



Mayor Alan Fiers
Vice Mayor -Tracy Larcher

Commissioner Brian Tyler
Commissioner Mark Ward
Commissioner Steve Smith

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

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

Meeting link:

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=mb542062f3015536f257407c284d11c43> Meeting number: 2634 542 5971 Password: 1023

Join by phone: +1-408-418-9388 United States Toll Access code: 2634 542 5971

Regular Commission Meeting
Agenda

1) CALL TO ORDER

- Pledge of Allegiance
- Roll Call

2) APPROVAL OF MEETING AGENDA

(Additions, substitutions, deletions)

3) APPROVAL OF CONSENT AGENDA

- Commission Meeting Minutes, Sept 25, 2023.
- Final Budget Hearing September 25, 2023
- Special Permit – November 17, 2023, 1 pm-10 pm. Fees Paid- Insurance Provided. 100 Participants-Shrimp Boil- Lisa Tropepe Host.

4) AGREEMENTS:

Vote: Engineering Inspection and Supervision Support Proposal (Engenuity)
Vote: Allison Dudley- Lobbyist – Dredging Project

5) DEPARTMENT AND BOARD REPORTS:

Financial Report:

- September 2023

Staff Reports:

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

6) COMMISSION REPORTS

Mayor Fiers

- SeaSpray Property (Ed Cannatelli)
- Romaine
- Update on Water Main Project
- Road Project-Schedule
- Community Center Kitchen Renovation
- AT&T

7) OTHER BUSINESS:

8) DISCUSSION ITEMS:

- a. December's Commission Meeting Schedule.

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.

Monday, September 25, 2023
Immediately Following the Final Budget
Hearing.



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

Mayor Alan Fiers
Vice Mayor -Vacant

Commissioner Tracy Larcher
Commissioner Brian Tyler
Commissioner Brian Mark Ward

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

Regular Commission Meeting
Minutes

CALL TO ORDER

Mayor Fiers called the meeting to order at 7:07 p.m. Those present were Mayor Alan Fiers, Commissioner Tracy Larcher, Commissioner Brian Tyler, Commissioner Mark Ward, and Town Treasurer Darlene Hopper. Also in attendance were PBSO Sgt. Steve Langevin, Fire Chief Trevor Steedman, Public Works Director Alan Welch, Town Attorney Keith Davis, and Planning and Zoning Chairman Jerry Cohn.

APPROVAL OF MEETING AGENDA

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

Second: Commissioner Tracy Larcher seconded the Motion.

Vote: Motion passed 4-0

APPROVAL OF CONSENT AGENDA

Commission Meeting Minutes, August 28, 2023.

Budget Hearing September 11, 2023

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

Second: Commissioner Tracy Larcher seconded the Motion.

Vote: Motion passed 4-0

APPOINT COMMISSIONER:

Two letters of interest were submitted to the Commission for the one commission seat left vacant by the resignation of Scott McCranel. Steven Smith and Kathleen McGahran both submitted letters and gave a brief candidate speech for the Commissioners to consider. Mayor Fiers asked for a ballot cast by each commissioner. Vote 1- Commissioner Larcher and Mayor Fiers voted for Steven Smith, and Commissioners Tyler and Ward voted for Kathleen McGahran, a 2-2 tie vote. Vote 2- same results, 2-2 tie vote. Ms. McGahran withdrew her letter and will run for an open seat during the qualifying period for the March 2024 election.

RESOLUTIONS:

Motion: Commissioner Tracy Larcher made a motion to approve Resolution R-8-2023 appointing Steven Smith to the vacant commission seat.

Second: Commissioner Mark Ward seconded the Motion. Motion passed 4-0.

Attorney Keith Davis administered the Oath of Office to Steven Smith, and the new commissioner took his seat on the dais.

Motion: Commissioner Brian Tyler to nominate Commissioner Larcher as the new Vice Mayor and approve Resolution R-9-2023 appointing the new Vice Mayor.

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

GUEST SPEAKER:

Major Ron Mattino from PBSO District 20 was present at tonight's meeting, gave a brief overview of the District's activities, and commended Sgt. Langevin on the low crime statistics and traffic statistics. Mayor Fiers asked Major Mattino about derelict boats in the Riviera Beach and Peanut Island waterways. The Major will check into this and report back.

AGREEMENTS:

Motion: Commissioner Brian Tyler made a motion to approve the PBCF – Vehicle Maintenance Agreement. Attorney Davis gave an overview of the contract and the changes made since it was approved first.

Second: Vice Mayor Tracy Larcher seconded the Motion. Motion passed 5-0.

Discussion: Mayor Fiers gave a brief overview of the project contract and the streets to be paved. Commissioner Ward questioned the payment schedule and the project inspections and management. Vice Mayor Larcher commented that there are two figures based on whether they include Cascade Lane.

Motion: Vice Mayor Larcher made a motion to approve the piggyback contract for road paving with Winn and Son as specified in the draft agreement.

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

DEPARTMENT AND BOARD REPORTS

Financial Reports:

Darlene Hopper, Town Treasurer, presented the financial report for August 2023. Mrs. Hopper gave a detailed review of the budget and the monthly revenues and expenditures by departments and answered the Commission's questions. The August 2023 Financial report is attached to the agenda for review.

Discussion: Vice Mayor Larcher questioned where we stand with passing the resolution adopting the EMS fee schedule. Mayor Fiers responded that we are waiting for Riviera Beach to pass it at the meeting first. Commissioner Ward commended Commissioner Tyler for suggesting that the Town transfer the Road Project funds to a higher interest bearing money market account.

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

Second: Vice Mayor Larcher seconded the Motion. Motion Passed 5-0.

Staff Reports:

Sheriff's Department: PBSO Sgt. Steve Langevin gave an overview of his written monthly report and statistics and provided details about the arrests made in Town. The Sgt. also reported that the Blue Heron Bridge should be done in the next day or two. The electrical outlets at the Community Center now have locks installed by Public Works to prevent people experiencing homelessness from trespassing and using the outlets.

Deputy Fernandez has retired, and he is interviewing new Deputies. Sgt. Langevin's report is attached to the agenda.

Fire Department: Chief Steedman gave an overview of his written Monthly Report and reviewed the calls for service and training for the month. His report is attached to the agenda and available at the clerk's office. Chief Steedman answered the Commission's questions.

Public Works: Director Welch updated the Commissioners on the Community Center renovations, the Tidal Value Project, the AT&T Project, the Watermain Project, Street Repairs, Outfall Pipes, the beach restrooms, and Street Light repairs. There was a brief discussion regarding the Seagrape's trimming schedule. Mr. Welch would contact the Florida Department of Environmental Protection to obtain their guidelines on such trimming. Mr. Welch answered the Commissioner's Questions. His report is attached to the agenda. Vice Mayor Larcher asked about the quotes and progress of the Community Center renovation; he also commended a good job on the AT&T junction boxes on Blossom and Cascade Lane.

