



Mayor Alan Fiers
Vice Mayor Scott McCranel

Commissioner Tracy Larcher
Commissioner Brian Tyler
Commissioner Mark Ward

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

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

Meeting link:

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=m1061da930f7a0d275749949e8acd1f8> Meeting number: 2631 805 3675 Password: 0626

Join by phone: +1-408-418-9388 United States Toll Access code: 2631 805 3675

Regular Commission Meeting Agenda

1) CALL TO ORDER

- a) Pledge of Allegiance
- b) Roll Call

2) APPROVAL OF MEETING AGENDA

(Additions, substitutions, deletions)

3) APPROVAL OF CONSENT AGENDA

- a) Commission Meeting Minutes, May 22, 2023.
- b) Special Commission Meeting Minutes, June 12, 2023

4) PRESENTATION:

Audited Financial Statements for the year ending September 2022- Terry Morton, CPA, Nowlen, Holt & Miner, PA

5) AGREEMENTS:

Vote: Oceanside Beach Services Inc. – Contract Addendum

6) DEPARTMENT AND BOARD REPORTS:

Financial Report:

- May 2023

Staff Reports:

- Sheriff's Department
- Fire Department
- Public Works
- Town Clerk
- Planning and Zoning Chairman
- Town Attorney
 - Dish Network Litigation update

7) COMMISSION REPORTS

Mayor Fiers

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

8) ORDINANCES:

a) Ordinance O-2-23 Second Reading:

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

b) Ordinance O-3-23 First Reading:

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

9) OTHER BUSINESS:

- EMS Contract
- Gray Robinson-Payment for Dish Litigation.

10) DISCUSSION ITEMS:

- Town Administrator Position
- Use of ATV- Turtle Patrol

11. PUBLIC COMMENTS:

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

12. ADJOURNMENT

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

Monday, May 22, 2023
7 PM



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

Mayor Alan Fiers
Vice Mayor Scott McCranels

Commissioner Tracy Larcher
Commissioner Brian Tyler
Commissioner Brian Mark Ward

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

Regular Commission Meeting
Minutes

CALL TO ORDER

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

APPROVAL OF MEETING AGENDA

Motion: Commissioner Larcher made a motion to amend the meeting agenda to reorder item number ten up to item number three.

Second: Commissioner Mark Ward seconded the Motion.

Vote: Motion passed 5-0

PROCLAMATION:

Motion: Commissioner Tyler made a motion to approve a Proclamation honoring Palm Beach State College.

Second: Vice Mayor McCranels seconded the Motion.

Vote: Motion passed 5-0.

Attorney Keith Davis read the Proclamation, and Mayor Fiers presented the Proclamation celebrating the 90th Anniversary of Palm Beach State College to: Jyrece McClendon- Dean of Academic Affairs; Kenneth Badaracco- Interim Assistant Dean; Susan D. del Portal- Manager, External Affairs, Mayor Alan Fiers, Dr. Tracy Pellett- Provost/Dean.

APPROVAL OF CONSENT AGENDA

Commission Meeting Minutes, April 24, 2023.

Amended Commission Meeting Minutes March 27, 2023.

Special Permit Application 23-03- Sailfish Marina, Boat Race, approximately 150 People. June 2-June 4, 2023. Fees Paid, Insurance verification pending.

Special Permit Application 23-04- Sailfish Marina, Family Fun Day, approximately 300 people. August 12, 2023. Fees paid, insurance verification pending.

Special Permit Application 23-05- Sailfish Marina, Fishing Tournament, approximately 300 people. June 23-24, 2023. Fees paid, insurance pending.

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

Second: Commissioner Tyler seconded the Motion.

Vote: Motion passed 5-0

VARIANCES:

VAR23-02: 300 Linda Lane LLC, Owner of 300 Linda Lane, requests Variance Approval for a variance from Pf. 12.8(a) & (b) to allow for installation of an emergency generator forward of the mid-point of the principle structure where Town Code requires the generator to be located between the mid-point of the principle structure and rear lot line and a to allow a reduced setback of two (2) feet where Town Code requires five (5) feet.

Attorney Davis read the variance by Title and swore in the Applicant, Mrs. Anne Levine. Mr. Davis also asked for any ex parte communications from the Commissioners. P&Z Chairman Jerry Cohn was present and informed the Commissioners that his board did vote to recommend the variance request. Commissioner Ward questioned why there were two surveys in the application. The Applicant answered the Commissioner's questions.

Motion: Vice Mayor Scott McCranels made a motion to approve Variance 23-02.

Second: Commissioner Brian Tyler seconded the Motion.

Vote: Motion passed 5-0.

VARIANCE EXTENSION:

Kannega Glades LLC Owner, 123 Ocean Ave. Request a 6-month extension on the following two Variances:

VAR22-02: Kannega Glades LLC, Owner of 123 Ocean Avenue 101, requests Variance Review to allow for 1) a variance from Pf. 8.7 to allow for a 29.4-foot front yard setback where the Town Code requires 40 feet, a variance of 10.6 feet; 2) a variance from Pf. 8.9 to allow for a 21.8-foot rear yard setback where the Town Code requires 70 feet, a variance of 48.2 feet; 3) a variance from Pf. 8.8 to allow for 15-foot side yard setbacks where the Town Code requires 18 feet for each story over two stories, a variance of 3 feet, and 4) a variance from Pf. 8.5 to allow for 39.1% lot coverage, where the maximum allowed by the Code is 24% for a six-story building, a variance of 15.1%. VAR22-02 was approved on November 28, 2022, and VAR22-03: Kannega Glades LLC, Owner of 123 Ocean Avenue 101, requests Variance Review to allow for a variance from Pf. 8.3 to allow for the top of the beam to be at 68 feet, where Town Code limits the beam height to 63 feet measured from the grade elevation, a variance of 5 feet. VAR22-03 was approved on November 28, 2022

Attorney Davis gave an overview of the request. Variance 22-03 is no longer considered a variance since the Town has changed the requirements for that district's beam height and the Town Code. Present at the meeting and to answer questions from the Commission was: Deepak Khosa, owner of Kannega Glades LLC; Charles Millar, Senior Project Manager; Tony Escandari, Engineer; John Hodgdon, Real Estate Agent for the project. Mayor Fiers asked Attorney Davis to read into the record a letter dated May 9, 2023, that the Applicant's attorney received from the Town after a discussion at a town workshop concerning the condition of the failing building.

Discussion: A very lengthy discussion took place between Commission and the project's team. Mr. Millar provided a PowerPoint Presentation outlining the five points of concern from the attorney's letter. Mr. Millar gave an overview of the project timeline. They hired a demolition company and gave a deposit; Ivelisse Fradin of BG Group was present via Webex and answered questions from Commission. The demo permit and disconnection requests have been made, along with an asbestos survey; she anticipates the building to be demolished and sod to be placed on the lot by the end of October. Mayor Fiers said that the Town will do everything in its power to expedite the permit process and assist in any way it can. The Mayor said more action and less words from the Applicant are essential at this point.

Motion: Commissioner Brian Tyler made a motion to approve the extension request, subject to Proof of Contract with the demolition company, proof of deposit, and the 90-day projected window tightened up.
Second: Vice Mayor Scott McCranels seconded the Motion. Commissioner Larcher asked that the original Motion be amended to include the structure complying with Section 14 of the Town's Code or that the Order be rescinded. The Maker of the Motion, Commissioner Tyler, accepted that amendment.
Vote: Motion passed 5-0.

AGREEMENTS:

Vote: Amendment to the Interlocal Cooperation Agreement with Palm Beach County for purposes of certain federal community development funds from the U.S. Department of Housing and Urban Development.

Discussion: Mayor Fiers gave a brief overview of the agreement, a long-standing agreement, and while this program does not directly affect the Town, it does affect the County; signing the agreement helps the County and its programs.

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

Second: Commissioner Tyler seconded the Motion. Motion passed 4-1 with Commissioner Larcher opposed.

DEPARTMENT AND BOARD REPORTS

Financial Reports:

Discussion: Revenue is tracking ahead of budget due to the timing, and expenses are on budget. Mrs. Hopper answered the Commissioner's questions.

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

Second: Vice Mayor Scott McCranels seconded the Motion.

Vote: Motion Passed 5-0.

Staff Reports:

Sheriff's Department: PBSO Sgt. Steve Langevin gave an overview of the monthly report. Sgt. Langevin also updated the Commissioners on recent activities and arrests. Recently, an incident at the Marriott was called in to dispatch as a murder and turned out to be a misunderstanding caused by a disgruntled customer. Numerous agencies responded to the incident. Sgt. Langevin said the Town's Easter Egg Hunt went very well and thanked all the volunteers and businesses for their donations.

