

Monday, April 26, 2021
7:00 pm



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

**TOWN COMMISSION
MEETING AGENDA**

Mayor Alan Fiers
Vice Mayor Scott McCranel

Commissioner Tracy Larcher
Commissioner Janet Kortenhaus
Commissioner Brian Tyler

Keith Davis, Town Attorney
Town Administrator Wendy Wells
Town Clerk Evyonne Browning

PLEASE NOTE:

**THIS MEETING MAY BE CONDUCTED USING
COMMUNICATION MEDIA TECHNOLOGY**

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=mba0f0e30a0ac9ed5dac08c2a0dbeae11>

Meeting Number: **132 645 7486**

Password: **0426**

To join meeting by phone (voice only)

Phone Number: +1-408-418-9388 United States Toll

Access Code: **132 645 7486**

Password: **0426**

The entire agenda packet is available on the Town's website: www.palmbeachshoresfl.us

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. March 15, 2021 Commission Meeting Minutes.
- b. April 5, 2021 Reconvened Commission Reorganization Meeting Minutes
- c. Special Event Permit No. 5-2-21 for City of Riviera Beach and "Game On!" to host a triathlon event on May 2, 2021 from 7:00 am to 1:00 pm with 400 attendees.
- d. Special Event Permit No. 5-3-21 from Tina Stogiannis to host a Baptism at the Community Center on May 29, 2021 with Amplified Music.
- e. Special Event Permit No. 5-4-21 from Derek Briant (non-resident) to hold a wedding ceremony on the Town's beach with 30 attendees. Approval is contingent on payment of all fees, including the additional fees to hold the event on the Town's beach.

4. PRESENTATIONS

- a. Audit 9/30/2020 Presentation: Terry Morton, CPA of Nowlen, Holt & Miner.

5. DEPARTMENT AND BOARD REPORTS

- a. Financial Report: *(Wendy Wells, Town Administrator/Treasurer)*
 - 1. March 2021 Financial Report
 - 2. Mid-year review and projections
 - 3. Impact fee annual adjustment

5. DEPARTMENT AND BOARD REPORTS (Continued)

b. Staff Reports:

1. Sheriff's Department
2. Fire Department
3. Public Work
4. Town Clerk
5. Town Attorney

6. COMMISSION REPORTS

7. OTHER BUSINESS

- a. Community Center Proposals: Frank Zizzamia

8. ACTION ITEMS

- a. Approval of an updated Service Agreement between the Town of Palm Beach Shores and Image Companies for Janitorial Services at the Town's Community Center, 90 Edwards Lane.

9. ORDINANCES AND RESOLUTIONS

- a. Resolution No. R-7-21: Budget Amendment #2 FY2021

10. PUBLIC COMMENTS

11. ADJOURNMENT

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Town Commission with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting.

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. FOR HEARING ASSISTANCE: If any person wishes to use a hearing device, please contact the Town Clerk.

**TOWN OF PALM BEACH SHORES, FLORIDA
REGULAR COMMISSION MEETING MINUTES**

March 15, 2021

PLEASE NOTE:

**DUE TO MANDATES BY GOVERNOR DESANTIS, THIS MEETING WAS
CONDUCTED USING COMMUNICATION MEDIA TECHNOLOGY.**

1. CALL TO ORDER

Mayor Fiers called the meeting to order at 7:00 pm. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

Town Clerk Browning called the roll and those present were Mayor Alan Fiers, Commissioner Scott McCranel, Vice Mayor Roby DeReuil, and Commissioner Bob Stanton. Also present were PBSO Sgt. Langevin, Public Works Director Welch, Town Administrator Wendy Wells, and Town Attorney Barnard. Fire Chief Steedman was not present. Town Clerk Browning stated there was a quorum present.

APPROVAL OF MEETING AGENDA (Additions, substitutions, deletions)

Mayor Fiers stated that he wanted to make an adjustment to tonight's agenda by adding a special presentation.

MOTION: Vice Mayor DeReuil moved to approve the amendment as requested.

SECOND: Commissioner Stanton seconded the motion.

VOTE:

DeReuil:	YES
Stanton:	YES
McCranel:	YES
Fiers:	YES

The Motion Passed Unanimously

Mayor Fiers asked the Town Clerk to bring in the special guests:

Former Mayor Tom Mills, Former Mayor Myra Koutzen, and Mrs. Maura DeReuil came into the Commission Chambers and were seated.

Mayor Fiers continued that tonight is the last commission meeting that Vice Mayor Roby DeReuil will serve as a Commissioner for the Town. He also served on the Planning and Zoning Board and has served the Town for the past 20 years. Tonight, we wanted to express the Town's appreciation for all the years Roby has given to the Town, so we asked all of the Mayors whom you served under to attend the meeting and have an opportunity to give some insight into your contributions to the Town.

Former Mayors Tom Mills spoke first, followed by Myra Koutzen. Mayor Fiers stated that former Mayor John Workman could not be present this evening as he is out of town on business, but he did send his statements via the Town Clerk, and she read his statements on his behalf.

The Town also presented Vice Mayor DeReuil a personalized framed aerial photo of the Town, and a proclamation which was read by the Town Clerk, which outlined his tenure with the Town:

March 26, 2001	Appointed to the Planning and Zoning Board (served 8 consecutive years)
March 30, 2009	Elected to Town Commission (Served 12 consecutive years)
March 26, 2018	Served as Vice Mayor on the Commission
March 27, 2020 to present	Served as Vice Mayor

At the end of the meeting, a "socially distanced" reception was held which included fun and laughter while sharing stories about the past 20 years.

Continuation of the March 25, 2021 Commission Meeting:

APPROVAL OF CONSENT AGENDA

- a. Approval of the February 22, 2021 Commission Meeting Minutes.
- b. Approval of the Special Event Permit 03-15-1 for Sailfish Marina Fishing Tournament on March 11 to 13, 2021 with 120 to 130 attendees. Late submittal due to new staff at Sailfish Marina.
- c. Approval of Special Event Permit 03-15-2, for Riviera Beach to hold a Half Marathon-10K run on April 3, 2021 with 400 attendees. Police detail requested.
- d. Approval of Special Event Permit 03-15-3, to hold a Memorial Service on April 11, 2021 at the Community Center, first and second floors. To be hosted by Cathy Breese, 306 Blossom Lane, with approximately 75 people in attendance from 4:00 pm to 7:00 pm. Insurance will be provided once approved by the Town Commission.

MOTION: Commissioner McCranel moved to approve the consent agenda.

SECOND: Commissioner Stanton seconded the motion.

VOTE: **DeReuil:** **YES**
 Stanton: **YES**
 McCranel: **YES**
 Fiers: **YES** **The Motion Passed Unanimously**

DEPARTMENT AND BOARD REPORTS

- a. Approval of Financial Report for February 2021.

MOTION: Commissioner Stanton moved to approve the consent agenda.

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE: **DeReuil:** **YES**
 Stanton: **YES**
 McCranel: **YES**
 Fiers: **YES** **The Motion Passed Unanimously**

- b. Staff Reports were given by PBSO Sgt. Langevin and Public Works Director Welch. Fire Chief Steedman was not present.

COMMISSION REPORTS

Mayor Fiers gave an update on an upcoming meeting regarding Peanut Island.

PRESENTATIONS AND REPORTS

There were none at this meeting.

ACTION ITEMS

- a. Approval of the Annual Report of the Town Infrastructure Surtax Citizen Oversight Committee dated February 25, 2021.

MOTION: Commissioner McCranel moved to approve the report as written.

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE: **DeReuil:** **YES**
 Stanton: **YES**
 McCranel: **YES**
 Fiers: **YES** **The Motion Passed Unanimously**

PUBLIC COMMENTS

Commissioner Stanton thanked the Town for the opportunity to serve on the Commission for the past 4 years and stated he was most proud of the PBSO contract and the Undergrounding project.

ADJOURNMENT

MOTION: Commissioner McCranels moved to adjourn the meeting.

SECOND: Vice Mayor DeReuil seconded the motion.

TIME: Mayor Fiers adjourned the meeting at 7:50 pm.

Approved this 26TH day of April 2021.

ATTEST:

Alan Fiers, Mayor

(Seal)

Evyonne Browning, Town Clerk

TOWN OF PALM BEACH SHORES, FLORIDA
RECONVENED COMMISSION REORGANIZATION MEETING MINUTES
April 5, 2021
PLEASE NOTE:
DUE TO MANDATES BY GOVERNOR DESANTIS, THIS MEETING WAS
CONDUCTED USING COMMUNICATION MEDIA TECHNOLOGY.

1. CALL TO ORDER

Mayor Fiers called the meeting to order at 7:00 pm. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

Town Clerk Browning called the roll and those present were Mayor Alan Fiers, Commissioner Scott McCranels, and Commissioner Tracy Larcher. Also present were Town Administrator Wendy Wells, Town Attorney Keith Davis, and PBSO Sgt. Langevin. Town Clerk Browning stated there was a quorum present.

1. SELECTION OF A COMMISSIONERS

Mayor Fiers made the following comments prior to the selections:

Tonight, there are two open Commission seats to be filled. The first seat was vacated by the resignation of Tom Mills in November 2020. The second seat was not filled in the March 2021 election.

Janet Kortenhaus and Brian Tyler are the two applicants to fill the open Commission seats. Both submitted their applications when the first seat was available. After several tie votes by the Commission, it was agreed to fill the seat after the March 2021 election. Both submitted and were disqualified from the election by the Palm Beach County Supervisor of Elections due to technical errors on their qualifying paperwork.

This leaves us with two applicants to fill two open Commission seats. One seat is a one-year term and the other is a two-year term. To determine which candidate will serve which term, there will be a coin toss. The Town Attorney stated this was an acceptable method to decide and there was Commission consensus to proceed in this manner. Each candidate would have a side of the coin, the winner will fill the two-year seat. Mr. Tyler offered for Ms. Kortenhaus to choose the side of the coin. She selected "tails." Town Attorney Davis stood at the foot of the dais and tossed the coin which landed on "tails." This gives Ms. Kortenhaus the two-year term and Mr. Tyler the one-year term.

- a. Resolution R-1-21 Appoint one Commissioner to fill vacancy after March 9, 2021 election (2-year term).

MOTION: Commissioner McCranels moved to appoint Janet Kortenhaus to fill the vacancy for the 2-year term).

SECOND: Commissioner Larcher seconded the motion.

VOTE: **The Motion Passed Unanimously**

- b. Resolution R-2-21 Appoint one Commissioner to fill vacancy created by Tom Mills resignation (1 year remaining from original term).

MOTION: Commissioner Larcher moved to appoint Brian Tyler to fill the vacancy for the 1-year term).

SECOND: Commissioner McCranels seconded the motion.

VOTE: **The Motion Passed Unanimously**

2. SWEARING IN CEREMONY

- a. Swearing in of two appointed Commissioners: Town Clerk Browning gave the oaths of office to Janet Kortenhaus and then to Brian Tyler.

3. OTHER APPOINTMENTS

- a. Appoint a Vice Mayor for a 1-year term (Resolution R-3-21).

MOTION: Commissioner Kortenhaus moved to appoint Scott McCranels as Vice Mayor.

SECOND: Commissioner Tyler seconded the motion.

VOTE: The Motion Passed Unanimously

- b. Appoint a Commissioner to serve on the Election Canvassing Board (Resolution R-4-21).

MOTION: Commissioner Kortenhaus moved to appoint Tracy Larcher to the Canvassing Board.

SECOND: Vice Mayor McCranels seconded the motion.

