



Mayor Alan Fiers
Vice Mayor Scott McCranel

Commissioner Tracy Larcher
Commissioner Brian Tyler
Commissioner Mark Ward

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

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

Meeting link:

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=m095ceaf2474aa37f3baf648cbf26262f> **Meeting number:** 2633 431 0114 **Password:** 0724 **Join by phone:** +1-408-418-9388 United States Toll **Access code:** 263 343 10114

Regular Commission Meeting Agenda

1) CALL TO ORDER

- a) Pledge of Allegiance
- b) Roll Call

2) APPROVAL OF MEETING AGENDA

(Additions, substitutions, deletions)

3) APPROVAL OF CONSENT AGENDA

Commission Meeting Minutes, June 26, 2023.

4) LEGISLATIVE UPDATE:

Senator Bobby Powell

5) AGREEMENTS:

- **Vote:** EMS Contract

6) DEPARTMENT AND BOARD REPORTS:

Financial Report:

- June 2023

Staff Reports:

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

7) COMMISSION REPORTS

Mayor Fiers

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

8) ORDINANCES:

a) Ordinance O-3-23 Second Reading:

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

9) OTHER BUSINESS:

- Vote: Millage Rates
- ANNOUNCE: First Public Budget Hearing Date/Time/Location.

10) DISCUSSION ITEMS:

- Town Administrator Position
- Election Qualifying Period- Extend

11. PUBLIC COMMENTS:

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

12. ADJOURNMENT

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

Monday, June 26, 2023
7 PM



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

Mayor Alan Fiers
Vice Mayor Scott McCranel

Commissioner Tracy Larcher
Commissioner Brian Tyler
Commissioner Brian Mark Ward

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

Regular Commission Meeting
Minutes

CALL TO ORDER

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

APPROVAL OF MEETING AGENDA

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

Second: Commissioner Tracy Larcher seconded the Motion.

Vote: Motion passed 5-0

APPROVAL OF CONSENT AGENDA

Commission Meeting Minutes, May 22, 2023.

Special Commission Meeting Minutes, June 12, 2023

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

Second: Vice Mayor McCranel seconded the Motion.

Vote: Motion passed 5-0

PRESENTATION:

Audited Financial Statements for the year ending September 2022.

Terry Morton, CPA from Nowlen, Holt & Miner, PA, attended the meeting and presented the Fiscal Year ending September 2022 to the Commission. Mr. Morton gave a brief recap of the Audit report, said it was a "clean" audit, and answered the Commissioner's questions.

Commissioner Tyler questioned why the Audit was being presented late in June when the information was provided much earlier in the year. Mr. Morton's response was moving forward; it will be presented in March.

Motion: Commissioner Larcher made a motion to approve the Audit Report.

Second: Commissioner Ward seconded the Motion.

Vote: Motion passed 5-0.

AGREEMENTS:

Vote: Oceanside Beach Services Inc. – Contract Addendum

Discussion: This item was discussed at the previous workshop, Commission instructed the Town Attorney to edit the agreement, which was completed, and this agreement will be valid until 2024.

Motion: Commissioner Ward made a motion to approve the addendum.

Second: Commissioner Tyler seconded the Motion.

Vote: Motion passed 5-0.

DEPARTMENT AND BOARD REPORTS

Financial Reports:

Darlene Hopper, Town Treasurer, presented the financial report for May. Revenues are 91% of the budget versus last year's 84% due to building permits and interest income. Expenditures are at 66%, higher than last year's 60%, primarily due to the timing of payments made for police services, purchases made for the Community Center, and Insurance payments.

Discussion: Commissioner Ward questioned the underground utility spreadsheet; did it include the \$126,000 recently approved for AT&T to remove the fiber and copper? Commissioner Larcher questioned the \$28,500.00 due from a grant for the Vulnerability Study. Mayor Fiers will speak to James Barton about receiving the final copy. Once the final study is complete, it will be sent to Tallahassee, and the money should be awarded. Commissioner Larcher echoed Commissioner Ward's comment and questioned the underground utilities, stating that the actual amount approved was \$160,915.00. The expenditures have yet to be made but should be in the remaining costs. Commissioner Larcher said the breakdown was provided to them, and \$84,000.00 was allocated for Arial copper, which is over half the \$160,915.00 to place the copper lines underground for six addresses. He also said that research on the internet found that in 2019 the FCC granted telecommunication carriers permission to abandon outdated copper lines. He is questioning why we are paying to bury the copper lines. Commissioner Tyler suggested that Commissioner Larcher reach out and ask for clarification. Mayor Fiers will provide a contact for Commissioner Larcher to speak with regarding the fees.

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

Second: Commissioner Larcher seconded the Motion.

Vote: Motion Passed 5-0.

Staff Reports:

Sheriff's Department: PBSO Sgt. Steve Langevin gave an overview of his written monthly report and statistics. Sgt. Langevin also informed Commission that they would be receiving an unmarked vehicle for surveillance reasons. The LEA position is now being covered by deputies on light duty. In 2019 with the Merge of the Police Department to PBSO, they provided a dispatcher for the LEA Position, Mary Becklor, who has resigned from PBSO. Now that the position is open, the Town will need to pay the extra \$100,000.00 for the position. Mayor Fiers is in negotiations with Major Martino. Sgt. Langevin answered the Commission's questions.

Fire Department: Chief Steedman gave an overview of his written Monthly Report

The Chief has attended the first training class for the new State program F-ROC (Florida Recovery Obligation Calculator) 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 program will result in a quicker recovery and reduced risk for applicants for FEMA reimbursements. Chief Steedman said his volunteer roster is down to ten volunteers. The Statewide recruits are also down.

Public Works: Director Welch started his report by thanking the residents for making his new staff feel welcome and for his team's positive interactions with the residents. Director Welch updated the Commissioners on the Community Center renovations; the Architectural plans have been submitted to the Building Department, and equipment has been ordered and should arrive within three to four weeks. Mr. Welch also updated the Commission on the Tidal Value Project, AT&T Project, Watermain Project, Street Repairs, and Outfall Pipes. Mr. Welch answered questions from the Commissioners.

Town Attorney: Attorney Barnard provided a brief legal update on the Dish litigation suit. A motion to dismiss was filed on June 15, and they had until June 29 to answer; she will update when she gets further.

COMMISSION REPORTS:

Update on Water Main Project:

Road Project: Plans for the road repaving project drawings are complete. We are now in the process of getting bids. Once we have the bids, we will know exactly what streets we can pave and remain within the budgeted funds.

Dredging Project: The Dredging funds were vetoed by the Governor at the signing of the appropriation bill.

ORDINANCES:

Ordinance O-2-23 Second Reading:

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING CHAPTER 14. BUILDINGS AND BUILDING REGULATIONS., SEC. 14-63. – PROCEDURE. TO REQUIRE THE INSTALLATION OF SYNTHETIC TURF TO BE REVIEWED BY THE PLANNING & ZONING BOARD AND CHAPTER 78. VEGETATION AT SECTION V. LANDSCAPING., SEC. 78-77.1. – DESIGN GUIDELINES. TO CREATE AN ENTIRELY NEW SUBSECTION TO PROHIBIT THE INSTALLATION OF ARTIFICIAL TURF FORWARD OF THE FRONT FAÇADE OF THE PRINCIPAL BUILDING OR ANY ACCESSORY STRUCTURE OR IN ANY LOCATION WITHIN OR VISIBLE FROM ANY PUBLIC RIGHT-OF-WAY ON ANY PROPERTY IN ANY ZONING DISTRICTS WITHIN THE TOWN; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Discussion: Attorney Barnard read by Title only the Ordinance. There was no discussion; the item has been discussed at workshops and by the LPA Board. Vice Mayor McCranels wanted the record to show that he does not agree with the Ordinance; he does not agree that Artificial Turf should be regulated. He also commented that anyone with artificial turf is not required to remove it.

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

Second: Commissioner Brian Tyler seconded the Motion.

Vote: Motion Passed 4-1, with Vice Mayor McCranels against.

Ordinance O-3-23 First Reading:

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

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

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

Second: Commissioner Brian Tyler seconded the Motion.

Vote: Motion Passed 5-0.

OTHER BUSINESS:

EMS Contract: Mayor Fiers updated Commission on where the Town stands in the contract negotiations. Mayor Fiers will meet with Finance Director Randy Sherman tomorrow at 11 AM. The draft copy of the contract was sent to the Town, and after reviewing it, some errors need to be corrected, and a new draft prepared. There was a lengthy discussion regarding the contract and fees; this will be discussed at the next meeting.

Gray Robinson-Payment for Dish Litigation.

Discussion: A formal engagement letter with the law firm handling the DISH lawsuit was presented to the Commissioners; this letter authorizes the Mayor to approve related attorney fees. Commissioner Tyler questioned why this is being brought to Commission when engagement letters are not typically brought before the Commission. Attorney Barnard responded because of the amount of the litigation.

Vote: Commissioner Tyler made a motion to approve the engagement letter.

Second: Vice Mayor McCranel's seconded the Motion.

Vote: Motion passed 5-0.

PUBLIC COMMENTS: There were no public comments.

DISCUSSION ITEMS:

o **Town Administrator Position-** Commissioner Tyler recommended that the redline copy of the job description the commissioners sent to the Clerk be finalized and an ad is prepared and sent out to the market looking for candidates. By Consensus, the Commissioners would like this position to be filled before the start of the next fiscal year. Mayor Fiers would like to wait until the next fiscal year to hire someone. The Commission would like this item on the next Commission Workshop on July 10, 2023.

o **Use of ATV- Turtle Patrol-** Commissioner Tyler said several residents have come to him to complain that the ATV was not working and that there were numerous turtle nests on the beach. Commissioner Tyler met with the Turtle Patrol, Chief Steedman, and Ocean Rescue, who were all willing to share the vehicle. Initially, the concern was whether there should be two vehicles. The issue is that the current ATV is not in good running order and is in constant need of repairs. Commissioner Tyler would like a new one included in the FY 2024 budget. All Commissioners agree there is a need for a new vehicle in the next fiscal year.

ADJOURNMENT:

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

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

The meeting adjourned at 8:57 PM.

Approved this day, 24th Day of **July** 2023.

ATTEST:

Alan Fiers, Mayor

Jude M. Goudreau, Town Clerk

(Seal)

INTERLOCAL AGREEMENT FOR EMERGENCY MEDICAL AND SUPPLEMENTAL FIRE SERVICES

This Agreement is entered into this ____ day of _____, 2023, by and between the City of Riviera Beach, a municipal corporation organized and constituted in accordance with the laws of the State of Florida, hereinafter referred to as “Riviera Beach” and the Town of Palm Beach Shores, Florida, a municipal corporation organized and constituted in accordance with the laws of the State of Florida, hereinafter referred to as “Palm Beach Shores.”

WITNESSETH:

Whereas, section 163.01, *Florida Statutes*, allows governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on the basis of mutual advantage; and

Whereas, the City of Riviera Beach and the Town of Palm Beach Shores initially entered into an Interlocal Agreement on January 19, 2005, for the provisions of Emergency Medical and Supplemental Fire Protection Services, which expired on February 28, 2010; and

Whereas, the Agreement was renewed through 2015 by mutual consent of the parties; and

Whereas, the parties extended the Agreement for an additional 60 days to allow for continued negotiations for a long-term agreement without an interruption of services through April 30, 2015; and

Whereas, the parties further extended the Agreement for an additional 30 days to allow for continued negotiations for a long-term agreement without an interruption of services through May 31, 2015; and

Whereas, the parties further extended the Agreement for an additional 120 days to allow for continued negotiations for a long-term agreement without an interruption of services through September 30, 2015; and

Whereas, the parties further extended the Agreement for an additional fifteen (15) months through December 31, 2016; and

Whereas, the Agreement was renewed through 2022 by mutual consent of the parties; and

Whereas, the parties extended the Agreement for an additional 120 days to allow for continued negotiations for a long-term agreement without an interruption of services through April 30, 2023; and

Whereas, the parties further extended the Agreement for an additional 60 days to allow for continued negotiations for a long-term agreement without an interruption of services through June 30, 2023; and

Whereas, the City of Riviera Beach is willing and able to continue providing these needed services to Palm Beach Shores for a reasonable fee; and

Whereas, Palm Beach Shores desires to renew the agreement for the provision of these services for an additional period of six (6) years, under the terms and conditions set forth herein beginning on July 1, 2023, through June 30, 2029.

Now, Therefore, for and in consideration of the mutual covenants and promises contained herein to be kept and performed by the parties hereto, it is agreed as follows:

1. Recitals: The above recitals are true and correct.
2. Services to be Provided: Riviera Beach shall furnish EMS, ALS, and BLS transport services to Palm Beach Shores twenty-four (24) hours per day through the utilization of Riviera Beach personnel and vehicles which are fully equipped with all required equipment under the laws of the State of Florida. Riviera Beach shall maintain all necessary certificates required by Palm Beach County and the State of Florida at all times during the term of this Agreement. Both parties to this Agreement understand and acknowledge that Riviera Beach currently holds all certifications, including the Certificate of Public Convenience and Necessity ("COPCN") necessary to provide the services set forth herein for Riviera Beach and Palm Beach Shores. However, should Palm Beach County refuse to extend or revoke Riviera Beach's COPCN, Riviera Beach shall provide Palm Beach Shores notice of such refusal to extend or revocation within 48 hours of receipt of such notice by Palm Beach County and this Agreement shall be rendered null and void due to the impossibility of performance on the part of Riviera Beach. Thereafter, each party will be relieved of all obligations hereunder.

3. Definition: For the purposes of this Agreement, EMS and Emergency Transport Services (ALS and BLS) shall be defined as follows:

EMS: Any emergency medical treatment provided by certified paramedics and/or EMT's whether or not body invasion and/or any life support equipment is utilized.

Emergency Transport Services: The transport of a treated patient by Riviera Beach Fire Rescue resources to a medical facility.
4. EMS, ALS, and BLS services: Riviera Beach will be responsible for responding to all calls for EMS, ALS, and BLS transport services within the corporate limits of Palm Beach Shores. Each response will consist of a minimum staffing of one (1) emergency medical technician (EMT) and one (1) paramedic. All services noted above are included in the fees as stated hereinafter in the Agreement and will not carry an additional fee structure.
5. Fire services: Riviera Beach shall supplement the fire service of Palm Beach Shores twenty-four (24) hours per day through the utilization of Riviera Beach personnel and vehicles, which are fully equipped with all required equipment under the laws of the State of Florida.
6. Fire-related assistance requests: Riviera Beach will be responsible for responding to all calls for fire-related assistance upon request by Palm Beach Shores when notified in the manner set forth in Section 10. For purposes of this Agreement, fire-related assistance may include responses for fire suppression, extrication involving vehicle accidents, hazardous condition response, overpressure ruptures, explosions, overheating incidents, fire alarms, and bomb scares. Fire-related assistance will be given so long as the rendering of assistance will not place the City of Riviera Beach in undue jeopardy. The determination of whether a party will be placed in undue jeopardy shall be vested solely in Riviera Beach. Riviera Beach may also refuse to respond to a request for aid/assistance in the event it does not have the required equipment available or if, in its sole judgment,

compliance with the request would jeopardize the protection of its own jurisdiction.

7. Fire training: In addition, Riviera Beach will work with Palm Beach Shores' Fire Departments with regard to Fire training.
8. Specific services excluded: Any other services, including hazardous materials mitigation and non-emergency services such as code enforcement, fire safety education, plans review, and fire investigation, are expressly excluded from the scope of this Agreement.
9. Operating procedures: Representatives of the parties shall jointly establish appropriate operating procedures to be utilized by the parties to implement this Agreement. Riviera Beach and Palm Beach Shores agree that once the responding Riviera Beach unit(s) reach Palm Beach Shores' emergency site, the on-scene officers shall adopt a unified command structure. Notwithstanding the foregoing, each party shall retain control over its personnel and the rendition of services, standards of performance, discipline of officers and employees, and other matters incidental to the performance of services. No officer employed by either party shall be obligated to obey any order from the other which such officer reasonably believes to be in violation of any law, policy, or procedure; or any order which said officer believes will result in the likelihood or unreasonable risk of death, bodily injury or in a loss or damage to the party's equipment.
10. Procedures for requests for assistance: Requests for assistance between Palm Beach Shores and Riviera Beach shall be accomplished through Palm Beach County Fire Rescue dispatch or agent providing communication services. Official requests for assistance not already covered under this Agreement shall be evaluated by the respective officers in charge of the participating agencies for ability to respond.

