & White, Inc.	\$ 1,575.00
4731	C	7/20/2023	640	Ward-Damon Attorney	\$ 300.00
4732	C	7/20/2023	131	WEX BANK	\$ 411.42
4733	C	7/26/2023	1040	Aqua-Nautik Underwater Works LLC	\$ 14,975.00
4734	C	7/26/2023	1037	Blue Line Innovations LLC	\$ 1,008.00
4735	C	7/26/2023	1004	CAP Government	\$ 15,620.00
4736	C	7/26/2023	228	Channel Innovations Corp.	\$ 731.66
4737	C	7/26/2023	1009	Foliage Concepts of Florida Inc.	\$ 11,371.00
4738	C	7/26/2023	71	FL Power & Light	\$ 3,633.31
4739	C	7/26/2023	1029	Freedom Industrial Supply	\$ 1,217.41
4740	C	7/26/2023	880	Gray /Robinson Attorney	\$ 33,179.33
4741	C	7/26/2023	90	Hulett Environmental Services	\$ 310.00
4742	C	7/26/2023	90	Hulett Environmental Services	\$ 825.00
4743	C	7/26/2023	90	Hulett Environmental Services	\$ 341.00
4744	C	7/26/2023	90	Hulett Environmental Services	\$ 510.00
4745	C	7/26/2023	910	Lake Park Auto & Fleet Repair	\$ 1,421.32
4746	C	7/26/2023	1039	Mac Enterprises	\$ 1,200.00

Town of Palm Beach Shores
Disbursements - July 2023

Check #	Type	Date	Vendor	Name	Amount
4747	C	7/26/2023	911	AT&T	\$ 872.02
4748	C	7/26/2023	975	Rev Technical Center	\$ 6,232.05
4749	C	7/26/2023	836	RIPPrint, LLC	\$ 1,337.00
4750	C	7/26/2023	516	Schmidt Nichols	\$ 1,605.87
4751	C	7/26/2023	978	Truist Bank	\$ 1,018.39
4752	C	7/26/2023	104	Waste Management	\$ 3,309.15
Blue Cross Blue Shield of Florida, Inc.	E	7/24/2023	127	Blue Cross Blue Shield of Florida, Inc.	\$ 2,918.80
Blue Cross Blue Shield of Florida, Inc.	E	7/24/2023	127	Blue Cross Blue Shield of Florida, Inc.	\$ 13,898.16
FRS	E	7/5/2023	172	FRS	\$ 19,064.11
PNC	E	7/31/2023		PNC Merchant Fees	\$ 1,031.43
DOR	E	7/13/2023		DOR Sales Tax	\$ 44.21
FLA DBRP		7/28/2023		FLA DBPR FLA - Bld surcharge QE 6/30/23	\$ 78.35
Guardian	E	7/21/2023	676	Guardian	\$ 622.53
Humana Insurance	E	7/24/2023	535	Humana Insurance	\$ 99.14
Standard Insurance Co	E	7/24/2023	887	Standard Insurance Co	\$ 353.56
ADP Taxes	E	7/13/2023		ADP Taxes	\$ 7,746.31
ADP Wages	E	7/13/2023		ADP Wages	\$ 25,474.72
ADP Taxes	E	7/27/2023		ADP Taxes	\$ 8,213.01
ADP Wages	E	7/27/2023		ADP Wages	\$ 26,822.41
					\$ 442,844.24
General Fund					\$ 442,844.24
Underground Utilities Fund					\$ -
Total					\$ 442,844.24

**Town of Palm Beach Shores
Budget Summary Report
July 2023**

			<i>July Benchmark</i>	<i>83.3%</i>
	BUDGET	YTD	Favorable(Unfav)	%
REVENUE				
Revenue (without appr'd F/B)	\$ 5,964,539.00	\$ 6,075,819.38	\$ 111,280.38	101.9%
Appropriated Fund Balance	1,949,489.00	-	(1,949,489.00)	0.0%
TOTAL REVENUE	\$ 7,914,028.00	\$ 6,075,819.38	\$ (1,838,208.62)	76.8%

EXPENDITURES BY DEPARTMENT	% of total		% of total			
Administration	\$ 432,208.00	5%	\$ 351,797.82	7%	\$ 80,410.18	81.4%
Legal	206,000.00	3%	182,353.73	4%	23,646.27	88.5%
Public Works	368,918.00	5%	324,232.09	6%	44,685.91	87.9%
Police	1,730,779.00	22%	1,583,512.85	31%	147,266.15	91.5%
Fire	736,608.00	9%	605,292.79	12%	131,315.21	82.2%
Building	294,337.00	4%	266,922.44	5%	27,414.56	90.7%
Emergency Disaster	120,498.00	2%	120,497.37	2%	0.63	0.0%
Solid Waste	241,525.00	3%	186,093.37	4%	55,431.63	77.0%
Legislative	30,213.00	0%	23,766.19	0%	6,446.81	78.7%
Streets/Storm Sewers	63,160.00	1%	56,277.66	1%	6,882.34	89.1%
Parks	180,029.00	2%	135,305.56	3%	44,723.44	75.2%
Beach	107,002.00	1%	87,448.42	2%	19,553.58	81.7%
Lift Stations/Sewer Service	42,525.00	1%	36,667.46	1%	5,857.54	86.2%
Contingencies	-	0%	-	0%	-	0.0%
Debt Service	495,855.00	6%	495,854.58	10%	0.42	100.0%
Emergency Medical Services	429,944.00	5%	272,154.36	5%	157,789.64	63.3%
Community Center	70,105.00	1%	61,648.82	1%	8,456.18	87.9%
Risk Management	116,000.00	1%	109,848.32	2%	6,151.68	94.7%
Capital	588,322.00	7%	176,395.03	3%	411,926.97	30.0%
Capital - Roads Project	1,660,000.00	21%	86,751.50	2%	1,573,248.50	5.2%
TOTAL EXPENDITURES	\$ 7,914,028.00		\$ 5,162,820.36		\$ 2,751,207.64	65.2%

CHANGE IN FUND BALANCE	-	912,999.02	912,999.02
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Explanation of Variances:

Legal - timing of advances to lawyer regarding Dish lawsuit

Public Works - unexpected building maintenance - sewer lines, AC repair

Police - timing, PBSO is paid in advance and 2 of 2 debt service payments was made on the LPR cameras.

Building Dept - timing of land development costs

Emergency Disaster - These are costs associated with Hurricane Nicole. We are working with FEMA to get reimbursed for these costs.

Solid Waste - timing of a payment

Streets & Storms - PBSO required signs & poles, CC parking lot lights repaired

Lift Stations - repairs & maintenance to generator and equipment at the lift stations.

Debt Service - two of two payments made.

EMS - Riveria Beach to provide invoice for payment

Community Center - elevator repair, 20 ton AC repair, sound system, acoustic panel

Risk Management - fourth of four payments made on the main policy.

Town of Palm Beach Shores
Revenue Detail
July 2023

							July Benchmark	83.3%
REVENUE	ORIGINAL BUDGET			YTD		Favorable(Unfav)		%
Revenue Per Budget Line	% of total			% of total				
Property Taxes (Ad Valorem)	\$	4,501,700.00	77%	\$	4,566,313.40	75%	64,613.40	101.4%
Total Local Option Gas Taxes		41,226.00	1%		32,430.63	1%	(8,795.37)	78.7%
Discretionary Sales Tax (PBC)		104,768.00	2%		95,578.38	2%	(9,189.62)	91.2%
Utility Taxes (FPL - Electric, Water, Gas)		353,000.00	6%		294,882.29	5%	(58,117.71)	83.5%
Communications Taxes - State		78,593.00	1%		55,416.37	1%	(23,176.63)	70.5%
Licenses & Permits		198,500.00	3%		283,299.61	5%	84,799.61	142.7%
Franchise Fees (FPL, WM)		220,600.00	4%		209,926.13	3%	(10,673.87)	95.2%
Other Permit Fees (Inspec, Reinspec, S. Permits)		13,000.00	0%		30,765.71	1%	17,765.71	236.7%
Grants - Resilient FL Grant (Vulnerability Stdy)		28,500.00	0%		-	0%	(28,500.00)	0.0%
Shared Revenue - Local (1/2 Cent Sales Tax)		157,626.00	3%		141,190.85	2%	(16,435.15)	89.6%
Shared Revenue Local (PBC Business Tax)		6,000.00	0%		2,455.32	0%	(3,544.68)	40.9%
Services (Sewer Maint, Beach Permits, Land Dev)		135,526.00	2%		135,198.96	2%	(327.04)	99.8%
Fines		4,000.00	0%		1,260.90	0%	(2,739.10)	31.5%
Interest		11,000.00	0%		195,841.70	3%	184,841.70	1780.4%
Sale of Surplus Equipment		-	0%		14,700.00	0%	14,700.00	0.0%
Donations		-	0%		10,855.39	0%	10,855.39	0.0%
Miscellaneous		10,000.00	0%		5,703.74	0%	(4,296.26)	57.0%
TOTAL REVENUE	\$	5,864,039.00		\$	6,075,819.38		\$ 211,780.38	103.6%