VOTE: The Motion Passed Unanimously

- c. Appoint Town Clerk and Town Treasurer (Resolution R-5-21).

MOTION: Vice Mayor McCranels moved to appoint Evyonne Browning as Town Clerk and Wendy Wells as Town Treasurer.

SECOND: Commissioner Larcher seconded the motion.

VOTE: The Motion Passed Unanimously

- d. Appoint Members to the Planning and Zoning Board (Resolution R-6-21).

The Mayor and Commissioners marked their appointments by placing an "X" beside the names of residents who had asked to be considered on the P & Z. After several attempts, it was determined that the members mark their choice from 1 to 10, which 10 being their highest choice. Town Clerk Browning added each name with the number from each commissioner and the top five were: Kevin Banks, Steven Smith, Jerald Cohn, Jason Prince, Timothy Blash as full members, and Tom Martin and Tony Lembo as alternate members.

MOTION: Vice Mayor McCranels moved to appoint the 5 full members and 2 alternates as read by the Town Clerk.

SECOND: Commissioner Kortenhaus seconded the motion.

VOTE: The Motion Passed Unanimously

- e. Appoint a Commissioner to serve on DRC as Chairperson for a 1-year term.

MOTION: Vice Mayor McCranels moved to Mayor Fiers to continue as the DRC Chairperson for the next year's term.

SECOND: Commissioner Tyler seconded the motion.

VOTE: The Motion Passed Unanimously

- f. Appoint a Resident Member to DRC for a 1-year term.

MOTION: Commissioner Tyler moved to appoint Laura Ahern as the Resident Member to the DRC.

SECOND: Vice Mayor McCranels seconded the motion.

VOTE: The Motion Passed Unanimously

4. LEGAL UPDATE BY TOWN ATTORNEY

Attorney Keith Davis gave the annual legal update to the Commission regarding Sunshine Laws, Open Records, and gift laws.

It was noted that the Commission Workshops are the 2nd Monday of every month and the Commission Meetings are the 4th Monday of every month.

5. ADJOURNMENT

MOTION: Vice Mayor McCranel moved to adjourn the meeting

SECOND: Commissioner Larcher seconded the meeting.

TIME: Mayor Fiers adjourned the meeting at 8:20 pm.

Approved this ____ day of April 2021.

ATTEST:

Alan Fiers, Mayor

Evyonne Browning, Town Clerk

(Seal)

COPY

DATE SUBMITTED 4/12/21

PERMIT NO. 52-21

Town of Palm Beach Shores
APPLICATION FOR
SPECIAL EVENTS PERMIT
(Section 18-27 of Town Code)



Type of event: Triathlon Location: Riviera Beach, PBS & NPB
Sponsor: Riviera Beach & Camelot Telephone: 561-723-3239

Property owner's consent and acknowledgement of responsibility:

Signature: [Signature]

Date and Time 5/2/21 7:00am - 1:00pm Time it ends: 1:00pm

Number of participants: 400

Proof of insurance attached? Yes Will email No _____

Copy of all required state and county permits if event will be held on or utilize state and/or county-controlled property.

Please indicate any traffic, fire-rescue, utilities impact, and/or mitigation plan: See attached race route.

Permit fee \$50 _____ (Untimely application \$150 X) Receipt # _____

APPROVED:

Fire Department: _____ Police Department: _____

Number of off-duty officers required: _____

Date of Commission Review: _____ Approved: _____

Any special event within the Town of Palm Beach Shores at which more than 50 persons are proposed to be in attendance and which is not covered under regular licenses and registration regulation must obtain a permit from the town. Any event where less than 50 persons are proposed to be in attendance is specifically exempted from this requirement.

Written application with fee and all required documentation must be received by the Town Clerk's office **no less than 30 days prior to the Town Commission meeting** immediately preceding the date proposed for the special event.

An application received after the 30 day deadline may be accepted subject to an application fee of \$150.00. No application will be eligible to be discussed at a Town Commission meeting if received less than 5 days prior to the meeting.

Town of Palm Beach Shores
247 Edwards Lane
Palm Beach Shores FL 33404

Game On & Riviera Beach
Event 5/2/21 Location: Riviera Beach, PBS & NPB
Special Event Permit

Town of Palm Beach Shores

Receipt #: 15036 Date: 4/9/2021 From: Game On & Riviera Beach Register: Sandi Operator ID: asystadmin

Miscellaneous Receipt	Credit Card Convenience Game On & Riviera Beach	\$3.75
	Credit Card Convenience Fee 2.5% Balance:	
Miscellaneous Receipt	Special Permits Game O Game On & Riviera Beach	\$150.00
	Game On & Riviera Beach 5.2.2021 Balance:	
	Total Receipts	\$153.75
	Credit Card - 100226	\$153.75
	Change Due:	\$0.00

Thank you.

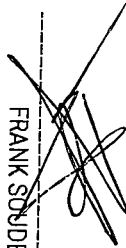


**TOWN OF PALM BCH
SHORES**

247 EDWARDS LN
PALM BEACH SHORES, FL 33404
561 8443457

Transaction 100226

Total **\$153.75**
CREDIT CARD SALE \$153.75
MASTERCARD 7440

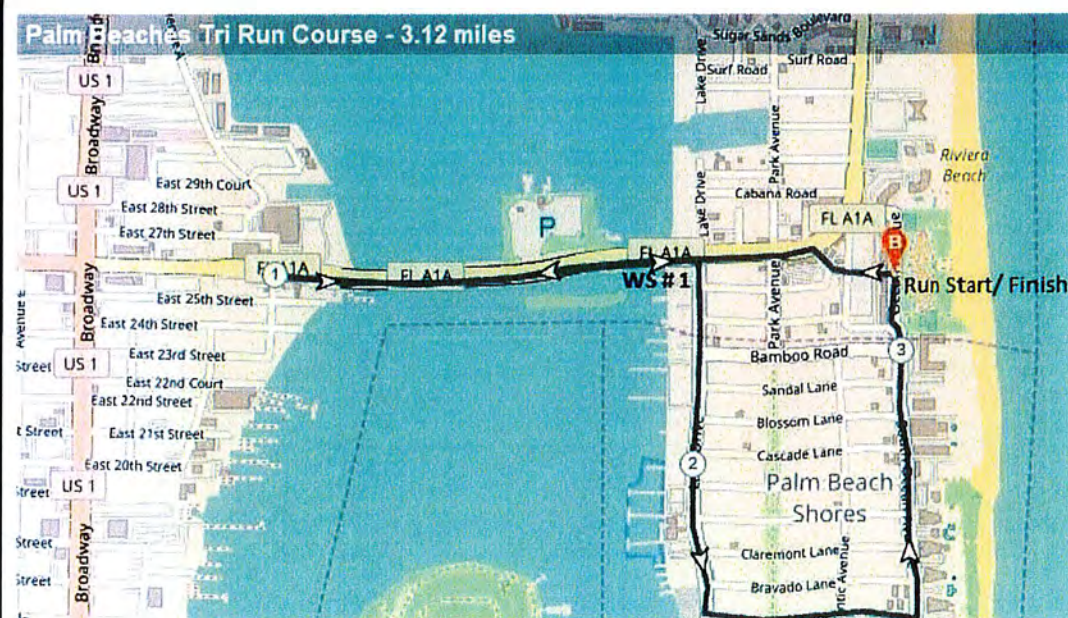
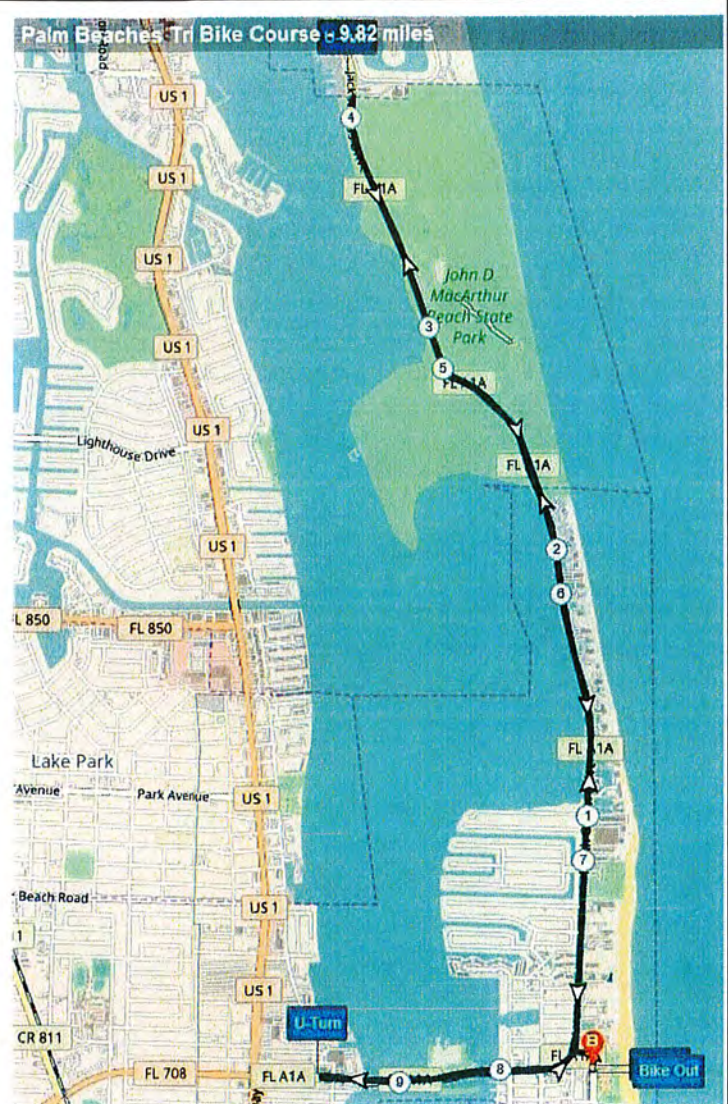

FRANK SOUDER

I agree to pay the above amount
per the cardholder and/or
merchant agreement

12-Apr-2021 9:35:52A
\$153.75 | Method: EMV
Mastercard XXXXXXXXXX7440
FRANK SOUDER
Reference ID: 110200501927
Auth ID: 058665
MID: *****5999
AID: A0000000041010
Attn:Ntknm: MASTERCARD
Merchant Copy

Payment JAMFM01WB2DN8
Clover Privacy Policy
<https://clover.com/privacy>

GAME ON! PALM BEACHES TRIATHLON



GAME ON!
RACE EVENTS



www.GameOnRaceEvents.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/12/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 8333 NW 53rd Street Suite 600 Miami FL 33166	CONTACT NAME:		
	PHONE (A/C, No, Ext): 305-592-6080	FAX (A/C, No): 305-592-4049	
INSURED City of Riviera Beach 2051 Martin Luther King Jr Blvd-Suite 302 Riviera Beach FL 33404	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Lloyd's Syndicate 2987		
	INSURER B: Safety National Casualty Corporation		15105
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 884011071

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		PK1004720	12/15/2020	12/15/2021	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$ 1,000,000
							PRODUCTS - COMP/OP AGG	\$
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PK1004720	12/15/2020	12/15/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	SP4061745	12/15/2019	12/15/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

GL Limits: \$1,000,000 per Occurrence inclusive of \$350,000 SIR

AL Limits: \$1,000,000 per Occurrence inclusive of \$350,000 SIR

Insurer B WC Limit: Statutory Excess of \$650,000 SIR

Insurer B EL Limit: \$1,000,000 Excess of \$650,000 SIR

Town of Palm Beach Shores is considered to be Named Assured under the definition of Named Assured for the evidenced policy but solely with respect to General Liability coverage as evidenced herein as required by written contract with respect to premises being used by the insured for the event Game On! Palm Beaches Triathlon - Spring (at Riviera Beach) to be held on 5/1/21 - 5/2/21.

