Regular Commission Meeting Agenda Monday June 24, 2024 7 p.m.



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

#### Mayor Alan Fiers Vice Mayor -Tracy Larcher

Commissioner Steven Smith Commissioner Roby DeReuil Commissioner Kathleen McGahran Town Treasurer Darlene Hopper Town Attorney Keith Davis Town Clerk Jude M. Goudreau

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

 Meeting link:
 <a href="https://townofpalmbeachshores.my/i.php?MTID=m96d047e54">https://townofpalmbeachshores.my/i.php?MTID=m96d047e54</a>

 df2e2bbe537f629e62a6896
 Meeting number: 2630 352 2242
 Password: 0624

 Join by phone +1-408-418-9388
 United States Toll
 Access code: 263 035 22242

<u>AGENDA</u>

(click Icon to view backup material)

## 1) CALL TO ORDER

- Pledge of Allegiance
- Roll Call

## 2) APPROVAL OF MEETING AGENDA

(Additions, substitutions, deletions)

## 3) APPROVAL OF CONSENT AGENDA

- Commission Meeting Minutes, May 28, 2024<sup>2</sup>
- Special Permit 2024-10 Community Center, September 21, 2024, 75 People, 4 to 10 pm.

## 4) **PRESENTION:**

 Audited Financial Statements for the year ending September 2023- Terry Morton, CPA, Nowlen, Holt & Miner, PA

## 5) AGREEMENTS:

○ Vote: 5<sup>th</sup> Addendum with PBSO

#### 6) **DISCUSSION ITEMS:**

- Legal Update (Keith Davis)
- STR Agreement Status Update

## 7) <u>RESOLUTIONS:</u>

## o RESOLUTION NO. R-12-24 🖻

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, UPDATING THE TOWN'S PUBLIC PARTICIPATION RULES AND PROCEDURES TO INCLUDE GENERAL MEETING DECORUM RULES AND POLICIES AND A PROCESS FOR ADDRESSING AND HANDLING DISRUPTIONS DURING PUBLIC MEETINGS; PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

#### o RESOLUTION NO. R-13-24 🖻

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, PROVIDING AN UPDATED AND REVISED COMPREHENSIVE SCHEDULE OF FEES AND CHARGES FOR SERVICES PROVIDED BY THE TOWN; PROVIDING THAT THE TOWN'S REVISED SCHEDULE OF FEES AND CHARGES SHALL BE AVAILABLE FOR INSPECTION AT ALL TIMES AT THE TOWN HALL DURING REGULAR BUSINESS HOURS; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

#### 8) ORDINANCES:

#### ORDINANCE NO. 0-2-24 Second Reading 🖻

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES AT CHAPTER 38. GARBAGE AND TRASH., SECTION 38-5. LOCATION AND PREPARATION OF YARD TRASH. TO PROHIBIT THE PLACEMENT OF VEGETATIVE YARD WASTE WITHIN THREE FEET OF ELECTRICAL OR TELECOMMUNICATIONS UNDERGROUNDING FACILITIES; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

#### 9) DEPARTMENT AND BOARD REPORTS:

#### Financial Reports:

Vote: May 2024 Fiscal Report- Darlene Hopper Image:

#### Staff Reports:

- Sheriff's Department- Sgt. Langevin I
- Fire Department-Chief Steedman I
- Public Works-Director Alan Welch Image: Public Works-Director Alan Welch
- Town Clerk- Jude Goudreau
- o Planning and Zoning Chairman Janet Kortenhaus
- Town Attorney- Attorney Keith Davis

#### 10) COMMISSION REPORTS:

#### Mayor Fiers

o Dredging Project

#### 11) PUBLIC COMMENTS:

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

#### 12) ADJOURNMENT

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



Mayor Alan Fiers Vice Mayor - Tracy Larcher

Commissioner Kathleen McGahran Commissioner Steven Smith Commissioner Roby DeReuil

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

## Regular Commission Meeting <u>Minutes</u>

Mayor Fiers called the meeting to order at 7:00 p.m. Those present were Mayor Alan Fiers, Vice Mayor Tracy Larcher, Commissioner Steven Smith (Webex), Commissioner Roby DeReuil, Commissioner Kathleen McGahran, Town Treasurer Darlene Hopper, Attorney Dylan Brandenburg, PBSO Sgt. Steve Langevin, Public Works Director Alan Welch, and Fire Chief Trevor Steedman.

## **APPROVAL OF AGENDA**

**Motion:** Commissioner Kathleen McGahran moved to approve the agenda. **Second and Vote**: Commissioner Roby DeReuil seconded the Motion. Motion passed 5-0

## **APPROVAL OF CONSENT AGENDA**

Commission Meeting Minutes, April 22, 2024 Special Permit 2024-08 Fishing Tournament- Sailfish June 21& 22, 2024 Special Permit 2024-09 Fishing Tournament- Sailfish August 10, 2024. **Motion:** Commissioner Kathleen McGahran moved to approve the consent agenda. **Second and Vote**: Commissioner Roby DeReuil seconded the Motion. Motion passed 5-0.

## **DISCUSSION ITEMS:**

Short-Term Rental – Vice Mayor Larcher provided a list of municipalities that currently use the Short-Term Rental Software and their references. Most municipalities only use software to identify the properties and grow into the other functions. Vice Mayor Larcher feels Deckard Technologies' Rentalscape product is the best fit for the Town. Mayor Fiers provided a list of tasks that need to be addressed, properties will be identified using the software, and then staff would send a letter of violation and code enforcement case will be created. Mayor Fiers believes that once we contract with a company and identify the number of violators, we can move forward to determine a fee and start to put the program in place. Commissioner DeReuil agreed with the Mayor and Vice Mayor. Commissioner Kathleen McGahran feels that GovOs would be the better company to go with; their features are more user-friendly and offer more features. Their references indicate that they would save staff time, and financially, GovOs seem to be worth the extra money. Commissioner Smith said he feels that the town staff must be happy with the choice. Darlene Hopper commented that GovOs is preferred by staff, but they were mindful of the costs. Commissioner McGahran commented that the fees collected will offset the costs.

**Motion:** Vice Mayor Larcher moved to approve the contract with Deckard Technologies for the property identification module only and defer the other modules for further discussion at a workshop. **Second and Vote**: Commissioner DeReuil seconded the Motion. Motion passed 5-0.

## **RESOLUTIONS:**

### **RESOLUTION NO. R-11-2024**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, APPOINTING A NEW ALTERNATE MEMBER TO THE PLANNING AND ZONING BOARD DUE TO A VACANCY, PURSUANT TO SECTION 3.10 OF THE TOWN CHARTER AND SECTION 2-51 OF THE TOWN CODE OF ORDINANCES; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**Discussion:** Attorney Brandenburg read the Resolution by title only. Mayor Fiers announced that Mary Stanton would be appointed an alternate on the P&Z. Committee.

**Motion:** Commissioner DeReuil moved to approve the Resolution, appointing Mary Stanton as an alternate member of Planning and Zoning committee.

Second and Vote: Commissioner McGahran seconded the Motion. Motion passed 5-0.

#### **ORDINANCES:**

#### **ORDINANCE NO. 0-2-24 First Reading**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES AT CHAPTER 38. GARBAGE AND TRASH., SECTION 38-5. LOCATION AND PREPARATION OF YARD TRASH. TO PROHIBIT THE PLACEMENT OF VEGETATIVE YARD WASTE WITHIN THREE FEET OF ELECTRICAL OR TELECOMMUNICATIONS UNDERGROUNDING FACILITIES; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**Discussion:** Mayor Fiers gave a brief overview of the Ordinance. This Ordinance will prohibit placing yard refuge by equipment such as FPL, AT&T, Comcast and similar to prevent damage when the claw truck picks it up.

**Motion:** Commissioner Kathleen McGahran moved to approve the first reading of the Ordinance. **Second and Vote:** Commissioner DeReuil seconded the Motion. motion passed 5-0

#### DEPARTMENT AND BOARD REPORTS

#### Financial Reports:

Darlene Hopper, Town Treasurer, presented the financial report for April 2024. Mrs. Hopper recapped the expenditures and revenues along with the disbursements (the Full report is attached to the agenda). Mrs. Hopper answered the Commission's questions.

Motion: Vice Mayor Larcher motioned to approve the April 2024 Financial Report. **Second:** Commissioner Kathleen McGahran seconded the Motion. **Vote:** Motion passed 5-0.

#### **MID-YEAR BUDGET PROJECTIONS:**

The Budget Amendment and accompanying Resolution were tabled at the last meeting. Treasurer Hopper presented the Commission with a detailed mid-year budget projection by department (report attached to the agenda). Mrs. Hopper said some expenditures were under budget and some were over, and the net difference is approximately \$16,000.00. Not hiring a town manager played a significant role in the budget.

#### Resolution R -10- 24

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

**Motion:** Commissioner Kathleen McGahran moved to approve the Resolution amending the budget. **Second and Vote:** Commissioner DeReuil seconded the Motion. motion passed 5-0

#### **Staff Reports:**

**Sheriff's Department**: PBSO Sgt. Langevin gave an overview of his written monthly report for April. There were 49 traffic stops, resulting in 41 warnings, nine citations, and 7 parking citations. Service Training has been completed for half of the district's deputies, the hurricane preparedness report has been completed for the season, and re-entry permits and a closed-house program are underway. Not included in his written report was an incident where a subject became combative while being arrested, and the deputy was forced to deploy his taser.