Explanation of Variances:

Licenses & Permits - higher activity volume

Services - utility bills are issued annually in April

Interest - rates are higher than budgeted for

Sale of Surplus Equipment - The Gator, PW Truck

Donations - St Patrick's Day, Volunteer Fire Dept fundraiser

Shared Revenue Local (Business Tax) - Renewals open August, timing

Town of Palm Beach Shores
Capital Roads Project
FY2023

Description	Budget	As of 7/31/23
Streets Assessment Report	\$ 10,000	37,815.50
Streets Engineering Survey	\$ 50,000	48,936.00
Milling/Repaving/Restriping/Curbs	\$ 1,600,000	0.00
Total	\$ 1,660,000	86,751.50

Note: current costs on the project are for the engineer's plans for grading and paving.

current expenditure \$6,515.50 Engenuity Group

Town of Palm Beach Shores

Utility Tax

10% Effective 4/1/17

	Electric	Water	Gas	Total
	<i>FPL</i>	<i>Riviera Beach</i>	<i>FPU</i>	
Oct-22	20,596.15	7,984.92	2,922.70	31,503.77
Nov-22	19,150.30	8,855.06	3,309.70	31,315.06
Dec-22	20,670.10	7,541.59	3,363.58	31,575.27
Jan-23	16,627.96	8,611.41	4,206.95	29,446.32
Feb-23	20,086.85	7,938.88	6,384.53	34,410.26
Mar-23	20,475.78	7,946.01	3,989.86	32,411.65
Apr-23	18,918.71	10,928.95	2,896.46	32,744.12
May-23	27,118.78	8,434.66	2,413.43	37,966.87
Jun-23	24,019.32	8,322.41	1,167.24	33,508.97
Jul-23				
Aug-23				
Sep-23				
YTD Total	187,663.95	76,563.89	30,654.45	294,882.29

<i>Budget FY2023</i>	<i>220,000.00</i>	<i>105,000.00</i>	<i>28,000.00</i>	<i>353,000.00</i>
% budget	85%	73%	109%	84%

Town of Palm Beach Shores
Discretionary Sales Tax PBC

Accumulated (unspent) Discretionary Sales Tax as of 9/30/17	\$ 49,955.01
Accumulated (unspent) Discretionary Sales Tax as of 9/30/18	\$ 119,434.60
Accumulated (unspent) Discretionary Sales Tax as of 9/30/19	\$ 207,613.87
Accumulated (unspent) Discretionary Sales Tax as of 9/30/20	\$ 291,486.47
Accumulated (unspent) Discretionary Sales Tax as of 9/30/21	\$ 387,432.10
Accumulated (unspent) Discretionary Sales Tax as of 9/30/22	\$ 507,824.92

Current Year Receipts:

Date of Receipt	Period	
11/28/2022	October 2022	\$ 8,317.76
12/23/2022	November 2022	\$ 8,669.80
1/27/2023	December 2022	\$ 9,001.22
2/3/2023	Quarterly adjustment 12/22	\$ 5,128.10
2/27/2023	January 2023	\$ 11,356.25
3/31/2023	February 2023	\$ 9,367.57
4/30/2023	March 2023	\$ 9,490.81
5/31/2023	April 2023	\$ 16,272.18
6/30/2023	May 2023	\$ 9,201.99
7/31/2023	June 2023	\$ 8,772.70

Total current year receipts	\$ 95,578.38
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Current Year Expenditures:

\$ -

Accumulated (unspent) Discretionary Sales Tax as of 7/31/23	\$ 603,403.30
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Town of Palm Beach Shores
Building Department

	Building Permits	Building Department	Net Building	Cumulative Net Bldg
10/31/2022	\$ 5,815	\$ 14,289	\$ (8,474)	\$ (8,474)
11/30/2022	\$ 24,749	\$ 35,108	\$ (10,360)	\$ (18,833)
12/31/2022	\$ 7,780	\$ 22,755	\$ (14,975)	\$ (33,808)
1/31/2023	\$ 57,999	\$ 29,304	\$ 28,695	\$ (5,113)
2/28/2023	\$ 20,804	\$ 20,502	\$ 302	\$ (4,811)
3/31/2023	\$ 19,180	\$ 25,207	\$ (6,026)	\$ (10,837)
4/30/2023	\$ 35,497	\$ 23,134	\$ 12,363	\$ 1,526
5/31/2023	\$ 27,800	\$ 19,975	\$ 7,825	\$ 9,351
6/30/2023	\$ 33,862	\$ 34,967	\$ (1,105)	\$ 8,246
7/31/2023	\$ 27,324	\$ 37,067	\$ (9,743)	\$ (1,497)
8/31/2023				
9/30/2023				
	\$ 260,810	\$ 262,307	\$ (1,497)	

Other related revenues:

Bldg Permit State Surcharge	\$ 866
Fire Inspection Fees	\$ -
Reinspection Fees	\$ -
Code Enf Admin Cost Reimb	\$ 232
Site Plan / Variance Fees	\$ -
Land Development Costs	\$ 1,539
Town Code & Ordinance Fines	\$ -
Other Permit Admin Fee	\$ 16,428
Net Building	\$ 17,568

Town of Palm Beach Shores
Underground Utilities
as of 7/31/23

Also, the projection for Project Mgmt/Admin includes the approved supplemental wages for the Public Works Director.

	COST ESTIMATE	TOTAL as of 7/31/23	Remaining Costs	PROJECTED	
				Cost	Variance
Other Financing Sources:					
Loan Proceeds	\$ 6,000,000	\$ 6,000,000.00	\$ -	\$ 6,000,000.00	\$ -
Expenditures:					
Survey	\$ 38,000	\$ 65,762.50	\$ -	\$ 65,762.50	\$ (27,762.50)
Legal	\$ 4,000	\$ 3,150.00	\$ -	\$ 3,150.00	\$ 850.00
Project Mgmt/Admin	\$ 80,000	\$ 95,572.09	\$ -	\$ 95,572.09	\$ (15,572.09)
Construction - Viking	\$ 4,336,460	\$ 4,343,654.00	\$ -	\$ 4,343,654.00	\$ (7,194.00)
Construction - Comcast	\$ 250,000	\$ 528,340.73	\$ -	\$ 528,340.73	\$ (278,340.73)
Construction - AT&T	\$ 450,000	\$ 456,410.36	\$ 166,415.95	\$ 622,826.31	\$ (172,826.31)
Construction - FPL	\$ 254,386	\$ 254,386.00	\$ -	\$ 254,386.00	\$ -
Landscape Restoration	\$ 16,300	\$ 9,584.51	\$ 6,715.49	\$ 16,300.00	\$ -
Loan Acquisition	\$ 23,000	\$ 22,508.00	\$ -	\$ 22,508.00	\$ 492.00
Contingency	\$ 547,854	\$ 8,785.76	\$ -	\$ 8,785.76	\$ 539,068.24
Total expenditures	\$ 6,000,000	\$ 5,788,153.95	\$ 173,131.44	\$ 5,961,285.39	\$ 38,714.61
Net Change in Fund Balance	\$ -	\$ 211,846.05	\$ (173,131.44)	\$ 38,714.61	\$ 38,714.61

Town of Palm Beach Shores
Dredging Project
as of 7/31/2023

	FY2022	FY2023	PROJECT TOTAL
		<i>as of 7/31/23</i>	<i>as of 7/31/23</i>
<u>Assets:</u>			
Cash	\$ -	\$ -	\$ -
Due from General Fund	\$ -	\$ -	\$ -
<u>Liabilities</u>			\$ -
Deferred Revenue - sale of dredged sand	\$ -	\$ 35,000	\$ 35,000
Due To General Fund	\$ -	\$ 45	\$ 45
Fund Balance	\$ -	\$ (35,045)	\$ (35,045)
 <u>Revenue:</u>			
Donations	\$ 15,000	\$ -	\$ 15,000
 <u>Expenditures:</u>			
Professional Services	\$ 15,000	\$ 35,045	\$ 50,045
Revenue over expenditures	\$ -	\$ (35,045)	\$ (35,045)

note:

May 1/23 pymt to A. B. Dudley & Assoc	\$ 15,000
Feb 9/23 pymt to A.B. Dudley & Assoc	\$ 20,045

