

Monday, May 18, 2020
7:00 pm



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

**REGULAR TOWN COMMISSION
MEETING AGENDA**

Mayor Alan Fiers
Vice Mayor Roby DeReuil

Commissioner Bob Stanton
Commissioner Tom Mills
Commissioner Scott McCranel

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

PLEASE NOTE:
DUE TO MANDATES BY GOVERNOR DESANTIS,
THIS MEETING MAY BE CONDUCTED USING
COMMUNICATION MEDIA TECHNOLOGY.

You can join virtually by installing the Webex app and entering the ID and password

Number: +1-408-418-9388
Access code: 790 770 173 + # key
Password: 0518

If participating by phone you will need to follow along with the printed agenda packet available for download on the Town's website: www.palmbeachshoresfl.us

Additional ways to join

MOBILE

Apple iPhone/iPad - download WebEx from AppStore
Android Smartphone - download WebEx from Play Store
Open the WebEx application
Click Join Meeting

COMPUTER

Meeting link:

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=m535e84d5d3f3788575d14107ecdfc0cc> (click or copy this link into your internet browser)

-
1. **CALL TO ORDER;**
 - a. Pledge of Allegiance
 - b. Roll Call
 2. **APPROVAL OF MEETING AGENDA** (*Additions, substitutions, deletions*)
 3. **CONSENT AGENDA**
 - a. Approval of April 27, 2020 Commission Meeting Minutes
 - b. Approval of April 27, 2020 Reorganization Meeting Minutes

4. DEPARTMENT AND BOARD REPORTS

- a. Financials
 - a. Approval of Financial Report for Period ending April 30, 2020 (*Wendy Wells, Town Administrator*)
- b. Staff Reports:
 - 1. Sheriff's Department
 - 2. Fire Department
 - 3. Public Works
 - 4. Town Clerk
 - 5. Town Attorney

5. COMMISSION REPORTS

- a. Mayor Fiers: Town Organization Chart

6. OTHER BUSINESS (Any regular business requiring a vote)

- a. Consider moving Commission Meeting dates to the 4th Monday of each month or remain 3rd Monday (start time to remain 7:00 pm) (*Presented by Mayor Alan Fiers*)
- b. Hold Commission Workshops the 2nd Monday of each month at 7:00 pm.
Future discussion item: District B zoning options. (*Presented by Mayor Alan Fiers*)
- c. Determine future of the Overlay process as prepared by Josh. (*Presented by Mayor Alan Fiers*)
- d. Undergrounding Update/Status Report (*Presented by Mayor Alan Fiers and Alan Welch, Public Works Director*)
- e. Revenue Committee decision. (*Presented by Mayor Alan Fiers*)

7. ORDINANCES AND RESOLUTIONS

- a. **Resolution R-3-20**, A Resolution amending the Operating Budget for Fiscal Year 2019/20: **Option A (with debt pay down) or Option B (without pay down)**. (*Wendy Wells, Town Administrator*)

8. PUBLIC COMMENTS

PUBLIC PARTICIPATION AND OPPORTUNITY TO BE HEARD
(Resolution R-7-13)

9. 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 ACCOMMODATIONS 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
April 27, 2020

ITEM 3a
5 18 2020

1. CALL TO ORDER

Mayor Fiers called the meeting to order at 7:35 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, Vice Mayor Roby DeReuil, Commissioner Bob Stanton, Commissioner Tom Mills, and Commissioner Scott McCranel. Also present were PBSO Sgt. Langevin, Fire Chief Steedman, Public Works Director Welch, Town Attorney Davis, Town Clerk Browning, and Town Treasurer Wendy Wells.

2. APPROVAL OF MEETING AGENDA (Additions, substitutions, deletions)

MOTION: Commissioner Bob Stanton moved to approve the Consent Agenda.

SECOND: Vice Mayor Roby DeReuil seconded the motion.

VOTE:

DeReuil:	YES
Stanton:	YES
Mills:	YES
McCranel:	YES
Fiers:	YES The Motion Passed Unanimously

3. CONSENT AGENDA

- a. Approval of February 24, 2020 Commission Meeting Minutes
- b. Approval of April 6, 2020 Special Called Meeting Minutes
- c. Approval of March 30, 2020 Special Called Swearing in Ceremony Minutes
- d. Approval of Interlocal Agreement with Palm Beach County for continued participation in DCBG, ESG and HOME Programs.