11. No services beyond assigned duties: No employee of either party to this Agreement shall perform, or be requested to perform, any function or service which is outside the scope of duties assigned to the employee by his or her employer.

12. EMS emergency transport fees: Palm Beach Shores agrees to pay Riviera Beach Seven Hundred Fifty Thousand dollars (\$750,000) annually for EMS Emergency Transport Services, to be paid in equal quarterly installments commencing July 1, 2023. Quarterly payments shall be paid in full due on or before July 1, October 1, January 1, and April 1 of each contract year. Subsequent contract year payments will be adjusted to reflect the amount determined to be actual costs for the prior contract year after all costs and collections are calculated. Palm Beach Shores agrees to pay Riviera Beach, inclusive of collections for service, a minimum of Eight Hundred Ninety Thousand and Ten Dollars (\$890,010) for EMS services for the initial year of this Agreement (July 1, 2023 – June 30, 2024). In the event actual costs, including collections, are under the required minimum, Palm Beach Shores agrees to pay said difference to Riviera Beach during the next fiscal year, within thirty (30) days of the end of the previous fiscal year. The fees will be increased annually on July 1 to reflect the lower of the Annual Consumer Price Index For All Urban Consumers (CPI-U) for the previous calendar year, or 5%. Except for the first payment, an invoice for EMS Emergency Transport fees shall be submitted to Palm Beach Shores approximately thirty (30) days before the due date of each payment. All fees for EMS Emergency Transport shall be at Palm Beach Shores prevailing rate and shall be charged directly to the patient utilizing the service, and shall be billed, collected, and retained in full by Riviera Beach as compensation for rendering such services.

This section, and the terms contained within, shall become effective retroactively to July 1, 2023 only upon the adoption by Palm Beach Shores of a resolution establishing EMS Emergency Transport Service fees to be imposed within the corporate boundaries of Palm Beach Shores. The EMS and Emergency Transport Service fees adopted by Palm Beach Shores shall be:

<u>Service</u>	<u>Fee</u>
<u>BLS</u>	<u>\$750.00</u>
<u>ALS1</u>	<u>\$800.00</u>
<u>ALS2</u>	<u>\$1,000.00</u>
<u>Mileage</u>	<u>\$14.00/Mile</u>
<u>Immobilization</u>	<u>\$50.00</u>

If Palm Beach Shores fails to adopt the required fee resolution, Riviera Beach will invoice Palm Beach Shores \$2,871 for every call related to EMS and Emergency Transport Services.

13. Fire-related fees: After the third fire-related response in a calendar year, Palm Beach Shores agrees to pay Riviera Beach a fee for service using the following rate structure. These fees will increase by five percent (5%) effective July 1, 2023. Billing will occur annually.

Engine \$1,000 for the first hour or a fraction thereof;
Aerial/Ladder \$1,275 for the first hour or a fraction thereof;
Rescue \$825 for the first hour or a fraction thereof; and
Command \$600

for the first hour or a fraction thereof.

Any responses lasting in excess of 1 (one) hour in duration or any fraction thereof shall be billed on the schedule set forth below:

Engine \$2,100 per hour or a fraction thereof after the first hour;
Aerial/Ladder \$2,400 per hour or a fraction thereof after the first hour;
Rescue \$1,675 per hour or a fraction thereof after the first hour; and
Command \$1,200 per hour or a fraction thereof after the first hour

In cases where fire-related assistance is requested by Palm Beach Shores and Riviera Beach's dispatch protocol dispatches units other than those requested, and upon arrival, Riviera Beach determines that specific units can be immediately made available, no charge shall be made for those units.

In the event of a catastrophic incident or emergency where Riviera Beach is required to utilize non-reusable supplies, Riviera Beach may require reimbursement of replacement costs from Palm Beach Shores.

14. Level of service: Riviera Beach shall at all times conduct the Fire, EMS, ALS, and BLS transport services in a proper and efficient manner and shall keep all vehicles and equipment properly serviced and maintained in a good state of repair and shall at all times meet the criteria set forth in applicable state and local statutes.
15. Quarterly report: A log of all calls for service within Palm Beach Shores shall be maintained and presented quarterly to the Town Administrator. The log shall contain, at a minimum, the following:
 - a. Time call received by Fire-Rescue
 - b. Time of dispatch
 - c. Identification of all units dispatched
 - d. Classification of call
 - e. Time en route
 - f. Travel time
 - g. Time of arrival.
16. Term: It is understood by both parties that this Agreement is for the term of six (6) years, commencing on July 1, 2023, and continuing thereafter through June 1, 2029, unless this Agreement is otherwise modified or terminated in accordance with the terms and conditions more particularly set forth in section 17 below.
17. Termination: It is understood by both parties that due to employment and budgetary considerations, this Agreement shall not be terminated by Riviera Beach unless Palm Beach Shores fails to make payment as required hereunder within sixty (60) days from the date of invoice. This Agreement may be terminated by Palm Beach Shores if Riviera Beach breaches the Agreement

and fails to cure the breach within sixty (60) days of written notice of the breach from Palm Beach Shores. Palm Beach Shores may also terminate this agreement without cause (for convenience) upon ninety (90) day's written notice to Riviera Beach. Written notice as stated herein shall be considered sufficient when a written statement of intention to terminate is sent by certified mail or hand delivery to the parties.

18. Notices: All notices required in this Agreement shall be sent to the parties at the following addresses:

RIVIERA BEACH	PALM BEACH SHORES
City Manager City of Riviera Beach 1481 W. 15 th Street Riviera Beach, Florida 33404	Town Manager Town of Palm Beach Shores 247 Edwards Lane Palm Beach Shores, Florida 33404

19. No transfer: This Agreement shall not be assigned or transferred by either party.
20. Governmental powers: Nothing contained in this Agreement shall be construed to constitute a transfer of powers in any way whatsoever. This Agreement is solely an Interlocal Agreement to provide services as authorized by Chapter 163, *Florida Statutes*. Riviera Beach's and Palm Beach Shore's governing bodies shall each retain all legislative authority with regard to their respective governing body. All of the privileges and immunities from liability, exemptions from laws, ordinances, and rules, and pensions and relief, disability, workers' compensation, and other benefits which apply to the activity of officers, agents, or employees of any public agency when performing their respective functions within the territorial limits for their respective agencies shall apply to the same degree and extent to the performance of such functions and duties of such officers, agents or employees extraterritorially under the provisions of any such Interlocal Agreement.
21. Governing law: This Agreement and any dispute, disagreement, or issue of

construction, declaration, or interpretation arising hereunder, whether relating to its execution, its validity, the obligations provided herein, performance, or the breach, shall be governed and interpreted according to laws of the State of Florida. Any and all action necessary to enforce the Agreement will be held in Palm Beach County, Florida. If any action, whether in law, equity or otherwise, is brought for the interpretation or enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any provisions of this Agreement, each party shall bear its own attorney's fees, court costs and all expenses (including taxes) even if not taxable as court costs (including, without limitation, all such fees, costs, and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

22. Remedies: No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.
23. Indemnification: To the extent permitted by law, Riviera Beach shall indemnify and hold Palm Beach Shores harmless for any liability or causes of action for damages that may arise from the negligent acts or omissions of Riviera Beach's employees in the performance of this Agreement. Likewise, to the extent permitted by law, Palm Beach Shores shall indemnify and hold Riviera Beach harmless for any liability or causes of action for damages that may arise from the negligent acts or omissions of Palm Beach Shores' employees in the performance of this Agreement. Nothing in this provision shall be construed as consent by Riviera Beach or by Palm Beach Shores to be sued, nor as a waiver of sovereign immunity beyond the limits provided for in Section 768.28, *Florida Statutes*.

24. Joint preparation: The preparation of this Agreement has been a joint effort of the parties, and the resulting document shall not, solely as a matter of judicial constraint, be construed more severely against one of the parties than the other.
25. Severability: Should any provision of this Agreement be declared invalid by a court of competent jurisdiction, the same shall be deemed stricken here from, and all other terms and conditions of this Agreement shall continue in full force and effect as if such invalid provision had never been made a part thereof.
26. No wavier due to delay: No delay by either party in enforcing any covenant or right hereunder shall be deemed a waiver of such covenant or right, and no waiver of any particular provision hereof shall be deemed a waiver of any other provision or a continuing waiver of such particular provision, and except as so expressly waived, all provisions hereof shall continue in full force and effect.
27. Entire understanding: This Agreement constitutes the entire understanding of the parties with respect to the provision of EMS transport services. It may not be modified, nor any of its provisions waived, unless such modification and/or waiver is in writing and is agreed to and signed by both parties.
28. Filing with the Clerk of the Court: This Agreement shall be signed in triplicate by both parties and filed for record by the Town of Palm Beach Shores, with the Clerk of the Circuit Court of Palm Beach County, Florida, pursuant to Section 163.01, *Florida Statutes*.
29. Counterparts: This Agreement may be signed in counterparts.

In Witness whereof, the parties have hereto set their hands and seals this _____ day of _____, 2023.

Attest:

City of Riviera Beach

Tawanna Smith
Certified Municipal Clerk
City Clerk

Ronnie L. Felder
Mayor

(City Seal)

Review As to Legal Sufficiency

Approved As to Terms and
Conditions

Dawn Wynn
City Attorney

John M. Curd
Fire Chief

Date: _____

In witness Whereof, the parties have hereto set their hands and seals this _____
day of _____, 2023.

Attest:

Town of Palm Beach Shores

Jude Goudreau
Town Clerk

Alan Fiers
Mayor

(Town Seal)

Approved As To Form And
Legal Sufficiency

Keith Davis
Town Attorney

Date: _____

TOWN OF PALM BEACH SHORES

MONTHLY FINANCIAL REPORT

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

	CASH & INVESTMENTS		R E V E N U E			
			BUDGET	CURRENT	YEAR TO DATE	% OF BUDGET
9/30/2022	\$ 4,439,076		\$ 6,138,456	\$ 194,707	\$ 6,349,812	103%
10/31/2022	\$ 3,851,354		\$ 5,929,708	\$ 48,123	\$ 48,123	1%
11/30/2022	\$ 5,670,127		\$ 6,033,030	\$ 2,292,667	\$ 2,340,790	39%
12/31/2022	\$ 6,492,638		\$ 6,033,030	\$ 1,321,829	\$ 3,662,619	61%
1/31/2023	\$ 6,322,690		\$ 6,033,030	\$ 290,229	\$ 3,952,849	66%
2/28/2023	\$ 6,900,682		\$ 6,033,030	\$ 901,350	\$ 4,854,199	80%
3/31/2023	\$ 6,472,673		\$ 6,033,030	\$ 218,856	\$ 5,073,054	84%
4/30/2023	\$ 6,088,815		\$ 6,254,028	\$ 425,930	\$ 5,498,984	88%
5/31/2023	\$ 5,899,956		\$ 6,254,028	\$ 172,195	\$ 5,671,179	91%
6/30/2023	\$ 5,325,627		\$ 6,254,028	\$ 182,212	\$ 5,853,392	94%
6/30/2022	\$ 5,025,051		\$ 6,128,237	\$ 183,172	\$ 5,336,365	87%
7/31/2023						
8/31/2023						
9/30/2023						

	E X P E N D I T U R E S					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2022	\$ 6,138,456	\$ 327,456	\$ 111,343	\$ 438,799	\$ 5,788,214	94%
10/31/2022	\$ 5,929,708	\$ 717,313	\$ 34,653	\$ 751,966	\$ 751,966	13%
11/30/2022	\$ 6,033,030	\$ 471,841	\$ (9,659)	\$ 462,182	\$ 1,214,148	20%
12/31/2022	\$ 6,033,030	\$ 504,555	\$ (18,472)	\$ 486,083	\$ 1,700,231	28%
1/31/2023	\$ 6,033,030	\$ 460,814	\$ 19,977	\$ 480,791	\$ 2,181,022	36%
2/28/2023	\$ 6,033,030	\$ 330,125	\$ 41,272	\$ 371,397	\$ 2,552,419	42%
3/31/2023	\$ 6,033,030	\$ 647,223	\$ (148,090)	\$ 499,133	\$ 3,051,551	51%
4/30/2023	\$ 6,254,028	\$ 761,660	\$ (51,189)	\$ 710,471	\$ 3,762,022	60%
5/31/2023	\$ 6,254,028	\$ 431,833	\$ (67,704)	\$ 364,129	\$ 4,126,151	66%
6/30/2023	\$ 6,254,028	\$ 753,743	\$ (154,813)	\$ 598,930	\$ 4,725,081	76%
6/30/2022	\$ 6,128,237	\$ 332,598	\$ 53,859	\$ 416,457	\$ 4,096,459	67%
7/31/2023						
8/31/2023						
9/30/2023						

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

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

Town of Palm Beach Shores
Disbursements - June 2023

Check #	Type	Date	Vendor	Name	Amount
4594	C	6/2/2023	121	Alan Welch	\$ 240.00
4595	C	6/2/2023	556	Armchem International	\$ 1,645.98
4596	C	6/2/2023	1013	ATT	\$ 171.20
4597	C	6/2/2023	1013	ATT	\$ 69.55
4598	C	6/2/2023	228	Channel Innovations Corp.	\$ 650.00
4599	C	6/2/2023	1036	Computer At Work	\$ 1,253.59
4600	C	6/2/2023	863	Diversified Building Department Management	\$ 7,728.75
4601	C	6/2/2023	997	Engenuity Group	\$ 7,852.50
4602	C	6/2/2023	746	Essential Net Solutions	\$ 375.00
4603	C	6/2/2023	1009	Foliage Concepts of Florida Inc.	\$ 8,621.00
4604	C	6/2/2023	71	FL Power & Light	\$ 716.08
4605	C	6/2/2023	89	Home Depot Credit Svcs	\$ 2,672.73
4606	C	6/2/2023	941	Jude M. Goudreau	\$ 492.06
4607	C	6/2/2023	917	Lancier Castro	\$ 54.61
4608	C	6/2/2023	95	Lowes	\$ 958.68
4609	C	6/2/2023	1035	Metro PCR	\$ 3,800.00
4610	C	6/2/2023	196	Performance NAPA	\$ 66.71
4611	C	6/2/2023	911	AT&T	\$ 871.86
4612	C	6/2/2023	30	Poly Systems Company	\$ 750.00
4613	C	6/2/2023	169	Quadient Leasing USA, Inc.	\$ 211.68
4614	C	6/2/2023	831	Randy's Plumbing, LLC	\$ 1,300.00
4615	C	6/2/2023	821	Robert Villagomez	\$ 91.97
4616	C	6/2/2023	516	Schmidt Nichols	\$ 6,290.50
4617	C	6/2/2023	115	Shoreline Pest Control	\$ 93.50
4618	C	6/2/2023	375	Simmons & White, Inc.	\$ 5,372.50
4619	C	6/2/2023	979	TAW	\$ 2,100.00
4620	C	6/2/2023	592	Trevor Steedman	\$ 81.46
4621	C	6/2/2023	978	Truist Bank	\$ 6,957.72
4622	C	6/2/2023	532	United Rentals- Branch 02F	\$ 943.10
4623	C	6/2/2023	104	Waste Management	\$ 3,309.15
4624	C	6/2/2023	786	Zach's Dive Service	\$ 250.00
4625	C	6/2/2023	112	Zimmerman Tree Service	\$ 833.00
4626	C	6/8/2023	324	AC Enforcement, Inc.	\$ 2,777.90
4627	C	6/8/2023	908	AT&T CWO Coordinator	\$ 2,000.00
4628	C	6/8/2023	823	AT&T Mobility	\$ 34.99
4629	C	6/8/2023	32	City of Riviera Beach	\$ 3,844.80
4630	C	6/8/2023	52	Comcast	\$ 44.95
4631	C	6/8/2023	107	Davis & Associates, P.A.	\$ 11,465.00
4632	C	6/8/2023	746	Essential Net Solutions	\$ 1,538.45
4633	C	6/8/2023	606	Florida Municipal Insurance Trust	\$ 31,355.50
4634	C	6/8/2023	80	FL Public Utilities	\$ 306.25
4635	C	6/8/2023	130	Manno's Public Safety Supply	\$ 153.99
4636	C	6/8/2023	25	Palm Beach Shores Volunteer Fire Dept.	\$ 12,922.61
4637	C	6/8/2023	633	Power Equipment Experts, Inc	\$ 58.65
4638	C	6/8/2023	1032	RMJ Maintenance	\$ 2,700.00
4639	C	6/8/2023	907	Sandi Lue	\$ 480.00
4640	C	6/8/2023	881	South Central Planning & Development Commiss	\$ 260.42
4641	C	6/8/2023	99	Torcivia, Donlon, Goddeau & Rubin, P.A.	\$ 234.60
4642	C	6/8/2023	100	Toshiba Business Solutions	\$ 246.75
4643	C	6/8/2023	100	Toshiba Business Solutions	\$ 210.08
4644	C	6/8/2023	101	Verizon Wireless	\$ 57.69
4645	C	6/8/2023	104	Waste Management	\$ 15,143.08
4646	C	6/15/2023	324	AC Enforcement, Inc.	\$ 645.10
4647	C	6/15/2023	908	AT&T CWO Coordinator	\$ 160,915.95
4648	C	6/15/2023	13	City Maintenance Supply	\$ 192.25
4649	C	6/15/2023	928	End of the Line, Inc.	\$ 127.25
4650	C	6/15/2023	997	Engenuity Group	\$ 9,189.00
4651	C	6/15/2023	987	LocalIQ	\$ 565.47
4652	C	6/15/2023	858	Palm Beach County Sheriff's Office	\$ 141,485.75
4653	C	6/15/2023	914	Roto-Rooter	\$ 2,394.00
4654	C	6/15/2023	131	WEX BANK	\$ 488.54
4655	C	6/16/2023	121	Alan Welch	\$ 1,654.43
4656	C	6/23/2023	47	Board of County Commissioners	\$ 2,226.27
4657	C	6/23/2023	968	FIRE-TEC, Inc.	\$ 204.60