FIND funding

TOWN OF PALM BEACH SHORES
BUDGET SUMMARY - AUGUST 28, 2023

	Actual FY2022	Original Budget FY2023	Projected FY2023	Proposed Budget FY2024	Variance P2023 to B2024	
Operating Millage Rate	6.3500 mills	6.3500 mills	6.3500 mills	6.3500 mills		
Debt Millage Rate	0.4290 mills	0.4290 mills	0.4290 mills	0.4290 mills		
TAXES:						
Ad Valorem Taxes Operating	\$ 3,886,937	\$ 4,216,800	\$ 4,216,800	\$ 4,665,600	448,800	11% Property values up 10.64%; same millage
Ad Valorem Taxes Debt	\$ 262,308	\$ 284,900	\$ 284,900	\$ 315,200	30,300	11%
Local Option Gas Tax	40,394	41,226	38,454	42,217	3,763	10%
Discretionary Sales Tax PBC	120,393	104,768	115,741	129,633	13,892	12% state calculated and projected
Franchise Fees	233,549	220,600	257,622	257,300	(322)	0% based on actual
Utility Taxes	376,887	353,000	348,498	365,000	16,502	5% 6% effective 4/1/16; 10% effective 4/1/17
Communications Tax	72,246	78,593	66,471	74,061	7,590	11%
Licenses and Permits	462,754	211,500	306,632	252,000	(54,632)	-18% Icon projects on Inlet; housing market
Intergovernmental Revenue	814,605	192,126	173,818	180,157	6,339	4%
Charges for Services	159,083	135,526	137,327	135,526	(1,801)	-1% land development costs
Fines and Forfeitures	23,639	4,000	2,145	1,500	(645)	-30% code fines
Interest Earned	17,463	11,000	235,148	164,200	(70,948)	-30% investment lower, Roads project in progress
Special assessments	-	-	-	-	-	
Miscellaneous Revenue	78,422	10,000	30,355	5,000	(25,355)	-84%
Other Financing Sources	106,316	-	-	-	-	lease on portion of new fire engine
TOTAL REVENUE	6,654,996	5,864,039	6,213,911	\$ 6,587,394	373,483	6%
Fund Balances/Reserves	-	1,725,669	-	(27,419)	(27,419)	
TOTAL REVENUES & F/B	\$ 6,654,996	\$ 7,589,708	\$ 6,213,911	\$ 6,559,975	\$ 346,064	6%
EXPENDITURES:						
Finance and Administration	\$ 430,487	\$ 429,508	\$ 439,463	\$ 659,133	\$ 219,670	50%
Legal Counsel	110,552	121,000	277,045	346,000	68,955	25% lawsuits Dish & Inlet
Public Works	370,355	364,418	374,862	384,613	9,751	3% bld maintenance
Police	1,681,154	1,730,779	1,729,550	1,772,718	43,168	2% 3% increase for PBSO
Dispatch	-	-	-	-	-	
Fire	708,398	736,608	749,077	803,717	54,640	7% debt service on fire truck
Emergency Medical Service	351,851	369,444	459,654	750,000	290,346	63% new RB contract effective July 1 2023
Emergency Disaster	-	-	120,498	-	(120,498)	Hurricane Nicole
Building/Code Enforcement	303,030	261,537	305,910	266,112	(39,798)	-13% higher activity
Legislative	12,481	30,213	26,388	20,463	(5,925)	-22% holiday decorations
Solid Waste	208,219	241,525	241,420	253,101	11,681	5% extension of Waste Mgmt contract
Road & Streets	30,015	63,160	56,920	29,930	(26,990)	-47% vulnerability study (grant)
Parks	169,870	172,029	178,715	173,302	(5,413)	-3% new Tree Trimming contract
Beach	103,315	107,002	109,434	111,335	1,901	2% FY 23 unexpected bldg maintenance
Community Center	86,676	70,105	83,381	77,750	(5,631)	-7% FY23 unanticipated bldg maintenance
Sewer Service	29,839	42,525	42,475	42,645	170	0%
Risk Management	111,402	116,000	116,000	170,000	54,000	47% estimate, property ins increase
Capital	584,715	2,153,000	2,277,850	118,300	(2,159,550)	-95% Roads Project \$1.66M to be c/fwd
Debt Service	495,855	495,855	495,855	495,855	(0)	0% Undergrounding Debt; final pmt 10/1/35
Contingencies	-	85,000	-	85,000	85,000	
TOTAL EXPENDITURES	\$ 5,788,213	\$ 7,589,708	\$ 8,084,497	\$ 6,559,975	\$ (1,524,521)	-19%
Roads Project			\$ 1,660,000.00			
Net Increase	\$ 866,783	\$ -	\$ (210,585.57)	\$ -		



Changes to FY2024 Budget since 8/14/23 Workshop:

	Previously Reported	Revised Amount	Change	
Use of Fund Balance:				
Appropriated Fund Balance – unassigned	\$ (41,477)	\$ (27,419)	\$ 14,058	Additional expenditures
			\$ 14,048	
Expenditures:				
Administration – Personnel	\$ 0	\$ 7,200	\$ 7,200	Vehicle allowance – Town Manager
Fire – Operating Supplies	\$ 12,000	\$ 13,750	\$ 1,750	Fire Hose quote
Fire – Uniform/Protective Gear	\$ 15,000	\$ 19,415	\$ 4,415	Turn-out gear quote
Legislative – Elections	\$ 10,750	\$ 1,000	\$ (9,750)	Based on experience
Capital – Beach	\$ 8,000	\$ 11,300	\$ 3,300	ATV quote
Community Center – Building Maintenance	\$ 11,000	\$ 17,000	\$ 6,000	Stucco, balcony tile & grout, AC 1 st floor
Various Departments – Electric	\$ 38,100	\$ 39,243	\$ 1,143	FPL 3% est. increase
			\$ 14,058	

PALM BEACH COUNTY SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



August 2023 Commission report with stats from July 2023
Sergeant Steven Langevin
Commander-District 20/Town of Palm Beach Shores

Arrests

Suspicious person/vehicle was observed by the deputy on Lake drive, the investigation revealed the subject had an active warrant for his arrest. When taken into custody it was found the subject had a bag of a white powdery substance. The substance was sent to the Sheriffs lab for testing and it tested positive for Fentanyl. Luckily the deputy followed procedure and was not injured from the substance, an additional charge was added and a warrant requested.

A person had illegally entered into the rehab center on Blossom Lane and began taking items, she was confronted by staff and immediately pepper sprayed them. She ran from the premise and was eventually apprehended in the Ocean Mall by responding deputies and the helicopter.

Mental health assist

None

Miscellaneous

The Mayor requested and Sheriff Bradshaw approved the donation of an ATV to the town for the Turtle patrol. As soon as one is identified and tuned up it will be delivered.

In the coming weeks our new full time person in the lobby will be Connor Gendreau. Connor is relatively new to PBSO but has been at Districts 3 and the Airport, we welcome him to our town.

We have increased our traffic stops by 81 percent in the last few months and continue to monitor areas of concern.

PBSO analyst's statistics report follows



July - 2023 - Monthly Strategic Report

CAD Calls	Monthly Totals
Business / Residence Checks (Self-Initiated)	3014
Traffic Stops (Self-Initiated)	164
Calls for Service (Excluding 1050's & 1061's)	325
All CAD Calls - Total	3503

Data Source: CADS/Premier 1

*Omit Miscellaneous Calls

Note: P1 is a dynamic system. Meaning that #'s can change from what was previously reported in the event there is a location or call type re-classification/modification.

Summary: During the month, there were 3503 generated calls within the district. 91% of these calls were self-initiated.