CERTIFICATE HOLDER

CANCELLATION

Town of Palm Beach Shores
247 Edwards Lane
Palm Beach Shores FL 33404

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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DATE SUBMITTED _____

PERMIT NO. 5-8-21
529

Town of Palm Beach Shores
APPLICATION FOR
SPECIAL EVENTS PERMIT
(Section 18-27 of Town Code)

Please check a box
below if you are a:

Police Officer ☐
Fire Fighter ☐
Teacher ☐

Type of event: Baptism Location: 2nd Floor

Sponsor: Tina Stogiannis Telephone: 215-528-3765
561-848-8769

Property owner's consent and acknowledgement of responsibility:

Signature: Tina Stogiannis

Date and Time: 5/29/2021 2PM Time it ends: 12 AM

Number of participants: 60

Proof of insurance attached? Yes ~~will~~ No will provide

Copy of all required state and county permits if event will be held on or
utilize state and/or county-controlled property.

Please indicate any traffic, fire-rescue, utilities impact, and/or mitigation
plan:

N/A
we will need parking passes for our guests.

Permit fee \$50 ✓ (Untimely application \$150) Receipt #

APPROVED:

Fire Department: Sheriff's Office:

Number of off-duty officers required:

Date of Commission Review: Approved:

Any special event within the Town of Palm Beach Shores at which more than 50 persons are proposed to be in attendance and which is not covered under regular licenses and registration regulation must obtain a permit from the Town. Any event where less than 50 persons are proposed to be in attendance is specifically exempted from this requirement.

Written application with fee and all required documentation must be received by the Town Clerk's office **no less than 30 days prior to the Town Commission meeting** immediately preceding the date proposed for the special event.

An application received after the 30-day deadline may be accepted subject to an application fee of \$150.00. No application will be eligible to be discussed at a Town Commission meeting if received less than 5 days prior to the meeting.

COPY

April 15, 2021

Tina Stogiannis

Dear Ms. Browning,

I (Tina Stogiannis), respectfully request permission to have amplified music played during the hours of (5:30pm-8:00pm) on (Saturday, May 29, 2021) on the second floor level of the Palm Beach Shores Community Center. The music will be for a (Baptism for our grandson) that will take place on the balcony and ballroom reception area of the Community Center.

Thank you.

Sincerely,



Tina Stogiannis



RESIDENT RESERVATION APPLICATION

IMPORTANT: This form is the first step in reserving the Palm Beach Shores (PBS) Community Center. Only PBS Resident Property Owners or organizations as described on the Reservation Information and Fee Schedule are eligible to rent this facility. Requests will be reviewed in order of which they are received, and the Resident will be notified of approval or denial. Completing this form does not confirm or hold any dates. Please type or print legibly especially the phone number and e-mail address. Requests for amplified music are made to the Town Clerk's attention. **A complete rental packet and all monies due are required to secure the rental.**

RESIDENT INFORMATION

Requested Date & Facility: May 29, 2021 1st Floor _____ 2nd Floor X
Name of Resident: Tina Stogiannis
Address: 206 Claremont Lane
City: PB Shores State: FL Zip: 33404
Phone: 561-848-8769 Cell: 215-528-3765
E-mail: SOPHIA STOGIANNIS@gmail.com
Alternate Contact: Sophia

EVENT INFORMATION

Type of event	<u>BAPTISM</u>	Using outside caterer	Yes <u>X</u> No _____
Anticipated attendance	<u>60</u> (Max 120)	Alcoholic Beverages	Yes <u>X</u> No _____
Requested access time	<u>2 PM</u> <u>1 PM</u>	State & local laws apply to alcohol consumption; sale of alcohol must be permitted and sold by a licensed vendor.	
Time event will begin	<u>5:30 PM</u>	Type of decorations:	
Time event will end	<u>10:30 PM</u>	<u>Table Decor only</u>	
Facility close time	<u>11:00 AM</u>	Additional Considerations:	
Maximum 10-hour rental; \$100+tax per additional hour (pre-approval required) No time after Midnight		<u>high and low tops outside</u>	

1st Floor	2nd Floor (max capacity 120)
1st floor - open restrooms (\$50 + tax)	<u>9</u> # of 6' round tables (maximum 12) <u>72"</u>
BBQ grill (\$25 + tax)	<u>120</u> # of chairs (maximum 130)
1st floor kitchen (\$25 + tax)	<u>8</u> # of 6' rectangle tables (maximum 8)
# of 6' rectangle tables (maximum 8)	<u>8</u> # of round bistro tables (maximum 8)
Mandatory Cleaning Fee \$145	<u>6</u> # of card tables (maximum 6)
Additional set-up needs:	<u>✓</u> Mandatory Cleaning Fee \$185
	<u>1</u> <u>8' table</u>
	Additional set-up needs: <u>C. n. we can't set up the tables before</u> <u>and do it in the night before?</u>

Tina Stogiannis

Resident Printed Name

Tina Stogiannis 4-9-2021

Resident Signature

Date



Town of Palm Beach Shores
Community Center Rental
Check List

Date of Event: 5-29-2021 Name of Renter: Sophia Stogiannis
Steve and Tina

Required Forms

Resident Reservation Form

Special Event Permit (Commission Approval)

Beach Special Permit (Commission Approval)

Community Center Rental Agreement

Community Center Rental Policies & Procedures

Event Insurance

Pre-approved floor plan layout

Amplified Music Request - ?

✓
N/A
N/A
✓
✓
✓
✓
N/A

Required Fees

First Floor:

Security Deposit	\$ 50.00 (Refundable)
Rental Fee (10 Hours)	\$ 53.50 (Tax Included)
Additional Hours	\$ 53.50/hour (Tax Included)
Grill	\$ 26.75 (Tax Included)
Kitchen	\$ 26.75 (Tax Included)
Cleaning Fee	\$145.00
Special Permit (50+ Guests)	\$ 50.00

Second Floor:

Security Deposit	\$500.00 (Refundable)
Rental Fee (10 Hours)	\$428.00 (Tax Included)
Additional Hours	\$107.00/hr (Tax Included)
Cleaning Fee	\$185.00
Special Permit (50+ Guests)	\$ 50.00

\$500
\$ 428

\$185
50
\$ 1,163.00
check #



Town of Palm Beach Shores
Community Center Rental
Check List

Beach Rental:

Security Deposit	\$250.00 (Non-Refundable)	_____
Rental Fee (10 Hours)	\$250.00	_____
Cleaning Fee	\$100.00 (Refundable)	_____
Special Beach Permit	\$ 50.00	_____

Total Due

\$1,163.⁰⁰

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

☒

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

☒

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

☒

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

☒

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

☒

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

Signature of Renter

4-9-2021

Date

Signature of Community Center Coordinator

Date

Town of Palm Beach Shores

247 Edwards Lane
Palm Beach Shores FL 33404

Tina Stogiannis
206 Claremont Lane
Special Event - May 29, 2021

Town of Palm Beach Shores

Receipt #: 15044	Date: 4/14/2021	From: Tina Stogiannis	Register: Sandi	Operator ID: asystadmin
------------------	-----------------	-----------------------	-----------------	-------------------------

Miscellaneous Receipt	Comm Cntr Cleaning Fee Tina Stogiannis	\$185.00
	Comm Cntr Cleaning Fee Balance:	
Miscellaneous Receipt	Comm Cntr Deposit - Tina Stogiannis	\$500.00
	sit - Tina Stogiannis - May 29, 2021 Balance:	
Miscellaneous Receipt	Comm Cntr Rental - + Tina Stogiannis	\$428.00
	il - + Tina Stogiannis, May 29, 2021 Balance:	
Miscellaneous Receipt	Special Permits Tina Stogiannis	\$50.00
	rmits Tina Stogiannis May 29, 2021 Balance:	
	Total Receipts	\$1,163.00
	Check - 1223	\$1,163.00
	Change Due:	\$0.00

RECEIVED
APR 20 2021

COPY

DATE SUBMITTED _____
BY: _____

PERMIT NO. 5-4-21

Town of Palm Beach Shores

APPLICATION FOR BEACH EVENT PERMIT (Section 18-27 of Town Code)

Event Location: ^{DSB} 247 90 EDWARDS LANE, PALM BEACH SHORES, FL

Name: Derek S. BRIANT Telephone: 352.256.5057

Address: 3055 PALM PL, MARLBOROUGH, FL 33063 Email: Derek.S.BRIANT@gmail.com

Requested Date: 22 MAY 21 Hours (include setup/breakdown): 830am to 1400

Number of expected attendees: 30 maximum expected is currently 20

Proof of insurance attached? Yes X No (explain) _____

Please indicate required parking, traffic, fire-rescue, utilities impact, clean-up and mitigation plan: (Attach additional sheets as needed)

TRAFFIC IMPACT: MEDIUM / APPROX. 7-9 CARS, NO FIRE/RESCUE, CLEAN UP WILL
BE MINIMAL AS GUESTS WILL BE STANDING FOR CEREMONY AND ONLY AN
"ARCH" WILL BE USED IN PLACE OF AN ALTAR.

Deposit. A non-refundable deposit of \$250.00 is required to hold the space/date/time for all special events on the beach.

Fees. The following fees will be charged per event: Set fee of \$500.00 including the deposit plus a refundable \$100 Beach Cleaning Fee.

Penalty. A penalty in the amount of \$500.00 will be imposed for any use of beach property owned by the Town for beach events without a special event permit.

Application Deadline. Written application with fee and all required documentation must be received by the Town Clerk's office no less than 30 days prior to the Town Commission meeting immediately preceding the date proposed for the special event. Application deadline can be waived for Resident Memorials with Town Hall Approval. Memorials are subject to the refundable cleaning fee of \$100.

Late Submission. An application received after the 30-day deadline may be accepted subject to an increased permit fee of three (3) times the regular permit fee amount had the application been submitted timely. No application will be eligible to be discussed at a Town Commission meeting if received less than five (5) days prior to the meeting.

Sea Turtle Nesting Season. Sea turtle nesting season in Palm Beach County is March 1st through October 31st each year. The following additional restrictions apply during the season:

- Event items may not be set up before 8:00am and must be removed from the beach by 7:30pm. This includes all chairs, tents, tables, etc.
- The use of heavy equipment and the use of street vehicles to transport event equipment is prohibited.
- No lighting associated with the event is authorized after 7:30 p.m.
- The event shall not disturb existing beach and dune topography and vegetation.
- Balloons, streamers, and other items potentially injurious to sea turtles are not permitted.
- Event items may not be left overnight (during nesting season or otherwise).
- There is a noise ordinance in effect throughout the entire year.

ACKNOWLEDGEMENT:

By signing below, I acknowledge that I have read and understand my responsibilities associated with use of Town property, including the Town beach areas. I agree that any such areas used or occupied in conjunction with this special event will be cleaned and returned to their pre-use conditions for the benefit of future users. Failure to abide by these responsibilities is sufficient cause for the Town to deny any future special event permit with which I am associated.



Applicant's Signature

APPROVED:

Fire Dept.: _____ Police Dept.: _____ Public Works Dept.: _____

Number of off-duty officers required: _____

Date of Town Commission Review: _____ Approved: _____

Sandi Lue

From: Derek Bryant <derek.s.bryant@gmail.com>
Sent: Tuesday, April 20, 2021 3:16 PM
To: Sandi Lue
Subject: Re: Bryant Insurance Paperwork

Yes ma'am. Sorry it's coming in different emails. The app I used to scan these didn't allow an option for me to combine them.

