



**Mayor Alan Fiers**  
**Vice Mayor -Tracy Larcher**

Commissioner Brian Tyler  
Commissioner Mark Ward  
Commissioner Steve Smith

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

**PLEASE NOTE: THIS MEETING IS ALSO CONDUCTED USING COMMUNICATION MEDIA TECHNOLOGY**

Meeting link:

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=md8f757b3834306a35207c6c6932f5ac1>

Meeting number: 2630 616 9187 Password: 1127

Join by phone: +1-408-418-9388 United States Toll Access code: 2630 616 9187

## **AGENDA**

### **1) CALL TO ORDER**

- Pledge of Allegiance
- Roll Call

### **2) APPROVAL OF MEETING AGENDA**

(Additions, substitutions, deletions)

### **3) APPROVAL OF CONSENT AGENDA**

- Commission Meeting Minutes, October 23, 2023.
- Special Commission Meeting Minutes, November 6, 2023
- Special Permit- Fishing Tournament- Sailfish Marina. January 17-21, 2024, 200 participants, from 10 am- 2 pm, fees paid, insurance provided.

### **4) DEPARTMENT AND BOARD REPORTS:**

#### **Financial Reports:**

- FY 22-23 Final Report
- Budget Amendments
- R-12-23 Budget Amendment #3 FY 2023
- R-13-23 Budget Amendment #1 FY 2024
- October 2023 Fiscal Report
- Approve- Fund Balance Assignments
- Capital Asset Disposals

#### **Staff Reports:**

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

**5) COMMISSION REPORTS**

**Mayor Fiers**

- Road Paving Project
- Community Center Kitchen Renovation
- AT&T

**6) DISCUSSION ITEMS:**

○ **Ordinance 8 – Discussion**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING CHAPTER 62 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES., ARTICLE I. – IN GENERAL. TO ADD ENTIRELY NEW SECTION 62-4. - REQUIREMENTS FOR DISTURBING, CUTTING INTO, DIGGING UP, DRILLING, BORING UNDER, OR EXCAVATING ANY PUBLIC STREET. TO PROHIBIT CUTTING INTO NEWLY PAVED/REPAVED ROADS WITHIN THE TOWN FOR A PERIOD OF THREE YEARS AFTER COMPLETION OF THE PAVING/REPAVING, CODIFY A PERMIT PROCESS FOR WORK SPECIFICALLY IMPACTING TOWN ROADWAYS AND SET FORTH ENGINEERING SPECIFICATIONS REQUIRED FOR ALL PAVING AND REPAIRS OF IMPACTED ROADWAYS; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES

- **Discuss Required Updates and Changes to the Comp Plan**

**7) OTHER BUSINESS:**

**8) PUBLIC COMMENTS:**

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

**9) 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.

Monday, October 23, 2023  
7 pm.



Town Hall Commission Chambers  
247 Edwards Lane  
Palm Beach Shores, FL 33404

**Mayor Alan Fiers**  
**Vice Mayor -Vacant**

Commissioner Tracy Larcher  
Commissioner Brian Tyler  
Commissioner Brian Mark Ward

Town Attorney Keith Davis  
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 Tracy Larcher, Commissioner Brian Tyler, Commissioner Mark Ward, Commissioner Steve Smith, and Town Treasurer Darlene Hopper. Also in attendance were PBSO Sgt. Steve Langevin, Public Works Director Alan Welch, and Town Attorney Keith Davis.

#### **APPROVAL OF MEETING AGENDA**

**Motion:** Commissioner Brian Tyler made a motion to approve the agenda.

**Second:** Commissioner Steve Smith seconded the Motion.

**Vote:** Motion passed 5-0

#### **APPROVAL OF CONSENT AGENDA**

Commission Meeting Minutes, September 25, 2023.

Final Budget Hearing September 25, 2023

Special Permit – November 17, 2023, 1 pm-10 pm. Fees Paid- Insurance Provided. 100 Participants- Shrimp Boil- Lisa Tropepe Host.

**Motion:** Commissioner Brian Tyler made a motion to approve the Consent Agenda.

**Second:** Commissioner Mark Ward seconded the Motion.

**Vote:** Motion passed 5-0

#### **AGREEMENTS:**

Engineering Inspection and Supervision Support Proposal (Engenuity)

**Discussion:** Mayor Fiers explained that this contract is in conjunction with our roads project. Engenuity will supervise and inspect the project. The cost has been built into the roads project budget.

**Motion:** Mark Ward made a motion to approve the contract with Engenuity Group.

**Second:** Steven Smith, the Motion. Motion passed 5-0

Allison Dudley- Lobbyist – Dredging Project

**Discussion:** Mayor Fiers said this is the second round to get State grant money for the dredging project. The Town of Lake Park has agreed to take over the project. Lake Park's Lobbyist suggested that they work with a lobbyist for the Town of Palm Beach Shores. Mayor Fiers said the contract would be signed with A. B. Dudley when the Town of Lake Park paid us for the services.

Vice Mayor Larcher questioned whether the agreement should be amended to say that the contract would only be in effect if Lake Park provided the funding. Attorney Davis said the contract could be approved and signed once the funding comes in. The Vice Mayor also questioned why Lake Park didn't just enter into the agreement with the lobbyist. Mayor Fiers answered the question. Commissioner Mark Ward asked about the contract and why the Town is paying for the lobbyist. Commissioner Ward made a motion to

table the item, but later withdrew his Motion. Mayor Fiers said this is a joint effort between Lake Park and Palm Beach Shores.

**Motion:** Vice Mayor Larcher made a motion to approve the contract, contingent on a receipt from the Town of Lake Park for the \$35,000.00.

**Second:** Commissioner Tyler seconded the Motion. Motion passed 4/1 Commissioner Ward opposed.

## **DEPARTMENT AND BOARD REPORTS**

### **Financial Reports:**

Darlene Hopper, Town Treasurer, presented the financial report for September 2023. Mrs. Hopper said the report is not complete because she is working on the closing fiscal year for 2023, and the report will be available at the next Commission meeting. For the period ending September 2023, the cash and investments are \$4,621,472.00; Expenditures are \$263,932.00. Revenues are inconclusive and will be available at the next meeting.

**Discussion.** Commissioner Tyler asked if we have contacted the auditors for this year's audit. Mrs. Hopper responded that we have, and she is meeting with him tomorrow at 10 am. The audit should be completed much earlier this year. Vice Mayor Larcher questioned why the Revenue report was not included in this month's report.

**Motion:** Commissioner Tyler made a motion to approve the September 2023 Financial Report.

**Second:** Commissioner Ward seconded the Motion. Motion Passed 5-0.

### **Staff Reports:**

**Sheriff's Department:** PBSO Major Mattino was present and commended PBSO Sgt. Steve Langevin for the low crime rate and traffic statistics. The Major said that PBSO has been busy covering protests and demonstrations and protecting religious places of worship since the Israel Conflict began. Numerous arrests have been made around the county.

Sgt. Langevin gave an overview of his written monthly report and statistics and provided details about the arrests made in Town. He was happy to report that there were no significant incidents to report over the Labor Day weekend or with the marathon that came through Town.

**Fire Department:** Chief Steedman was absent at the meeting; his report is attached to the meeting agenda.

**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, Outfall Pipes, the beach restrooms, and Street Light repairs. His full report is attached to the meeting's agenda.

Vice Mayor Larcher asked what the best estimate was for the Community Center reopening date. Director Welch thinks it should be the first week of January. Commissioner Ward questioned the contractor for the community center and if the contract must come back to the Commission before approval. Attorney Davis commented that the Mayor can sign the contract if it's within the Mayor's procurement authority. The Mayor said he would call a special meeting if it's over his procurement authority. Director Welch answered Commissioner Tyler's outflow value questions.

**Town Clerk:** The Town Clerk reminded everyone that the Qualifying Period for the March 2024 election starts on November 7 at noon and ends on November 28 at noon.

## **COMMISSION REPORTS:**

Mayor Fiers updated the following projects.

**Road Project:** Work on will begin this coming Monday, October 30, 2023. The first task will be installing stormwater catch basins and drainage pipes at the Bravado Lane and Lake Drive intersection.

**SeaSpray Property:** Ed Cannatelli was present and briefly reviewed the time frame in which the building will be demolished. Mr. Cannatelli's firm has recently taken over the project for Kannega Glades. They are waiting for FPL to finish some work and remove the electric vault in the building. Mr. Cannatelli has been working with the Building Official, Buck Evan, to get the project moving forward. They are projecting mid-November when the building will start coming down.

Mr. Cannatelli answered the Commissioner's questions.

Kathleen McGrahan commented on the plans to exterminate the building prior to the demolition.

Vice Mayor Larcher asked Town Attorney Davis about the expiration of the extension they were granted. Mr. Cannatelli said they intend to file for an extension. Attorney Davis explained that the law allows them to apply for an extension for a permit when the Governor has declared a State of Emergency during the time their permit expires.

Mayor Fiers asked Mr. Cannatelli for an update on the Romaine Property on Inlet Drive. Mr. Cannatelli is working with Teresa Kehoe to clear up the deficiencies on the property. New staff will be hired, and an engineer will be hired to prepare a report and furnish the report to the building official. The plan is to restore the building and rent it for a year or two until the new building at the Seaspray site is completed; then, it will be demolished, and a new building will be put on the property.

**AT&T** is complete at this time.

## **DISCUSSION:**

There was a brief discussion regarding the December Commission Meeting Schedule. The Commission Meeting would fall on December 25, 2023, a recognized holiday; Town Hall is closed. By Consensus, the Commissioners would like to hold the workshop and the meeting on December 11, 2023.

## **ADJOURNMENT:**

**Motion:** Commissioner Tyler made a motion to adjourn the meeting.

**Second:** Commissioner Ward seconded the Motion. Motion passed 5-0.

The meeting was adjourned at 8:28 pm.

Approved this day, 27<sup>TH</sup> Day of November 2023.

ATTEST:

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Alan Fiers, Mayor

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Jude M. Goudreau, Town Clerk

(Seal)

Special Commission Meeting  
Monday, November 6, 2023  
5:00 p.m.



Town Hall Commission Chambers  
247 Edwards Lane  
Palm Beach Shores, FL 33404

**Mayor Alan Fiers**  
**Vice Mayor -Tracy Larcher**

Commissioner Brian Tyler  
Commissioner Mark Ward  
Commissioner Steve Smith

Town Treasurer Darlene Hopper  
Town Attorney Mitty Barnard  
Town Clerk Jude M. Goudreau

## **Special Commission Meeting** **Minutes**

### **CALL TO ORDER**

Mayor Fiers called the meeting to order at 5:00 p.m.

Town Clerk Goudreau called the Role, Mayor Alan Fiers, Vice Mayor Tracy Larcher, Commissioners Tyler, Ward, and Smith were present, along with Town Treasurer Darlene Hopper, Town Attorney Mitty Barnard, and Public Works Director Alan Welch(via Webex).

### **APPROVAL OF MEETING AGENDA**

**Motion:** Commissioner Brian Tyler made a motion to approve the agenda.

**Second:** Commissioner Mark Ward seconded the Motion.

**Vote:** Motion passed 5-0

### **AGREEMENTS:**

Community Center Contract with Mac Enterprises.

Director Alan Welch gave a brief overview of the Contract, the project, and the projected time frame. Contractor Mac Enterprises will begin work next week as soon as the building official approves the final phase of the permit.

