



**Mayor Alan Fiers**  
**Vice Mayor -Tracy Larcher**

Commissioner Brian Tyler  
Commissioner Mark Ward  
Commissioner Steve Smith

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

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

Meeting link:

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=mcc19b647f7fecdc6ca9e97c3062ed469>

Meeting number: 2632 915 5944 Password: 1211

Join by phone +1-408-418-9388 United States Toll Access code: 263 291 55944

**AGENDA**  
**Amended**

**1) CALL TO ORDER**

- Pledge of Allegiance
- Roll Call

**2) APPROVAL OF MEETING AGENDA**

(Additions, substitutions, deletions)

**3) APPROVAL OF CONSENT AGENDA**

Commission Meeting Minutes will be held until the January 2024 Meeting.

**4) RESOLUTIONS:**

○ **R-7-23**

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

- Fee Schedule
- Riviera Beach's Resolution

**5) DEPARTMENT AND BOARD REPORTS:**

**Financial Reports:**

- November 2023 Fiscal Report
- Discussion of Reserve Fund as requested by Commission.

**Staff Reports:**

- Sheriff's Department
- Fire Department
- Public Works
- Town Clerk

- Planning and Zoning Chairman
- Town Attorney

**6) COMMISSION REPORTS**

**Mayor Fiers**

- Road Paving Project
- Community Center Kitchen Renovation
- AT&T
- Sea Spray

**7) DISCUSSION ITEMS:**

- Form 6 and Briny Breeze's Resolution

**8) OTHER BUSINESS:**

- Town Administrator Search

**9) PUBLIC COMMENTS:**

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

**10) ADJOURNMENT**

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

**RESOLUTION NO. R-7-23**

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

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

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

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

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

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

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

**SECTION 3:** This Resolution specifically supersedes any and all other fee schedules previously adopted, including but not limited to Resolution R-9-22, adopted September 26, 2022.

**SECTION 4:** This Resolution shall take effect retroactively as of July 1, 2023.

**PASSED AND ADOPTED** this 11<sup>th</sup> day of December 2023.

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Alan Fiers, Mayor

ATTEST:

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Jude Goudreau, Town Clerk

(Seal)

# Town of Palm Beach Shores

## Fee Schedule



TYPE OF FEE	AMOUNT
<b><u>ADMINISTRATIVE FEES</u></b>	
Certified Copies	\$ 5.00 each
Lien Search	\$ 25.00
Lot File Review	\$ 15.00 free for owners
Meeting with:	
Code Official	\$ 150.00 per hour
Building Official	\$ 150.00 per hour
Zoning Official	\$ 150.00 per hour
<b>Open Records:</b>	
Search/Retrieval	See Open Record Rate Schedule - Exhibit B
Electronic Copies	No charge if available
Black & White Copies	\$ 0.15 per page
Color Copies & Double Sided	\$ 0.20 per page
<b>Business Tax Receipt (administrative fees):</b>	
Annual BTR Inspections by Code Officer - residential	\$ 50.00
Annual BTR Inspections by Code Officer - commercial	\$ 100.00 includes timeshares
Re-Inspections	\$ 50.00
Transfer (to new owner)	10% of BTR <i>max \$25; min \$3; per F.S. Sec 205.033(2)</i>
Transfer (to new location)	10% of BTR <i>max \$25; min \$3; per F.S. Sec 205.033(3)</i>
Transfer (to new name)	\$ 15.00
Duplicate	\$ 15.00
<b>Annual Fire Inspection Fee</b>	
Residential	\$ 50.00
Commercial	90.00 Per Hour includes timeshares
Re-Inspections - residential	\$ 50.00
Re-Inspections - commercial	90.00 Per Hour includes timeshares
<b>Solicitor Fees for all commercial activity</b> <i>(See Sec. 18-42 of the Town Code of Ordinances)</i>	
Annual Fee	\$ 300.00
Monthly Fee, 30 day (minimum required)	\$ 50.00
<b>For Sale or For Rent Signs</b>	\$ 55.00 per sign
<b>Garage Sale Sign deposit (refundable)</b>	\$ 40.00 per sign
<b>Garage Sale Permit</b>	\$ 15.00

**Town of Palm Beach Shores**  
**Fee Schedule**



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

**Town of Palm Beach Shores**  
**Fee Schedule**



TYPE OF FEE	AMOUNT	
<b>Sewer System Maintenance Rates</b>		
<i>(See Town Code of Ordinances, Sec. 74-131)</i>		
Single unit / vacant single unit lot accounts	\$	32.00
Multiple units w/ facilities for meal preparation	\$	26.00
Multiple units w/o facilities for meal preparation	\$	23.58
Each seat in restraurant/lounge/bar	\$	3.93
Each marina boat slip	\$	2.62
<b>Proportionate Fair-Share Program Application</b>	\$	50.00
<b>Special Meetings/Hearings</b>	\$	150.00 plus advertising costs

**Town of Palm Beach Shores**  
**Fee Schedule**



TYPE OF FEE	AMOUNT
<b><u>LAW ENFORCEMENT</u></b>	
Parking Penalties:	
Obstructing Traffic	\$ 35.00
Parallel parking within 10 ft. of fire hydrant	\$ 60.00
Parking on any street or right-of-way, including the "10-foot strip"	\$ 35.00
Double-parking	\$ 35.00
Parking in prohibited area posted with a "No Parking" sign	\$ 35.00
Parallel parking w/in 15 ft. of a "STOP" sign	\$ 45.00
Blocking driveway, public or private	\$ 45.00
Parking on private property w/out permission	\$ 45.00
Parking at beach parking lot w/out permit	\$ 60.00
Parking at beach parking lot with expired permit	\$ 35.00
Parking in handicapped parking space w/o permit	\$ 260.00
Parking in fire lane or zone	\$ 85.00
Parking in any manner as to block any portion of a sidewalk and/or bicycle path or cross walk	\$ 35.00
Parking outside of designated lines at beach or Town Hall parking lots	\$ 35.00
Other Penalties	
Littering	\$ 200.00
Animals (Chapter 10) Violations:	
First violation	written or verbal warning citation
Second violation	\$ 100.00
Subsequent violations	\$ 200.00 each
Illegal use of bicycles, roller-skates, rollerblades, skateboards, quadricycles, electric vehicles of any kind	\$ 25.00
<b><u>EMERGENCY TRANSPORT SERVICE FEES</u></b>	
Basic Life Support (BLS)	\$ 750.00
Advanced Life Support (ALS) 1	\$ 800.00
ALS 2	\$ 1,000.00
Mileage	\$ 14.00/mile
Immobilization	\$ 50.00

# Town of Palm Beach Shores Fee Schedule



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

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

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



# Town of Palm Beach Shores

## Fee Schedule



TYPE OF FEE	AMOUNT
<b>BUILDING PERMIT FEES</b>	

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

<i>Structure Cost</i>		<i>Permit</i>
<i>Over:</i>	<i>But Not Over:</i>	<i>Fee:</i>
\$ -	\$ 1,000.00	\$ 30.00
\$ 1,000.00	\$ 100,000.00	\$30 + 3% of amount over \$1,000.00
\$ 100,000.00	\$ 250,000.00	\$3,000 + 2% of amount over \$100,000.00
\$ 250,000.00	\$ 500,000.00	\$6,000 + 1.5% of amount over \$250,000.00
\$ 500,000.00	---	\$9,750 + 1% of amount over \$500,000.00

### **IMPORTANT NOTE:**

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

### **Additional Fees:**

Plan Review or Plan Revision	\$ 80.00 per hour
Permit Revision (not including Plans revisions)	\$ 75.00
Change of Contractor Fee	\$ 30.00
Re-Inspection fee	\$ 50.00
Electrical Permit	\$ 30.00
Reinstate Expired Permit of Less Than 1 Year	Half of Valuation Formula Above
Reinstate Expired Permit of More Than 1 Year	Per Valuation Formula Above

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

Resolution Number 159-23

A Resolution of the City Council of the City of Riviera Beach, Palm Beach County, Florida, Authorizing the Mayor and City Clerk to adopt a new ambulance transport fee schedule for Riviera Beach Fire Rescue Emergency Medical Services and providing an effective date.