MOTION: Commissioner Bob Stanton moved to approve the Consent Agenda.

SECOND: Vice Mayor Roby DeReuil seconded the motion.

VOTE:

DeReuil:	YES
Stanton:	YES
Mills:	YES
McCranel:	YES
Fiers:	YES The Motion Passed Unanimously

4. DEPARTMENT AND BOARD REPORTS

- a. Financials
 1. Approval of Financial Report for Period ending February 28, 2020 (*Wendy Wells, Treasurer*)

MOTION: Commissioner Bob Stanton moved to approve the Financial Report for February 28, 2020 as presented.

SECOND: Commissioner McCranel seconded the motion.

Item 4a Financials continued:

VOTE: **DeReuil:** **YES**
 Stanton: **YES**
 Mills: **YES**
 McCranels: **YES**
 Fiers: **YES** **The Motion Passed Unanimously**

2. Approval of Financial Report for Period ending March 31, 2020 (*Wendy Wells, Treasurer*)

MOTION: Commissioner Bob Stanton moved to approve the Financial Report for March 31, 2020 as presented

SECOND: Commissioner McCranels seconded the motion.

VOTE: **DeReuil:** **YES**
 Stanton: **YES**
 Mills: **YES**
 McCranels: **YES**
 Fiers: **YES** **The Motion Passed Unanimously**

3. Mid-year Financial Update (*Wendy Wells, Treasurer*)

ACTION: Town Treasurer Wendy Wells gave an update only to the Commission and no action was taken.

4. Approval to pay off KS State Bank debt. (*Wendy Wells, Treasurer*)

ACTION: Town Treasurer Wendy Wells gave an update to the Commission and it was decided to table this item and discuss it at the next Commission Meeting.

5. a. Announce Impact Fees Adjustment to 2.11 per s.f. effective 10/1/2020 (*Wendy Wells, Treasurer*)

ACTION: Town Treasurer Wendy Wells stated this was an increase to the impact fees and no vote was required.

b. Staff Reports were provided in written form and brief verbal updates provided by the PB Sheriff Department, Fire Department, and Public Works.

5. COMMISSION REPORTS

There were no Commission Reports.

Attorney Davis gave updates on current litigations involving the Town regarding the Buccaneer and Sailfish Marina, and a previous employee (dispatcher).

6. OTHER BUSINESS (Any regular business requiring a vote)

- a. Discussion and vote on appointment of Wendy Wells as Town Administrator (*Presented by Mayor Alan Fiers*)

MOTION: Commissioner Bob Stanton moved to appoint Wendy Wells as the Town Administrator.

SECOND: Commissioner McCranels seconded the motion.

Item 6a Other Business continued

VOTE: **DeReuil:** **YES**
 Stanton: **YES**
 Mills: **YES**
 McCranels: **YES**
 Fiers: **YES** **The Motion Passed Unanimously**

- b. Discussion on proceeding with the Overlay process as prepared by Josh Nichols
(*Presented by Mayor Alan Fiers*)

ACTION: After discussion it was decided to table this item and discuss it at the upcoming May 11, 2020 Commission Workshop.

- c. Undergrounding Update/Status Report (*Presented by Mayor Alan Fiers*)

ACTION: Mayor Fiers stated he has been meeting with representatives with Viking and stated it appears to be on schedule.

- d. Discussion and vote to not reappoint members to a Revenue Committee. (*Presented by Mayor Alan Fiers*)

ACTION: After discussion it was decided to table this item and discuss it further at the May 11, 2020 Commission Workshop.

- e. Discussion and approval for resident Frank Zizzamia to form a committee this fall to look at the current use and future management plan for the Town's Community Center (*Presented by Mayor Alan Fiers*)

MOTION: Commissioner Bob Stanton moved approve resident Frank Zizzamia to form a committee as stated above regarding the Community Center

SECOND: Commissioner McCranels seconded the motion.

VOTE: **DeReuil:** **YES**
 Stanton: **YES**
 Mills: **YES**
 McCranels: **YES**
 Fiers: **YES** **The Motion Passed Unanimously**

7. ORDINANCES AND RESOLUTIONS

- a. **Resolution R-3-20**, A Resolution amending the Operating Budget for Fiscal Year 2019/20. (*Wendy Wells, Town Administrator*)

ACTION: After discussion it was decided to table this item and bring it to a vote at the May 11, 2020 Commission Workshop with two options: "A" to pay down the debt or "B: without a pay down on the debt.