**Fire Department:** Chief Steedman reviewed monthly calls for services, training hours, and Community Risk Reduction for April. Volunteer Firefighters are at a high, with 48 presently on the roster. The Volunteers make up about 1440 hours each month, along with the department's professional career staff. Call volumes are down about 16%, which is typical for this time of year. Lifeguards continue to do much preventative education; they had 440 contacts this month. Staff continues to train regularly, and this month, water survival and water rescue at Phil Foster Park was conducted. Chief Steedman answered questions from the Commissioners.

**Public Works**: Director Welch gave an update on the monthly projects for May 2024. Mr. Welch thanked the Commission for acting quickly on Ordinance O-2-24 (yard debris). He said he would contact the vendors to let them know that we are putting measures in place to prevent damage to their equipment. Hydrant testing is forthcoming; he is working with Steve Doyle from Riviera Beach and Chief Steedman. Director Welch updated on the Community Center; he is still obtaining vendor quotes for repairs due to leaks. The dune restoration is still underway; at the direction of the environmental committee, they have installed new Sea Grapes on the north side of the boardwalk.

#### **COMMISSION REPORTS:**

Mayor Fiers updated everyone on the AT&T Project. Four homes have yet to be converted, and it will cost the Town a substantial amount of money if they do not convert. AT&T will send a letter and a sales rep to their homes and try to convince them to convert. Some people do not want to give up the standard landlines they still have. There was a brief discussion regarding the project.

#### **PUBLIC COMMENT:**

The following women spoke for three minutes each regarding the Supervisor of Elections and the voting process/system: Erin Actis (sp), Kathy Savage, Mickey Isacson(sp), and Candace Rojas.

#### **ADJOURNMENT:**

**Motion:** Commissioner DeReuil made a motion to adjourn the meeting. **Second:** Vice Mayor Larcher seconded the Motion. Motion passed 5-0.

The meeting was adjourned at approximately 8:29 p.m. Approved this, <u>**24**</u><sup>th</sup> Day of <u>**June**</u> 2024.

ATTEST:

Alan Fiers, Mayor

Jude M. Goudreau, Town Clerk

(Seal)



# Town of Palm Beach Shores Community Center Rental Check List

Date of event: Sept. 21, 2024	Anticipated attendees:	75
Type of Event: Birthday Party	Time of event start to finish	4 p.m 10 p.m.
Name of Resident and Sponsor	Frank MacNeil and Sharon Seabury	

## **Required Forms**

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

Amplified Music Request

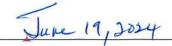
## Required Fees First Floor:

Security Deposit	\$50.00 (Refundable)	
Rental Fee (10 Hrs) Additional	\$53.50 (Tax Included)	
Hours	\$53.50/hour (Tax Included)	
Grill	\$26.75 (Tax Included)	
Kitchen	\$26.75 (Tax Included)	
Cleaning Fee	\$175.00	
Special Permit (50+ Guests)	\$50.00	
Second Floor:		Deid
Security Deposit	\$500 (Refundable)	Paid
	\$428.00 (Tax included)	Paid

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

Staff signature

Date Received: \_\_\_\_\_



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

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

WHEREAS, the Parties executed a Law Enforcement Service Agreement effective November 01, 2019, a First Addendum effective October 01, 2020, a Second Addendum effective October 01, 2021, a Third Addendum effective October 01, 2022, and a Fourth Addendum effective October 01, 2023, (the "Agreement"), by which the Sheriff agreed to perform law enforcement services; and

**WHEREAS**, the Parties wish to set forth the consideration for the Sixth Year of the Contract Term, October 01, 2024 through September 30, 2025.

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

- 1. Article 6, Section 6.1 of the Law Enforcement Service Agreement is amended as to the total amount due for services for the period beginning October 01, 2024 through September 30, 2025 as follows: The total amount due for the period referenced above shall be \$1,818,715.00. Monthly payments shall be \$151,559.58. The last monthly payment shall be \$151,559.62.
- 2. Article 6, Section 6.3, regarding additional law enforcement services of the Law Enforcement Service Agreement is amended and shall now read as follows:

Additional law enforcement services shall be compensated at a rate of \$116.00 per hour and will be billed by the Sheriff to the Town on a monthly basis. This rate is subject to annual review and change upon agreement between the Town and Sheriff.

3. In all other respects and unless otherwise stated, the terms and conditions of the Agreement, which includes prior Addendums, shall continue unchanged and in full force and effect.

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

#### PALM BEACH COUNTY SHERIFF'S OFFICE

#### **TOWN OF PALM BEACH SHORES**

BY: \_\_\_\_\_\_ Ric L. Bradshaw

Title: Sheriff BY: \_\_\_\_\_\_ Alan Fiers

Mayor Title:

Witness: \_\_\_\_\_\_ Ronald Mattino, Major

Witness: Jude Goudreau, Town Clerk

DATE:

DATE: \_\_\_\_\_

#### **RESOLUTION NO. R-12-24**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, UPDATING THE TOWN'S PUBLIC PARTICIPATION RULES AND PROCEDURES TO INCLUDE GENERAL MEETING DECORUM RULES AND POLICIES AND A PROCESS FOR ADDRESSING AND HANDLING DISRUPTIONS DURING PUBLIC MEETINGS; PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

WHEREAS, the Town of Palm Beach Shores (the "Town") adopted Resolution No. R-7-13 in September 2013 pursuant to newly enacted Section 286.0114, *Florida Statutes*, in order to provide for basic public participation rules and procedures at public meetings of the Town Commission and its appointed boards as required by law; and

WHEREAS, the Town Commission now desires to update and enhance these rules and procedures to include rules and procedures for the keeping and maintaining of decorum during public meetings, and rules and procedures for addressing and handling disruptions; and

WHEREAS, the Town Commission of the Town of Palm Beach Shores, Florida, believes that it is in the best interests of the health, safety and welfare of its citizens to provide these updated rules and procedures for the keeping and maintaining of decorum during public meetings of the Town Commission of the Town of Palm Beach Shores and all other formally appointed Boards.

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

Section 1: The Town Commission of the Town of Palm Beach Shores, a municipal corporation, hereby officially repeals Resolution No. R-7-13 and hereby adopts the following updated public participation rules and procedures to be followed at public meetings of the Town Commission of the Town of Palm Beach Shores and all other formally appointed Boards:

#### PUBLIC PARTICIPATION AND OPPORTUNITY TO BE HEARD.

**A. GENERALLY.** Public participation rules and procedures are to be posted and/or read aloud at the appropriate time during the meeting so that everyone in attendance is aware of them in advance. The rules and procedures contained in this Resolution are

deemed to be content neutral time, place and manner restrictions which have been narrowly tailored to serve the significant government interest in conducting orderly, efficient meetings of the Town Commission and its appointed Boards. The rules and procedures herein are supported by the holding in the case of *Jones v. Heyman*, 888 F.2d 1328, 1331 (11th Cir. 1989).

- **B. PUBLIC COMMENT PROCEDURES.** The Town of Palm Beach Shores, Florida, welcomes comments from the public. Members of the public shall be given a reasonable opportunity to make general comments, and also to speak and be heard on items placed on the agenda as provided for below in accordance with Section 286.0114, *Florida Statutes*:
  - 1. Each speaker is allowed one (1) opportunity per agenda item to speak for a maximum of three (3) minutes unless the speaker is allowed additional time by the presiding officer. By way of example, speakers may not yield their allotted three (3) minutes to a second speaker in order to allow that second speaker an opportunity to speak for six (6) minutes.
  - 2. When called to speak by the presiding officer, all comments shall be made from the appropriate podium. Speakers shall identify themselves by name and address; and if the speaker is representing a group or organization, said group or organization should also be identified.
  - 3. All comments shall be directed to the Commission or Board as a body through its presiding officer. Comments shall not be addressed to a single member of the Commission or Board, or Town Staff including the Attorney, the Manager or the Clerk, unless a majority of the members present for the Commission or Board shall so agree.
  - 4. Commission or Board are free to ask a speaker questions in order to clarify the comments made; however, speakers shall not attempt to engage members of the Commission or board, or staff, in debate over any issue raised. Rather, speakers should simply make their comments and request that the Commission or board consider them.

**TOPICS ON THE AGENDA.** Any member of the public will be allowed to address the Commission or Board on any item on the meeting agenda in accordance with the rules set forth in this Resolution, except as specified below. In order to speak, the speaker must, upon solicitation for public comment for the particular item, proceed to the podium and state their name and address prior to making public comment. Public comments shall be limited to the agenda item subject matter being considered by the Commission or Board. According to state law, this right to speak does not apply to the following:

- a. An official act that must be taken to deal with an emergency situation affecting the public health, welfare, or safety, if compliance with the requirements would cause an unreasonable delay in the ability of the Commission or Board to act;
- b. An official act involving no more than a ministerial act, including, but not limited to, approval of minutes and ceremonial proclamations;
- c. A meeting that is exempt from Section 286.011, *Florida Statutes*, (the "Florida Sunshine Law"); or
- d. A meeting during which the Town Commission or one of its appointed boards is acting in a quasi-judicial capacity. This paragraph does not affect the right of a person to be heard as otherwise provided by law.