**Whereas,** Riviera Beach Fire Rescue provides Emergency Medical Services and Ambulance transport within the City of Riviera Beach and Palm Beach Shores; and

**Whereas,** the City Council adopts the Ambulance Transport fee schedule for Emergency Medical Services; and

**Whereas,** the City Council adopted the current fee schedule in 2013 and wishes to adopt a new fee schedule; and.

**Whereas,** the cost per transport is currently \$3,168; and

**Whereas,** The Town of Palm Beach Shores, a contracted recipient of Riviera Beach Emergency Medical Services, has agreed to amend its fee schedule.

**Now, Therefore be It Resolved by The City Council of The City of Riviera Beach, Florida, That:**

**Section 1:** The City Council of Riviera Beach, Palm Beach County, Florida, does hereby adopt a new fee schedule for Ambulance Transport and Emergency Medical Services.

<u>BLS</u>	<u>ALS</u>	<u>ALS2</u>	<u>Mileage</u>	<u>Immobilization</u>
\$750.00	\$800.00	\$1,000.00	\$14.00	\$50.00

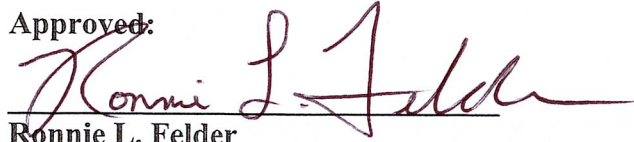
**Section 2:** This fee schedule may be amended by the adoption of a subsequent Resolution by the City Council.

**Section 3:** This Resolution shall take effect upon its passage.

**Passed and Adopted** this 29 day of November 2023.

*Signatures are on the following page.*

**Approved:**



**Ronnie L. Felder**

**Mayor**

**Attest:**



**Debrah Hall-McCullon**

**Certified Municipal Clerk**

**Acting City Clerk**

**Motioned By:** T. MCCOY

**Seconded By:** J. BOTEL

**T. McCoy:** AYE

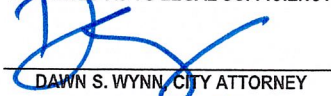
**K. Miller-Anderson:** AYE

**S. Lanier:** AYE

**J. Botel:** AYE

**D. Lawson:** AYE

REVIEWED AS TO LEGAL SUFFICIENCY

  
DAWN S. WYNN, CITY ATTORNEY

DATE:

11/29/2023

# TOWN OF PALM BEACH SHORES

## MONTHLY FINANCIAL REPORT

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

	CASH & INVESTMENTS		REVENUE			
			BUDGET	CURRENT	YEAR TO DATE	% OF BUDGET
9/30/2023	\$ 4,633,467		\$ 6,440,798	\$ 317,965	\$ 6,553,501	102%
10/31/2023	\$ 4,198,106		\$ 6,568,200	\$ 87,670	\$ 87,670	1%
11/30/2023	\$ 5,973,344		\$ 6,878,777	\$ 2,408,682	\$ 2,496,352	36%
11/30/2022	\$ 5,670,127		\$ 6,033,030	\$ 2,292,667	\$ 2,340,790	39%
12/31/2023	\$ -		\$ -	\$ -	\$ -	
1/31/2024	\$ -		\$ -	\$ -	\$ -	
2/28/2024	\$ -		\$ -	\$ -	\$ -	
3/31/2024	\$ -		\$ -	\$ -	\$ -	
4/30/2024	\$ -		\$ -	\$ -	\$ -	
5/31/2024	\$ -		\$ -	\$ -	\$ -	
6/30/2024	\$ -		\$ -	\$ -	\$ -	
7/31/2024	\$ -		\$ -	\$ -	\$ -	
8/31/2024	\$ -		\$ -	\$ -	\$ -	
9/30/2024	\$ -		\$ -	\$ -	\$ -	

	EXPENDITURES					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2023	\$ 6,440,798	\$ 263,932	\$ 162,143	\$ 426,075	\$ 6,117,634	95%
10/31/2023	\$ 6,568,200	\$ 453,654	\$ 232,549	\$ 686,203	\$ 686,203	10%
11/30/2023	\$ 6,878,777	\$ 453,654	\$ 42,526	\$ 496,180	\$ 1,182,383	17%
11/30/2022	\$ 6,033,030	\$ 471,841	\$ (9,659)	\$ 462,182	\$ 1,214,148	20%
12/31/2023	\$ -	\$ -	\$ -	\$ -	\$ -	
1/31/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
2/28/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
3/31/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
4/30/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
5/31/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
6/30/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
7/31/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
8/31/2024	\$ -	\$ -	\$ -	\$ -	\$ -	
9/30/2024	\$ -	\$ -	\$ -	\$ -	\$ -	