Commissioner Tyler questioned the Sea Valve status; Mayor Fiers said he would follow up with the original contractor that installed them.

COMMISSION REPORTS:

Dredging Project: Lake Park has agreed to take over the project; however, all permits and licenses are in the Town's name. The Mayor will meet with the County and the Manager of Lake Park and report back.

Update on the Water Main Project: All water service connections have been made for buildings and houses on the south side of Inlet and the west side of Lake Drive. East/West water service line between the following streets: North of Claremont Lane and south of Tacoma Lane, North of Linda Lane and south of Bravado Lane, North of Blossom Lane and south of Sandal Lane, North of Sandal Lane and south of Bamboo Road (will be completed on Friday, September 1). The remaining streets have frozen shutoff valves (put in place in 1950) and will require a value stop, which is more complicated to install.

Update on the SeaSpray Property: Mayor Fiers briefed the Commissioners on the demolition status and the Code Enforcement case. There is a running fine daily on the property for code enforcement, and the demolition has been slowed down due to an FPL volt that runs through the building; it has to be removed by FPL before the building can come down.

ORDINANCES: Second Reading O-4-23

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

Discussion: Attorney Keith Davis gave an overview of the Ordinance, as discussed at the last meeting. This Ordinance revises the Qualifying Period by extending the November period by a week and also allows for the Town to hold an additional Special Qualifying Period from January 2, 2024, through January 12, 2024, should any Commissioners withdraw their seats between November 28, 2023, and December 31, 2023, due to the new State law implementing Form 6, which is now mandated beginning January 1, 2024, for all Municipal Elected Officials.

Motion: Commissioner Brian Tyler made a motion to approve the first reading of the Ordinance.

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

ELECTION PROCLAMATION:

Mayor Fiers read the Election 2024 Proclamation, declaring an election on March 19, 2024, from 7 a.m. to 7 p.m. to vote for Mayor and two Commission seats.

OTHER BUSINESS:

Commissioner Tyler gave a brief progress report on the Hiring Committee. As of last Tuesday, there were four candidates selected for interviews. The applications are coming in, and interviews are being scheduled. The Committee has finalized the required documents and will review them at tomorrow's meeting.

ADJOURNMENT:

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

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

The meeting adjourned at 8:31 p.m.

Approved this day, **23RD Day of October 2023.**

ATTEST:

Alan Fiers, Mayor

Jude M. Goudreau, Town Clerk

(Seal)

TOWN OF PALM BEACH SHORES, FLORIDA
FINAL BUDGET HEARING
MINUTES
September 25, 2023

1. **CALL TO ORDER**

Mayor Fiers called the meeting to order at 7:00 pm. The Pledge of Allegiance was recited. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404. Those present were Mayor Alan Fiers, Commissioner Tracy Larcher, Commissioner Brian Tyler, Commissioner Mark Ward. Also present were Town Treasurer Darlene Hopper and Town Attorney Keith Davis.

2. **Town Treasurer Darlene Hopper** gave a presentation of proposed millage rate, which has remained the same for numerous years, and tentative budget as follows:

- a. Announce the percentage increase **9.83%** over the rolled back rate **5.7815** necessary to fund the budget.
- b. Announce the millage rate of **6.3500** mills.
- c. Announce the debt service millage rate of **0.4290** mills (bond referendum for underground utility project).
- d. Summary of budget, Exhibit A is attached to these minutes. Administrator Wells gave a review of the budget and answered the Commission's questions.
- e. Announce the specific purposes for which ad valorem revenues are being used.

3. Public comments: **Mayor Fiers made the call for Public Comment and there were none.**

4. **Adoption of Resolution R-10-22 Set Millage Rate FY 2023-2024:**

MOTION: Commissioner Brian Tyler moved to approve millage rate of **6.3500** mills and debt service millage rate of **0.4290** mills

SECOND: Commissioner Mark Ward seconded the motion.

VOTE: Town Clerk Goudreau called the Roll Vote: The Motion Passed 4-0.

5. **Adoption Resolution R-11-22 Budget FY 2023-2024:**

MOTION: Commissioner Tracy Larcher moved to approve budget as presented

SECOND: Commissioner Mark Ward seconded the motion.

VOTE: Town Clerk Goudreau called the Roll Vote: The Motion Passed 4-0.

6. Adjournment:

MOTION: Commissioner Brian Tyler moved to adjourn the meeting.

SECOND: Commissioner Mark Ward seconded the motion.

VOTE: The Motion Passed 4-0.

Mayor Fiers adjourned the Public Hearing at 7:06 pm.

Approved this **23rd** day of **October** 2023.

Alan Fiers, Mayor

ATTEST:

Jude M. Goudreau, Town Clerk

(Seal)



Town of Palm Beach Shores Community Center Rental Check List

Date of event: 11/17/2023 Anticipated attendees: 100
Type of Event: ANNUAL SHRIMP BOIL Time of event start to finish 1 P.M. - 10 PM
Name of Resident and Sponsor LISA TROPEPE

Required Forms

Resident Reservation Form

RECEIVED

Special Event Permit (Commission Approval)

RECEIVED

Community Center Rental Agreement

RECEIVED

Community Center Rental Policies & Procedures

RECEIVED

Event Insurance

RECEIVED

Pre-approved floor plan layout

Amplified Music Request

Required Fees

First Floor:

Security Deposit	\$50.00 (Refundable)
Rental Fee (10 Hours)	\$53.50 (Tax Included)
Additional Hours	\$3.50/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:

Security Deposit	\$500.00 (Refundable)	PAID
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

Community Center Coordinator signature: _____ Date Received: ____10.5.2023____



Town of Palm Beach Shores

Community Center Rental

Check List

Beach Rental:

Security Deposit	\$250.00 (Non-Refundable)	<u>N/A</u>
Rental Fee (10 Hours)	\$250.00	<u>N/A</u>
Cleaning Fee	\$100.00 (Refundable)	<u>N/A</u>
Special Beach Permit	\$ 50.00	<u>N/A</u>

Total Due

\$1,233.00

All scheduled events are required to have Event Insurance that can be purchased from a vendor of your choice. Please see your signed Community Center Rental/Use Agreement contract for minimum limits. The Town of Palm Beach Shores will need to be listed as the certificate holder with our address of 247 Edwards Lane Palm Beach Shores, Fl. 33404. Copy will need to be provided to the Town. ☐

All scheduled events serving alcohol are required to have a licensed bartender or caterer. They must provide their license and insurance information at the time of the event booking. ☐

The use of the Town Beach is NOT included in the rental of the Community Center. A separate Special Beach Permit, Rental, and Cleaning fee is required for the use of the Town Beach. Unauthorized use of the Towns' Beach will result in a fine of \$500.00. Rental of the beach is not exclusive and does not include the covered tiki area or walkway. The beach, tiki area, and walkway are NOT to be obstructed for public use during any event. ☐

All renters are required to use the community center floor layouts that have been pre-approved by the Fire Marshall. If the renter wishes to alter the pre-approved floor plan, they must provide a diagram and seek approval by the Fire Marshall at their own expense. ☐

Basic cleaning, removal of personal and catering items, and all guests and hired personnel must be vacated from the premises by midnight or by the tenth hour of rental. Whichever comes first. ☐

By initialing and signing this form, you acknowledge that you have received and read all required paperwork for the rental of the Community Center and agree to pay all fees associated with the rental.