**Discussion:** Mayor Fiers presented the budget for the project, which the Frick Bequest is funding. The project is over budget because the POA and Seasiders requested that the kitchen stove be updated, which required a new commercial hood and fire suppression installation. The Building Official said that since it is a commercial kitchen, we must hire a contractor to do the work, which brings the project over budget by \$37,293.78. Mayor Fiers said he has asked the civic groups to donate. By Consensus, the Commission does not feel the Town should ask the Civic Groups to contribute. Commissioner Smith asked who was installing the hood, and Director Welch said that Hood Depot was installing it, but Mac Enterprises would connect it. Director Welch said that Cheney Brothers would put in place the appliances, and Mac Enterprises would connect them. Dilo Fire will install the fire suppression system. After a brief discussion regarding the Contract, the Contractor will sign a letter agreeing to include the installation of the appliances. Director Welch said the \$96,000.00 contract provides for the installation of the appliances. Commissioner Larcher and Tyler questioned the Contract and the quantities of the products used. There was also Consensus to dedicate the new kitchen to Randy Frick, a plaque and ceremony will be planned in the future.

**Motion:** Commissioner Tyler made a motion to approve the Contract and that the Town will cover the budget overage for the project. Commissioner Tyler amended the motion to include a letter to be signed by the Contractor stating the appliances will be connected by the Contractor.

**Second:** Commissioner Ward Seconded the Motion. Motion passed 5-0.

**PUBLIC COMMENTS:** No public comments.

**ADJOURNMENT**

**Motion:** Commissioner Tyler made a motion to adjourn the meeting.

**Second:** Commissioner Ward seconded the Motion. Motion passed 5-0.

The meeting was adjourned at 5:32 pm.

Approved this day, **27<sup>TH</sup>** Day of **November** 2023.

ATTEST:

\_\_\_\_\_  
Alan Fiers, Mayor

\_\_\_\_\_  
Jude M. Goudreau, Town Clerk

(Seal)





DATE SUBMITTED 10.26.2023

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: Fishing Tournament Location: Sailfish Marina

Sponsor: \_\_\_\_\_ Telephone: 561-844-1724

Property owner's consent and acknowledgement of responsibility:

Signature: \_\_\_\_\_

Date and Time: January 17-21<sup>st</sup> Time it ends: 10pm / Sunday 2pm

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

APPROVED:

Fire Department: \_\_\_\_\_

Sheriff's Office: \_\_\_\_\_

Number of off-duty officers required: \_\_\_\_\_

Date of Commission Review: \_\_\_\_\_ Approved: \_\_\_\_\_



## 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%
8/31/2023	\$ 4,653,520		\$ 6,254,028	\$ 160,366	\$ 6,236,165	100%
9/30/2023	\$ 4,633,467		\$ 6,440,798	\$ 317,965	\$ 6,553,501	102%

	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	\$ 753,743	\$ 154,813	\$ 598,930	\$ 4,725,081	76%
7/31/2023	\$ 6,254,028	\$ 442,844	\$ (5,105)	\$ 437,739	\$ 5,162,820	83%
8/31/2023	\$ 6,254,028	\$ 601,544	\$ (64,181)	\$ 537,363	\$ 5,700,183	91%
9/30/2023	\$ 6,440,798	\$ 263,932	\$ 162,143	\$ 426,075	\$ 6,117,634	95%

*Budget Amendment #1 was approved at the November 2022 Commission meeting.*

*Budget Amendment #2 was approved at the April 2023 Commission meeting.*

*Includes Budget Amendment #3, presented for approval at November 2023 Commission meeting.*

**Notes:**

September 2023 includes receipt of \$101,948.13 from FEMA regarding Hurricane Nicole

Town of Palm Beach Shores  
Disbursements - September 2023

Check #	Type	Date	Vendor	Name	Amount
4828	C	9/7/2023	823	AT&T Mobility	\$ 34.99
4829	C	9/7/2023	32	City of Riviera Beach	\$ 2,261.58
4830	C	9/7/2023	52	Comcast	\$ 44.95
4831	C	9/7/2023	53	Concentra Occupation Health Centers of South FL	\$ 87.00
4832	C	9/7/2023	107	Davis & Associates, P.A.	\$ 9,602.80
4833	C	9/7/2023	863	Diversified Building Department Management	\$ 9,053.75
4834	C	9/7/2023	746	Essential Net Solutions	\$ 1,502.20
4835	C	9/7/2023	89	Home Depot Credit Svcs	\$ 2,587.84
4836	C	9/7/2023	879	Orlando Rodriguez	\$ 300.00
4837	C	9/7/2023	129	Richard Rothell	\$ 1,183.00
4838	C	9/7/2023	484	Shred-It, c/o Stericycle, Inc.	\$ 128.44
4839	C	9/7/2023	100	Toshiba Business Solutions	\$ 252.79
4840	C	9/7/2023	101	Verizon Wireless	\$ 54.15
4842	C	9/13/2023	1046	Broward Motor Sports Treasure Coast	\$ 9,917.75
4843	C	9/14/2023	7	All Safe Security and Lock	\$ 671.50
4844	C	9/14/2023	47	Board of County Commissioners	\$ 5,542.61
4845	C	9/14/2023	53	Concentra Occupation Health Centers of South FL	\$ 89.00
4846	C	9/14/2023	80	FL Public Utilities	\$ 290.83
4847	C	9/14/2023	90	Hulett Environmental Services	\$ 297.00
4848	C	9/14/2023	99	Torcivia, Donlon, Goddeau & Rubin, P.A.	\$ 234.63
4849	C	9/14/2023	100	Toshiba Business Solutions	\$ 246.77
4850	C	9/14/2023	100	Toshiba Business Solutions	\$ 198.52
4851	C	9/14/2023	131	WEX BANK	\$ 366.18
4852	C	9/14/2023	375	Simmons & White, Inc.	\$ 2,792.50
4853	C	9/14/2023	476	Performance Napa LLC	\$ 376.44
4854	C	9/14/2023	640	Ward-Damon Attorney	\$ 150.00
4855	C	9/14/2023	659	Image Janitorial Services, Inc.	\$ 2,050.00
4856	C	9/14/2023	673	Bishop's Water Company	\$ 812.50
4857	C	9/14/2023	821	Robert Villagomez	\$ 109.03
4858	C	9/14/2023	831	Randy's Plumbing, LLC	\$ 1,395.00
4859	C	9/14/2023	880	Gray /Robinson Attorney	\$ 28,438.33
4860	C	9/14/2023	917	Lancier Castro	\$ 385.66
4861	C	9/14/2023	928	End of the Line, Inc.	\$ 127.25
4862	C	9/14/2023	941	Jude M. Goudreau	\$ 296.39
4863	C	9/14/2023	992	Thermo Fisher Scientific	\$ 35.00
4864	C	9/14/2023	1033	Darlene Hopper	\$ 1,305.00
4865	C	9/14/2023	1035	Metro PCR	\$ 393.30
4866	C	9/28/2023	7	All Safe Safe & Lock	\$ 387.89
4867	C	9/28/2023	48	Bug Stoppers	\$ 450.00
4868	C	9/28/2023	1004	CAP Government	\$ 16,515.00
4869	C	9/28/2023	13	City Maintenance Supply	\$ 1,588.22
4870	C	9/28/2023	981	CivicPlus	\$ 980.00
4871	C	9/28/2023	53	Concentra Occupation Health Centers of South FL	\$ 87.00
4872	C	9/28/2023	997	Engenuity Group	\$ 4,736.50
4873	C	9/28/2023	75	FL Municipal Insurance Trust	\$ 501.00
4874	C	9/28/2023	75	FL Municipal Insurance Trust	\$ 54,071.50
4875	C	9/28/2023	71	FL Power & Light	\$ 3,853.05
4876	C	9/28/2023	886	Henry Schein, Inc.	\$ 114.02
4877	C	9/28/2023	679	Keehn Emergency Medical Services, Inc	\$ 1,500.00
4878	C	9/28/2023	95	Lowes	\$ 132.05
4879	C	9/28/2023	682	Meyers Turf LLC	\$ 87.00
4880	C	9/28/2023	774	Mission Communications, LLC	\$ 1,198.00
4881	C	9/28/2023	129	Oneal Jr. Roofing Inc	\$ 675.00
4882	C	9/28/2023	22	PBC League of Cities	\$ 1,238.00
4883	C	9/28/2023	943	PBC Municipal Clerk's Association	\$ 35.00
4884	C	9/28/2023	911	AT&T	\$ 872.02
4885	C	9/28/2023	655	PV Business Solutions	\$ 298.50
4886	C	9/28/2023	982	Quadient Finance USA , Inc	\$ 200.00
4887	C	9/28/2023	821	Robert Villagomez	\$ 30.00
4888	C	9/28/2023	1008	Sanders Bello	\$ 330.00
4889	C	9/28/2023	907	Sandi Lue	\$ 240.00
4890	C	9/28/2023	115	Shoreline Pest Control	\$ 93.50
4891	C	9/28/2023	881	South Central Planning & Development Commission	\$ 260.42
4892	C	9/28/2023	992	Thermo Fisher Scientific	\$ 35.00
4893	C	9/28/2023	100	Toshiba Business Solutions	\$ 204.21
4894	C	9/28/2023	100	Toshiba Business Solutions	\$ 19.32
4895	C	9/28/2023	100	Toshiba Business Solutions	\$ 300.86
4896	C	9/28/2023	978	Truist Bank	\$ 731.84
4897	C	9/28/2023	104	Waste Management	\$ 3,309.15
4898	C	9/28/2023	856	Wendy Wells	\$ 656.25
FRS	E	9/6/2023	172	FRS	\$ 13,640.98
ADP, LLC	E	9/7/2023		ADP, LLC	\$ 254.20
ADP Taxes	E	9/7/2023		ADP Taxes	\$ 7,947.04
ADP Wages	E	9/7/2023		ADP Wages	\$ 26,948.79
ADP Taxes	E	9/21/2023		ADP Taxes	\$ 8,143.89
ADP Wages	E	9/21/2023		ADP Wages	\$ 27,652.57
					\$ 263,932.45
General Fund					\$ 263,932.45
Underground Utilities Fund					\$ -
Total					\$ 263,932.45

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

**BEFORE Budget Amendment #3**

**September Benchmark 100.0%**

	BUDGET	YTD	Favorable(Unfav)	%
<b>REVENUE</b>				
Revenue (without appr'd F/B)	\$ 5,964,539.00	\$ 6,553,500.64	\$ 588,961.64	109.9%
Appropriated Fund Balance	1,949,489.00	-	(1,949,489.00)	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 7,914,028.00</b>	<b>\$ 6,553,500.64</b>	<b>\$ (1,360,527.36)</b>	<b>82.8%</b>

EXPENDITURES BY DEPARTMENT	% of total		% of total			
Administration	\$ 432,208.00	5%	\$ 412,611.62	7%	\$ 19,596.38	95.5%
Legal	206,000.00	3%	256,907.76	4%	(50,907.76)	124.7%
Public Works	368,918.00	5%	376,483.25	6%	(7,565.25)	102.1%
Police	1,730,779.00	22%	1,727,164.85	28%	3,614.15	99.8%
Fire	736,608.00	9%	757,325.42	12%	(20,717.42)	102.8%
Building	294,337.00	4%	341,304.23	6%	(46,967.23)	116.0%
Emergency Disaster	120,498.00	2%	120,497.37	2%	0.63	0.0%
Solid Waste	241,525.00	3%	243,415.46	4%	(1,890.46)	100.8%
Legislative	30,213.00	0%	24,180.56	0%	6,032.44	80.0%
Streets/Storm Sewers	63,160.00	1%	67,327.30	1%	(4,167.30)	106.6%
Parks	180,029.00	2%	162,841.11	3%	17,187.89	90.5%
Beach	107,002.00	1%	107,252.84	2%	(250.84)	100.2%
Lift Stations/Sewer Service	42,525.00	1%	41,521.88	1%	1,003.12	97.6%
Contingencies	-	0%	-	0%	-	0.0%
Debt Service	495,855.00	6%	495,854.58	8%	0.42	100.0%
Emergency Medical Services	429,944.00	5%	459,654.36	8%	(29,710.36)	106.9%
Community Center	70,105.00	1%	94,444.37	2%	(24,339.37)	134.7%
Risk Management	116,000.00	1%	109,848.32	2%	6,151.68	94.7%
Capital	588,322.00	7%	227,510.94	4%	360,811.06	38.7%
Capital - Roads Project	1,660,000.00	21%	91,488.00	1%	1,568,512.00	5.5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 7,914,028.00</b>		<b>\$ 6,117,634.22</b>		<b>\$ 1,796,393.78</b>	<b>77.3%</b>

<b>CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>435,866.42</b>	<b>435,866.42</b>
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Explanation of Variances:

Legal - legal fees regarding Dish & Inlet lawsuit

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

Fire - operating supplies (fire hose), bld maintenance (door, electrical re exhaust system & duct work)

Building Dept - higher activity than budgeted

Emergency Disaster - costs associated with Hurricane Nicole. In September received \$101,948.13 from FEMA

Solid Waste - cost of garbage collection

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

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

EMS - contract renewal cost with Riveria Beach exceeded budget

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

Risk Management - paid in full; fourth of four payments made on the main policy.