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

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



Town of Palm Beach Shores  
Disbursements - November 2023

Check #	Type	Date	Vendor	Name	Amount
4967	C	11/2/2023	556	Armchem International	\$ 1,758.18
4968	C	11/2/2023	1013	ATT	\$ 181.19
4969	C	11/2/2023	1013	ATT	\$ 148.23
4970	C	11/2/2023	129	Christine Krivosheiw	\$ 225.00
4971	C	11/2/2023	107	Davis & Associates, P.A.	\$ 15,950.00
4972	C	11/2/2023	491	Dilo Fire Sprinkler, Inc.	\$ 320.00
4973	C	11/2/2023	863	Diversified Building Department Management	\$ 9,461.25
4974	C	11/2/2023	746	Essential Net Solutions	\$ 1,927.05
4975	C	11/2/2023	886	Henry Schein, Inc.	\$ 186.59
4976	C	11/2/2023	659	Image Janitorial Services, Inc.	\$ 2,618.34
4977	C	11/2/2023	910	Lake Park Auto & Fleet Repair	\$ 1,309.94
4978	C	11/2/2023	1035	Metro PCR	\$ 86.00
4979	C	11/2/2023	982	Quadient Finance USA, Inc	\$ 100.00
4980	C	11/2/2023	41	Solid Waste Authority	\$ 10,312.64
4981	C	11/9/2023	823	AT&T Mobility	\$ 34.99
4982	C	11/9/2023	52	Comcast	\$ 54.95
4983	C	11/9/2023	67	Ferrellgas	\$ 118.00
4984	C	11/9/2023	968	FIRE-TEC, Inc.	\$ 30.00
4985	C	11/9/2023	70	FL League of Cities	\$ 602.00
4986	C	11/9/2023	80	FL Public Utilities	\$ 341.99
4987	C	11/9/2023	89	Home Depot Credit Svcs	\$ 2,507.96
4988	C	11/9/2023	941	Jude M. Goudreau	\$ 120.00
4989	C	11/9/2023	917	Lancier Castro	\$ 230.05
4990	C	11/9/2023	1039	Mac Enterprises	\$ 20,000.00
4991	C	11/9/2023	864	Palm Beach Latino	\$ 240.00
4992	C	11/9/2023	196	Performance NAPA	\$ 40.53
4993	C	11/9/2023	33	Riviera Beach Water	\$ 3,361.03
4994	C	11/9/2023	836	RIPPrint, LLC	\$ 667.50
4995	C	11/9/2023	484	Shred-It, c/o Stericycle, Inc.	\$ 267.62
4996	C	11/9/2023	99	Torcivia, Donlon, Goddeau & Rubin, P.A.	\$ 195.00
4997	C	11/9/2023	100	Toshiba Business Solutions	\$ 257.00
4998	C	11/9/2023	100	Toshiba Business Solutions	\$ 236.13
4999	C	11/9/2023	100	Toshiba Business Solutions	\$ 266.59
5000	C	11/9/2023	129	Tracy Larcher	\$ 50.00
5001	C	11/9/2023	101	Verizon Wireless	\$ 51.83
5002	C	11/9/2023	640	Ward-Damon Attorney	\$ 1,830.00
5003	C	11/9/2023	104	Waste Management	\$ 15,900.70
5004	C	11/17/2023	553	Airgas USA	\$ 769.99
5005	C	11/17/2023	7	All Safe Security & Lock	\$ 3,046.50
5006	C	11/17/2023	928	End of the Line, Inc.	\$ 127.25
5007	C	11/17/2023	746	Essential Net Solutions	\$ 100.00
5008	C	11/17/2023	968	FIRE-TEC, Inc.	\$ 381.02
5009	C	11/17/2023	1048	Gil Trower	\$ 2,400.00
5010	C	11/17/2023	1047	Government Forms and Supplies	\$ 39.19
5011	C	11/17/2023	90	Hulett Environmental Services	\$ 297.00
5012	C	11/17/2023	679	Keehn Emergency Medical Services, Inc	\$ 1,500.00
5013	C	11/17/2023	917	Lancier Castro	\$ 71.21
5014	C	11/17/2023	457	Lightning Electric	\$ 348.00
5015	C	11/17/2023	858	Palm Beach County Sheriff's Office	\$ 145,730.33
5016	C	11/17/2023	25	Palm Beach Shores Volunteer Fire Dept. Inc.	\$ 142.42
5017	C	11/17/2023	25	Palm Beach Shores Volunteer Fire Dept. Inc.	\$ 1,000.00
5018	C	11/17/2023	821	Robert Villagomez	\$ 71.21
5019	C	11/17/2023	1008	Sanders Bello	\$ 86.17
5020	C	11/17/2023	516	Schmidt Nichols	\$ 1,293.75
5021	C	11/17/2023	365	Sherwin-Williams	\$ 275.90
5022	C	11/17/2023	375	Simmons & White, Inc.	\$ 1,754.00
5023	C	11/30/2023	47	Board of County Commissioners	\$ 315.61
5024	C	11/30/2023	1050	Douglas Gonzalez	\$ 99.99
5025	C	11/30/2023	71	FL Power & Light	\$ 3,027.24
5026	C	11/30/2023	880	Gray /Robinson Attorney	\$ 18,475.50
5027	C	11/30/2023	1026	Gunster	\$ 2,840.00
5028	C	11/30/2023	1049	Joaquin Barbara	\$ 1,902.72
5029	C	11/30/2023	941	Jude M. Goudreau	\$ 114.75
5030	C	11/30/2023	917	Lancier Castro	\$ 15.73
5031	C	11/30/2023	129	Lisa Tropepe	\$ 500.00
5032	C	11/30/2023	987	LocalIQ	\$ 615.77
5033	C	11/30/2023	1045	Municipal Equipment Florida	\$ 1,296.00
5034	C	11/30/2023	196	Performance NAPA	\$ 318.36
5035	C	11/30/2023	700	Phillips & Jordan Inc - Nov 16/23 storm clean up	\$ 8,215.60
5036	C	11/30/2023	911	AT&T	\$ 876.70
5037	C	11/30/2023	1051	Prairie Landscaping Inc.	\$ 2,750.00
5038	C	11/30/2023	169	Quadient Leasing USA, Inc.	\$ 212.97
5039	C	11/30/2023	129	Sally Waite	\$ 50.00
5040	C	11/30/2023	115	Shoreline Pest Control	\$ 93.50
5041	C	11/30/2023	881	South Central Planning & Development Commission	\$ 260.42
5042	C	11/30/2023	592	Trevor Steedman	\$ 121.14
5043	C	11/30/2023	978	Truist Bank	\$ 1,112.12
5044	C	11/30/2023	104	Waste Management	\$ 3,456.74
5045	C	11/30/2023	856	Wendy Wells	\$ 1,050.00
5046	C	11/30/2023	131	WEX BANK	\$ 492.18
5047	C	11/30/2023	112	Zimmerman Tree Service	\$ 833.00
ADP, LLC	E	11/17/2023	697	ADP, LLC	\$ 256.30
ADP Taxes	E	11/2/2023		ADP Taxes	\$ 11,207.71
ADP Taxes	E	11/16/2023		ADP Taxes	\$ 8,722.40
ADP Taxes	E	11/30/2023		ADP Taxes	\$ 9,074.66
ADP Wages	E	11/2/2023		ADP Wages	\$ 33,746.30
ADP Wages	E	11/16/2023		ADP Wages	\$ 28,299.37

Town of Palm Beach Shores

Disbursements - November 2023

ADP Wages	E	11/30/2023		ADP Wages	\$	28,859.75
Blue Cross Bl	E	11/28/2023	127	Blue Cross Blue Shield of Florida, Inc.	\$	15,426.41
Humana Inc	E	11/1/2023	535	Humana	\$	125.78
Humana Inc	E	11/29/2023	535	Humana	\$	132.44
Guardian	E	11/1/2023	676	Guardian	\$	664.96
Guardian	E	11/29/2023	676	Guardian	\$	664.96
Standard Ins	E	11/28/2023	887	Standard Ins	\$	787.67
FRS	E	11/3/2023	172	FRS	\$	15,217.08
					\$	453,654.05

General Fund	\$	451,254.05
Underground Utilities Fund	\$	2,400.00
Total	\$	453,654.05