8. **PUBLIC COMMENTS: PUBLIC PARTICIPATION AND OPPORTUNITY TO BE HEARD** (Resolution R-7-13)

Note: The meeting was held via communication media technology. The following individuals made comments using this communication method: Bonnie Marcus, Chuck Howard, Mr. Stephen, and Gil Trower.

9. **ADJOURNMENT**

MOTION: Vice Mayor Roby DeReuil moved to adjourn the meeting

SECOND: Commissioner McCranels seconded the motion and the meeting was adjourned at 9:43 pm.

VOTE:

DeReuil:	YES
Stanton:	YES
Mills:	YES
McCranels:	YES
Fiers:	YES

The Motion Passed Unanimously

Approved this 18th day of May 2020.

ATTEST:

Alan Fiers, Mayor

Evyonne Browning, Town Clerk

(Seal)

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

This meeting was recorded, and the full meeting dialogue is available in audio format through the Town Clerk's office.

**TOWN OF PALM BEACH SHORES, FLORIDA
COMMISSION REORGANIZATION MEETING MINUTES
April 27, 2020**

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, Vice Mayor Roby DeReuil, Commissioner Bob Stanton, Commissioner Tom Mills, and Commissioner Scott McCranel. Also present were PBSO Sgt. Langevin, Town Attorney Davis, Town Clerk Browning, and Town Treasurer Wendy Wells.

APPROVAL OF MEETING AGENDA(Additions, substitutions, deletions)

MOTION: Commissioner Stanton moved approve the meeting agenda as presented

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE:

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

The Motion Passed Unanimously

ACTION ITEMS

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

MOTION: Commissioner Stanton moved approve the meeting agenda

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE:

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

The Motion Passed Unanimously

RESOLUTIONS:

a. Resolution R-4-20 Appointment of Roby DeReuil as Vice Mayor

MOTION: Commissioner McCranel moved to confirm Roby DeReuil as Vice Mayor.

SECOND: Commission Mills seconded the motion.

VOTE:

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

The Motion Passed Unanimously

b. Resolution R-5-20 Appointment of Commissioner to Election Canvassing Board

MOTION: Commissioner Stanton moved to appoint Commissioner Mills to the Election Canvassing Board

SECOND: Commission McCranel seconded the motion.

Vote continued page 3:

VOTE: **DeReuil:** **YES**
 Stanton: **YES**
 Mills: **YES**
 McCranels: **YES**
 Fiers: **YES** **The Motion Passed Unanimously**

c. Resolution R-6-20 Appointment of Members to the Planning and Zoning Board

MOTION: Commissioner Stanton moved to approve the appointment of Janet Kortenhaus, Jerald Cohn, Timothy Blash, Tracy Larcher, and Kevin Banks as members to the Planning and Zoning Board; and to approve Nine Lammert and Jason Prince as alternate members to the Planning and Zoning Board.

SECOND: Commission McCranels seconded the motion.

VOTE: **DeReuil:** **YES**
 Stanton: **YES**
 Mills: **YES**
 McCranels: **YES**
 Fiers: **YES** **The Motion Passed Unanimously**

d. Resolution R-7-20 Appointment of Evyonne Browning as Town Clerk and Wendy Wells as Town Treasurer

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

SECOND: Commission Stanton seconded the motion.

VOTE: **DeReuil:** **YES**
 Stanton: **YES**
 Mills: **YES**
 McCranels: **YES**
 Fiers: **YES** **The Motion Passed Unanimously**

LEGAL UPDATE BY TOWN ATTORNEY

Town Attorney Davis provided legal information to the Commission regarding the Town's form of government and structure, Sunshine Laws, public records quasi-judicial proceedings, gift laws, voting conflicts, annual financial disclosures, and mandatory ethics training and requirements. A copy of the legal update is included as a part of these minutes.

ADJOURNMENT

MOTION: Vice Mayor DeReuil moved to adjourn the meeting.

SECOND: Commission Stanton seconded the motion.

Mayor Fiers adjourned the meeting at 7:35 pm.

APPROVED THIS 18th DAY OF MAY 2020.