Fire Department: Chief Steedman gave an overview of his Monthly Report for April, as printed, and provided the monthly EMS statistics and training hours. Chief Steedman thanked Mr. Lewis from Bravado Lane for donating his home, which our Fire Department used for training. He also informed Commission that there is a new State program F-ROC (Florida Recovery Obligation Calculator) F-ROC is a new initiative sponsored by the Florida Division of Emergency Management (FDEM) that standardizes, streamlines, and simplifies the Public Assistance process. This program will result in a quicker recovery and reduced risk for Applicants for FEMA reimbursements. Chief Steedman requested direction from Commission to proceed to participate in the pilot program, which is free and provides training for municipalities. Hurricane Passes are now available for this hurricane season; please see Mary at the PBSO Substation.

Public Works: Director Welch started his report by thanking the residents for making his new staff feel welcome and for his team's positive interactions with the residents. Director Welch updated the Commissioners on the Community Center renovations; the Architectural plans have been submitted to the Building Department, and equipment has been ordered and should arrive within three to four weeks.

Mr. Welch also updated the Commission on the Tidal Value Project, AT&T Project, Watermain Project, Street Repairs, and Outfall Pipes. Mr. Welch answered questions from the Commissioners.

Town Clerk: No Report other than the written report given to Commission with the agenda.

Planning and Zoning Chairman: Chairman Cohn has no report this month.

Town Attorney: Attorney Davis provided a brief legal update on the Anchorage litigation suit. A motion to dismiss will be filed on June 7, 2023; it will be a virtual hearing, and Attorney Davis will update when he gets further. Mayor Fiers asked Attorney Davis to clarify Form 6, which was recently an HB signed by the Governor. Beginning January 2024, Local Legislation will be required to fill out Form 6 annually instead of Form 1, which they file annually now.

COMMISSION REPORTS:

Update on Water Main Project: Work on the water main replacement project will resume in the first week of June. We will send out special email blasts to keep everyone posted about road closures and water shut-off/boiling requirements. The project should be done by September 2023.

Road Project: Plans for the road repaving project drawings are about ninety percent complete. Once the Town's engineers have reviewed the plans, they will move forward and either piggyback off another contract or we will go out to bid. Paving and road repair work will start immediately following the water main project.

Dredging Project: The Dredging funds await the Governor's signing of the appropriation bill. Attorney Davis informed the Town that we must follow the CCNA process to select the engineering firm and go out for bid contractors.

AT&T Update: AT&T is planning to remove the remaining overhead lines from the north end of Town. They also have some overhead fiber lines which they must bury. They are also beginning plans to remove all more lines in the south half of Town, and this should be completed by year-end.

ORDINANCES:

Ordinance O-2-23 Second Reading:

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

Discussion: Attorney Davis read by Title only the Ordinance. There was no discussion; the item has been discussed at workshops and by the LPA Board. Mayor Fiers received a letter from a resident opposing the Ordinances, which will be attached was forwarded to each Commissioner.

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

Second: Commissioner Tracy Larcher seconded the Motion.

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

OTHER BUSINESS:

EMS Contract: Mayor Fiers updated Commission on where the Town stands in the contract negotiations. He presented a worksheet with preliminary figures. Mayor Fiers has met with Riviera Beach Town Manager Jonathan Evans and Finance Director Randy Sherman numerous times and has yet to receive a resolution. Mayor Fiers reluctantly would like to see the end result being a total of \$650,000.00 annually, but they have yet to reach an agreement.

There was a discussion amongst the Commissioners and Chief Steedman regarding fees, insurance billing, number of calls of service per year, and the cost of running our own EMS Services, which would include buying vehicles, hiring additional Fire Fighters/Medics, and obtaining our own COPCN. Chief Steedman is working with PBCFR and Riviera Beach Fire Rescue Chiefs on a tiered dispatch system that would reduce the number of calls that necessitate sending an ambulance for calls that do not need to be transported. Mayor Fiers would like to have Finance Director Randy Sherman come to a meeting and answer his and the Commission's questions.

PUBLIC COMMENTS: There were no public comments.

DISCUSSION ITEMS:
Commissioner Tyler would like to see the backup material he sent to the clerk circulated to the Commissioners before the next workshop or meeting.

ADJOURNMENT:

Motion: Vice Mayor McCranel made a motion to adjourn the meeting.
Second: Commissioner Tyler seconded the Motion. Motion passed 5-0.

The meeting adjourned at 9:42 PM.

Approved this day, 26TH Day of **June** 2023.

ATTEST:

Alan Fiers, Mayor

Jude M. Goudreau, Town Clerk

(Seal)

Monday, June 12, 2023
7 PM



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

Mayor Alan Fiers
Vice Mayor Scott McCranel

Commissioner Tracy Larcher
Commissioner Brian Tyler
Commissioner Brian Mark Ward

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

Special Commission Meeting

Minutes

CALL TO ORDER

Mayor Fiers called the meeting to order at 7:00 PM. Those present were Mayor Alan Fiers, Vice Mayor Scott McCranel, Commissioners: Tracy Larcher, Brian Tyler, Mark Ward, Town Attorney Mitty Barnard, and Town Accountant Darlene Hopper.

VOTE:

Mayor Fiers provided an explanation and description of the contract with AT&T and described the work that will be performed. After a brief discussion there was a motion to approve the plans.

Motion: Commissioner Mark Ward made a motion to approve the payment for AT&T providing they furnish a breakdown of the payment.

Second: Vice Mayor Scott McCranel seconded the motion. Motion passed 4-1 with Commissioner Larcher opposing.

ADJOURNMENT:

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

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

The meeting adjourned at 7:19 PM.

Approved this day, 26TH Day of **June** 2023.

ATTEST:

Alan Fiers, Mayor

Jude M. Goudreau, Town Clerk

(Seal)

**TOWN OF PALM BEACH SHORES
ADDENDUM NO. 1 TO AMENDED AND RESTATED BEACH CABANA
CHAIRS/UMBRELLA SERVICES CONTRACT**

THIS ADDENDUM NO. 1 TO AMENDED AND RESTATED BEACH CABANA CHAIRS/UMBRELLA SERVICES CONTRACT (“ADDENDUM NO. 1”) is meant to retroactively renew the Town of Palm Beach Shores’ Amended and Restated Beach Cabana Chairs/Umbrella Services Contract (“Contract”) between Oceanside Beach Service, Inc. and the Town of Palm Beach Shores, dated and effective December 16, 2019.

1. The AMENDED AND RESTATED BEACH CABANA CHAIRS/UMBRELLA SERVICES CONTRACT is renewed retroactively for the additional one-year terms for the 2020, 2021 and 2022 fiscal years, commencing October 1, 2020 and remaining valid through September 30, 2023 at the same rate of compensation as provided for in the Contract.
2. The AMENDED AND RESTATED BEACH CABANA CHAIRS/UMBRELLA SERVICES CONTRACT is further renewed for the additional one-year term of fiscal year 2023, commencing October 1, 2023 through September 30, 2024. Beginning October 1, 2023, the Town shall be compensated at an annual rate of Three Hundred Dollars (\$300.00).
3. All other terms and conditions as set forth in the original AMENDED AND RESTATED BEACH CABANA CHAIRS/UMBRELLA SERVICES CONTRACT shall remain in full force and effect as set forth therein.

IN WITNESS WHEREOF, the Town Commission of the Town of Palm Beach Shores, Florida, has approved and authorized its Mayor to execute this Addendum No. 1 on behalf of the TOWN and caused the seal of the TOWN to be affixed hereto, and Oceanside Beach Service, Inc. has hereunto set its hand and seal the day and year written. Oceanside Beach Service, Inc. represents that its President is authorized to execute this contract on its behalf.

ATTEST:

TOWN:

Town of Palm Beach Shores

By: _____
Jude M. Goudreau, Town Clerk

By: _____
Alan Fiers, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

(Seal)

By: _____
Keith W. Davis, Town Attorney

ATTEST:

CONTRACTOR:

Oceanside Beach Service, Inc.