Town of Palm Beach Shores
Disbursements - June 2023

Check #	Type	Date	Vendor	Name	Amount
4658	C	6/23/2023	71	FL Power & Light	\$ 3,401.56
4659	C	6/23/2023	880	Gray /Robinson Attorney	\$ 25,877.50
4660	C	6/23/2023	1026	Gunster	\$ 2,460.00
4661	C	6/23/2023	886	Henry Schein, Inc.	\$ 205.46
4662	C	6/23/2023	679	Keehn Emergency Medical Services, Inc	\$ 1,500.00
4663	C	6/23/2023	419	Optivor Technologies	\$ 300.00
4664	C	6/23/2023	911	AT&T	\$ 876.26
4665	C	6/23/2023	375	Simmons & White, Inc.	\$ 2,450.00
4666	C	6/29/2023	324	AC Enforcement, Inc.	\$ 398.20
4667	C	6/29/2023	524	BAUSCH Enterprises Inc	\$ 1,110.00
4668	C	6/29/2023	1037	Blue Line Innovations LLC	\$ 2,124.88
4669	C	6/29/2023	48	Bug Stoppers	\$ 450.00
4670	C	6/29/2023	32	City of Riviera Beach	\$ 61,858.18
4671	C	6/29/2023	491	Dilo Fire Sprinkler, Inc.	\$ 300.00
4672	C	6/29/2023	1009	Foliage Concepts of Florida Inc.	\$ 8,621.00
4673	C	6/29/2023	1029	Freedom Industrial Supply	\$ 1,217.41
4674	C	6/29/2023	90	Hulett Environmental Services	\$ 297.00
4675	C	6/29/2023	659	Image Janitorial Services, Inc.	\$ 1,990.00
4676	C	6/29/2023	682	Meyers Turf LLC	\$ 42.00
4677	C	6/29/2023	879	Orlando Rodriguez	\$ 492.40
4678	C	6/29/2023	641	Palm Beach County Tax Collector	\$ 293.00
4679	C	6/29/2023	16	Palmdale Oil Company, Inc.	\$ 1,387.19
4680	C	6/29/2023	978	Truist Bank	\$ 1,220.21
4681	C	6/29/2023	104	Waste Management	\$ 3,309.15
4682	C	6/29/2023	110	Xpert elevator Services, Inc.	\$ 300.00
KS Bank	E	6/15/2023		KS State Bank Semi-annual DS pmt	\$ 21,896.00
ADP, LLC	E	6/2/2023		ADP, LLC	\$ 525.59
ADP Wages	E	6/2/2023		ADP Wages	\$ 25,923.44
ADP Taxes	E	6/2/2023		ADP Taxes	\$ 7,907.09
ADP, LLC	E	6/16/2023		ADP, LLC	\$ 525.59
ADP, LLC	E	6/16/2023		ADP Wages	\$ 26,118.98
ADP Wages	E	6/16/2023		ADP Taxes	\$ 7,973.04
ADP Taxes	E	6/30/2023		ADP Taxes	\$ 8,329.16
ADP Taxes	E	6/30/2023		ADP Wages	\$ 1,654.43
ADP Wages	E	6/30/2023		ADP Wages	\$ 25,904.72
ADP Wages	E	6/30/2023		ADP, LLC	\$ 525.59
Blue Cross Blue Shield of Florida, Inc.	E	6/26/2023	127	Blue Cross Blue Shield of Florida, Inc.	\$ 2,918.80
Blue Cross Blue Shield of Florida, Inc.	E	6/26/2023	127	Blue Cross Blue Shield of Florida, Inc.	\$ 13,898.16
FRS	E	6/5/2023	172	FRS	\$ 13,336.76
Guardian	E	6/26/2023	676	Guardian	\$ 622.53
Humana Insurance	E	6/26/2023	535	Humana Insurance	\$ 99.14
Standard Insurance Co	E	6/26/2023	887	Standard Insurance Co	\$ 353.56
					\$ 753,743.18

General Fund	\$ 590,827.23
Underground Utilities Fund (AT&T)	\$ 162,915.95
Total	\$ 753,743.18

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

			<i>May Benchmark</i>	<i>75.0%</i>
	BUDGET	YTD	Favorable(Unfav)	%
REVENUE				
Revenue (without appr'd F/B)	\$ 5,964,539.00	\$ 5,853,391.58	\$ (111,147.42)	98.1%
Appropriated Fund Balance	1,949,489.00	-	(1,949,489.00)	0.0%
TOTAL REVENUE	\$ 7,914,028.00	\$ 5,853,391.58	\$ (2,060,636.42)	74.0%

EXPENDITURES BY DEPARTMENT	% of total		% of total			
Administration	\$ 432,208.00	5%	\$ 318,399.94	7%	\$ 113,808.06	73.7%
Legal	206,000.00	3%	132,913.15	3%	73,086.85	64.5%
Public Works	368,918.00	5%	289,825.94	6%	79,092.06	78.6%
Police	1,730,779.00	22%	1,450,103.98	31%	280,675.02	83.8%
Fire	736,608.00	9%	544,317.55	12%	192,290.45	73.9%
Building	294,337.00	4%	225,239.89	5%	69,097.11	76.5%
Emergency Disaster	120,498.00	2%	120,497.37	3%	0.63	0.0%
Solid Waste	241,525.00	3%	167,641.14	4%	73,883.86	69.4%
Legislative	30,213.00	0%	23,639.85	1%	6,573.15	78.2%
Streets/Storm Sewers	63,160.00	1%	40,670.69	1%	22,489.31	64.4%
Parks	180,029.00	2%	112,882.70	2%	67,146.30	62.7%
Beach	107,002.00	1%	80,352.14	2%	26,649.86	75.1%
Lift Stations/Sewer Service	42,525.00	1%	30,688.45	1%	11,836.55	72.2%
Contingencies	-	0%	-	0%	-	0.0%
Debt Service	495,855.00	6%	495,854.58	10%	0.42	100.0%
Emergency Medical Services	429,944.00	5%	272,154.36	6%	157,789.64	63.3%
Community Center	70,105.00	1%	57,340.01	1%	12,764.99	81.8%
Risk Management	116,000.00	1%	109,848.32	2%	6,151.68	94.7%
Capital	588,322.00	7%	172,475.07	4%	415,846.93	29.3%
Capital - Roads Project	1,660,000.00	21%	80,236.00	2%	1,579,764.00	4.8%
TOTAL EXPENDITURES	\$ 7,914,028.00		\$ 4,725,081.13		\$ 3,188,946.87	59.7%

CHANGE IN FUND BALANCE	-	1,128,310.45	1,128,310.45
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Explanation of Variances:

Police - timing, PBSO is paid in advance and 1 of 2 debt service payments was made on the LPR cameras.

Building Dept - timing of land development costs, high in November.

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

Legislative - due to the election costs

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

Debt Service - two of two payments made.

Community Center - new sound system, major AC repair

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

Town of Palm Beach Shores
Revenue Detail
June 2023

							May Benchmark	75.0%
REVENUE	ORIGINAL BUDGET		YTD		Favorable(Unfav)		%	
Revenue Per Budget Line	% of total		% of total					
Property Taxes (Ad Valorem)	\$	4,501,700.00	77%	\$	4,511,659.82	77%	\$	9,959.82 100.2%
Total Local Option Gas Taxes		41,226.00	1%		28,840.38	0%		(12,385.62) 70.0%
Discretionary Sales Tax (PBC)		104,768.00	2%		88,805.68	2%		(15,962.32) 84.8%
Utility Taxes (FPL - Electric, Water, Gas)		353,000.00	6%		261,373.32	4%		(91,626.68) 74.0%
Communications Taxes - State		78,593.00	1%		49,853.60	1%		(28,739.40) 63.4%
Licenses & Permits		198,500.00	3%		252,919.58	4%		54,419.58 127.4%
Franchise Fees (FPL, WM)		220,600.00	4%		183,764.24	3%		(36,835.76) 83.3%
Other Permit Fees (Inspec, Reinspec, S. Permits)		13,000.00	0%		14,311.49	0%		1,311.49 110.1%
Grants - Resilient FL Grant (Vulnerability Stdy)		28,500.00	0%		-	0%		(28,500.00) 0.0%
Shared Revenue - Local (1/2 Cent Sales Tax)		157,626.00	3%		126,428.13	2%		(31,197.87) 80.2%
Shared Revenue Local (PBC Business Tax)		6,000.00	0%		2,394.73	0%		(3,605.27) 39.9%
Services (Sewer Maint, Beach Permits, Land Dev)		135,526.00	2%		130,553.92	2%		(4,972.08) 96.3%
Fines		4,000.00	0%		1,706.04	0%		(2,293.96) 42.7%
Interest		11,000.00	0%		173,147.76	3%		162,147.76 1574.1%
Sale of Surplus Equipment		-	0%		14,700.00	0%		14,700.00 0.0%
Donations		-	0%		10,655.39	0%		10,655.39 0.0%
Miscellaneous		10,000.00	0%		4,277.50	0%		(5,722.50) 42.8%
TOTAL REVENUE	\$	5,864,039.00		\$	5,855,391.58		\$	(8,647.42) 99.9%

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

Town of Palm Beach Shores
Capital Roads Project
FY2023

Description	Budget	As of 6/33/23
Streets Assessment Report	\$ 10,000	37,815.50
Streets Engineering Survey	\$ 50,000	42,420.50
Milling/Repaving/Restriping/Curbs	\$ 1,600,000	0.00
Total	\$ 1,660,000	80,236.00

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

current expenditure \$17,041.50 Engenuity Group

Town of Palm Beach Shores

Utility Tax

10% Effective 4/1/17

	Electric	Water	Gas	Total
	<i>FPL</i>	<i>Riviera Beach</i>	<i>FPU</i>	
Oct-22	20,596.15	7,984.92	2,922.70	31,503.77
Nov-22	19,150.30	8,855.06	3,309.70	31,315.06
Dec-22	20,670.10	7,541.59	3,363.58	31,575.27
Jan-23	16,627.96	8,611.41	4,206.95	29,446.32
Feb-23	20,086.85	7,938.88	6,384.53	34,410.26
Mar-23	20,475.78	7,946.01	3,989.86	32,411.65
Apr-23	18,918.71	10,928.95	2,896.46	32,744.12
May-23	27,118.78	8,434.66	2,413.43	37,966.87
Jun-23				
Jul-23				
Aug-23				
Sep-23				
YTD Total	163,644.63	68,241.48	29,487.21	261,373.32

<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	74%	65%	105%	74%

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	5/1/2023	\$ 9,201.99

Total current year receipts	\$ 86,805.68
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Current Year Expenditures:

\$ -

Accumulated (unspent) Discretionary Sales Tax as of 6/30/23	\$ 594,630.60
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Town of Palm Beach Shores
Building Department

	Building Permits	Building Department	Net Building	Cumulative Net Bldg
10/31/2022	\$ 5,815	\$ 14,289	\$ (8,474)	\$ (8,474)
11/30/2022	\$ 24,749	\$ 35,108	\$ (10,360)	\$ (18,833)
12/31/2022	\$ 7,780	\$ 22,755	\$ (14,975)	\$ (33,808)
1/31/2023	\$ 57,999	\$ 29,304	\$ 28,695	\$ (5,113)
2/28/2023	\$ 20,804	\$ 20,502	\$ 302	\$ (4,811)
3/31/2023	\$ 19,180	\$ 25,207	\$ (6,026)	\$ (10,837)
4/30/2023	\$ 35,497	\$ 23,134	\$ 12,363	\$ 1,526
5/31/2023	\$ 27,800	\$ 19,975	\$ 7,825	\$ 9,351
6/30/2023	\$ 33,862	\$ 34,967	\$ (1,105)	\$ 8,246
7/31/2023				
8/31/2023				
9/30/2023				
	\$ 233,486	\$ 225,240	\$ 8,246	

Other related revenues:

Bldg Permit State Surcharge	\$ 866
Fire Inspection Fees	\$ -
Reinspection Fees	\$ -
Code Enf Admin Cost Reimb	\$ -
Site Plan / Variance Fees	\$ -
Land Development Costs	\$ 1,539
Town Code & Ordinance Fines	\$ -
Other Permit Admin Fee	\$ 5,525
Net Building	\$ 16,176

Town of Palm Beach Shores
Underground Utilities
as of 6/30/23

*The projection for AT&T reflects no charge for Phase 2.
Also, the projection for Project Mgmt/Admin includes the
approved supplemental wages for the Public Works Director.*

	COST	TOTAL	Remaining	PROJECTED	
	ESTIMATE	as of 6/30/23	Costs	Cost	Variance
Other Financing Sources:					
Loan Proceeds	\$ 6,000,000	\$ 6,000,000.00	\$ -	\$ 6,000,000.00	\$ -
Expenditures:					
Survey	\$ 38,000	\$ 65,762.50	\$ -	\$ 65,762.50	\$ (27,762.50)
Legal	\$ 4,000	\$ 3,150.00	\$ -	\$ 3,150.00	\$ 850.00
Project Mgmt/Admin	\$ 80,000	\$ 95,572.09	\$ -	\$ 95,572.09	\$ (15,572.09)
Construction - Viking	\$ 4,336,460	\$ 4,343,654.00	\$ -	\$ 4,343,654.00	\$ (7,194.00)
Construction - Comcast	\$ 250,000	\$ 528,340.73	\$ -	\$ 528,340.73	\$ (278,340.73)
Construction - AT&T	\$ 450,000	\$ 619,326.03	\$ (194,326.03)	\$ 425,000.00	\$ 25,000.00
Construction - FPL	\$ 254,386	\$ 254,386.00	\$ -	\$ 254,386.00	\$ -
Landscape Restoration	\$ 16,300	\$ 9,584.51	\$ 6,715.49	\$ 16,300.00	\$ -
Loan Acquisition	\$ 23,000	\$ 22,508.00	\$ -	\$ 22,508.00	\$ 492.00
Contingency	\$ 547,854	\$ 8,785.76	\$ -	\$ 8,785.76	\$ 539,068.24
Total expenditures	\$ 6,000,000	\$ 5,951,069.62	\$ (187,610.54)	\$ 5,763,459.08	\$ 236,540.92
Net Change in Fund Balance	\$ -	\$ 48,930.38	\$ 187,610.54	\$ 236,540.92	\$ 236,540.92

Viking is complete and paid in full. Additional costs of \$3,450 and \$3,744 were for repairs to sewer lines damaged when conduit was installed.

AT&T Phase 1 is complete with the exception of underground wiring

AT&T Phase 2 is underway.

Contingency - repair damage to sewer line Inlet Way

Town of Palm Beach Shores
Dredging Project
as of 6/31/2023

	FY2022	FY2023	PROJECT TOTAL
		<i>as of 6/31/23</i>	<i>as of 6/31/23</i>
<u>Assets:</u>			
Cash	\$ -	\$ -	\$ -
Due from General Fund	\$ -	\$ -	\$ -
<u>Liabilities</u>			\$ -
Deferred Revenue - sale of dredged sand	\$ -	\$ 35,000	\$ 35,000
Due To General Fund	\$ -	\$ 45	\$ 45
Fund Balance	\$ -	\$ (35,045)	\$ (35,045)
<u>Revenue:</u>			
Donations	\$ 15,000	\$ -	\$ 15,000
<u>Expenditures:</u>			
Professional Services	\$ 15,000	\$ 35,045	\$ 50,045
Revenue over expenditures	\$ -	\$ (35,045)	\$ (35,045)

note:

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

FIND funding

PALM BEACH COUNTY SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



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

Arrests

1- Lewd and Lascivious, interviews were conducted and warrants obtained.