Data below represents Traffic Activity conducted by D20 Deputies

Data Source: D20 Office Staff

Total Citations	Total Warnings	Parking Citations
9	130	49

Arrest and NTA Statistics

Arrest Data
Arrests & Notice to Appear (NTA) within District 20
Total Count - 5

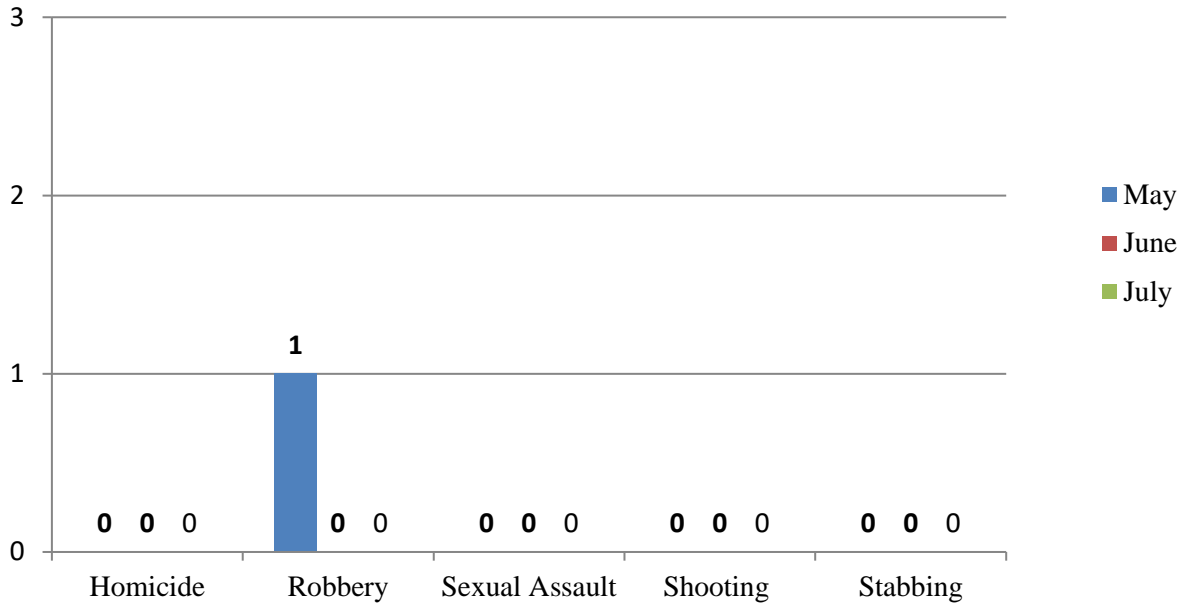
Data Source: CrimeView Desktop

RPT #	DATE/TIME	SIGNAL	NEIGHBORHOOD	COMMONPLACE	LOCATION
		1050		SAILFISH MARINA - RESTAURANT	98 LAKE DR
		1050			LAKE DR / BLOSSOM LN
		1050			LAKE DR / CASCADE LN
23091008		19		PALM BEACH SHORES APARTMENTS	33 OCEAN AVE
23092866	2023-07-25 22:34:50	21B 0	<Null>	WATERWAY REHAB	106 BLOSSOM LN

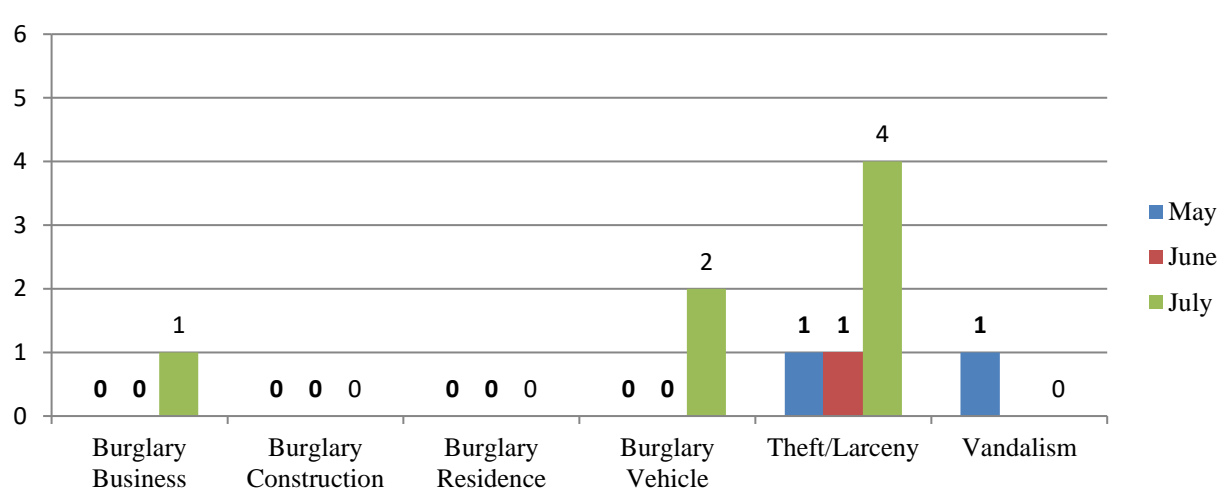
DATA ANALYSIS

The data included in this report is charted and graphed to illustrate and compare changes over a specific time period. These charts and graphs are utilized to assist in determining crime trends and to measure enforcement efforts. This data is utilized in conjunction with other analysis to develop directed patrol and various enforcement activities. The analysis included on these pages is presented as a brief highlight to explain the salient points of this report.

D20 Monthly Stats
Homicide, Robbery, Sexual Assault, Shooting, Stabbing
 Data Source: CADS/P1

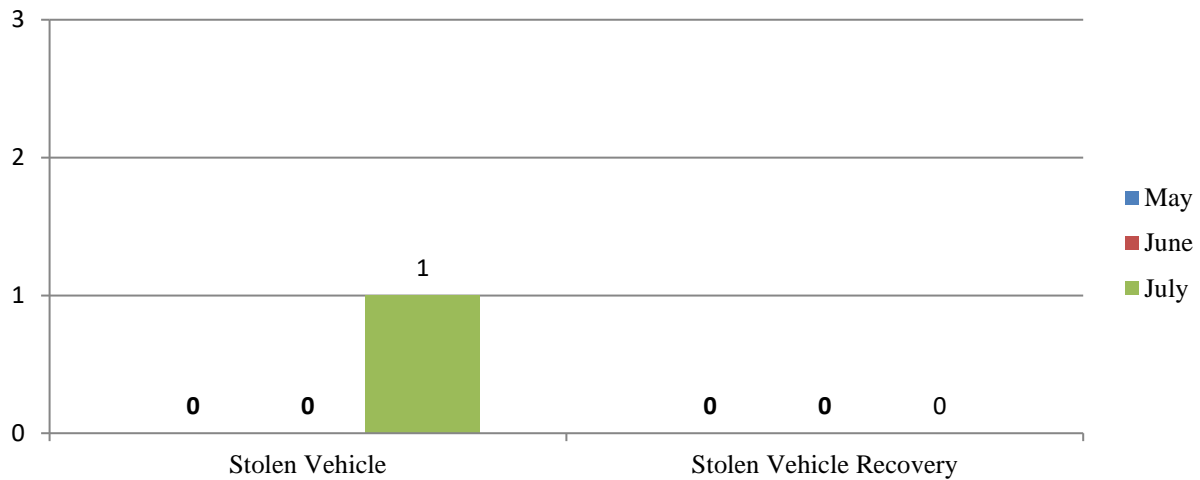


D20 Monthly Stats
Burglaries, Theft & Vandalism
 Data Source: CADS/P1



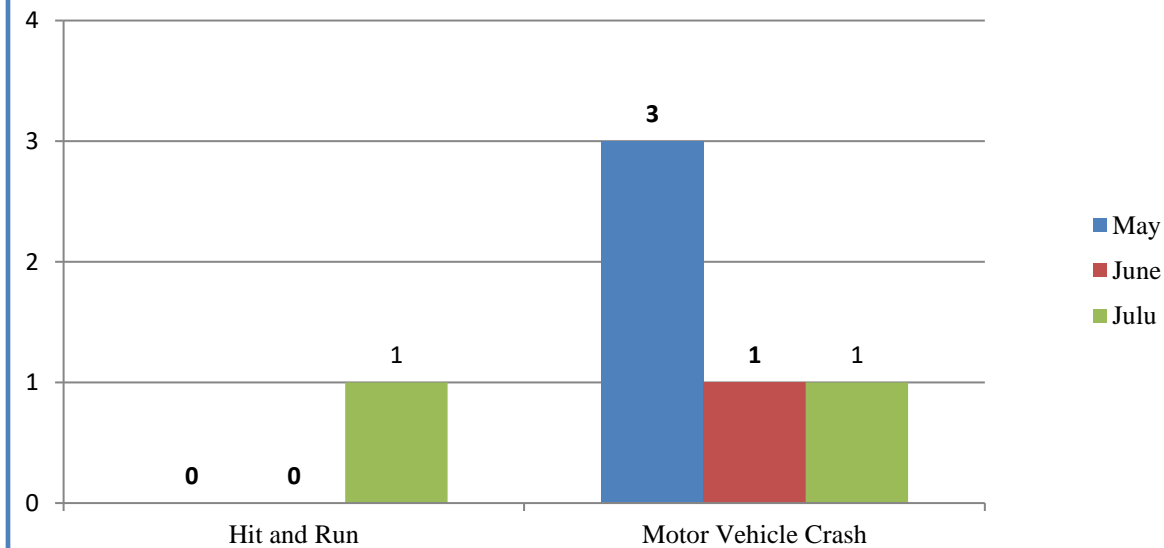
D20 Monthly Stats Stolen Vehicles & Stolen Vehicle Recoveries

Data Source: CADS/P1



D20 Monthly Stats Hit and Run & Motor Vehicle Crash

Data Source: CADS/P1



District 20 Map of Activity

Data: Source: CrimeView Dashboard



FIR MAP

12 Records Plotted in CrimeView Dashboard.



(12) Conducted per the FIR Track system.

