Regular Commission Meeting Agenda Tuesday, May 28, 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:

https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=m81c1c9501 19898b2defcff1dab275841 Meeting number: 2631 473 2377 Password: 0528 Join by phone +1-408-418-9388 United States Toll Access code: 263 147 32377

AGENDA

(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, April 22, 2024
- Special Permit 2024-08 Fishing Tournament- Sailfish June 21& 22, 2024
- o Special Permit 2024-09 Fishing Tournament- Sailfish August 10, 2024.

4) DISCUSSION ITEMS:

Short Term Rental

5) 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.

6) 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.

7) <u>DEPARTMENT AND BOARD REPORTS:</u>

Financial Reports:

- o Vote: April 2024 Fiscal Report- Darlene Hopper
- Budget Amendment #2 (tabled from last meeting)
- o 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.

Staff Reports:

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

8) COMMISSION REPORTS:

Mayor Fiers

- o AT&T
- Seaspray

9) PUBLIC COMMENTS:

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

10) 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.



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

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 Minutes

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, Commissioner Roby DeReuil, Commissioner Kathleen McGahran, Town Treasurer Darlene Hopper, Town Attorney Keith Davis, PBSO Sgt. Steve Langevin, Public Works Director Alan Welch, and Fire Chief Trevor Steedman.

APPROVAL OF AGENDA

Motion: Commissioner Steve Smith moved to approve the amended agenda. The discussion of vacation rental fees is moved to the end of item six.

Second: Commissioner Kathleen McGahran seconded the Motion.

Vote: Motion passed 5-0

APPROVAL OF CONSENT AGENDA

Reorganization Meeting Minutes, March 25, 2024 Commission Meeting Minutes, March 25, 2024 Updated State of Florida SMAA Agreement (R-4-24) Annual Update Impact Fees

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

Second: Commissioner DeReuil seconded the Motion.

Vote: Motion passed 5-0.

SPECIAL EXCEPTIONS:

SE24-01, Buccaneer Unit A LLC, as Owner of 142 Lake Drive A, requests Special Exception Use Approval to allow for a "Marina" to operate on the property located within Zoning District C.

Discussion: Attorney Chris Hamilton, the applicant's representative, was present and sworn in, along with staff, before the Commission heard the item. Attorney Hamilton answered and responded to questions from the Commission. There was a short discussion regarding parking onsite and offsite. **Public Comments**: Scott Mattei of 337 Edwards Lane commented that he was concerned about the Town turning his property into a parking lot to accommodate the Buccaneer and about vehicle and pedestrian traffic.

Motion: Commissioner DeReuil moved to approve the special exception request, with the condition that the applicant apply for a Clean Marina Designation within thirty (30) days of completion.

Second: Commissioner Smith seconded the Motion.

Vote: Motion passed 5-0.

AGREEMENTS:

Mayor Fiers explained that according to procurement policy, we have obtained three separate quotes for the Roof repairs on the Town Hall, the Cleaning Services for the Town Hall and Community Center, and the Hardwood Trees, not the other trees in Town.

Public Works Director Alan Welch presented an overview of the Cleaning, Tree, and Roof contracts. After obtaining three quotes for each service, he recommends the following companies: Cleaning, City Wide Solutions, \$26,400.00, Prairie Landscaping, Inc. \$29,940.00, and Palm Beach Construction, \$39,945.00.

Discussion: Director Alan Welch said this contract is for hardwood trees on the parkway and any tree over twelve feet high. He also said it has been three years since the hardwood trees have been trimmed.

Motion: Commissioner DeReuil motioned to approve the Tree Trimming Contract with Prairie Landscaping, Inc.

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

Discussion: Commissioner McGahran questioned the difference in contracts between All American Roofing, which seemed to have a more detailed proposal, and Palm Beach Construction, both doing the same work, and whether the AC Contractor was included in the contract's price. Vice Mayor Larcher questioned the aggressive payment schedule and whether the Town is protected, considering we've paid seventy percent of the fees upfront. Commissioner McGahran questioned the price of plywood that would be provided.

Motion: Commissioner DeReuil motioned to approve the Roof Contract with Palm Beach Construction, Inc.

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

Discussion: Commissioner McGahran feels Stratus Building Solutions, even though it is more expensive, would have been a better company because it disinfects more often and uses green products. Vice Mayor Larcher asked about the pricing for the set-up and breakdown at the Community Center.

Motion: Commissioner DeReuil motioned to approve the Cleaning Contract with City Wide Solutions. **Second and Vote:** Vice Mayor Larcher seconded the Motion. Motion passed 5-0.

Mayor Fiers introduced Jose Rodriguez, a Certified Building Official, and a Certified Fire Inspector. Mr. Rodriguez briefly reviewed his many qualifications and certifications and answered questions from the Commissioners.

Discussion: Vice Mayor Larcher asked how many staff members his team included and what types of qualifications they held. The Vice Mayor also inquired about the fee schedule in his proposal. Commissioner DeReuil commented on the reference letters received. Commissioner Smith asked how many other municipalities Mr. Rodriguez served.

Public Comments: Janet Kortenhaus asked the Fire Chief how he felt about the Fire Inspection capabilities. Chief Steedman has met with Jose Rodriguez and his staff and feels they will meet all the Town's needs.

Motion: Commissioner DeReuil motioned to approve the Sunshine Building Inspection, LLC contract for Building Official and Fire Official Services.

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

DISCUSSION ITEMS:

The regularly scheduled Commission meeting on May 27, 2024, falls on a Federal Holiday and will need to be rescheduled. The Commission, by consensus, has moved the Monday, May 27, 2024, meeting to the next workday, Tuesday, May 28, 2024, at 7 p.m.

ORDINANCES:

ORDINANCE O-1-24 Second Reading

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING THE CODE OF ORDINANCES AT APPENDIX A. ZONING ORDINANCE. TO

REVISE THE DEFINITION OF THE TERM "FAMILY" AND AT CHAPTER 18. BUSINESSES, OCCUPATIONS AND PROFESSIONS. TO ADD AN ENTIRELY NEW ARTICLE IV. "VACATION RENTALS." CREATING NEW SECTIONS 18-52 THROUGH 18 58 TO PROVIDE VACATION RENTAL USE REGULATIONS FOR VACATION RENTALS OPERATING WITHIN THE TOWN; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF APPENDIX A AND CHAPTER 18 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 Keith Davis read the Ordinance by title and said that if it is approved on the second reading today, his office will provide a clean copy for signatures since there have been some minor edits since the first reading based on Senate Bill 280. The Vice Mayor asked Attorney Davis if the language in the Ordinance regarding the fee schedule could be adjusted to cover the costs associated with the expenses.

Motion: Vice Mayor Larcher made a motion to approve the Ordinance.

Second: Commissioner McGahran seconded the Motion.

Vote: Motion passed 5-0.

ORDINANCE NO. O-7-23 second reading

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING APPENDIX A – ZONING ORDINANCE., SECTION IX – WALLS, FENCES AND HEDGES. AT PF. 9.2. – LIMITATIONS. TO ESTABLISH A MAXIMUM RETAINING WALL HEIGHT AND REVISE THE POINT OF MEASUREMENT FOR MEASURING FENCES WHERE UNEVEN GRADES EXIST AT THE COMMON PROPERTY LINE; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Attorney Davis read by title only Ordinance O-7-23.

Discussion: There was a discussion regarding privacy versus aesthetics, and each Commissioner agreed with the Ordinance and that privacy should come first. There was also a continued debate about the allowed height. Attorney Davis read the section ordinance and clarified for the Commission where the measurements are taken from.

Public Comment: Mark Ward commented that he would oppose this Ordinance if he still sat on the board. Mr. Ward, with Mrs. Ward's help, demonstrated the measurements that the Ordinance allows. He asked the Commission to reconsider the Ordinance before voting on it.

Janet Kortenhaus commented that she emailed the Commission regarding a compromise solution. She suggested having the measurements on the side yards lower than the rear yards.

Donna Ward commented that she would also like the Commission to reconsider the Ordinance before voting. Dave Stevens (via Webex), asked Commission to please consider the corner lots and the change from interior properties.

Motion: Commissioner DeReuil made a motion to approve the Ordinance as written.

Second: Commissioner Smith seconded the Ordinance.

Vote: Motion passed 4-1. Mayor Fiers against.