By: _____
(Print Name) _____

By: _____
Michael Novatka, President

(Corporate Seal)

Signed, sealed and delivered in
the presence of two witnesses:

Witness

Witness

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		REVENUE			
			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%
5/31/2022	\$ 5,226,169		\$ 6,128,237	\$ 195,992	\$ 5,153,193	84%
6/30/2023						
7/31/2023						
8/31/2023						
9/30/2023						

	EXPENDITURES					
	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%
5/31/2022	\$ 6,128,237	\$ 309,332	\$ 40,549	\$ 349,881	\$ 3,677,003	60%
6/30/2023						
7/31/2023						
8/31/2023						
9/30/2023						

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

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

Town of Palm Beach Shores
Disbursements - May 2023

Check #	Type	Date	Vendor	Name	Amount
4521	C	5/1/2023	1010	A.B. Dudley & Associates Inc.	\$ 15,000.00
4522	C	5/1/2023	491	Dilo Fire Sprinkler, Inc.	\$ 679.51
4523	C	5/1/2023	928	End of the Line, Inc.	\$ 127.25
4524	C	5/1/2023	997	Engenuity Group	\$ 10,895.00
4525	C	5/1/2023	71	FL Power & Light	\$ 137.32
4526	C	5/1/2023	1026	Gunster	\$ 5,405.85
4527	C	5/1/2023	129	Heather Guinta	\$ 500.00
4528	C	5/1/2023	1031	Hugo's Gourmet Catering Inc.	\$ 515.00
4529	C	5/1/2023	90	Hulett Environmental Services	\$ 297.00
4530	C	5/1/2023	659	Image Janitorial Services, Inc.	\$ 1,880.00
4531	C	5/1/2023	926	Judith Olephant	\$ 40.00
4532	C	5/1/2023	679	Keehn Emergency Medical Services, Inc	\$ 1,500.00
4533	C	5/1/2023	682	Meyers Turf LLC	\$ 157.75
4534	C	5/1/2023	196	Performance NAPA	\$ 393.02
4535	C	5/1/2023	911	AT&T	\$ 872.01
4536	C	5/1/2023	1030	Point and Pay	\$ 2,000.00
4537	C	5/1/2023	831	Randy's Plumbing, LLC	\$ 9,580.76
4538	C	5/1/2023	914	Roto-Rooter	\$ 867.00
4539	C	5/1/2023	592	Trevor Steedman	\$ 81.46
4540	C	5/1/2023	978	Truist Bank	\$ 7,549.23
4541	C	5/1/2023	104	Waste Management	\$ 3,309.15
4542	C	5/4/2023	29	Alphagraphics of the Palm Beaches	\$ 223.70
4543	C	5/4/2023	1013	ATT	\$ 79.54
4544	C	5/4/2023	1013	ATT	\$ 181.19
4545	C	5/4/2023	673	Bishop's Water Company	\$ 687.50
4546	C	5/4/2023	52	Comcast	\$ 44.95
4547	C	5/4/2023	107	Davis & Associates, P.A.	\$ 14,301.80
4548	C	5/4/2023	863	Diversified Building Department Management	\$ 7,106.25
4549	C	5/4/2023	280	Door Systems of South Florida	\$ 870.00
4550	C	5/4/2023	746	Essential Net Solutions	\$ 1,538.45
4551	C	5/4/2023	1009	Foliage Concepts of Florida Inc.	\$ 10,371.00
4552	C	5/4/2023	659	Image Janitorial Services, Inc.	\$ 2,050.00
4553	C	5/4/2023	405	Nelson Lopez	\$ 121.11
4554	C	5/4/2023	16	Palmdale Oil Company, Inc.	\$ 1,638.37
4555	C	5/4/2023	33	Riviera Beach Water	\$ 3,454.07
4556	C	5/4/2023	1032	RMJ Maintenance	\$ 2,800.00
4557	C	5/4/2023	1032	RMJ Maintenance	\$ 2,500.00
4558	C	5/4/2023	129	Robert Lamb	\$ 500.00
4559	C	5/4/2023	484	Shred-It, c/o Stericycle, Inc.	\$ 123.05
4560	C	5/4/2023	881	South Central Planning & Development Commission	\$ 260.42
4561	C	5/4/2023	99	Torcivia, Donlon, Goddeau & Rubin, P.A.	\$ 234.00
4562	C	5/4/2023	100	Toshiba Business Solutions	\$ 204.48
4563	C	5/4/2023	100	Toshiba Business Solutions	\$ 304.82
4564	C	5/4/2023	269	Wright National Flood Insurance Co.	\$ 5,301.00
4565	C	5/4/2023	269	Wright National Flood Insurance Co.	\$ 2,749.00
4566	C	5/4/2023	269	Wright National Flood Insurance Co.	\$ 3,351.00
4567	C	5/4/2023	269	Wright National Flood Insurance Co.	\$ 429.00
4568	C	5/11/2023	29	Alphagraphics of the Palm Beaches	\$ 98.28
4569	C	5/11/2023	823	AT&T Mobility	\$ 34.99
4570	C	5/11/2023	47	Board of County Commissioners	\$ 517.82
4571	C	5/11/2023	1033	Darlene Hopper	\$ 130.00
4572	C	5/11/2023	619	Fisher Scientific	\$ 1,240.00
4573	C	5/11/2023	75	FL Municipal Insurance Trust	\$ 679.32
4574	C	5/11/2023	879	Orlando Rodriguez	\$ 360.00
4575	C	5/11/2023	858	Palm Beach County Sheriff's Office	\$ 141,485.75
4576	C	5/11/2023	101	Verizon Wireless	\$ 64.28
4577	C	5/11/2023	104	Waste Management	\$ 15,143.08
4578	C	5/18/2023	1034	Ace Custom Signs	\$ 650.00
4579	C	5/18/2023	29	Alphagraphics of the Palm Beaches	\$ 694.54
4580	C	5/18/2023	945	Batteries & Bulbs	\$ 249.88
4581	C	5/18/2023	1004	CAP Government	\$ 3,280.00
4582	C	5/18/2023	981	CivicPlus	\$ 657.56
4583	C	5/18/2023	928	End of the Line, Inc.	\$ 127.25
4584	C	5/18/2023	71	FL Power & Light	\$ 2,843.37

Town of Palm Beach Shores
Disbursements - May 2023

Check #	Type	Date	Vendor	Name	Amount
4585	C	5/18/2023	80	FL Public Utilities	\$ 287.55
4586	C	5/18/2023	880	Gray /Robinson Attorney	\$ 3,342.50
4587	C	5/18/2023	90	Hulett Environmental Services	\$ 297.00
4588	C	5/18/2023	679	Keehn Emergency Medical Services, Inc	\$ 1,500.00
4589	C	5/18/2023	987	LocalIQ	\$ 735.42
4590	C	5/18/2023	14	Nowlen, Holt & Miner, P.A.	\$ 14,025.00
4591	C	5/18/2023	687	PC Controls, Inc.	\$ 650.00
4592	C	5/18/2023	982	Quadient Finance USA , Inc	\$ 500.00
4593	C	5/18/2023	131	WEX BANK	\$ 386.58
Blue Cross	E	5/1/2023	127	Blue Cross Blue Shield of Florida, Inc.	\$ 2,918.80
Blue Cross	E	5/1/2023	127	Blue Cross Blue Shield of Florida, Inc.	\$ 10,816.05
Blue Cross	E	5/22/2023	127	Blue Cross Blue Shield of Florida, Inc.	\$ 13,898.16
Blue Cross	E	5/22/2023	127	Blue Cross Blue Shield of Florida, Inc.	\$ 2,918.80
FRS	E	5/1/2023	172	FRS	\$ 13,216.86
Guardian	E	5/2/2023	676	Guardian	\$ 555.64
Guardian	E	5/24/2023	676	Guardian	\$ 622.53
Humana	E	5/1/2023	535	Humana Insurance	\$ 85.82
Humana	E	5/24/2023	535	Humana Insurance	\$ 99.14
Lowes	E	5/22/2023	95	Lowes	\$ 21.84
Standard	E	5/1/2023	887	Standard Insurance Co	\$ 317.85
Standard	E	5/23/2023	887	Standard Insurance Co	\$ 353.56
ADP	E	5/4/2023		ADP Tax	\$ 9,226.76
ADP	E	5/4/2023		ADP Wages	\$ 28,034.26
ADP	E	5/4/2023		ADP Wages	\$ 525.59
ADP	E	5/18/2023		ADP Tax	\$ 7,996.15
ADP	E	5/18/2023		ADP Wages	\$ 26,507.73
ADP	E	5/18/2023		ADP Wages	\$ 525.59
					\$ 431,833.31