IMPORTANT NOTICE:


Page 6 of 6

Please remember this facility belongs to the Town and should be respected. Everyone attending events that take place in this facility or on its beach should enjoy the atmosphere and respect the furnishings and amenities. The Town reserve the right to reject a rental party for any reason, and any circumstances, whatsoever.

By signing below, you acknowledge that you have received, read and understood the Rules and Policies of the Community Center at the Town of Palm Beach Shores.

Derek S Bryant
Printed Name of Renter

10 April 2021
Date


Signature of Renter

God Bless,
D. Bryant

> On Apr 20, 2021, at 15:14, Sandi Lue <SLue@pbstownhall.org> wrote:
>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/20/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley CA 95945	CONTACT NAME: Will Maddux PHONE (A/C, No, Ext): (530) 477-6521 E-MAIL ADDRESS: info@theeventhelper.com INSURER(S) AFFORDING COVERAGE INSURER A: Evanston Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): NAIC # 35378
INSURED Derek Bryant 3055 Palm Place Margate FL 33063		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		3DS5472-M2032925	05/22/2021 12:01 AM	05/23/2021 12:01 AM	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	GENERAL AGGREGATE \$ 2,000,000						
							PRODUCTS - COMP/OP AGG \$ 1,000,000
							Deductible \$ 1,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19.
Attendance: 40, Event Type: Wedding.

CERTIFICATE HOLDER**CANCELLATION**

Town of Palm Beach Shores 90 Edwards Lane Palm Beach Shores FL 33404	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

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EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Town of Palm Beach Shores
90 Edwards Lane
Palm Beach Shores, FL 33404

- A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II – Who Is An Insured:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

**TOWN OF PALM BEACH SHORES
MONTHLY FINANCIAL REPORT**

	CASH & INVESTMENTS		REVENUE			
			BUDGET	CURRENT	YEAR TO DATE	% OF BUDGET
9/30/2020	\$ 3,219,333		\$ 5,575,352	\$ 179,511	\$ 5,262,439	94%
10/31/2020	\$ 2,541,442		\$ 5,377,248	\$ 24,650	\$ 24,650	0%
11/30/2020	\$ 2,314,637		\$ 5,517,240	\$ 395,757	\$ 420,408	8%
12/31/2020	\$ 4,830,513		\$ 5,517,240	\$ 2,948,576	\$ 3,368,983	61%
1/31/2021	\$ 5,047,525		\$ 5,517,240	\$ 591,168	\$ 3,960,152	72%
2/28/2021	\$ 4,795,384		\$ 5,517,240	\$ 250,348	\$ 4,210,500	76%
3/31/2021	\$ 4,556,169		\$ 5,517,240	\$ 163,710	\$ 4,374,210	79%
3/31/2020	\$ 4,648,894		\$ 5,575,352	\$ 185,578	\$ 4,318,551	77%
4/30/2021						
5/31/2021						
6/30/2021						
7/31/2021						
8/31/2021						
9/30/2021						

	EXPENDITURES					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2020	\$ 5,575,352	\$ 248,589	\$ 75,396	\$ 323,985	\$ 5,183,461	93%
10/31/2020	\$ 5,377,248	\$ 521,312	\$ 218,900	\$ 740,212	\$ 740,212	14%
11/30/2020	\$ 5,517,240	\$ 635,224	\$ (288,866)	\$ 346,358	\$ 1,086,570	20%
12/31/2020	\$ 5,517,240	\$ 433,524	\$ 49,165	\$ 482,689	\$ 1,569,259	28%
1/31/2021	\$ 5,517,240	\$ 375,940	\$ 6,232	\$ 382,172	\$ 1,951,431	35%
2/28/2021	\$ 5,517,240	\$ 502,808	\$ (150,568)	\$ 352,240	\$ 2,303,672	42%
3/31/2021	\$ 5,517,240	\$ 403,750	\$ 28,481	\$ 432,232	\$ 2,735,903	50%
3/31/2020	\$ 5,575,352	\$ 348,722	\$ (49,116)	\$ 397,838	\$ 2,647,869	47%
4/30/2021						
5/31/2021						
6/30/2021						
7/31/2021						
8/31/2021						
9/30/2021						

Budget Amendment #1 was approved at the October 2020 Commission meeting.

Town of Palm Beach Shores
Budget Summary Report
March 2021

				<i>Mar Benchmark</i>	<i>50.0%</i>
	BUDGET	YTD	Favorable(Unfav)	%	
REVENUE					
Revenue (without appr'd F/B)	\$ 5,217,658.00	\$ 4,374,209.90	\$ (843,448.10)	83.8%	
Appropriated Fund Balance	299,582.00	-	(299,582.00)		
TOTAL REVENUE	\$ 5,517,240.00	\$ 4,374,209.90	\$ (1,143,030.10)	79.3%	
EXPENDITURES BY DEPARTMENT					
		% of total		% of total	
Administration	\$ 468,689.00	8%	\$ 228,846.21	8%	\$ 239,842.79 48.8%
Legal	116,000.00	2%	45,078.52	2%	70,921.48 38.9%
Public Works	335,288.00	6%	163,769.23	6%	171,518.77 48.8%
Police	1,681,907.00	30%	977,550.57	36%	704,356.43 58.1%
Fire	697,084.00	13%	308,060.31	11%	389,023.69 44.2%
Building	217,151.00	4%	129,767.53	5%	87,383.47 59.8%
Emergency Disaster	-	0%	1,512.79	0%	(1,512.79) 0.0%
Solid Waste	203,500.00	4%	94,587.90	3%	108,912.10 46.5%
Legislative	18,487.00	0%	5,675.14	0%	12,811.86 30.7%
Streets/Storm Sewers	24,125.00	0%	9,755.57	0%	14,369.43 40.4%
Parks	135,923.00	2%	76,503.48	3%	59,419.52 56.3%
Beach	101,221.00	2%	47,187.47	2%	54,033.53 46.6%
Lift Stations/Sewer Service	22,975.00	0%	18,652.86	1%	4,322.14 81.2%
Contingencies	85,000.00	2%	-	0%	85,000.00 0.0%
Debt Service	495,855.00	9%	247,927.29	9%	247,927.71 50.0%
Emergency Medical Services	341,603.00	6%	169,548.63	6%	172,054.37 49.6%
Community Center	29,540.00	1%	2,079.53	0%	27,460.47 7.0%
Risk Management	123,100.00	2%	97,156.50	4%	25,943.50 78.9%
Capital	419,792.00	8%	93,532.66	3%	326,259.34 22.3%
TOTAL EXPENDITURES	\$ 5,517,240.00		\$ 2,717,192.19		\$ 2,800,047.81 49.2%
CHANGE IN FUND BALANCE					
	-		1,657,017.71		1,657,017.71

Explanation of Variances:

Police - PBSO is paid monthly in advance.

Building - October includes the demo of 124 Cascade (\$14k), fire inspections complete, debt service on vehicle now used by code enforcement.

Emergency Disaster - these are costs for the closed POD to administer the covid vaccine.

Solid Waste - annual disposal fee paid in full, projected to be on budget

Parks - Monthly lawn service is paid in advance; unanticipated removal of 2 diseased trees on the parkway.

Lift Stations/Sewer Service - Sewer line cleanouts (\$10k) on Claremont & Bravado.

Risk Management - Main Town policy is paid in quarterly installment. Three payments have been made.

Town of Palm Beach Shores
Disbursements - March 2021

Check #	Type	Date	Vendor Name	Amount
2667	C	3/4/2021	673 Bishop's Water Company	\$ 379.50
2668	C	3/4/2021	52 Comcast	\$ 41.45
2669	C	3/4/2021	863 Diversified Building Department Management	\$ 4,903.75
2670	C	3/4/2021	130 Manno's Public Safety Supply	\$ 452.92
2671	C	3/4/2021	824 Milliman, Inc.	\$ 2,800.00
2672	C	3/4/2021	16 Palmdale Oil Company, Inc.	\$ 454.11
2673	C	3/4/2021	836 RIPPrint, LLC	\$ 157.00
2674	C	3/4/2021	881 South Central Planning & Development Commission	\$ 1,833.33
2675	C	3/4/2021	643 Suntrust Bank	\$ 2,834.75
2676	C	3/4/2021	100 Toshiba Business Solutions	\$ 382.73
2677	C	3/4/2021	592 Trevor Steedman	\$ 81.46
2678	C	3/4/2021	104 Waste Management	\$ 11,487.97
2679	C	3/11/2021	556 Armchem International	\$ 481.90
2680	C	3/11/2021	823 AT&T Mobility	\$ 34.99
2681	C	3/11/2021	861 BrightView Landscape Services, Inc.	\$ 7,065.16
2682	C	3/11/2021	32 City of Riviera Beach	\$ 2,762.76
2683	C	3/11/2021	746 Essential Net Solutions	\$ 1,128.96
2684	C	3/11/2021	240 Everglades Equipment Group	\$ 1,527.01
2685	C	3/11/2021	927 Fab Rite, Inc.	\$ 425.00
2686	C	3/11/2021	893 Florida Bolt	\$ 1,531.80
2687	C	3/11/2021	75 FL Municipal Insurance Trust	\$ 48,518.25
2688	C	3/11/2021	878 Force-E Scuba Centers	\$ 191.16
2689	C	3/11/2021	886 Henry Schein, Inc.	\$ 74.13
2690	C	3/11/2021	89 Home Depot Credit Svcs	\$ 3,829.55
2691	C	3/11/2021	90 Hulett Environmental Services	\$ 164.00
2692	C	3/11/2021	659 Image Janitorial Services, Inc.	\$ 2,050.00
2693	C	3/11/2021	425 Jason's Arborcare Service Inc.	\$ 4,400.00
2694	C	3/11/2021	95 Lowes	\$ 6,105.40
2695	C	3/11/2021	10 Municipal Code Corporation	\$ 1,623.56
2696	C	3/11/2021	14 Nowlen, Holt & Miner, P.A.	\$ 2,000.00
2697	C	3/11/2021	858 Palm Beach County Sheriff's Office	\$ 137,364.83
2698	C	3/11/2021	25 Palm Beach Shores Volunteer Fire Dept.	\$ 7,703.72
2699	C	3/11/2021	30 Poly Systems Company	\$ 714.00
2700	C	3/11/2021	831 Randy's Plumbing, LLC	\$ 265.00
2701	C	3/11/2021	821 Robert Villagomez	\$ 14.97
2702	C	3/11/2021	516 Schmidt Nichols	\$ 1,150.00
2703	C	3/11/2021	365 Sherwin-Williams	\$ 293.64
2704	C	3/11/2021	115 Shoreline Pest Control	\$ 85.00
2705	C	3/11/2021	494 Signs by Tomorrow	\$ 2,035.11
2706	C	3/11/2021	586 The Standard Insurance Company	\$ 334.65
2707	C	3/11/2021	99 Torcivia, Donlon, Goddeau and Ansay, PA	\$ 185.00
2708	C	3/11/2021	101 Verizon Wireless	\$ 54.42
2709	C	3/11/2021	640 Ward-Damon Attorney	\$ 280.90
2710	C	3/11/2021	131 WEX BANK	\$ 290.01
2711	C	3/18/2021	29 Alphagraphics of the Palm Beaches	\$ 35.20
2712	C	3/18/2021	737 AT&T	\$ 267.31
2713	C	3/18/2021	922 Car-Comm, Inc.	\$ 2,807.48
2714	C	3/18/2021	928 End of the Line, Inc.	\$ 64.25