DEPARTMENT AND BOARD REPORTS

Financial Reports:

Darlene Hopper, Town Treasurer, presented the financial report for March 2024. Mrs. Hopper recapped the expenditures and revenues along with the disbursements. (Full report attached to agenda)

Motion: Commissioner McGahran motioned to approve the March 2024 Financial Report.

Second: Commissioner Smith seconded the Motion.

Vote: Motion passed 5-0.

MID-YEAR BUDGET PROJECTIONS:

Treasurer Hopper presented the Commission with a detailed mid-year budget projection by department (Full 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.

A discussion ensued. Commissioner Smith asked about the lift station that went over budget and if the increase in the sewer bills would offset that. Commissioner DeReuil complimented Mrs. Hopper on her good job balancing the budget. Vice Mayor Larcher had the following questions: 1) if at the midyear point on administration, which is at \$209,000.00, how is it possible that the projected year-end of FY 2024 is projected to be \$507,000.00. 2) Where does the forecast for the legal expenses come from? Mayor Fiers answered that the projection came from the attorney handling the litigation and how much of the litigation case is left. Mayor Fiers said he feels that DISH is dragging the litigation out. 3) The EMS budget for the fiscal year 2024 and the true-up would be paid in the fiscal year 2025.

The Budget Amendment and accompanying Resolution are tabled until 7:00 p.m. on May 28, 2024, at the next Commission Meeting, when more backup information can be provided.

Staff Reports:

Sheriff's Department: PBSO Sgt. Langevin gave an overview of his written monthly report for March. He said that this Saturday, April 27, 2024, the State Attorney will hold its annual Victim's Walk. District 20 participated in the "Tip a Cop" event recently held at the Sailfish Maria. The sergeant answered the Commission's questions. There was a brief discussion regarding eBikes on the pathway.

Fire Department: Chief Steedman reviewed monthly calls for services, training hours, and Community Risk Reduction for March. The Chief updated the Commissioners on the water quality reports at Phil Foster Park and the F-ROC program; Initial State training requirements were met, which guarantees a minimum of 20% disaster expense recovery. Chief Steedman also reminded residents that anyone who would like to learn CPR should contact him. He and his staff are available for public training.

Public Works: Director Welch gave an update on the Community Center's window replacement, and water sealing; he will budget that for next fiscal year. He is trying to make the roll-down shades last a little longer and maintain them in-house. Public Works is working closely with the Civic Groups for new plants at the beach. The Environmental Committee has been working hard to clean up the dunes. The east side gazebo on the inlet needs some repairs; there may be some structural damage, so he is working with the building official to determine the damage. Painting of the streetlights will resume shortly. He is working on replacing the Tidal Valve. Hopefully, it will be done before the storm season. Director Welch asked Commissioners to help with the ongoing damage to AT&T and Comcast equipment caused by yard waste being placed for collection. There was a discussion regarding the yard waste ordinance; Vice Mayor Larcher would like to add language to the current Ordinance to prevent this damage and to better enforce the Code.

COMMISSION REPORTS:

Mayor Fiers updated everyone on the AT&T Project. He feels almost everyone has signed up, and costs should be much lower now.

SeaSpray, the demolition work is done, the sod will be placed in the next two weeks, the wall will be painted, and a new fence will be in place.

Discussion Items:

Short-Term Rental- Now that the Ordinance has passed, staff will continue reviewing the software programs' vendors. Vice Mayor Larcher will reach out to the references provided by the companies to help decide which vendor to use. Staff still need to create a budget based on costs to determine the fee schedule for the short-term rental licenses. Mayor Fiers would like a rough budget and summary of the vendors brought back to the Commission at the May meeting.

ADJOURNMENT:

Alan Fiers, Mayor

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

The meeting was adjourned at approximately 9:35 p.m.

Approved this, 28th Day of May 2024.

ATTEST:

(Seal)

Jude M. Goudreau, Town Clerk

Town of Palm Beach Shores

APPLICATION FOR SPECIAL EVENTS PERMIT

(Section 18-27 of Town Code)

Type of event: Fishing Townsment Location: Tiki Lawn
Sponsor: Sailfish Marma Telephone: (Soi) 844-1724
Property owner's consent and acknowledgement of responsibility: Signature:
Date and Time 421/24 E/22/24 Time it ends: 10pm
Number of participants: 250
Proof of insurance attached? Yes No
Copy of all required state and county permits if event will be held on or utilize state and/or county-controlled property.
Please indicate any traffic, fire-rescue, utilities impact, and/or mitigation plan:
Permit fee \$50 (Untimely application \$150) Receipt #
APPROVED:
Fire Department: Police Department:
Number of off-duty officers required:
Date of Commission Review: 5.28.24 Approved:
Form No. 63 (revised 8/05) S:\My Documents\Forms\Form 63 Special event permit.doc Page 1 of 2

Town of Palm Beach Shores

APPLICATION FOR SPECIAL EVENTS PERMIT

(Section 18-27 of Town Code)

Type of event: Lobsterfes	<u>s</u>	Location: Tila Lawn
Sponsor: Seulfish Man	na	Telephone (Stor) 842-8449
Property owner's consent and a		
	Signature:_	
Date and Time 8/10/24		Time it ends: 8000
Number of participants:	250	
Proof of insurance attached?	Yes_	No
Copy of all required state and utilize state and/or county-cont		nits if event will be held on or y.
Please indicate any traffic, fi plan:	re-rescue, uti	lities impact, and/or mitigation
Permit fee \$50 <u></u> (Untimely	application \$	S150) Receipt #
APPROVED:		
Fire Department:	Police	Department:
Number of off-duty officers req	luired:	
Date of Commission Review: 2	5.28.24	Approved:
Form No. 63 (revised 8/05) S:\My Documer Page 1 of 2	nts\Forms\Form 63	Special event permit.doc

GovOS References

Indian Harbor Beach

John Coffey, City Manager

- Coastal community in Brevard County (pop. 8,997)
- Previous Granicus Host Compliance customer (2018 not renewed). Described it as "no-frills" surveillance & compliance service. Some daily staff time required to authorize compliance correspondence and generate renewal notices
- Council approved GovOS contract July 2023 (go-live April 2024)
- Extra staff time required during implementation, however, staff work load has gone down since go-live.
- Happy with onboarding process. Personalized approach. Monthly "check-ins"
- Primary reason for selecting GovOS was belief it was best option to effectively manage short term rentals without adding significant new workload on staff.
- Described GovOS as a "turnkey" solution.
- Phased approach to implementation
 - Currently using property ID and compliance functionality
 - o In process of implementing hot-line and online registration
 - Public facing website will include property map
 - 65 of 111 identified properties currently registered (pre-GovOS)
- Specifically mentioned quality of evidence that can be produced in support of special magistrate cases.

Okaloosa County

Joshua Allen, Board Services Director

- Okaloosa County uses GovOS for Property Identification and Tourist Development Tax collection
- Used Granicus in the past and were not satisfied with property identification functionality, reporting and overall customer service
- Noted that GovOS handles all customer service calls for the County related to tourist development accounts and tax payments enabling the County to manage 1,800 taxpayer accounts (16,000 properties) with only 2.5 employees.

Granicus References

Lighthouse Point

Toni Palmieri, Code Enforcement Supervisor

- Coastal community in Broward County (pop. 10,486)
- Only uses Property Identification module. Sometimes requires additional code enforcement work to confirm identification provided by Host Compliance

Wellington

Zella Conyers, GIS Manager

- Inland community in Palm Beach County (pop. 61,438)
- Currently only using Property ID functionality. Happy with the quality of the product. Ordinance is new, will likely add additional functionality in the future.
- Considered other products (including Rentalscape) and felt Granicus Host Compliance best fit for them. The also use Granicus for other applications
- Only negatives reported were some confusion during a change in account managers and customer service response times could sometimes be better.

Indian Rocks Beach

Brently Gregg Mims, City Manager

- Coastal community in Pinellas County (pop. 3,673)
- Granicus customer for approximately 9 mos. Currently using only Property ID function. Also purchased the Hotline/Complaint, however, it has yet to be implemented.
- If grading the support would give Granicus a "B". Property ID functions module functions as advertised, however, Hotline is not yet functional. Property ID functionality has been very useful in enforcement/magistrate cases.