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

		<i>November Benchmark</i> <b>16.7%</b>	
	<b>BUDGET</b>	<b>YTD</b>	<b>Favorable(Unfav) %</b>
<b>REVENUE</b>			
Revenue (withourt appr'd F/B)	\$ 6,587,394.00	\$ 2,496,352.37	\$ (4,091,041.63) 37.9%
Appropriated Fund Balance	1,859,895.00	-	(1,859,895.00) 0.0%
<b>TOTAL REVENUE</b>	<b>\$ 8,447,289.00</b>	<b>\$ 2,496,352.37</b>	<b>\$ (5,950,936.63) 29.6%</b>
<b>EXPENDITURES BY DEPARTMENT</b>			
	% of total		% of total
Administration	\$ 659,833.00 8%	\$ 70,350.60 6%	\$ 589,482.40 10.7%
Legal	346,000.00 4%	41,365.50 3%	304,634.50 12.0%
Public Works	384,613.00 5%	57,742.60 5%	326,870.40 15.0%
Police	1,772,719.00 21%	438,688.79 37%	1,334,030.21 <b>24.7%</b>
Fire	806,417.00 10%	115,796.79 10%	690,620.21 14.4%
Building	266,112.00 3%	36,624.03 3%	229,487.97 13.8%
Emergency Disaster	- 0%	10,965.60 1%	(10,965.60) 0.0%
Solid Waste	253,101.00 3%	34,181.73 3%	218,919.27 13.5%
Legislative	20,463.00 0%	2,511.88 0%	17,951.12 12.3%
Streets/Storm Sewers	29,930.00 0%	2,407.61 0%	27,522.39 8.0%
Parks	175,802.00 2%	12,212.90 1%	163,589.10 6.9%
Beach	111,635.00 1%	17,904.95 2%	93,730.05 16.0%
Lift Stations/Sewer Service	42,820.00 1%	1,894.13 0%	40,925.87 4.4%
Contingencies	85,000.00 1%	- 0%	85,000.00 0.0%
Debt Service	495,855.00 6%	247,927.29 21%	247,927.71 <b>50.0%</b>
Emergency Medical Services	750,000.00 9%	- 0%	750,000.00 0.0%
Community Center	79,600.00 1%	9,547.40 1%	70,052.60 12.0%
Risk Management	170,000.00 2%	37,698.00 3%	132,302.00 22.2%
Capital	428,877.00 5%	44,563.38 4%	384,313.62 10.4%
Capital - Roads Project	1,568,512.00 19%	- 0%	- 0.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,447,289.00</b>	<b>\$ 1,182,383.18</b>	<b>\$ 5,696,393.82 14.0%</b>
<b>CHANGE IN FUND BALANCE</b>	<b>-</b>	<b>1,313,969.19</b>	<b>(254,542.81)</b>

Note:

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

Explanation of Variances:

Emergency Disaster - Inlet Park storm clean up in Nov - Phillips & Jordan

Police - timing, PBSO is paid in advance.

Debt Service - one of two payments made

EMS - Received 1/4ly invoice from RB Dec 1/23

Risk Mgmt - FMIT insurance timing of pymts

Capital - Community Center kitchen equipment, Mac Enterprises deposit



**Town of Palm Beach Shores  
Revenue Detail  
November 2023**

						November Benchmark	16.7%
REVENUE	BUDGET		YTD		Favorable(Unfav)		%
Revenue Per Budget Line	% of total		% of total				
Property Taxes (Ad Valorem)	\$	4,980,800.00	76%	\$	2,282,104.69	91%	(2,698,695.31) 45.8%
Total Local Option Gas Taxes		42,217.00	1%		3,265.26	0%	(38,951.74) 7.7%
Discretionary Sales Tax (PBC)		129,633.00	2%		9,149.14	0%	(120,483.86) 7.1%
Utility Taxes (FPL - Electric, Water, Gas)		365,000.00	6%		38,948.37	2%	(326,051.63) 10.7%
Communications Taxes - State		74,061.00	1%		5,598.18	0%	(68,462.82) 7.6%
Licenses & Permits		237,000.00	4%		36,654.77	1%	(200,345.23) 15.5%
Franchise Fees (FPL, WM)		257,300.00	4%		44,184.85	2%	(213,115.15) 17.2%
Other Permit Fees (Inspec, Reinspec, S. Permits)		15,000.00	0%		1,913.00	0%	(13,087.00) 12.8%
Grants		-	0%		10,237.08	0%	10,237.08 1012.0%
Shared Revenue - State (1/2 Cent Sales Tax)		174,157.00	3%		17,756.48	1%	(156,400.52) 10.2%
Shared Revenue Local (PBC Business Tax)		6,000.00	0%		1,452.00	0%	(4,548.00) 24.2%
Services (Sewer Maint, Beach Permits, Land Dev)		135,526.00	2%		1,290.00	0%	(134,236.00) 1.0%
Fines		1,500.00	0%		749.85	0%	(750.15) 50.0%
Interest		164,200.00	2%		34,572.56	1%	(129,627.44) 21.1%
Sale of Surplus Equipment		-	0%		-	0%	- 0.0%
Donations		-	0%		-	0%	- 0.0%
Miscellaneous		5,000.00	0%		8,476.07	0%	3,476.07 169.5%
<b>TOTAL REVENUE (without appr'd F/B)</b>	<b>\$</b>	<b>6,587,394.00</b>		<b>\$</b>	<b>2,496,352.30</b>		<b>\$ (4,091,041.70) 37.9%</b>

Explanation of Variances:

Grants - FEMA reimbursement re Hurrigan Nicole

Misc - insurance reimbursement of damaged light poles \$8,015.88

Sewer Service - billed annual in April



**Town of Palm Beach Shores**  
**Capital Roads Project**  
**FY2024**

Description	Original Budget	As of 11/30/23
Streets Assessment Report	\$ 10,000	\$ 37,815.50
Streets Engineering Survey	\$ 50,000	\$ 48,936.00
Submittal Analysis - Engenuity	\$ 10,000	\$ 4,736.50
Construction Supervision - Engenuity	\$ 30,000	
Milling/Repaving/Restriping/Curbs	\$ 1,560,000	\$ -
Total	\$ 1,660,000	\$ 91,488.00

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

**Town of Palm Beach Shores**

**Utility Tax**

**10% Effective 4/1/17**

	<b>Electric</b> <i>FPL</i>	<b>Water</b> <i>Riviera Beach</i>	<b>Gas</b> <i>FPU</i>	<b>Total</b>
Oct-23	26,512.21	10,096.09	2,340.07	38,948.37
Nov-23				-
Dec-23				-
Jan-24				-
Feb-24				-
Mar-24				-
Apr-24				-
May-24				-
Jun-24				-
Jul-24				-
Aug-24				-
Sep-24				-
<b>YTD Total</b>	<b>26,512.21</b>	<b>10,096.09</b>	<b>2,340.07</b>	<b>38,948.37</b>

<i>Budget FY2024</i>	<i>230,000.00</i>	<i>105,000.00</i>	<i>30,000.00</i>	<i>365,000.00</i>
<i>% budget</i>	<i>12%</i>	<i>10%</i>	<i>8%</i>	<i>11%</i>

**Town of Palm Beach Shores**  
**Discretionary Sales Tax PBC**

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

Current Year Receipts:

Date of Receipt	Period		
11/28/2023	October 2023	\$	9,149.00
12/23/2023	November 2023	\$	-
1/27/2024	December 2023	\$	-
2/3/2024	Quarterly adjustment 12/23	\$	-
2/27/2024	January 2024	\$	-
3/31/2024	February 2024	\$	-
4/30/2024	March 2024	\$	-
5/31/2024	April 2024	\$	-
6/30/2024	May 2024	\$	-
7/31/2024	June 20234	\$	-
8/31/2024	July 2024	\$	-
9/31/2024	August 2024	\$	-
11/6/2024	September 2024	\$	-

Total current year receipts	\$ 9,149.00
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Current Year Expenditures:

\$ -

Accumulated (unspent) Discretionary Sales Tax as of 11/30/23	\$ 632,367.00
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**Town of Palm Beach Shores**  
**Building Department**