Mental health assist

None

Miscellaneous:

The report of a robbery of 8 Thousand Dollars last month in the area of 33 Ocean was deemed to be a false report. The case was fully investigated by the Violent crimes unit and a confession obtained regarding the false complaint.

I attended North district community advisory meeting at District 3, homeless issues county wide was discussed. (July). Mrs. Keykenmystir was present along with civilian representatives from District 2,3 and 10.

We continue to target the Lake drive area in an attempt to educate drivers on the location of stop signs.

PBSO analyst's statistics report follows



June - 2023 - Monthly Strategic Report

CAD Calls	Monthly Totals
Business / Residence Checks (Self-Initiated)	3074
Traffic Stops (Self-Initiated)	97
Calls for Service (Excluding 1050's & 1061's)	270
All CAD Calls - Total	3441

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 3441 generated calls within the district. 92% of these calls were self-initiated.

Data below represents Traffic Activity conducted by D20 Deputies

Data Source: D20 Office Staff

Total Citations	Total Warnings	Parking Citations
5	23	13

Arrest and NTA Statistics

Arrest Data
Arrests & Notice to Appear (NTA) within District 20
Total Count - 7

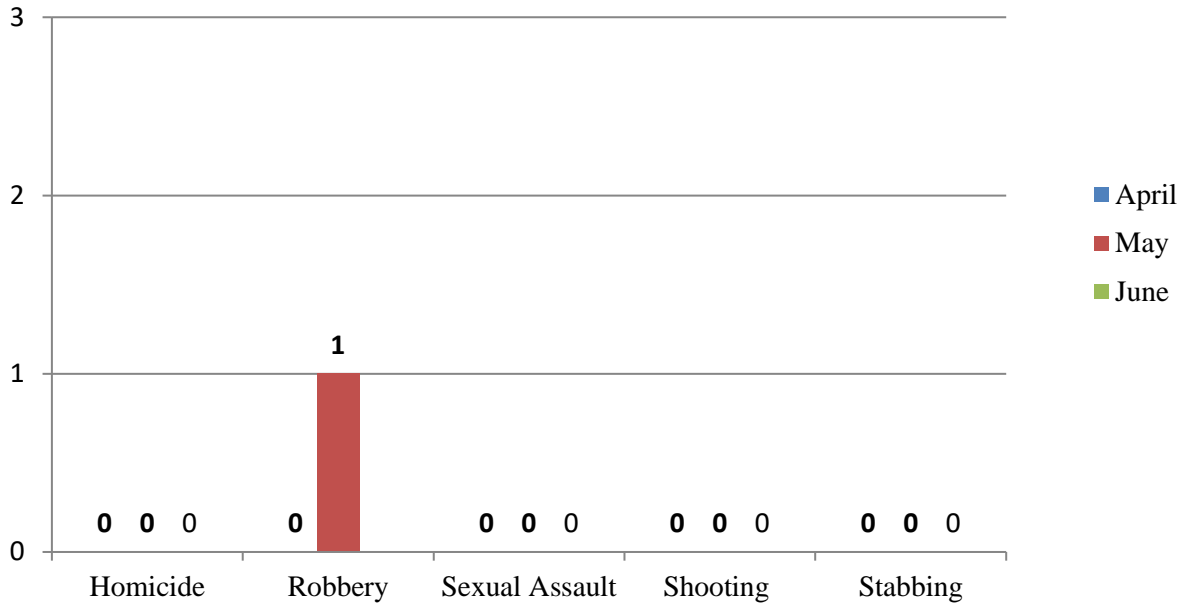
Data Source: CrimeView Desktop

RPT #	SINAL	NEIGHBORHOOD	COMMONPLACE	LOCATION
	1061	<Null>	<Null>	APPROX LOC: 200 OCEAN AVE
	1061	BUCCANEER	<Null>	APPROX LOC: 142 LAKE DR
	1061	<Null>	<Null>	APPROX LOC: 106 OCEAN AVE
23076779	31D			100 LINDA LN
23080247	1049			CASCADE LN / OCEAN AVE
	1017	MARRIOTT OCEAN POINTE	MARRIOTT OCEAN POINTE - DOLPHIN	61 OCEAN AVE
	1050			EDWARDS LN / LAKE DR

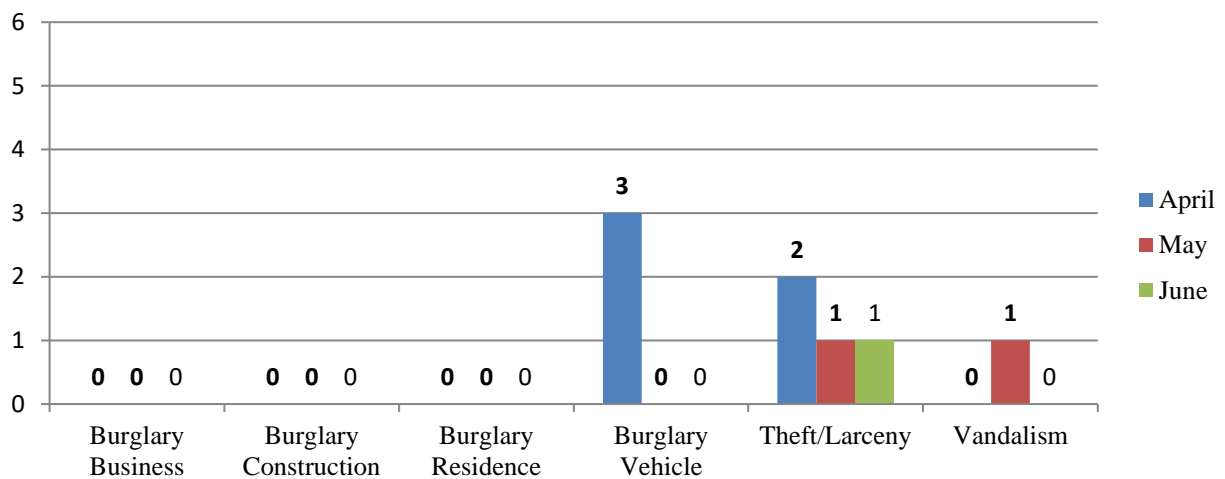
DATA ANALYSIS

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.

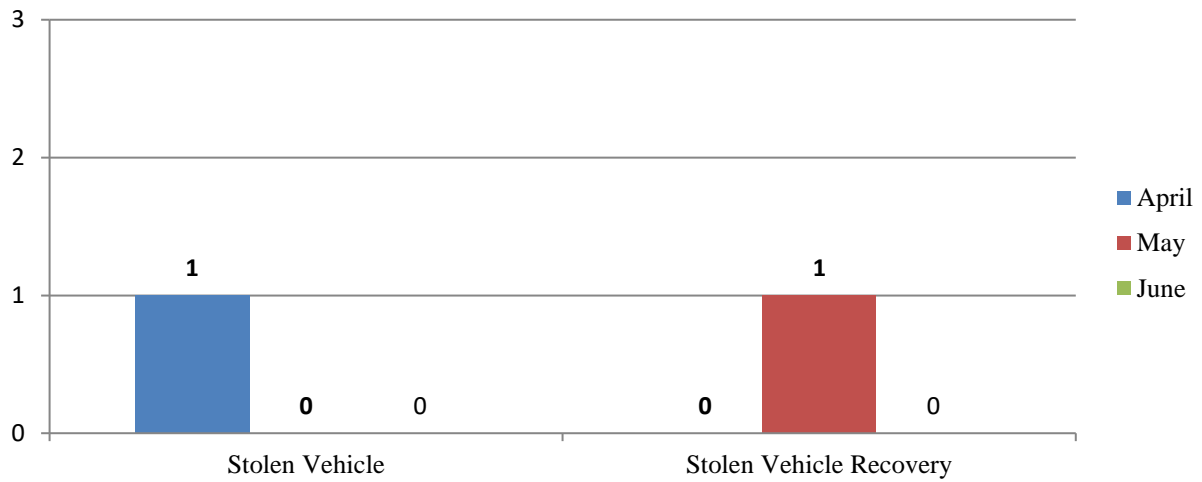
D20 Monthly Stats
Homicide, Robbery, Sexual Assault, Shooting, Stabbing
 Data Source: CADs/P1



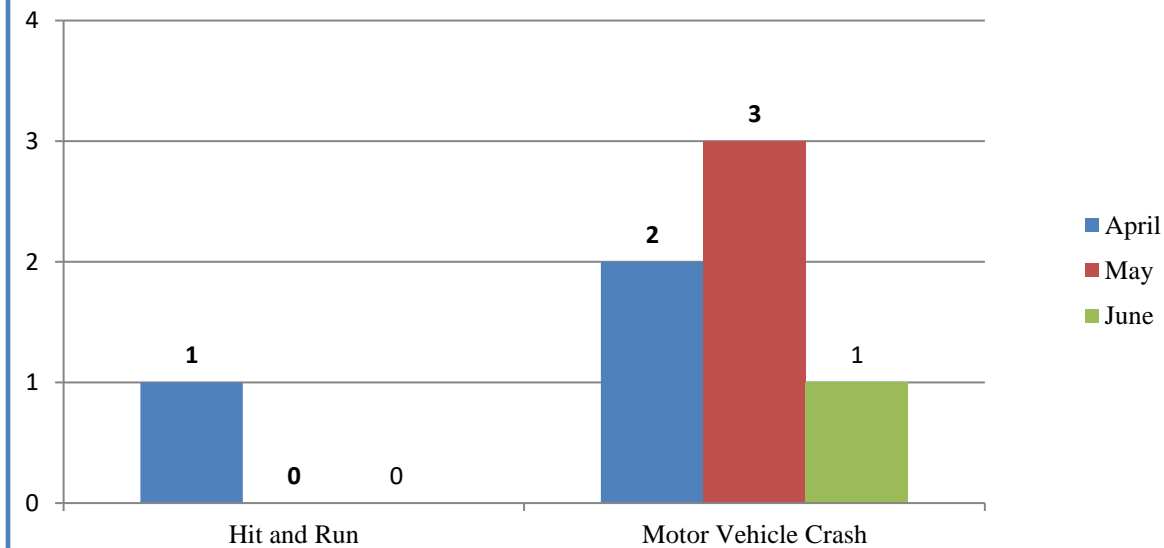
D20 Monthly Stats
Burglaries, Theft & Vandalism
 Data Source: CADs/P1



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

6 Records Plotted in CrimeView Dashboard.



(12) Conducted per the FIR Track system.

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



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

TO: Mayor Alan Fiers
Town Commissioners

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

DATE: 20 July 2023

OPERATIONS

FIRE DEPARTMENT

COMMUNITY RISK REDUCTION (CRR) INITIATIVES

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



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

TOWN OF PALM BEACH SHORES

DEPARTMENT OF EMERGENCY SERVICES

22 June 2023 – 20 July 2023

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

STAFFING

- Career Staff. – No full-time vacancies. Part-Time process to begin in August
- 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 36 volunteer members certified to State Minimum Standards on the “Active” rolls at the time of this report.

WORKFORCE & OFFICER LEADERSHIP DEVELOPMENT

- Training & Continuing Education programs
 - Officer Development & Command School – PBSFD Shift Commanders are attending sessions offered in West Palm Beach July 20-21.



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

FLEET DEPLOYMENT & MAINTENANCE

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

INDUSTRY & PROFESSIONAL STANDARDS COMPLIANCE INITIATIVES

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

OCEAN RESCUE

GEAR & EQUIPMENT

- Ocean Rescue ATV (OR80) is out of service for repair.

BEACH & WATER CONDITIONS

- Water quality for Phil Foster Park listed as “Good” with adjacent waters (Riviera Beach & Palm Beach listed as “Good” at the time of this report.

OFFICE OF EMERGENCY MANAGEMENT

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



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

TOWN OF PALM BEACH SHORES

DEPARTMENT OF EMERGENCY SERVICES

22 June 2023 – 20 July 2023

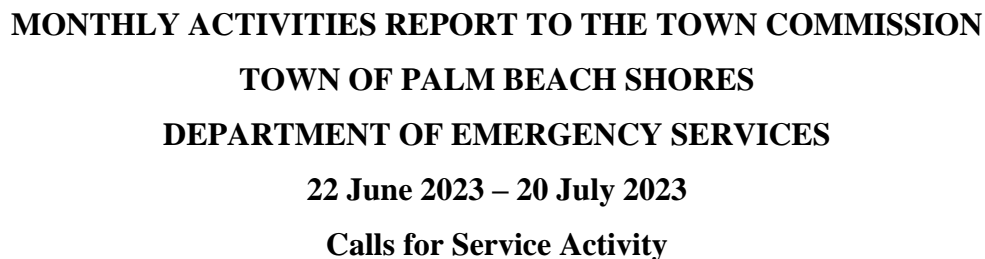
- Complies and aligns with 27P-6.0023, Florida Administrative Code, County Comprehensive Emergency Management Plans (CEMP) and County Emergency Management Programs
- Facilitate grant opportunities and streamline FEMA reimbursement efforts.
- Community Emergency Supply Program – Operational.

Continuity of Operations Plan (COOP): - Ongoing

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

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.



OCEAN RESCUE (June 2023)	Rescue Report	Rescues: 00	Assists: 00	Vessel Assists: 00
	Prevention & Education	Contacts: 279		
	Beach Usage	Guarded Area: 7,420	Total: 26,780	Inlet: 34,200
	First Aid Provided	Occurrences (Minor): 37		

FORMAL TRAINING & DRILLS	DATE	TIME	LOCATION	TYPE			NATURE	STAFFING	NOTES
				FIRE	RESCUE	EMS			
	27 June 2023	18:15	Phil Foster		X	X	Water Rescue Ops.	15	Hands-On
	18 July 2023	18:30	Phil Foster		X	X	Trauma Assessment.	26	Classroom / Hands-On
	20 July 2023	08:00	WPB Station 5	X	X	X	Officer Development	02	Classroom / Tabletop
<p align="center">Formal Training Drills –03</p> <p align="center">Personnel Participation – 43</p> <p align="center">Personnel Training Hours – 139</p>									



Public Works Department

Item #: 5 b 3.

Monthly Status Report

July 2023

Community Center:

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

Grounds & Parks:

1. Scheduling to install concrete slabs under the Parkway benches due to safety concerns. The concrete slabs will replace the existing individual square pavers creating an uneven surface and trip hazards. There is a total of 37 concrete slabs to be installed. This project will be performed by the Public Works Staff.
2. Scheduling to pressure wash the Parkway sidewalk, bricks, and park benches. The work is scheduled for Thursday, July 20, 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.
4. The Parkway Gazebo and concrete furniture by Town Hall was repaired and painted. The completion date was Tuesday, July 18, 2023, by Public Works Staff.
5. The projects listed are funded through the approved general budget.

Streets:

1. The Town hired a new qualified contractor Aquatik to Perform the Maintenance and Inspection and provide a CATV on Tuesday, **May 16, 2023**, on the Lake Drive and Bamboo Road Tidal Valve. The integrity and operation of the Tidal Valve was according to factory specs. During Hurricane Nicole the valve was compromised and failed allowing salt water to overflow out of the streets storm grates and flooding the streets intersection of Lake Drive and Bamboo Road. The representative from Walpro Valves was onsite with his dive team to inspect the valve and to determine the possible failure of the mechanism. Waiting for SHENANDOAH, the contractor who installed the valve to schedule an inspection to move forward with a possible cause of the valve failing during Hurricane Nichole and present a solution. WALPRO Valve Manufacture and SHENANDOAH after having discussions to determine the failure of the Tidal Valve stated that the Valve and installation were according to factory specs and stated that some foreign object got stuck in the valve keeping it open and not allowing the valve to close properly. Waiting on the Towns Contractor Aquatik to produce the final report and additional inspection during High Tide for review and discussion. Aquatik Performed their final inspection on Tuesday, June 20, 2023. The inspection provided the cause of the water intrusion of the pipe and storm catch basin in the street. **The failure was due to the installation of the Tidal Valve and by not sealing the valve inside the diameter of the outfall pipe discharge. The valve will be removed and reinstalled according to the proper specifications by the contractor Aquatik. The Town will be provided videos and pictures. The Tidal Valve was reinstalled with a manatee grate according to FDEP Specifications. Discussing reimbursements costs with SHENANDOAH and the insufficient oversight of the original valve installation to cause failure.**
2. 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.
3. 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-July 2023. Schedule pushed back to 2nd week of August 2023 due to delivery delays.**
4. The projects listed is funded through the approved general budget.