Kia J. Jumper

Signature of Renter

10/5/2023

Date

Signature of Community Center Coordinator

Date



TOWN OF PALM BEACH SHORES, FL
CONSULTANT SERVICES AUTHORIZATION

DATE: September 21, 2023

CSA NO. _____ FOR CONSULTING SERVICES

TOWN RFQ. NO.: ENG-22-01

ENGENUITY GROUP, INC. PROJECT NO.: 01005.12.A

PROJECT TITLE: Town of PBS Paving and Grading Plans

This CSA, when executed, shall be incorporated in and shall become an integral part of the Professional Engineering Services Agreement dated September 21, 2023 between the Town of Palm Beach Shores ("TOWN"), and ENGENUITY GROUP, INC. ("CONSULTANT") hereafter referred to as the Agreement.

I. PROJECT DESCRIPTION

Engenuity Group, Inc. will perform construction phase services for the paving, grading, and drainage construction for the following:

1. Lake Drive
2. Inlet Way
3. Bamboo Road
4. Cascade Lane
5. Edwards Lane
6. Drainage Improvements

II. SCOPE OF SERVICES

The following is a description of the services to be provided under this Consultant Services Authorization.

TASK 1- Construction Phase Services

Construction phase services shall include visits to Site and observation of construction. In connection with observations of CONTRACTOR'S work in progress while it is in progress.

CSA NO. _____

1. Preconstruction Conference. Attend a Preconstruction Conference prior to commencement of Work at the Site.

2. Make no more than **30** visits to the site at intervals appropriate to the various stages of construction, as ENGINEER deems necessary, in order to observe as an experienced and qualified design professional the progress and quality of the Work. Such visits and observation by ENGINEER, are not intended to be exhaustive or to extend to every aspect of CONTRACTOR'S work in progress or to involve detailed inspections of CONTRACTOR'S work in progress beyond the responsibilities specifically assigned to ENGINEER in the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on ENGINEER'S exercise of professional judgement. Based on information obtained during such site visits and such observations, ENGINEER will determine in general if CONTRACTOR'S work is proceeding in accordance with the Contract documents, and ENGINEER shall keep OWNER informed of the progress of the Work.

3. Clarifications and Interpretations; Field Orders. Issue necessary clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of CONTRACTOR'S work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract documents. ENGINEER may issue Field Orders authorizing minor variations from the requirements of the Contract Documents.

4. Shop Drawings and Samples. Review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which CONTRACTOR is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, sequences or procedures of construction or to safety precautions and programs incident thereto. ENGINEER has an obligation to meet the CONTRACTOR'S submittal schedule that has earlier been acceptable to ENGINEER.

5. Applications for Payment. Based on ENGINEER'S on-site observations as an experienced and qualified design professional, ENGINEER will review pay applications and advise OWNER to either recommend payment or return the pay application to the CONTRACTOR for correction.

6. Inspections and Tests. Require such special inspections or tests of CONTRACTOR'S work as deemed reasonably necessary, and receive and review all certificates of inspections, tests, and approvals required by Laws and Regulations or the Contract Documents. ENGINEER'S review of such certificates will be for the purpose of determining that the results certified indicate compliance with the Contract Documents and

will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the Contract Documents. ENGINEER shall be entitled to rely on the results of such tests. Field testing of materials is not included in ENGINEER'S scope of services.

7. Record Drawings. Review Record Drawings prepared and certified by the CONTRACTOR'S Florida licensed surveyor and the CONTRACTOR.

8. Completion of Construction Certifications. Prepare construction completion certification and submit to the Town of Palm Beach Shores.

9. Substantial Completion. Promptly after notice from CONTRACTOR that CONTRACTOR considers the entire Work ready for its intended use, in company with OWNER and CONTRACTOR, conduct a review of the work to determine if it is Substantially Complete.

10. Final Notice of Acceptability of the Work. Conduct a final review to determine if the completed Work of CONTRACTOR is acceptable.

11. Contract Time. ENGINEER'S services during construction are dependent upon the timely performance of CONTRACTOR's work. ENGINEER'S services are based on a construction Contract Time of 90 calendar days for final completion of the work. If the CONTRACTOR exceeds such period of time, ENGINEER'S compensation shall be subject to an equitable adjustment.

This proposal does NOT include the following:

- A. The design of any major off-site roadway improvements.
- B. Reproduction of drawings and specifications for Contractor's use during construction.
- C. Additional Survey including construction layout. See separate proposal by Engenuity Group, if needed.
- D. Design of landscaping, irrigation, lighting, drainage and swale design.
- E. Coordination of new or relocated electrical, gas, telephone, and TV services.
- F. Environmental Analysis or design including wetlands, uplands, or contamination.
- G. Subsurface Utility Locations (SUE)

III. DELIVERABLES

The deliverables for these construction phase services shall include detailed reports for each site visit containing information regarding the CONTRACTOR'S progress, field conditions, pictures, and recommendations to the OWNER.

IV. COMPENSATION AND PAYMENT

The CONSULTANT will perform the tasks as outlined in the scope of services for an hourly Not-To-Exceed Fee as outlined in Table 2:

**Table 2
Budget Summary**

Description	Total
Preconstruction Conference	\$1,250.00
Field Observations	\$21,000.00
Project Certification	\$3,020.00
Shop Drawings, Testing, and Pay Application Reviews	\$3,020.00
Substantial Completion Walkthrough	\$1,250.00
Final Completion Walkthrough	\$1,250.00
TOTAL	\$30,790.00

V. ASSUMPTIONS

Existing Asphalt widths will remain the same. Grading will match existing driving elevations to be assumed.

VI. AGREEMENT REFERENCE

The work authorized under this CSA shall be performed under the terms and conditions described within the Professional Services Agreement dated September 21, 2023, by and between the Town of Palm Beach Shores ("TOWN") and ENGENUITY GROUP, INC. ("CONSULTANT"). Compensation shall not exceed the hourly rates currently in effect under this Agreement.

CSA NO. _____

ENGENUITY GROUP, INC.

By: Lisa Tropepe

Print Name: Lisa Tropepe, P.E.