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

			<i>May Benchmark</i>	<i>66.7%</i>
	BUDGET	YTD	Favorable(Unfav)	%
REVENUE				
Revenue (without appr'd F/B)	\$ 5,964,539.00	\$ 5,671,179.45	\$ (293,359.55)	95.1%
Appropriated Fund Balance	1,949,489.00	-	(1,949,489.00)	0.0%
TOTAL REVENUE	\$ 7,914,028.00	\$ 5,671,179.45	\$ (2,242,848.55)	71.7%

EXPENDITURES BY DEPARTMENT	% of total		% of total			
Administration	\$ 432,208.00	5%	\$ 270,645.08	7%	\$ 161,562.92	62.6%
Legal	206,000.00	3%	93,110.65	2%	112,889.35	45.2%
Public Works	368,918.00	5%	235,350.68	6%	133,567.32	63.8%
Police	1,730,779.00	22%	1,288,624.36	31%	442,154.64	74.5%
Fire	736,608.00	9%	456,294.60	11%	280,313.40	61.9%
Building	294,337.00	4%	190,273.03	5%	104,063.97	64.6%
Emergency Disaster	120,498.00	2%	120,497.37	3%	0.63	0.0%
Solid Waste	241,525.00	3%	145,879.76	4%	95,645.24	60.4%
Legislative	30,213.00	0%	22,991.91	1%	7,221.09	76.1%
Streets/Storm Sewers	63,160.00	1%	39,987.07	1%	23,172.93	63.3%
Parks	180,029.00	2%	91,853.26	2%	88,175.74	51.0%
Beach	107,002.00	1%	64,331.41	2%	42,670.59	60.1%
Lift Stations/Sewer Service	42,525.00	1%	28,025.01	1%	14,499.99	65.9%
Contingencies	-	0%	-	0%	-	0.0%
Debt Service	495,855.00	6%	495,854.58	12%	0.42	100.0%
Emergency Medical Services	429,944.00	5%	210,296.18	5%	219,647.82	48.9%
Community Center	70,105.00	1%	49,426.05	1%	20,678.95	70.5%
Risk Management	116,000.00	1%	87,340.57	2%	28,659.43	75.3%
Capital	588,322.00	7%	172,175.07	4%	416,146.93	29.3%
Capital - Roads Project	1,660,000.00	21%	63,194.50	2%	1,596,805.50	3.8%
TOTAL EXPENDITURES	\$ 7,914,028.00		\$ 4,126,151.14		\$ 3,787,876.86	52.1%

CHANGE IN FUND BALANCE	-	1,545,028.31	1,545,028.31
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Explanation of Variances:

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

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

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

Legislative - due to the election costs

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

Debt Service - two of two payments made.

Community Center - new sound system, major AC repair

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

Town of Palm Beach Shores
Revenue Detail
May 2023

							May Benchmark	66.7%
REVENUE	ORIGINAL BUDGET		YTD		Favorable(Unfav)		%	
Revenue Per Budget Line	% of total		% of total					
Property Taxes (Ad Valorem)	\$	4,501,700.00	77%	\$	4,495,670.26	79%	\$	6,029.74 99.9%
Total Local Option Gas Taxes		41,226.00	1%		24,774.91	0%		16,451.09 60.1%
Discretionary Sales Tax (PBC)		104,768.00	2%		77,603.69	1%		27,164.31 74.1%
Utility Taxes (FPL - Electric, Water, Gas)		353,000.00	6%		223,406.45	4%		129,593.55 63.3%
Communications Taxes - State		78,593.00	1%		43,345.51	1%		35,247.49 55.2%
Licenses & Permits		198,500.00	3%		218,191.99	4%		(19,691.99) 109.9%
Franchise Fees (FPL, WM)		220,600.00	4%		163,303.40	3%		57,296.60 74.0%
Other Permit Fees (Inspec, Reinspec, S. Permits)		13,000.00	0%		8,786.49	0%		4,213.51 67.6%
Grants - Resilient FL Grant (Vulnerability Stdy)		28,500.00	0%		-	0%		28,500.00 0.0%
Shared Revenue - Local (1/2 Cent Sales Tax)		157,626.00	3%		111,748.96	2%		45,877.04 70.9%
Shared Revenue Local (PBC Business Tax)		6,000.00	0%		2,315.04	0%		3,684.96 38.6%
Services (Sewer Maint, Beach Permits, Land Dev)		135,526.00	2%		120,051.98	2%		15,474.02 88.6%
Fines		4,000.00	0%		1,706.04	0%		2,293.96 42.7%
Interest		11,000.00	0%		150,641.84	3%		(139,641.84) 1369.5%
Sale of Surplus Equipment		-	0%		14,700.00	0%		(14,700.00) 0.0%
Donations		-	0%		10,655.39	0%		(10,655.39) 0.0%
Miscellaneous		10,000.00	0%		4,277.50	0%		5,722.50 42.8%
TOTAL REVENUE	\$	5,864,039.00		\$	5,671,179.45		\$	192,859.55 96.7%

Explanation of Variances:

Property Taxes - received 6 of 9 payments, remaing 3 payment are traditional smaller in dollar value

- FY 2022 received 96.8% of Ad Valorem Taxes by end of period 7 , comparable

Licenses & Permits - higher activity volume

Services - utility bills are issued annually in April

Interest - rates are higher than budgeted for

Sale of Surplus Equipment - The Gator, PW Truck

Donations - St Patrick's Day, Volunteer Fire Dept fundraiser

Town of Palm Beach Shores
Capital Roads Project
FY2023

Description	Budget	As of 5/33/23
Streets Assessment Report	\$ 10,000	37,815.50
Streets Engineering Survey	\$ 50,000	25,379.00
Milling/Repaving/Restriping/Curbs	\$ 1,600,000	0.00
Total	\$ 1,660,000	63,194.50

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

no expenditures in May 2023

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				
Jun-23				
Jul-23				
Aug-23				
Sep-23				
YTD Total	136,525.85	59,806.82	27,073.78	223,406.45

<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	62%	57%	97%	63%

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

Total current year receipts	\$ 77,603.69
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Current Year Expenditures:

\$ -

Accumulated (unspent) Discretionary Sales Tax as of 5/31/23	\$ 585,428.61
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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				
7/31/2023				
8/31/2023				
9/30/2023				
	\$ 199,625	\$ 190,273	\$ 9,351	

Other related revenues:

Bldg Permit State Surcharge	\$ 1,852
Fire Inspection Fees	\$ -
Reinspection Fees	\$ -
Code Enf Admin Cost Reimb	\$ -
Site Plan / Variance Fees	\$ 1,050
Land Development Costs	\$ 740
Town Code & Ordinance Fines	\$ -
Other Permit Admin Fee	\$ 317
Net Building	\$ 13,311

Town of Palm Beach Shores
Underground Utilities
as of 5/31/23

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

	COST	TOTAL	Remaining	PROJECTED	
	ESTIMATE	as of 5/31/23	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	\$ 293,494.13	\$ 131,505.87	\$ 425,000.00	\$ 25,000.00
Construction - FPL	\$ 254,386	\$ 254,386.00	\$ -	\$ 254,386.00	\$ -
Landscape Restoration	\$ 16,300	\$ 9,584.51	\$ 6,715.49	\$ 16,300.00	\$ -
Loan Acquisition	\$ 23,000	\$ 22,508.00	\$ -	\$ 22,508.00	\$ 492.00
Contingency	\$ 547,854	\$ 8,785.76	\$ -	\$ 8,785.76	\$ 539,068.24
Total expenditures	\$ 6,000,000	\$ 5,625,237.72	\$ 138,221.36	\$ 5,763,459.08	\$ 236,540.92
Net Change in Fund Balance	\$ -	\$ 374,762.28	\$ (138,221.36)	\$ 236,540.92	\$ 236,540.92

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

AT&T Phase 1 is complete and paid in full.

AT&T Phase 2 is underway.