Note: This # could change due to FIR's being input into the system after search was conducted.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES
DEPARTMENT OF EMERGENCY SERVICES
20 July 2023 – 23 August 2023

TO: Mayor Alan Fiers
Town Commissioners

FROM: Trevor L. Steedman, Fire Chief / Director of Emergency Services

DATE: 23 August 2023

OPERATIONS

FIRE DEPARTMENT

COMMUNITY RISK REDUCTION (CRR) INITIATIVES

- Fire / Life Safety Inspections and Fire Protection Systems Plans Review
 - Ongoing Plans Reviews and Inspection Services
 - Annual Fire Inspections continuing
- Hydrant Inspection Program (Monthly) – Performed by PBSFD
 - Hydrant at 71 Lake Drive is out of service
 - New hydrants being tested by PBSFD as they come on line.
- Certificate of Public Convenience & Necessity (COPCN)
 - County attorneys are researching modifications to enable our municipal eligibility for primary and secondary COPCN's. Current COPCN revision process is estimated to conclude by end of CY2024 second quarter.
- *Community CPR & AED* – Coordinating with POA to present the opportunity in conjunction with POA meetings.
- *Courtesy Home Fire Safety Surveys* – (Implemented: November 2017)
- *Pulse Point* mobile application site – *Pulse Point* is a pre-arrival solution designed to support public safety agencies working to improve cardiac arrest survival rates through improved bystander performance.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

TOWN OF PALM BEACH SHORES

DEPARTMENT OF EMERGENCY SERVICES

20 July 2023 – 23 August 2023

- *Pre-Incident Planning* – On-going initiative to familiarize first responders with high-risk occupancies, unique hazards and special properties in Palm Beach Shores and plan accordingly for potential emergencies.
- *File of Life Program* – (Program initiated on 15 March 2017). Program materials funded through budgeted line item: *Community Risk Reduction - Prevention*. Kits are available during business hours at the Town Hall front office.
- *Fire Extinguisher Selection, Use and Maintenance*
 - Hands-on training and education opportunity presented to community members and our partners in the business community by PBSFD Firefighters. Coordinating with POA to present the opportunity in conjunction with POA meetings.
- *Code X-Ray Placard Program* – Identifies Unsafe/Unstable/Vacant buildings.
 - 123 Ocean Avenue – Sea Spray

STAFFING

- Career Staff. – No full-time vacancies. Part-Time process begins August 29.
- Volunteer Staff
 - Recruitment and Retention efforts remain a priority. The entry versus attrition rate (predominantly due to full-time employment opportunities with other area departments) remains constant. Entry into local Fire Academies and Paramedic Programs is down. There are 39 volunteer members certified to State Minimum Standards on the “Active” rolls at the time of this report.

WORKFORCE & OFFICER LEADERSHIP DEVELOPMENT

- Training & Continuing Education programs
 - Fall / Winter program offerings are being reviewed.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

TOWN OF PALM BEACH SHORES

DEPARTMENT OF EMERGENCY SERVICES

20 July 2023 – 23 August 2023

FLEET DEPLOYMENT & MAINTENANCE

- All apparatus in in service at the time of this report

INDUSTRY & PROFESSIONAL STANDARDS COMPLIANCE INITIATIVES

- Adopted *National Fire Service Professional Qualifications Board* standards or equivalent for Line, Staff and Command level Officers, Fire Apparatus Driver Operator (FADO) and Firefighters to include:
 - NFPA 1001 *Standard for Fire Fighter Professional Qualifications*
 - NFPA 1002 – P *Standard for Fire Apparatus Driver/Operator (FADO) Professional Qualifications.*
- PBSFD FADO program (implemented in September 2017).
 - NFPA 1021: *Standard for Fire Officer Professional Qualifications*
 - Validate rank structure for integration into County NIMS/ICS model.
 - NFPA 1720 *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments*

OCEAN RESCUE

GEAR & EQUIPMENT

- All apparatus in in service at the time of this report

BEACH & WATER CONDITIONS

- Water quality for Phil Foster Park listed as “Moderate / Satisfactory”.
- Adjacent ocean waters (Riviera Beach & Palm Beach listed as “Good” at the time of this report.

OFFICE OF EMERGENCY MANAGEMENT

Florida Recovery Obligation Calculator (F-ROC)

- F-ROC is a new initiative, sponsored by the Florida Division of Emergency Management (FDEM), that standardizes, streamlines, and simplifies the Public Assistance process. This will result in a quicker recovery and reduced risk for Applicants.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

TOWN OF PALM BEACH SHORES

DEPARTMENT OF EMERGENCY SERVICES

20 July 2023 – 23 August 2023

- The Town has opted-in to the program and Chief Steedman has satisfied the initial State training requirements. Opt-In guarantees a minimum of 20% disaster expense recovery.
- The Disaster Readiness Assessment (DRA) is currently being completed.

Comprehensive Emergency Operations Plan (CEOP): - Ongoing

- Purpose and Scope: Update/Create CEOP for the Town of Palm Beach Shores
- Four areas of focus: Preparation, Response, Mitigation and Recovery
- Complies and aligns with 27P-6.0023, Florida Administrative Code, County Comprehensive Emergency Management Plans (CEMP) and County Emergency Management Programs
- Facilitate grant opportunities and streamline FEMA reimbursement efforts.
- Community Emergency Supply Program – Operational.

Continuity of Operations Plan (COOP): - Ongoing

- Purpose and Scope: The COOP enables organizations to continue their Essential Functions (EF's) across a wide spectrum of emergencies. This Plan applies to the functions, operations, and resources necessary to ensure the continuation of the Town's Essential Functions, in the event its normal operations at Town Hall or Town facilities are disrupted or threatened with disruption. This Plan applies to all Town personnel and contractors vital to daily operations. Palm Beach Shores staff must be familiar with Continuity policies and procedures and their respective Continuity roles and responsibilities. This Continuity Plan ensures the Town of Palm Beach Shores is capable of conducting its essential missions and functions under all threats and conditions, with or without warning, including natural and manmade disasters, technological emergencies, and military or terrorist attack-related incidents.
- Based on a vulnerability assessment which identifies capabilities, limitations, and potential threats.
- Identify and address any potential critical points of failure.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES
DEPARTMENT OF EMERGENCY SERVICES

20 July 2023 – 23 August 2023

Incident Action Plans (IAP's): – As-Needed

- Purpose and Scope: Provides a recognized template to establish control objectives and communicate critical information during planned and unforeseen events and emergencies.
- Response strategies and operational goals for operational periods are regularly updated.

MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES
DEPARTMENT OF EMERGENCY SERVICES

20 July 2023 – 23 August 2023

Calls for Service Activity

FIRE / EMS (July 2023)	TOTAL CALLS FOR SERVICE	53 Fire-Related: 17 EMS-Related: 36	
	LAST REPORTING PERIOD	32 Fire-Related: 06 EMS-Related: 26	
	PERCENTAGE OF INCREASE / DECREASE	Total: ↑ 65.6% Fire - Related: ↑183% EMS - ↑ 38.5 %	
	TO-DATE- TOTALS: Fire-Related Calls EMS Calls Transports	Calendar Year (Jan-Dec) 92 311 139	Contract Year (Jul-Jun) 00 55 29
*Source: PBCFR Dispatch			

<div>OCEAN RESCUE</div> <div>(July2023)</div>	Rescue Report	Rescues: 00 Assists: 00 Vessel Assists: 00
	Prevention & Education	Contacts: 294
	Beach Usage	Guarded Area: 10,375 Total: 31,600 Inlet: 45,880
	First Aid Provided	Occurrences (Minor): 40

Formal Training & Continuing Education Summary

FORMAL TRAINING & DRILLS	DATE	TIME	LOCATION	TYPE			NATURE	STAFFING	NOTES
				FIRE	RESCUE	EMS			
	25 July 2023	18:15	Lake Dr	X	X		Acquired Structure	21	Hands-On
	01 Aug 2023	18:30	Lake Dr	X	X		Acquired Structure	19	Hands-On
	15 Aug 2023	18:30	WPB Station 5		X	X	Sand Tunnel Collapse	17	Classroom
Formal Training Drills –03									
Personnel Participation – 57									
Personnel Training Hours – 171									



Public Works Department

Item #: 5 b 3.

Monthly Status Report

August 2023

Community Center:

1. The Project concerning the Kitchen Remodel on the 2nd floor is in the planning stages for the bid process. As built drawings are underway and will be provided for the bid packet. The Architecture Plans have been submitted to the Building Department for review. The demo phase began on Thursday, June 15, 2023, it was performed by Public Works Staff. The Demo was placed on hold by the Building Official stating a Licensed Contractor must perform all phases of the Kitchen Remodel. Waiting on Electrical and Plumbing Architecture Plans to be submitted to the Building Department for the Building Official to review. It has been challenging with locating Contractors to take on the project. With Lack of Contractors Interests, and Architecture Interests, and no Public Works assistance the Kitchen Project is facing delays. **Building Official agreed to allow Public Works to complete the Demo Phase the Start Date was Tuesday, August 1, 2023.** The Town Contracted with an Architect Engineer Firm, Plans will be completed in two weeks. When the Plans are completed, stamped, and sealed. The Town will list the Project for a Formal Bid Process.
2. Receiving quotes for new roll down shades on the 2nd floor.
3. Receiving quotes for new roll down shades on the 1st floor.
4. Receiving quotes for new sound panels and acoustics suggestions on the 2nd floor.
5. The projects listed is funded through the approved Donations and the general budget.