**TOPICS NOT ON THE AGENDA.** Any person wishing to address the Town Commission or one of its boards on topics not on the agenda may speak under the portion of the agenda entitled "Public Comments" or words/intent to that effect in accordance with rules set forth in this Resolution. Public comments shall not be limited by subject matter during this portion of the meeting.

- **C. RULES OF DECORUM.** The presiding officer of the Commission or Board shall preserve order and decorum at all public meetings as follows:
  - 1. Meetings of the Commission or Board shall be conducted in a professional, businesslike manner. Decorum and courtesy shall be observed both by the members of the Commission or board and by all persons in attendance.
  - 2. In conducting the public's business, the Town Commission and all of its appointed boards are committed to the principles of civility, honor, and dignity. Individuals appearing before the Commission or Board are required to observe the same principles when making public comments.
  - 3. All persons in attendance at any public meeting are required to afford the utmost courtesy to members of the Commission or Board, staff members, and residents of the Town, as well as to the public meeting process as a whole. It is never appropriate to make personal derogatory remarks, comment on anyone's personal integrity, make personally abusive comments, or make demeaning statements about individual persons or their identity, personality, or property. Therefore, any comments made for the sole purpose of maliciously attacking, disparaging, ridiculing, or embarrassing any Commission or Board member, staff member, Town resident or other member of the public will not be tolerated and are all strictly prohibited.
  - 4. Threats, "fighting words", and encouragement to disrupt or interrupt the meeting are all strictly prohibited. The use of obscene language is strictly prohibited.

- 5. Constructive criticism is welcome; however, personal attacks directed at anyone which specify an individual by their name, physical or email address, age, appearance, or any other personal identifying characteristic or information are strictly prohibited. These prohibitions extend to statements from Commission and Board members, as well as statements from staff, consultants, Town residents and everyone who is in attendance at the public meeting.
- 6. Unauthorized remarks from the audience, outbursts, and yelling and/or similar demonstrations shall not be tolerated under any circumstances and are strictly prohibited.
- **D. ENFORCEMENT OF RULES AND PROCEDURES.** The presiding officer shall be responsible for determining whether a rule of procedure or decorum has been violated, and for enforcement of the procedures and rules set forth in this Resolution as follows:
  - 1. Should the presiding officer make a determination that a rule of procedure or decorum has been violated, the presiding officer shall interrupt the meeting and the violator shall be advised of the violation, and shall be given a verbal warning to immediately cease and desist from any further violations. The presiding officer shall warn the violator that any subsequent violation will result in their being removed from the meeting. The meeting shall then resume and proceed.
  - 2. Following the issuance of a verbal warning, should the presiding officer make a determination that a rule of procedure or decorum has subsequently been violated by the same person at the same meeting, the violator shall be directed to leave the meeting. In the event that the violator fails to comply with this direction, Town law enforcement shall be directed by the presiding officer to assist.
  - 3. Any determination made by the presiding officer regarding enforcement of the rules and procedures of this Resolution may only be overruled by a majority of the Commission or Board then present at the public meeting.

<u>Section 2:</u> This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this	day of	, 2024.

TOWN OF PALM BEACH SHORES

(SEAL)

Alan Fiers, Mayor

ATTEST:

Jude Goudreau, Town Clerk

#### **RESOLUTION NO. R-13-24**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, PROVIDING AN UPDATED AND REVISED COMPREHENSIVE SCHEDULE OF FEES AND CHARGES FOR SERVICES PROVIDED BY THE TOWN; PROVIDING THAT THE TOWN'S REVISED SCHEDULE OF FEES AND CHARGES SHALL BE AVAILABLE FOR INSPECTION AT ALL TIMES AT THE TOWN HALL DURING REGULAR BUSINESS HOURS; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Town Commission of the Town of Palm Beach Shores has previously adopted fees as set forth in the Town's Fee Schedule to be imposed for the various services rendered by the Town for its citizens and for other members of the public; and

**WHEREAS**, the Town Commission of the Town of Palm Beach Shores desires to adopt various additions and revisions to the Town's Fee Schedule; and

WHEREAS, the Town Commission of the Town of Palm Beach Shores desires to make certain the updated Fee Schedule, including the additions and revisions as set forth therein, is available for inspection such that any member of the public may be aware of the cost of all services provided by the Town of Palm Beach Shores.

# NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AS FOLLOWS:

**SECTION 1:** The Town Commission of the Town of Palm Beach Shores, Florida, hereby officially adopts the comprehensive revised schedule of fees and charges attached hereto as Exhibit "A" and made a part hereof as if fully set forth herein.

**SECTION 2:** The updated Fee Schedule, as set forth in Exhibit "A" shall be available at the Town Hall for inspection by the public during normal business hours.

**SECTION 3:** This Resolution specifically supersedes any and all other fee schedules previously adopted, including but not limited to Resolution R-6-24, adopted March 25, 2024.

**SECTION 4:** This Resolution shall take effect immediately upon adoption by the Town Commission.

**PASSED AND ADOPTED** this <u>day of June</u>, 2024.

Alan Fiers, Mayor

ATTEST:

Jude Goudreau, Town Clerk

(Seal)



AMOUNT

#### **ADMINISTRATIVE FEES**

TYPE OF FEE

	Å	F 00	
Certified Copies	\$ \$		each
Lien Search		25.00	
Lot File Review	\$	15.00	free for owners
Meeting with:	4		
Code Official	\$		per hour
Building Official	\$		per hour
Zoning Official	\$	150.00	per hour
Open Records:			
Search/Retrieval	See O	pen Record	Rate Schedule - Exhibit B
Electronic Copies	No ch	-	if available
Black & White Copies	\$	-	per page
Color Copies & Double Sided	\$		per page
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Business Tax Receipt (administrative fees):			
Annual BTR Inspections by Code Officer - residential	\$	50.00	
Annual BTR Inspections by Code Officer - commercial	\$	100.00	includes timeshares
Re-Inspections	\$	50.00	
Transfer (to new owner)		10%	of BTR
			max \$25; min \$3; per F.S. Sec 205.033(2)
Transfer (to new location)		10%	of BTR
			max \$25; min \$3; per F.S. Sec 205.033(3)
Transfer (to new name)	\$	15.00	
Duplicate	\$	15.00	
Annual Fire Inspection Fee			
Residential	<del>\$</del>	<del></del>	
2,500 sq. ft. and under	\$	100.00	
2,501-5,000 sq. ft.	\$	180.00	
5,001-10,000 sq. ft.	\$	240.00	
10,001-15,000 sq. ft.	\$	270.00	
15,001-30,000 sq. ft.	\$	360.00	
30,001-100,000 sq. ft.	\$	450.00	
Commercial		Per Hour	includes timeshares
5,000 sq. ft. and under	\$	180.00	
5,001-15,000 sq. ft.	\$	270.00	
15,001-30,000 sq. ft.	\$	360.00	
Re-Inspections - residential	<del>\$</del>	<del></del>	
Re-Inspections commercial	<del>90.00</del>	Per Hour	includes timeshares
Solicitor Fees for all commercial activity			
(See Sec. 18-42 of the Town Code of Ordinances)			
	ć	200.00	

Annual Fee \$

300.00



TYPE OF FEE	AMOUNT			
Monthly Fee, 30 day (minimum required)	\$	50.00		
For Sale or For Rent Signs	\$	55.00 per sign		
Garage Sale Sign deposit (refundable)	\$	40.00 per sign		
Garage Sale Permit	\$	15.00		



TYPE OF FEE	AMO	DUNT			
Beach Parking Permit:					
Resident (annual)	\$	10.00			
Guest Pass or Hotel/Motel	\$ \$	10.00			
Non-Resident (annual; limited to # of permits	\$	350.00			
issued per year – set by Town Commission)					
Special Event Permit (Town Beach or on any Town Property	()				
Timely Application	\$	50.00			
Untimely Application	\$	150.00			
No Special Event Permit on Beach or any Town Property	\$	500.00	Fine		
Community Center Rental					
RESIDENT RENTAL					
First Floor of Community Center					
Security Deposit	\$	50.00	Refundable		
Rental Fee (10 Hours) includes sales tax 7%	\$	53.50			
Additional Hours - includes sales tax 7%	\$	53.50	per hour		
Grill - includes sales tax 7%	\$	26.75			
Kitchen - <i>includes sales tax 7%</i>	\$	26.75			
Cleaning Fee (non refundable)	\$	175.00	Non refunable		
Special Permit (over 50 guests)	\$	50.00	)		
Second Floor Community Center					
Security Deposit	\$	500.00	Refundable		
Rental Fee (10 Hours) includes sales tax 7%	\$	428.00			
Additional Hours - includes sales tax 7%	\$	107.00	per hour		
Cleaning Fee (non refundable)	\$	255.00	Non Refundable		
Special Permit (over 50 guests)	\$	50.00			
Approved Service Provider (FOR NON-RESIDENT RENTAL)					
Security Deposit	\$	2,000.00	Held while approved service provider		
First Floor - Rental Fee (10 Hours)	\$	250.00			
Second Floor - Rental Fee (10 Hours)	\$	2,100.00			
Additional Hours	Ś	-	per hour		
Special Permit (over 50 guests)	\$	50.00			
Underground Utility Waiver Application	\$	50.00			
Unauthorized Sewer Connection; Per Incident	\$	500.00			
(See Town Code of Ordinances, Sec. 74-131)					