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

**INCLUDES Budget Amendment #3**

**September Benchmark 100.0%**

	BUDGET	YTD	Favorable(Unfav)	%
<b>REVENUE</b>				
Revenue (without appr'd F/B)	\$ 6,151,309.00	\$ 6,553,500.64	\$ 402,191.64	106.5%
Appropriated Fund Balance	1,949,489.00	-	(1,949,489.00)	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 8,100,798.00</b>	<b>\$ 6,553,500.64</b>	<b>\$ (1,547,297.36)</b>	<b>80.9%</b>

EXPENDITURES BY DEPARTMENT	% of total		% of total			
Administration	\$ 432,208.00	5%	\$ 412,611.62	7%	\$ 19,596.38	95.5%
Legal	256,930.00	3%	256,907.76	4%	22.24	100.0%
Public Works	376,518.00	5%	376,483.25	6%	34.75	100.0%
Police	1,730,779.00	21%	1,727,164.85	28%	3,614.15	99.8%
Fire	757,328.00	9%	757,325.42	12%	2.58	100.0%
Building	341,307.00	4%	341,304.23	6%	2.77	100.0%
Emergency Disaster	120,498.00	1%	120,497.37	2%	0.63	0.0%
Solid Waste	243,425.00	3%	243,415.46	4%	9.54	100.0%
Legislative	30,213.00	0%	24,180.56	0%	6,032.44	80.0%
Streets/Storm Sewers	67,360.00	1%	67,327.30	1%	32.70	100.0%
Parks	180,029.00	2%	162,841.11	3%	17,187.89	90.5%
Beach	107,302.00	1%	107,252.84	2%	49.16	100.0%
Lift Stations/Sewer Service	42,525.00	1%	41,521.88	1%	1,003.12	97.6%
Contingencies	-	0%	-	0%	-	0.0%
Debt Service	495,855.00	6%	495,854.58	8%	0.42	100.0%
Emergency Medical Services	459,694.00	6%	459,654.36	8%	39.64	100.0%
Community Center	94,505.00	1%	94,444.37	2%	60.63	99.9%
Risk Management	116,000.00	1%	109,848.32	2%	6,151.68	94.7%
Capital	588,322.00	7%	227,510.94	4%	360,811.06	38.7%
Capital - Roads Project	1,660,000.00	20%	91,488.00	1%	1,568,512.00	5.5%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,100,798.00</b>		<b>\$ 6,117,634.22</b>		<b>\$ 1,983,163.78</b>	<b>75.5%</b>

<b>CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>435,866.42</b>	<b>435,866.42</b>
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Explanation of Variances:

Legal - legal fees regarding Dish & Inlet lawsuit

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

Fire - operating supplies (fire hose), bld maintenance (door, electrical re exhaust system & duct work)

Building Dept - higher activity than budgeted

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

EMS - contract renewal cost with Riveria Beach exceeded budget

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

Risk Management - paid in full; fourth of four payments made on the main policy.

**Town of Palm Beach Shores**  
**Revenue Detail**  
**September 2023**

							September Benchmark	100.0%
REVENUE	ORIGINAL BUDGET		YTD		Favorable(Unfavo		%	
Revenue Per Budget Line	% of total		% of total					
Property Taxes (Ad Valorem)	\$	4,501,700.00	77%	\$	4,566,313.40	70%	64,613.40	101.4%
Total Local Option Gas Taxes		41,226.00	1%		42,106.92	1%	880.92	102.1%
Discretionary Sales Tax (PBC)		104,768.00	2%		125,299.04	2%	20,531.04	119.6%
Utility Taxes (FPL - Electric, Water, Gas)		353,000.00	6%		404,711.18	6%	51,711.18	114.6%
Communications Taxes - State		78,593.00	1%		72,433.23	1%	(6,159.77)	92.2%
Licenses & Permits		198,500.00	3%		326,625.66	5%	128,125.66	164.5%
Franchise Fees (FPL, WM)		220,600.00	4%		265,174.67	4%	44,574.67	120.2%
Other Permit Fees (Inspec, Reinspec, S. Permits)		13,000.00	0%		35,057.11	1%	22,057.11	269.7%
Grant - FEMA Hurricane Nicole		-	0%		101,948.13		101,948.13	1019.0%
Grant - Resilient FL Grant (Vulnerability Study)		28,500.00	0%		-	0%	(28,500.00)	0.0%
Shared Revenue - Local (1/2 Cent Sales Tax)		157,626.00	3%		186,615.68	3%	28,989.68	118.4%
Shared Revenue Local (PBC Business Tax)		6,000.00	0%		7,382.64	0%	1,382.64	123.0%
Services (Sewer Maint, Beach Permits, Land Dev)		135,526.00	2%		143,996.00	2%	8,470.00	106.2%
Fines		4,000.00	0%		2,089.12	0%	(1,910.88)	52.2%
Interest		11,000.00	0%		235,250.90	4%	224,250.90	2138.6%
Sale of Surplus Equipment		-	0%		15,700.00	0%	15,700.00	0.0%
Donations		-	0%		13,855.39	0%	13,855.39	0.0%
Miscellaneous		10,000.00	0%		8,941.57	0%	(1,058.43)	89.4%
<b>TOTAL REVENUE</b>	<b>\$</b>	<b>5,864,039.00</b>		<b>\$</b>	<b>6,553,500.64</b>		<b>\$ 689,461.64</b>	<b>111.8%</b>

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

Grants - FEMA reimbursement of Hurricane Nicole costs

**Town of Palm Beach Shores**  
**Capital Roads Project**  
**FY2023**

<b>Description</b>	<b>Budget</b>	<b>As of 9/30/23</b>
Streets Assessment Report	\$ 10,000	\$ 37,815.50
Streets Engineering Survey	\$ 50,000	\$ 48,936.00
Submittal Analysis - Engenuity	\$ 10,000	\$ 4,736.50
Construction Supervision - Engenuity	\$ 30,000	
Milling/Repaving/Restriping/Curbs	\$ 1,560,000	\$ -
<b>Total</b>	<b>\$ 1,660,000</b>	<b>\$ 91,488.00</b>

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

**Town of Palm Beach Shores**

**Utility Tax**

**10% Effective 4/1/17**

	<b>Electric</b>	<b>Water</b>	<b>Gas</b>	<b>Total</b>
	<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	24,388.90	7,961.66	2,343.45	34,694.01
Aug-23	26,887.00	8,364.00	1,808.21	37,059.21
Sep-23	28,991.37	7,597.44	1,486.28	38,075.09
<b>YTD Total</b>	<b>267,931.22</b>	<b>100,486.99</b>	<b>36,292.39</b>	<b>404,710.60</b>

<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	122%	96%	130%	115%



**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
8/31/2023	July 2023	\$ 13,437.60
9/31/2023	August 2023	\$ 8,240.28
11/6/2023	September 2023	\$ 8,042.78

Total current year receipts	\$ 125,299.04
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Current Year Expenditures:

\$ -

<b>Accumulated (unspent) Discretionary Sales Tax as of 9/30/23</b>	<b>\$ 633,123.96</b>
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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	\$ 39,582	\$ (5,720)	\$ 3,631
7/31/2023	\$ 27,324	\$ 37,067	\$ (9,743)	\$ (6,112)
8/31/2023	\$ 28,155	\$ 28,294	\$ (139)	\$ (6,251)
9/30/2023	\$ 8,191	\$ 46,088	\$ (37,897)	\$ (44,148)
	\$ 297,156	\$ 341,304	\$ (44,148)	

Other related revenues:

Bldg Permit State Surcharge	\$ 10,976
Fire Inspection Fees	\$ 475
Reinspection Fees	\$ 26
Code Enf Admin Cost Reimb	\$ 3,311
Site Plan / Variance Fees	\$ 4,900
Land Development Costs	\$ 30,235
Town Code & Ordinance Fines	\$ 445
Other Permit Admin Fee	\$ 26,285
Net Building	\$ 32,505

**Kitchen Remodel 2nd Floor - Frick Bequest  
at September 30, 2023**

	COST ESTIMATES		EXPENDITURE as of 09/30/23		Remaining Costs
Financing Sources:					
Frick Bequest	\$	198,000			\$ -
Expenditures:					
Kitchen Equipment	\$	76,229.28	\$	38,114.64	\$ 38,114.64
Kitchen Renovations	\$	96,347.00	\$	-	\$ 96,347.00
Kitchen Hood	\$	62,717.50	\$	27,898.14	\$ 34,819.36
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
Total expenditures		\$235,293.78		\$66,012.78	\$169,281.00
Projected Deficit (\$37,293.78)					

Subsequent events:

contract with MAC Enerprises of NPB, Inc. signed November 2023

unspent Frick donation at September 30, 2023 \$131,987.22

**Town of Palm Beach Shores**  
**Underground Utilities**  
**as of 9/30/23**

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

	<b>COST ESTIMATE</b>	<b>TOTAL as of 9/30/23</b>	<b>Remaining Costs</b>	<b>P R O J E C T E D</b>	
				<b>Cost</b>	<b>Variance</b>
<b>Other Financing Sources:</b>					
Loan Proceeds	\$ 6,000,000	\$ 6,000,000.00	\$ -	\$ 6,000,000.00	\$ -
<b>Expenditures:</b>					
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
<b>Total expenditures</b>	<b>\$ 6,000,000</b>	<b>\$ 5,788,153.95</b>	<b>\$ 173,131.44</b>	<b>\$ 5,961,285.39</b>	<b>\$ 38,714.61</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 211,846.05</b>	<b>\$ (173,131.44)</b>	<b>\$ 38,714.61</b>	<b>\$ 38,714.61</b>

**Town of Palm Beach Shores**  
**Dredging Project**  
**as of 9/30/2023**

	<b>FY2022</b>	<b>FY2023</b>	<b>PROJECT TOTAL</b>
		<i>as of 9/30/23</i>	<i>as of 9/30/23</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
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ (35,045)</b>	<b>\$ (35,045)</b>
 <u>Revenue:</u>			
Donations	\$ 15,000	\$ -	\$ 15,000
 <u>Expenditures:</u>			
Professional Services	\$ 15,000	\$ 35,045	\$ 50,045
<b>Revenue over expenditures</b>	<b>\$ -</b>	<b>\$ (35,045)</b>	<b>\$ (35,045)</b>

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

funding vetoed by govener  
joint project with Lake Park  
Town Mger John D'Agostino

**RESOLUTION NO. R-12-23**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, PALM BEACH COUNTY, FLORIDA, AMENDING ITS OPERATING BUDGET FOR FISCAL YEAR 2022-2023 IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF BUDGET RESOLUTION NO. R-11-22; PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.**

WHEREAS, the necessity of amending the 2022/2023 Town budget has come to the attention of the Town Commission of the Town of Palm Beach Shores; and

WHEREAS, pursuant to Sec. 2, 3 and 4 of Budget Resolution No. **R-11-22** adopted September 26, 2022, in accordance with State Law, budget amendments relating to increases or decreases to the total sum allocated to each department for operating expenses and capital outlay expenses must be formally approved by the Town Commission in the form of a budget resolution for such transfers.