Grounds & Parks:

1. Scheduling to install concrete slabs under the Parkway benches due to safety concerns. The concrete slabs will replace the existing individual square pavers creating an uneven surface and trip hazards. There is a total of 37 concrete slabs to be installed. This project will be performed by the Public Works Staff.
2. Scheduling to pressure wash the Parkway sidewalk, bricks, and park benches. The start date Tuesday, August 2, 2023. Beginning at Inlet Way going North to Bamboo Road. The project will be performed by Public Works Staff. The schedule will be determined accordingly to the Community Center Demo Project.
3. Scheduling to convert all the Irrigation mechanical time clock controllers and zone valves to digital located along the Parkway. There is a total of 5 stations to be converted. This will improve water

consumption and maintenance costs. The work will be completed by the Public Works Department staff.

4. The projects listed are funded through the approved general budget.

Streets:

1. Scheduling to repair the Sewer Manhole spacer ring to secure the Manhole Lid located on Linda Lane in the 300 block. The repairs are required due to Heavy Traffic and Road surface change. Waiting for contractors' availability. Scheduling for another contractor to perform the work.
2. The Street Light Located in the 200 block of Tacoma Lane was struck by a vehicle causing damage beyond repairs. The Street Light will require replacement. I am in contact With Electrical Contractor CR Dunn to locate a similar Street Light Pole for Installation. This is the second Street Light Pole requiring replacement in the 200 block of Tacoma Lane on the South side of the street due to vehicle damage. The proceedings to locate an electrical contractor to assist with locating the new street light poles and to install the poles has been a challenge. **An Electrical contractor (CR DUNN) was approved, and the purchase of the new Street Light Poles have been approved under a West Palm Beach Piggyback Contract. The work is scheduled for Mid-October 2023. Schedule pushed back due to delivery delays. The Town Received a letter from the manufacture confirming the delays.**
3. The projects listed is funded through the approved general budget.

Lift Stations:

1. Scheduling to reline the streets sewer manholes in various locations. Rescheduling upon the completion date of the Watermain Project.
2. Receiving quotes for new Flow Meters required update due to technology and equipment changes.
3. Removed the Lift station #02 Ocean Ave North Pump due to high pitch noise when in operation. Upon inspection it was determined that the stator seal housing failed and allowed water to penetrate the internal electrical components of the pump. The rebuild of the pump is estimated at \$ 18,000.00 and a new pump and installation is around \$28,000.00. Reviewing budget for discussion. The decision was to order a new pump for installation. The new pump was ordered through Xylem Water Solutions USA, Inc. The total cost for installation \$ 23,273.79. This will be a piggyback contract pricing with Orange County. When received it will be scheduled for installation ASAP. The Pump arrival is scheduled for 6 weeks. **The new pump was installed Monday, July 24, 2023.**
4. The projects listed are funded through the approved general budget.

Public Works Building, Police Building, Fire Department Annex Building, Beach Building:

1. Scheduling to clean the Town Hall roof tiles and Gazebo roof tiles as per code. Project delayed due to excessive rain.
2. Scheduling to recoat the Town Hall Second-Floor modified roof for maintenance and increase extended material wear and protection. Project delayed due to excessive rain.
3. The projects listed are funded through the approved general budget.

Capital Projects For 2021-2022:

1. Community Center Replace 1st floor fireproof metal doors: **Completed / Public Works Repaired.**
2. Community Center Replace 2nd floor east balcony awning: **Completed / Contractor.**
3. Paint Exterior of Town Hall, Police, and Fire Bay: **Completed / Public Works performed the work. Town Hall is completed. Police and Fire Bay is completed.**
4. Town Hall new Fire Alarm monitoring system: **Receiving Estimates / Contractor.**
5. Inlet Park, Parkway, Beach, and town streets replace concrete trash cans: **Completed / Has been Delivered.**
6. Inlet Park and Beach replace concrete benches: **Completed / Benches Installed.**
7. Streets New Storm grates and concrete aprons: **Completed / Public Works to perform the work. Storm Grates are installed.**
8. Lift station #01 Lake Drive replace wet well riser pipes and pump base plates: **Completed / Contractor.**

Training / Certificates:

1. Continuing Education in Florida Stormwater Erosion and Sedimentation Control. No cost to the Town.
2. OSHA'S Model Training Program for multiple certifications & continuing education credits. No cost to the Town.
3. Safety Meeting scheduled for Tuesday, July 11, 2023, Public Works Safety Officer (Public Works Director).
4. Continuing Training on Lift Stations Pumps, Valves, and control panels training performed by PSI Technologies and tabletop and PCS. No cost to the Town.
5. Continuing Training on Irrigation Design, spray patterns, and pump controllers. Tabletop and Landscaper Contract and Melrose Irrigation. No cost to the Town.
6. Continuing Training on Street Light repairs and safety protocols. No cost to the Town.
7. Continuing Training on DOT road work protocols. No cost to the Town.

Updates:

1. AT&T Project.
2. Watermain Project.
3. Road and Drainage Project.

Notes:

New Public Works Department Staff Members.

1. Mr. Oscar Almaguer – Title: Technician II.
2. Mr. Douglas Gonzalez - Title: Technician I.



Town Clerk's Monthly Status Report

July 2023

BUILDING DEPARTMENT STATISTICS:

July 2023: Total Permits issued: 21 Total Permit Fees Paid: \$ 27,324.26

REMINDER: Working without a permit will result in a stop work order and a charge of 4 times the permit fee. Unsure if you need a permit, call the Building Department, and we'll be glad to help you.

CODE ENFORCEMENT STATISTICS:

The following is a count of properties that had Code Enforcement violations from July 14, 2023 - August 22, 2023

Code Violation: Sec. 18-329. – Property Maintenance.

8 Closed. 1 Open. 231 Inlet Way

Code Violation: Sec. 38-5.Trash Collection and Yard Debris Pickup

3 Closed

Code Violation: Pf. 12.12. - Portable Storage Units

1 Closed

Code Violation: Sec. 14-106. Florida Building Code (Work without a permit)

0 Closed. 1 Open 300 Bravado Lane

Code Violation: Sec. 78-79 Landscaping Maintenance

10 Closed 1 Open 200 Tacoma Lane

Code Violation: Sec. 70-82. – Boat trailer in driveway/parking lot.

1 Closed.

Code Violation: Sec. 18-16. Business Tax Receipt/ Certificate of Use

1 Closed

Code Violation: Sec 70-75. Prohibited vehicle

1 Closed

Code Violation: Pf. 5.13 Off Street Parking

2 Closed

Code Violation: Sec. 14-63. - Site Plan review

2 Closed

Code Violation: Sec. 58-53. - Temporary Signs

1 Closed

Total Amount of Cases created that are closed from 7/14/23 - 8/22/23:

30

Total Amount of Cases created that are still open from 7/14/23 - 8/22/23:

3

Total count of Cases 7/14/23 - 8/22/23:

33

Notice of Violation:

0

Special Magistrate:

123 Ocean Ave - Status Hearing 8/24/23

300 Bravado Lane - Work without a building permit.

Election information for the 2024 Elections:

Election Day: 7:00 a.m. - 7:00 p.m., Tuesday, March 19, 2024

2024 Presidential Preference Primary (PPP) & **Uniform Municipal Elections**

Deadline to register to vote; and, in the PPP to register with one of the two major political parties:

Tuesday, February 20, 2024 Early Voting: TBD

Deadline to request that a Vote-by-Mail ballot be mailed to you: 5:00 p.m. on Thursday, March 7, 2024

Deadline to return your Vote-by-Mail ballot to our Main Office: 7:00 p.m. on Tuesday, March 19, 2024

What is the Presidential Preference Primary?

The Presidential Preference Primary Election is part of the presidential nominating process for Florida's two major political parties. Voters registered with those parties, (DEM) or (REP), express their preference for the presidential candidate they would like to see representing their party on the General Election ballot in November.

After the PPP, designated political party delegates from Florida formally nominate the preferred presidential candidate at the respective party's national convention. These national conventions are typically held in July or August. Based on the party rules governing delegate voting procedures, the party decides at the convention which presidential candidate will represent the party on the General Election ballot.

What is a Municipal Election?

Municipalities have governing bodies whereby the members are elected by the voters living within the municipality. Each of the 39 municipalities in Palm Beach County has a charter that stipulates the term of the office and the frequency of the elections. The Municipal Election is run by the municipality; therefore, each has its own qualifying dates and rules, pursuant to its charter and ordinances. A municipality may have a provision in its charter that necessitates a Run-Off election. All voters eligible to vote within the municipality may vote in the Municipal Run-Off Election.