TYPE OF FEE	AMOUNT				
Sewer System Maintenance Rates					
(See Town Code of Ordinances, Sec. 74-131)					
Single unit / vacant single unit lot accounts		35.2			
Multiple units w/ facilities for meal preparation		28.82			
Multiple units w/o facilities for meal preparation		25.94			
Each seat in restraurant/lounge/bar		4.32			
Each marina boat slip		2.88			
Proportionate Fair-Share Program Application	\$	50.00			
Special Meetings/Hearings	\$	150.00 plus advertising costs			



LAW ENFORCEMENT         Parking Penalties:         Obstructing Traffic       \$ 35.00         Parallel parking within 10 ft. of fire hydrant       \$ 60.00         Parking on any street or right-of-way, including the "10- foot strip"       \$ 35.00         Double-parking       \$ 35.00         Double-parking       \$ 35.00         Parking in prohibited area posted with a "No Parking"       \$ 35.00         Parking on private property w/out permission       \$ 45.00         Blocking driveway, public or private       \$ 45.00         Parking at beach parking lot wiot permit       \$ 35.00         Parking in handicapped parking space w/o permit       \$ 260.00         Parking in handicapped parking space w/o permit       \$ 260.00         Parking in handicapped parking space w/o permit       \$ 35.00         Parking in any manner as to block any portion of <ul> <li>a sidewalk and/or bicycle path or cross walk</li> <li>\$ 35.00</li> </ul> Other Penalties <ul> <li>Littering</li> <li>\$ 200.00</li> <li>Animals (Chapter 10) Violations:             <ul> <li>First violation</li> <li>\$ 200.00</li> <li>Animals (Chapter 10) Violations:</li> <li>First violation</li> <li>\$ 200.00</li> <li>Subsequent violations</li> <li>\$ 200.00</li> <li>Stateboards, quadricycles, electric vehicles of any kind</li> <li>\$ 25.00</li> </ul></li></ul>	TYPE OF FEE	AN	IOUNT	
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Mileage\$14.00/mileImmobilization\$50.00		\$		
Immobilization \$ 50.00		\$		
	-	\$	50.00	

Updated 06.24.2024



TYPE OF FEE	AMO	DUNT
PLANNING AND ZONING		
Development Orders *		
Development Application Fee (DRC)	\$	350.00 Plus Contracted Services
P&Z Application Fee	\$	350.00 Plus Contracted Services
Variance	\$	750.00 Plus Legal Ads/Contracted Services
Special Exception	\$	250.00
Comprehensive Plan Amendment	\$	750.00
Re-zoning	\$	750.00
Plat Approval	\$	600.00 Plus Contracted Services
Site Plan Review or Modification	\$	350.00
Telecom Site Plan Review of Modification	\$	500.00
Building Plan Review & Inspections	\$	150.00
Administrative Appeal	\$	250.00

\*All development orders are subject to the fees listed herein in addition to any legal fees associated with the Town's review/processing of the development application, any costs associated with the Town's consultants' review of the development application, postage and advertising, which may exceed the fee amount listed herein per Sec 14-83 and pf 17.4 of the Town Code

Specially set meetings of the DRC, Planning & Zoning Board and/or Town Commission at the request of an applicant shall require the applicant to pay actual cost (minimum one hour) in advance for all Town consultants' involvement in said meeting(s), including, but not limited to the Town Attorney, Planner, Engineer and other consultants as applicable.



Updated 06.24.2024

## TYPE OF FEE

#### AMOUNT

#### **BUILDING PERMIT FEES**

Building permit fees are determined based on the valuation formula as follows:

Structure Cost		ost	Permit	
	Over:	Bι	it Not Over:	Fee:
\$	-	\$	1,000.00	\$ 30.00
\$	1,000.00	\$	100,000.00	\$30 + 3% of amount over \$1,000.00
\$	100,000.00	\$	250,000.00	\$3,000 + 2% of amount over \$100,000.00
\$	250,000.00	\$	500,000.00	\$6,000 + 1.5% of amount over \$250,000.00
\$	500,000.00			\$9,750 + 1% of amount over \$500,000.00

#### **IMPORTANT NOTE:**

Pursuant to Section 553.721 Florida Statutes, the Building Department is required to assess and collect a **1% surcharge** (minimum \$2.00) on all permit fees associated with the enforcement of the Florida Building Code. Pursuant to Section 468.631 Florida Statute, the Building Department is required to assess and collect at **1.5% surcharge** (minimum \$2.00) on all permit fees associated with the enforcement of the Florida Building Collect at **1.5% surcharge** (minimum \$2.00) on all permit fees associated with the enforcement of the state state Building Code. The total minimum amount collected on any permit pursuant to these state statute provisions will be \$4.00.

Additional Fees:		
Plan Review or Plan Revision	\$	80.00 per hour
Permit Revision (not including Plans revisions)	\$	75.00
Change of Contractor Fee	\$50	).00 <del>\$30.00</del>
Re-Inspection fee	\$	50.00
Electrical Permit	\$50	).00 <del>\$30.00</del>
Reinstate Expired Permit of Less Than 1 Year	Half of	Valuation Formula Above
Reinstate Expired Permit of More Than 1 Year	Per Va	luation Formula Above
		(May be waived in part or i

(May be waived in part or in total by the Building Official)

## ORDINANCE NO. O-2-24

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING THE CODE OF **ORDINANCES AT CHAPTER 38. GARBAGE AND TRASH., SECTION** 38-5. LOCATION AND PREPARATION OF YARD TRASH. TO PROHIBIT THE PLACEMENT OF VEGETATIVE YARD WASTE WITHIN THREE FEET OF ELECTRICAL OR TELECOMMUNICATIONS FACILITIES: UNDERGROUNDING PROVIDING Α CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; **PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.** 

**WHEREAS**, the Town Code currently regulates the location and placement of yard trash; and

WHEREAS, the Town Commission desires to update these regulations to prohibit the placement of yard trash within three (3) feet of electrical or telecommunications undergrounding facilities to minimize the risk of damage to such facilities upon pickup of the yard trash; and

WHEREAS, the Town of Palm Beach Shores has held all required public hearings and has provided public notice in accordance with applicable State statutes and Town ordinances; 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:

<u>Section 1:</u> Chapter 38. Garbage and Trash. of the Code of Ordinances of the Town of Palm Beach Shores is hereby amended at Section 38-5. Location and preparation of yard trash. to prohibit the placement of vegetative yard waste within three (3) feet of electrical or telecommunications undergrounding facilities; providing that Section 38-5. shall hereafter read as follows:

## Sec. 38-5. Location and preparation of yard trash.

- (a) All vegetative yard trash, including but not limited to shrubbery, hedge and tree trimmings, palm fronds, grass cuttings and the like shall be kept separate from all other garbage, solid waste and recyclable material and shall be placed on the easement strip nearest to the street for collection by the town's solid waste franchisee.
- (b) Vegetative yard trash that is loose, such as grass clippings or leaves, or that measures less than 24 inches shall be placed in <u>hauler-provided containers</u> standard <u>32 to 50 gallon cans</u> or sealed <u>paper plastic</u> bags.
- (c) Tree trimmings, palm fronds and shrub cuttings shall be no longer than six feet and stacked in an orderly manner. Tree sections or logs shall not weigh more than 50 pounds. On the scheduled yard waste collection day, tree trimmings, palm fronds and shrub cuttings shall be limited to one pile measuring no more than approximately four feet wide by four feet tall. <u>Vegetative yard waste shall not be placed within three</u> (3) feet of electric or telecommunications undergrounding facilities located in the town right-of-way, to include but not be limited to, equipment such as utility pedestals. AT&T handholes and FP&L buried transformers.
- (d) No property owner shall generate vegetative yard trash for collection once any portion of the town has been placed under a hurricane or tropical storm watch or warning by the national hurricane center of the national oceanic and atmospheric association (NOAA).

**Section 2:** Each and every other Section of Chapter 38. Garbage and Trash. shall remain in full force and effect as previously adopted.

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

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

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

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

## FIRST READING this \_\_\_\_\_ day of May, 2024. SECOND AND FINAL READING this \_\_\_\_\_ day of June, 2024.

## 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 MONTHLY FINANCIAL REPORT

		CASH &	REVENUE							
	IN	VESTMENTS		BUDGET		CURRENT	YEAR TO DATE		% OF BUDGET	
9/30/2023	\$	4,633,467	\$	6,440,798	\$	317,965	\$	6,553,501	102%	
10/31/2023	\$	4,198,106	\$	6,587,394	\$	87,670	\$	87,670	1%	
11/30/2023	\$	5,973,344	\$	6,587,394	\$	2,422,432	\$	2,510,102	38%	
12/31/2023	\$	6,394,594	\$	6,587,394	\$	1,626,467	\$	4,136,569	63%	
1/31/2024	\$	5,635,979	\$	6,587,394	\$	236,081	\$	4,372,650	66%	
2/28/2024	\$	5,289,688	\$	6,587,394	\$	778,621	\$	5,151,271	78%	
3/31/2024	\$	5,001,909	\$	6,587,394	\$	288,462	\$	5,439,733	83%	
4/30/2024	\$	4,552,116	\$	6,587,394	\$	421,412	\$	5,861,145	89%	
5/31/2024	\$	4,240,866	\$	6,587,394	\$	179,631	\$	6,040,776	92%	
5/31/2023	\$	5,899,956	\$	6,254,028	\$	172,195	\$	5,671,179	91%	
6/30/2024	\$	-	\$	-	\$	-	\$	-		
7/31/2024	\$	-	\$	-	\$	-	\$	-		
8/31/2024	\$	-	\$	-	\$	-	\$	-		
9/30/2024	\$	-	\$	-	\$	-	\$	-		

# *Note:* Budget Amount for FY2024 is presented WITHOUT the Roads Project (\$1.568M). This allows for a better comparison year to year. A separate report is presented for the Roads Project.