WHEREAS, the Town Commission hereby desires to approve “Budget Amendment 3” as set forth in **Exhibit A** to this Resolution.

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

Section 1. The Town of Palm Beach Shores, hereby amends its 2022/2023 budget as provided in the schedules attached hereto as Exhibit “A” and made a part hereof, in accordance with the terms and provisions of the Budget Resolution No. **R-11-22**.

Section 2. The Town Clerk is hereby directed to attach a copy of this Resolution amending the 2022-2023 budget to the budget documents and this Resolution shall be made a part of said budget.

Section 3. That this Resolution shall take effect upon its passage.

**DULY PASSED AND ADOPTED** this 27th day of **November** 2023.

\_\_\_\_\_  
Alan Fiers, Mayor

ATTEST:

\_\_\_\_\_  
Jude Marie Goudreau, Town Clerk

(SEAL)

Town of Palm Beach Shores  
 Budget Amendment #3  
 FYE 9/30/23

EXHIBIT "A"

	Original Budget	Amendment #1	Amendment #2	Amendment #3	Final Budget
<b>REVENUE &amp; OTHER FINANCING SOURCES</b>	<b>\$ 7,589,708</b>	<b>103,322</b>	<b>220,998</b>	<b>186,770</b>	<b>\$ 8,100,798</b>
<b>EXPENDITURES:</b>					
Administration	\$ 429,508		2,700		\$ 432,208
Legal	121,000		85,000	50,930	256,930
Public Works	364,418		4,500	7,600	376,518
Police	1,730,779				1,730,779
Fire	736,608			20,720	757,328
Building Department	261,537		32,800	46,970	341,307
Emergency Disaster	-		120,498		120,498
Solid Waste	241,525			1,900	243,425
Legislative	30,213				30,213
Streets/Storm Sewers	63,160			4,200	67,360
Parks	172,029	8,000			180,029
Beach	107,002			300	107,302
Lift Station Sewer Service	42,525				42,525
Contingencies	85,000		(85,000)		-
Debt Service	495,855				495,855
Emergency Medical Service	369,444		60,500	29,750	459,694
Community Center	70,105			24,400	94,505
Risk Management	116,000				116,000
Capital	2,153,000	95,322			2,248,322
<b>Total Expenditures</b>	<b>\$ 7,589,708</b>	<b>\$ 103,322</b>	<b>\$ 220,998</b>	<b>\$ 186,770</b>	<b>\$ 8,100,798</b>



Town of Palm Beach Shores  
BUDGET 2022/2023  
Budget amendment #3

EXHIBIT "A"

Account Name	Account Number	Revised Budget	Amendment #3	Final Budget		Brief Explanation
<b>REVENUE &amp; OTHER FINANCING SOURCES</b>						
Building Permits	001-00-000-32200	200,000	46,970	246,970	X	More activity
Interest Revenue	001-00-000-36100	11,000	139,800	150,800	*	Higher rates
<b>TOTAL REVENUE &amp; OTHER FINANCING SOURCES</b>		<b>\$7,914,028</b>	<b>\$ 186,770</b>	<b>\$8,100,798</b>		
<b>EXPENDITURES</b>						
LEGAL						
Misc - Litigation	001-02-512-09000	86,000	44,730	130,730	*	litigation costs
Professional Svcs	001-02-512-03100	120,000	6,200	126,200	*	
PUBLIC WORKS						
Maintenance - Buildings	001-04-519-04620	9,000	7,600	16,600	*	bld maintenance
FIRE						
Maintenance - Buildings	001-06-522-04620	3,500	9,485	12,985	*	bld maintenance
Operating Supplies	001-06-522-05200	3,200	11,235	14,435	*	fire hose
BUILDING						
Reimbursed Deveopment Costs	001-07-524-03300	30,000	26,820	56,820	X	more bldg activity
Prof Svcs - Fire Inspections	001-07524-03130	5,540	20,150	25,690	X	more activity
SOLID WASTE						
Contracted Services	001-09-534-03400	231,525	1,900	233,425	*	garbage collection
STREETS/STORM SEWERS						
Storm Drain Maintenance	001-12-541-05320	6,900	4,200	11,100	*	repair outfall pipes
BEACH						
Maintenance - Building	001-14-575-04620	2,000	300	2,300	*	repairs life guard station
EMERGENCY MEDICAL SERVICES						
Contracted Services	001-20-526-03400	429,944	29,750	459,694	*	contract negotiations
COMMUNITY CENTER						
Contracts - Maintenance	001-21-572-04600	7,500	5,000	12,500	*	elevator repair
Maintenance - Buildings	001-21-572-04620	24,000	11,800	35,800	*	AC repair, bathrooms
Small Equipment	001-21-572-04670	500	7,600	8,100	*	Primestar Sound System
<b>TOTAL EXPENDITURES</b>		<b>\$7,914,028</b>	<b>\$ 186,770</b>	<b>\$8,100,798</b>		

**RESOLUTION NO. R-13-23**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, PALM BEACH COUNTY, FLORIDA, AMENDING ITS OPERATING BUDGET FOR FISCAL YEAR 2023/2024 IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF BUDGET RESOLUTION NO. R-11-23; PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.**

WHEREAS, the necessity of amending the 2022/2023 Town budget has come to the attention of the Town Commission of the Town of Palm Beach Shores; and

WHEREAS, pursuant to Sec. 2, 3 and 4 of Budget Resolution No. **R-11-23** adopted September 25, 2023 in accordance with State Law, budget amendments relating to increases or decreases to the total sum allocated to each department for operating expenses and capital outlay expenses must be formally approved by the Town Commission in the form of a budget resolution for such transfers.

WHEREAS, the Town Commission hereby desires to approve “Budget Amendment 1” as set forth in **Exhibit A** to this Resolution.

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

Section 1. The Town of Palm Beach Shores, hereby amends its 2023/20234 budget as provided in the schedules attached hereto as Exhibit “A” and made a part hereof, in accordance with the terms and provisions of the Budget Resolution No. **R-11-23**.

Section 2. The Town Clerk is hereby directed to attach a copy of this Resolution amending the 2023/2024 budget to the budget documents and this Resolution shall be made a part of said budget.

Section 3. That this Resolution shall take effect upon its passage.

**DULY PASSED AND ADOPTED** this 27th day of **November** 2023.

\_\_\_\_\_  
Alan Fiers, Mayor

ATTEST:

\_\_\_\_\_  
Jude Marie Goudreau, Town Clerk

(SEAL)

Town of Palm Beach Shores  
BUDGET 2023/2024  
Budget amendment #1

**EXHIBIT "A"**

Account Name	Account Number	Original Budget	Amendment #1	Final Budget	Brief Explanation
<b>REVENUE &amp; OTHER FINANCING SOURCES</b>					
Appropriated Fund Balance	001-00-000-38100	42,329	1,086,213	1,128,542	(1), (2), (5)
Appropriated Fund Balance - Restricted	001-00-000-38110	(61,523)	792,876	731,353	(3) & (4)
<b>TOTAL REVENUE &amp; OTHER FINANCING SOURCES</b>		<b>\$ 6,568,200</b>	<b>\$ 1,879,089</b>	<b>\$ 8,447,289</b>	

**EXPENDITURES**

**CAPITAL**

Admin - Equipment	001-23-513-06400	-	43,300	43,300	(1) accounting software
Fire - Purchased with Donations	001-23-522-06401	-	45,289	45,289	(2) unspent donations
Roads	001-23-541-06300	-	1,568,512	1,568,512	(3) unspent roads project
Comm Cntr - Purchased w/donations	001-23-572-06401	-	131,988	131,988	(4) unspent Frick donation
Beach	001-23-575-06300	-	90,000	90,000	(5) playground
<b>TOTAL EXPENDITURES</b>		<b>\$ 6,568,200</b>	<b>\$ 1,879,089</b>	<b>\$ 8,447,289</b>	

**Explanations for amendment:**

*To carry forward budgeted amounts from FY2023 that were not expended.*

**Town of Palm Beach Shores**  
**Budget Amendment #1**  
**FYE 9/30/24**

**EXHIBIT "A"**

	<b>Original Budget</b>	<b>Amendment #1</b>	<b>Final Budget</b>
<b>REVENUE &amp; OTHER FINANCING SOURCES</b>	<b>\$ 6,568,200</b>		<b>\$ 6,568,200</b>
<b>EXPENDITURES:</b>			
Administration	\$ 659,833		\$ 659,833
Legal	346,000		\$ 346,000
Public Works	384,613		\$ 384,613
Police	1,772,719		\$ 1,772,719
Fire	806,417		\$ 806,417
Building Department	266,112		\$ 266,112
Emergency Disaster	-		\$ -
Solid Waste	253,101		\$ 253,101
Legislative	20,463		\$ 20,463
Streets/Storm Sewers	29,930		\$ 29,930
Parks	175,802		\$ 175,802
Beach	111,635		\$ 111,635
Lift Station Sewer Service	42,820		\$ 42,820
Contingencies	85,000		\$ 85,000
Debt Service	495,855		\$ 495,855
Emergency Medical Service	750,000		\$ 750,000
Community Center	79,600		\$ 79,600
Risk Management	170,000		\$ 170,000
Capital	118,300	1,879,089	\$ 1,997,389
<b>Total Expenditures</b>	<b>\$ 6,568,200</b>	<b>\$ 1,879,089</b>	<b>\$ 8,447,289</b>

# TOWN OF PALM BEACH SHORES

## MONTHLY FINANCIAL REPORT

*Note: Budget Amount for FY2024 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
9/30/2023	\$ 4,633,467		\$ 6,440,798	\$ 317,965	\$ 6,553,501	102%
10/31/2023	\$ 4,198,106		\$ 6,568,200	\$ 87,670	\$ 87,670	1%
10/31/2022	\$ 3,851,354		\$ 5,929,708	\$ 48,123	\$ 48,123	1%
11/30/2023	\$ -		\$ -	\$ -	\$ -	
12/31/2023	\$ -		\$ -	\$ -	\$ -	
1/31/2024	\$ -		\$ -	\$ -	\$ -	
2/28/2024	\$ -		\$ -	\$ -	\$ -	
3/31/2024	\$ -		\$ -	\$ -	\$ -	
4/30/2024	\$ -		\$ -	\$ -	\$ -	
5/31/2024	\$ -		\$ -	\$ -	\$ -	
6/30/2024	\$ -		\$ -	\$ -	\$ -	
7/31/2024	\$ -		\$ -	\$ -	\$ -	
8/31/2024	\$ -		\$ -	\$ -	\$ -	
9/30/2024	\$ -		\$ -	\$ -	\$ -	

	E X P E N D I T U R E S					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2023	\$ 6,440,798	\$ 263,932	\$ 162,143	\$ 426,075	\$ 6,117,634	95%
10/31/2023	\$ 6,568,200	\$ 606,648	\$ 79,457	\$ 686,105	\$ 686,105	10%
10/31/2022	\$ 5,929,708	\$ 717,313	\$ 34,653	\$ 751,966	\$ 751,966	10%
11/30/2023	\$ -	\$ -	\$ -	\$ -	\$ -	
12/31/2023	\$ -	\$ -	\$ -	\$ -	\$ -	
1/31/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
2/28/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
3/31/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
4/30/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
5/31/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
6/30/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
7/31/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
8/31/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
9/30/2024	\$ -	\$ -	\$ -	\$ -	\$ -	