	Building Permits	Building Department	Net Building	Cumulative Net Bldg
10/31/2023	\$ 15,826	\$ 10,445	\$ 5,381	\$ 5,381
11/30/2023	\$ 15,088	\$ 26,169	\$ (11,081)	\$ (5,700)
12/31/2023			\$ -	\$ (5,700)
1/31/2024			\$ -	\$ (5,700)
2/28/2024			\$ -	\$ (5,700)
3/31/2024			\$ -	\$ (5,700)
4/30/2024			\$ -	\$ (5,700)
5/31/2024			\$ -	\$ (5,700)
6/30/2024			\$ -	\$ (5,700)
7/31/2024			\$ -	\$ (5,700)
8/31/2024			\$ -	\$ (5,700)
9/30/2024			\$ -	\$ (5,700)
	\$ 30,914	\$ 36,614	\$ (5,700)	

Other related revenues:

Bldg Permit State Surcharge	\$ 788
Fire Inspection Fees	\$ -
Reinspection Fees	\$ -
Code Enf Admin Cost Reimb	\$ 194
Site Plan / Variance Fees	\$ 350
Land Development Costs	\$ -
Town Code & Ordinance Fines	\$ -
Other Permit Admin Fee	\$ 1,625
Total other related revenues:	\$ 2,956
<b>Net Building Revenue YTD</b>	<b>\$ (2,744)</b>

Community Center  
Kitchen Remodel 2nd Floor - Frick Bequest  
at November 30, 2023

	COST ESTIMATES		EXPENDITURES as of 11/30/23		REMAINING COSTS
Financing Source:					
Frick Bequest	\$	198,000		\$	-
Expenditures:					
Kitchen Equipment	\$	76,229.28	\$	62,678.02	\$ 13,551.26
Kitchen Renovations	\$	96,347.00	\$	20,000.00	\$ 76,347.00
Kitchen Hood	\$	62,717.50	\$	27,898.14	\$ 34,819.36
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
	\$	-	\$	-	\$ -
Total expenditures		\$235,293.78		\$110,576.16	\$124,717.62
Projected Deficit		(\$37,293.78)			

Note:  
contract with MAC Enerprises of NPB, Inc. signed November 2023 \$20K deposit

Town of Palm Beach Shores  
Underground Utilities  
as of 11/30/23

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

	COST ESTIMATE	TOTAL as of 11/30/23	Remaining Costs	P R O J E C T E D	
				Cost	Variance
<b>Other Financing Sources:</b>					
Loan Proceeds	\$ 6,000,000	\$ 6,000,000.00	\$ -	\$ 6,000,000.00	\$ -
<b>Expenditures:</b>					
Survey	\$ 38,000	\$ 65,762.50	\$ -	\$ 65,762.50	\$ (27,762.50)
Legal	\$ 4,000	\$ 3,150.00	\$ -	\$ 3,150.00	\$ 850.00
Project Mgmt/Admin	\$ 80,000	\$ 95,572.09	\$ -	\$ 95,572.09	\$ (15,572.09)
Construction - Viking	\$ 4,336,460	\$ 4,343,654.00	\$ -	\$ 4,343,654.00	\$ (7,194.00)
Construction - Comcast	\$ 250,000	\$ 528,340.73	\$ -	\$ 528,340.73	\$ (278,340.73)
Construction - AT&T	\$ 450,000	\$ 456,410.36	\$ 166,415.95	\$ 622,826.31	\$ (172,826.31)
Construction - FPL	\$ 254,386	\$ 254,386.00	\$ -	\$ 254,386.00	\$ -
Landscape Restoration	\$ 16,300	\$ 11,984.51	\$ 4,315.49	\$ 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
<b>Total expenditures</b>	<b>\$ 6,000,000</b>	<b>\$ 5,790,553.95</b>	<b>\$ 170,731.44</b>	<b>\$ 5,961,285.39</b>	<b>\$ 38,714.61</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 209,446.05</b>	<b>\$ (170,731.44)</b>	<b>\$ 38,714.61</b>	<b>\$ 38,714.61</b>

Note:

Nov 2023 expenditure Polmar Plumbing - repair sewer line \$2,400.00

**Town of Palm Beach Shores**  
**Dredging Project**  
**as of 11/30/2023**

	FY2022	FY2023	FY2024	PROJECT TOTAL
		<i>as of 9/30/23</i>	<i>as of 11/30/23</i>	<i>as of 11/31/23</i>
<u>Assets:</u>				
Cash	\$ -	\$ -	\$ -	\$ -
Due from General Fund	\$ -	\$ -	\$ 70,000	\$ 70,000
<u>Liabilities</u>				\$ -
Deferred Revenue - sale of dredged sand	\$ -	\$ 35,000	\$ 70,000	\$ 70,000
Due To General Fund	\$ -	\$ 45	\$ 45	\$ 45
Fund Balance	\$ -	\$ (35,045)	\$ (45)	\$ (45)
<u>Revenue:</u>				
Donations	\$ 15,000	\$ -		
<u>Expenditures:</u>				
Professional Services	\$ 15,000	\$ 35,045		
Revenue over expenditures	\$ -	\$ (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
Nov 6/23 funds from Forrest Development LLC	\$ 35,000

FIND funding

Funding vetoed by govener  
Joint project with Lake Park  
Town Mger John D'Agostino

**Town of Palm Beach Shores  
Fund Balance Analysis**

	FY2023 Actual	FY2022 Actual
Revised Budget	\$ 8,100,798	(without fire truck purchase) \$ 5,628,237
Total Fund Balance, beginning of year	\$ 3,956,524	\$ 3,394,926
Revenue (annual)	\$ 6,553,500	6,349,812
Expenditures (annual)	\$ (6,117,634)	(5,788,214)
<b>Total Fund Balance, end of year</b>	<b>\$ 4,392,390</b>	<b>\$ 3,956,524</b>
	<i>54% % of budget</i>	<i>70% % of budget</i>
<b><u>Nonspendable Fund Balance</u></b>		
<i>These funds have been spent, but the expense has not been incurred.</i>		
Prepaid & Inventory	\$ 56,059	\$ 48,328
Items paid in advance		
<b><u>Restricted Fund Balance:</u></b>		
<i>Restrictions are placed on funds by an outside source, like a donor.</i>		
Infrastructure (Roads)	\$ 623,218	\$ 507,825
Roads	\$ 25,813	\$ 12,650
Public Safety	\$ 45,289	\$ 45,289
Community Center	\$ 135,002	\$ 201,015
St. Patrick's Day Parade	\$ 5,016	\$ 6,353
	<b>\$ 834,338</b>	<b>\$ 773,132</b>
<b><u>Assigned Fund Balance:</u></b>		
<i>Assignments are at the discretion of the Town Commission.</i>		
Sewer Service	\$ 27,240	\$ 58,309
Underground Debt Service	\$ 180,828	\$ 139,756
Hurricane funds	\$ 106,669	\$ 125,218
Roads Project	\$ 632,077	\$ 632,077
Compensated absences	\$ 26,000	\$ 21,000
	<b>\$ 972,814</b>	<b>\$ 976,360</b>
<b>Unassigned Fund Balance, end of year</b>	<b>\$ 2,529,179</b>	<b>\$ 2,158,704</b>
	<i>31% % of budget</i>	<i>38% % of budget</i>
	<b>benchmark 25%</b>	

**Notes:**

The Total Fund Balance as a percentage of budget is 54% and the Unassigned Fund balance as a percentage of budget is 31%. Both items exceed the benchmark of 25% indicating a very healthy position for the town.