Contingency - repair damage to sewer line Inlet Way
no expenditures in May 2023

Town of Palm Beach Shores
Dredging Project
as of 5/31/2023

	FY2022	FY2023	PROJECT TOTAL
		<i>as of 5/31/23</i>	<i>as of 5/31/23</i>
<u>Assets:</u>			
Cash	\$ -	\$ -	\$ -
Due from General Fund	\$ -	\$ -	\$ -
<u>Liabilities</u>			\$ -
Deferred Revenue - sale of dredged sand	\$ -	\$ 35,000	\$ 35,000
Due To General Fund	\$ -	\$ 45	\$ 45
Fund Balance	\$ -	\$ (35,045)	\$ (35,045)
 <u>Revenue:</u>			
Donations	\$ 15,000	\$ -	\$ 15,000
 <u>Expenditures:</u>			
Professional Services	\$ 15,000	\$ 35,045	\$ 50,045
Revenue over expenditures	\$ -	\$ (35,045)	\$ (35,045)

note:

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

PALM BEACH COUNTY SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



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

Arrests

None

Mental health assist

None

Miscellaneous:

- All town deputies have completed and were issued body worn cameras.
- 5 additional deputies have completed the 3 wheeled Segway training at the Airport.
- I requested and it was approved our district will be issued an unmarked vehicle preeminently to assist us in surveillance situation.
- We continue to issue Hurricane passes as needed.
- Mary Boeckler has left the agency as of June 12, an injured deputy will take her place for now, while he recuperates.

PBSO analyst's statistics report follows



May - 2023 - Monthly Strategic Report

CAD Calls	Monthly Totals
Business / Residence Checks (Self-Initiated)	2814
Traffic Stops (Self-Initiated)	44
Calls for Service (Excluding 1050's & 1061's)	255
All CAD Calls - Total	3113

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 3113 generated calls within the district. 92% of these calls were self-initiated.

Data below represents Traffic Activity conducted by D20 Deputies

Data Source: D20 Office Staff

Total Citations	Total Warnings	Parking Citations
3	44	22

Arrest and NTA Statistics

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

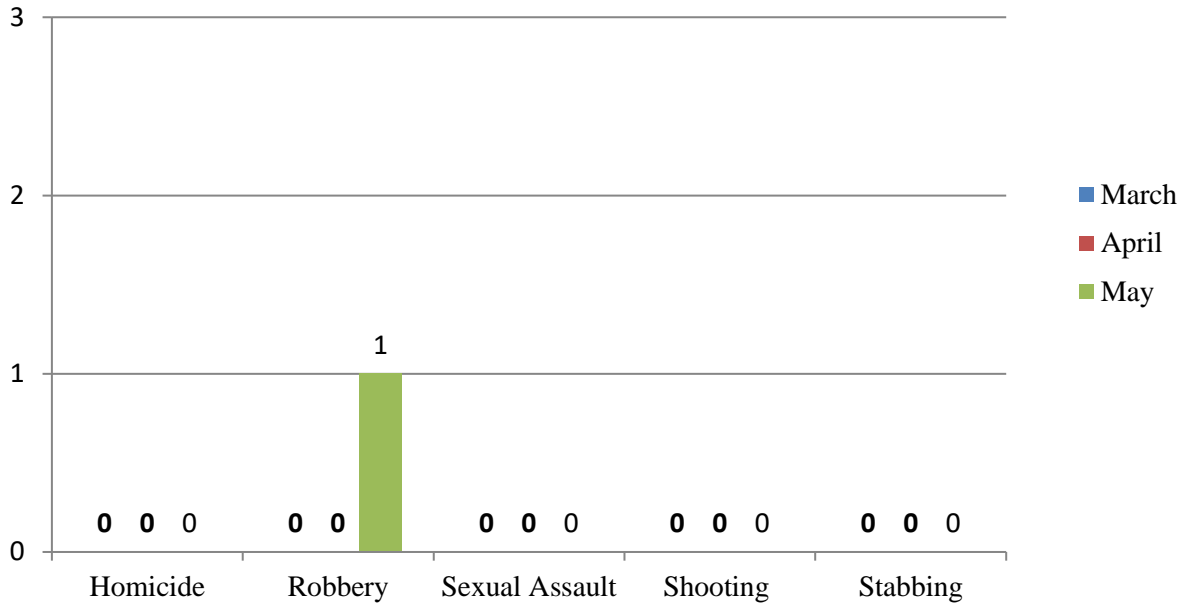
Data Source: CrimeView Desktop

RPT #	SIGNAL	NEIGHBORHOOD	COMMON PLACE	LOCATION
202300489197	1061			Approx Loc: 117 Blossom Ln
*1061 ARR keystroke error no arrest				