Deckard References

Sunny Isles Beach

Leah Einwalter, Media Manager

- Barrier island community in Miami-Dade County (pop. 22,342)
- Community primarily hi-rises
- Previously used Granicus Host Compliance but were not satisfied with identification of individual units in multi-family and hi-rise properties
- Now using RentalScape by Deckard Technologies which they cite as being particularly good for identifying down to the unit level in multi-family and hi-rise condos

City of Holmes Beach

Nate Brown, Code Compliance

- Barrier island community in Manatee County (pop. 3,010)
- Currently have over 1600 vacation rentals. Explosive growth in last 10 years
- Currently using Property ID function and Online Complaint Form (having problem with online complaint form submittal related to FL anonymity requirements, unclear if software or internal issue)
- Previously products used were Granicus Host Compliance and Harmari STR. Happy with Deckard product describing it as the "most versatile and up-to-date"

SHORT TERM RENTAL PROGRAM

- Identification of properties that are available as short-term rental. This will be address and zoning district. Done by Contractor.
- Notification of Identified properties that they are required to register as short-term rental properties, obtain a permit, and meet other requirements. **Done by Contractor.**
- Registration of Shot term rental properties. **Done by Contractor.**
- Collection of registration fees and business tax. Done by the Town.
- Inspection of short-term rental properties. **Done by the Town.**
- Code enforcement. Done by Town.
- Complaint line. **Done by Contractor.**

COMPANIES REVIEWED:

1. Granicus

Address Identification \$11,216.00

24/7 Hotline\$ 4,262.53 optionalCompliance Monitoring\$ 5,328.16 optionalOpenForms Team License\$ 4,248.83 optional

Total Annual \$25,055.52

2. GovOS

Rental Discovery & Identification
Data Reporting
Notification
24/7 US-Based Complaint Hotline
Online Registration System
Payment Integration

Total \$28,172.12 Annual (package)

3. Rentalscape

Address Identification, Compliance Monitoring & Activity Reporting \$3,000.00 Required

Reporting & Analysis

Dedicated Account Manager

Unlimited Account & Training Session

Outreach Campaign \$2,500.00 optional
STR Registration Portal \$5,000.00 optional
Complaint24/7 Hotline & Online Form \$3,500.00 optional
Constituent Portal \$5,000.00 optional
Total \$19,000.00 Annual

RECOMMENDATION:

All three companies offer comparable services, for the identification and registration of Short-Term Vacation Rental Program. Rentalscape is an economical package that allows the flexibility to add on modules as needed and has a dedicated account manager.

ESTIMATED EXPENDITURES

•	Software	\$19,000.00	
	Rentalscape		
•	Inspection of short-term rental properties	\$9,000.00	(\$150.00x60 Unit)
	Sunshine Building Inspection		
•	Code Enforcement	\$25,000.00	(Annual hrs. 520)
	Town Code Official		
•	Admin Support	\$20,8000.00	(Annual hrs. 1040)
	Part-time Staff		

Total Estimate Costs Annually \$73,800.00

Cost estimates are based on sixty registered units \$1,230.00
 Cost estimates are based on ninety registered units \$820.00

- Additional considerations: Website upgrades
- Based on estimated costs for a budget neutral program the annual revenue registration fee would need to be in the range of approximately \$820.00- \$1,230.00. Once we establish a vendor and determine the actual units/bedrooms a breakeven point can be calculated.

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.

WHEREAS, Article III, Section 3.10, of the Charter of the Town of Palm Beach Shores requires the Town Commission to appoint a Planning and Zoning Board for a term of one (1) year or until such board members' successors shall be appointed and qualified, and allows the appointment of alternate members at the discretion of the Town Commission; and

WHEREAS, Section 2-51 of the Town's Code of Ordinances provides that appointments to vacant alternate member seats shall occur at the discretion of the Town Commission; and

WHEREAS, the Planning and Zoning Board currently has a vacancy in an alternate member seat; and

WHEREAS, the Town Commission of the Town of Palm Beach Shores desires to appoint the individual specified in this Resolution to the vacancy in the Planning and Zoning Board alternate seat as provided by Town Charter and Code.

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

- Section 1. Pursuant to the provision of Section 3.10 of the Town Charter and Section 2-51 of the Town Code of Ordinances, Mary Stanton shall be and is hereby appointed and designated as an alternate member of the Planning and Zoning Board. It is understood that the duties and responsibilities of the Planning and Zoning Board shall be as set forth in Section 4.7 of the Town Charter.
- <u>Section 2.</u> The above-named officer shall take and subscribe the oath before an officer duly qualified to administer oaths that he will faithfully and impartially execute the duties of the office according to the best of his abilities and understanding, which oath will then be filed with the Town Clerk and appended to the minutes of the Town Commission.
- Section 3. The above-named officer shall hold office until his successor shall be appointed and shall qualify, and at the pleasure of the Town Commission.
 - <u>Section 4.</u> This Resolution shall take effect immediately upon passage.

DULY PASSED AND ADOPTED this 28th day of May, 2024.

	Alan Fiers, Mayor	
ATTEST:		
Jude Goudreau, Town Clerk		
(Seal)		

ORDINANCE NO. 0-2-24

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 UNDERGROUNDING FACILITIES; PROVIDING A 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 standard 32 to 50 gallon cans or sealed plastic 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. Vegetative yard waste shall not be placed within three (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 READI	NG this day of June, 2024.								
	TOWN OF PALM BEACH SHORES								
	Alan Eigra Mayor								
	Alan Fiers, Mayor								
ATTEST:									
Jude Goudreau, Town Clerk	(Seal)								
Approved as to form and legal sufficient	ency.								
Keith Davis, Town Attorney									

TOWN OF PALM BEACH SHORES MONTHLY FINANCIAL REPORT

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.

		CASH &	R E V E N U E							
	IN۱	VESTMENTS		BUDGET		CURRENT		EAR TO DATE	% OF BUDGET	
9/30/2023	\$	4,633,467	\$	6,440,798	\$	317,965	\$	6,553,501	102%	
10/31/2023	\$	4,198,106	\$	6,568,200	\$	87,670	\$	87,670	1%	
11/30/2023	\$	5,973,344	\$	6,878,777	\$	2,422,432	\$	2,510,102	36%	
12/31/2023	\$	6,394,594	\$	6,878,777	\$	1,626,467	\$	4,136,569	60%	
1/31/2024	\$	5,635,979	\$	6,878,777	\$	236,081	\$	4,372,650	64%	
2/28/2024	\$	5,289,688	\$	6,878,777	\$	778,621	\$	5,151,271	75%	
3/31/2024	\$	5,001,909	\$	6,878,777	\$	288,462	\$	5,439,733	79%	
4/30/2024	\$	4,552,116	\$	6,878,777	\$	421,412	\$	5,861,145	85%	
4/30/2023	\$	6,088,815	\$	6,254,028	\$	425,930	\$	5,498,984	88%	
5/31/2024	\$	-	\$	-	\$	-	\$	-		
6/30/2024	\$	-	\$	-	\$	-	\$	-		
7/31/2024	\$	-	\$	-	\$	-	\$	-		
8/31/2024	\$	-	\$	-	\$	-	\$	-		
9/30/2024	\$	-	\$	-	\$	-	\$	-		

	EXPENDITURES											
	BUDGET	DIS	BURSEMENTS		ACCRUALS		CURRENT EXP		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	\$	(165,956)	\$	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%		
4/30/2023	\$ 6,254,028	\$	761,660	\$	(51,189)	\$	710,471	\$	3,762,022	60%		
5/31/2024	\$ -	\$	-	\$	-	\$	-	\$	-			
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\$8,447,289Capital - Roads(\$1,568,512)Budget without Roads\$6,878,777