As detailed in the Budget Summary Report, the Total Fund Balance increased by \$435,866.

Of the \$435,866, \$370,475 is related to the increase in Unassigned Fund Balance.

The FY2024 capital carry forward of \$310,000 will be drawn on the Unassigned Fund Balance.

There is a potential for the Total Fund Balance to materially decrease by end FY2024 and impact the % of budget ratio. The following unspent amounts, held in the Total Fund Balance will be expensed by end FY2024:

unspent Roads project	\$1,568,512
unspent Underground Utility project	\$173,131
unspent Community Center renovations	\$144,717
FY2023 Capital c/fwd to FY2024	\$310,577
<b>FY2024 potential decrease to Total Fund balance</b>	<b>\$2,196,938</b>

FY2024 Total Fund Balance as % of budget - 25.99% worst-case scenario

(FY2024 Revenues in excess of Expenditures have not taken into consideration)

FY2024 potential Total Fund Balance \$ 2,195,452

FY2024 Budget (includes Amendment#1) \$ 8,447,289

FY2024 Total Fund Balance as % of Budget - potential 25.99%



# **PALM BEACH COUNTY SHERIFF'S OFFICE**

RIC L. BRADSHAW, SHERIFF



## December 2023 Commission report with stats from November.

November was not a good month for us regarding theft, four bicycles were taken in town. One at the community center two from Inlet way with one taken from a fenced area to a condo which makes it a burglary. One on Park avenue.

A known bike theft suspect has recently been released from jail, we located him in the early morning hours, a Field interview report was taken. Rivera Beach police are also aware as he has been a suspect in their bicycle thefts, please put away or lock up your bicycles.

We have increased unmarked patrol car surveillance, scouring our CCTV footage here, Phil Foster, the Blue Heron Bridge and anywhere we believe a suspect may have come from or to.

We also had a burglary to a boat at the Sailfish Marina. We were able to piece together video from various sources and license plate readers, with these the investigation is on going. The suspects apparently knew exactly where to enter as the rest of the boat was buttoned up.

The Marriott annual Turkey trot for the Children miracle network went well with about 200 participants. We were augmented with 8 deputies from the crime prevention unit to assist with traffic around town as the runners/walkers went through. We will do this again for the reindeer run on Christmas eve day.

Our re-introduction of the emergency notification program is growing and I believe will help in many ways.

PBSO is again participating in the Marine Corp toys for tots as a collection point, if anyone has any unopened toys please stop by during normal business hours.

We hope your holidays are going well, we thank you for your friendship and please know we are here for you.

Sergeant Steve Langevin



## November - 2023 - Monthly Strategic Report

CAD Calls	Monthly Totals
Business / Residence Checks (Self-Initiated)	3272
Traffic Stops (Self-Initiated)	100
Calls for Service (Excluding 1050's & 1061's)	130
<b>All CAD Calls - Total</b>	<b>3502</b>

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 3502 generated calls within the district. 96% of these calls were self-initiated.

### Data below represents Traffic Activity conducted by D20 Deputies

Data Source: TraCS

Total Citations	Total Warnings	Parking Citations
0	24	5

## **Arrest and NTA Statistics**

<b>Arrest Data</b>
<b>Arrests &amp; Notice to Appear (NTA) within District 20</b>
<b>Total Count - 0</b>

Data Source: CrimeView Desktop

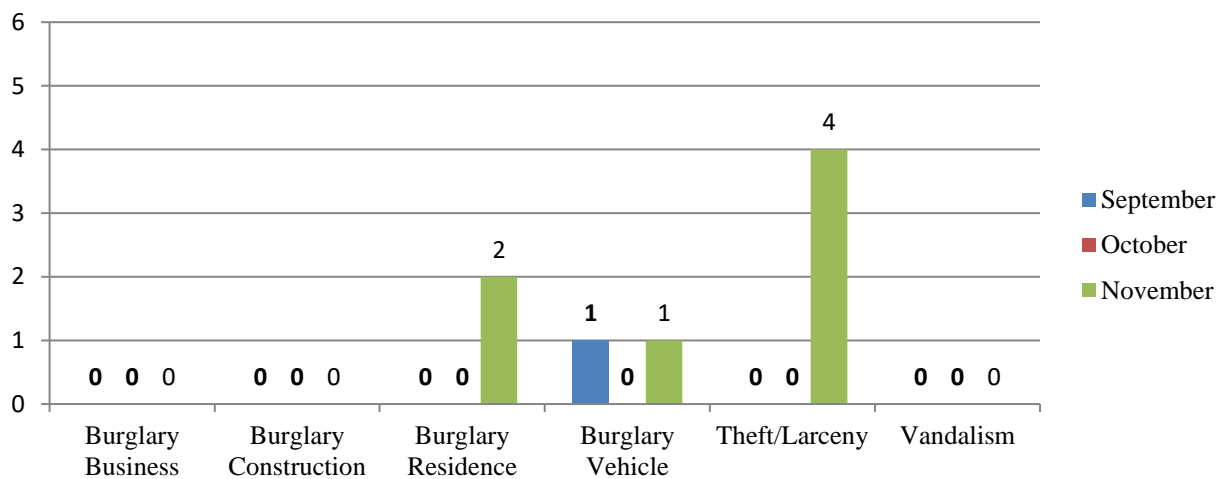
## **DATA ANALYSIS**

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

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



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



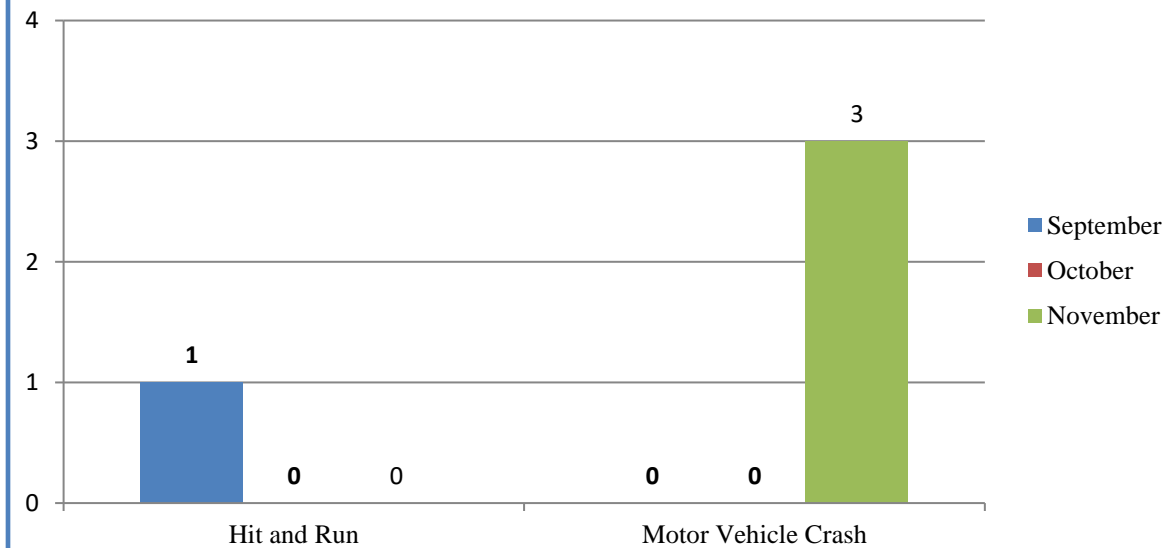
### D20 Monthly Stats Stolen Vehicles & Stolen Vehicle Recoveries

Data Source: CADS/P1



### D20 Monthly Stats Hit and Run & Motor Vehicle Crash

Data Source: CADS/P1



## District 20 Map of Activity

Data: Source: CrimeView Dashboard



## FIR MAP

(14) Records Plotted in CrimeView Dashboard.