Town of Palm Beach Shores  
Disbursements - October 2023

Check #	Type	Date	Vendor	Name	Amount
4899	C	45205	769	1st American Fire Services, L.L.C.	\$ 1,464.00
4900	C	45205	823	AT&T Mobility	\$ 34.99
4901	C	45205	1013	ATT	\$ 171.20
4902	C	45205	1013	ATT	\$ 136.38
4903	C	45205	47	Board of County Commissioners	\$ 301.68
4904	C	45205	52	Comcast	\$ 44.95
4905	C	45205	107	Davis & Associates, P.A.	\$ 10,556.40
4906	C	45205	491	Dilo Fire Sprinkler, Inc.	\$ 294.51
4907	C	45205	863	Diversified Building Department Management	\$ 8,293.75
4908	C	45205	746	Essential Net Solutions	\$ 1,502.20
4909	C	45205	991	Florida Technical Consultants LLC	\$ 4,070.00
4910	C	45205	75	FL Municipal Insurance Trust	\$ 1,150.00
4911	C	45205	1009	Foliage Concepts of Florida Inc.	\$ 8,621.00
4912	C	45205	1026	Gunster	\$ 1,370.00
4913	C	45205	659	Image Janitorial Services, Inc.	\$ 2,050.00
4914	C	45205	405	Nelson Lopez	\$ 690.00
4915	C	45205	130	Manno's Public Safety Supply	\$ 35.00
4916	C	45205	1035	Metro PCR	\$ 97.60
4917	C	45205	882	Municipal Emergency Services	\$ 13,750.00
4918	C	45205	224	Northern PBC Improvement District	\$ 659.51
4919	C	45205	1008	Sanders Bello	\$ 330.00
4920	C	45205	516	Schmidt Nichols	\$ 287.50
4921	C	45205	484	Shred-It, c/o Stericycle, Inc.	\$ 132.20
4922	C	45205	829	State Chemical Solutions	\$ 858.00
4923	C	45205	219	Town of Lantana	\$ 1,000.00
4924	C	45212	1027	Cheney Brothers Inc.	\$ 24,563.38
4925	C	45212	32	City of Riviera Beach	\$ 2,593.10
4926	C	45212	80	FL Public Utilities	\$ 297.78
4927	C	45212	886	Henry Schein, Inc.	\$ 45.20
4928	C	45212	130	Manno's Public Safety Supply	\$ 396.98
4929	C	45212	858	Palm Beach County Sheriff's Office	\$ 145,730.33
4930	C	45212	99	Torcivia, Donlon, Goddeau & Rubin, P.A.	\$ 234.00
4931	C	45212	101	Verizon Wireless	\$ 54.32
4932	C	45212	640	Ward-Damon Attorney	\$ 1,470.00
4933	C	45212	104	Waste Management	\$ 30,286.16
4934	C	45212	131	WEX BANK	\$ 525.90
4935	C	45219	673	Bishop's Water Company	\$ 437.50
4936	C	45219	1004	CAP Government	\$ 5,580.00
4937	C	45219	71	FL Power & Light	\$ 4,051.12
4938	C	45219	1047	Government Forms and Supplies	\$ 39.45
4939	C	45219	880	Gray /Robinson Attorney	\$ 7,078.50
4940	C	45219	966	IIMC	\$ 185.00
4941	C	45219	882	Municipal Emergency Services	\$ 423.00
4942	C	45219	1045	Municipal Equipment- Florida	\$ 13,750.00
4943	C	45219	879	Orlando Rodriguez	\$ 32.62
4944	C	45219	16	Palmdale Oil Company, Inc.	\$ 1,350.35
4945	C	45219	25	Palm Beach Shores Volunteer Fire Dept. Inc.	\$ 26,406.50
4946	C	45219	516	Schmidt Nichols	\$ 2,443.75
4947	C	45226	928	End of the Line, Inc.	\$ 127.25
4948	C	45226	968	FIRE-TEC, Inc.	\$ 795.57
4949	C	45226	1009	Foliage Concepts of Florida Inc.	\$ 8,621.00
4950	C	45226	71	FL Power & Light	\$ 37.59
4951	C	45226	1026	Gunster	\$ 450.00
4952	C	45226	886	Henry Schein, Inc.	\$ 48.07
4953	C	45226	90	Hulett Environmental Services	\$ 297.00
4954	C	45226	679	Keehn Emergency Medical Services, Inc	\$ 1,500.00
4955	C	45226	987	LocalIQ	\$ 3,020.40
4956	C	45226	95	Lowes	\$ 3,917.83
4957	C	45226	682	Meyers Turf LLC	\$ 46.10
4958	C	45226	858	Palm Beach County Sheriff's Office	\$ 145,730.33
4959	C	45226	911	AT&T	\$ 876.70
4960	C	45226	30	Poly Systems Company	\$ 1,160.00
4961	C	45226	881	South Central Planning & Development Commission	\$ 260.42
4962	C	45226	979	TAW	\$ 540.00
4963	C	45226	592	Trevor Steedman	\$ 162.92
4964	C	45226	978	Truist Bank	\$ 3,683.10
4965	C	45226	104	Waste Management	\$ 3,456.74
4966	C	45226	110	Xpert elevator Services, Inc.	\$ 438.60
ADP, LLC	E	10/21/2023	697	ADP, LLC	\$ 252.10
ADP Taxes	E	10/5/2023		ADP Taxes	\$ 8,211.07
ADP Taxes	E	10/19/2023		ADP Taxes	\$ 8,417.70
ADP Wages	E	10/5/2023		ADP Wages	\$ 27,098.26
ADP Wages	E	10/19/2023		ADP Wages	\$ 27,816.93
Blue Cross Blue Shield	E	45200	127	Blue Cross Blue Shield of Florida, Inc.	\$ 17,950.72
FRS	E	45203	172	FRS	\$ 14,802.21
Guardian	E	45200	676	Guardian	\$ 632.01
Humana Insurance	E	45200	535	Humana Insurance	\$ 92.48
Standard Insurance Co	E	45200	887	Standard Insurance Co	\$ 329.47
South State Bank	E	10/1/2023		South State Bank	\$ 227,266.68
South State Bank	E	10/1/2023		South State Bank	\$ 20,660.61
					\$ 606,648.38
General Fund					\$ 606,648.38
Underground Utilities Fund					\$ -
Total					\$ 606,648.38

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

		<i>October Benchmark</i>		<i>8.3%</i>	
	<b>BUDGET</b>	<b>YTD</b>	<b>Favorable(Unfav)</b>	<b>%</b>	
<b>REVENUE</b>					
Revenue (without appr'd F/B)	\$ 6,587,394.00	\$ 87,669.94	\$ (6,499,724.06)	1.3%	
Appropriated Fund Balance	(19,194.00)	-	19,194.00	0.0%	
<b>TOTAL REVENUE</b>	<b>\$ 6,568,200.00</b>	<b>\$ 87,669.94</b>	<b>\$ (6,480,530.06)</b>	<b>1.3%</b>	
<b>EXPENDITURES BY DEPARTMENT</b>					
		% of total		% of total	
Administration	\$ 659,833.00	10%	\$ 27,260.43	4%	\$ 632,572.57 4.1%
Legal	346,000.00	5%	1,920.00	0%	344,080.00 0.6%
Public Works	384,613.00	6%	19,316.83	3%	365,296.17 5.0%
Police	1,772,719.00	27%	292,282.76	43%	1,480,436.24 <b>16.5%</b>
Fire	806,417.00	12%	33,625.84	5%	772,791.16 4.2%
Building	266,112.00	4%	10,445.21	2%	255,666.79 3.9%
Emergency Disaster		0%	-	0%	- 0.0%
Solid Waste	253,101.00	4%	3,456.74	1%	249,644.26 1.4%
Legislative	20,463.00	0%	42.42	0%	20,420.58 0.2%
Streets/Storm Sewers	29,930.00	0%	1,357.47	0%	28,572.53 4.5%
Parks	175,802.00	3%	10,340.87	2%	165,461.13 5.9%
Beach	111,635.00	2%	5,283.31	1%	106,351.69 4.7%
Lift Stations/Sewer Service	42,820.00	1%	1,198.47	0%	41,621.53 2.8%
Contingencies	85,000.00	1%	-	0%	85,000.00 0.0%
Debt Service	495,855.00	8%	247,927.29	36%	247,927.71 <b>50.0%</b>
Emergency Medical Services	750,000.00	11%	-	0%	750,000.00 0.0%
Community Center	79,600.00	1%	5,844.03	1%	73,755.97 7.3%
Risk Management	170,000.00	3%	1,150.00	0%	168,850.00 0.7%
Capital	118,300.00	2%	24,563.38	4%	93,736.62 <b>20.8%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,568,200.00</b>	<b>\$ 686,015.05</b>	<b>\$ 5,882,184.95</b>	<b>10.4%</b>	
<b>CHANGE IN FUND BALANCE</b>					
	-	(598,345.11)	(598,345.11)		

Explanation of Variances:

Police - timing, PBSO is paid in advance.

Debt Service - one of two payments made

Capital - Community Center kitchen equipment



**Town of Palm Beach Shores  
Revenue Detail  
October 2023**

						October Benchmark	8.3%
REVENUE	ORIGINAL BUDGET		YTD		Favorable(Unfav)		%
Revenue Per Budget Line	% of total		% of total				
Property Taxes (Ad Valorem)	\$ 4,980,800.00	76%	\$ -	0%	(4,980,800.00)		0.0%
Total Local Option Gas Taxes	42,217.00	1%	3,966.73	5%	(38,250.27)		9.4%
Discretionary Sales Tax (PBC)	129,633.00	2%		0%	(129,633.00)		0.0%
Utility Taxes (FPL - Electric, Water, Gas)	365,000.00	6%	-	0%	(365,000.00)		0.0%
Communications Taxes - State	74,061.00	1%	2.10	0%	(74,058.90)		0.0%
Licenses & Permits	237,000.00	4%	15,826.00	18%	(221,174.00)		6.7%
Franchise Fees (FPL, WM)	257,300.00	4%	22,585.35	26%	(234,714.65)		8.8%
Other Permit Fees (Inspec, Reinspec, S. Permits)	15,000.00	0%	1,913.00	2%	(13,087.00)		12.8%
Grants	-	0%	10,237.08	12%	10,237.08		1012.0%
Shared Revenue - Local (1/2 Cent Sales Tax)	174,157.00	3%	3,600.00	4%	(170,557.00)		2.1%
Shared Revenue Local (PBC Business Tax)	6,000.00	0%	1,111.34	1%	(4,888.66)		18.5%
Services (Sewer Maint, Beach Permits, Land Dev)	135,526.00	2%	1,290.00	1%	(134,236.00)		1.0%
Fines	1,500.00	0%	591.34	1%	(908.66)		39.4%
Interest	164,200.00	2%	18,111.12	21%	(146,088.88)		11.0%
Sale of Surplus Equipment	-	0%		0%	-		0.0%
Donations	-	0%		0%	-		0.0%
Miscellaneous	5,000.00	0%	8,435.88	10%	3,435.88		168.7%
<b>TOTAL REVENUE</b>	<b>\$ 6,587,394.00</b>		<b>\$ 87,669.94</b>		<b>\$ (6,499,724.06)</b>		<b>1.3%</b>

Explanation of Variances:

Grants - FEMA reimbursement re Hurrican Nicole

Misc - insurance reimbursement of damaged light poles \$8,015.88

**Town of Palm Beach Shores**  
**Capital Roads Project**  
**FY2024**

<b>Description</b>	<b>Budget</b>	<b>As of 10/31/23</b>
Streets Assessment Report	\$ 10,000	\$ 37,815.50
Streets Engineering Survey	\$ 50,000	\$ 48,936.00
Submittal Analysis - Engenuity	\$ 10,000	\$ 4,736.50
Construction Supervision - Engenuity	\$ 30,000	
Milling/Repaving/Restriping/Curbs	\$ 1,560,000	\$ -
<b>Total</b>	<b>\$ 1,660,000</b>	<b>\$ 91,488.00</b>

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

**Town of Palm Beach Shores**

**Utility Tax**

**10% Effective 4/1/17**

	<b>Electric</b>	<b>Water</b>	<b>Gas</b>	<b>Total</b>
	<i>FPL</i>	<i>Riviera Beach</i>	<i>FPU</i>	
Oct-23	-	-	-	-
Nov-23				-
Dec-23				-
Jan-24				-
Feb-24				-
Mar-24				-
Apr-24				-
May-24				-
Jun-24				-
Jul-24				-
Aug-24				-
Sep-24				-
<b>YTD Total</b>	-	-	-	-