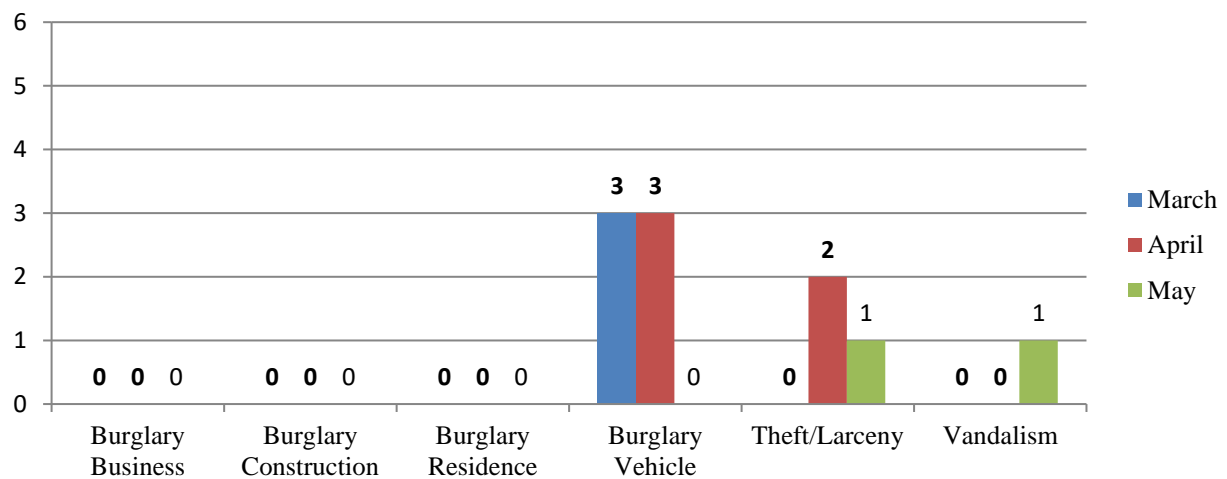
DATA ANALYSIS

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

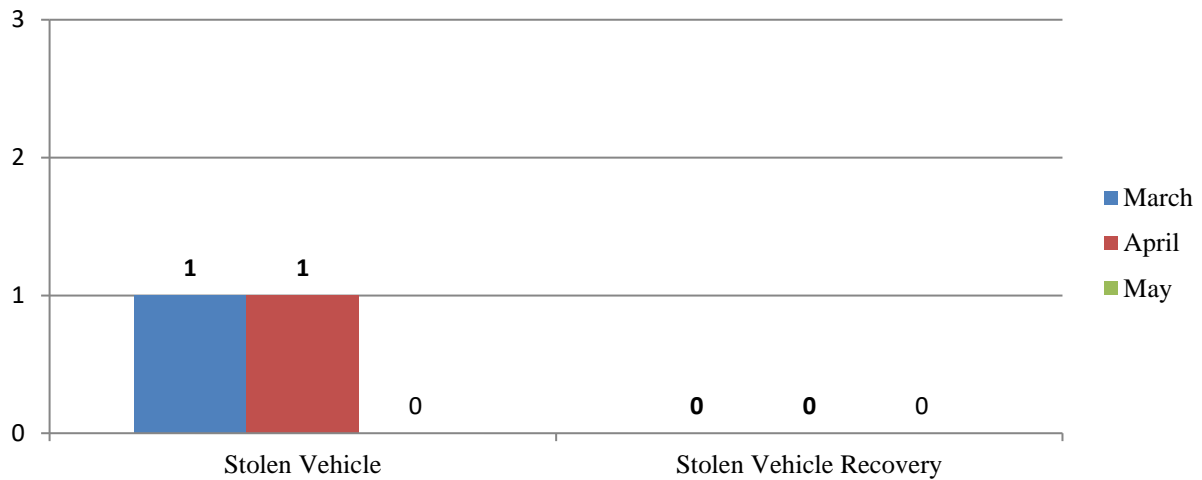


D20 Monthly Stats
Burglaries, Theft & Vandalism
 Data Source: CADS/P1



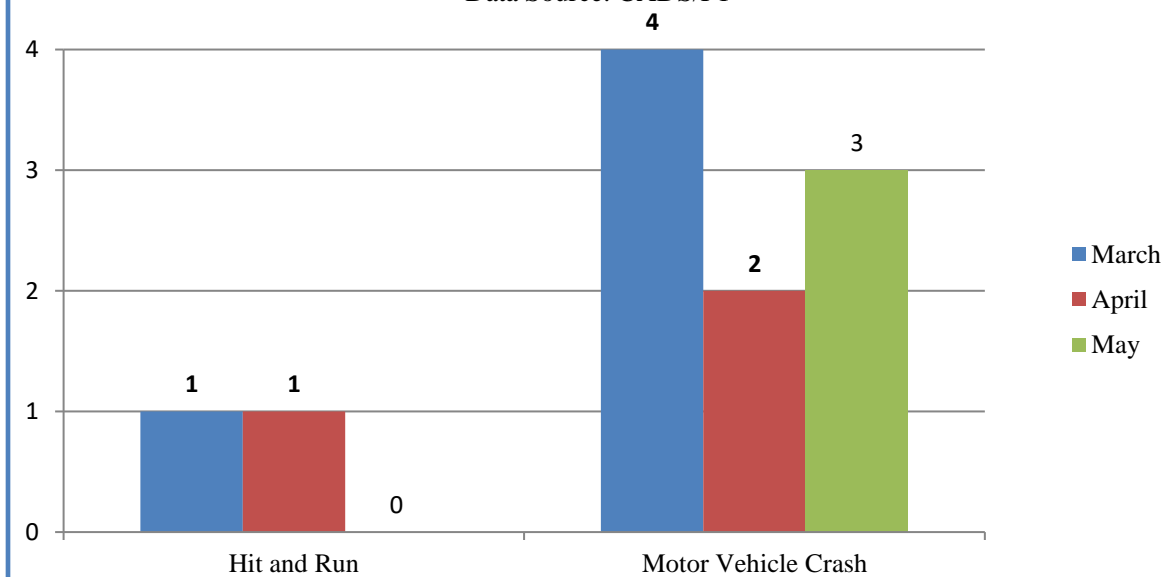
D20 Monthly Stats Stolen Vehicles & Stolen Vehicle Recoveries

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



	ROBBERY - STREET	1
	VANDALISM	1
	THEFT - ALL OTHER	1

FIR MAP

12 Records Plotted in CrimeView Dashboard.



(14) Conducted per the FIR Track system.

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



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

TO: Mayor Alan Fiers
Town Commissioners

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

DATE: 22 June 2023

OPERATIONS

FIRE DEPARTMENT

COMMUNITY RISK REDUCTION (CRR) INITIATIVES

- Fire / Life Safety Inspections and Fire Protection Systems Plans Review
 - Ongoing Plans Reviews and Inspection Services
 - Annual Fire Inspections are underway
- Hydrant Inspection Program (Monthly) – Performed by PBSFD
 - Hydrant at 71 Lake Drive is out of service
 - New hydrants being tested by PBSFD as they come on line.
- Certificate of Public Convenience & Necessity (COPCN)
 - County attorneys continue researching modifications to enable our eligibility. No changes will be made until current COPCN process concludes.
- *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

17 May 2023 – 22 June 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
- 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 34 volunteer members certified to State Minimum Standards on the “Active” rolls at the time of this report.

WORKFORCE & OFFICER LEADERSHIP DEVELOPMENT

- Training & Continuing Education programs
 - Officer Development & Command School – PBSFD Shift Commanders are attending scheduled sessions offered in West Palm Beach over the summer.



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

17 May 2023 – 22 June 2023

FLEET DEPLOYMENT & MAINTENANCE

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

INDUSTRY & PROFESSIONAL STANDARDS COMPLIANCE INITIATIVES

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

OCEAN RESCUE

GEAR & EQUIPMENT

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

BEACH & WATER CONDITIONS

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

OFFICE OF EMERGENCY MANAGEMENT

Comprehensive Emergency Operations Plan (CEOP): - Ongoing

- Purpose and Scope: Update/Create CEOP for the Town of Palm Beach Shores
- Four areas of focus: Preparation, Response, Mitigation and Recovery



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

TOWN OF PALM BEACH SHORES

DEPARTMENT OF EMERGENCY SERVICES

17 May 2023 – 22 June 2023

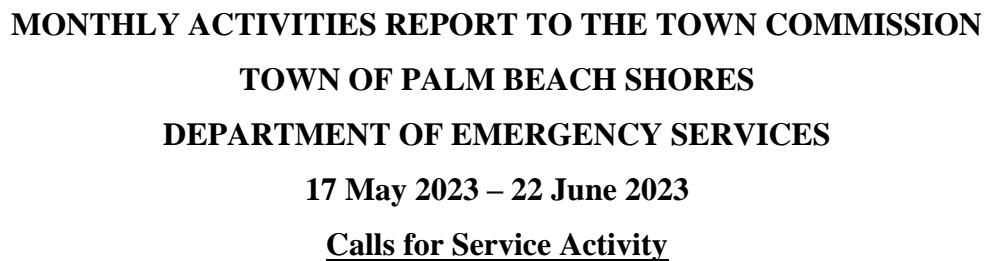
- Complies and aligns with 27P-6.0023, Florida Administrative Code, County Comprehensive Emergency Management Plans (CEMP) and County Emergency Management Programs
- Facilitate grant opportunities and streamline FEMA reimbursement efforts.
- Community Emergency Supply Program – Operational.

Continuity of Operations Plan (COOP): - Ongoing

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

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

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



<div>OCEAN RESCUE</div> <div>(May 2023)</div>	Rescue Report	Rescues: 01 Assists: 00 Vessel Assists: 00
	Prevention & Education	Contacts: 315
	Beach Usage	Guarded Area: 8,525 Total: 26,975 Inlet: 36,305
	First Aid Provided	Occurrences (Minor): 37

FORMAL TRAINING & DRILLS	DATE	TIME	LOCATION	TYPE			NATURE	STAFFING	NOTES
				FIRE	RESCUE	EMS			
	30 May 2023	18:15	Phil Foster		X	X	Water Rescue Ops.	16	Hands-On
	13 June 2023	18:00	Phil Foster		X	X	Ocean Rescue Ops.	12	Hands-On
	20 June 2023	18:30	247 Edwards		X	X	Management of Drowning / Near Drowning Patients	27	Classroom / Hands-On
	Formal Training Drills –03 Personnel Participation – 54 Personnel Training Hours – 162								



Public Works Department

Monthly Status Report

June 2023

Community Center:

1. The Project concerning the Kitchen Remodel on the 2nd floor is in the planning stages for the bid process. As built drawings are underway and will be provided for the bid packet. The Architecture Plans have been submitted to the Building Department for review. The demo phase began on Thursday, June 15, 2023, it was performed by Public Works Staff.
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. Replaced the broken block wall and brick cap that separated the Community Center Parking Lot and Beach Playground and the Beach Picnic area.
6. The projects listed is funded through the approved Donations and the general budget.

Grounds & Parks:

1. Scheduling to install concrete slabs under the Parkway benches due to safety concerns. The concrete slabs will replace the existing individual square pavers creating an uneven surface and trip hazards. There is a total of 37 concrete slabs to be installed. This project will be performed by the Public Works Staff.
2. Scheduling to pressure wash the Parkway sidewalk, bricks, and park benches.
3. Scheduling to convert all the Irrigation mechanical time clock controllers and zone valves to digital located along the Parkway. There is a total of 5 stations to be converted. This will improve water consumption and maintenance costs. The work will be completed by the Public Works Department staff.
4. The projects listed are funded through the approved general budget.

Streets:

1. The Town hired a new qualified contractor Aquatik to Perform the Maintenance and Inspection and provide a CATV on Tuesday, **May 16, 2023**, on the Lake Drive and Bamboo Road Tidal Valve. The integrity and operation of the Tidal Valve was according to factory specs. During Hurricane Nicole the valve was compromised and failed allowing salt water to overflow out of the streets storm grates and flooding the streets intersection of Lake Drive and Bamboo Road. The representative from Walpro Valves was onsite with his dive team to inspect the valve and to determine the possible failure

of the mechanism. Waiting for SHENANDOAH, the contractor who installed the valve to schedule an inspection to move forward with a possible cause of the valve failing during Hurricane Nichole and present a solution. WALPRO Valve Manufacture and SHENANDOAH after having discussions to determine the failure of the Tidal Valve stated that the Valve and installation were according to factory specs and stated that some foreign object got stuck in the valve keeping it open and not allowing the valve to close properly. Waiting on the Towns Contractor Aquatik to produce the final report and additional inspection during High Tide for review and discussion. Aquatik Performed their final inspection on Tuesday, June 20, 2023. The inspection provided the cause of the water intrusion of the pipe and storm catch basin in the street. **The failure was due to the installation of the Tidal Valve and by not sealing the valve inside the diameter of the outfall pipe discharge. The valve will be removed and reinstalled according to the proper specifications by the contractor Aquatik. The Town will be provided videos and pictures.**

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

Lift Stations:

1. Scheduling to reline the streets sewer manholes in various locations. Rescheduling upon the completion date of the Watermain Project.
2. Receiving quotes for new Flow Meters required update due to technology and equipment changes.
3. Removed the Lift station #02 Ocean Ave North Pump due to high pitch noise when in operation. Upon inspection it was determined that the stator seal housing failed and allowed water to penetrate the internal electrical components of the pump. The rebuild of the pump is estimated at \$ 18,000.00 and a new pump and installation is around \$28,000.00. Reviewing budget for discussion. The decision was to order a new pump for installation. The new pump was ordered through Xylem Water Solutions USA, Inc. The total cost for installation \$ 23,273.79. This will be a piggyback contract pricing with Orange County. When received it will be scheduled for installation ASAP. The Pump arrival is scheduled for 6 weeks.
4. The projects listed are funded through the approved general budget.