(15) Conducted per the FIR Track system.

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



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

**TO:** Mayor Alan Fiers  
Town Commissioners

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

**DATE:** 11 December 2023

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**FIRE DEPARTMENT**

**COMMUNITY RISK REDUCTION (CRR) INITIATIVES**

- Fire / Life Safety Inspections and Fire Protection Systems Plans Review
  - Ongoing Plans Reviews and Inspection Services
    - Annual inspections are complete. Re-Inspections are being scheduled as required.
- Hydrant Inspection Program (Monthly) – Performed by PBSFD
  - Per Riviera Beach Water Utilities, hydrant inspection program was requested to be curtailed until all tie-ins and new hydrants are online.
- Certificate of Public Convenience & Necessity (COPCN)
  - County attorneys are authoring modifications to enable our municipal eligibility for primary and secondary COPCN's. Current COPCN revision process is estimated by PBC officials to conclude by second quarter of CY2024. Language is intended to include existing / already established municipal Fire – Rescue departments.
- *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**

- *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. Presented at November 6 POA meeting.
- *Code X-Ray Placard Program* – Identifies Unsafe/Unstable/Vacant buildings.
  - 123 Ocean Avenue – Sea Spray – Vacant / Structural
  - 107 Sandal Lane - Under Renovation – Vacant
  - 115 Inlet Way – Multiple code violations

#### **STAFFING**

- Career Staff. – No full-time vacancies. Part-Time list is under evaluation for order of ranking.
- 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 40 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

#### **FLEET DEPLOYMENT & MAINTENANCE**

- E80 out of service – Warranty work / repairs – Ocala



## **MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**

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

### **DEPARTMENT OF EMERGENCY SERVICES**

#### **INDUSTRY & PROFESSIONAL STANDARDS COMPLIANCE INITIATIVES**

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

#### **OCEAN RESCUE**

##### **GEAR & EQUIPMENT**

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

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

- Water quality listed “Good” at the time of this report.

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

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

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



## **MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**

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

### **DEPARTMENT OF EMERGENCY SERVICES**

- The Town has opted-in to the program. Initial State training requirements were met. Opt-In guarantees a minimum of 20% disaster expense recovery.
- Chief Steedman attended DRA information training sessions:
  - November 21 - Procurement
  - November 30 – Documentation & Contract Administration
- The Disaster Readiness Assessment (DRA) is currently being completed (December 31 deadline).
- Abatement period will determine deficits in Town policies / procedures

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

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

#### **Continuity of Operations Plan (COOP): - Ongoing**

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



## **MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**

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

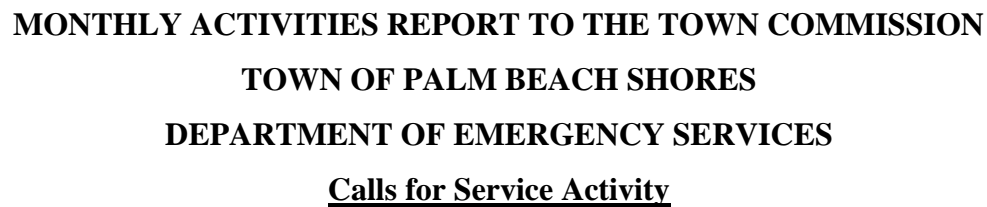
### **DEPARTMENT OF EMERGENCY SERVICES**

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.



<b>OCEAN RESCUE</b> <b>(October 2023)</b>	<b>Rescue Report</b>	<b>Rescues: 03</b>	<b>Assists: 00</b>	<b>Vessel Assists: 00</b>
	<b>Prevention &amp; Education</b>	<b>Contacts: 370</b>		
	<b>Beach Usage</b>	<b>Guarded Area: 11,232</b>	<b>Total: 19,978</b>	<b>Inlet: 11,326</b>
	<b>First Aid Provided</b>	<b>Occurrences (Minor):</b>		

FORMAL TRAINING & DRILLS	DATE	TIME	LOCATION	TYPE			NATURE	STAFFING	NOTES
				FIRE	RESCUE	EMS			
	28 Nov 2023	1830	90 Edwards	X	X	X	Rope / Rigging Ops.	21	Hands-On
	Formal Training Drills – 01								
	Personnel Participation –21								
	Personnel Training Hours – 63								



## ***Public Works Department***

### ***Monthly Status Report***

***December 2023***

#### **Community Center:**

1. The Project concerning the Kitchen Remodel on the 2<sup>nd</sup> floor is in progress and the completion date is projected to be the first week of January 2024. Phases completed include the Inspections: Plumbing, Electrical, Framing, and Drywall. The stove Fire Suppression Hood System Installation and Fire Alarm Protection will begin Monday, December 11, 2023, and will be completed Wednesday, December 13, 2023. The next phase of the project is the Flooring, Wall Panels, Ceiling, Lighting, and Painting. The final phase of the project is the Installation of all Shelving, Appliances, Water Filters, Grease Traps, and any final touch ups required for Final Inspections. The Stove Hood System and Scheduled Private Events delayed the project a week resulting in a completion date of the first week of January 2024.
2. Receiving quotes for new roll down shades on the 2<sup>nd</sup> floor.
3. Receiving quotes for new roll down shades on the 1<sup>st</sup> floor.
4. Receiving quotes for new sound panels and acoustics suggestions on the 2<sup>nd</sup> floor.
5. The projects listed is funded through the approved Donations and the general budget.

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

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

## **Streets:**

1. Scheduling to repair the Sewer Manhole spacer ring to secure the Manhole Lid located on Linda Lane in the 300 block. The repairs are required due to Heavy Traffic and Road surface change. Waiting for contractors' availability. Scheduling for another contractor to perform the work. The Project delays are due to the Water Main Project by Riviera Beach.
2. The Street Light Located in the 200 block of Tacoma Lane was struck by a vehicle causing damage beyond repairs. The Street Light will require replacement. I am in contact With Electrical Contractor CR Dunn to locate a similar Street Light Pole for Installation. This is the second Street Light Pole requiring replacement in the 200 block of Tacoma Lane on the South side of the street due to vehicle damage. The proceedings to locate an electrical contractor to assist with locating the new street light poles and to install the poles has been a challenge. An Electrical contractor (CR DUNN) was approved, and the purchase of the new Street Light Poles have been approved under a West Palm Beach Piggyback Contract. The work is scheduled for Mid-November 2023. Schedule pushed back due to delivery delays. The Town Received a letter from the manufacture confirming the delays. **The new Street Light Poles have arrived, and the installation date was Thursday, November 30, 2023. All three of the new Street Lights have been tested and are functioning according to factory specifications. The Street Lights are equipped with a LED Circuit Board and the new style globe assembly.**
3. The projects listed are funded through the approved general budget.