<i>Budget FY2024</i>	<i>230,000.00</i>	<i>105,000.00</i>	<i>30,000.00</i>	<i>365,000.00</i>
% budget	0%	0%	0%	0%

**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
Accumulated (unspent) Discretionary Sales Tax as of 9/30/23	\$ 115,393.00

Current Year Receipts:

Date of Receipt	Period		
<b>11/28/2023</b>	October 2023	\$	-
12/23/2023	November 2023	\$	-
1/27/2024	December 2023	\$	-
2/3/2024	Quarterly adjustment 12/23	\$	-
2/27/2024	January 2024	\$	-
3/31/2024	February 2024	\$	-
4/30/2024	March 2024	\$	-
5/31/2024	April 2024	\$	-
6/30/2024	May 2024	\$	-
7/31/2024	June 20234	\$	-
8/31/2024	July 2024	\$	-
9/31/2024	August 2024	\$	-
11/6/2024	September 2024	\$	-

Total current year receipts	\$ -
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Current Year Expenditures:

\$ -

<b>Accumulated (unspent) Discretionary Sales Tax as of 10/31/23</b>	<b>\$ 623,217.92</b>
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**Town of Palm Beach Shores**  
**Building Department**

	Building Permits	Building Department	Net Building	Cumulative Net Bldg
10/31/2023	\$ 15,826	\$ 10,445	\$ 5,381	\$ 5,381
11/30/2023			\$ -	\$ 5,381
12/31/2023			\$ -	\$ 5,381
1/31/2024			\$ -	\$ 5,381
2/28/2024			\$ -	\$ 5,381
3/31/2024			\$ -	\$ 5,381
4/30/2024			\$ -	\$ 5,381
5/31/2024			\$ -	\$ 5,381
6/30/2024			\$ -	\$ 5,381
7/31/2024			\$ -	\$ 5,381
8/31/2024			\$ -	\$ 5,381
9/30/2024			\$ -	\$ 5,381
	\$ 15,826	\$ 10,445	\$ 5,381	

Other related revenues:

Bldg Permit State Surcharge	\$ 401
Fire Inspection Fees	\$ -
Reinspection Fees	\$ -
Code Enf Admin Cost Reimb	\$ 194
Site Plan / Variance Fees	\$ 350
Land Development Costs	\$ -
Town Code & Ordinance Fines	\$ 500
Other Permit Admin Fee	\$ 468
Net Building	\$ 7,294

**Kitchen Remodel 2nd Floor - Frick Bequest  
at October 31, 2023**

	COST ESTIMATES		EXPENDITURE as of 10/31/23		Remaining Costs
Financing Sources:					
Frick Bequest	\$	198,000		\$	-
Expenditures:					
Kitchen Equipment	\$	76,229.28	\$	62,678.20	\$ 13,551.08
Kitchen Renovations	\$	96,347.00	\$	-	\$ 96,347.00
Kitchen Hood	\$	62,717.50	\$	27,898.14	\$ 34,819.36
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
Total expenditures		\$235,293.78		\$90,576.34	\$144,717.44
Projected Deficit (\$37,293.78)					

Subsequent events:  
contract with MAC Enerprises of NPB, Inc. signed November 2023

**Town of Palm Beach Shores**  
**Underground Utilities**  
**as of 10/31/23**

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

	<b>COST</b>	<b>TOTAL</b>	<b>Remaining</b>	<b>P R O J E C T E D</b>	
	<b>ESTIMATE</b>	<b>as of 10/31/23</b>	<b>Costs</b>	<b>Cost</b>	<b>Variance</b>
<b>Other Financing Sources:</b>					
Loan Proceeds	\$ 6,000,000	\$ 6,000,000.00	\$ -	\$ 6,000,000.00	\$ -
<b>Expenditures:</b>					
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
<b>Total expenditures</b>	<b>\$ 6,000,000</b>	<b>\$ 5,788,153.95</b>	<b>\$ 173,131.44</b>	<b>\$ 5,961,285.39</b>	<b>\$ 38,714.61</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 211,846.05</b>	<b>\$ (173,131.44)</b>	<b>\$ 38,714.61</b>	<b>\$ 38,714.61</b>

Town of Palm Beach Shores  
Dredging Project  
as of 10/31/2023

	FY2022	FY2023	FY2024	PROJECT TOTAL
		<i>as of 9/30/23</i>	<i>as of 10/31/23</i>	<i>as of 10/31/23</i>
<u>Assets:</u>				
Cash	\$ -	\$ -	\$ -	\$ -
Due from General Fund	\$ -	\$ -	\$ -	\$ -
<u>Liabilities</u>				\$ -
Deferred Revenue - sale of dredged sand	\$ -	\$ 35,000	\$ 35,000	\$ 35,000
Due To General Fund	\$ -	\$ 45	\$ 45	\$ 45
Fund Balance	\$ -	\$ (35,045)		\$ (35,045)
<u>Revenue:</u>				
Donations	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
<u>Expenditures:</u>				
Professional Services	\$ 15,000	\$ 35,045	\$ 50,045	\$ 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

funding vetoed by govener  
joint project with Lake Park  
Town Mger John D'Agostino



**Town of Palm Beach Shores**  
**Fund Balance**  
**FYE 9/30/23**

*Please approve the following assignments of fund balance. These are amounts that are set aside for a specific purpose and are at the Commission's discretion.*

<b>Assigned Fund Balance:</b>	<b>9/30/2023</b>	<b>9/30/2022</b>	<b>9/30/2021</b>	
Sewer Service	\$ 27,240	\$ 58,309	\$ 68,427	Cumulative unspent funds in department
Compensated Absences	\$ 26,000	\$ 21,000	\$ 20,000	For employees with 10+ years of service
Debt Service UU	\$ 180,828	\$ 139,756	\$ 125,375	For debt service on UU loans
Hurricane Funds	\$ 106,669	\$ 125,218	\$ 137,002	for hurricane prep/cleanup/damage
Roads Project	\$ 632,077	\$ 632,077	\$ -	Savings from ARPA funds
<b>Total</b>	<b>\$ 972,814</b>	<b>\$ 976,360</b>	<b>\$ 350,804</b>	

Additional Descriptions:

1 - Debt Service UU - The initial funds were budgeted the summer before the debt was issued on 10/31/18. More funds were budgeted than needed, they will be used for future debt service. Subsequently, the Commission has kept the debt millage rate constant each year. As property values rise any amounts collected in excess of half the undergrounding debt service are added to this assigned fund balance for future debt service.

2 - Hurricane Funds - The Town received reimbursement grants for Hurricane Nicole after the funds had been spent. The Commission intends to use these funds for future hurricane costs or mitigation.

## TOWN OF PALM BEACH SHORES

FYE 9/30/2023

## Capital Deletions

*Please approve this list of capital items removed from the Town's inventory.*

PROPERTY DESCRIPTION	DATE ACQUIRED	COST	ACC DEPR 9/30/2022	DEPR EXP 9/30/2023	ACC DEPR 9/30/2023	NET BOOK Value
2021 Suzuki Kingquad 500 -Lifeguards	2/3/2021	\$ 8,699.00	\$ 4,591.14	\$ 2,899.67	\$ 7,490.81	\$ 1,208.19
2017 John Deere Tractor w loader, fork & sweeper	3/18/2014	\$ 34,781.25	\$ 29,564.11	\$ 1,159.38	\$ 30,723.49	\$ 4,057.77
JD Gator - brakes & water pump	11/21/2019	\$ 4,865.36	\$ 4,865.36	\$ -	\$ 4,865.36	\$ -
JD Gator - coolant hose & brake lines	9/30/2020	\$ 2,382.91	\$ 2,382.91	\$ -	\$ 2,382.91	\$ -
2007 Chevrolet Silverado 3500 Dump Truck	2/25/2015	\$ 22,050.00	\$ 20,475.00	\$ 1,050.00	\$ 21,525.00	\$ 525.00
2007 Chevy - major repairs	10/24/2020	\$ 6,044.02	\$ 2,014.67	\$ 671.56	\$ 2,686.23	\$ 3,357.79
<b>TOTAL DISPOSALS</b>		<b>\$ 78,822.54</b>	<b>\$ 63,893.19</b>	<b>\$ 5,780.60</b>	<b>\$ 69,673.79</b>	<b>\$ 9,148.75</b>

*Note : Trade In for 2023 Suzuki King Quad ATV*

2021 Suzuki Kingquad 500 -Lifeguards	9/13/223	\$ 1,000.00
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*Note: The following items were sold on GovDeals*

2017 John Deere Tractor w loader, fork & sweeper	1/10/2023	\$ 7,500.00
2007 Chevrolet Silverado 3500 Dump Truck	1/19/2023	\$ 7,200.00
		<b>\$ 14,700.00</b>

# **PALM BEACH COUNTY SHERIFF'S OFFICE**

RIC L. BRADSHAW, SHERIFF



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

## **Arrests**

None

## **Mental health assist**

None

## **Miscellaneous**

The Halloween event was a great success, PBSO table was augmented by the therapy dog unit and the community policing unit.

The PBSO North county advisory board met and various topics discussed.

We have brought back the Emergency notification program, we already have had quite a few signs up and I will write about it in the upcoming Town newsletter.

We are preparing for the many holiday events coming up.

Happy Thanksgiving!

## **PBSO analyst's statistics report follows**



## October - 2023 - Monthly Strategic Report

CAD Calls	Monthly Totals
Business / Residence Checks (Self-Initiated)	2,681
Traffic Stops (Self-Initiated)	169
Calls for Service (Excluding 1050's & 1061's)	136
<b>All CAD Calls - Total</b>	<b>2,986</b>

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 2,986 generated calls within the district. 95% of these calls were self-initiated.

### Data below represents Traffic Activity conducted by D20 Deputies

Data Source: TraCS

Total Citations	Total Warnings	Parking Citations
7	171	6

## Arrest and NTA Statistics

<b>Arrest Data</b>
<b>Arrests &amp; Notice to Appear (NTA) within District 20</b>
<b>Total Count - 2</b>

Data Source: CrimeView Desktop

RPT #	DATE/TIME	SIGNAL	NEIGHBORHOOD	COMMONPLACE
23117360	2023-10-07 19:46:58	31D		
23118487	2023-10-11 15:22:46	19	THE SHORES AT PALM BEACH SHORES	THE SHORES

## 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.

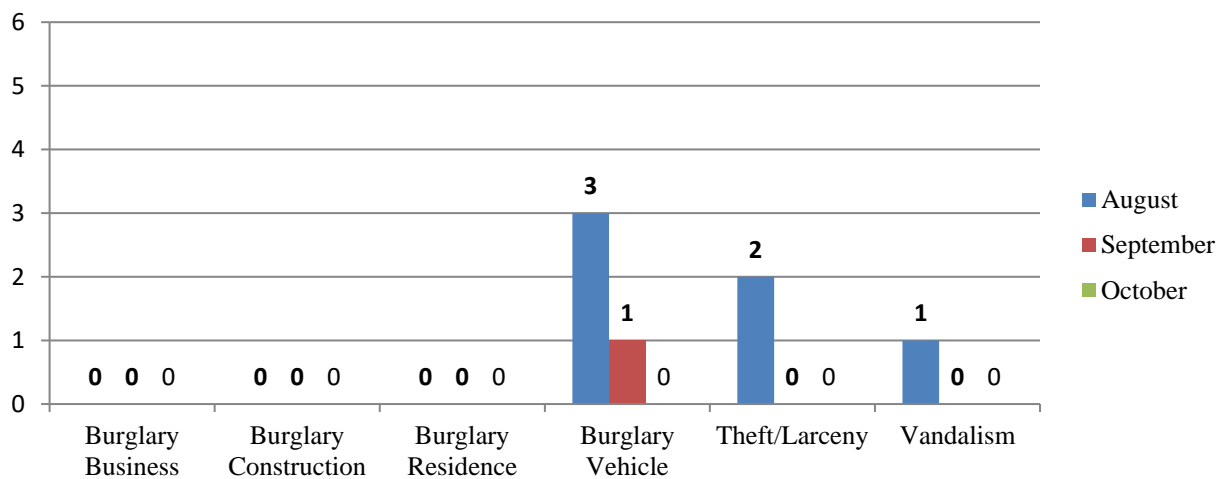
### D20 Monthly Stats Homicide, Robbery, Sexual Assault, Shooting, Stabbing