Lift Stations:

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

Orange County. When received it will be scheduled for installation ASAP. The Pump arrival is scheduled for 6 weeks.

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

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

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

Capital Projects For 2021-2022:

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

Training / Certificates:

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

Updates:

1. AT&T Project.

2. Watermain Project.
3. Road and Drainage Project.

Notes:

New Public Works Department Staff Members.

1. Mr. Oscar Almaguer Title Technician II.
2. Mr. Kowolics Parham Title Technician I.



Town Clerk's Monthly Status Report

July 2023

BUILDING DEPARTMENT STATISTICS:

June 2023: Total Permits issued: 13 Total Permit Fees Paid: \$ 33,861.80

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 May 17, 2023 - July 13, 2023

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

3 Closed. 1 Open. 125 Sandal Lane

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

1 Closed 1 Open 230 Bravado Lane

Code Violation: Sec. 42-43 Noise (Decibel Measurement)

2 Closed 0 Open

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

2 Closed. 0 Open

Code Violation: Sec. 78-79 Landscaping Maintenance

3 Closed 2 Open 318 Linda Lane, 118 Cascade Lane

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

1 Closed. 0 Open.

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

1 Closed 0 Open

Code Violation: Sec 70-75. Prohibited vehicle

0 Closed 1 Open. 118 Cascade Lane

Total Amount of Cases created that are closed from 5/17/23 – 7/13/23:

13

Total Amount of Cases created that are still open from 5/17/23 – 7/13/23:

5

Total count of Cases 5/17/23 – 7/13/23:

18

Notice of Violation:

118 Cascade Lane - Landscaping and parking on the grass.

Special Magistrate:

320 Inlet Way - Fine Assessment

Election information for the 2024 Elections:

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

2024 Presidential Preference Primary (PPP) & Uniform Municipal Elections

Deadline to register to vote; and, in the PPP to register with one of the two major political parties: Tuesday, February 20, 2024 Early Voting: TBD

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

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

What is the Presidential Preference Primary?

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

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

What is a Municipal Election?

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

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

- Information provided by the Supervisor of Elections Website.

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

Per the Town Charter the Qualifying Period Starting the **First Tuesday of November 2023, no earlier than noon.** Contact the Town Clerk, Jude M. Goudreau, for further information about Qualifying.

Jude M. Goudreau, CMC
Town Clerk



Keith W. Davis, Esq.

*Florida Bar Board Certified Attorney in
City, County and Local Government Law*
Email: keith@davislawteam.com

MEMORANDUM

TO: Mayor and Town Commissioners
Town Department Heads

FROM: Town Attorney Davis

DATE: July 1, 2023

RE: 2023 Legislative Session Summary - **Final**

Below is the final summary of bills passed by the Florida Legislature during the 2023 Legislative Session which directly impact the Town in terms of its municipal code, operations, policies or procedures. This year's bills are categorized as follows:

- Land Use Issues
- Building and Construction Issues
- Home Rule Issues
- Finance, Taxation, Procurement Issues
- Code and Law Enforcement Issues
- Public Records Issues

I. Land Use Issues.

Housing: Effective July 1, 2023.

CS/SB 102 received overwhelming bipartisan support and was signed into law by the Governor on March 29, 2023 as Chapter No. 2023-17, Laws of Florida. This is the "Live Local Act." Most relevant to municipalities, the Live Local Act amends Sec. 166.04151, *Florida Statutes*, as follows:

- "Mixed-use residential" projects with more than 10% of units qualifying as "affordable"¹ and with at least 65% of the total mixed use square footage allocated for residential may be developed in commercial or industrial zones as well as mixed use zones.
- If at least 40% of the residential units are restricted as "affordable" for a minimum of 30 years, then the following also apply:
 - Municipality is preempted from requiring zoning or land use (comprehensive plan) amendments, special exception, conditional use approvals, or variance approvals for building height, zoning, and densities.
 - Municipality is preempted from limiting density of a proposed development to anything less than the highest residential density allowed on any land in the municipality where residential development is allowed.

¹ "Affordable" generally means a monthly rent or mortgage not exceeding 30% of the adjusted gross annual income for households with "extremely low," very low," "low," or "moderate" adjusted gross annual incomes. See Sec. 420.0004, *Florida Statutes* for details.

- Municipality is preempted from limiting building height to anything less than the maximum height allowed for commercial or residential development within the municipality or within one mile of the proposed development, or three stories, whichever is higher.
- Municipality is required to provide administrative approval without public hearings if the proposed development also conforms to all other applicable zoning regulations for multi-family development in the municipality² other than land use, density and height.
- The municipality is encouraged to consider reductions to required off street parking requirements if the development is located within ½ mile of an accessible “major transit stop.”³
- Policies for expedited permitting for affordable housing projects are to be maintained.
- An inventory of municipal owned land suitable for such affordable housing projects is to be maintained on the municipal website. Initial inventory due October 1, 2023, updates required every three years.
- Rent control is completely prohibited.
- These provisions sunset in 10 years.

The Live Local Act also creates a variety of ad valorem tax incentives / exemptions at Ch. 196, *Florida Statutes* for affordable housing projects. Also, municipalities are granted the ability to adopt their own local tax exemptions for affordable housing projects when the project is dedicated to households with “extremely low” or “very low” annual adjusted gross income. There are eligibility criteria, and there are also revocation provisions based on code enforcement violation history.

Town Staff and the Commission should be aware of the new preemption regarding rent control ordinances and municipal regulation of zoning, density and height for certain multifamily or mixed-use affordable housing developments in commercial areas. The Town may consider adopting an ordinance to provide for ad valorem property tax exemptions. Town Staff also need to be aware of the new website posting requirements and the need for policies for issuing expedited building permits.

Residential Tenancies: Effective July 1, 2023.

CS/HB 1417 was signed into law by the Governor on June 29, 2023 [Chapter No. not yet assigned]. This Bill creates Sec. 83.425, *Florida Statutes*, to specify that the regulation of residential tenancies and the landlord-tenant relationship are preempted to the state. This includes screening processes used by a landlord in approving tenancies; security deposits; rental agreement applications and associated fees; terms and conditions of rental agreements; the rights and responsibilities of the landlord and tenant; disclosures concerning the premises, dwelling unit, rental agreement, or the rights and responsibilities of the landlord and tenant; fees charged by the landlord; or notice requirements.

The Town Commission and Staff should be aware of this change; however, no additional action is needed.

Comprehensive Planning: Effective July 1, 2023.

CS/CS/SB 1604 was signed into law by the Governor on May 5, 2023 as Chapter No. 2023-31, Laws of Florida. This Law increases the two required planning periods for Comprehensive Plans (“Plans”) from the previous 5 and 10 years to new 10 and 20-year periods. It also requires local

² E.g., setbacks and parking.

³ The term “major transit stop” may be defined by the municipality in its code.

governments to determine if plan amendments are necessary to reflect a minimum planning period of at least 10 years.

Notification to the state land planning agency now requires the local government to include a separate affidavit by the Mayor attesting that all elements of its Plan comply with statutory requirements and citing the sources and date of the population projections used in establishing the 10 year planning period. The Law now also requires (formerly encouraged) local governments to evaluate and update their Plans to reflect changes in local conditions and mandates that updates to the required elements and optional elements be processed in the same amendment cycle. Failure to submit the Mayor affidavit or to submit the plan update as required prohibits the local government from initiating or adopting any publicly initiated Plan amendments. This prohibition does not; however, apply to privately initiated plan amendments, and the local government's failure to timely update its plan may not be the basis for the denial of a privately initiated plan amendment.

This Law also amends Sec. 163.3202, *Florida Statutes*, which provides that design guideline elements for single-family or two-family dwelling buildings cannot be applied unless the dwelling is located in a planned unit development or master planned community created pursuant to a local ordinance, resolution, or other local government action **before July 1, 2023** or unless the dwelling is located within a jurisdiction that has a design review board or an architectural review board created **before January 1, 2020**.

Town Staff and the Commission should be aware of the change in local comprehensive planning requirements for future planning deadlines; however, no additional action is required.

Comprehensive Plan Challenges, Applicability: Effective July 1, 2023.

CS/CS/SB 540 was signed into law by the Governor on May 24, 2023 as Chapter No. 2023-115, Laws of Florida. This Bill amends Secs. 163.3184 and 163.3187, *Florida Statutes*, to allow a prevailing party in a comprehensive plan challenge, including a challenge to a small scale amendment, to recover attorney fees and costs.⁴ It also amends Sec. 163.3202, *Florida Statutes*, to prohibit local governments from enforcing any land development regulations ("LDRs"), other than those related to use, or intensity or density of use, on any of the institutions within the Florida College System.

Town Staff and the Commission should be aware of this change; however, no additional action is required.

Temporary Commercial Kitchens (Food Trucks): Effective July 1, 2023.

CS/CS/SB 752 was signed into law by the Governor on May 11, 2023 as Chapter No. 2023-48, Laws of Florida. This Law amends Sec. 509.102, *Florida Statutes*, to add regulation of temporary commercial kitchens as an activity preempted to the state. "Temporary commercial kitchen" is any kitchen that is a public food service establishment used for the preparation of takeout or delivery-only meals housed in portable structures that are movable from place to place by a tow or are self-propelled or otherwise axle-mounted, that include self-contained utilities, including, but not limited to, gas, water, electricity, or liquid waste disposal—tents are not included in this definition.

This Law further specifies that a temporary commercial kitchen may be used in conjunction with a permanent food service establishment licensed by the state under certain conditions: for 60 consecutive days; or during a period of renovation, repair, or rebuilding, on the premises of the licensed permanent food service establishment or off the premises within the line of sight of, and

⁴ Including fees and costs at the appellate level.

not to exceed 1,320 feet from, the licensed permanent food service establishment for 120 consecutive days; or if the land upon which the licensed permanent food establishment is sited is rendered uninhabitable due to a natural disasters subject to a declared state of emergency.

Except as provided for above, temporary commercial kitchen may not operate in one location for longer than 30 consecutive days.

The Town Commission and Staff should be aware of this change, and the Town Code on the topic of food truck regulation should be reviewed to determine a need to revise the Code to conform.

Environmental Protection: Effective July 1, 2023

HB 1379 was signed into law by the Governor on May 30, 2023 as Chapter No. 2023-169, Laws of Florida. This Bill amends Sec. 163.3177, *Florida Statutes*, to require the Comprehensive Plan's schedule of capital improvements to include a list of projects necessary to achieve the pollutant load reductions attributable to the local government, as established in a basin management action plan. Further, for any development of more than 50 residential lots, whether built or unbuilt, with more than one onsite sewage treatment and disposal system per one acre, the Plan must consider the feasibility of providing sanitary sewer services within a 10-year planning horizon and identify the name of the intended wastewater facility which could receive sanitary sewer flows after connection; the capacity of the facility and any associated transmission facilities; the projected wastewater flow at that facility for the next 20 years, including expected future new construction and connections of onsite sewage treatment and disposal systems to sanitary sewer; and a timeline for the construction of the sanitary sewer system. Each Plan must be updated to include this capital improvements element by July 1, 2024 and as needed thereafter to account for future applicable developments.

Town Staff and the Commission should be aware of the change. The Town's Zoning Official and Engineer should confer to determine if any action is required at this time.

Flooding and Sea Level Rise Vulnerability Studies: Effective July 1, 2023.

CS/HB 111 was signed into law by the Governor on June 13, 2023 as Chapter No. 2023-231, Laws of Florida. This Bill amends Sec. 380.093(3)(e), *Florida Statutes*, to expand the Florida Department of Environmental Protection ("FDEP") Resilient Florida Grant Program to provide funding to municipalities for feasibility studies and permitting costs for nature-based solutions that reduce the impact of flooding and sea level rise.

This Bill creates Sec. 380.0937, *Florida Statutes*, regarding public financing of construction projects within areas at risk due to sea level rise, and requires, beginning on July 1, 2024, that state-financed construction projects of potentially at-risk structures or infrastructures (which include certain critical assets or historical or cultural assets that are within an area at risk due to sea level rise) to not be commenced without first conducting a sea level impact projection study; submitting the study to FDEP and ensuring it is received for purposes of publication for at least 30 days. The Bill defines "area at risk due to sea level rise" as any location that is projected to be below the threshold for tidal flooding within the next 50 years. The threshold for tidal flooding is two feet above mean higher high water.

Town Staff and the Commission should be aware of the change; however, no additional action is required.

Operation of a Golf Cart: Effective October 1, 2023

CS/CS/HB 949 was signed into law by the Governor on May 11, 2023 as Chapter No. 2023-67, Laws of Florida. This Law amends Sec. 316.212, *Florida Statutes*, specifying that a golf cart may

not be operated on public roads or streets by a person who is under 18 years of age unless they have a valid learner's driver license or valid driver license, or if someone is 18 years of age or older, they must have a valid government-issued photographic identification.

Town Staff and Commission should be aware of this change in law for operating golf carts and may need to update the Code to conform with this new law.

II. Building and Construction Issues.

Milestone Building Inspections for Condominiums: Effective June 9, 2023, except as otherwise provided in the act.

CS/CS/SB 154 was signed into law by the Governor on June 9, 2023 as Chapter No. 2023-203, Laws of Florida. This Bill amends Sec. 553.899, *Florida Statutes*, regarding milestone inspections for condominium and cooperative buildings, specifically requiring that if a building has reached 30 years of age before July 1, 2022, the building's initial milestone inspection must be performed before December 31, 2024. If a building reaches 30 years of age on or after July 1, 2022, and before December 31, 2024, the building's initial milestone inspection must be performed before December 31, 2025. If the date of issuance for the certificate of occupancy is not available, the date of issuance of the building's certificate of occupancy shall be the date of occupancy evidenced in any record of the local building official.

This Bill authorizes a municipality to determine that local circumstances, including environmental conditions such as proximity to salt water, would require a milestone inspection to be performed by December 31 of the year in which the building reaches 25 years of age and every 10 years thereafter. The Bill further authorizes a municipality to extend the date by which a building's initial milestone inspection must be completed upon showing of good cause by the owner of the building. The Bill authorizes a municipality to accept an inspection report prepared by a licensed engineer or architect for a structural integrity and condition inspection of a building performed before July 1, 2022, if the inspection and report substantially complies with statutory requirements.

This Bill expands the notice requirements for local enforcement agencies: upon determining that a building must have an inspection, the local enforcement agency must provide notice of such required inspection to the condominium association or cooperative association and any owner of any portion of the building which is not subject to the condominium or cooperative form of ownership, as applicable, by certified mail, return receipt requested. Phase one of the milestone inspection must be completed within 180 days after receiving the written notice. If a phase two inspection is required, within 180 days after submitting a phase one inspection report the architect or engineer performing the phase two inspection must submit a phase two progress report to the local enforcement agency with a timeline for completion of the phase two inspection.

This Bill authorizes a municipality to adopt an ordinance requiring any owner that is subject to this section to schedule or commence repairs to remediate substantial structural deterioration after the local enforcement agency receives a phase two inspection report; however, such repairs must be commenced within 365 days after receiving such report.

Finally, this Bill specifies that by December 31, 2024, the Florida Building Commission shall adopt additional rules to establish a building safety program for the implementation of the above within the Florida Building Code.

The Town Commission and the Building Department should be aware of this new legislation and consider adopting an ordinance to address repairs after phase two inspections.

Building Construction: Effective July 1, 2023.

CS/CS/HB 89 was signed into law by the Governor on June 13, 2023 as Chapter No. 2023-229, Laws of Florida. This Bill amends Sec. 553.79, *Florida Statutes*, which prohibits a local government from making or requiring substantive changes to building plans or specifications after a permit has been issued, except for changes required for compliance with the Florida Building Code, the Florida Fire Prevention Code, or the Life Safety Code. If substantive changes are made or requested after permit issuance, the local government must identify the specific plan features that do not comply with applicable codes, identify the specific code chapters and sections upon which the finding is based and provide this information to the permitholder in writing.

This Bill also amends Sec. 633.208, *Florida Statutes*, which provides that if a municipality determines that building plans for a permit do not comply with the Florida Fire Prevention Code or the Life Safety Code, the local fire official must identify, with specificity, the particular plan features that do not comply with the applicable codes and provide this information to the applicant in writing. A local fire official or building official who fails to provide the reasons for making or requiring substantive changes to building plans be subject to disciplinary action.