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

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

Capital Projects For 2021-2022:

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

Training / Certificates:

1. Continuing Education in Florida Stormwater Erosion and Sedimentation Control. No cost to the Town.
2. OSHA'S Model Training Program for multiple certifications & continuing education credits. No cost to the Town.
3. Safety Meeting scheduled for Tuesday, June 13, 2023, Public Works Safety Officer (Public Works Director).
4. Continuing Training on Lift Stations Pumps, Valves, and control panels training performed by PSI Technologies and tabletop and PCS. No cost to the Town.
5. Continuing Training on Irrigation Design, spray patterns, and pump controllers. Tabletop and Landscaper Contract and Melrose Irrigation. No cost to the Town.
6. Continuing Training on Street Light repairs and safety protocols. No cost to the Town.
7. Continuing Training on DOT road work protocols. No cost to the Town.

Updates:

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

Notes:

New Public Works Department Staff Members.

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

April 28, 2023

VIA ELECTRONIC MAIL

Mayor Alan Fiers
Town of Palm Beach Shores
247 Edwards Lane
Palm Beach Shores, FL 33404
afiers@pbstownhall.org

Re: Engagement Letter

Dear Mayor Fiers:

Thank you again for contacting me. Pursuant to our discussion, this engagement letter sets forth the terms pursuant to which Gary Resnick, attorney with GrayRobinson, PA ("Attorney" or "Firm") will be retained by the Town of Palm Beach Shores, FL ("Town"). We will do our best to meet your needs in any matters we undertake for you, but as you know, we cannot and do not make any representations or warranties concerning the outcome. We will give you our best advice, render opinions, and seek to obtain the desired result and we will also communicate with you regularly as to our progress.

1. Scope of Services. The Town has requested that the Firm represent it the litigation entitled, DISH Network L.L.C. v. TOWN OF PALM BEACH SHORES, Case No. 9:23-CV-XXXX, filed March 29, 2023, in the US District Court for the Southern District of Florida, and assigned presently to Judge William Dimitrouleas. We may assist the Town on other matters upon request.

2. Fees for Services. The Town will be charged and agrees to pay for our services on the basis of hourly rates established from time to time for the attorneys in our Firm, together with applicable taxes if any. I will have primary responsibility for this matter and will be assisted by other attorneys in the firm. Specifically, for this matter I will be assisted by Thomas Loffredo, an experienced litigator in our office who has appeared before and is familiar with Judge Dimitrouleas. For these matter, the Firm will charge hourly rates of \$545 for my time and \$475 for Mr. Loffredo's time. We will charge blended hourly rates of \$250 for Of Counsels and Associates and \$150 for law clerks and paralegals of the firm working on this matter under our supervision. These rates represent reductions from our standard rates.

3. Costs. In addition to the fees discussed in paragraph 2, we anticipate that certain expenses may be incurred and advanced on your behalf. These expenses may include costs for contractors necessary to pursue the claims in the case, travel costs, long distance telephone charges, photocopies (xerox), special postage (express mail, certified mail and the like), computer research charges, filing fees, recording costs, court reporter expenses (including cost of transcript and court reporter's fee for attendance), court costs (such as filing fees, service of process, newspaper publication costs, subpoena costs, witness fees, recording fees, etc.), accounting and appraisal

fees, fees and expenses of experts necessary to assist in the preparation and hearing of your case, investigation costs, word processing fees, computer charges and applicable lobbyist registration fees. In addition to our fees for legal services, you agree to pay us for such out-of-pocket expenditures. In the event unusually large costs or advances are anticipated, we reserve the right to require an additional cost deposit from you prior to undertaking the expenditures of funds on your behalf.

4. Payment of Fees and Costs. Our invoices will be submitted to The Town on a monthly basis and each invoice will be due and payable when rendered. You understand and agree that we have a legitimate business interest in being paid in a timely fashion and that if any invoice remains unpaid for more than 30 days after it is rendered, we reserve the right, in our discretion (subject to court approval, if necessary), to cease to provide further legal services to The Town. It will, however, be liable to us for the payment of any fees earned and any costs incurred by us to that time. In the event we are ultimately required to bring suit to collect any unpaid fees and costs, you understand that The Town will be required to pay reasonable attorneys' fees as well as legal interest on the amount of any fees and costs due us. You further understand that we have the right to retain any and all files, papers and other property coming into our possession in connection with our engagement without any liability to The Town until we have been paid all costs, fees and interest due us under this agreement.

5. Withdrawal from Representation. We reserve the right to withdraw from representing The Town if The Town has misrepresented or failed to disclose material facts to us, or if we disagree about the course of action which should be pursued.

6. Representation of Other Clients. The Town understands that the Firm represents and will be retained in the future to represent numerous government entities in Florida. The Town understands that we represent numerous local governments throughout the State of Florida, and hereby waives any conflicts that exist or may arise and consents to the Firm's continued and future representation of a government entity on matters that may be adverse to The Town. In addition, the Firm represents numerous private parties, including property owners and financial institutions ("Private Parties"). The Town consents to the Firm's continued and future representations of such Private Parties that may be adverse to The Town on matters that are not substantially related to our representation of The Town.

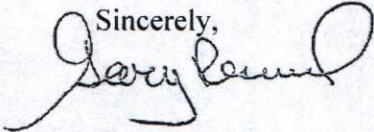
7. Fees for Other Services. In the event you ask us to render legal services with respect to other matters, in the absence of a written agreement specifically addressing that representation, the other matters will be handled on an hourly basis under the standard hourly rates for attorneys in our firm, and fees and costs will be payable under the same terms and conditions as provided for in this letter.

8. Commencement of Representation. If this meets with your approval, please indicate by having The Town execute a copy of this letter in the space provided below, and returning it to our offices. The approval of this letter constitutes The Town's agreement regarding the fees and costs arrangement.

Mayor Alan Fiers
Town of Palm Beach Shores
April 28, 2023
Page 3 of 3

We appreciate your confidence in our firm and look forward to working with you. If you have any questions, please do not hesitate to contact me.

Sincerely,



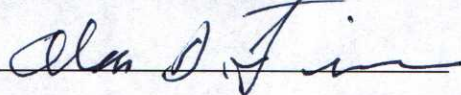
Gary Resnick
Shareholder

GR/ds

The terms of this representation are accepted
this 28th day of April, 2023.

Town of Palm Beach Shores

By:



Print Name: Mayor Alan Fiers

cc: Keith W. Davis, Esq., Town Attorney (via email)

ORDINANCE NO. O-2-23

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

WHEREAS, currently the Town Code defines “landscaping” to include nonliving durable material commonly used in landscaping which can include artificial turf; and

WHEREAS, in recent months, requests to install artificial turf on properties within the Town have increased significantly; and

WHEREAS, there are multiple grades of quality for artificial turf currently on the market with varying lifespans, compaction requirements and permeability rates; and

WHEREAS, the Town Commission believes the installation of artificial turf in the front yards without the ability to adequately address material quality, appearance and drainage may become problematic for the Town; and

WHEREAS, because of the potential impacts to appearance, quality and drainage, the Town Commission believe the installation of artificial turf requires the review of the Planning & Zoning Board prior to installation; and

WHEREAS, the installation of artificial turf in the Town’s 10-foot strip makes private improvements in the public right-of-way and access to the Town’s utilities beneath the 10-foot Town strip more difficult; and

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

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

Section 1: Chapter 14. Buildings and Building Regulations. of the Code of Ordinances of the Town of Palm Beach Shores is hereby amended at Article 11. Administration., Sec. 14-62. – Procedure. to require the installation of synthetic turf to be reviewed by the Planning & Zoning Board; providing that Sec. 14-62. shall hereafter read as follows:

Sec. 14-62. - Procedure.