Data Source: CADS/P1



### D20 Monthly Stats Burglaries, Theft & Vandalism

Data Source: CADS/P1



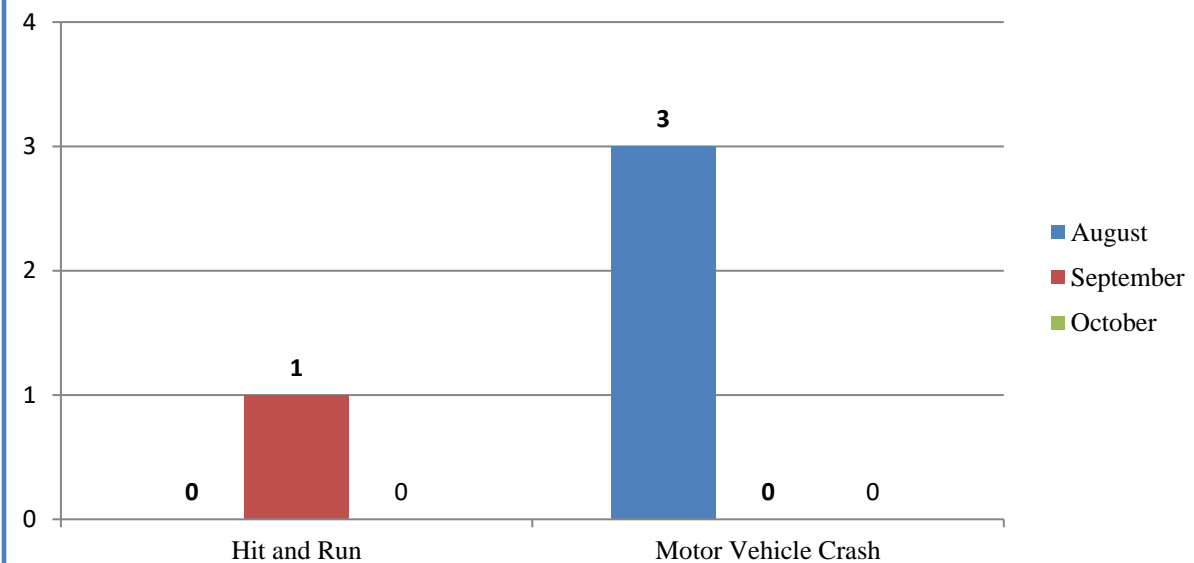
### D20 Monthly Stats Stolen Vehicles & Stolen Vehicle Recoveries

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

(10) Records Plotted in CrimeView Dashboard.



(10) 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**  
**18 October 2023 – 21 November 2023**

**TO:** Mayor Alan Fiers  
Town Commissioners

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

**DATE:** 21 November 2023

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**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 inspections are complete. Re-Inspections are being scheduled as required.
- Hydrant Inspection Program (Monthly) – Performed by PBSFD
  - Per Riviera Beach Water Utilities, hydrant inspection program was requested to be curtailed until all tie-ins and new hydrants are online.
- Certificate of Public Convenience & Necessity (COPCN)
  - County attorneys are authoring modifications to enable our municipal eligibility for primary and secondary COPCN's. Current COPCN revision process is estimated by PBC officials to conclude by second quarter of CY2024. Language is intended to include existing / already established municipal Fire – Rescue departments.
- *Community CPR & AED* – Coordinating with POA to present the opportunity in conjunction with POA meetings.
- *Courtesy Home Fire Safety Surveys* – (Implemented: November 2017)

**/MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**  
**TOWN OF PALM BEACH SHORES**  
**DEPARTMENT OF EMERGENCY SERVICES**  
**18 October 2023 – 21 November 2023**

- *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.
- *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. Presented at November 6 POA meeting.
- *Code X-Ray Placard Program* – Identifies Unsafe/Unstable/Vacant buildings.
  - 123 Ocean Avenue – Sea Spray – Vacant / Structural
  - 107 Sandal Lane - Under Renovation - Vacant

**STAFFING**

- Career Staff. – No full-time vacancies. Part-Time testing / evaluation process is in final phase.
- 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 38 volunteer members certified to State Minimum Standards on the “Active” rolls at the time of this report.

**/MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**  
**TOWN OF PALM BEACH SHORES**  
**DEPARTMENT OF EMERGENCY SERVICES**  
**18 October 2023 – 21 November 2023**

**WORKFORCE & OFFICER LEADERSHIP DEVELOPMENT**

- Training & Continuing Education programs
  - Several members attended Fireground Leadership seminar in West Palm Beach November 14 & 15.

**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 listed “Good” at the time of this report.

**/MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**  
**TOWN OF PALM BEACH SHORES**  
**DEPARTMENT OF EMERGENCY SERVICES**  
**18 October 2023 – 21 November 2023**

**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.
- The Town has opted-in to the program. Initial State training requirements were met. Opt-In guarantees a minimum of 20% disaster expense recovery.
- The Disaster Readiness Assessment (DRA) is currently being completed (December 31 deadline).
- Chief Steedman attending DRA info training sessions on November 21 and 30.

**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

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

**18 October 2023 – 21 November 2023**

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.

**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.

## **Calls for Service Activity**

**\*Source: PBCFR Dispatch**

## OCEAN RESCUE

(October 2023)

## FORMAL TRAINING & DRILLS



## ***Public Works Department***

### ***Monthly Status Report***

***November 2023***

#### **Community Center:**

1. The Project concerning the Kitchen Remodel on the 2<sup>nd</sup> floor is in progress and the completion date is projected before the end of December 2023.
2. Receiving quotes for new roll down shades on the 2<sup>nd</sup> floor.
3. Receiving quotes for new roll down shades on the 1<sup>st</sup> floor.
4. Receiving quotes for new sound panels and acoustics suggestions on the 2<sup>nd</sup> 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. The pressure washing project along the Parkway sidewalk, bricks, and park benches is in progress. The start date is Wednesday, September 13, 2023. Beginning at Inlet Way going North to Bamboo Road. The project will be performed by Public Works Staff.
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. The delay for the project is due to new Public Works Staff training.
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. The Project delays are due to the Water Main Project by Riviera Beach.
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-November 2023. Schedule pushed back due to delivery delays. The Town Received a letter from the manufacture confirming the delays. **The new Street Light Poles have arrived, and the installation date is scheduled for Tuesday, November 28, 2023.**

3. The projects listed are 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 Road & Drainage Project.
2. Receiving quotes for new Flow Meters required update due to technology and equipment changes.
3. Scheduling to perform the maintenance on 4 each check valves located in the Lift Stations Valve Pits.
4. Scheduling to perform the high-pressure cleaning inside the Lift Stations Wet Wells and Pumps.
5. The projects listed are funded through the approved general budget.

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

1. Receiving quotes to replace the Town Hall roof tiles and flat roof.
2. Scheduling to recoat the Town Hall Second-Floor modified roof for maintenance and increase extended material wear and protection. Project was delayed due to excessive rain. This project will be performed by Public Works Staff. The project was completed on Tuesday, November 7, 2023.
3. The repairs to the Beach Building exterior concrete, stucco, roof repairs, door repairs, and painting. Interior repairs to exhaust fans, tile on walls, plumbing, electrical, and painting. The project start date was Wednesday, October 10, 2023. This project will be performed by Public Works Staff.
4. Scheduling to repair the Fire Annex Building replace the kitchen exhaust fan over stove to a commercial exhaust fan, replace ceiling lighting with LED Lights, and paint interior walls & doors. This project will be performed by Public Works Staff. The project will be scheduled immediately following the Beach Building Repairs.
5. The projects listed are funded through the approved general budget.

### **Capital Projects For 2023-2024:**

1. **Beach Playground Equipment:**
2. **Tidal Valves Lake Drive & Tacoma Lane / Lake Drive & Inlet Way:**

### **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, November 14, 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 roadwork protocols. No cost to the Town.

**Updates:**

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

**Notes:**

1. The Iguana Extermination Program will continue as soon as the training and documentation has been completed with the new Public Works Staff.



## Town Clerk's Monthly Status Report

### October 2023

#### **BUILDING DEPARTMENT STATISTICS:**

**October 2023: Total Permits issued: 9 Total Permit Fees Paid: \$18,826.12**

**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 October 19, 2023 - November 20, 2023**

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

1 Closed.

1 Open. 201 Cascade Lane

##### **Code Violation: Sec. 14-131. Time for Construction restricted.**

0 Closed

1 Open 320 Inlet Way

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

0 Closed.

2 Open 308 Inlet Way. 98 Lake Dr.

##### **Code Violation: Sec. 78-79 Landscaping Maintenance**

3 Closed

5 Open 343 Blossom Ln, 130 Blossom Ln, 120 Sandal Ln, 331 Sandal Ln, 200 Sandal Ln.

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

0 Closed

1 Open 340 Bamboo Road

##### **Total Amount of Cases created that are closed from 10/19/23 - 11/20/23:**

4

##### **Total Amount of Cases created that are open from 10/19/23 - 11/20/23:**

10

##### **Total count of Cases 10/19/23 - 11/20/23:**

14

##### **Notice of Violation:**

1 201 Cascade Lane

##### **Special Magistrate:**

123 Ocean Ave - Status Hearing

201 Cascade Lane - Conducting business without an active Business Tax Receipt and Certificate of Use, trash placement, Parking on the grass, Landscaping Maintenance.

## Election Information:

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 4<sup>th</sup> Tuesday (Nov. 28<sup>th</sup>) no later than noon.** Contact the Town Clerk, Jude M. Goudreau, for further information about Qualifying.

## 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.

**Jude M. Goudreau, CMC**  
**Town Clerk**

**ORDINANCE NO. O-8-23**

**AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING CHAPTER 62 – STREETS, SIDEWALKS AND OTHER PUBLIC PLACES., ARTICLE I. – IN GENERAL. TO ADD ENTIRELY NEW SECTION 62-4. - REQUIREMENTS FOR DISTURBING, CUTTING INTO, DIGGING UP, DRILLING, BORING UNDER, OR EXCAVATING ANY PUBLIC STREET. TO PROHIBIT CUTTING INTO NEWLY PAVED/REPAVED ROADS WITHIN THE TOWN FOR A PERIOD OF THREE YEARS AFTER COMPLETION OF THE PAVING/REPAVING, CODIFY A PERMIT PROCESS FOR WORK SPECIFICALLY IMPACTING TOWN ROADWAYS AND SET FORTH ENGINEERING SPECIFICATIONS REQUIRED FOR ALL PAVING AND REPAIRS OF IMPACTED ROADWAYS; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Town Code does not currently contain specifications for the paving or reaving of roadways within the Town after disturbances and/or cuts to Town-owned and maintained roadways; and

**WHEREAS**, with the anticipated road paving project to be conducted in Town in the near future, the addition of a codified permit process and backfill, compaction and construction specifications is necessary to ensure the longevity of the newly paved roadways and to eliminate the potential for uneven or substandard repairs in the event of cuts and subsequent repairs to the Town’s new roadways; and

**WHEREAS**, the Town Commission of the Town of Palm Beach Shores believes these amendments to the Town’s Code are in the best interest of the health, safety and welfare of the Town, its citizens, and all those doing business with the Town.