Town of Palm Beach Shores
Disbursements - March 2021

Check #	Type	Date	Vendor Name	Amount
2715	C	3/18/2021	116 GateHouse West Palm Beach - Adv	\$ 316.48
2716	C	3/18/2021	90 Hulett Environmental Services	\$ 8,075.00
2717	C	3/18/2021	679 Keehn Emergency Medical Services, Inc	\$ 1,500.00
2718	C	3/18/2021	687 PC Controls	\$ 558.60
2719	C	3/18/2021	831 Randy's Plumbing, LLC	\$ 854.50
2720	C	3/18/2021	913 Shenandoah General Construction LLC	\$ 20,462.50
2721	C	3/18/2021	375 Simmons & White, Inc.	\$ 825.00
2722	C	3/18/2021	100 Toshiba Business Solutions	\$ 205.94
2723	C	3/18/2021	532 United Rentals	\$ 1,900.00
2724	C	3/18/2021	102 VFIS - Glatfelter Ins. Group	\$ 2,569.00
2725	C	3/18/2021	269 Wright National Flood Insurance Co.	\$ 3,988.00
2726	C	3/24/2021	121 Alan Welch	\$ 360.00
2727	C	3/24/2021	29 Alphagraphics of the Palm Beaches	\$ 279.98
2728	C	3/24/2021	524 BAUSCH Enterprises Inc	\$ 945.00
2729	C	3/24/2021	859 Carpenter Electric, Inc.	\$ 1,050.05
2730	C	3/24/2021	71 FL Power & Light	\$ 2,448.45
2732	C	3/24/2021	90 Hulett Environmental Services	\$ 405.00
2733	C	3/24/2021	95 Lowes	\$ 234.56
2734	C	3/24/2021	911 AT&T	\$ 880.92
2735	C	3/24/2021	484 Shred-It, c/o Stericycle, Inc.	\$ 96.95
2736	C	3/24/2021	643 Suntrust Bank	\$ 3,414.93
2737	C	3/24/2021	103 Comp Benefits	\$ 104.68
2738	C	3/24/2021	104 Waste Management	\$ 2,990.71
2739	C	3/24/2021	269 Wright National Flood Insurance Co.	\$ 4,589.00
2740	C	3/29/2021	676 Guardian	\$ 1,224.14
ADP, LLC	E	3/26/2021	697 ADP, LLC	\$ 223.90
ADP Taxes	E	3/12/2021	ADP Taxes	\$ 8,555.32
ADP Taxes	E	3/26/2021	ADP Taxes	\$ 8,363.14
ADP Wages	E	3/12/2021	ADP Wages	\$ 26,744.77
ADP Wages	E	3/26/2021	ADP Wages	\$ 25,518.41
FRS	E	3/2/2021	172 FRS	\$ 11,106.83
Judy Oliphant	E	3/4/2021	926 Judy Oliphant (garage sale sign refund by cc)	\$ 160.00
				\$ 404,619.85

General Fund	\$ 403,750.29
Underground Utilities Fund	\$ 869.56
Total	\$ 404,619.85

Note - Underground Utilities includes supplemental employment payments to Welch.

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

	Electric <i>FPL</i>	Water <i>Riviera Beach</i>	Gas <i>FPU</i>	Total
Oct-20	20,240.93	8,391.34	1,647.12	30,279.39
Nov-20	19,089.87	7,706.65	2,390.57	29,187.09
Dec-20	18,281.56	6,982.50	2,690.69	27,954.75
Jan-21	15,176.96	9,650.12	2,890.57	27,717.65
Feb-21	13,290.31	10,153.50	2,687.99	26,131.80
Mar-21				-
Apr-21				-
May-21				-
Jun-21				-
Jul-21				-
Aug-21				-
Sep-21				-
YTD Total	86,079.63	42,884.11	12,306.94	141,270.68

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

Current Year Receipts:

Date of Receipt	Period	
11/30/2020	October 2020	\$ 6,131.07
12/23/2020	November 2020	\$ 6,262.56
1/27/2021	December 2020	\$ 6,381.85
2/5/2021	4Q adjustment	\$ 2,767.42
2/26/2021	January 2021	\$ 7,632.21
3/29/2021	February 2021	\$ 6,655.91
Total current year receipts		\$ 35,831.02

Current Year Expenditures:

\$ -

Accumulated (unspent) Discretionary Sales Tax as of 3/31/21	\$ 327,317.49
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Town of Palm Beach Shores
Building Department

	Building Permits	Building Department	Net Building	Cumulative Net Bldg
10/31/2020	\$ 5,349	\$ 30,064	\$ (24,716)	\$ (24,716)
11/30/2020	\$ 6,343	\$ 18,078	\$ (11,735)	\$ (36,451)
12/31/2020	\$ 25,163	\$ 29,897	\$ (4,734)	\$ (41,185)
1/31/2021	\$ 9,704	\$ 15,683	\$ (5,979)	\$ (47,164)
2/28/2021	\$ 5,757	\$ 20,119	\$ (14,362)	\$ (61,526)
3/31/2021	\$ 11,673	\$ 15,927	\$ (4,254)	\$ (65,780)
4/30/2021				
5/31/2021				
6/30/2021				
7/31/2021				
8/31/2021				
9/30/2021				
	\$ 63,988	\$ 129,768	\$ (65,780)	

Other related revenues:

Bldg Permit State Surcharge	\$ 1,629
Fire Inspection Fees	\$ 1,715
Code Enf Admin Cost Reimb	\$ 7,640
Site Plan / Variance Fees	\$ 7,012
Land Development Costs	\$ 201
Town Code & Ordinance Fines	\$ 18,678
Net Building	\$ (28,906)

Note: Costs include \$14,385 to demo home at 124 Cascade.

Town of Palm Beach Shores
Underground Utilities
as of 3/31/21

	COST ESTIMATE	TOTAL as of 3/31/21	Remaining Costs	P R O J E C T E D	
				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	\$ 80,626.49	\$ 9,373.51	\$ 90,000.00	\$ (10,000.00)
Construction - Viking	\$ 4,336,460	\$ 4,236,460.00	\$ 100,000.00	\$ 4,336,460.00	\$ -
Construction - Comcast	\$ 250,000	\$ 528,340.73	\$ 75.32	\$ 528,416.05	\$ (278,416.05)
Construction - AT&T	\$ 450,000	\$ 185,000.00	\$ 520,000.00	\$ 705,000.00	\$ (255,000.00)
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	\$ -	\$ -	\$ -	\$ 547,854.00
Total expenditures	\$ 6,000,000	\$ 5,385,818.23	\$ 636,164.32	\$ 6,021,982.55	\$ (21,982.55)
Net Change in Fund Balance	\$ -	\$ 614,181.77	\$ (636,164.32)	\$ (21,982.55)	\$ (21,982.55)

Projected costs include the estimated costs to complete for AT&T and Comcast.
We expect to have similar remedial drilling on the AT&T portion of the project.
These costs are estimated to be \$40,000 and are not included above.



Memo

To: Mayor Fiers and Town Commission
From: Wendy Wells
Date: 4/22/21
Re: **Mid-Year Projections FY2021**

Attached please find the projections for fiscal year 2021.

Total revenue is projected to be slightly underbudget. The biggest factor is unpaid ad valorem taxes of \$102,000. These will ultimately be paid; the timing is uncertain. The Town did see some reduced revenue due to covid-19, but also received approximately \$52,000 in grant revenue in reimbursement for covid-19 costs for the previous year. Overall, revenue is good.

Expenditures are summarized by department. Administration and Lift Stations/Sewer Service have small unfavorable budget variances that we expect to resolve before year end. The Building Department has a larger unfavorable variance, but we anticipate increased revenue to support these costs. The greater costs are related to the demo of 124 Cascade, the debt service on the code enforcement vehicle, and scanning of lot files.

The following 3 departments with unfavorable variances are included in the proposed budget amendment presented by resolution later tonight.

- First is Legal, the costs for our Town Attorney and our Labor Attorney. The projected cost is based on what we have spent to date.
- Second is the Parks Department. Two mature trees were removed from the Parkway to prevent spread of the disease infecting them. Costs for projects at the fountain and in the Parkway were not originally budgeted. Two other items were underbudgeted due to the change in vendor. Water has been higher than budgeted due to greater use which is projected to continue (not due to the dry season).
- Third is the Community Center. Termites were found and full tenting was required to eradicate them. Also, janitorial costs are greater than budgeted.

Overall, the budget variance is a favorable \$38,779. As with the budget, projections are made conservatively and may very well end with an even more favorable position. Do not hesitate to contact me with any questions.

Town of Palm Beach Shores
FY2021 Projections - BEFORE Budget Amendment #2

	Revised Budget FY2021 6.3500 mills	Actual as of 3/31/2021	Actual as a % of Budget	Budgeted Funds Remaining at 3/31/2021	Projected Final at 9/30/21 (as of 3/31/21)	Projected Budget Variance at 9/30/21	Projected as a % of Budget
REVENUE	\$ 5,217,658	\$ 4,374,210	84%	\$ 843,448	\$ 5,206,694	\$ (10,964)	100%
(without use of fund balance)							
EXPENDITURES:							
ADMINISTRATION	\$ 468,689	\$ 228,846	49%	\$ 239,843	\$ 472,005	(3,316)	101%
LEGAL	\$ 116,000	\$ 45,079	39%	\$ 70,921	\$ 135,800	(19,800)	117%
PUBLIC WORKS	\$ 335,288	\$ 163,769	49%	\$ 171,519	\$ 320,486	14,802	96%
POLICE	\$ 1,681,907	\$ 977,551	58%	\$ 704,356	\$ 1,679,946	1,961	100%
FIRE	\$ 697,084	\$ 308,060	44%	\$ 389,024	\$ 696,868	216	100%
BUILDING	\$ 217,151	\$ 129,768	60%	\$ 87,383	\$ 248,643	(31,492)	115%
EMERGENCY DISASTER	\$ -	\$ 1,513	0%	\$ (1,513)	\$ -	0	0%
SOLID WASTE	\$ 203,500	\$ 94,588	46%	\$ 108,912	\$ 203,500	0	100%
LEGISLATIVE	\$ 18,487	\$ 5,675	31%	\$ 12,812	\$ 9,935	8,552	54%
STREETS/STORM DRAINS	\$ 24,125	\$ 9,756	40%	\$ 14,369	\$ 24,125	0	100%
PARKS	\$ 135,923	\$ 76,503	56%	\$ 59,420	\$ 149,542	(13,619)	110%
BEACH	\$ 101,221	\$ 47,187	47%	\$ 54,034	\$ 100,058	1,163	99%
LIFT STATION/SEWER SVC	\$ 22,975	\$ 18,653	81%	\$ 4,322	\$ 25,559	(2,584)	111%
CONTINGENCIES	\$ 85,000	\$ -	0%	\$ 85,000	\$ 85,000	0	100%
DEBT SERVICE	\$ 495,855	\$ 247,927	0%	\$ 247,928	\$ 495,855	0	100%
EMS	\$ 341,603	\$ 169,549	50%	\$ 172,054	\$ 341,603	0	100%
COMMUNITY CENTER	\$ 29,540	\$ 20,791	70%	\$ 8,749	\$ 39,440	(9,900)	134%
RISK MANAGEMENT	\$ 123,100	\$ 97,157	79%	\$ 25,944	\$ 123,100	0	100%
CAPITAL	\$ 419,792	\$ 93,533	22%	\$ 326,259	\$ 316,032	103,760	75%
TOTAL EXPENDITURES	\$ 5,517,240	\$ 2,735,903	50%	\$ 2,781,337	\$ 5,467,497	\$ 49,743	99%
	<i>Budgeted Use Of Fund Balance</i>				<i>Proj'd Use of Fund Balance</i>	<i>Favorable Variance</i>	
REVENUE OVER(UNDER)							
EXPENDITURES	\$ (299,582)	\$ 1,638,307		\$ (1,937,889)	\$ (260,803)	\$ 38,779	

* Note: The budget amounts include adopted Budget Amendments #1

IMPACT FEES
as of 3/31/21

	Funds Available
Fire Impact Fees	\$ 20,952.13
Police Impact Fees	\$ 9,896.93
Parks Impact Fees	\$ 5,630.51
Public Facilities Impact Fees	\$ 19,951.22
Total Impact Fees	\$56,430.79

Impact Fees must be use for capital in
accordance with Town Code.