Check#	Type	Date	Vendor	Name	Amou	
5333	С	4/4/2024	1055	all-Pro Plumbing Drain Cleaning, Inc.	\$	5,255.22
5334	С	4/4/2024	1065	Amelias Smarty Plants	\$	275.50
5335	С	4/4/2024	1013	ATT	\$	181.19
5336	C	4/4/2024	1013	ATT	\$	148.26
5337	С	4/4/2024	673	Bishop's Water Company	\$	687.50
5338	С	4/4/2024	922	Car-Comm, Inc.	\$	62.58
5339	С	4/4/2024	32	City of Riviera Beach EMS	\$	187,500.0
5340	С	4/4/2024	33	City of Riviera Beach Water	\$	3,177.4
5341	С	4/4/2024	52	Comcast	\$	44.9
5342	С	4/4/2024	53	Concentra Occupation Health Centers of South FL	\$	745.0
5343	С	4/4/2024	107	Davis & Associates, P.A.	\$	16,800.0
5344	C	4/4/2024	863	Diversified Building Department Management	\$	8,735.0
5345	c	4/4/2024	746	Essential Net Solutions	\$	1,667.1
5346	c	4/4/2024	985	Global Power and AC	\$	4,667.0
5347	c	4/4/2024	659	Image Janitorial Services, Inc.	\$	3,933.3
5348	c	4/4/2024	1035	Metro PCR	\$	189.4
5349	C	4/4/2024	682	Meyers Turf LLC	\$	1,607.0
	C	4/4/2024	1064	Palm Beach County Health Department	\$	2,100.0
5350	c	4/4/2024	982	Quadient Finance USA , Inc	\$	200.0
5351					\$	
5352	С	4/4/2024	516	Schmidt Nichols		2,409.2
5353	С	4/4/2024	881	South Central Planning & Development Commission	\$	260.4
5354	С	4/11/2024	29	Alphagraphics of the Palm Beaches	\$	15.0
5355	С	4/11/2024	823	AT&T Mobility	\$	34.9
5356	С	4/11/2024	228	Channel Innovations Corp.	\$	462.1
5357	C	4/11/2024	971	Elizabeth Kuechenmeister	\$	825.29
5358	C	4/11/2024	80	FL Public Utilities	\$	653.0
5359	C	4/11/2024	858	Palm Beach County Sheriff's Office	\$	145,730.3
5360	С	4/11/2024	16	Palmdale Oil Company, Inc.	\$	1,525.2
5361	С	4/11/2024	926	Phyllis Kline	\$	40.0
5362	С	4/11/2024	1066	Royal Palm Beach High School Band	\$	1,500.0
5363	С	4/11/2024	484	Shred-It, c/o Stericycle, Inc.	\$	130.0
5364	С	4/11/2024	375	Simmons & White, Inc.	\$	3,071.0
5365	C	4/11/2024	100	Toshiba Business Solutions	\$	478.6
5366	c	4/11/2024	592	Trevor Steedman	\$	81.4
5367	c	4/11/2024	101	Verizon Wireless	\$	54.8
5368	C	4/11/2024	104	Waste Management	\$	15,900.70
5369	c	4/11/2024	131	WEX BANK	\$	550.4
	c	4/11/2024			\$	
5370			269	Wright National Flood Insurance Co.		6,249.0
5372	С	4/19/2024	7	All Safe Security & Lock	\$	137.50
5373	C	4/19/2024	922	Car-Comm, Inc.	\$	512.6
5374	С	4/19/2024	1033	Darlene Hopper	\$	75.0
5375	С	4/19/2024	491	Dilo Fire Sprinkler, Inc.	\$	594.5
5376	C	4/19/2024	71	FL Power & Light	\$	3,221.5
5377	С	4/19/2024	880	Gray /Robinson Attorney	\$	6,872.0
5378	С	4/19/2024	987	LocaliQ	\$	1,140.2
5379	С	4/26/2024	114	Albatross Supply	\$	683.0
5380	С	4/26/2024	47	Board of County Commissioners	\$	315.6
5381	С	4/26/2024	922	Car-Comm, Inc.	\$	127.2
5382	С	4/26/2024	13	City Maintenance Supply	\$	201.6
5383	С	4/26/2024	491	Dilo Fire Sprinkler, Inc.	\$	385.0
5384	C	4/26/2024	67	Ferrellgas	\$	29.1
5385	c	4/26/2024	1029	Freedom Industrial Supply	\$	3,773.5
5386	C	4/26/2024	985	Global Power and AC	\$	586.0
	C	4/26/2024	886	Henry Schein, Inc.	\$	422.5
5387 5388	C	4/26/2024	90	Hulett Environmental Services	\$	297.0
	C	4/26/2024	1067		\$	
5389				Kathleen McGahran		75.0
5390	С	4/26/2024	679	Keehn Emergency Medical Services, Inc	\$	1,500.0
5391	С	4/26/2024	25	Palm Beach Shores Volunteer Fire Dept. Inc.	\$	17,692.4
5392	C	4/26/2024	911	AT&T	\$	875.5
5393	C	4/26/2024	821	Robert Villagomez	\$	17.1
5394	С	4/26/2024	365	Sherwin-Williams	\$	203.7
5395	C	4/26/2024	979	IPS Integrated Power Service	\$	2,100.0
5396	С	4/26/2024	592	Trevor Steedman	\$	81.4
5397	С	4/26/2024	110	Xpert elevator Services, Inc.	\$	460.5
RS	E	4/30/2024	172	FRS	\$	15,312.0
ome Dep	Е	4/16/2024	89	Home Depot Credit Svcs	\$	488.4
Iilliman, Inc.	E	4/29/2024	824	Milliman, Inc. (actuarial software, 2yr license)	\$	3,150.0
ritech	E	4/26/2024	964	Tritech Software Systems (software support)	\$	4,270.7
re UU	Е	4/2/2024		SouthState Payment UUS \$5.5million	\$	227,227.0
re UU	Е	4/2/2024		SouthState Payment UU \$500k	\$	20,660.6
RS	Ē	4/6/2024	172	FRS	\$	15,580.3
DP Taxes	Ē	4/5/2024	697	ADP Taxes	\$	8,639.2
OP Taxes	E	4/19/2024	697	ADP Taxes	\$	8,432.0
OP Taxes OP Wages	E	4/19/2024	697	ADP Taxes ADP Wages	\$	28,136.5
	E			ADP Wages	\$	
DP Wages		4/19/2024	697			27,632.6
A DBRP	E	4/1/2024		FLA DBPR FLA - Bld surcharge QE 3/31/24	\$	719.7
OR	E	4/15/2024	_	DOR Sales Tax	\$	59.7
uardian	Е	4/30/2024	676	Guardian	\$	599.0
CBS	Е	4/1/2024	127	Blue Cross Blue Shield	\$	13,250.5
CBS	E	4/30/2024	127	Blue Cross Blue Shield	\$	15,580.3
td Life	E	4/1/2024	586	Standard Life	\$	676.8
td Life	Е	4/30/2024	586	Standard Life	\$	793.7
umana	Е	4/1/2024	535	Humana	\$	119.1
	Ē	4/10/2024	5	Aflac	\$	502.4
Aflac						

General Fund	\$ 852,159.57
Underground Utilities Fund	
Total	\$ 852,159.57

Town of Palm Beach Shores Budget Summary Report April 2024

		April 20				
				A	oril Benchmark	58.3%
	BUDGET		YTD	Fa	vorable(Unfav)	%
REVENUE						
Revenue (withourt appr'd F/B	3) \$ 6,587,394.00		\$ 5,861,144.71	\$	(726,249.29)	89.0%
Appropriated Fund Balance	1,859,895.00)	-		(1,859,895.00)	0.0%
TOTAL REVENUE	\$ 8,447,289.00)	\$ 5,861,144.71	\$	(2,586,144.29)	69.4%
EVERNETH DEC DV DEDARTA	IFAIT.	o/ (.		
EXPENDITURES BY DEPARTM		% of total		of total	406 402 66	20 50/
Administration	\$ 659,833.00		\$ 253,730.34	4% \$	406,102.66	38.5%
Legal	346,000.00		268,561.38	5%	77,438.62	77.6%
Public Works	384,613.00		220,773.08	4%	163,839.92	57.4%
Police	1,772,719.00		1,179,738.73	20%	592,980.27	66.5%
Fire	806,417.00		460,849.69	8%	345,567.31	57.1%
Building	266,112.00		184,524.00	3%	81,588.00	69.3%
Emergency Disaster	-	0%	33,618.36	1%	(33,618.36)	0.0%
Solid Waste	253,101.00		127,563.42	2%	125,537.58	50.4%
Legislative	20,463.00		10,751.76	0%	9,711.24	52.5%
Streets/Storm Drains	29,930.00	0%	11,599.24	0%	18,330.76	38.8%
Parks	175,802.00	2%	79,275.94	1%	96,526.06	45.1%
Beach	111,635.00	1%	61,355.89	1%	50,279.11	55.0%
Lift Stations/Sewer Service	42,820.00	1%	38,030.33	1%	4,789.67	88.8%
Contingencies	85,000.00	1%	-	0%	85,000.00	0.0%
Debt Service	495,855.00	6%	495,854.58	8%	0.42	100.0%
Emergency Medical Services	750,000.00	9%	562,500.00	10%	187,500.00	75.0%
Community Center	79,600.00	1%	40,351.31	1%	39,248.69	50.7%
Risk Management	170,000.00	2%	150,267.00	3%	19,733.00	88.4%
Capital	428,877.00	5%	206,437.00	3%	222,440.00	48.1%
Capital - Roads Project	1,568,512.00	19%	1,526,944.75	26%	41,567.25	97.3%
TOTAL EXPENDITURES	\$ 8,447,289.00	, ;	\$ 5,912,726.80	\$	2,492,994.95	70.0%
CHANGE IN FUND BALANCE	-		(51,582.09)		(93,149.34)	