	EXPENDITURES											
	BUDGET	DIS	BURSEMENTS		ACCRUALS	(	CURRENT EXP	Y	EAR TO DATE	% OF BUDGET		
9/30/2023	\$ 6,440,798	\$	263,932	\$	162,143	\$	426,075	\$	6,117,634	95%		
10/31/2023	\$ 6,568,200	\$	852,160	\$	(165,957)	\$	686,203	\$	686,203	10%		
11/30/2023	\$ 6,878,777	\$	453,654	\$	42,526	\$	496,180	\$	1,182,383	17%		
12/31/2023	\$ 6,878,777	\$	1,183,083	\$	(1,216)	\$	1,181,867	\$	2,364,250	34%		
1/31/2024	\$ 6,878,777	\$	982,804	\$	317,468	\$	1,300,272	\$	2,349,639	34%		
2/28/2024	\$ 6,878,777	\$	1,115,329	\$	(288,988)	\$	826,341	\$	3,005,436	44%		
3/31/2024	\$ 6,878,777	\$	586,856	\$	(631)	\$	586,225	\$	3,591,661	52%		
4/30/2024	\$ 6,878,777	\$	852,160	\$	(30,582)	\$	821,578	\$	4,385,782	64%		
5/31/2024	\$ 6,878,777	\$	493,272	\$	21,350	\$	514,622	\$	4,900,404	71%		
5/31/2023	\$ 6,254,028	\$	431,833	\$	(67,704)	\$	364,129	\$	4,326,151	69%		
6/30/2024	\$ -	\$	-	\$	-	\$	-	\$	-			
7/31/2024	\$ -	\$	-	\$	-	\$	-	\$	-			
8/31/2024	\$ -	\$	-	\$	-	\$	-	\$	-			
9/30/2024	\$ -	\$	-	\$	-	\$	-	\$	-			

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

Budget including Amendment #1	\$8,447,289
Capital - Roads	(\$1,568,512)
Budget without Roads	\$6,878,777

Town of Palm Beach Shores Disbursements - May 2024

Check #	Туре	Date	Vendor	Name	Am	ount
5398	С	5/2/24	556	Armchem International	\$	159.9
5399	С	5/2/24	1013	ATT	\$	181.1
5400	С	5/2/24	1013	ATT	\$	147.6
5401	С	5/2/24	47	Board of County Commissioners	\$	3,375.7
5402	С	5/2/24	863	Diversified Building Department Management	\$	9,232.5
5403	С	5/2/24	746	Essential Net Solutions	\$	1,667.1
5404	С	5/2/24	606	Florida Municipal Insurance Trust	\$	672.6
5405	С	5/2/24	606	Florida Municipal Insurance Trust	\$	2,293.0
5406	С	5/2/24		Foliage Concepts of Florida Inc.	\$	9,052.0
5407	C	5/2/24		Force-E Scuba Centers	\$	159.9
5408	C	5/2/24		Hulett Environmental Services	\$	910.0
5409	c	5/2/24		Martina Covarrubias	\$	500.0
5410	c	5/2/24		Metro PCR	\$	101.9
	c				ې \$	
5411		5/2/24		Palm Beach Construction Associates, CO - TH Roof		19,945.0
5412	С	5/2/24		Palm Beach Well Drilling	\$	250.0
5413	С	5/2/24		Palm Coast Pest Control	\$	225.0
5414	С	5/2/24	1070	Prairie Landscaping Inc Tree Trim/Removal 50%	\$	14,970.0
5415	С	5/2/24	982	Quadient Finance USA , Inc	\$	300.0
5416	С	5/2/24	516	Schmidt Nichols	\$	1,656.0
5417	С	5/2/24	881	South Central Planning & Development Commission	\$	260.4
5418	С	5/2/24	1038	State Land Title Inc	\$	1,000.0
5419	С	5/2/24	104	Waste Management	\$	3,659.
5420	C	5/10/24		all-Pro Plumbing Drain Cleaning, Inc.	\$	395.
5421	C	5/10/24		AT&T Mobility	\$	34.9
5422	c	5/10/24		City of Riviera Beach Water	\$	3,387.3
5423	c	5/10/24		Comcast	\$	44.9
	c				\$	
5425		5/10/24		Derek LaRosa		40.0
5426	С	5/10/24		Dilo Fire Sprinkler, Inc.	\$	3,294.
5427	С	5/10/24		FL Public Utilities	\$	309.
5428	С	5/10/24		Image Janitorial Services, Inc.	\$	2,618.3
5429	С	5/10/24	996	Palm Beach Well Drilling	\$	1,000.0
5430	С	5/10/24	129	Susanne Surgalski	\$	500.0
5431	С	5/10/24	99	Torcivia, Donlon, Goddeau & Rubin, P.A.	\$	144.
5432	С	5/10/24	100	Toshiba Business Solutions	\$	257.3
5433	С	5/10/24	101	Verizon Wireless	\$	62.3
5435	С	5/16/24	114	Albatross Supply	\$	463.9
5436	С	5/16/24		Alphagraphics of the Palm Beaches	\$	79.0
5437	C	5/16/24		Amelias Smarty Plants	\$	285.0
5438	c	5/16/24		Board of County Commissioners	\$	1,237.4
	c					
5439		5/16/24		Cintas	\$	364.3
5440	С	5/16/24		Foliage Concepts of Florida Inc.	\$	200.0
5441	С	5/16/24		Freedom Industrial Supply	\$	1,098.0
5442	С	5/16/24	129	Harry Himmel	\$	500.0
5443	С	5/16/24	90	Hulett Environmental Services	\$	297.0
5444	С	5/16/24	659	Image Janitorial Services, Inc.	\$	720.0
5445	С	5/16/24	679	Keehn Emergency Medical Services, Inc	\$	1,500.0
5446	С	5/16/24	910	Lake Park Auto & Fleet Repair	\$	430.4
5447	С	5/16/24		Lancier Castro	\$	49.9
5448	С	5/16/24		LocaliQ	\$	743.0
5449	c	5/16/24		Mesozoic Landscapes, Inc.	\$	600.0
5450	c	5/16/24		Palm Beach County Sheriff's Office	\$	145,730.3
5451	c	5/16/24		Performance NAPA	\$	247.0
5452	С	5/16/24		Prairie Landscaping IncTree Trim/Removal - balance	\$	14,970.0
				Shoreline Pest Control	\$	
5453	C	5/16/24				93.
5454	С	5/16/24		Waste Management	\$	15,900.
5457	С	5/23/24		AC Enforcement, Inc.	\$	1,150.
5458	С	5/23/24		all-Pro Plumbing Drain Cleaning, Inc.	\$	2,746.3
5459	С	5/23/24		Channel Innovations Corp.	\$	271.:
5460	С	5/23/24	1028	Daniels Sharpsmart Inc.	\$	52.0
5461	С	5/23/24	928	End of the Line, Inc.	\$	127.2
5462	С	5/23/24	71	FL Power & Light	\$	3,297.9
5463	С	5/23/24		Gray /Robinson Attorney - Litigation	\$	17,744.
5464	c	5/23/24		Michael Torres	\$	500.0
5465	c	5/23/24		MR. Ice Machines & Refrigeration	\$	1,585.0
				-		
5466	C	5/23/24		AT&T	\$	875.
5467	С	5/23/24		Quadient Leasing USA, Inc.	\$	212.9
5468	С	5/23/24		Robert Villagomez	\$	90.0
5469	С	5/23/24	104	Waste Management	\$	3,456.
	С	5/31/24		ATT	\$	171.2