Memo

To: Mayor Fiers and the Town Commission
From: Wendy Wells
Date: 4/22/21
Re: **Impact Fees**

In accordance with Section 28-53 of the Town's Code, the impact fee schedule shall be adjusted by the January Consumer Price Index (CPI) each year in April and effective in October. Effective October 1, 2021, the impact fees shall increase to \$2.14 per square foot as described in the Code.

Parks Impact Fee	\$ 0.33
Fire Impact Fee	\$ 0.47
Police Impact Fee	\$ 0.49
Public Facilities Impact Fee	\$ 0.85
 Total Impact Fees	 \$ 2.14

Town of Palm Beach Shores
Impact Fees
Automatic Update of Fee Schedule
per Code Section 28-53

			Impact Fees - per sf of new air conditioned area						
			Public						
January	CPI	% Chg	October	Parks	Fire	Police	Facilities	Total	
2006	198.300	n/a	2006	\$ 0.26	\$ 0.34	\$ 0.35	\$ 0.65	\$ 1.60	
2007	202.416	2.08%	2007	\$ 0.27	\$ 0.35	\$ 0.36	\$ 0.66	\$ 1.64	
2008	211.080	4.28%	2008	\$ 0.28	\$ 0.36	\$ 0.38	\$ 0.69	\$ 1.71	
2009	211.143	0.03%	2009	\$ 0.28	\$ 0.36	\$ 0.38	\$ 0.69	\$ 1.71	
2010	216.687	2.63%	2010	\$ 0.29	\$ 0.37	\$ 0.39	\$ 0.71	\$ 1.76	
2011	220.223	1.63%	2011	\$ 0.29	\$ 0.38	\$ 0.40	\$ 0.72	\$ 1.79	
2012	226.665	2.93%	2012	\$ 0.30	\$ 0.39	\$ 0.41	\$ 0.74	\$ 1.84	
2013	230.280	1.59%	2013	\$ 0.30	\$ 0.40	\$ 0.42	\$ 0.75	\$ 1.87	
2014	233.916	1.58%	2014	\$ 0.30	\$ 0.41	\$ 0.43	\$ 0.76	\$ 1.90	
2015	233.707	-0.09%	2015	\$ 0.30	\$ 0.41	\$ 0.43	\$ 0.76	\$ 1.90	
2016	236.916	1.37%	2016	\$ 0.30	\$ 0.42	\$ 0.44	\$ 0.77	\$ 1.93	
2017	242.839	2.50%	2017	\$ 0.31	\$ 0.43	\$ 0.45	\$ 0.79	\$ 1.98	
2018	247.867	2.07%	2018	\$ 0.32	\$ 0.44	\$ 0.46	\$ 0.81	\$ 2.03	
2019	251.712	1.55%	2019	\$ 0.32	\$ 0.45	\$ 0.47	\$ 0.82	\$ 2.06	
2020	257.971	2.49%	2020	\$ 0.33	\$ 0.46	\$ 0.48	\$ 0.84	\$ 2.11	
2021	261.582	1.40%	2021	\$ 0.33	\$ 0.47	\$ 0.49	\$ 0.85	\$ 2.14	

PALM BEACH COUNTY
SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



Mayor Fiers and Commission members
March statistics for the April Commission meeting.

The monthly statistics for the month of March are attached, which was prepared by PBSO analysts.

Unfortunately, we had to make one arrest. We were called to a parking lot regarding a report of two dogs inside a car, it was a hot day, the windows were rolled up and the engine was off. When we arrived we found the dogs in the car without food or water, one dog appeared to be having difficulty standing and had labored breathing.

PBSFD made entry, the dog was removed and taken into the custody of PBC Animal care and control for further treatment. The owner/driver was charged with failure to care for an animal and brought to the county jail for processing.

I attended the board meeting at the Atrium with their residents in attendance, I answered all questions posed to me.

Our deputies continue to attend POA parkway meet and greets.

I met with the Board president of the Anchorage on Inlet way regarding our business partnership. The proper paperwork was signed and locations for the trespassing signage was discussed.

The speed trailer has been brought back to Palm Beach Shores after maintenance, it will again be placed in strategic areas about town.

PBSO video personnel arrived in town to perform a site survey for new cameras at the Beach parking lot and Ocean avenue and Inlet Way, PW director Alan Welch was also in attendance.

As always please let me know if you have any questions or concerns.
Sgt. Steven Langevin



March - 2021 - Monthly Strategic Report

CAD Calls	Monthly Totals
Business / Residence Checks (Self-Initiated)	3350
Traffic Stops (Self-Initiated)	73
Calls for Service (Excluding 1050's & 1061's)	163
All CAD Calls - Total	3586

Data Source: CADS/Premier I

*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 3586 generated calls within the district. 95% 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
24	51	7

Arrest and NTA Statistics

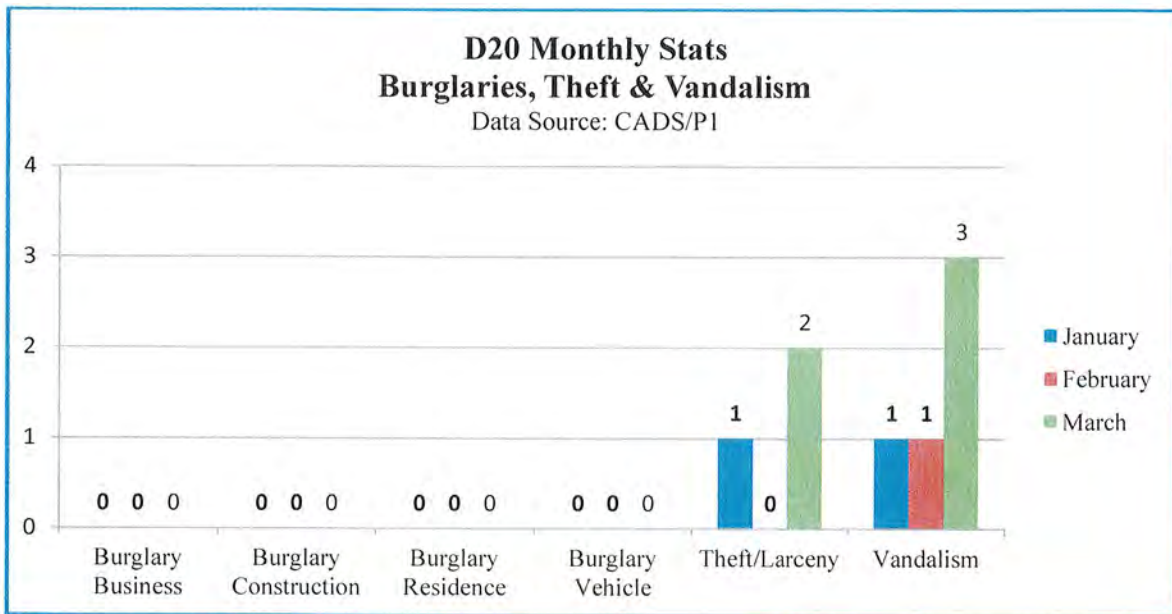
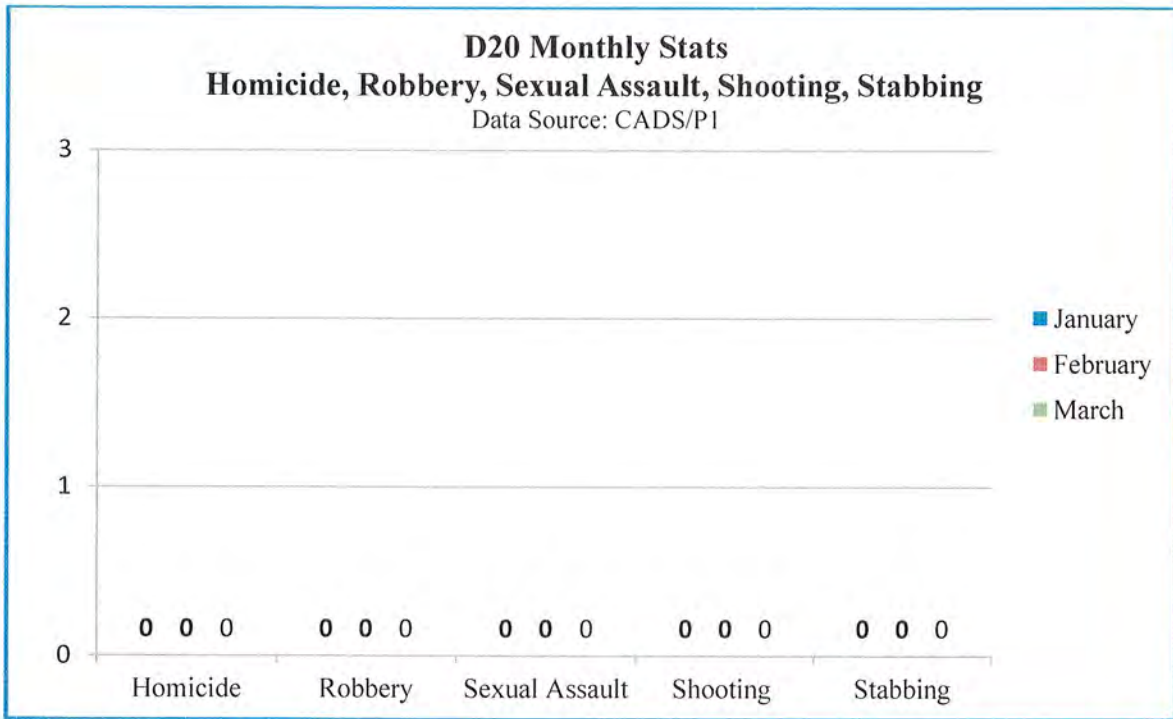
Arrest Data
Arrests & Notice to Appear (NTA) within District 20
Total Count - 1