Title: Vice President

TOWN OF PALM BEACH SHORES

By: _____

Date: _____

Town Attorney's Office

Approved as to form and legality

By: _____

CSA NO. _____

A. B. Dudley & Associates, Inc.
534 Bobbin Brook Lane
Tallahassee, FL 32312
alisondudley@dudleyandassociates.com

AGREEMENT

This agreement entered into between the Town of Palm Beach Shores (herein referred to as "Client") and A.B. Dudley & Associates, Inc. (hereinafter referred to as "the Firm").

1. SCOPE OF SERVICES. The Firm agrees to represent the Client before the Florida Legislature, to specifically assist the Client in the passage of appropriations.

2. TERM. The term of this relationship shall commence on November 1, 2023 and end on June 30, 2023. Upon thirty (30) days written notice to the other, either party may terminate this agreement. In the event of termination by the Client, any unpaid fees or expenses due the Firm shall be payable through the effective date of termination.

3. FEES. The Firm will provide the above-referenced professional services for a fee of \$35,000.00, payable in two payments: \$20,000.00 due on December 1, 2023, and the final payment of \$15,000 due on February 1, 2024.

4. REPORTING. The Firm will be available to meet or discuss the status of any activities undertaken on behalf of the Client.

5. INDEPENDENT CONTRACTOR. The Firm and its employees, subcontractors and agents are independent contractors in the rendition of the services under this agreement and shall not hold itself out nor permit its employees, subcontractors or agents to hold themselves out, nor claim to be, officers or employees of Client.

6. ETHICAL & LEGAL CONSIDERATIONS. The Firm agrees to comply with all applicable local, state and federal laws, rules and regulations in its representation of the Client under this agreement, including applicable lobbyist compensation reporting requirements under Florida law.

IN WITNESS HEREOF, the parties executed this Agreement on the ____ day of _____, 2023 (If parties are together to sign at the same time). If not, date below.

By: _____
Alison Dudley
AB Dudley & Associates

By: _____
Mayor, Alan Fiers
Town of Palm Beach Shores

Dated: _____

Dated: _____

TOWN OF PALM BEACH SHORES

MONTHLY FINANCIAL REPORT

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

	CASH & INVESTMENTS		R E V E N U E			
			BUDGET	CURRENT	YEAR TO DATE	% OF BUDGET
9/30/2022	\$ 4,439,076		\$ 6,138,456	\$ 194,707	\$ 6,349,812	103%
10/31/2022	\$ 3,851,354		\$ 5,929,708	\$ 48,123	\$ 48,123	1%
11/30/2022	\$ 5,670,127		\$ 6,033,030	\$ 2,292,667	\$ 2,340,790	39%
12/31/2022	\$ 6,492,638		\$ 6,033,030	\$ 1,321,829	\$ 3,662,619	61%
1/31/2023	\$ 6,322,690		\$ 6,033,030	\$ 290,229	\$ 3,952,849	66%
2/28/2023	\$ 6,900,682		\$ 6,033,030	\$ 901,350	\$ 4,854,199	80%
3/31/2023	\$ 6,472,673		\$ 6,033,030	\$ 218,856	\$ 5,073,054	84%
4/30/2023	\$ 6,088,815		\$ 6,254,028	\$ 425,930	\$ 5,498,984	88%
5/31/2023	\$ 5,899,956		\$ 6,254,028	\$ 172,195	\$ 5,671,179	91%
6/30/2023	\$ 5,325,627		\$ 6,254,028	\$ 182,212	\$ 5,853,392	94%
7/31/2023	\$ 5,072,351		\$ 6,254,028	\$ 222,428	\$ 6,075,819	97%
8/31/2023	\$ 4,653,520		\$ 6,254,028	\$ 160,366	\$ 6,236,165	100%
9/30/2023	\$ 4,621,472					

	E X P E N D I T U R E S					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2022	\$ 6,138,456	\$ 327,456	\$ 111,343	\$ 438,799	\$ 5,788,214	94%
10/31/2022	\$ 5,929,708	\$ 717,313	\$ 34,653	\$ 751,966	\$ 751,966	13%
11/30/2022	\$ 6,033,030	\$ 471,841	\$ (9,659)	\$ 462,182	\$ 1,214,148	20%
12/31/2022	\$ 6,033,030	\$ 504,555	\$ (18,472)	\$ 486,083	\$ 1,700,231	28%
1/31/2023	\$ 6,033,030	\$ 460,814	\$ 19,977	\$ 480,791	\$ 2,181,022	36%
2/28/2023	\$ 6,033,030	\$ 330,125	\$ 41,272	\$ 371,397	\$ 2,552,419	42%
3/31/2023	\$ 6,033,030	\$ 647,223	\$ (148,090)	\$ 499,133	\$ 3,051,551	51%
4/30/2023	\$ 6,254,028	\$ 761,660	\$ (51,189)	\$ 710,471	\$ 3,762,022	60%
5/31/2023	\$ 6,254,028	\$ 431,833	\$ (67,704)	\$ 364,129	\$ 4,126,151	66%
6/30/2023	\$ 6,254,028	\$ 753,743	\$ 154,813	\$ 598,930	\$ 4,725,081	76%
7/31/2023	\$ 6,254,028	\$ 442,844	\$ (5,105)	\$ 437,739	\$ 5,162,820	83%
8/31/2023	\$ 6,254,028	\$ 601,544	\$ (64,181)	\$ 537,363	\$ 5,700,183	91%
9/30/2023		\$ 263,932				

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

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

*The Town Treasurer is closing the fiscal year ended 9/30/23
Final numbers will be ready for the auditors by the end November.*

Town of Palm Beach Shores
Disbursements - September 2023

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

Town of Palm Beach Shores
Capital Roads Project
FY2023

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

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

Town of Palm Beach Shores

Utility Tax

10% Effective 4/1/17

	Electric	Water	Gas	Total
	<i>FPL</i>	<i>Riviera Beach</i>	<i>FPU</i>	
Oct-22	20,596.15	7,984.92	2,922.70	31,503.77
Nov-22	19,150.30	8,855.06	3,309.70	31,315.06
Dec-22	20,670.10	7,541.59	3,363.58	31,575.27
Jan-23	16,627.96	8,611.41	4,206.95	29,446.32
Feb-23	20,086.85	7,938.88	6,384.53	34,410.26
Mar-23	20,475.78	7,946.01	3,989.86	32,411.65
Apr-23	18,918.71	10,928.95	2,896.46	32,744.12
May-23	27,118.78	8,434.66	2,413.43	37,966.87
Jun-23	24,019.32	8,322.41	1,167.24	33,508.97
Jul-23	24,388.90	7,961.66	2,343.45	34,694.01
Aug-23	26,887.00	8,364.00	3,294.49	38,545.49
Sep-23	28,991.37			28,991.37
YTD Total	267,931.22	92,889.55	36,292.39	397,113.16

<i>Budget FY2023</i>	<i>220,000.00</i>	<i>105,000.00</i>	<i>28,000.00</i>	<i>353,000.00</i>
% budget	122%	88%	130%	112%