Town Staff will need to be aware of this change; however, no additional action is required.

Fire Sprinkler System Projects: Effective July 1, 2023.

CS/CS/HB 327 was signed into law by the Governor on June 12, 2023 as Chapter No. 2023-224, Laws of Florida. This Bill amends Sec. 553.7932, *Florida Statutes*, to require a simplified permitting process for “fire sprinkler system projects” or alteration of a total of 20 or fewer fire sprinklers or the installation or replacement of an equivalent fire sprinkler system component in an existing building. The Bill creates an expedited permitting process for certain “fire sprinkler system projects.”

Town Staff will need to review Town permitting processes and determine if revisions are required for conformance.

Public Construction: Effective July 1, 2023.

CS/CS/SB 346 was signed into law by the Governor on May 25, 2023 as Chapter No. 2023-134, Laws of Florida. This Bill amends Sec. 218.735, *Florida Statutes*, to require that contracts for construction services with a local government provide the estimated cost to complete each item necessary to complete the work, including specifying the process for determining the cost to complete each item on the work list. This Bill allows local governments to retain funds that are subject of a good faith dispute that has been made in writing pursuant to the contract. Finally, the Bill amends Sec. 255.0992, *Florida Statutes*, to revise the definition of “public works project” by removing the requirement that the project exceed \$1 million in value.

The Town will need to update all contracts and bid forms accordingly.

Liens and Bonds: Effective October 1, 2023.

HB 331 was signed into law by the Governor on June 12, 2023 as Chapter No. 2023-226, Laws of Florida. This Bill amends Secs. 255.05 and 713.23, *Florida Statutes*, to update the notarization language in “notice of nonpayment” forms. This Bill also amends Sec. 713.13, *Florida Statutes*, by modifying the notice of commencement and requiring the building permit issuing authority to accept a recorded notice of commencement if it is in the statutorily-specified form.

Town Staff and Commission should be aware of this change and update all forms as necessary to comply with the legislative changes.

Appliance Regulation Based on Fuel Type: Effective July 1, 2023.

CS/CS/HB 1281 was signed into law by the Governor on June 22, 2023 as Chapter 2023-285, Laws of Florida. This Bill amends Sec. 366.032, *Florida Statutes*, to prohibit regulation by ordinance, resolution, rule, code or policy, of the use of an appliance that utilizes fuel sources which may be used, delivered, converted, or supplied by a public utility or an electric utility or a natural gas utility, including a stove or gas grill. The Bill exempts actions and regulations to implement the Florida Building Code and Florida Fire Prevention Code.

Town Staff and the Commission should be aware of this change; however, no additional action is required.

III. Home Rule Issues.

Local Ordinances: Effective October 1, 2023, except some sections effective upon becoming law.

CS/CS/SB 170 was signed into law by the Governor on June 29, 2023 [Chapter No. not yet assigned]. This Bill amends Sec. 166.041, *Florida Statutes*, to provide additional requirements for adopting local ordinances:

- Requires the governing body of a municipality to prepare a “business impact estimate” prior to passing an ordinance.
- The estimate must be posted on the municipality’s website no later than the date of publication of notice of the proposed ordinance.
- The estimate must include information that explains the ordinance purpose, estimated economic impact on businesses, and compliance cost.
- Certain ordinances are exempt from the business impact estimate requirement including ordinances: required for compliance with federal or state law; that issue or refinance debt; that adopt budgets, implement contracts, or effect emergency procurement; that relate to growth policy, planning, zoning, and permitting; and that relate to the Florida Building Code or the Florida Fire Prevention Code.

This Bill also amends Sec. 57.112, *Florida Statutes*, to authorize courts to assess and award reasonable attorney fees and costs and damages not to exceed \$50,000 to a prevailing party if a civil action is filed against a local government to challenge the adoption of a local ordinance on the grounds that the ordinance is arbitrary or unreasonable. This provision is effective October 1, 2023 and applies only to ordinances adopted on or after October 1, 2023.

This Bill also creates Sec. 166.0411, *Florida Statutes*, which requires a municipality to suspend enforcement of an ordinance that is the subject of a civil action challenging the ordinance’s validity. This requirement applies only if the action was filed within 90 days of the ordinance’s effective date, suspension of the ordinance was requested in the complaint, and the municipality was served with the complaint. The Bill requires courts to prioritize and expedite the disposition of cases in which enforcement of an ordinance is suspended. If the municipality prevails in the civil action, it may enforce the ordinance 45 days after the entry of an order unless the plaintiff appeals and obtains a stay of enforcement. Finally, the Bill also authorizes a court to impose sanctions upon a party for filing a paper, pleading or motion for an improper purpose (such as to harass or delay).

This Bill also amends Sec. 166.041, *Florida Statutes*, to address recent caselaw that negatively impacts advertising requirements for ordinances. This amendment clarifies the law that that consideration of an ordinance at a meeting properly noticed may be continued to a subsequent meeting if the date, time and place of the subsequent meeting is publicly stated during the initial

meeting without having to publish additional notices. This amendment is remedial in nature and applies retroactively.

The Town Commission and Staff should be aware of the business impact estimate requirements; however, no additional action is required at this time.

Financial Disclosure for Public Officials: Effective May 11, 2023.

CS/CS/SB 774 was signed into law by the Governor on May 24, 2023 as Chapter No. 2023-49, Laws of Florida. This Law amends Sec. 112.3144, *Florida Statutes*, which provides that starting on January 1, 2024, all municipal mayors and other elected officials are required to comply with the financial disclosure requirements of s. 8, Art. II of the Florida Constitution.⁵ Form 6 is filed annually with the Florida Commission on Ethics ("Commission"), using the Commission's electronic filing system.

Importantly, although earlier versions of this legislation did apply to them, the final version of this Law requirement does not apply to municipal managers.

The Town Commission and Clerk should be aware of this change and update affected Candidate and Elected Official Manuals and Procedures as necessary.

Elections: Effective July 1, 2023.

CS/SB 7050 was signed into law by the Governor on May 24, 2023 as Chapter No. 2023-120, Laws of Florida. This Bill makes many changes to the state's election laws relating to voter registration, voter signature verification, candidate oaths and disclosures, vote-by-mail requirements, canvassing boards, issuance of "voter guides," third-party voter registration organizations, voter address records, post-election reports, precinct boundary data, early voting, campaign finance reporting and penalties for violations of elections laws.

Of interest to municipalities, this Bill amends Sec. 100.342, *Florida Statutes*, to authorize the 30 days' notice of a special election or referendum publication to be made on the municipality's website instead of being published in a local newspaper. If the applicable website becomes unavailable, the notice must be posted in no less than 5 places within the municipality. Also, Sec. 106.0703(1)(f), *Florida Statutes*, is amended by creating the preemption that local governments may not enact or adopt a campaign finance reporting schedule that differs from that provided by state law.

The Town Clerk should be aware of the important changes regarding advertising and regarding campaign finance reporting.

Residency of Local Elected Officials: Effective July 1, 2023.

HB 411 was signed into law by the Governor on May 17, 2023 as Chapter No. 2023-101, Laws of Florida. This law amends Sec. 166.0321, *Florida Statutes*, specifying that municipalities must from time to time, fix the boundaries of their districts to keep them as nearly equal in proportion to their respective populations, provided that such changes may not be made in the 270 days before a regular general election for the governing body of the municipality. Districts may not be drawn with the intent to favor or disfavor a candidate for member of the governing body or an incumbent member of the governing body based on the candidate's or incumbent's residential address. Any ordinance enacted or adopted by a municipality on or after July 1, 2023, which is in conflict with this section is void.

⁵ This requires the filing of a "full and public disclosure of financial interests" also known informally as "Form 6".

Town Staff and the Commission should be aware of this change; however, no additional action is required.

Local Government – Referendums; Annexation Matters: Effective July 1, 2023.

CS/CS/SB 718 was signed into law by the Governor on June 28, 2023 as Chapter No. 2023-305, Laws of Florida. This Bill amends Sec. 163.3167, *Florida Statutes*, to prohibit an initiative or referendum process in regard to any municipal land development regulation.

This Bill amends Sec. 171.0413, *Florida Statutes*, to clarify that if more than 70% of the acres of land in an area proposed for annexation is not owed by registered electors, such area may not be annexed unless the owners of more than 50% of the acres of land consent to the annexation. This Bill also amends Sec. 171.042, *Florida Statutes*, to require the preparation of a “feasibility study”⁶ prior to annexation.

Town Staff and the Commission should be aware of the change and update any conflicting procedures in relevant annexation policies.

Facility Requirements Based on Gender: Effective July 1, 2023.

CS/HB 1521 was signed into law by the Governor on May 17, 2023 as Chapter No. 2023-106, Laws of Florida. This Bill creates Sec. 553.865(11)(a), *Florida Statutes*, the “Safety in Private Spaces Act,” to require that the applicable governmental entity (which includes municipalities) shall, for each public building under its jurisdiction, establish disciplinary procedures for any employee who willfully enters a restroom or changing facility designated for the opposite sex at such public building and refuses to depart when asked to do so by any other employee. Further, this Bill makes such action and refusal an unlawful trespass. Certain exemptions are specified in the Bill.

The Town should consider how this legislation would impact their use of public building restrooms.

Protection from Discrimination Based on Health Care Choices: Effective June 1, 2023

CS/SB 252 was signed into law by the Governor on May 11, 2023 as Chapter No. 2023-43, Laws of Florida. This Law amends Sec. 381.00316, *Florida Statutes*, prohibiting a governmental entity (definition includes municipalities) from requiring someone to provide documentation certifying a COVID-19 vaccination to gain access to government buildings or services. This prohibition also bans local governments from requiring vaccine documentation as a condition of contracting, hiring, promotion, or continued employment with the governmental entity. Further, governmental entities may not require a person to wear a face mask, a face shield, or any other facial covering that covers the mouth and nose or deny access to government buildings or services for not wearing a mask. The governmental entity cannot discriminate against someone based on the knowledge or belief of the person’s status relating to vaccination with any vaccine or a person’s failure to take a COVID-19 test.

Town Staff and the Commission should be aware of this change; however, no additional action is required.

Technology Transparency: Effective July 1, 2024; Other provisions effective upon becoming law.

CS/CS/SB 262 was signed into law by the Governor on June 6, 2023 as Chapter No. 2023-201, Laws of Florida. This Bill creates Sec. 112.23, *Florida Statutes*, which prohibits a municipality (including officers and employees) from communicating with a social media platform to request

⁶ See Sec. 171.031, *Florida Statutes* for the definition of a “feasibility study.”

that it remove content or accounts from the social media platform, and further prohibits a governmental entity from initiating or maintaining any agreements or working relationships with a social media platform for the purpose of content moderation. Exceptions are provided for in the act which include routine account management, removing content (or an account) related to a crime or violation of the public records law, or an investigation related to prevent imminent bodily harm, loss of life, or property damage.

The Town Commission and Staff should consider updating internal policies concerning social media use.

Applications on Government Devices: Effective July 1, 2023.

CS/CS/SB 258 was signed into law by the Governor on May 8, 2023 as Chapter No. 2023-32, Laws of Florida. This Law creates Sec. 112.22, *Florida Statutes*, which prohibits employees of governmental entities from downloading or accessing prohibited applications on government-issued devices (a cellular telephone, desktop computer, laptop computer, computer tablet, or other electronic device capable of connecting to the Internet which is owned or leased by a public employer and issued to an employee or officer for work-related purposes). A public employer is also required to block all prohibited applications from public access on any network and virtual private network that it owns, operates, or maintains and restrict access to any prohibited application on a government-issued device. These prohibitions do not apply to law enforcement officers if the use of these applications is necessary for public safety or to conduct an investigation within the scope of their employment.

The Town Commission and Town Staff should be aware of this new legislation; internal policies regarding use of Town issued devices should be updated to conform.

Drone Delivery Services: Effective July 1, 2023.

CS/CS/CS/SB 1068 was signed into law by the Governor on May 25, 2023 as Chapter No. 2023-137, Laws of Florida. This Bill amends Secs. 330.41, 553.73, and 633.202, *Florida Statutes*, which provide that local governments are prohibited from withholding issuance of a business tax receipt, development permit, or other use approval, or enacting or enforcing an ordinance or resolution that prohibits a drone delivery service's operation based on the location of the delivery service's drone port. Section 330.41, *Florida Statutes* defines "drone delivery service" as a person or entity engaged in a business or profession of delivering goods via drone and who is governed by Title 14 of the Code of Federal Regulations (air transportation/aviation) and "drone port" as a stand-alone building that does not exceed 1,500 square feet in area or 36 feet in height, located in a nonresidential area used or intended for use by a drone delivery services for storage, launch, landing, and observation of drones. The Bill allows local governments to enforce minimum setback and landscaping regulations that are generally applicable to permitted uses in the drone port's zoning district; however, local governments may not require additional landscaping as a condition of approval of a drone port. Further, the Bill exempts drone ports from the Florida Building Code and the Florida Fire Prevention Code, including national codes and the Life Safety Code.

Town Staff should determine if Code updates are required for conformance; also, policy and procedures should be reviewed for conformance.

IV. Finance, Taxation, Procurement Issues.

Government Activism in Investments, Retirement Plans, Trust Fund and Public Fund Assets: Effective July 1, 2023.

CS/CS/HB 3 was signed into law by the Governor on May 2, 2023 as Chapter No. 2023-28, Laws of Florida. This Law amends Secs. 112.662, and 218.415, *Florida Statutes*, to provide additional regulation regarding a local government's investment decisions for the assets of a local retirement plan or other public funds. Only pecuniary factors, expected to have a material effect on the risk of returns, may be considered when making these investments. Beginning in December 2023, semi-annual state reporting of decision-making regarding adherence to fiduciary standards is required.

This Law also amends Sec. 215.681(2), *Florida Statutes*, to prohibit the issuing of "environmental, social and governance" bonds. This prohibition does not apply to any bonds issued before July 1, 2023, or to agreements entered into or any contract executed before July 1, 2023.

This Law also amends Sec. 215.855(2), *Florida Statutes*, which provides that starting on July 1, 2023, any contract between a municipality and an investment manager must contain added provisions: a) a disclaimer will be added when any written communications made by the investment manager to a company in which the manager invests public funds on behalf of the government entity discusses social, political, or ideological interests, et al. and b) the contract may be unilaterally terminated by the governmental entity if the investment manager does not include the disclaimer.

Finally, this Law creates Sec. 287.05701, *Florida Statutes*, which prohibits the consideration of social, political, or ideological interests in government contracting. Starting on July 1, 2023, this law requires municipalities to notify vendors of the provisions of this section by adding it to any solicitation for the procurement of commodities or contractual services.

Town Staff and the Commission should be aware of these changes to ensure their decision making regarding retirement systems, municipal bonds, or government contracting do not consider social, political, or ideological interests. Further, the Town will need to update procurement policies as well as all contracts and bid forms to conform with this new law.

Specialty Contractors: Effective July 1, 2023.

CS/CS/HB 1383 was signed into law by the Governor on June 20, 2023 as Chapter No. 2023-271, Laws of Florida. This Bill amends Sec. 163.211, *Florida Statutes*, which provides that the expiration date for local government occupational licenses is extended to July 1, 2024.

This Bill also amends Sec. 489.117, *Florida Statutes*, to prohibit a municipality from requiring a license issued by the municipality or the state for a job scope limited to one of the certified specialty contractor categories (structural aluminum or screen enclosures; marine work on seawalls, bulkheads, docks and pile driving; structural masonry; structural prestressed, precast concrete work; rooftop solar heating installation; structural steel; window and door installation, including garage door; installation and hurricane or windstorm protection; plaster and lath; and structural carpentry). The Bill further prohibits a local government from requiring a state or local license to obtain a permit for such job scopes. The Bill also expands the list of specialty contractors for which a local government may not require a license to also include interior remodeling when the scope of the project does not include a task for which a state license is required, and pressure washing.

A municipality may continue to require a local license for veneer, including aluminum or vinyl gutters, siding, soffit, or fascia; rooftop painting, coating, and cleaning above three stories in height; or fence installation and erection if the local government imposed such a licensing requirement before January 1, 2021.

Finally, this Bill prohibits a municipality from requiring a license as a prerequisite to submit a bid for public work projects if the work to be performed does not require a license under general law.

The Town Commission and Staff should be aware of the change and consider a Code revision to address this new legislation.

Taxation: Effective July 1, 2023.