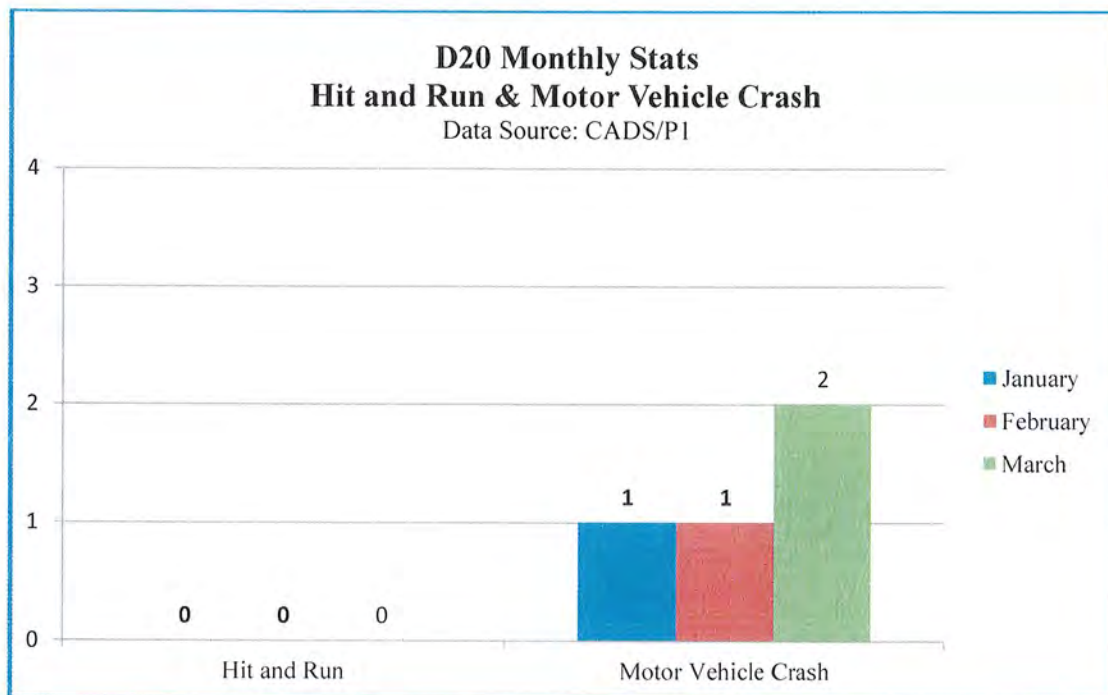
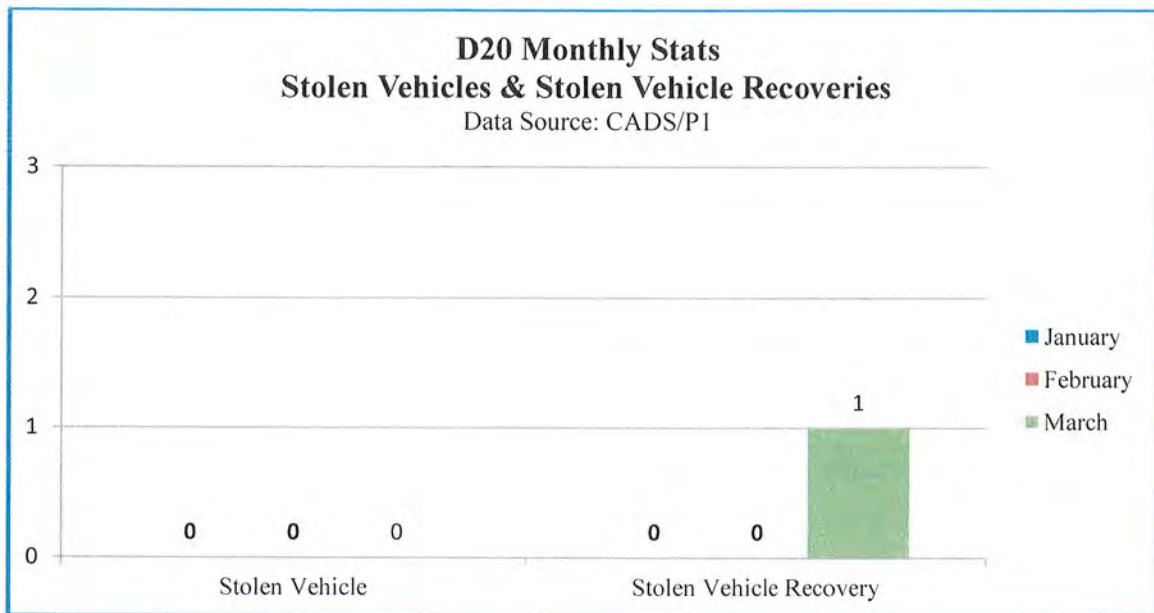
Data Source: CADS/Premier 1

RPT #	SIGNAL	NEIGHBORHOOD	COMMONPLACE	LOCATION
21046695	70			184 LAKE DR

DATA ANALYSIS

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





District 20 Map of Activity

Data: Source: CrimeView Dashboard



	VANDALISM
	THEFT - ALL OTHER

FIR MAP

3 Records Plotted in CrimeView Dashboard.



(3) 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
11 March 2021 – 21 April 2021

TO: Mayor Alan Fiers
Town Commissioners
FROM: Trevor L. Steedman, Fire Chief
DATE: 21 April 2021

OPERATIONS

FIRE DEPARTMENT

COMMUNITY RISK REDUCTION (CRR) INITIATIVES

- Hydrant Inspection Program (Monthly)
 - All hydrants are in service at the time of this report.
- Special Secondary Certificate of Public Convenience & Necessity (COPCN)
 - Provide immediate Advanced Life Support (ALS) service for Palm Beach Shores
 - Exploring alternatives to current EMS transport contract with Riviera Beach based on cost effectiveness and service delivery.
- *Community CPR & AED* – Presented twice annually – Postponed due to COVID-19
- *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.
- *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.



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

11 March 2021 – 21 April 2021

- *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. – Postponed due to COVID-19

STAFFING

Career Staff. – No 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. There are 45 volunteer members certified to State Minimum Standards on the “Active” rolls at the time of this report.
 - Volunteer opportunities for Non-Operations personnel are under development.

WORKFORCE & OFFICER LEADERSHIP DEVELOPMENT

- Training & Continuing Education – Ongoing Initiatives
- In-Service Operations Training - All Shifts – Scheduled for Monday April 26

FLEET DEPLOYMENT & MAINTENANCE

- Ocean Rescue 280 (Fire Department Beach / Water Rescue UTV) - Bid requested from McKibben Power Sports for replacement vehicle.

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*. Florida compliant courses scheduled for PBSFD personnel in June 2021.



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

11 March 2021 – 21 April 2021

- 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

- Lifeguard ATV (Ocean Rescue 80) was placed in service Monday April 5.

BEACH & WATER CONDITIONS

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

OFFICE OF EMERGENCY MANAGEMENT

COVID-19:

- COVID-19 Closed Point of Distribution (POD)
 - The State’s vaccine distribution strategy continues to focus on the pharmacy-based system. The State is evaluating Municipal/Fire Service PODs for distribution to homebound and special designation populations.
 - Vaccinations will be distributed in accordance with the modifications outlined in the Governor's orders.

The PBS Office of Emergency Management is in regular communication with Local, County, Regional and State authorities and provides regular updates to the Community via email distribution and Town Newsletter.

- **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

11 March 2021 – 21 April 2021

- 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
- **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.
 - Exploring 72 Hour Community Emergency Supply Cache for Natural Disasters
- **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.

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

11 March 2021 – 21 April 2021

Calls for Service Activity

FIRE / EMS	TOTAL CALLS FOR SERVICE	41 (Fire: 07) (Medical: 34)
	LAST REPORTING PERIOD	23 (Fire: 03) (Medical: 20)
	PERCENTAGE OF INCREASE / DECREASE	(Total: +44 %) (Fire: +133 %) (Medical: +70 %)

OCEAN RESCUE (March)	Rescue Report	Rescues: 01 Assists: 06 Vessel Assists: 00
	Prevention & Education	Contacts: 406
	First Aid Provided	Occurrences (Minor): 52

Training & Continuing Education Summary

TRAINING & DRILLS	DATE	TIME	LOCATION	TYPE			NATURE	STAFFING	NOTES
				FIRE	RESCUE	EMS			
	16 Mar 2021	1830	90 Edwards Ln		X	X	Surf Rescue & Sand Tunnel	19	Classroom
	23 Mar 2021	1830	Town Beach	-	X	X	Sand Tunnel Collapse Rescue	19	Hands-On
	30 Mar 2021	1830	Phil Foster Park	X	X	X	Water Awareness & Survival	28	Hands-On
	13 Apr 2021	1830	Phil Foster Park	-	X	X	Surface Water Rescue Ops.	28	Hands-On
	20 Apr 2021	1830	Town Beach	-	X	X	Ocean Rescue Ops.	25	Hands-On
	Formal Training Drills – 05								
	Personnel Participation – 119								
	Personnel Training Hours – 357								



Public Works Department

Item #: 5 b 3.

Monthly Status Report

April 2021

Community Center:

1. Receiving quotes to paint the exterior of the building and the first-floor concrete deck including bathrooms.
2. Receiving quotes to replace the AC Air handler on the second floor in the Mechanical Room. Still in progress due to the process with converting one single 20-ton air handler into two individuals 10-ton units that will allow for cost savings in future replacements for each of the single units.
3. The projects listed is funded through the approved capital budget.

Grounds & Parks:

1. Scheduling to paint the Inlet Park walkway light posts and install numbers on each light post for maintenance tracking. Still in progress.
2. Scheduling to order new Park Benches for Inlet Park and the Parkway. The manufacturers are starting to produce more products for shipping due to new COVID guidelines in place.
3. The projects listed is funded through the approved general and capital budget.

Streets:

1. Following the Commissioners approval, the installation of the tidal valve in the stormwater outfall pipe located at Lake Drive and Bamboo Road is scheduled for December 2020. The contract was awarded to Shenandoah to repair the stormwater outfall pipe and to install the WAPRO tidal valve. The Town will piggyback off the approved contract with Broward College. The project start date was Thursday, January 14, 2021. First step: Cleaning the inside of pipe has been completed. The Liner was completed on Friday, February 12, 2021. Third and final step: Installing the tidal valve with extension pipe. The Tidal vale is scheduled for installation by the middle of May 2021. The valve is shipping from Sweden as soon as it arrives the contractor will immediately schedule for installation.
2. Scheduling to replace the storm grates and concrete aprons along Lake drive and Inlet Way. The grates are on order waiting for their arrival to install. Public Works will perform the work. Still in progress.
3. Scheduling to install new street light electrical boxes in the ground due to normal wear and being damaged. Project is ongoing due to underground projects. Installed 18 electrical boxes to date 7 boxes remaining for installation.

4. The projects listed is funded through the approved general and capital budget.

Lift Stations:

1. Scheduling to repair the fence and screening material located at Ocean Ave Lift Station #02 due to wear and high winds. Waiting for materials to arrive.
2. Scheduling to perform maintenance on the check valves and bypass valves Lift Stations #01 & #02.
3. The projects listed is funded through the approved general budget.

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

1. Scheduling to receive quotes to reline the sewer pipes in Town Hall. Waiting on Contractors Proposals. Still in progress due to more research required.
2. The Fire Departments Annex Roof is scheduled to be replaced in the second week of May 2021. The delay is due to a shortage in roof materials, contractor's workload, and project delays.
3. Receiving quotes to replace the Police Departments Roof due to acquiring roof leaks in various locations. This roof has not been replaced for over 20 plus years only repairs. This is a modified rolled roofing material. Waiting for the proposed estimates to be submitted.
4. The projects listed is funded through the approved general and capital budget.