Site plans required.

(1) Site plan review and approval by the planning and zoning board is required for all new construction. In addition, site plan review and approval by the planning and zoning board shall be required for:

- a. The construction or installation of all fences, walls, gates or hedges located in front yards, which shall include, for corner lots situated along Lake Drive, Atlantic Avenue or Ocean Avenue, both the side of the property facing Lake Drive, Atlantic Avenue or Ocean Avenue, as well as the side of the property facing the applicable east-west street, in accordance with Pf. 9.2(d) of the town's zoning ordinance.
- b. Renovations of existing structures which change the footprint of the building or existing facade.
- c. The installation of new permanently installed (non-portable) emergency electrical generators, as well as modifications to existing emergency electrical generators which result in an increased net amount of impervious area on the property or decreased amount of buffering or screening around the emergency electrical generator. Relocation of an existing emergency electrical generator to a new location within the permissible yard area for emergency electrical generator placement, where there is no net increase in impervious area and no decrease in buffering and screening around the relocated emergency electrical generator is exempt from this requirement. Maintenance and

replacement activities that do not result in any net increase in impervious area and do not decrease the buffering and screening around the emergency electrical generator are likewise exempt from this requirement.

- d. The construction of new swimming pools, pool decks, and screened enclosures, and the installation of new pool equipment.
- e. The construction or installation of all slabs, concrete or otherwise, that increase the net amount of impervious area on the property.
- f. Modifications to existing swimming pools, pool decks and screened enclosures which result in a net increase to the amount of impervious area on the property or decreased amount of buffering or screening around the pool equipment. Relocation of existing pool equipment to a new location within the permissible yard area for pool equipment placement, where there is no net increase in impervious area and no decrease in buffering and screening around the relocated pool equipment is exempt from this requirement. Maintenance and replacement activities that do not result in any net increase in impervious area and do not decrease the buffering and screening around the pool equipment are likewise exempt from this requirement.
- g. Relocation of existing a/c equipment to a new location within the permissible yard area for a/c equipment placement are exempt from this requirement. Maintenance and replacement activities that do not result in any net increase in impervious area and do not decrease the buffering and screening around the a/c equipment are likewise exempt from this requirement.
- h. The installation of synthetic or artificial turf on any property within any Zoning District within the Town.

(2) For all construction requiring site plan review, the following shall be required:

- a. A completed site plan review application form; a boundary survey of the subject site prepared no more than six months from the date of the site plan review application; signed and sealed schematics depicting the

location of the building on the site, set backs, grading, drainage and elevations, as well as the relationship of the site to neighboring sites; tabular data showing compliance with all lot coverage, floor area, building height, grade and landscaping requirements.

- b. Ten sets of the above listed required documents prepared by a licensed engineer, architect and/or surveyor shall be submitted. The planning and zoning board shall first review the site plan; and, upon approval, the applicant shall submit the building plans to the town for review and approval of the building official prior to issuance of a building permit.

Section 2: Chapter 78. Vegetation. of the Code of Ordinances of the Town of Palm Beach Shores is hereby amended at Section V. Landscaping., Sec. 78-77.1. – Design guidelines. to create an entirely new subsection to prohibit the installation of artificial turf forward of the front building of any building or in any location visible from any public right-of-way on any property in any Zoning Districts within the Town; providing that Sec. 78-77.1. shall hereafter read as follows:

Sec. 78-77.1. - Design guidelines.

- (a) Foundation plantings. Foundation plantings for all new construction are required on any side of a building that fronts on a street. Required foundation plantings should conceal the building foundation, should accentuate and beautify the front facade and should be a minimum of three feet in height at maturity.
- (b) Front yard trees. For all new development projects and new landscape plans, a minimum of three trees that comply with the requirements of article IV hereinbelow shall be required in the front yard. The minimum height of such required trees when planted shall be 75 percent of the beam height of the principal building. The minimum spread of such required trees when planted shall be 40 percent of the required tree height. In addition, three palm trees per platted lot shall be required to be planted in the ten-foot strip of town property a distance of four feet from the edge of pavement on all east-west roads in the town. Permitted palm tree species include Foxtail, Coconut, Queen, Triangle, Christmas, Date, Fishtail, Royal, Sago,

or any other species specifically approved by the planning and zoning board as part of its architectural and aesthetic review.

(c) Landscape buffering of equipment. For all new development projects, central air conditioning equipment, swimming pool equipment, emergency electrical generators, and outdoor trash containers located in accordance with the town's Zoning Ordinance and other applicable codes shall be sight screened with appropriate landscaping material.

(d) Privacy screens, applicability. In zoning districts A and B, all new development projects located on non-waterfront properties shall be subject to the privacy screen requirements set forth in paragraph (e) below. In zoning district B, the following shall also trigger the applicability of the privacy screen requirements set forth in paragraph (e) below:

(1) Any activity or activities upon the lot over time requiring a permit or permits from the town pertaining to improvements that cumulatively amount to expenditures of money in excess of \$50,000.00.

(2) Any change in use of the property.

(e) Privacy screens, requirements. Rear and side yard privacy screens are permitted, but not required with single story principal buildings. When the principal building is a two-story building, rear and side yard privacy screens are required. Such privacy screens should generally be of sufficient height and density to screen the line of sight from second story balconies and windows into neighboring properties, however, the minimum height of trees utilized for rear yard privacy screens when planted shall be no less than 75 percent of the roof height of the principal building. As part of the architectural and aesthetic review pursuant to section 14-86, the planning and zoning board shall ensure that these requirements are met and that the privacy of properties adjacent to two-story buildings is protected. No trees shall be permitted to grow into overhead utility lines.

(f) Artificial turf regulations.

1. All artificial turf installed within the Town shall meet the following criteria:

a) Be green in color and similar to that of living sod;

- b) Be of sufficient quality that is guaranteed by the manufacturer to have a life expectancy of no less than ten (10) years; and
- c) Be sufficiently permeable to ensure that percolation rates through the artificial turf are equal to or greater than that of living sod.
2. Artificial turf shall not be installed or placed forward of the front façade of the principal building or any accessory structure and shall not be visible from any public right-of-way on any property in any Zoning Districts within the town.
3. Artificial turf currently installed or approved through development order shall be allowed to remain while maintained in serviceable condition and of quality appearance. Property owners shall be advised that should the Town or any easement holder need access to areas covered with artificial turf in utility easements or within the 10' Town Strip, the removal, replacement and/or repair of such artificial turf is solely the responsibility of the property owner and shall not fall to the Town or other easement holder.

Section 3: Each and every other section and subsection of Chapter 14. Building and Building Regulations. and Chapter 78. Vegetation. shall remain in full force and effect as previously adopted.

Section 4: All ordinances or parts of ordinances in conflict be and the same are hereby repealed.

Section 5: 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 6: Specific authority is hereby granted to codify this Ordinance.

Section 7: This Ordinance shall take effect immediately upon passage.

FIRST READING this ____ day of May 2023.

SECOND AND FINAL READING this ____ day of June 2023.

TOWN OF PALM BEACH SHORES

Alan Fiers, Mayor

ATTEST:

Jude Goudreau, Town Clerk

(Seal)

Approved as to form and legal sufficiency.

Keith Davis, Town Attorney

ORDINANCE NO. O-3-23

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

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

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

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

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

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

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

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

municipal elections concurrent with the presidential preference primary election; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FIRST READING this ____ day of June, 2023.

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

TOWN OF PALM BEACH SHORES

Alan Fiers, Mayor

ATTEST:

Jude Goudreau, Town Clerk

(Seal)

Approved as to form and legal sufficiency.

Keith Davis, Town Attorney

TOWN OF PALM BEACH SHORES

POSITION DESCRIPTION

POSITION TITLE: Town Administrator

DEPARTMENT: Administration

REPORTS TO: Mayor

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

EMPLOYMENT CLASSIFICATION: Full Time – FLSA Exempt

SCOPE OF RESPONSIBILITY:

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

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

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

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

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

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

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

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

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

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

ESSENTIAL PHYSICAL AND MENTAL REQUIREMENTS AND ABILITIES:

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

ENVIRONMENTAL CONDITIONS:

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

MINIMUM QUALIFICATIONS, LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

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

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

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