Note:

Budget amendment #1 has been incorporated (FY2023 capital carry fwd)

Explanation of Variances:

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

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

Capital - includes Community Center kitchen reno

Town of Palm Beach Shores Revenue Detail April 2024

						April Benchmark	58.3%
REVENUE	BUDGET			YTD		Favorable(Unfav)	%
Revenue Per Budget Line	%	of to	al	%	6 of tot	al	
Property Taxes (Ad Valorem)	\$ 4,980,800.00	76%	\$	4,830,908.69	82%	(149,891.31)	97.0%
Total Local Option Gas Taxes	42,217.00	1%		19,906.77	0%	(22,310.23)	47.2%
Discretionary Sales Tax (PBC)	129,633.00	2%		65,299.62	1%	(64,333.38)	50.4%
Utility Taxes (FPL - Electric, Water, Gas)	365,000.00	6%		206,948.63	4%	(158,051.37)	56.7%
Communications Taxes - State	74,061.00	1%		34,351.17	1%	(39,709.83)	46.4%
Licenses & Permits	237,000.00	4%		141,371.00	2%	(95,629.00)	59.7%
Franchise Fees (FPL, WM)	257,300.00	4%		158,203.06	3%	(99,096.94)	61.5%
Other Permit Fees (Inspec, Reinspec, S. Permits)	15,000.00	0%		31,541.59	1%	16,541.59	210.3%
Grants	-	0%		10,237.08	0%	10,237.08	1012.0%
Shared Revenue - State (1/2 Cent Sales Tax)	174,157.00	3%		93,288.75	2%	(80,868.25)	53.6%
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%		93,460.37	2%	(42,065.63)	69.0%
Fines	1,500.00	0%		5,009.08	0%	3,509.08	333.9%
Interest	164,200.00	2%		141,350.96	2%	(22,849.04)	86.1%
Sale of Surplus Equipment	-	0%		2,000.00	0%	2,000.00	0.0%
Donations	-	0%		6,374.00	0%	6,374.00	0.0%
Miscellaneous	5,000.00	0%		16,105.01	0%	11,105.01	322.1%
TOTAL REVENUE (without appr'd F/B)	\$ 6,587,394.00		\$	5,861,144.71		\$ (726,249.29)	89.0%

Explanation of Variances:

Grants - FEMA reimbursement re Hurrican Nicole

Fines - related to permits

Other Permit Fee - admin fee & permit reactivation fee \$13,000.

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 as at 04/30/2			
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

Town of Palm Beach Shores Utility Tax 10% Effective 4/1/17

	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	-	3,568.55	17,872.84
Mar-24	16,313.61	17,538.84	2,600.42	36,452.87
Apr-24				-
May-24				-
Jun-24				-
Jul-24				-
Aug-24				-
Sep-24				-
YTD Total	119,542.81	55,350.96	32,054.86	206,948.63
Budget FY2024	230,000.00	105,000.00	30,000.00	365,000.00
% budget	52%	53%	107%	57%

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	\$ -
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 4/30/24	\$	688,517.62
---	----	------------

Town of Palm Beach Shores Building Department

		Building Building		_	Net	Cumulative		
	F	Permits	Department		Building		Net Bldg	
10/31/2023	\$	15,826	\$	10,769	\$ 5,057	\$	5,057	
11/30/2023	\$	15,088	\$	26,169	\$ (11,081)	\$	(6,024)	
12/31/2023	\$	1,677	\$	28,361	\$ (26,684)	\$	(32,708)	
1/31/2024	\$	20,354	\$	39,249	\$ (18,895)	\$	(51,603)	
2/28/2024	\$	10,679	\$	24,986	\$ (14,307)	\$	(65,910)	
3/31/2024	\$	43,260	\$	29,710	\$ 13,550	\$	(52,360)	
4/30/2024	\$	24,778	\$	24,251	\$ 527	\$	(51,833)	
5/31/2024					\$ -	\$	(51,833)	
6/30/2024					\$ -	\$	(51,833)	
7/31/2024					\$ -	\$	(51,833)	
8/31/2024					\$ -	\$	(51,833)	
9/30/2024					\$ -	\$	(51,833)	
	\$	131,662	\$	183,495	\$ (51,833)			

Other related revenues:

Net Building Revenue YTD	\$ (1,592)
Total other related revenues:	\$ 50,242
Other Permit Admin Fee	\$ 14,613
Town Code & Ordinance Fines	\$ 4,000
Land Development Costs	\$ 12,346
Site Plan / Variance Fees	\$ 2,158
Code Enf Admin Cost Reimb	\$ 1,028
Reinspection Fees	\$ 166
Fire Inspection Fees	\$ 12,600
Bldg Permit State Surcharge	\$ 3,331

Town of Palm Beach Shores Community Center Kitchen Remodel 2nd Floor - Frick Bequest at April 30, 2024

			ACTUAL	REMAINING		
			as at 04/30/24	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 04/30/24

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

	COST		TOTAL	Remaining	PROJECTED			ED
	ESTIMATE	а	s of 04/30/24	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

	Proje	Projected		
note to determine remaining project costs:	Remaining Cost	(De	ficit)/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		PROJECT TOTAL	
			as	of 9/30/23	as	of 04/29/24	as	of 09/30/24
Assets:								
Cash	\$	-	\$	-	\$	-	\$	-
Due from General Fund	\$	-	\$	-	\$	-	\$	-
<u>Liabilities</u>							\$	-
Deferred Revenue - sale of dredged sand	\$	-	\$	35,000	\$	35,000	\$	35,000
Due To General Fund	\$	-	\$	45	\$	45	\$	45
Fund Balance	\$	-	\$	(35,045)	\$	(35,045)	\$	(35,045)
Revenue:								
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)

	Original	Amendment	Amendment	Final
	Budget	#1	#2	Budget
REVENUE & OTHER FINANCING SOURCES	\$ 6,568,200	\$ 1,879,089	\$ 16,614	8,463,903
EXPENDITURES:				
Administration	\$ 659,833		(172,800)	487,033
Legal	346,000		106,000	452,000
Public Works	384,613		6,000	390,613
Police	1,772,719		0,000	1,772,719
Fire	806,417			806,417
Building Department	266,112		14,800	280,912
Emergency Disaster	-		33,620	33,620
Solid Waste	253,101		,	253,101
Legislative	20,463			20,463
Streets/Storm Sewers	29,930			29,930
Parks	175,802		5,800	181,602
Beach	111,635		·	111,635
Lift Station Sewer Service	42,820		21,400	64,220
Contingencies	85,000		(65,000)	20,000
Debt Service	495,855			495,855
Emergency Medical Service	750,000		50,000	800,000
Community Center	79,600			79,600
Risk Management	170,000		7,000	177,000
Capital	118,300	\$ 310,577	51,361	480,238
Capital Roads	-	1,568,512	(41,567)	1,526,945
Total Expenditures	\$ 6,568,200	\$ 1,879,089	\$ 16,614	8,463,903