Town of Palm	n Be	ach Shores			
Disbursemer	nts - I	May 2024			
5471	С	5/31/24	1013	ATT	\$ 147.67
5473	С	5/31/24	491	Dilo Fire Sprinkler, Inc.	\$ 2,670.00
5474	С	5/31/24	1009	Foliage Concepts of Florida Inc.	\$ 9,052.00
5475	С	5/31/24	659	Image Janitorial Services, Inc.	\$ 1,800.00
5476	С	5/31/24	682	Meyers Turf LLC	\$ 42.00
5477	С	5/31/24	1069	Palm Beach Construction Associates, CO - TH Roof	\$ 15,978.00
5478	С	5/31/24	129	Paul Forman	\$ 500.00
5479	С	5/31/24	30	Poly Systems Company	\$ 1,000.00
5480	С	5/31/24	1051	Prairie Landscaping Inc Tree Trim/Removal - change ord	\$ 3,700.00
5481	С	5/31/24	516	Schmidt Nichols	\$ 1,401.25
5482	С	5/31/24	881	South Central Planning & Development Commission	\$ 260.42
5483	С	5/31/24	592	Trevor Steedman	\$ 81.46
Guardian	Е	5/23/24	676	Guardian	\$ 664.96
Lowes	Е	5/28/24	95	Lowes	\$ 4,004.05
Sunshine	Е	5/10/24	1071	Sunshine Building Inspection LLC - Bld official/ Fire Inspec	\$ 4,222.50
Sunshine Bı	Е	5/16/24	1071	Sunshine Building Inspection LLC	\$ 750.00
Truist Bank	Е	5/3/24	978	Truist Bank	\$ 2,482.51
Truist Bank	Е	5/28/24	978	Truist Bank	\$ 2,860.63
WEX BANK	Е	5/16/24	131	WEX BANK	\$ 591.08
5424	С	5/10/24	107	Davis & Associates, P.A.	\$ 11,587.50
Guardian	Е	5/1/24		Guardian	\$ 664.96
Humana	Е	5/10/24		Humana	\$ 105.80
ADP, LLC	Е	5/3/2024		ADP, LLC	\$ 274.20
ADP Taxes	Е	5/3/2024		ADP Taxes	\$ 8,511.99
ADP Taxes	Е	5/17/2024		ADP Taxes	\$ 9,274.64
ADP Taxes	Е	5/31/2024		ADP Taxes	\$ 8,734.20
ADP Wages	Е	5/3/2024		ADP Wages	\$ 27,802.43
ADP Wages	Е	5/17/2024		ADP Wages	\$ 29,994.59
ADP Wages	Е	5/31/2024		ADP Wages	\$ 28,552.61
FRS	Е	5/31/2024		FRS - FL State Retirement	\$ 14,960.52
					\$ 493,272.25

General Fund	\$ 493,272.25
Underground Utilities Fund	\$ -
Total	\$ 493,272.25

#### Town of Palm Beach Shores Budget Summary Report May 2024

				N	1ay Benchmark	66.7%
	BUDGET		YTD	Fa	vorable(Unfav)	%
REVENUE						
Revenue (withourt appr'd F/B)	\$ 6,587,394.00	( ,	6,040,775.86	\$	(546,618.14)	91.7%
Appropriated Fund Balance	1,859,895.00		-		(1,859,895.00)	0.0%
TOTAL REVENUE	\$ 8,447,289.00	<b>e</b> ,	\$ 6,040,775.86	\$	(2,406,513.14)	71.5%
EXPENDITURES BY DEPARTME		6 of total		of total		/
Administration	\$ 487,033.00		\$ 303,400.82	5% \$	183,632.18	62.3%
Legal	452,000.00	5%	297,093.38	5%	154,906.62	65.7%
Public Works	390,613.00	5%	259,836.44	4%	130,776.56	66.5%
Police	1,772,719.00	21%	1,326,137.85	21%	446,581.15	74.8%
Fire	806,417.00	10%	528,338.82	8%	278,078.18	65.5%
Building	280,912.00	3%	214,587.37	3%	66,324.63	76.4%
Emergency Disaster	33,620.00	0%	33,618.36	1%	1.64	0.0%
Solid Waste	253,101.00	3%	150,580.60	2%	102,520.40	59.5%
Legislative	20,463.00	0%	12,838.30	0%	7,624.70	62.7%
Streets/Storm Drains	29,930.00	0%	12,549.11	0%	17,380.89	41.9%
Parks	181,602.00	2%	136,031.95	2%	45,570.05	74.9%
Beach	111,635.00	1%	74,082.18	1%	37,552.82	66.4%
Lift Stations/Sewer Service	64,220.00	1%	38,733.00	1%	25,487.00	60.3%
Contingencies	20,000.00	0%	-	0%	20,000.00	0.0%
Debt Service	495,855.00	6%	495,854.58	8%	0.42	100.0%
Emergency Medical Services	800,000.00	9%	562,500.00	9%	237,500.00	70.3%
Community Center	79,600.00	1%	58,628.50	1%	20,971.50	73.7%
Risk Management	177,000.00	2%	153,232.66	2%	23,767.34	86.6%
Capital	480,238.00	6%	242,360.00	4%	237,878.00	50.5%
Capital - Roads Project	1,526,945.00	18%	1,526,944.75	24%	0.25	100.0%
TOTAL EXPENDITURES	\$ 8,463,903.00	ç	6,427,348.67	\$	2,036,554.08	75.9%

CHANGE IN FUND BALANCE	(16,614.00)	(386,572.81)	(369,959.06)

Note:

Budget amendment #1 has been incorporated (FY2023 capital carry fwd) Budget amendment #2 has been incorporated <u>Explanation of Variances:</u> Legal - Dish & Inlet litigation

Emergency Disaster - Inlet Park unnamed storm clean up - Phillips & Jordan Police - timing, PBSO is paid in advance. Bld - additional costs related to fire inspections Parks - Tree trim/removal Lift Stn/Sewer - Lake Dr sewer lateral repair \$25K Debt Service - two of two payments - Underground Utility Risk Mgmt - 3rd of 4 instalments on general liability & flood insurance CC - replace AC split 1st floor, roof repair, fire alarm repairs, 2nd floor sink reno Capital - portion of Community Center kitchen reno Capital - replaced 3 13' Light Poles (insurance reimbursement of \$14k)

Capital - Roof Town Hall Replacement

## Town of Palm Beach Shores Revenue Detail May 2024

						May Benchmark	66.7%
REVENUE	BUDGET			YTD		Favorable(Unfav)	%
Revenue Per Budget Line	%	of tot	al	%	6 of tot	al	
Property Taxes (Ad Valorem)	\$ 4,980,800.00	76%	\$	4,857,026.72	80%	(123,773.28)	97.5%
Total Local Option Gas Taxes	42,217.00	1%		23,608.11	0%	(18,608.89)	55.9%
Discretionary Sales Tax (PBC)	129,633.00	2%		81,581.27	1%	(48,051.73)	62.9%
Utility Taxes (FPL - Electric, Water, Gas)	365,000.00	6%		242,066.30	4%	(122,933.70)	66.3%
Communications Taxes - State	74,061.00	1%		39,499.30	1%	(34,561.70)	53.3%
Licenses & Permits	237,000.00	4%		176,607.02	3%	(60,392.98)	74.5%
Franchise Fees (FPL, WM)	257,300.00	4%		173,392.00	3%	(83,908.00)	67.4%
Other Permit Fees (Inspec, Reinspec, S. Permits)	15,000.00	0%		32,561.59	1%	17,561.59	217.1%
Grants	-	0%		10,237.08	0%	10,237.08	1012.0%
Shared Revenue - State (1/2 Cent Sales Tax)	174,157.00	3%		109,349.80	2%	(64,807.20)	62.8%
Shared Revenue Local (PBC Business Tax)	6,000.00	0%		4,788.93	0%	(1,211.07)	79.8%
Services (Sewer Maint, Beach Permits, Land Dev)	135,526.00	2%		99,961.00	2%	(35,565.00)	73.8%
Fines	1,500.00	0%		5,200.18	0%	3,700.18	346.7%
Interest	164,200.00	2%		160,266.85	3%	(3,933.15)	97.6%
Sale of Surplus Equipment	-	0%		2,000.00	0%	2,000.00	0.0%
Donations	-	0%		6,474.00	0%	6,474.00	0.0%
Miscellaneous	5,000.00	0%		16,155.71	0%	11,155.71	323.1%
TOTAL REVENUE (without appr'd F/B)	\$ 6,587,394.00		\$	6,040,775.86		\$ (546,618.14)	91.7%

Explanation of Variances:

Grants - FEMA reimbursement re Hurrican Nicole Fines - related to permits Other Permit Fee - admin fee & permit reactivation fee Sewer Service - billed annual in April Surplus Equipment - Sale of CC freezer proceeds \$1,000. -Sale of PW utility trailer proceeds \$1,000.