Foot Note:

Capital Projects For 2020 Public Works

1. Beach Bathroom Restoration: **Completed**
2. Beach Boardwalk Construction: **Completed**
3. Paint Exterior of Community Center: **waiting for estimates.**
4. LED Conversion of all lighting fixtures Community Center: **Completed**
5. AC Air Handler replacement 2nd floor Community Center: **Waiting for estimates.**
6. New Storm grates and concrete aprons Streets: **Public Works to perform the work.**
7. New Tidal valves Lake Drive & Inlet way Outfall Pipes: **In progress.**
8. Lift Station Pumps: **Removed not required**
9. Town Hall Relining of Sewer Lines: **Waiting for estimates.**
10. AC Units replaced 2ea. Town Hall: **Completed**
11. Fire Department front porch construction: **Completed**
12. Fire Department new roof: **Scheduled in May 2021 Legacy Roofing.**
13. Police Department Parking lot and Parkway Town Hall New Light Poles LED: **Completed**
14. Inlet Park Pathway asphalt sealer: **Completed**
15. Inlet Park Gazebos retaining walls and concrete slab repairs: **Completed**

Training / Certificates:

1. Continuing Education in Florida Stormwater Erosion and Sedimentation Control.
2. OSHA'S Model Training Program for multiple certifications & continuing education credits.
3. Safety Meeting scheduled for Tuesday, April 18, 2020 Public Works Safety Officer.
4. Irrigation maintenance and repairs training by BrightView landscaping.

TOWN CLERK REPORT

April 2021 Status Update

TASKS	STATUS
Upcoming Meetings	<ul style="list-style-type: none"> ➤ April 28, 2021 6:30 pm: Planning & Zoning Reorganization and Regular Meetings ➤ May 5, 2021 6:30 pm: DRC
Building Department Updates	<p>March 2021:</p> <ul style="list-style-type: none"> • Total Permits issued: 20 • Total Permit Fees Paid: \$9,314.81 • Total Construction Value: \$292,124.53 • Total Permits issued in 2021 to date: 246 • Total Permit Fees in 2021 to date: \$208,192.63 • Total Construction Value in 2021 to date: \$7,126,365.48 <p>➤ NEW HOURS FOR THE BUILDING DEPARTMENT! REGULAR BUSINESS: Monday through Friday, from 8:30 am to 4:30 pm. We will close for lunch between 12:30 pm and 1:00 pm each day. BUILDING PERMITS will be accepted 8:30 am to 4:00 pm only. We will close for lunch between 12:30 pm and 1:00 pm each day.</p>
Code Compliance	<p>New/ongoing open Code Violations March 10 to April 20, 2021 (42 total)</p> <ul style="list-style-type: none"> • 4 Expired Tags, prohibited vehicles (Code Sec. 70-75) • 2 Landscaping Maintenance (Code Sec. 78-79) • 4 Temporary Signage (Code Sec. 58-53) • 4 Work without permits (Code Sec. 14-81) • 9 No Business Tax/Cert. of Use (Code Sec. 18-16) • 7 Yard debris/collection times/bulk trash before pickup days (Code Sec. 38-9) • 6 Property Maintenance (Code Section 18-329) • 2 Temporary Parking (RV) (Code Section 70-76) • 1 Music (Specific prohibitions) (Code Section 42-42) • 3 PBC Fire Code Violations
TOWN HALL	<p>Please remember that we require a face mask or face covering to everyone visiting Town Hall. In addition, we can only assist one person at a time (or 2 if they are together).</p>
NOTARY SERVICE	<p>We offer notary services at Town Hall, but you must be a Town Resident! We do not provide notary services for documents requiring witnesses, such as wills, etc. The Town Hall staff cannot serve as witnesses for anyone!</p>



Image Janitorial Services, Inc.
561-844-8778

1750 N. Florida Mango Road, Suite 103

West Palm Beach, FL 33409
Facsimile 561-844-8986

Service Agreement

April 20, 2021
Town of Palm Beach Shores
Attn: Alan Welch

The Undersigned, **Town of Palm Beach Shores**, hereby accepts the proposal of Image Janitorial Services, Inc. ("**Image Janitorial**") to supply Janitorial Services for our premises located at:

- 90 Edwards Lane
- Palm Beach Shores, FL 33404

Upon the following terms:

- 1. **Image Janitorial** service charge for after event cleaning will be:

Community Center –

- 1) Price per event: \$410.00 per event – both floors
1st floor only: \$175.00 per event – 1st floor only
2nd floor only: \$255.00 per event – 2nd floor only

- A) Cleaning Service to include cleaning of facilities after events: disassembling furniture, stacking furniture, cleaning ballroom, bathrooms, glass doors, kitchens, service elevator, exterior stairwells, exterior walkways and 1st floor BBQ when cleaning is performed on first floor
- B) Image Companies will not be responsible for ending the party.
- C) We recommend that the Town of Palm Beach Shores Police Department show up and end the party at closing times.

Start time: TBA

- 2. Included in all monthly service charges will be Image Janitorial Cleaning Staff, cleaning supplies, cleaning products will be furnished by **Image Companies**.
- 3. All Janitorial Services specified in the "Specifications" attachment of this proposal will be provided to Customer in a satisfactory manner.
- 4. **Image Janitorial Services, Inc.** will carry insurance as specified by Town of Palm Beach Shores and furnish a valid certificate of insurance for the term of the contract.
- 5. **Image Janitorial** may perform certain optional services as part of the regularly scheduled cleaning activity as described in Optional Services of this proposal, if applicable. The Optional services indicate which optional services are not included in the monthly service charge quoted above. Image Janitorial will perform other additional services upon request at prices outlined in Optional services or if specified to be determined at the time of request.

6. Unless stated as a one-time service charge, the term of this contract is for one year from the first day of service and will automatically extend for an additional year upon each anniversary date. Upon each renewal term, the amount of this contract shall increase the current CPI Index (Consumer Price Index). If a party to this cleaning contract fails to perform according to its obligations hereunder (The non-performing party”), the party claiming non-performance (“the claiming party”) will send the non-performing party written notice by certified mail, specifying the manner of non-performance. This notice will provide that the non-performing party will have **fifteen (15) days from the date of receipt to cure or correct the items of non-performance to the satisfaction of Town of Palm Beach Shores**. The claiming party will meet with the non-performing party within the 15 day cure period to acknowledge satisfactory completion of the items specified in the certified letter. If these items have not been corrected or cured within this fifteen (15) day period, the claiming party may then terminate this Agreement by sending the non-performing party a thirty (30) day written notice of termination.
- 7. The service charge will remain in effect for one year unless there are changes in the original specifications for the premises. In the event of such changes, Customer will advise **Image Janitorial** accordingly.
- 8. Customer agrees that it will not employ or contract with any **Image Janitorial** employee, or assign, or any of the assign’s employees during the term of this contract, and for one hundred and eighty (180) days after the termination of this contract, without **Image Janitorial** written consent. If the Customer does employ any **Image Janitorial** employee, or assign, or any of the assign’s employees during the term of this contract, and for one hundred and eighty (180) days after the termination of this contract the Customer agrees to compensate Image Janitorial Services, Inc. \$3,500.00 (Three Thousand-Five Hundred Dollars and zero cents) per **Image Janitorial** employee, or assign, or any of the assign’s employees.
- 9. **Image Janitorial** will invoice Customer monthly, and Customer agrees to pay **Image Janitorial** the amount that is due and owing under the terms of this contract within fifteen (15) days of billing date. Payment of any outstanding balance shall be due in full on or before contract termination date. Late payments will incur late fees and finance charges in the amount of 18% per annum, or 1.5% monthly. In the event of default on payment, Customer agrees to pay **Image Janitorial** attorney’s fees and costs for collection.
- 10. All communication between client and Image Janitorial will be conducted via email: for Image Janitorial Services: service@imagecompanies.com , and for Town of Palm Beach Shores: awelch@pbstownhall.org ; in addition to the communication to our headquarters office numbers and to the contact numbers for the Account Manager.

ACCEPTANCE OF TERMS

AUTHORIZED SIGNATURES

Signature Town of Palm Beach Shores / Date: ____/____/____

Print Name

Signature Image Companies / Date: ____/____/____

Print Name

Send Invoices to (If different from service location): _____

Please sign and fax back to the Image Companies. Thank you!

RESOLUTION NO. R-7-21

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, PALM BEACH COUNTY, FLORIDA, AMENDING ITS OPERATING BUDGET FOR FISCAL YEAR 2020/2021 IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF BUDGET RESOLUTION NO. R-11-20; PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

WHEREAS, the necessity of amending the 2020/2021 Town budget has come to the attention of the Town Commission of the Town of Palm Beach Shores; and

WHEREAS, pursuant to Sec. 2, 3 and 4 of Budget Resolution No. **R-11-20** adopted September 29, 2020 in accordance with State Law, budget amendments relating to increases or decreases to the total sum allocated to each department for operating expenses and capital outlay expenses must be formally approved by the Town Commission in the form of a budget resolution for such transfers.

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

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

Section 1. The Town of Palm Beach Shores, hereby amends its 2020/2021 budget as provided in the schedules attached hereto as Exhibit "A" and made a part hereof, in accordance with the terms and provisions of the Budget Resolution No. **R-11-20**.

Section 2. The Town Clerk is hereby directed to attach a copy of this Resolution amending the 2020/2021 budget to the budget documents and this Resolution shall be made a part of said budget.

Section 3. That this Resolution shall take effect upon its passage.

DULY PASSED AND ADOPTED this 26th day of April 2021.

Alan Fiers, Mayor

ATTEST:

Evyonne Browning, Town Clerk

(SEAL)

Town of Palm Beach Shores
Proposed Budget Amendment #2
FYE 9/30/21

EXHIBIT "A"

	Original Budget	Amendment #1	Amendment #2	Final Budget
REVENUE	\$ 5,377,248	139,992	-	\$ 5,517,240
EXPENDITURES:				
Administration	\$ 468,689			\$ 468,689
Legal	116,000		19,800	135,800
Public Works	335,288			335,288
Police	1,681,907			1,681,907
Fire	697,084			697,084
Building Department	217,151			217,151
Emergency Disaster	-			-
Solid Waste	203,500			203,500
Legislative	18,487			18,487
Streets/Storm Sewers	24,125			24,125
Parks	135,923		13,619	149,542
Beach	101,221			101,221
Lift Station Sewer Service	22,975			22,975
Contingencies	85,000		(43,319)	41,681
Debt Service	495,855			495,855
Emergency Medical Service	341,603			341,603
Community Center	29,540		9,900	39,440
Risk Management	123,100			123,100
Capital	279,800	139,992		419,792
Total Expenditures	\$ 5,377,248	\$ 139,992	\$ -	\$ 5,517,240

Town of Palm Beach Shores
BUDGET 2020/2021
Proposed budget amendment #2

EXHIBIT "A"

Account Name	Account Number	Revised Budget	Amendment #2	Final Budget	Brief Explanation
REVENUE					
TOTAL REVENUE		\$ 5,377,248	\$ -	\$ 5,377,248	
EXPENDITURES					
LEGAL					
Professional Services	001-02-514-03100	115,000	19,800	134,800	Add'l legal costs
PARKS					
Contract Lawn Service	001-13-572-03400	82,313	2,263	84,576	annual increase
Contract Add'l Services	001-13-572-03420	-	2,856	2,856	coconut injections
Water	001-13-572-04310	6,700	1,500	8,200	higher use of water
Maintenance Grounds	001-13-572-04610	3,500	7,000	10,500	remove tree; EC projects
CONTINGENCY					
Contingency	001-17-581-00000	85,000	(43,319)	41,681	
COMMUNITY CENTER					
Building Maintenance	001-21-572-04620	500	9,000	9,500	Termite tenting
Janitorial Supplies	001-21-572-04620	1,000	900	1,900	add'l costs
TOTAL EXPENDITURES		\$ 5,377,248	\$ -	\$ 5,377,248	