Town of Palm Beach Shores BUDGET 2023/2024 Budget amendment #2

Account Name	Name Account Number		Am	nendment #2	Final Budget	Brief Explanation			
REVENUE & OTHER FINANCING SOURCES									
REVENUE									
Interest General	001-00-000-36110	161,700		4,377	166,077	interst accumulation			
Assigned Fund Balance-Hurricane	001-00-000-38100	-		10,237	10,237	Hurricane fund			
TOTAL REVENUE				14,614					
OTHER FINANCING SOURCES									
Sale of Surplus Equipment	001-00-000-36410	-		2,000	2,000	trailer, freezer			
TOTAL OTHER FINANCING SOURCES				2,000					
TOTAL REVENUE & OTHER FINANCING SOU	RCES	\$8,447,289	\$	16,614	\$ 8,463,903				
EXPENDITURES									
ADMINISTRATION									
Salaries & Benefits	001-01-513-01200	366,485		(110,200)	256,285	town manager, addn'l staff hours			
Salaries - P/T	001-01-513-01300	-		17,000	17,000	PT staff			
FICA	001-01-513-02100	28,580		(9,639)	18,941	town manager			
FRS	001-01-513-02200	78,836		(38,151)	40,685	town manager			
Employee Insurance	001-01-513-02300	56,100		(24,610)	31,490	town manager			
Vehicle Allowance	001-01-513-02500	7,200		(7,200)	-				
LEGAL									
Miscellaneous- Litigation	001-02-514-09000	220,000		106,000	326,000	litigation - Dish\$120K, Inlet \$6K			
PUBLIC WORKS									
Maintenance - Buildings	001-04-519-04620	9,000		5,000	14,000	TH roof, plumbing, water samples			
Small Tools	001-04-519-05201	500		500	1,000	supplies			
Emergency Preparedness	001-04-519-08900	-		500	500	supplies			
BUILDING DEPARTMENT									
Prof Svcs - Fire Inspections	001-07-524-03130	5,500		14,800	20,300	addn'l fire inspection costs			
EMERGENCY DISASTER									
Contracted Services	001-08-525-03400	-		31,120	31,120	cleanup-unnamed storms			
Miscellaneous	001-08-525-09000	-		2,500	2,500	cleanup-unnamed storms			
PARKS									
Maintenance - Grounds	001-13-572-04610	4,000		5,800	9,800	maintenance			
LIFT STN/SEWER SERVICE									
Contract Maintenance	001-15-535-04600	4,500		21,400	25,900	lateral sewer repair			
CONTINGENCY									
Contingencies	001-17-581-00000	85,000		(65,000)	20,000	for litigation			
EMERGENCY MANAGEMENT SERVICE-EMS									
Contracted Services - EMS	001-20-526-03400	750,000		50,000	800,000	true-up			
RISK MANAGEMENT									
Insurance	001-22-519-04500	170,000		7,000	177,000	actual premiums			
CAPITAL									
Comm Cntr - purchased w donations	001-23-527-06401	131,988		36,361	168,349	over budget			
Streets - other than building	001-23-541-06300	80,000		15,000	95,000	outfall tidal valve-Lake & Takoma			
CAPITAL ROADS		1,568,512		(41,567)	1,526,945	under budget			
TOTAL EXPENDITURES		\$8,447,289	\$	16,614	\$ 8,463,903				

Description			Actual FY		Actual FY2022		Actual FY2023		Budget FY2024	3	Actual 3/31/2024		Projected 0/30/2024	Comments	/ariance A2023 to
	Operating Millage Rat	te (6.3500 mills	6	3.3500 mills	6	6.3500 mills	e	6.3500 mills	6.	.3500 mills	6.	.3500 mills		P2024
	EXPENDITURES														
Dept.1	ADMINISTRATION														
513.01200	Salaries - Regular	\$	-	\$	152,865	\$	178,640	\$	366,485	\$,	\$		3 employees, includes annual increases	\$ 24,117
513.01300	Salaries - P/T	\$	-	\$	99,730	\$	-	\$	-	\$	4,673	\$	17,000		\$ 17,000
513.01400	Salaries - O/T	\$	-	\$	5,872	\$	6,338	\$	7,000	\$	1,637	\$	6,357	meetings after normal business hours	\$ 19
513.01500	Salaries - Longevity	\$	-	\$	350	\$	100	\$	100	\$	250	\$	100		\$ -
513.02100	FICA	\$	-	\$	19,800	\$	18,250	\$	28,580	\$	8,868	\$	18,941		\$ 691
513.02200	FRS	\$	-	\$	28,913	\$	29,663	\$	75,836		15,972		58,738		\$ 29,075
513.02300	Employee Insurance	\$	-	\$	21,512	\$	25,622	\$	56,100	\$	16,680	\$	31,490		\$ 5,868
513.02310	Health & Wellness program	\$	-	\$	-	\$	180	\$	720		-	\$	360		\$ 180
513.02400	Workers Compensation Insurance	\$	-	\$	523	\$	524	\$	549	\$	10,784	\$	549		\$ 25
513.02500	Vehicle Allowance	\$	-	\$	-	\$	-	\$	7,200	\$	-				\$ -
	PERSONNEL	\$	-	\$	329,565	\$	259,317	\$	542,570	\$	168,722	\$	389,770		\$ 76,975
513.03100	Professional Svcs/Consulting	\$	_	\$	27,828	\$	24,347	\$	30,300	\$	10,850	\$	30,300	IT; Website; Actg s/w; social media archiving	\$ 5,953
513.03110	Payroll/Sect 125 Svc	\$	-	\$	574	\$	778	\$	700	\$	· -	\$	700	Payroll services (ADP, TCP)	\$ (78)
513.03120	Medical Exams	\$	-	\$	-	\$	-	\$	150	\$	-	\$		For new employees	\$ 150
513.03200	Audit/Accounting	\$	-	\$	17,050	\$	16,150	\$	17,550	\$	-	\$			\$ 1,400
513.03400	Contracted Services	\$	-	\$, -	\$	· -	\$	750	\$	-	\$		Temps if needed	\$ 750
513.04000	Travel Expense	\$	-	\$	-	\$	953	\$	1,600	\$	179	\$		for conferences	\$ 647
513.04100	Telephone	\$	-	\$	10,434	\$	10,464	\$	10,750	\$	5,261	\$	10,750	AT&T phone & internet	\$ 286
513.04120	Wireless/Pagers	\$	-	\$		\$	1,796	\$	1,440	\$	1,020	\$		Cellphone reimb	\$ (356)
513.04130	Internet Service	\$	-	\$, -	\$	· -	\$	· -	\$	· -	\$	· -	•	\$ -
513.04200	Postage	\$	-	\$	1,473	\$	1,403	\$	1,800	\$	602	\$	1,800		\$ 397
513.04300	Electric	\$	-	\$	9,528	\$	9,317	\$	9,373	\$	4,458	\$	9,373	FPL	\$ 56
513.04310	Water	\$	-	\$	3,541		6,324	\$	4,000		1,534		,	Riviera Beach Water	\$ (2,324)
513.04320	Natural Gas	\$	-	\$	316	\$	429	\$	400	\$	289	\$,	FPU (for generator)	\$ (29)
513.04600	Contracts - Equipment Maintenance	\$	_	\$	5,483	\$	5,619	\$	6,600	\$		\$		Postage meter, copier, ACS, email-	\$ 981
513.04620	Maintenance - Building	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	now in Public Works	\$ -
513.04660	Computer Software/Equipment	\$	-	\$	2,243	\$	2,061	\$	300	\$	365	\$	300		\$ (1,761)
513.04670	Small Equipment	\$	-	\$	-	\$	40	\$	300	\$	-	\$	300		\$ 260
513.04680	Maintenance - Equipment	\$	-	\$	-	\$	-	\$	100	\$	-	\$	100		\$ 100
513.04700	Printing	\$	_	\$	526	\$	397	\$	500	\$	39	\$		Town letterhead, business cards, name plates	\$ 103
513.04710	Codification	\$	-	\$	2,297	\$	2,349	\$	6,500	\$	1,212			Municipal Code; including printed code	\$ 4,151
513.04800	Fundraising	\$	-	\$	-	\$	-	\$	1,000		, -	\$	1,000	purchase of items to sell (totes/tervis)	\$ 1,000
513.04900	Legal Advertising	\$	_	\$	7,916	\$	844	\$	6,000	\$	3.552	\$,	Newspaper ads for Ord/Res; bids; open positions	5,156
513.04930	Banking Fees	\$	_	\$	2,961	\$	5,600	\$	2,500	\$	-,	\$			\$ (3,100)
513.05100	Office Supplies	\$	_	\$	4,094	\$	4,728	\$	4,000	\$	2,888	\$	4,000		\$ (728)
513.05110	Kitchen Sundries	\$	_	\$	14	\$	249	\$	1,450	\$,	\$,	water bottles; coffee	\$ 1,201
513.05202	Furniture, Fixtures, & Equipment	\$	-	\$		\$	-	\$	5,000	\$	644	\$		fire proof file cabinets (2)	\$ 5,000
513.05400	Dues & Subscriptions	\$	_	\$	842	\$	2.701	\$	750	\$	827			FACC; FGFOA	\$ (1,951)
513.05410	Education/Training	\$	_	\$	287	\$	1,459	\$	1,000	\$		\$			(459)
513.05900	Records management	\$	_	\$			1,664	\$	1,500		1,260	\$	1,500	Shredding services + scanning archives	\$ (164)
513.09000	Miscellaneous	\$	_	\$	130	\$	145	\$	950	\$	-,200	\$	950	ccacg corvious / coarrining arounded	\$ 805
3.0.0000	OPERATING	\$	-	\$	100,922	\$	99,817	\$	117,263	\$	40,972	\$	117,263		\$ 17,446
						Ψ				*			,200		· · · · ·
	TOTAL ADMINISTRATION	\$	-	\$	430,487	\$	359,134	\$	659,833	\$	209,694	\$	507,033		\$ 94,421

RESOLUTION NO. 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.