Donations - St Patrick's Day

Misc - Insurance reimbursement of 3 damaged light poles \$14K

## Town of Palm Beach Shores Capital Roads Project FY2024

Description	Ori	ginal Budget	Expenditures s at 05/31/24
Streets Assessment Report	\$	10,000	\$ 37,815.50
Streets Engineering Survey	\$	50,000	\$ 50,243.00
Submittal Analysis - Engenuity	\$	10,000	\$ 4,736.50
Construction Supervision - Engenuity	\$	30,000	\$ 29,819.00
Milling/Repaving/Restriping/Curbs	\$	1,560,000	\$ 1,495,818.75
Total	\$	1,660,000	\$ 1,618,432.75
Project Surplus			\$ 41,567.25

includes FY2023 expenditure of \$91,488

	Electric	Water	Gas	Total
	FPL	Riviera Beach	FPU	
Oct-23	26,512.21	10,096.09	2,340.07	38,948.37
Nov-23	20,237.15	8,761.46	2,819.40	31,818.01
Dec-23	22,517.53	9,268.42	16,894.03	48,679.98
Jan-24	19,658.02	9,686.15	3,832.39	33,176.56
Feb-24	14,304.29	-	3 <i>,</i> 568.55	17,872.84
Mar-24	16,313.61	17,538.84	2,600.42	36,452.87
Apr-24	21,619.51	10,368.36	3,129.80	35,117.67
May-24				-
Jun-24				-
Jul-24				-
Aug-24				-
Sep-24				-
YTD Total	141,162.32	65,719.32	35,184.66	242,066.30
Budget FY2024	230,000.00	105,000.00	30,000.00	365,000.00
% budget	61%	63%	117%	66%

## Town of Palm Beach Shores Discretionary Sales Tax PBC

Accumulated (unspent) Discretionary Sales Tax as of 9/30/17	\$ 49,955.01
Accumulated (unspent) Discretionary Sales Tax as of 9/30/18	\$ 119,434.60
Accumulated (unspent) Discretionary Sales Tax as of 9/30/19	\$ 207,613.87
Accumulated (unspent) Discretionary Sales Tax as of 9/30/20	\$ 291,486.47
Accumulated (unspent) Discretionary Sales Tax as of 9/30/21	\$ 387,432.10
Accumulated (unspent) Discretionary Sales Tax as of 9/30/22	\$ 507,824.92
Accumulated (unspent) Discretionary Sales Tax as of 9/30/23	\$ 623,218.00

Current Year Receipts:

Date of Receipt	Period	_	
11/28/2023	October 2023	\$	13,064.43
12/23/2023	November 2023	\$	8,627.16
1/27/2024	December 2023	\$	9,213.23
2/3/2024	Quarterly adjustment 12/23	\$	5,163.40
2/27/2024	January 2024	\$	10,593.08
3/31/2024	February 2024	\$	9,221.49
4/30/2024	March 2024	\$	9,416.83
5/31/2024	April 2024	\$	16,281.65
6/30/2024	May 2024	\$	-
7/31/2024	June 20234	\$	-
8/31/2024	July 2024	\$	-
9/31/2024	August 2024	\$	-
11/6/2024	September 2024	\$	-

Current Year Expenditures:	\$ -
Accumulated (unspent) Discretionary Sales Tax as of 5/31/24	\$ 704,799.27

## Town of Palm Beach Shores Building Department

	В	Building	В	uilding	Net	Сι	ımulativ		
	Permits		De	partment	Building	1	Net Bldg		
10/31/2023	\$	15,826	\$	10,769	\$ 5,057	\$	5,05		
11/30/2023	\$	15 <i>,</i> 088	\$	26,169	\$ (11,081)	\$	(6,02		
12/31/2023	\$	1,677	\$	28,361	\$ (26,684)	\$	(32,70		
1/31/2024	\$	20,354	\$	39,249	\$ (18,895)	\$	(51,60		
2/28/2024	\$	10,679	\$	24,986	\$ (14,307)	\$	(65,91		
3/31/2024	\$	43,260	\$	29,710	\$ 13,550	\$	(52 <i>,</i> 36		
4/30/2024	\$	24,778	\$	25,280	\$ (502)	\$	(52,86		
5/31/2024	\$	34,326	\$	30,063	\$ 4,263	\$	(48,59		
6/30/2024					\$ -	\$	(48,59		
7/31/2024					\$ -	\$	(48,59		
8/31/2024					\$ -	\$	(48,59		
9/30/2024					\$ -	\$	(48,59		
	\$	165,988	\$	214,587	\$ (48,599)	•			

Other related revenues:

Net Building Revenue YTD	\$ 4,597
otal other related revenues:	\$ 53,196
Other Permit Admin Fee	\$ 15,263
Town Code & Ordinance Fines	\$ 4,000
Land Development Costs	\$ 12,346
Site Plan / Variance Fees	\$ 2,859
Code Enf Admin Cost Reimb	\$ 1,028
Reinspection Fees	\$ 166
Fire Inspection Fees	\$ 13,320
Bldg Permit State Surcharge	\$ 4,214

## Town of Palm Beach Shores Community Center Kitchen Remodel 2nd Floor - Frick Bequest at May 31, 2024

			ESTIMATES ACTUAL		REMAINING
				as at 05/31/24	COSTS
Financing Source:					
Frick Bequest	\$	198,000	\$	198,000.00	\$ -
Expenditures:					
Kitchen Equipment	\$	76,229.28	\$	75,296.24	
Kitchen Renovations	\$	96,347.00	\$	96,347.00	\$ -
Kitchen Hood	\$	62,717.50	\$	62,717.50	\$ -
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
Total expenditures		\$235,293.78		\$234,360.74	\$0.00
Projected Deficit		(\$37,293.78)		(\$36,360.74)	

Note:

includes FY2023 expenditure of \$66,013.00

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

#### Town of Palm Beach Shores Underground Utilities as of 05/31/24

	COST	COST TOTAL Remaining				PROJECTED				
	ESTIMATE	а	s of 05/31/24		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	\$	456,410.36	\$	-	\$	456,410.36	\$	(6,410.36	
Construction - FPL	\$ 254,386	\$	254,386.00	\$	-	\$	254,386.00	\$	-	
Landscape Restoration	\$ 16,300	\$	11,984.51	\$	-	\$	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	\$	5,790,553.95	\$	-	\$	5,794,869.44	\$	205,130.56	
Net Change in Fund Balance	\$ -	\$	209,446.05	\$	-	\$	205,130.56	\$	205,130.56	

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

	Projected				
note to determine remaining project costs:	<b>Remaining Cost</b>	(Deficit)/Surplus			
There are four customers in the south end of town remain on the copper system.					
customers remain on copper, then the cost to close out the project is	\$266,524.46	\$ (57,078.41)			
customers convert to fiber, then the cost to close out the project is	\$186,753.22	\$ 22,692.83			

	FY2022		FY2023		FY2024	PR	DJECT TOTAL
		as	of 9/30/23	as	of 05/31/24	as	of 09/30/24
Assets:							
Cash	\$ -	\$	-	\$	-	\$	-
Due from General Fund	\$ -	\$	-	\$	-	\$	-
Liabilities						\$	-
Deferred Revenue - sale of dredged sand	\$ -	\$	35,000	\$	35,000	\$	35,000
Due To General Fund	\$ -	\$	45	\$	45	\$	45
Fund Balance	\$ -	\$	(35,045)	\$	(35,045)	\$	(35,045)
<u>Revenue:</u>							
Donations	\$ 15,000			\$	35,000	\$	50,000
Expenditures:							
Professional Services	\$ 15,000	\$	35,045	\$	35,000	\$	85,045
Revenue over expenditures	\$ -	\$	(35,045)	\$	-	\$	(35,045)



June 2024 Commission meeting with May statistics

During the month of May two arrests were made:

- 1- An arrest at a home on Lake drive where the subject entered the fully gated property and removed items from the liquor bar. The subject was asked to leave several times but became aggressive toward the deputies, a Taser was deployed. He was first brought to the hospital for medical clearance as is policy and then transported to jail.
- 2- Information from another agency led to the arrest of a subject in the 100 block of Sandal lane apartments. The subject had a fully extraditable warrant out of North Carolina for <u>Child abuse and domestic violence by strangulation</u>.

Last week myself along with PBSO Marine unit, County environmental resource personnel, County Code officers along with a Riviera Beach officers toured the intercostal from the area just north of the Blue Heron bridge to just south of Peanut Island. The project had begun a few years back but funds did become available until this year.

Floating structures are basically large platforms attached to a vessel of some sort. The team issued 7 red notices with three being considered in the county park jurisdiction (map attached), the structures (only) will be removed from the waterway on July 1 2024 by a county hired contractor.

The derelict vessels are another issue and separately defined with the State of Florida taking the lead, about 7 of these will be mailed letters advising of the violation(s) and fine structures. These 2 areas of concern in the waterways has been a major issue of Mayor Fiers who is a large catalyst in these efforts over the last several years.

Photo of Floating structure example and statistics follow. Sgt. S. Langevin







TO:	Mayor Alan Fiers				
	Town Commissioners				
FROM:	Trevor L. Steedman, Fire Chief / Director of Emergency Services				
DATE:	19 June 2024				

#### FIRE DEPARTMENT

#### COMMUNITY RISK REDUCTION (CRR) INITIATIVES

- o Fire / Life Safety Inspections and Fire Protection Systems Plans Review
  - Ongoing Plans Reviews and Inspection Services
    - Annual inspections are scheduled to commence in July. Sunshine Inspections is the Town's contracted fire inspection vendor.
- o Hydrant Inspection Program (Monthly) Performed by PBSFD
  - Per Riviera Beach Water Utilities, hydrant inspection program is paused until meeting is held with RBWU to discuss protocols.
- Certificate of Public Convenience & Necessity (COPCN)
  - County attorneys are authoring modifications to enable our municipal eligibility for primary and secondary COPCN's. Current COPCN revision process is estimated by PBC officials to conclude in August of CY2024. Language is intended to include mechanism for existing municipal Fire Rescue departments to apply for ALS non-transport status.
- o Community CPR & AED Training scheduled for December 2024 with COASI
- o 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.

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

- 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.
- o 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.
- Code X-Ray Placard Program Identifies Unsafe/Unstable/Vacant buildings.
  - 107 Sandal Lane Under Renovation Vacant
  - 115 Inlet Way Under Renovation Vacant

#### STAFFING

- o Career Staff. No current vacancies
- o 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. There are 48 volunteer members certified to State Minimum Standards on the "Active" rolls at the time of this report.