HB 7063 was signed into law by the Governor on May 25, 2023 as Chapter No. 2023-157, Laws of Florida. This Bill is the tax package for the 2023 legislative session. Of note is the amendment to Sec. 202.19, *Florida Statutes*, which freezes the current local communications services tax rate (as of January 1, 2023) until January 1, 2026. Also, any increase to the discretionary sales surtax levied under Sec. 212.055, *Florida Statutes* on or after January 1, 2023, may not be added to the local communications services tax under this section before January 1, 2026.

The Town Commission and Staff should be aware of the local communications tax rate freeze for budgeting purposes.

Vehicle Procurement: Effective July 1, 2023.

CS/CS/SB 284 was vetoed by the Governor on June 28, 2023. This Bill amends Sec. 286.29, *Florida Statutes*, to revise the vehicle procurement requirements for local governments that purchase vehicles under the state purchasing plan. Specifically, the Bill requires vehicles of a given use class⁷ to be selected for procurement based on the lowest lifetime ownership costs, including costs for operations, maintenance, and fuel when fuel economy data is available, rather than the greatest fuel efficiency. Additionally, the Bill specifies that before July 1, 2024, the Department of Management Services will make recommendations to all governmental agencies regarding the procurement of electric vehicles and best practices for integrating such vehicles into existing fleets.

Given the Governor's veto, no additional action is required.

V. Code and Law Enforcement Issues.

Law Enforcement Operations: Effective May 25, 2023.

CS/CS/CS/HB 1595 was signed into law by the Governor on May 25, 2023 as Chapter No. 2023-156, Laws of Florida. This Bill amends Sec. 30.15, *Florida Statutes*, to clarify that a sheriff's jurisdiction and powers runs throughout the entire county and that in municipalities with their own police departments, concurrently with such police departments.

This Bill also prohibits a sheriff from contracting with a municipal or district police department to provide any services provided by the sheriff, including policing or police functions in the unincorporated area of any county.

This Bill also amends Sec. 166.241, *Florida Statutes*, related to the process of filing a petition against the local government when a municipality attempts to reduce its law enforcement budget. The Bill modifies the current process by requiring 1) that petitions be filed only if the proposed

⁷ State business travel, construction, agricultural, maintenance work, conveyance of passengers, conveyance of building materials and supplies, off-road use, emergency responders, and all "other".

reduction in operating law enforcement budget is more than 5% compared to the current fiscal year's approved operating budget; 2) filing of the petition with the Division of Administrative Hearings instead of the Administration Commission and the Executive Office of the Governor and 3) filing a petition challenging a municipal law enforcement budget within 10 days after a municipality posts a tentative budget (from 30 days) and petitioner to serve a copy of the petition on the affected municipality.

Town Staff and the Commission should be aware of the change; however, no additional action is required.

Natural Emergencies: Effective date July 1, 2023, except as otherwise provided.

CS/CS/SB 250 was signed into law by the Governor on June 28, 2023 as Chapter No. 2023-304, Laws of Florida. This Bill creates Sec. 166.0335, *Florida Statutes*, which provides that a municipality may not prohibit the placement of one temporary shelter on a residential property for up to 36 months after the date of a declared state of emergency issued by the Governor for a natural emergency, during which a permanent residential structure has been damaged and rendered uninhabitable, or until a certificate of occupancy is issued on the permanent residential structure, whichever occurs first. The resident must make a good faith effort to rebuild or renovate by applying for a building permit, submitting a plan or design, or obtaining a construction loan; and demonstrate that the temporary shelter is connected to water/electric utilities, does not present a threat to health and human safety and is occupied by the resident.

This Bill also amends Sec. 252.363, *Florida Statutes*, to extend the period to exercise rights under a permit or other authorization during a declaration of a state emergency for a natural emergency to 24 months⁸ and to further specify that the extended period to exercise the rights under a permit or other authorization may not exceed 48 months in total in the event of multiple natural emergencies for which the Governor declares a state of emergency. This tolling and extension of permits and other authorizations applies retroactively to September 28, 2022.

This Bill also amends Sec. 252.40, *Florida Statutes*, to authorize local governments to create inspection teams for the review and approval of expedited permits for temporary housing solutions, repairs, and renovations after a natural disaster.

This Bill also creates Sec. 553.7922, *Florida Statutes*, which provides that following a state of emergency declared for a natural emergency, impacted local governments shall approve special processing procedures to expedite permit issuance for permits that do not require technical review (e.g., roof repairs, reroofing, electrical repairs, service changes, or the replacement of one window/door) and may waive application and inspection fees for expedited permitting.

This Bill further amends Sec. 288.066, *Florida Statutes*, to specify that the local government emergency revolving bridge loan program is to provide financial assistance to local governments impacted by federally declared disasters, for the purpose of maintaining government operations, noting that access to and eligibility for the loan program supersedes any local government charter or borrowing limitations otherwise constraining the local government's ability to recover from a disaster. The term of the loan is up to 24 months; with eligible local government required to submit a loan application within 12 months after the federal disaster declaration and this aspect of the Bill expires July 1, 2038.

This Bill creates Sec. 489.117, *Florida Statutes*, which provides that a registered contractor may engage in contracting only for work covered by the registration within an area for which a state of

⁸ From previous six months.

emergency is declared for a natural emergency. This authorization terminates 24 months after the expiration of the declared state of emergency. The local jurisdiction that licenses the registered contractor may discipline the registered contractor for violations occurring outside the licensing jurisdiction which occur during the period such work is authorized under this subsection.

This Bill amends Sec. 553.80, *Florida Statutes*, to specify that effective January 1, 2023, and expiring June 30, 2025, local governments located in areas designated in the Federal Emergency Management Agency disaster declarations for Hurricane Ian or Hurricane Nicole may not raise building inspection fees before October 1, 2024. Further, the Bill specifies that a municipality located entirely or partially within 100 miles of the Hurricane Ian or Hurricane Nicole landfall shall not propose or adopt any moratorium on construction, reconstruction, or redevelopment of any property damaged by those hurricanes; nor can a municipality propose or adopt more restrictive or burdensome amendments to its Comprehensive Plan or LDRs; or propose or adopt more restrictive or burdensome procedures concerning review, approval, or issuance of a site plan, development permit, or development order before October 1, 2024, and any such moratorium or restrictive or burdensome Comprehensive Plan amendment, LDR, or procedure shall be null and void. This paragraph applies retroactively to September 28, 2022.

Town Staff and the Commission will need to be aware of the changes to tolling of development orders and changes to state law affecting permitting after disasters. Amendments to the Town's administrative chapter of the Florida Building Code, or other local codes, may be required.

Employee Organizations Representing Public Employees: Effective May 9, 2023.

CS/CS/SB 256 was signed into law by the Governor on May 9, 2023 as Chapter No. 2023-35, Laws of Florida. This Law amends Sec. 447.301, *Florida Statutes*, to require a public employee who desires to be a member of an employee organization to sign a membership authorization form, as prescribed by the Public Employees Relations Commission with the bargaining agent beginning July 1, 2023. The form includes a statement that membership or non-membership in a labor union is not required as a condition of employment, and union membership and payment of union dues and assessments are voluntary, and that no employee may be discriminated against for joining, not joining, or otherwise financially supporting a labor union.

Further, this Law authorizes a public employee to revoke membership in an employee organization at any time of the year and prohibits the revocation form from requiring a reason for the public employee's decision. This provision does not apply to members of an employee organization certified as a bargaining agent to represent law enforcement officers, correctional officers, or correctional probation officers, or firefighters.

This Law also amends Sec. 447.509, *Florida Statutes*, to make it unlawful for employee organizations and their members or agents to offer anything of value, or compensation or payment to a public officer, which the public officer is prohibited from accepting under the code of ethics.

Town Staff should be made aware of these changes and should be mindful thereof relative to collective bargaining and contract negotiations as may be relevant.

Retirement: Effective June 5, 2023.

CS/HB 7024 was signed into law by the Governor on June 5, 2023 as Chapter No. 2023-193, Laws of Florida. This Bill amends Sec. 121.091, *Florida Statutes*, to extend the maximum amount of time for eligible members to participate in Deferred Retirement Option Program ("DROP") from 60 to 96 calendar months for all classes, and from 96 to 120 calendar months for certain instructional personnel; increases the interest rate applied to a member's accrued monthly benefit from 1.3% to 4% percent; and eliminates the restrictive entry window for eligible members to

participate in DROP, allowing for entry into DROP at any age as long as years of service or age and vesting requirements are met. This Bill also amends Sec. 112.363, *Florida Statutes*, to increase the monthly retiree health insurance subsidy from \$5 to \$7.50 for each year and adjust the maximum benefit from \$150 to \$225 per month and minimum benefit from \$30 to \$45 per month.

Town Staff should be aware of this change; however, no additional action is needed.

Vessel Regulations: Effective July 1, 2023.

CS/CS/HB 847 was signed into law by the Governor on May 25, 2023 as Chapter No. 2023-151, Laws of Florida. This Bill amends Sec. 327.46, *Florida Statutes*, which provides that municipalities are authorized to establish boat-restricted areas within 500 feet of a sewage pumpout station at any public or private nonresidential marina if the sewage pumpout station is within 100 feet of the marked channel of the Florida Intracoastal Waterway.

Additionally, this Bill amends Sec. 403.813, *Florida Statutes*, which currently authorizes exemptions from certain state and local permitting requirements for floating vessel platforms and floating boat lifts under specified circumstances, and now provides that local governments may require only a one-time registration of all other floating vessel platforms where the platform owner self-certifies compliance with the statutory exemption criteria to ensure compliance with ordinances, codes, state-delegated programs or regulations relating to building or zoning, which may not be applied more stringently or inconsistently with the exemption criteria of the statute.

Town Staff should review the Town's sewage pumpout locations and determine whether any boat-restricted areas are both warranted and allowed.

Enforcement of School Zone Speed Limits: Effective July 1, 2023.

CS/CS/HB 657 was signed into law by the Governor on May 31, 2023 as Chapter No. 2023-174, Laws of Florida. This Bill amends Sec. 316.008, *Florida Statutes*, to authorize a municipality to place or install an automated speed detection system on a local road under its jurisdiction to enforce speed limits in school zones. Florida Department of Transportation approval is required if the road is a state road. An ordinance is required and at the public hearing for ordinance adoption, the municipality must consider traffic data or other evidence supporting the installation and operation of each proposed school zone speed detection system.

A 30-day public awareness campaign must be put into place in advance of the installation and operation of the system.

Finally, this Bill requires a municipality to submit a report on October 1, 2024, and annually thereafter, to the Department of Highway Safety and Motor Vehicles, including the requirement to maintain that data for at least two years after submission.

A study to determine the need for the system may be commissioned in order to determine whether or not to proceed.

Concealed Weapons and Firearms: Effective July 1, 2023.

CS/HB 543 was signed into law by the Governor on April 3, 2023 as Chapter No. 2023-18, Laws of Florida. This Law authorizes a person to carry a concealed weapon or concealed firearm⁹ without a license, as long as valid identification is carried at all times the individual is in actual possession of a concealed weapon or firearm.

⁹ Weapon or Firearm means a handgun, electric weapon or device, tear gas gun, knife, or billie, but does not include a machine gun.

This Law requires each law enforcement agency, by October 1, 2023, to have a written active assailant response policy that has considered the model policy developed by the Marjory Stoneman Douglas High School Public Safety Commission ("MSD Commission") and ensure that the policy includes response procedures specifying the command protocol and coordination with other law enforcement agencies. The agency must also ensure the model active assailant response policy developed by the MSD Commission is available on its website and that all sworn personnel have been trained on the agency's existing active assailant response policy or trained within 180 days after enacting a new or revised policy. Each law enforcement agency must ensure that all of its sworn personnel receive, at minimum, annual training on the active assailant response policy.

Town Staff should be aware of the new law; however, no additional action is required.

Public Nuisances: Effective May 1, 2023.

CS/CS/HB 269 was signed into law by the Governor on May 1, 2023 as Chapter No. 2023-24, Laws of Florida. This Law amends Sec. 403.413, *Florida Statutes*, to prohibit a person from "littering" and/or distributing onto private property any material for the purpose of intimidating or threatening the owner, resident, or invitee of such property. The Law prohibits a person from distributing onto private property any material which contains a credible threat to the owner, resident, or invitee of such property. The Law also creates Sec. 784.0493, *Florida Statutes*, to prohibit a person from willfully and maliciously harassing, threatening, or intimidating another person based on the person's wearing or displaying of any indicia relating to any religious or ethnic heritage—violations will be reported as hate crimes. The Law also amends Sec. 806.13, *Florida Statutes*, to prohibit the display or projection of images onto a building, structure, or property without consent from the property owner.

Town Staff should be aware of this change in law. Current Codes may be reviewed to determine a need for conformance.

Authorization of Restrictions Concerning Dogs: Effective October 1, 2023.

SB 942 was signed into law by the Governor on June 16, 2023 as Chapter No. 2023-253, Laws of Florida. This Bill amends Sec. 767.14, *Florida Statutes*, to prevent a municipality from creating regulations to address the safety and welfare regarding dog attacks that are specific to weight and size (current law prohibits regulations specific to breed). The Bill also removes an exemption for local breed-specific ordinances adopted prior to October 1, 1990.

The Town Commission and Staff should be aware of this change; however, no additional action is needed.

VI. Public Records Issues.

Investigative Genetic Genealogy Information and Materials: Effective July 1, 2023.

CS/HB 1327 was signed into law by the Governor on June 14, 2023 as Chapter No. 2023-235. This Bill amends Sec. 119.071, *Florida Statutes*, to add definitions for the terms "DNA record", "genetic genealogy", "investigative genetic genealogy", "investigative genetic genealogy information and materials" and "traditional genealogical methods". The Bill provides that investigative genetic genealogy information and materials are confidential and exempt from disclosure under Sec. 119-07(1) but may be disclosed in specific circumstances. The Bill further provides that the exemption applies retroactively to such material held by an agency before, on or after July 1, 2023 and is set to sunset on October 2, 2028 unless saved from repeal.

The Town Clerk should be aware of this change and update the public records policy accordingly.

Public Records/Photograph or Video or Audio Recording of the Killing of a Minor/Autopsy Reports of Minors: Effective May 11, 2023.

CS/SB 404 was signed into law by the Governor on May 11, 2023 as Chapter No. 2023-44, Laws of Florida. This Law creates two new public records exemptions related to the death of minors:

- First, it specifies that a photograph or video or audio recording that depicts or records the killing of a minor is confidential and exempt from public records law, except that a surviving parent of the deceased minor may view and copy the photograph or video recording or listen to or copy any audio recording, and the surviving parent is not precluded from sharing or publicly releasing such photograph or video or audio recording.
- Second, the Law creates the “Rex and Brody Act.” An autopsy report held by a medical examiner which is of a minor whose death was related to an act of domestic violence, is confidential and exempt from public records law, except a surviving parent of the deceased minor may view and copy the autopsy report if the surviving parent did not commit the act of domestic violence leading to the minor’s death. Notice and due process requirements apply.

This Bill will be applied retroactively.

The Town Clerk should be aware of this change in law and update the public records policy accordingly.

OGSR/Building Plans, Blueprints, Schematic Drawings, and Diagrams: Effective October 1, 2023.

SB 7008 was signed into law by the Governor on June 19, 2023 as Chapter No. 2023-264, Laws of Florida. This Bill amends Sec. 119.071(3)(c), *Florida Statutes*, to save from repeal the current public records exemption for building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, health care facility, or hotel or motel development originally set to stand repealed on October 2, 2023.

The Town Clerk and Building Department should be aware; however, no additional action is required.

OGSR/Nationwide Public Safety Broadband Network: Effective October 1, 2023.

SB 7006 was signed into law by the Governor on May 24, 2023 as Chapter No. 2023-119, Laws of Florida. This Bill amends Sec. 119.071(3)(d), *Florida Statutes*, to save from repeal the current public records exemption which makes information relating to the Nationwide Public Safety Broadband Network (“FirstNet”) held by an agency confidential and exempt from public inspection and copying originally set to repeal on October 2, 2023. FirstNet is a nationwide broadband network dedicated to emergency responders and the public safety community.

The Town Clerk should be aware; however, no additional action is required.

OGSR/Security and Firesafety System Plans: Effective October 1, 2023.

HB 7007 was signed into law by the Governor on May 11, 2023 as Chapter No. 2023-75, Laws of Florida. This Bill amends Sec. 119.071(3)(a), *Florida Statutes*, to save from repeal the current public records exemption which makes information relating to the public records and public meeting exemptions for security or fire safety system plans originally set to repeal on October 2, 2023.

The Town Clerk should be aware; however, no additional action is required.

Public Records/Safe School Officers: Effective July 1, 2023.