Town of Palm Beach Shores
Discretionary Sales Tax PBC

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

Current Year Receipts:

Date of Receipt	Period	
11/28/2022	October 2022	\$ 8,317.76
12/23/2022	November 2022	\$ 8,669.80
1/27/2023	December 2022	\$ 9,001.22
2/3/2023	Quarterly adjustment 12/22	\$ 5,128.10
2/27/2023	January 2023	\$ 11,356.25
3/31/2023	February 2023	\$ 9,367.57
4/30/2023	March 2023	\$ 9,490.81
5/31/2023	April 2023	\$ 16,272.18
6/30/2023	May 2023	\$ 9,201.99
7/31/2023	June 2023	\$ 8,772.70
8/31/2023	July 2023	\$ 13,437.60
9/31/2023	August 2023	\$ 8,240.28
	September 2023	

Total current year receipts	\$ 117,256.26
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Current Year Expenditures:

\$ -

Accumulated (unspent) Discretionary Sales Tax as of 9/30/23	\$ 625,081.18
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Town of Palm Beach Shores
Building Department

	Building Permits	Building Department	Net Building	Cumulative Net Bldg
10/31/2022	\$ 5,815	\$ 14,289	\$ (8,474)	\$ (8,474)
11/30/2022	\$ 24,749	\$ 35,108	\$ (10,360)	\$ (18,833)
12/31/2022	\$ 7,780	\$ 22,755	\$ (14,975)	\$ (33,808)
1/31/2023	\$ 57,999	\$ 29,304	\$ 28,695	\$ (5,113)
2/28/2023	\$ 20,804	\$ 20,502	\$ 302	\$ (4,811)
3/31/2023	\$ 19,180	\$ 25,207	\$ (6,026)	\$ (10,837)
4/30/2023	\$ 35,497	\$ 23,134	\$ 12,363	\$ 1,526
5/31/2023	\$ 27,800	\$ 19,975	\$ 7,825	\$ 9,351
6/30/2023	\$ 33,862	\$ 39,582	\$ (5,720)	\$ 3,631
7/31/2023	\$ 27,324	\$ 37,067	\$ (9,743)	\$ (6,112)
8/31/2023	\$ 28,094	\$ 19,060	\$ 9,034	\$ 2,922
9/30/2023	\$ 8,191	\$ 46,088	\$ (37,897)	\$ (34,975)
	\$ 297,095	\$ 332,070	\$ (34,975)	

Other related revenues:

Bldg Permit State Surcharge	\$ 10,976
Fire Inspection Fees	\$ 475
Reinspection Fees	\$ 26
Code Enf Admin Cost Reimb	\$ 3,311
Site Plan / Variance Fees	\$ 4,900
Land Development Costs	\$ 30,235
Town Code & Ordinance Fines	\$ 445
Other Permit Admin Fee	\$ 26,285
Net Building	\$ 41,678

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

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

	COST	TOTAL	Remaining	P R O J E C T E D	
	ESTIMATE	as of 9/30/23	Costs	Cost	Variance
Other Financing Sources:					
Loan Proceeds	\$ 6,000,000	\$ 6,000,000.00	\$ -	\$ 6,000,000.00	\$ -
Expenditures:					
Survey	\$ 38,000	\$ 65,762.50	\$ -	\$ 65,762.50	\$ (27,762.50)
Legal	\$ 4,000	\$ 3,150.00	\$ -	\$ 3,150.00	\$ 850.00
Project Mgmt/Admin	\$ 80,000	\$ 95,572.09	\$ -	\$ 95,572.09	\$ (15,572.09)
Construction - Viking	\$ 4,336,460	\$ 4,343,654.00	\$ -	\$ 4,343,654.00	\$ (7,194.00)
Construction - Comcast	\$ 250,000	\$ 528,340.73	\$ -	\$ 528,340.73	\$ (278,340.73)
Construction - AT&T	\$ 450,000	\$ 456,410.36	\$ 166,415.95	\$ 622,826.31	\$ (172,826.31)
Construction - FPL	\$ 254,386	\$ 254,386.00	\$ -	\$ 254,386.00	\$ -
Landscape Restoration	\$ 16,300	\$ 9,584.51	\$ 6,715.49	\$ 16,300.00	\$ -
Loan Acquisition	\$ 23,000	\$ 22,508.00	\$ -	\$ 22,508.00	\$ 492.00
Contingency	\$ 547,854	\$ 8,785.76	\$ -	\$ 8,785.76	\$ 539,068.24
Total expenditures	\$ 6,000,000	\$ 5,788,153.95	\$ 173,131.44	\$ 5,961,285.39	\$ 38,714.61
Net Change in Fund Balance	\$ -	\$ 211,846.05	\$ (173,131.44)	\$ 38,714.61	\$ 38,714.61

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

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

note:

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

FIND funding

funding vetoed by govener
Lake Park proposing project take over
Town Mger John D'Agostino

PALM BEACH COUNTY SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



October 2023 Commission report with stats from September 2023

Sergeant Steven Langevin

Commander-District 20/Town of Palm Beach Shores

Arrests

No Arrests needed to be made during the month of September. In the first 2 weeks of October one arrest and warrant request were made both for violation of domestic violence no contact orders. One in the 100 block of Tacoma the other in the 100 Block of Inlet way.

Mental health assist

None

Miscellaneous

- The labor day holiday weekend went well, no incidents were reported.
- The marathon that came through town in late September also had no incidents reported. We did require 2 deputies be posted at Lake and Blue heron at the promoter's cost assisted greatly with allowing entry onto Lake Drive.
- I attended the Annual Blue Mass held for all law enforcement and first responders at St. Ignatius led by the Bishop.

PBSO analyst's statistics report follows



September - 2023 - Monthly Strategic Report

CAD Calls	Monthly Totals
Business / Residence Checks (Self-Initiated)	3106
Traffic Stops (Self-Initiated)	139
Calls for Service (Excluding 1050's & 1061's)	253
All CAD Calls - Total	3498

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 3498 generated calls within the district. 93% of these calls were self-initiated.