Voters living within the boundaries of the municipality are eligible to participate in the election for that municipality. Voters living in unincorporated Palm Beach County are not eligible to participate in municipal elections. Voters can find their municipality on their voter registration information card or by calling our office at (561) 656-6200.

- Information provided by the Supervisor of Elections Website.

The Town of Palm Beach Shores will conduct its Municipal Election on March 19, 2024.

Per the Town Charter the Qualifying Period Starting the **First Tuesday of November 2023 (Nov 7, 2023) no earlier than noon and will be open until the 4th Tuesday (Nov. 28th) no later than noon.**

Contact the Town Clerk, Jude M. Goudreau, for further information about Qualifying.

Openings:

Town Administrator: See our website under the "How do I" tab, and click "Apply" for details and instructions on how to apply. Qualified applicants may send their resumes to the Town Clerk at

jgoudreau@pbstownhall.org

Jude M. Goudreau, CMC
Town Clerk

ORDINANCE NO. O-4-23

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE TOWN OF PALM BEACH SHORES AT CHAPTER 22. ELECTIONS., SECTION 22-4 TO ADJUST THE DATES FOR QUALIFYING FOR MUNICIPAL ELECTED OFFICE; DIRECTING THE TOWN CLERK TO TRANSMIT A CERTIFIED COPY OF THIS ORDINANCE TO THE PALM BEACH COUNTY SUPERVISOR OF ELECTIONS; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 22. ELECTIONS. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, Article III, Section 3.4 of the Town Charter provides that the Town Commission shall by ordinance prescribe the qualifications of electors and regulate the conduct of elections; and sets the date for Town elections; and

WHEREAS, Chapter 22, Section 22-4 of the Town Code sets the qualifying period for Town elections as noon on the first Tuesday in November until noon on the third Tuesday in November of the calendar year preceding the calendar year in which the election is to be held; and

WHEREAS, Due to recent changes to state law that will directly impact financial reporting for elected officials as of January 1, 2024, it is possible that some elected officials may resign their seats after regular qualifying has closed in November 2023 but prior to January 1, 2024; and

WHEREAS, the Palm Beach County Supervisor of Elections has offered to accommodate a second limited qualifying period in January 2024 in order to allow the vacant seat to be filled by election during the March 2024 municipal election; and

WHEREAS, the Town Commission desires to adjust the general qualifying period dates for the Town's municipal election to allow for additional time given the Thanksgiving Holiday, extending the close of the qualifying period from noon on the third Tuesday (November 21, 2023) to noon on the fourth Tuesday (November 28, 2023) of November and to also provide a second limited qualifying period from noon on January 2, 2024 through noon on January 12, 2024 for the sole purpose of allowing candidates to qualify for any Town Commission (including Mayor) vacancies that occur after the close of

general qualifying and before January 1, 2024 due to the new financial reporting legislation that is effective January 1, 2024; and

WHEREAS, these changes to the Town's qualifying period require an amendment to Chapter 22. Elections. of the Town Code of Ordinances; and

WHEREAS, the Town Commission has determined that these amendments to the code of ordinances are in the best interests of the citizens of the Town of Palm Beach Shores.

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

Section 1. The facts and recitations contained in the preamble of this ordinance are adopted and incorporated by reference as if set forth in this section.

Section 2. The Code of Ordinances of the Town of Palm Beach Shores, Florida, is hereby amended at Chapter 22. Elections, Section 22-4 to adjust the dates for qualifying for municipal elected office; providing that Section 22-4 shall hereafter read as follows:

Sec. 22-4. - Filing for candidacy.

Any qualified elector within the town may become a candidate for any office to be filled at any election by filing with the town clerk, a written notice that he or she intends to be a candidate for such office. This notice must be filed with the town clerk no earlier than noon on the first Tuesday in November of the calendar year preceding the calendar year in which the election is to be held, nor later than noon on the ~~fourth~~^{third} Tuesday in November of the calendar year preceding the calendar year in which the election is to be held (the general qualifying period). In the event that special circumstances require an adjustment to this qualifying period, the town commission may adjust same by ordinance, so long as any such adjustment allows the town to still meet all deadlines from the Palm Beach County Supervisor of Elections for conducting the election. Such special circumstances exist in advance of the March 2024 municipal election due to newly adopted state law regarding financial disclosures for municipal elected officials, which are effective January 1, 2024. It is possible that sitting elected officials may resign their seats after the close of the general qualifying period but before January 1, 2024. As a result, the Palm Beach County Supervisor of Elections is permitting the opening of a secondary qualifying period for the sole purpose of allowing candidates to qualify for any such vacant

seat caused the new financial disclosure requirements. This secondary limited purpose qualifying period shall open at Noon on January 2, 2024 and shall close at noon on January 12, 2024 (the special 2024 qualifying period).

The names of all candidates and the offices for which they have filed during the general qualifying period shall be received by the Palm Beach County Supervisor of Elections from the town clerk by 5:00 p.m. on the first Tuesday after the close of qualifying. The names of all candidates and the offices for which they have filed during the special 2024 qualifying period shall be received by the Palm Beach County Supervisor of Elections from the town clerk by 3:00 pm on January 12, 2024. Such written notice shall be stated on the following prescribed form:

Name of Candidate:

Filed for Office:

Age of Candidate:

Length of Residence:

a. In the State of Florida:

b. In the County of Palm Beach:

c. In the Town of Palm Beach Shores:

Signature of Candidate:

This written notice, together with a written statement subscribed to by at least 15 persons registered to vote in town elections, certifying that such subscriber knows the candidate and believes such person to be a qualified candidate for the office of town commission, shall be filed within the dates and times referenced above.

Section 3. The town clerk is directed to transmit a certified copy of this ordinance to the Office of the Palm Beach County Supervisor of Elections.

Section 4. Each and every other section and subsection of Chapter 22. Elections, shall remain in full force and effect as previously adopted.

Section 5. All ordinances or parts of ordinances in conflict with this ordinance are repealed.

Section 6. If any section or provision of this ordinance, any paragraph, sentence or word is declared invalid by a court of competent jurisdiction, the decision shall not affect the validity of the remainder of this ordinance.

Section 7. Specific authority is hereby given to codify this ordinance into the Code of Ordinances of the Town of Palm Beach Shores.

Section 8. This ordinance will take effect immediately upon adoption.

FIRST READING this ____ day of August, 2023.

SECOND AND FINAL READING this ____ day of September, 2023.

TOWN OF PALM BEACH SHORES

Alan Fiers, Mayor

ATTEST:

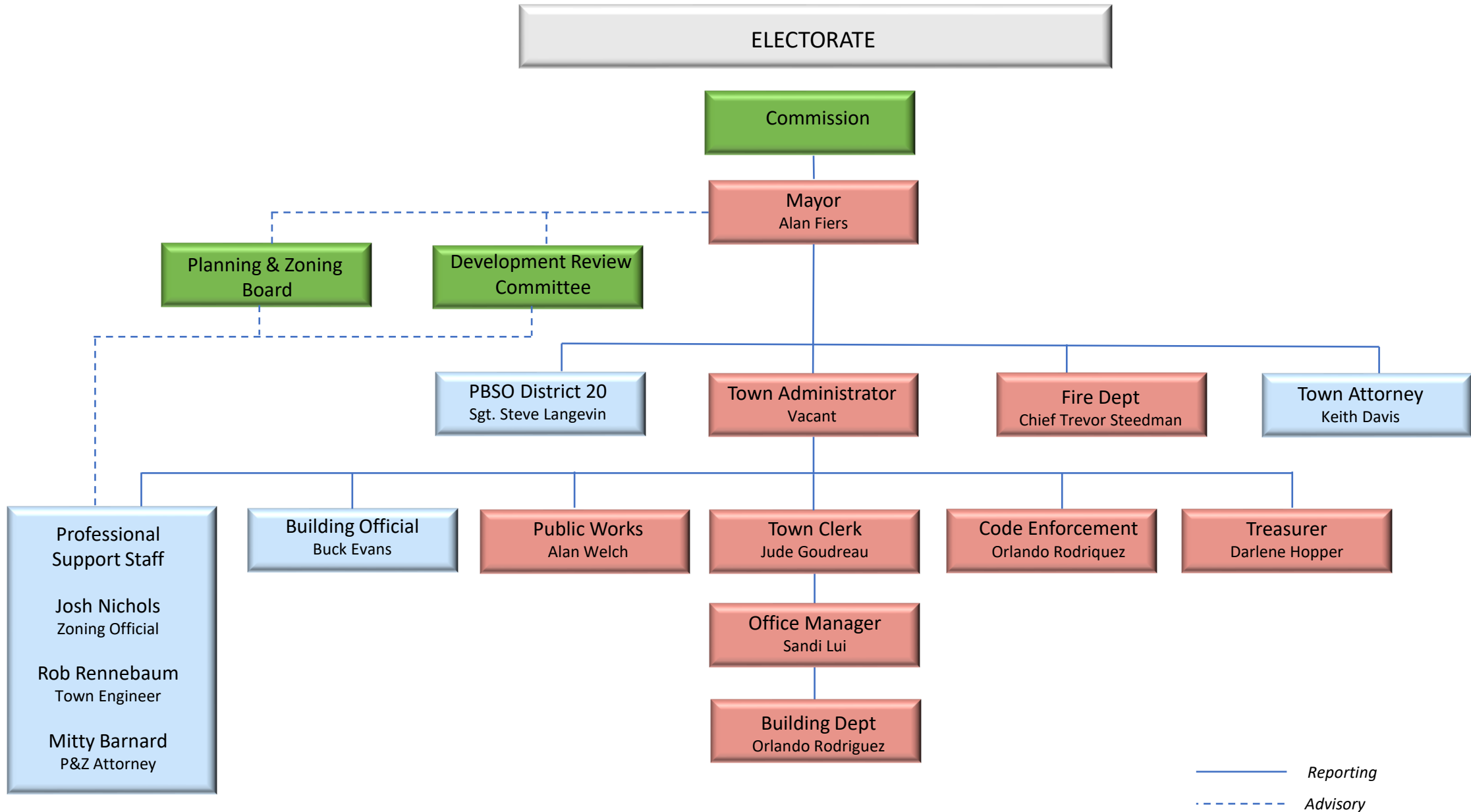
Jude Goudreau, Town Clerk (Seal)