## **Lift Stations:**

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

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

1. Receiving quotes to replace the Town Hall roof tiles and flat roof.
2. The repairs to the Beach Building exterior concrete, stucco, roof repairs, door repairs, and painting. Interior repairs to exhaust fans, tile on walls, plumbing, electrical, and painting. The project start date was Wednesday, October 10, 2023. This project will be performed by Public Works Staff.
3. Scheduling to repair the Fire Annex Building replace the kitchen exhaust fan over stove to a commercial exhaust fan, replace ceiling lighting with LED Lights, and paint interior walls & doors. This project will be performed by Public Works Staff. The project will be scheduled immediately following the Beach Building Repairs.
4. The projects listed are funded through the approved general budget.

## **Capital Projects For 2023-2024:**

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

**Training / Certificates:**

1. Continuing Education in Florida Stormwater Erosion and Sedimentation Control. No cost to the Town.
2. OSHA'S Model Training Program for multiple certifications & continuing education credits. No cost to the Town.
3. Safety Meeting scheduled for Tuesday, December 12, 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 roadwork protocols. No cost to the Town.

**Updates:**

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

**Notes:**

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





## **Town Clerk's Monthly Status Report November 2023**

### **BUILDING DEPARTMENT STATISTICS:**

**Nov 2023: Total Permits issued: 20 Total Permit Fees Paid: \$ 16,382.85**

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

### **CODE ENFORCEMENT STATISTICS:**

**The following is a count of properties that had Code Enforcement violations from November 21, 2023 - December 7, 2023.**

**Code Violation: Sec. 14-331: Property Maintenance**

**1 Open 115 Claremont Lane**

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

**1 Closed.**

**1 Open 308 Inlet Way.**

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

**5 Closed**

**1 Open 200 Sandal Lane**

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

**1 Open 340 Bamboo Road**

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

**30 Open**

**Total Amount of Cases created that are closed from 11/21/23 - 12/7/23:**

**6**

**Total Amount of Cases created that are open from 11/21/23 - 12/7/23:**

**34**

**Total count of Cases 11/21/23 - 12/7/23:**

**40**

**Notice of Violation:**

**None**

**Special Magistrate:**

**201 Cascade Lane - Status Hearing**

### **Election Information:**

The Qualifying Period for the 2024 Municipal Election closed on November 28, 2023. Mayor Alan Fiers is unopposed, Congratulations to Mayor Fiers.

There are two Commission seats up for election this year. Incumbent Commissioner Steven Smith, and challengers Kathleen McGahran and Austin Mottinger have all qualified for the March Election.

### **Election information for the 2024 Elections:**

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

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

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

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

Openings:

There are seats open for appointment to the P&Z Board. Please send a letter of interest and/or a resume or bio to the Town Clerk's office. [jgoudreau@pbstownhall.org](mailto:jgoudreau@pbstownhall.org)

**Jude M. Goudreau, CMC**  
**Town Clerk**



## **RESOLUTION NO. 2023-10**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BRINY BREEZES, FLORIDA, EXPRESSING OPPOSITION TO RECENT CHANGES TO STATE LAW REQUIRING ELECTED MAYORS AND GOVERNING BODY MEMBERS OF MUNICIPALITIES TO COMPLETE AND FILE THE FORM 6 "FULL DISCLOSURE OF FINANCIAL INTERESTS" AS OF JANUARY 1, 2024; AUTHORIZING THE TOWN TO JOIN ANY FUTURE COORDINATED POLITICAL OR LEGAL EFFORTS WITH OTHER GOVERNMENTAL ENTITIES TO RESCIND, REVISE OR OTHERWISE CHALLENGE THIS REQUIREMENT; DECLARING THE EXPENDITURE OF TOWN FUNDS FOR SUCH EFFORTS TO BE A VALID PUBLIC PURPOSE; AUTHORIZING THE EXPENDITURE OF TOWN FUNDS FOR ANY SUCH FUTURE POLITICAL OR LEGAL EFFORTS WITHIN THE SPENDING THRESHOLD OF THE TOWN MANAGER; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**WHEREAS**, during the 2023 legislative session, Senate Bill 774 was passed and codified at Laws of Florida 2023-09, amending Sec. 112.3144, *Florida Statutes*, to require all elected municipal mayors and elected municipal governing body members who are in office as of January 1, 2024 to file the Form 6 "Full Disclosure of Financial Interests;" and

**WHEREAS**, Form 6 has historically only applied to state level elected officials and constitutional officers, with municipal elected officials having to file the Form 1 "Statement of Financial Disclosure;" and

**WHEREAS**, Form 6, unlike Form 1, requires the public disclosure of an individual's net worth, assets, and liabilities; and

**WHEREAS**, the imposition of this requirement at the local level, especially in smaller municipalities and especially in municipalities whose elected officials are volunteers that receive no compensation for their service, creates opportunities for local detractors to harass such municipal officials at a level of magnitude beyond that to which state level and constitutional officer level officials are subject; and

**WHEREAS**, the Town Council of the Town of Briny Breezes will support coordinated political and legal efforts with other governmental entities to rescind, revise or otherwise challenge this requirement; and

**WHEREAS**, the Town Council of the Town of Briny Breezes, Florida, further declares the expenditure of Town funds in support of such efforts to be a valid public purpose.

**NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BRINY BREEZES, FLORIDA, AS FOLLOWS:**

**Section 1:** The above recitals are hereby approved as findings of fact and are hereby incorporated into this Resolution as if fully set forth herein.

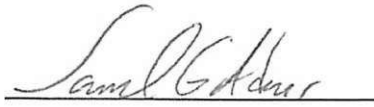
**Section 2:** The Town Council of the Town of Briny Breezes, Florida, hereby expresses its opposition to recent changes to state law requiring elected mayors and governing body members of municipalities to complete and file the Form 6 "full disclosure of financial interests" as of January 1, 2024.

**Section 3:** The Town Council of the Town of Briny Breezes, Florida, hereby authorizes the Town Manager to expend Town funds in support of any future coordinated political or legal efforts with other governmental entities to rescind, revise or otherwise challenge this Form 6 filing requirement in the future.

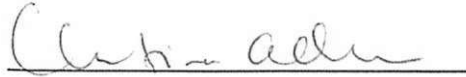
**Section 4:** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 26<sup>th</sup> day of October, 2023.

TOWN OF BRINY BREEZES TOWN COUNCIL



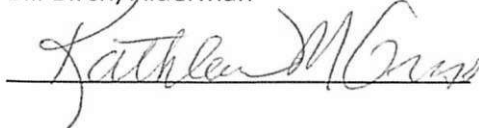
Samuel Gene Adams, Mayor



Christina Adams, President



Bill Birch, Alderman



Kathy Gross, Alderman



Liz Loper, Alderman



Sue Thaler, Alderman

TOWN SEAL

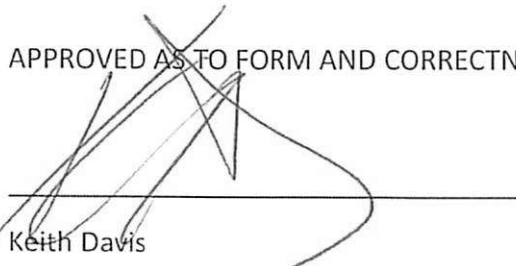


ATTEST:



Sandi DuBose, Town Clerk

APPROVED AS TO FORM AND CORRECTNESS:

  
Keith Davis

Attorney For Town of Briny Breezes

For relevant testimony, discussion, or oral reports, etc. please refer to the audio CD available at the Town Hall.