Data below represents Traffic Activity conducted by D20 Deputies

Data Source: D20 Office Staff and P1

Total Citations	Total Warnings	Parking Citations
9	138	19

Arrest and NTA Statistics

Arrest Data
Arrests & Notice to Appear (NTA) within District 20
Total Count - 0

Data Source: CrimeView Desktop

RPT #	DATE/TIME	SIGNAL	NEIGHBORHOOD	COMMONPLACE	LOCATION
202300936581	2023-09-11 06:51:47	1061	<Null>	<Null>	APPROX LOC: 249 LINDA LN
*1061 ARR keystroke error - no arrest					

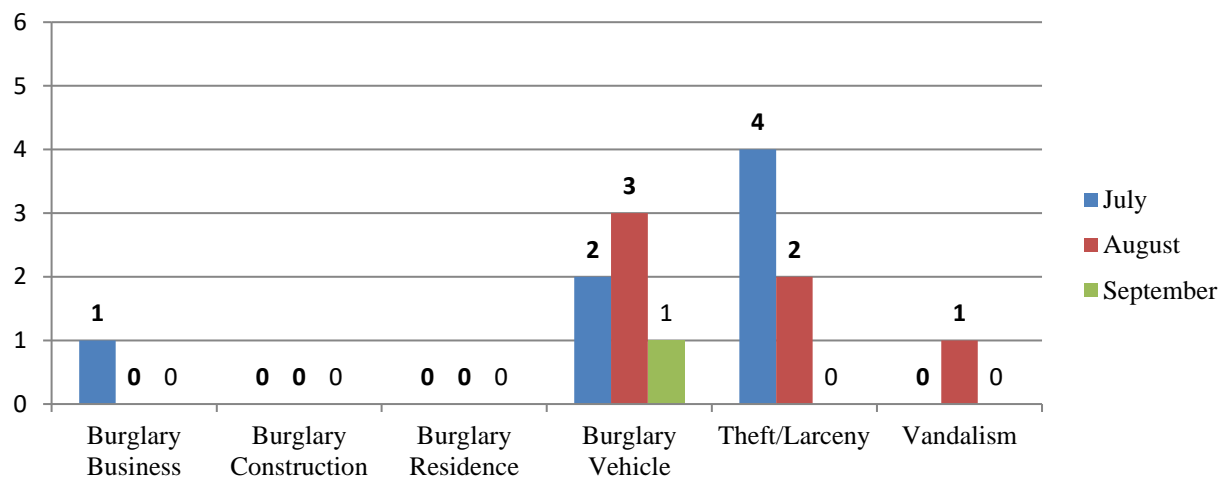
DATA ANALYSIS

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

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



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



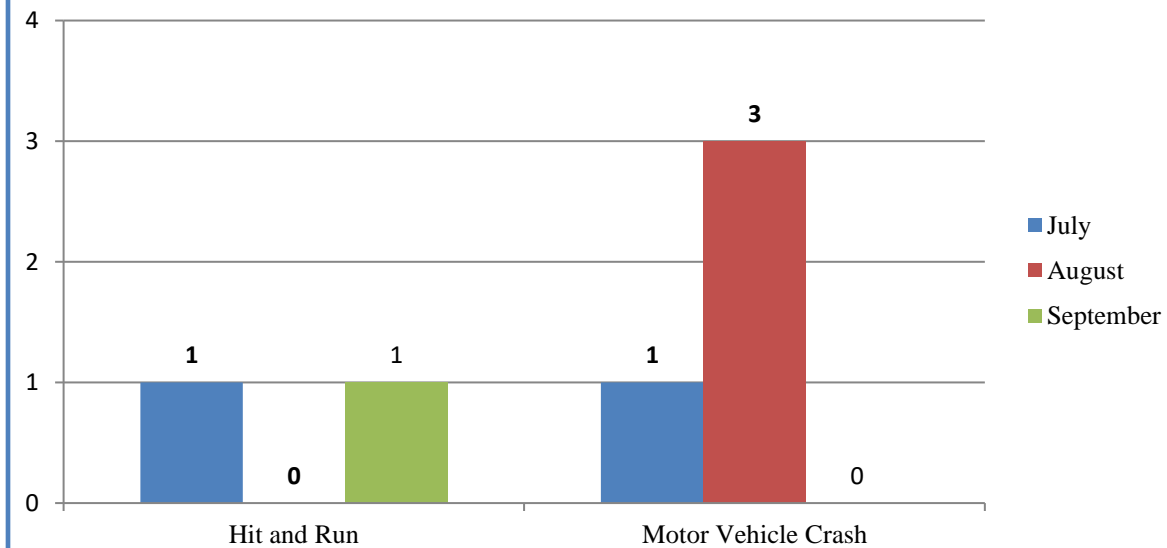
D20 Monthly Stats Stolen Vehicles & Stolen Vehicle Recoveries

Data Source: CADs/P1



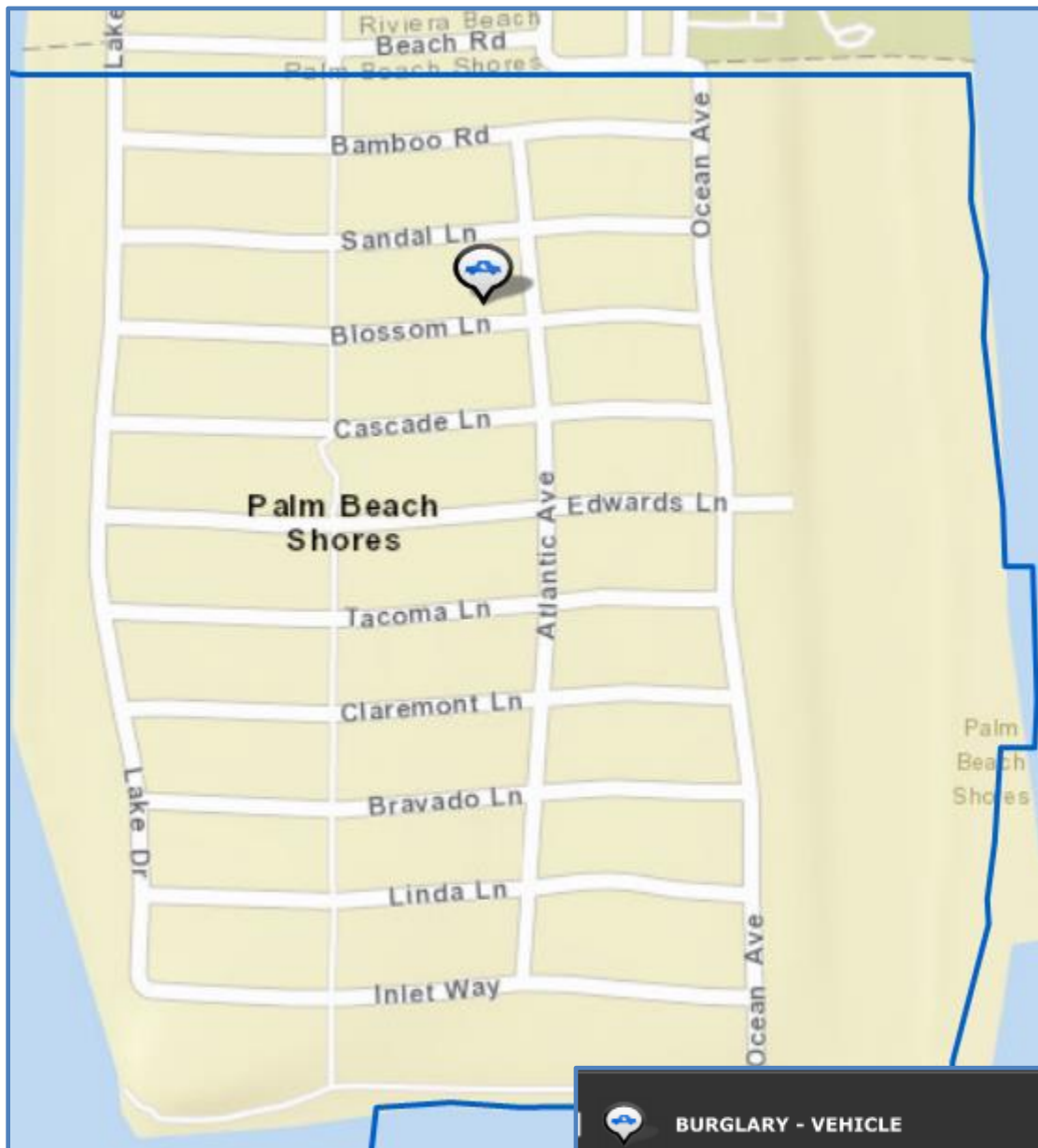
D20 Monthly Stats Hit and Run & Motor Vehicle Crash