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

**Section 1:** Chapter 62 – Streets, Sidewalks and Other Places., Article I. – In General. of Ordinances of the Town of Palm Beach Shores is hereby amended to add entirely new Section 64-4. – Requirements for disturbing, cutting into, digging up, drilling, boring under, or excavating any public street. to prohibit cutting into newly paved/repaved roads within the Town for a period of three years after completion of the paving/repaving,

codify a permit process for work specifically impacting Town roadways and set forth engineering specifications required for all paving and repairs of impacted roadways; providing that Sec. 64-4. shall hereafter read as follows:

**Sec. 64-4. - Requirements for disturbing, cutting into, digging up, drilling, boring under, or excavating any public street.**

- (a) No Disturbance for Three Years. Except as required by an emergency requiring an emergency repair, to be determined at the sole discretion of the Town, no person shall disturb, cut into, dig up, drill into, bore under, or excavate any newly paved/repaved roadway in Town for a period of three (3) years after completion of such paving/repaving. Emergency repair means work necessary to protect the health, safety and welfare that would present an immediate threat to any of these if left not repaired. In the event of an emergency and emergency repair requiring impact to the roadway within the initial three-years post paving, such repair shall be conducted in conformance with specifications set forth in subsection (e) below.
- (b) Permit required. Except as prohibited in subsection (a) above, when a person desires to disturb, cut into, dig up, drill into, bore under, or excavate any public street, application shall be made to the town. No person shall apply for a permit to perform such work without disclosing in the permit application the person on whose behalf such work is being performed. Failure to fully disclose his/her/their interest/participation/representation in the permit application or to fulfill all town requirements for issuance of the permit shall result in the Town: 1) immediately revoking any permit previously granted causing such permit to become null and void without any further action, hearing or proceeding, or 2) issuing a written notice that the permit will not be granted due to violation of this provision by the person applying for the permit. The town shall have the right to take all legal measures and seek all available remedies to enforce this provision. The permit shall set forth minimal reasonable conditions, as permitted by law, necessary for the protection of property and personal safety, restoration of the roadway to the specifications set forth below which are satisfactory to the town, and any on-going maintenance or reparations for un-repaired conditions or damages that may be required under the circumstances and extent of the work to be performed under the permit. Any

violation of the conditions set forth or any violations under applicable law shall render the permit automatically null and void, without the necessity of any further action or proceeding. The permit shall cover the length of time necessary and reasonable according to the type of activity involved.

(c) *Underground utilities; underground facility.* All persons shall fully comply with F.S. ch. 556, entitled "The Underground Facility Damage Prevention and Safety Act" ("Chapter 556"), as amended. No town permit will be required from operators of underground facilities in order to identify underground facilities. In other instances, permits required by this section shall be required. F.S. ch. 556 is incorporated by reference herein as though set forth in full. Excavators and member operators shall comply with low-impact marking practices, including, without limitation, a subsequent notice, as required by F.S. § 556.114, as amended. Markings required by F.S. ch. 556 shall be made with flags or stakes, or temporary, non-permanent paint or other industry-accepted low-impact marking practices.

(d) *Bonded improvements; issuance of permit; time for completion.*

(1) Whenever an individual, company, or agency applies for a permit to disturb, cut into, dig up, drill, bore under, or excavate a street per subsection (b) above, the individual, company, or agency shall deliver to the town building department a bond or surety in the amount of one and one-half of the cost of the restoration as calculated by the town. The bond or surety shall be:

- a. A site restoration bond written by an approved domestic surety. Except for bonds for a wireless service provider as defined in F.S. § 337.401(7)(b)(13), as amended, all bonds shall carry the name and address of a local representative, be for an initial period of one year, and shall be automatically extended in increments of one year until the permittee and the surety company are notified in writing of the acceptance of the street restoration and closure of the permit; or
- b. An irrevocable letter of credit drawn on a local bank, valid for an initial period of one year, with automatic renewal in increments of one year until the permittee and the issuing bank are notified in writing of the acceptance of the street restoration and the closure of the permit.

(2) Upon receipt of the above-referenced surety, payment of the applicable permit fees and completion of the application, the town may issue a permit for the work, and the director of the public works department shall determine when the work is to be completed, including restoration of the street, right-of-way or easement in accordance with the standards and specifications as set forth in subsection (e) below. The individual, company, or agency shall thereafter be authorized to proceed and shall complete the work within the time prescribed by the permit and applicable permit conditions.

(e) *Paving and repaving specifications.* All street paving, including whole roadways, sections, or repairs (emergency and non-emergency) within the town shall fully comply with the specifications below:

## BACKFILL AND COMPACTION

### PART 1      GENERAL

#### 1.01      SECTION INCLUDES

A. Backfill and compaction for underground pipes and structures.

#### REFERENCES

A. ASTM D1557-02 – Laboratory Compaction Characteristics of Soil Using Modified Effort.

B. ASTM D2487-00 – Classification of Soils for Engineering Purposes.

C. ASTM D2922-05 – Test Methods for Density of Soil and Soil-Aggregate in Place by Nuclear Methods.

### PART 2      PRODUCTS

#### 2.01      SOIL MATERIALS

A. General: Provide borrow soil materials when sufficient satisfactory soil materials are not available from excavations.

B. Satisfactory Soils: ASTM D2487 soil classification groups GW, GP, GM, SW, SP, and SM, or a combination of these groups, free of rock or gravel larger than 3 inches in any dimension, debris, waste, vegetation, and other deleterious matter.

C. Unsatisfactory Soils: ASTM D2487 soil classification groups GC, SC, ML,



MH, CL, CH, OL, OH and PT, or a combination of these groups.

1. Unsatisfactory soils also include satisfactory soils not maintained within 2 percent of optimum moisture content at time of compaction.

D. Backfill and Fill: Satisfactory soil materials.

### PART 3 EXECUTION

#### 3.01 PLACEMENT

- A. Material placed under and around structures shall be deposited within the lines and to the grades shown on the Drawings, making due allowance for settlement of the material. Material shall be placed on properly prepared surfaces which have been reviewed by the Engineer. If sufficient common fill material is not available from excavation on site, the Contractor shall provide borrow as may be required.
- B. If the compacted surface of any layer of material is determined to be too smooth to bond properly with the succeeding layer, it shall be loosened by harrowing or by another approved method before the succeeding layer is placed.
- C. All backfill materials shall be placed and compacted "in-the-dry". Contractor shall dewater excavated areas as required to perform the Work.

#### 3.02 COMPACTION

- A. Backfill shall be placed in layers not to exceed twelve inches in depth as measured before compaction. Each layer shall be compacted to at least the minimum percentage of a modified proctor (ASTM D1557 / AASHTO T-180) specified in the Compaction Scheduled in paragraph 3.03.
- B. Areas adjacent to structures and other confined areas inaccessible to a vibratory roller shall be compacted with a manually operated vibratory compactor.
- C. It is the intention that the fill materials with respect to moisture be used in the condition they are excavated insofar as this is practicable. Material which is too wet shall be spread on the fill area and permitted to dry, assisted by harrowing if necessary, until the moisture content is reduced

to allowable limits.

D. If added moisture is required, water shall be applied by sprinkler tanks or other sprinkler systems which will ensure uniform distribution of the water over the area to be treated and give complete and accurate control of the amount of water to be used. If too much water is added the area shall be permitted to dry before compaction is continued.

E. Supply all hose, piping, valves, sprinklers, pumps, sprinkler tanks, hauling equipment, and all other materials and equipment necessary to place the water on the fill.

### 3.03 COMPACTION SCHEDULE

<u>Location</u>	<u>Minimum Compaction</u>
<u>Under paved areas</u>	<u>98%</u>
<u>Structures</u>	<u>98%</u>
<u>Under landscaped areas</u>	<u>95%</u>

### 3.04 DISPOSAL OF UNSUITABLE AND SURPLUS MATERIAL

A. Unsuitable and surplus excavated materials become the property of the Contractor and are to be removed and disposed of off site.

B. Suitable excavated material may be used for fill or backfill if it meets these specifications.

### 3.05 TESTING

A. Allow testing laboratory to inspect and test subgrades and each fill or backfill layer. Proceed with subsequent earthwork only after test results from previously completed Work complies with requirements.

B. Testing agency will test compaction of soils in place according to ASTM D2922.

C. When testing agency reports that subgrades, fills or backfills have not achieved degree of compaction specified, scarify and moisten or aerate, or remove and replace soil to depth required; recompact and retest until specified compaction is obtained.

### 3.06 PROTECTION

A. Protect newly graded areas from traffic and erosion. Keep free of trash

and debris.

B. Repair and re-establish grades to specified tolerances where completed or partially completed surfaces become eroded, rutted, settled, or where they lose compaction due to subsequent construction operations or weather conditions.

(f) *Indemnity, hold harmless, and insurance.* It shall be a condition precedent to the issuance of any permit that the applicant agree to indemnify, defend, and hold harmless the town, its officials, employees, agents, and, if applicable, its instrumentalities and each of them from and against all loss, cost, penalties, fines damages, claims of any nature, including expenses and attorneys' fees, and any and all liabilities by reason of injury to or death of any person, damage to, destruction, or loss to any property including the town, its instrumentalities, officials, employees, and agents arising out of or in connection with the performance or non-performance of the services contemplated by the permit which is directly or indirectly caused, in whole or in part, by any act, omission, default, liability, or negligence, whether active or passive, of the applicant, its employees, agents, servants, or contractors, unless such act or omission is solely caused by the town, its instrumentalities, officials, employees, and agents. The applicant must also agree to indemnify, defend, and hold harmless the town, its instrumentalities, officials, employees, and agents against all liabilities which may be asserted by an employee or former employee of the applicant, or any of its contractors as provided above, for which the applicant's liability to such employee or former employee would otherwise be limited to payments under workers' compensation or similar laws. In addition, the applicant understands and agrees that except where caused by the negligence or misconduct of the town, its instrumentalities, officials, employees, or agents, the town shall not be liable for any loss, injury, or damage to any personal property or equipment of the applicant, its employees, agents, contractors, business licensees, or invitees placed on town property, and its instrumentalities, and shall be at the risk of the applicant thereof. The applicant shall be solely responsible for all activities and the installation and maintenance

of traffic-control devices. The applicant shall ensure that adequate safety precautions are made at all times during the term of the permit. It shall be a further condition precedent to the issuance of any permit for work to be performed in the public right-of-way that the permit holder(s) is/are jointly and severally responsible, at each permit holder's sole expense, for any damages regarding restoring the public right-of-way to its original condition before installation of facilities. The indemnification shall survive termination of the permit.

(g) *Supervision by the director of the public works department.* All disturbances, digging up or excavation of streets in the town shall be made under the supervision and direction of the director of the public works department, or designee.

(h) *Enforcement.* Failure to comply with these provisions or the provisions detailed in F.S. ch. 556 shall subject all persons to the procedures, violations, penalties prescribed in F.S. ch. 556, or code enforcement proceedings pursuant to chapter 2, article III, division 2 of this Code, or both.

**Section 2:** Each and every other Section of Chapter 62 – Streets, Sidewalks and Other Public Places. shall remain in full force and effect as previously adopted.

**Section 3:** All ordinances or parts of ordinances in conflict be and the same are hereby repealed.

**Section 4:** Should any section or provision of this Ordinance or any portion thereof, any paragraph, sentence or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this Ordinance.

**Section 5:** Specific authority is hereby granted to codify this Ordinance.

**Section 6:** This Ordinance shall take effect immediately upon passage.

**FIRST READING** this \_\_\_\_ day of November, 2023.

**SECOND AND FINAL READING** this \_\_\_\_ day of December, 2023.

**TOWN OF PALM BEACH SHORES**

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Alan Fiers, Mayor

ATTEST:

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Jude Goudreau, Town Clerk

(Seal)

Approved as to form and legal sufficiency.

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Keith Davis, Town Attorney