HB 7025 was signed into law by the Governor on April 3, 2023 as Chapter No. 2023-19, Laws of Florida. This Law amends Sec. 1002.42, *Florida Statutes*, to establish a public records exemption for any information that may identify whether a particular individual has been assigned as a safe-school officer at a private school.

The Town Clerk should be aware of this change in public records law and update the public records policy as necessary.

Bills that did not pass.

Of note, the following bills tracked by this office during the 2023 Legislative Session with potential impact to the Town did not pass:

- SB714/HB833: Vacation Rentals – would have clarified the state preemption and regulation of vacation rentals by specifying that local governments may require vacation rental units to register with them for a fee capped at \$150 and impose a fine for failure to register. The legislation would have also required rental owners who use online vacation rental company platforms (Airbnb and VRBO) and advertising companies (Expedia) to collect and remit sales taxes to the state.
- SB 604/HB401: Sovereign Immunity – would have increased the sovereign immunity limits from \$200,000 per person and \$300,000 per incident to \$2.5 million per person and \$5 million per incident cap.
- SB 798: Solid Waste Management – would have prohibited a municipality from “unreasonably restraining” a private entity from providing recycling or solid waste services to commercial, industrial or multifamily residential properties, prohibited the use of exclusive franchise agreements, and restricted local governments from providing its own solid waste/recycling services.
- HB 1331: Municipal Utilities – would have substantially amended provisions of law relating to municipal water and electric utility extraterritorial surcharges, extraterritorial service and transfers of enterprise funds, including authorizing a municipal utility to transfer a portion of its earnings to the municipality for general government purposes.
- HB765: Building Permit Applications to Local Governments – would have required municipalities to notify the property and contractor listed on a building permit application within 60 days before the permit is set to expire, increased permit reduction fee by 25% for each business day the local government failed to meet timeframes and required a municipality to accept permit applications electronically and post the status update on their website.
- HB 235: Alternative Mobility Funding Systems – would have prohibited a transportation impact fee or fee that is not a mobility-based fee from being imposed within the area that is within a mobility plan and would have required mobility fees to be updated every 5 years post adoption.
- HB 397: Public Meetings – would have allowed local governments to meet in private with legal counsel, during the 90-day notice period, to discuss claims concerning the Bert J. Harris Act and private property rights.
- SB 92: Vacation Rentals – would have codified (for clarification) the ability of local governments to require vacation rental owners or operators to designate and maintain at all times the name and contact information of a responsible party to respond to complaints and other immediate problems with the property.

These bills will be closely monitored during the 2024 Legislative Session should they re-emerge.

Copies of the bills referenced above are available from my office on request.

ORDINANCE NO. O-3-23

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

WHEREAS, Article III, Section 3.6 of the Town Charter sets the date for Town elections as the second Tuesday in March of each year; and

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

WHEREAS, in 2024, the federal presidential preference primary election will fall on the third Tuesday of March; and

WHEREAS, the Town Commission previously adopted Ordinance O-3-15 to authorize, starting in 2016, to hold the Town's municipal election date to a date concurrent with a presidential preference primary election; and

WHEREAS, the Town Commission desires to move the Town's 2024 municipal election date to the third Tuesday in March to coincide with the 2024 presidential preference primary election, as it has done in previous years; and

WHEREAS, the Palm Beach County Supervisor of Elections' Office has indicated that it cannot accommodate two elections in March and has communicated that municipal elections will be held on the same day as the presidential preference primary; and

WHEREAS, holding the Town's election on a date concurrent with the presidential preference primary election requires the Town to adopt an ordinance that establishes the municipal election date and run-off election date for the year when the Town holds its

municipal elections concurrent with the presidential preference primary election; and

WHEREAS, Sections 100.3605, 101.75, and 166.021, *Florida Statutes*, permit the Town to amend its Code of Ordinances to change the date of its Town election by ordinance and without referendum; and

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

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

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

Section 2. The Code of Ordinances of the Town of Palm Beach Shores, Florida, is hereby amended at Chapter 22. Elections, Section 22-9 to provide municipal election dates for the 2024 Town election that will coincide with the 2024 presidential preference primary election; providing that Section 22-9 shall hereafter read as follows:

Sec. 22-9. Town election dates, qualifying periods, and run-off election dates for years of statewide or countywide presidential preference primary elections.

F.S. § 101.75, delegates authority to the town to move the date and qualifying period of any town election to a date concurrent with other statewide or countywide elections. Notwithstanding the sections of the town Charter and Code of Ordinances regarding the municipal election date, election qualifying period, and date of runoff election, the town shall hold its town election concurrently with statewide or countywide presidential preference primary elections when those occur, and adhere to the following town election date, qualifying period, and run-off election date in such instances:

- (1) Beginning in 2016, the town shall hold its municipal election concurrently with presidential preference primary elections.
 - a. The qualifying period for such elections shall be as set forth in Sec. 22-4 of the town Code.
 - b. The ~~2024-2020~~ town election shall occur on March 19, 2024 ~~19, 2020~~ and no candidate may take office until the election has concluded.

- c. If candidates for any town office in ~~2024-2020~~ receive the highest and equal numbers of votes cast, the names of the tied candidates shall be placed on a ballot and voted on at a runoff election on ~~April 2, 2024-31, 2020~~.
- (2) When a presidential preference primary election occurs in future years, the town shall set a concurrent election date, and date of run-off election by separate ordinance.

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

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

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

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

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

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

FIRST READING this ____ day of June, 2023.

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

TOWN OF PALM BEACH SHORES

Alan Fiers, Mayor

ATTEST:

Jude Goudreau, Town Clerk

(Seal)

Approved as to form and legal sufficiency.

Keith Davis, Town Attorney



Town of Palm Beach Shores
Commission Meeting
July 24, 2023

Vote on Proposed Millage Rates FY2024

In order to comply with Truth in Millage (TRIM) laws, the Commission must set its millage rates for FY2024 and set a date, time, and location for the first public budget hearing. These items will appear on the tax notices sent to all property owners by the Property Appraiser in August. Please note that the millage rate set tonight may be subsequently reduced, but it cannot be increased.

Please vote separately on each of the following items:

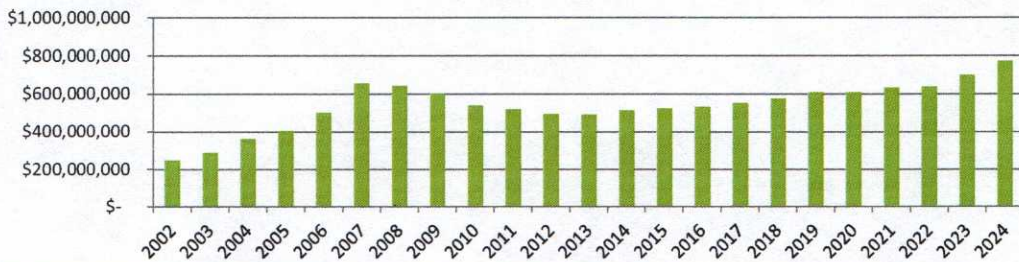
1. Operating Millage Rate 6.3500 mills
2. Debt Millage Rate 0.4920 mills
3. The first public budget hearing will be held on September 11, 2022, at 7:00 pm in the Commission Chambers, 247 Edwards Lane, Palm Beach Shores.

On the next page, please find the historical data on property values, millage rates, and taxes. After that is the millage rate options spreadsheet. Both items were presented and discussed at the budget workshop on July 10th.

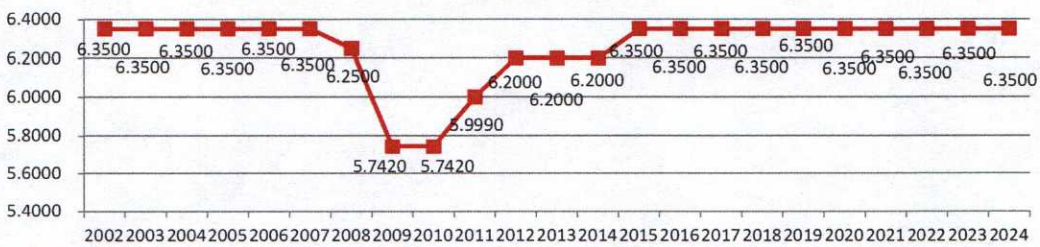
Town of Palm Beach Shores
Millage Rates and Assessed Property Values

As of Jan. 1st	FYE 9/30	Millage Rate	Property Value	% change	Ad Valorem Taxes	% change
2001	2002	6.3500	\$ 247,596,227		\$ 1,489,812	
2002	2003	6.3500	\$ 287,935,402	16.29%	\$ 1,777,349	19.30%
2003	2004	6.3500	\$ 358,389,788	24.47%	\$ 2,198,421	23.69%
2004	2005	6.3500	\$ 404,121,628	12.76%	\$ 2,465,149	12.13%
2005	2006	6.3500	\$ 499,406,661	23.58%	\$ 3,047,548	23.63%
2006	2007	6.3500	\$ 654,614,070	31.08%	\$ 3,853,792	26.46%
2007	2008	6.2500	\$ 640,761,488	-2.12%	\$ 3,616,745	-6.15%
2008	2009	5.7420	\$ 601,434,387	-6.14%	\$ 3,339,709	-7.66%
2009	2010	5.7420	\$ 538,678,481	-10.43%	\$ 2,968,277	-11.12%
2010	2011	5.9990	\$ 519,202,243	-3.62%	\$ 3,015,410	1.59%
2011	2012	6.2000	\$ 493,692,126	-4.91%	\$ 3,036,401	0.70%
2012	2013	6.2000	\$ 490,267,604	-0.69%	\$ 2,961,658	-2.46%
2013	2014	6.2000	\$ 514,156,154	4.87%	\$ 3,077,398	3.91%
2014	2015	6.3500	\$ 524,241,012	1.96%	\$ 3,235,768	5.15%
2015	2016	6.3500	\$ 532,159,958	1.51%	\$ 3,263,255	0.85%
2016	2017	6.3500	\$ 550,964,010	3.53%	\$ 3,342,484	2.43%
2017	2018	6.3500	\$ 575,325,300	4.42%	\$ 3,475,900	3.99%
2018	2019	6.3500	\$ 606,605,958	5.44%	\$ 3,664,900	5.44%
2019	2020	6.3500	\$ 607,470,178	0.14%	\$ 3,670,100	0.14%
2020	2021	6.3500	\$ 630,680,903	3.82%	\$ 3,810,400	3.82%
2021	2022	6.3500	\$ 635,816,013	0.81%	\$ 3,841,400	0.81%
2022	2023	6.3500	\$ 697,954,226	9.77%	\$ 4,216,800	9.77%
2023	2024	6.3500	\$ 772,244,782	10.64%	\$ 4,665,600	10.64%

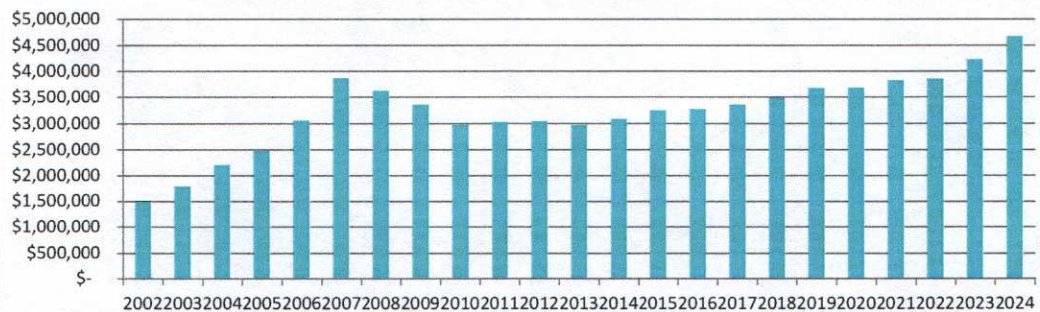
Property Value



Millage Rate



Ad Valorem Taxes



Town of Palm Beach Shores
Budget Worksheet 2023/24
Millage Rate Options

\$ 698,275,731 DR420 for FY2022

\$ 769,767,320 10.24%

per Property Appraiser's Office, letter dated 5/27/23

Assessed Value

\$ 772,244,782 10.59%

per Form DR-420, certified by the Property Appraiser

(line 4 DR-420)

Ad valorem budget assumptions: collectability 98.8%, discount rate 3.7%

OPERATING MILLAGE RATE

	Same Rate	Rolled-Back Rate				
Proposed FY2024 Millage Rate	6.3500	5.7815	6.4000	6.4500	6.5000	6.6000
Ad valorem taxes FY 2024	\$ 4,844,900	\$ 4,411,200	\$ 4,883,100	\$ 4,921,200	\$ 4,959,400	\$ 5,035,700
Discount on taxes FY 2024	\$ (179,300)	\$ (163,200)	\$ (180,700)	\$ (182,100)	\$ (183,500)	\$ (186,300)
Net ad valorem taxes FY 2024	\$ 4,665,600	\$ 4,248,000	\$ 4,702,400	\$ 4,739,100	\$ 4,775,900	\$ 4,849,400
Net ad valorem taxes budgeted FY2023	\$ 4,216,800	\$ 4,216,800	\$ 4,216,800	\$ 4,216,800	\$ 4,216,800	\$ 4,216,800
Increase(decrease) from FY2023	\$ 448,800	\$ 31,200	\$ 485,600	\$ 522,300	\$ 559,100	\$ 632,600
% Change from FY2023	10.64%	0.74%	11.52%	12.39%	13.26%	15.00%
Increase in taxes if millage rate is increased	\$ -	\$ (417,600)	\$ 36,800	\$ 73,500	\$ 110,300	\$ 183,800

DEBT MILLAGE RATE

Commission Decision: This is the third year of the debt millage. Decide whether to (1) maintain the same millage rate increasing the taxes or (2) lower the millage rate keeping the taxes flat. If choosing to keep the same millage rate, any additional taxes collected would be restricted for use of debt service.

	FY2023	FY2024	
		Same Rate	half of DS
Proposed Debt Millage Rate	0.4290	0.4290	0.3370
Ad valorem taxes - Debt	\$ 296,000	\$ 327,300	\$ 257,100
Discount on taxes - Debt	\$ (11,000)	\$ (12,100)	\$ (9,500)
Net ad valorem taxes - Debt	\$ 285,000	\$ 315,200	\$ 247,600

\$ 67,600 set aside for future DS

Debt Service on UU Notes \$ 495,856 **\$ 247,928** half of DS

Estimated Utility Taxes \$ 353,000

TOWN OF PALM BEACH SHORES

POSITION DESCRIPTION

POSITION TITLE: Town Administrator

DEPARTMENT: Administration

REPORTS TO: Mayor

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

EMPLOYMENT CLASSIFICATION: Full Time – FLSA Exempt

SCOPE OF RESPONSIBILITY:

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

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

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

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

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

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

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

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

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

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

ESSENTIAL PHYSICAL AND MENTAL REQUIREMENTS AND ABILITIES:

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

ENVIRONMENTAL CONDITIONS:

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

MINIMUM QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

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

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

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

Sec. 22-4. Filing for candidacy.

Any qualified elector within the town may become a candidate for any office to be filled at any election by filing with the town clerk, a written notice that he or she intends to be a candidate for such office. This notice must be filed with the town clerk **no earlier than noon on the first Tuesday in November** of the calendar year preceding the calendar year in which the election is to be held, **nor later than noon on the third Tuesday in November** of the calendar year preceding the calendar year in which the election is to be held. In the event that special circumstances require an adjustment to this qualifying period, the town commission may adjust same by ordinance, so long as any such adjustment allows the town to still meet all deadlines from the Palm Beach County Supervisor of Elections for conducting the election. The names of all candidates and the offices for which they have filed shall be received by the Palm Beach County Supervisor of Elections from the town clerk by 5:00 p.m. on the first Tuesday after the close of qualifying. Such written notice shall be stated on the following prescribed form:

Name of Candidate:

Filed for Office:

Age of Candidate:

Length of Residence:

- a. In the State of Florida:
- b. In the County of Palm Beach:
- c. In the Town of Palm Beach Shores:

Signature of Candidate:

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

(Code 1977, § 8-5; Ord. No. 319, § 1, 10-17-94; Ord. No. O-6-17, § 2, 8-21-17; Ord. No. O-4-21, § 2, 8-23-21)

November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7 First Tuesday Noon Qualifying	8	9	10 Office Closed Veteran's Day	11
12	13	14	15	16	17	18
19	20	21 End Qualifying	22	23 Thanksgiving Holiday Office Closed	24 Thanksgiving Office Closed	25
26	27	28 Extend Qualifying Period until Noon.	29	30		