Data Source: CADs/P1



District 20 Map of Activity

Data: Source: CrimeView Dashboard



FIR MAP

10 Records Plotted in CrimeView Dashboard.



(14) 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
21 September 2023 – 18 October 2023

TO: Mayor Alan Fiers
Town Commissioners

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

DATE: 18 October 2023

OPERATIONS

FIRE DEPARTMENT

COMMUNITY RISK REDUCTION (CRR) INITIATIVES

- Fire / Life Safety Inspections and Fire Protection Systems Plans Review
 - Ongoing Plans Reviews and Inspection Services
 - Annual Fire Inspections and Re-Inspections ongoing
- Hydrant Inspection Program (Monthly) – Performed by PBSFD
 - Per Riviera Beach Water Utilities, hydrant inspection program was requested to be curtailed until all tie-ins and new hydrants are online.
- Certificate of Public Convenience & Necessity (COPCN)
 - County attorneys are authoring modifications to enable our municipal eligibility for primary and secondary COPCN's. Current COPCN revision process is estimated to conclude by end of CY2024 second quarter.
- *Community CPR & AED* – Coordinating with POA to present the opportunity in conjunction with POA meetings.
- *Courtesy Home Fire Safety Surveys* – (Implemented: November 2017)
- *Pulse Point* mobile application site – *Pulse Point* is a pre-arrival solution designed to support public safety agencies working to improve cardiac arrest survival rates through improved bystander performance.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

TOWN OF PALM BEACH SHORES

DEPARTMENT OF EMERGENCY SERVICES

21 September 2023 – 18 October 2023

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

STAFFING

- Career Staff. – No full-time vacancies. Part-Time testing / evaluation process projected to be completed by end of this month.
- 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 44 volunteer members certified to State Minimum Standards on the “Active” rolls at the time of this report.

WORKFORCE & OFFICER LEADERSHIP DEVELOPMENT

- Training & Continuing Education programs
 - Four (4) PBSFD personnel attended Flood Water Rescue October 3-5, 2023



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

FLEET DEPLOYMENT & MAINTENANCE

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

INDUSTRY & PROFESSIONAL STANDARDS COMPLIANCE INITIATIVES

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

OCEAN RESCUE

GEAR & EQUIPMENT

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

BEACH & WATER CONDITIONS

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



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

TOWN OF PALM BEACH SHORES

DEPARTMENT OF EMERGENCY SERVICES

21 September 2023 – 18 October 2023

OFFICE OF EMERGENCY MANAGEMENT

Florida Recovery Obligation Calculator (F-ROC)

- F-ROC is a new initiative, sponsored by the Florida Division of Emergency Management (FDEM), that standardizes, streamlines, and simplifies the Public Assistance process. This will result in a quicker recovery and reduced risk for Applicants.
- The Town has opted-in to the program. Initial State training requirements were met. Opt-In guarantees a minimum of 20% disaster expense recovery.
- The Disaster Readiness Assessment (DRA) is currently being completed.

Comprehensive Emergency Operations Plan (CEOP): - Ongoing

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

Continuity of Operations Plan (COOP): - Ongoing

- Purpose and Scope: The COOP enables organizations to continue their Essential Functions (EF's) across a wide spectrum of emergencies. This Plan applies to the functions, operations, and resources necessary to ensure the continuation of the Town's Essential Functions, in the event its normal operations at Town Hall or Town facilities are disrupted or threatened with disruption. This Plan applies to all Town personnel and contractors vital to daily operations. Palm Beach Shores staff must be familiar with Continuity policies and procedures and their respective Continuity roles and responsibilities. This Continuity Plan ensures the Town of Palm Beach Shores is capable of conducting its essential missions and functions under all threats and conditions, with or without warning, including natural and



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

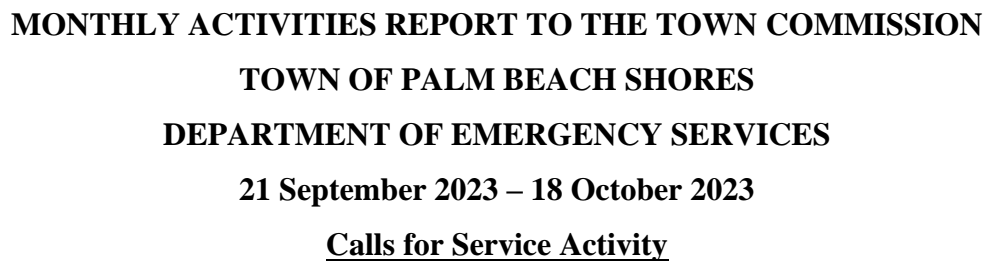
21 September 2023 – 18 October 2023

manmade disasters, technological emergencies, and military or terrorist attack-related incidents.

- Based on a vulnerability assessment which identifies capabilities, limitations, and potential threats.
- Identify and address any potential critical points of failure.