WHEREAS, the necessity of amending the 2023/2024 Town budget has come to the attention of the Town Commission of the Town of Palm Beach Shores; and

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

WHEREAS, the Town Commission hereby desires to approve "Budget Amendment 2" as set forth in **Exhibit A** to this Resolution.

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

- <u>Section 1.</u> The Town of Palm Beach Shores hereby amends its 2023/2024 budget as provided in the schedules attached hereto as Exhibit "A" and made a part hereof, in accordance with the terms and provisions of the Budget Resolution No. **R-11-23**.
- <u>Section 2.</u> The Town Clerk is hereby directed to attach a copy of this Resolution amending the 2023/2024 budget to the budget documents and this Resolution shall be made a part of said budget.

<u>Section 3.</u> That this Resolution shall take effect upon its passage.

DULY PASSED AND ADOPTED this **28th** day of **May** 2024.

ATTEST:	Alan Fiers, Mayor	
Jude Marie Goudreau, Town Clerk	(SEAL)	

PALM BEACH COUNTY SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



April 2024 Commission report at May meeting

Half of the deputies have completed in-service training; the second half will have completed it by next month.

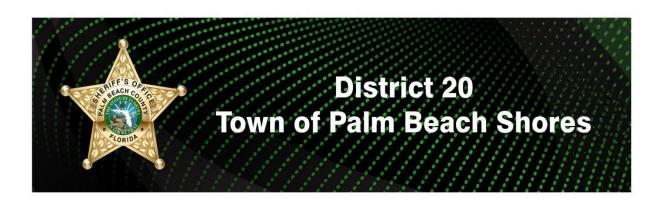
The PBSO all Hazard/Hurricane preparedness report has been completed and furnished to the proper unit.

Many folks have come into the district to obtain hurricane re-entry permits and have signed up for the closed house program.

Not included in this report is a subject who entered onto a residents rear lawn and removed items from a tiki hut type structure next to the owners rear door. The subject became combative and refused to stop his actions, the deputy deployed a Taser which contained the subject who was arrested on various charges and brought to the hospital as is protocol when the Taser is used. He was later transported to county jail for processing.

April statistics follow.

Sgt. Steven Langevin



April - 2024 - Monthly Strategic Report

CAD Calls	Monthly Totals
Business / Residence Checks (Self-Initiated)	3908
Traffic Stops (Self-Initiated)	49
Calls for Service (Excluding 1050's & 1061's)	204
All CAD Calls - Total	4161

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 4161 generated calls within the district. 94% of these calls were self-initiated.

Data below represents Traffic Activity conducted by D20 Deputies

Data Source: P1 Reporting

Total	Total	Parking
Citations	Warnings	Citations*
9	41	7

* Parking Citations obtained from Sgt. Langavin at District 20.

Arrest and NTA Statistics

Arrest Data Arrests & Notice to Appear (NTA) within District 20 Total Count - 2

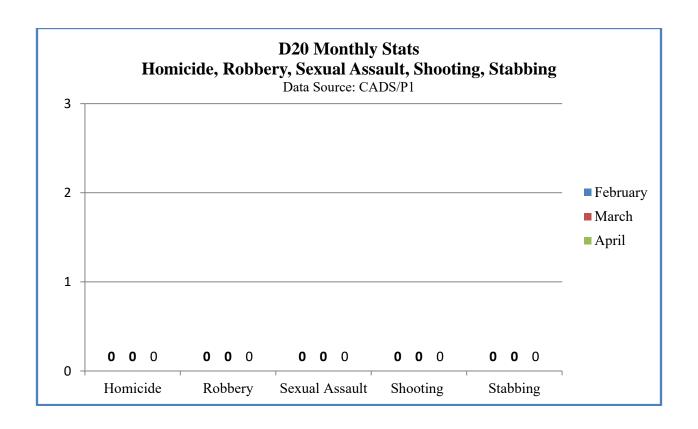
Data Source: CrimeView Desktop

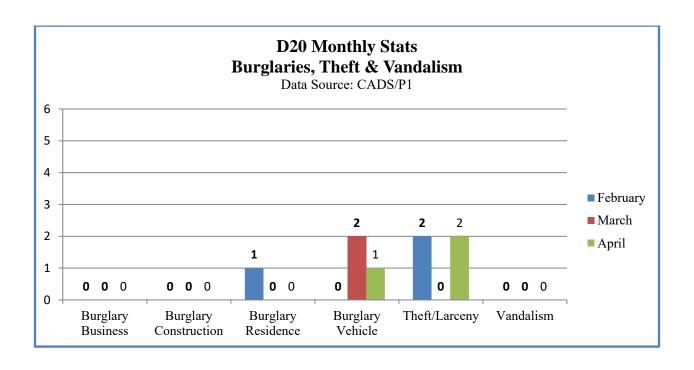
RPT#	SIGNAL	NEIGHBORHOOD	COMMONPLACE	LOCATION
24054985	19	<null></null>	<null></null>	LAKE DR / BAMBOO RD
	1061	<null></null>	<null></null>	APPROX LOC: 207 INLET WAY

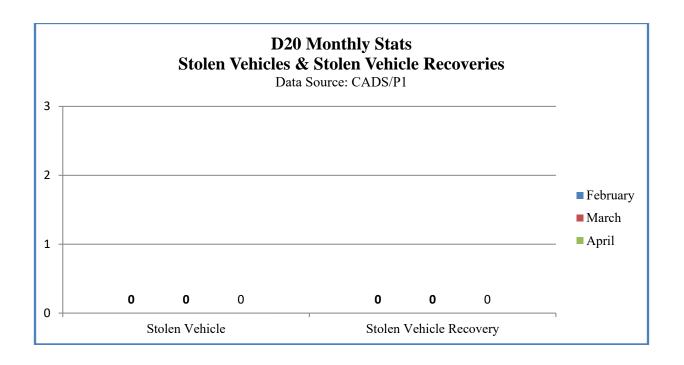
^{*1061} ARR to keystroke, pulled in error...no ARR

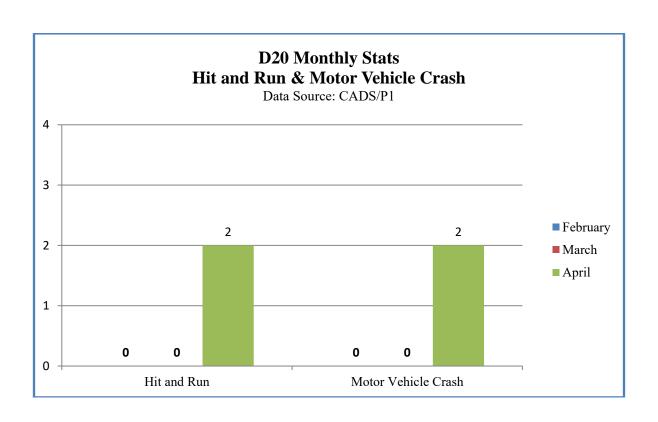
DATA ANALYSIS

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.