#### WORKFORCE & OFFICER LEADERSHIP DEVELOPMENT

o Ongoing Training & Continuing Education programs

#### FLEET DEPLOYMENT & MAINTENANCE

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

INDUSTRY & PROFESSIONAL STANDARDS COMPLIANCE INITIATIVES

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

#### **OCEAN RESCUE**

#### GEAR & EQUIPMENT

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

#### **BEACH & WATER CONDITIONS**

• Water quality listed "Moderate" at the time of this report.

#### **OFFICE OF EMERGENCY MANAGEMENT**

#### Florida Recovery Obligation Calculator (F-ROC)

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

## MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION TOWN OF PALM BEACH SHORES

#### DEPARTMENT OF EMERGENCY SERVICES

- The Town opted-in to the program. Initial State training requirements were met. Opt-In guarantees a minimum of 20% disaster expense recovery.
- The Abatement period identified needed additions and modifications to Town policies / procedures for future funding improvements.
  - Abatement score for 2024:
    - Debris management / Administration: 30 %
    - Emergency Preparedness: 32 %
  - The Town will renew the opt-in for the F-ROC 2025 season

#### **Comprehensive Emergency Operations Plan (CEOP): - Ongoing**

- o Purpose and Scope: Update/Create CEOP for the Town of Palm Beach Shores
- o Four areas of focus: Preparation, Response, Mitigation and Recovery
- Complies and aligns with 27P-6.0023, Florida Administrative Code, County Comprehensive Emergency Management Plans (CEMP) and County Emergency Management Programs
- o Facilitate grant opportunities and streamline FEMA reimbursement efforts.
- o 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.
- o 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.
- o No currently active IAP's

#### **Calls for Service Activity**

	TOTAL CALLS FOR SERVICE	4	0	
	(May 2024)	Fire-Related: 04 EMS-Related: 33 Public Assist: 03		
FIRE / EMS				
(May 2024)				
	PRECENTAGE OF	Total:	al: ↑ 11 %	
	INCREASE / DECREASE Fire - Related: ↑ 33 % EMS - ↑3.2 % Public Ass		3.2 % Public Assist: ↑ 50 %	
	TO-DATE- TOTALS:	Calendar Year (Jan-Dec)	Contract YTD (Jul-Jun)	
	Fire-Related Calls	32	01	
*Source: PBCFR Dispatch	EMS Calls	159	331	
Source. I BCF K Dispatch	Transports	80	207	

	Rescue Report	Rescues: 00 Assists: 00 Vessel Assists: 00			
OCEAN RESCUE	Prevention & Education	Contacts: 322			
(May 2024)	Beach Usage	Guarded Area: 8,675 Total: 27,305 Inlet: 25,110			
	First Aid Provided	Occurrences (Minor): 45			

	DATE	TIME	LOCATION	ТҮРЕ		4	NATURE	STAFFING	NOTES
TRAINING & DRILLS				FIRE	RESCUE	EMS			
& D]	28 May	18:30	Station 80	X	Х		Search & Rescue	14	Hands-On
DNIN	04 Jun	18:15	313 Claremont	X	X		Engine Co. Ops.	16	Hands-On
<b>FRAI</b>	11 Jun	18:30	90 Edwards			Х	AED / Cardiac Monitor	17	Hands-On
AAL 7	18 Jun	18:15	Phil Foster		X	Х	Water Rescue	15	Hands-On
FORMAL	Formal Training Drills – 04								
	Personnel Participation – 62								
	Personnel Training Hours – 186								

· HEADER DATA REPORT.	



## **Public Works Department**

Monthly Status Report June 24, 2024

#### **Community Center:**

- 1. Receiving quotes to replace the south two windows on the 2<sup>nd</sup> floor banquet room due to leaking and causing damage to drywall and baseboard. **Verbal quotes estimated \$20,000 for repairs.**
- 2. Receiving quotes for new roll down shades on the 2<sup>nd</sup> floor. Delays due to Contractors Schedule and material shortages and daily cost changes.
- 3. Receiving quotes for new roll down shades on the 1<sup>st</sup> floor. Delays due to Contractors Schedule and material shortages and daily cost changes.
- 4. Receiving quotes for new sound panels and acoustics suggestions on the 2<sup>nd</sup> floor. Delays due to Contractors Schedule and material shortages and daily cost changes.
- 5. The projects listed are funded through the approved general budget.

#### **Grounds & Parks:**

- 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. The Public Works Staff will perform this project.
- 2. Under the Direction of the Environmental Committee, Phase 1 of the Beach Dune restoration is in progress removing all invasive vegetation and applying Garlon to the roots to kill regrowth of the invasive vegetation. The 5 total Seagrape Trees were planted at the Beach Dune located on the North side of the Boardwalk & South Side. The New Cabage Palm Trees 4 total were installed and was approved for the Dune Vegetation per the Environmental Committee selection.
- 3. Inlet Park East Gazebo Main Concrete Support Column Repairs South Side Due to High Surf impacting the structure. No structural damage has occurred, only stucco damage. Scheduling the stucco repairs and painting. Public Works will perform the repairs.
- 4. Scheduling to Pressure Wash the Parkway concrete sidewalk, Benches, Fountain, and brick pavers.
- 5. The projects listed are funded through the approved general budget.

#### **Streets:**

1. Scheduling to repair the Sewer Manhole spacer ring to secure the Manhole Lid located on Linda Lane in the 300 block. The repairs are required due to Heavy Traffic and Road surface change. Waiting for contractors' availability. Scheduling for another contractor to perform the work.

- 2. Performing Asphalt Patch Work various locations on the Town's Streets.
- 3. Scheduling to Inspect and clean all Stormwater Catch Basins and Tidal Valve located at Bamboo and Lake Drive West Side of Street.
- 4. The projects listed are funded through the approved general budget.

### Lift Stations:

- 1. Scheduling to reline the streets sewer manholes in various locations. Rescheduling upon contractors' availability.
- 2. Receiving quotes for new Flow Meters required update due to technology and equipment changes.
- 3. Scheduling to perform the maintenance on 4 each check valves located in the Lift Stations Valve Pits.
- 4. Scheduling to perform the high-pressure cleaning inside the Lift Stations Wet Wells and Pumps.
- 5. The delays are due to Contractor Scheduling for availability.
- 6. Applied liquid solution at the street's utility manholes in the 6" gravity sewer pipe located at Ocean Ave from Bamboo Road to Bravado Lane. The solution is a yearly preventative maintenance program to assist with gases, orders, and bacteria buildup in the sewer pipes.
- 7. The projects listed are funded through the approved general budget.

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

- Scheduling to repair the Fire Annex Building replace the kitchen exhaust fan over stove to a
  commercial exhaust fan, replace ceiling lighting with LED Lights, and paint interior walls & doors.
  Public Works Staff will perform this project. The project will be scheduled immediately following the
  Beach Building Repairs.
- 2. Performing all repairs to Town Facilities according to the Fire Inspection Reports. Repairs include Exit Signs, Security Lights, Mechanical Rooms, and Storage Spaces.
- 3. The projects listed are funded through the approved general budget.

#### Capital Projects For 2023-2024:

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

#### Training / Certificates:

- **1.** Continuing Education in Florida Stormwater Erosion and Sedimentation Control. No cost to the Town.
- 2. OSHA'S Model Training Program for multiple certifications & continuing education credits. No cost to the Town.
- **3.** Safety Meeting scheduled for Tuesday, June 11, 2024, Public Works Safety Officer (Public Works Director).
- **4.** Continuing Training on Lift Stations Pumps, Valves, and control panels training performed by PSI Technologies and tabletop and PCS. No cost to the Town.

- **5.** Continuing Training on Irrigation Design, spray patterns, and pump controllers. Tabletop and Landscaper Contract and Melrose Irrigation. No cost to the Town.
- 6. Continuing Training on Street Light repairs and safety protocols. No cost to the Town.
- 7. Continuing Training on DOT roadwork protocols. No cost to the Town.

#### **Updates:**

1. AT&T Project.

#### Notes:



## Town Clerk's Monthly Status Report May 2024

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

May 2024: Total Permits issued: 23 Total Permit Fees Paid: \$34,326.15

**REMINDER:** <u>Working without a permit</u> 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 with Code Enforcement violations from May 23, 2024 – June 20, 2024.

Code Violation: Sec. 14-106. Florida Building Code (Work without a permit)2 Open309 Claremont Lane; 312 Claremont Lane

Code Violation: Sec. 58-53. Temporary Signage 2 Closed

Code Violation: Sec. 78-79. Landscaping Maintenance. 2 Closed

Code Violation: Pf. 12.12 Portable Storage Units. 1 Closed

Code Violation: 14-131. Construction Times 2 Closed

Code Violation: Sec. 38-9 Trash Pickup 7 Closed

Code Violation: Sec. Pf 5.1 Off Street Parking 1 Closed

**Total Amount of Cases created that are closed from 5/23/24 – 6/20/24:** 15

Total Amount of Cases that are open from 5/23/24 – 6/20/24:

**Total count of Cases 5/23/24 – 6/20/24:** 17

<u>Notice of Violation:</u> 309 Claremont Lane Work without a permit

<u>Special Magistrate:</u> 312 Claremont Lane: Work without a permit.

Jude M. Goudreau, CMC

Town Clerk