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

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



OCEAN RESCUE (September 2023)	Rescue Report	Rescues: 00 Assists: 03 Vessel Assists: 00
	Prevention & Education	Contacts: 388
	Beach Usage	Guarded Area: 8,395 Total: 28,040 Inlet: 20,235
	First Aid Provided	Occurrences (Minor): 59

FORMAL TRAINING & DRILLS	DATE	TIME	LOCATION	TYPE			NATURE	STAFFING	NOTES
				FIRE	RESCUE	EMS			
	26 Sep 2023	18:15	Station 80	X	X	X	P/T Testing	11	Classroom
	10 Oct 2023	18:30	90 Edwards	X	X	X	Strategy & Tactics	17	Classroom
	17 Oct 2023	18:30	90 Edwards	X	X	X	Utilities Safety	22	Hands-On
Formal Training Drills – 03									
Personnel Participation – 50									
Personnel Training Hours – 150									



Public Works Department

Monthly Status Report

October 2023

Community Center:

1. The Project concerning the Kitchen Remodel on the 2nd floor is in the planning stages for the bid process. As built drawings are underway and will be provided to the Building Department for the bid packet. The Architecture Plans have been submitted to the Building Department for review. The demo phase began on Thursday, June 15, 2023, it was performed by Public Works Staff. The Demo was placed on hold by the Building Official stating a Licensed Contractor must perform all phases of the Kitchen Remodel. Waiting on Electrical and Plumbing Architecture Plans to be submitted to the Building Department for the Building Official to review. It has been challenging with locating Contractors to take on the project. With Lack of Contractors Interests, and Architecture Interests, and no Public Works assistance the Kitchen Project is facing delays. **Building Official agreed to allow Public Works to complete the Demo Phase. The Start Date was Tuesday, August 1, 2023, the completion date for all Demolition was Friday, September 8, 2023.** The Town Contracted with an Architect Engineer Firm. When the Plans are completed, stamped, and sealed. The Town will list the Project for a Formal Bid Process. Waiting for the Plumbing & Electrical Drawings from the Possible Contractor to be submitted to the Building Official for review.
2. Receiving quotes for new roll down shades on the 2nd floor.
3. Receiving quotes for new roll down shades on the 1st floor.
4. Receiving quotes for new sound panels and acoustics suggestions on the 2nd floor.
5. The projects listed is funded through the approved Donations and the general budget.

Grounds & Parks:

1. Scheduling to install concrete slabs under the Parkway benches due to safety concerns. The concrete slabs will replace the existing individual square pavers creating an uneven surface and trip hazards. There is a total of 37 concrete slabs to be installed. This project will be performed by the Public Works Staff.
2. The pressure washing project along the Parkway sidewalk, bricks, and park benches is in progress. The start date Wednesday, September 13, 2023. Beginning at Inlet Way going North to Bamboo Road. The project will be performed by Public Works Staff.
3. Scheduling to convert all the Irrigation mechanical time clock controllers and zone valves to digital located along the Parkway. There is a total of 5 stations to be converted. This will improve water

consumption and maintenance costs. The work will be completed by the Public Works Department staff. The delay for the project is due to new Public Works Staff training.

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

Streets:

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

Lift Stations:

1. Scheduling to reline the streets sewer manholes in various locations. Rescheduling upon the completion date of the Watermain Project by Riviera Beach.
2. Receiving quotes for new Flow Meters required update due to technology and equipment changes.
3. Scheduling to perform the maintenance on 4 each check valves located in the Lift Stations Valve Pits.
4. Scheduling to perform the high-pressure cleaning inside the Lift Stations Wet Wells and Pumps.
5. The projects listed are funded through the approved general budget.

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

1. Scheduling to clean the Town Hall roof tiles and Gazebo roof tiles as per code. The project was completed by Public Works Staff on Tuesday, September 12, 2023.
2. Scheduling to recoat the Town Hall Second-Floor modified roof for maintenance and increase extended material wear and protection. Project delayed due to excessive rain. This project will be performed by Public Works Staff.
3. The repairs to the Beach Building exterior concrete, stucco, roof repairs, door repairs, and painting. Interior repairs to exhaust fans, tile on walls, plumbing, electrical, and painting. The project start date was Wednesday, October 10, 2023. This project will be performed by Public Works Staff.
4. Scheduling to repair the Fire Annex Building replace the kitchen exhaust fan over stove to a commercial exhaust fan, replace ceiling lighting with LED Lights, and paint interior walls & doors. This project will be performed by Public Works Staff. The project will be scheduled immediately following the Beach Building Repairs.

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

Capital Projects For 2021-2022:

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

Training / Certificates:

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

Updates:

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

Notes:

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



Town Clerk's Monthly Status Report

September 2023

BUILDING DEPARTMENT STATISTICS:

September 2023: Total Permits issued: 15 Total Permit Fees Paid: \$8191.44

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

CODE ENFORCEMENT STATISTICS:

The following is a count of properties that had Code Enforcement violations from September 21,2023 - October 18,2023

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

3 Closed. 1 Open. 115 Claremont Lane

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

1 Open 231 Bamboo Road

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

1 Open 308 Inlet Way

Code Violation: Sec. 78-79 Landscaping Maintenance

1 Closed 1 Open 237 Cascade Lane

Code Violation: Sec 70-75. Prohibited vehicle

1 Closed 1 Open. 301 Linda Lane

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

2 Open Claremont Lane (Marriott Parking Lot), 340 Bamboo Road

Code Violation: Sec. 38-1 Waste Management Dumpsters.

1 Open 231 Inlet Way

Code Violation: Sec. 70-76. Temporary parking

1 Open 121 Sandal Lane

Total Amount of Cases created that are closed from 9/20/23 - 10/18/23: 5

Total Amount of Cases created that are open from 9/20/23 - 10/18/23: 11

Total count of Cases 9/21/23 - 10/10/23:16

Special Magistrate:

123 Ocean Ave - Status Hearing

115 Cascade Lane - Nuisance and Business Tax Receipt and Certificate of Use.

Election Information:

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

Per the Town Charter the Qualifying Period Starting the **First Tuesday of November 2023 (Nov 7, 2023) no earlier than noon and will be open until the 4th Tuesday (Nov. 28th) no later than noon.** Contact the Town Clerk, Jude M. Goudreau, for further information about Qualifying.

Election information for the 2024 Elections:

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

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

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

Deadline to request that a Vote-by-Mail ballot be mailed to you: 5:00 p.m. on Thursday, March 7, 2024. Deadline to return your Vote-by-Mail ballot to our Main Office: 7:00 p.m. on Tuesday, March 19, 2024

What is the Presidential Preference Primary?

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

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

What is a Municipal Election?

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

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

- Information provided by the Supervisor of Elections Website.

Openings:

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

jgoudreau@pbstownhall.org

Jude M. Goudreau, CMC
Town Clerk

PALM BEACH SHORES

Select a period to highlight at right. A legend describing the charting follows.

Period Highlight:



ACTIVITY	PLAN START	PLAN DURATION	ACTUAL START	PLANNED INVOICE DATE	ESTIMATED BILLED AMOUNT
BAMBOO	30-Oct	10	1	10-Nov	200,000.00
EDWARDS	10-Nov	10	1	24-Nov	
LAKE DRIVE DRAINAGE	30-Oct	7	2	11-Nov	145,000.00
LAKE DRIVE CONCRETE	7-Nov	9	4	16-Nov	240,000.00
					310,000.00
LAKE M&P	17-Nov	14		20-Nov	
INLET WAY	27-Nov	20		30-Nov	350,000.00
CASCADE	11-Dec	14		24-Dec	300,000.00