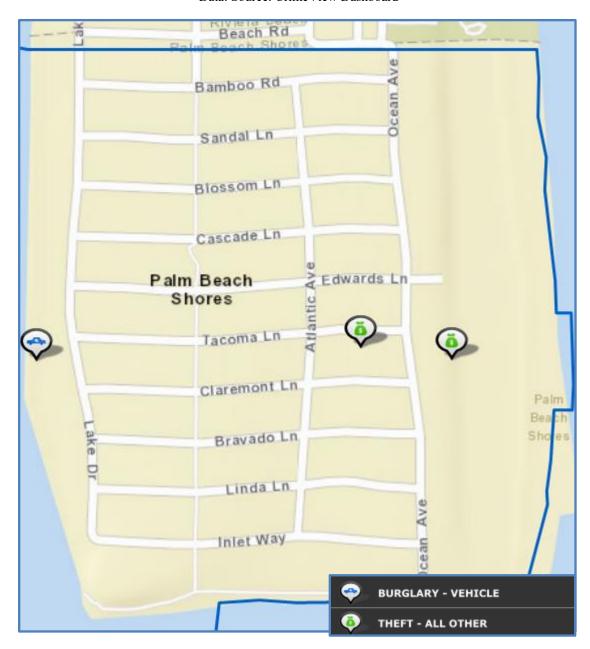








District 20 Map of Activity Data: Source: CrimeView Dashboard



FIR MAP (15) Records Plotted in CrimeView Dashboard.



(16) Conducted per the FIR Track system.

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



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

TO: Mayor Alan Fiers

Town Commissioners

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

DATE: 23 May 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 complete. Re-Inspections are being scheduled as required. Sunshine Inspections has replaced CAP as 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.
- o 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.
- Community CPR & AED Training was conducted on April 4 with the Atrium
 Condominiums. Request made by COASI for this training in March 2025
- 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.



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.
- o 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
- 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 50 volunteer members certified to State Minimum Standards on the "Active" rolls at the time of this report.

WORKFORCE & OFFICER LEADERSHIP DEVELOPMENT

Ongoing Training & Continuing Education programs

FLEET DEPLOYMENT & MAINTENANCE

All apparatus in in service at the time of this report



DEPARTMENT OF EMERGENCY SERVICES

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.
 - o 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

o Water quality listed "Good" at the time of this report.

OFFICE OF EMERGENCY MANAGEMENT

Florida Recovery Obligation Calculator (F-ROC)

- F-ROC is a new initiative, sponsored by the Florida Division of Emergency
 Management (FDEM), that standardizes, streamlines, and simplifies the Public

 Assistance process. This will result in a quicker recovery and reduced risk for Applicants.
- o The Town has opted-in to the program. Initial State training requirements were met. Opt-In guarantees a minimum of 20% disaster expense recovery.



DEPARTMENT OF EMERGENCY SERVICES

- The Abatement period identified needed additions and modifications to Town policies / procedures for future funding improvements.
 - o Abatement score for 2024:
 - Debris management / Administration: 30 %
 - Emergency Preparedness: 32 %
 - o 2025 Opt-In period opens in June 2024

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

- O 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.
- o Based on a vulnerability assessment which identifies capabilities, limitations, and potential threats.



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

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



DEPARTMENT OF EMERGENCY SERVICES

Calls for Service Activity

	TOTAL CALLS FOR SERVICE	36			
	(April 2024)	Fire-Related: 03 EMS-Re	elated: 31 Public Assist: 02		
FIRE / EMS	LAST REPORTING PERIOD	43			
(April 2024)	(March 2024)	Fire-Related: 07 EMS-Related: 32 Public Assist: 04			
	PRECENTAGE OF	Total: ↓ 16.3 %			
	INCREASE / DECREASE	Fire - Related: ↓ 57 % EMS - ↓3.1 % Public Assist: ↓ 50 %			
	TO-DATE- TOTALS:	Calendar Year (Jan-Dec)	Contract YTD (Jul-Jun)		
	Fire-Related Calls	25	01		
*Source: PBCFR Dispatch	EMS Calls	119	291		
	Transports	59	186		

	Rescue Report	Rescues: 00 Assists: 01 Vessel Assists: 00		
OCEAN RESCUE (April 2024)	Prevention & Education	Contacts: 440		
	Beach Usage	Guarded Area: 9,820 Total: 24,500 Inlet: 19,400		
	First Aid Provided	Occurrences (Minor): 76		

	DATE	TIME	LOCATION	ТҮРЕ		2	NATURE	STAFFING	NOTES	
4AL TRAINING & DRILLS				FIRE	RESCUE	EMS				
	23 Apr	18:15	Phil Foster		X	X	Water Survival (Part 1)	21	Hands-On	
	30 Apr	18:15	Phil Foster		X	X	Water Survival (Part 2)	17	Hands-On	
	14 May	18:15	Phil Foster		X	X	Water Rescue	17	Hands-On	
	21 May	18:15	Phil Foster		X	X	Water Rescue	16	Hands-On	
FORMAL	Formal Training Drills – 04									
-	Personnel Participation - 71									

Personnel Training Hours – 213



Public Works Department

Monthly Status Report May 28, 2024

Community Center:

- 1. Receiving quotes to replace the south two windows on the 2nd 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 2nd floor. Delays due to Contractors Schedule and material shortages and daily cost changes.
- 3. Receiving quotes for new roll down shades on the 1st 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 2nd floor. Delays due to Contractors Schedule and material shortages and daily cost changes.
- 5. Fire Alarm System repairs replaced wiring in ceiling and north wall 2nd floor to devices.
- 6. Replaced the BBQ LP Tanks with one larger single tank and installed to CODE.
- 7. The projects listed are funded through the approved 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. 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. Receiving Quotes for the New Cabage Palm Trees 4 total and the approved 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. Waiting for Structural Engineer Report. No structural damage has occurred, only stucco damage. Scheduling the stucco repairs and painting. Public Works will perform the repairs.
- 4. Performed Pressure Washing of Beach Parking Lot and Concrete Car Stops, Sidewalks, Brick Walls, Buildings, and Boardwalk. Painted Concrete Car Stops safety yellow and painted ADA parking spots.
- 5. Performed Pressure Washing Police Parking Lot, Fuel Tank, and Emergency Generator. Painted Concrete Car Stops and stripping parking spots.

- 6. Performed the Tree Trimming Project on the Parkway, Inlet Park, and the Beach. Work began Tuesday, May 2, 2024, and was completed Friday, May 10, 2024.
- 7. 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. Pressure Washed Tacoma Lane Circle and painted concrete curb to increase traffic visibility.
- 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. The projects listed are funded through the approved general budget.

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

- 1. Receiving quotes to replace the Town Hall roof tiles and flat roof. The Contract was awarded to Palm Beach Construction start date was Tuesday, May 21, 2024. Multiple issues with roof materials rotted plywood, soffit board, facia board, drip edge, & metal flashing. No TERMITE DAMAGE OBSERVED. Completion date Tuesday, May 28, 2024, weather permitting.
- 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.
- 3. Performing all repairs to Town Facilities according to the Fire Inspection Reports. Repairs include Exit Signs, Security Lights, Mechanical Rooms, and Storage Spaces.
- 4. Replaced the two Community Center BBQ LP Tanks with one large tank according to CODE due to age and maintenance costs.
- 5. Pressure Cleaned PBSO Parking Lot and scheduling for striping. Public Works Performed the work.
- 6. 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.
- 3. Town Hall Roof Repairs.

4. Receiving Quotes for a new Skid-Steer Loader for Sand & Debris Removal.

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, May 14, 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.
- 2. Town Hall Roof Replacement
- 3. Tree Trimming Project

Notes:



Town Clerk's Monthly Status Report April 2024

BUILDING DEPARTMENT STATISTICS:

April 2024: Total Permits issued: 24 Total Permit Fees Paid: \$24,788.27

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 with Code Enforcement violations from April 19, 2024 – May 22, 2024.

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

1 Open 145 Ocean Ave unit 801 (Permit pending)

Code Violation: Sec. 14-329 Property Maintenance

4 Closed 1 Open 312 Bamboo Road

Code Violation: Sec. 70-75. Prohibition. (Commercial/Recreational Vehicle, Trailers)

2 Closed

Code Violation: Sec. 18-29. Rental property without a Business Tax Receipt.

1 Closed

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

3 Closed 1 Open 245 Linda Lane

Code Violation: Pf. 12.12 Portable Storage Units.

1 Closed

Code Violation: 14-131. Construction Times

1 Closed

Code Violation: Sec. 42-42. Noise

1 Closed

<u>Code Violation: Sec. 38-9 Trash Pickup</u> 6 Closed 1 Open 312 Claremont Lane

Code Violation: Sec. Pf 12.1 Dust

1 Closed

Total Amount of Cases created that are closed from 4/19/24 – 5/22/24:

20

Total Amount of Cases that are open from 4/19/24 - 5/22/24:

4

Total count of Cases 4/19/24 - 5/22/24:

27

Jude M. Goudreau, CMC Town Clerk