Approved as to form and legal sufficiency.

Keith Davis, Town Attorney

DRAFT

TOWN OF PALM BEACH SHORES



TOWN OF PALM BEACH SHORES

POSITION DESCRIPTION

POSITION TITLE: Town Administrator

DEPARTMENT: Administration

REPORTS TO: Mayor

SUPERVISION EXERCISED: Exercises administrative direction and authority over specified Town operations and associated departments as assigned by the Mayor.

EMPLOYMENT CLASSIFICATION: Full Time – FLSA Exempt

SCOPE OF RESPONSIBILITY:

Organizes, controls, integrates and evaluates the activities of all Town day-to-day operations to ensure that operations and services comply with the policies and direction set by the Town Commission and with all applicable laws and regulations. Directs the development of the annual operating budget and capital plan for approval by the Commission; monitors execution of the adopted budget.

Provides leadership to develop and retain highly competent, public-service oriented staff through selection, compensation, training and day-to-day management practices that support the Town's mission, operating plans, and objectives. Regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other benefit assessments and makes recommendations for Mayor's consideration.

Assesses community and citizen needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high-quality municipal services; directs development and implementation of initiatives for service quality improvement; provides day-to-day leadership and works with the Town's management team to ensure a high-performance, service-oriented work environment consistent with sound management principles.

Works closely with the Town Commission, a variety of public, private and community organizations and citizens groups in developing and implementing programs to achieve Town priorities and address community problems; directs and coordinates preparation of analysis and recommendations on public policy issues and on long-range plans for Town services; develops and coordinates proposals for action on current and future Town needs; represents the Town and works closely with appointed boards, committees, and public and private officials to achieve planned action and results.

ESSENTIAL FUNCTIONS (KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS):

Essential functions, as defined under the Americans with Disability Act, may include the following tasks, knowledge, skill, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions, tasks, management, and leadership functions performed in this position.

- With assistance of the Town Attorney and Town staff, acquire and maintain a thorough working knowledge and interpretation of the Town Code, Town policies and procedures, and the state and federal laws applicable to Florida local government, including but not limited to the Public Records

Act, Sunshine Law, Code of Ethics, Florida Statutes Chapter 166, and the statutes governing the Town's budgeting and financial operations.

- Collaborates with Town Treasurer to develop the annual operating budget and capital plan for approval by the Town Commission; monitors execution of the adopted budget and provides monthly financial reports to the Town Commission.
- Serves as personnel officer for the Town, including the hiring and discharging, subject to the approval of the Mayor, of all Town employees, except those employees and officers required by law to be appointed by the Mayor or Commission. Prepares and recommends change to personnel policies and procedures as needed.
- Directs, supervises, coordinates and delegates the activities of the administration of all assigned Town departments and contracts of the Town in accordance with the Town Charter, Code and applicable law. Ensures periodic performance reviews of Town staff and contracted support staff. Documents progress and recommends change as needed.
- Ensure that all laws, charter provisions and acts of the Town Commission are enforced.
- Establishes and maintains effective working relationships with Town Commissioners, appointed boards, committees and other Palm Beach County elected and appointed officials.
- Furnishes reports and information as may be necessary to fully inform the Town Commission as to the affairs of the Town.
- Authorizes purchases or other expenditures in accordance with the Town's procurement rules and adopted Town budgets.
- Maintains a sound working knowledge of public procurement methods and laws and oversees the Town's procurement process to include preparation of solicitation documents, supervising the evaluation of solicitation responses, contract negotiations and contract administration.
- Oversees the administration of all vendor contracts, interlocal agreements, grant agreements and development agreements to ensure the Town's rights are protected, that renewals or cancellation notices occur in a timely manner, and all Town obligations are complied with.
- Serves as the property manager of all Town facilities, including but not limited to Town Hall, the Town maintenance facility, all Town parks, mini-parks, and all other real estate and personal property owned by the Town.
- Oversees the risk management of the Town; shall maintain a master list of all Town real and personal property, and shall, as part of the budgeting process, recommend to the Town Commissioner the types and amounts of insurance coverages that will ensure the Town is properly insured with respect to property loss and litigation claims.
- Responsible for collaborating with the Town Clerk to ensure agendas are established for Town Commission meetings and briefs individual Commissioners in advance of meetings to ensure they are aware of all necessary background for the agenda items.
- Attends all Commission meetings and other Town meetings as assigned. Ensures implementation, and oversight of directives and policy decisions of the Town Commission.
- Regularly researches opportunities for the Town to apply for and receive grant funds to assist the Town in building, maintaining or replacing Town infrastructure and assets, or to assist the Town in maintaining, adding or improving Town programs and services to improve the quality of life for Town residents, visitors and businesses.

- Uses, and ensures Town staff use up to date technology, internet, cloud and software tools to ensure the Town's internal and external communications, and its business operations are ADA compliant, user friendly, improve efficiency and waste, and are secure from hacking, ransom wear and similar cyber threats.
- Maintains community respect in the Town of Palm Beach Shores through good public relations and by keeping residents and business owners informed of Town progress and policies as required.
- Establishes and maintains good working relationships with other government entities within Palm Beach County, as well as with State agencies.
- Performs such other duties as may be assigned by the Mayor, not inconsistent with the position, Town resolutions, Charter and Code, and existing laws.

ESSENTIAL PHYSICAL AND MENTAL REQUIREMENTS AND ABILITIES:

- Work is performed sitting at a desk and standing at locations in the Town.
- Must be able to use a desk and smartphone on a frequent basis.
- Must be able to physically report to work at Town Hall and various other meeting locations within Palm Beach County on a daily basis, and including during emergency conditions.
- Must be able to deal calmly and professionally with occasionally angry citizens.
- Must be able to attend, pay attention to, and retain information from Town Commission, advisory Town, community group or other meetings attended.
- Must be organized and able to take notes, track scheduled obligations, and effectively balance and prioritize often complex and heavy workloads and priorities.
- Must be able to read documents on paper or computer screens.
- Must be proficient in the use of current common business software applications including Word, Excel and PowerPoint, as well as any specialty software the Town uses for email communications, project management or financial management activities.
- Must be able to speak in public to large groups of people, and to make detailed presentations to the Commission or other groups or bodies, using technology aids where appropriate.
- Must be able to train, explain and mentor employees in the performance of their Town duties.
- Must be able to operate a passenger vehicle.
- The employee must occasionally lift objects up to 20 pounds.

ENVIRONMENTAL CONDITIONS:

A considerable amount of time is spent in an office environment. Will frequently be required to work in outdoor environments with visits to work sites and other related Town or county activities and events.

MINIMUM QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

- Graduation from an accredited four-year college or university with a Bachelor's degree in Public Administration, Business, Management, or other closely related field. Master's degree in a related field preferred.
- Knowledge of laws and administrative policies governing municipal activities and of operations of municipal government.

- Knowledge of municipal government relationships to State and Federal government organizations.
- Knowledge of modern management and leadership techniques and applications.
- Minimum of five years progressive experience in municipal government, with three years minimum as the County/City/Town Manager/Administrator, or Assistant Manager/Administrator.
- Must possess and maintain a valid Florida Driver License.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by Mayor.

Members for the Town Administrator Position Hiring Advisory Board:

Brian Tyler- Commissioner

Steve Smith- Resident

Patricia Brosamer - Resident

Jerry Cohn- Resident

Kevin Banks- Resident

Dodi Glas- Resident