ATTEST:

Alan Fiers, Mayor

Evyonne Browning, Town Clerk

(Seal)

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

ITEM 4a
5 18 2020

	CASH & INVESTMENTS		REVENUE			
			BUDGET	CURRENT	YEAR TO DATE	% OF BUDGET
9/30/2019	\$ 3,090,996		\$ 5,483,468	\$ 175,675	\$ 5,665,728	103%
10/31/2019	\$ 2,593,552		\$ 5,427,660	\$ 59,577	\$ 59,577	1%
11/30/2019	\$ 2,301,889		\$ 5,575,352	\$ 407,740	\$ 467,317	8%
12/31/2019	\$ 5,172,573		\$ 5,575,352	\$ 3,206,956	\$ 3,674,273	66%
1/31/2020	\$ 4,991,371		\$ 5,575,352	\$ 280,037	\$ 3,954,309	71%
2/29/2020	\$ 4,809,796		\$ 5,575,352	\$ 178,665	\$ 4,132,974	74%
3/31/2020	\$ 4,648,894		\$ 5,575,352	\$ 185,578	\$ 4,318,551	77%
4/30/2020	\$ 4,223,150		\$ 5,575,352	\$ 223,557	\$ 4,542,109	81%
4/30/2019	\$ 4,174,735		\$ 5,403,227	\$ 360,461	\$ 4,462,400	83%
5/31/2020						
6/30/2020						
7/31/2020						
8/31/2020						
9/30/2020						

	EXPENDITURES					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2019	\$ 5,483,468	\$ 395,603	\$ 62,282	\$ 457,885	\$ 5,085,531	93%
10/31/2019	\$ 5,427,660	\$ 643,149	\$ 27,951	\$ 671,101	\$ 671,101	12%
11/30/2019	\$ 5,575,352	\$ 700,753	\$ (308,997)	\$ 391,756	\$ 1,062,857	19%
12/31/2019	\$ 5,575,352	\$ 335,700	\$ (44,776)	\$ 380,476	\$ 1,443,332	26%
1/31/2020	\$ 5,575,352	\$ 463,959	\$ (5,521)	\$ 469,481	\$ 1,912,813	34%
2/29/2020	\$ 5,575,352	\$ 360,878	\$ 23,659	\$ 337,219	\$ 2,250,032	40%
3/31/2020	\$ 5,575,352	\$ 348,722	\$ (49,116)	\$ 397,838	\$ 2,647,869	47%
4/30/2020	\$ 5,575,352	\$ 606,087	\$ (18,682)	\$ 624,769	\$ 3,272,639	59%
4/30/2019	\$ 5,403,227	\$ 243,242	\$ 182,473	\$ 425,715	\$ 2,765,284	51%
5/31/2020						
6/30/2020						
7/31/2020						
8/31/2020						
9/30/2020						

*Budget Amendment #1 was adopted at the November 2019 Commission Meeting.
Proposed Budget Amendment #2 is being presented this evening.*

Town of Palm Beach Shores
Disbursements - April 2020

Check #	Type	Date	Vendor Name	Amount
1790	C	4/2/2020	114 Albatross Supply	\$ 2,043.10
1791	C	4/2/2020	877 All Around Builder	\$ 17,853.75
1792	C	4/2/2020	29 Alphagraphics of the Palm Beaches	\$ 52.03
1793	C	4/2/2020	801 America's Office Source	\$ 309.19
1794	C	4/2/2020	666 Bound Tree Medical	\$ 131.60
1795	C	4/2/2020	13 City Maintenance Supply	\$ 1,515.54
1796	C	4/2/2020	52 Comcast	\$ 19.95
1797	C	4/2/2020	708 Dilo Fire Alarms Inc	\$ 234.51
1798	C	4/2/2020	863 Diversified Building Department Managen	\$ 5,292.50
1799	C	4/2/2020	679 Keehn Emergency Medical Services, Inc	\$ 1,500.00
1800	C	4/2/2020	129 Lisa Tropepe	\$ 1,813.00
1801	C	4/2/2020	16 Palmdale Oil Company, Inc.	\$ 533.63
1802	C	4/2/2020	758 Partsmaster	\$ 750.70
1803	C	4/2/2020	226 Palm Beach Embroidery	\$ 348.00
1804	C	4/2/2020	687 PC Controls	\$ 4,091.94
1805	C	4/2/2020	30 Poly Systems Company	\$ 476.00
1806	C	4/2/2020	836 RIPPrint, LLC	\$ 291.00
1807	C	4/2/2020	821 Robert Villagomez	\$ 78.48
1808	C	4/2/2020	365 Sherwin-Williams	\$ 856.41
1809	C	4/2/2020	881 South Central Planning & Development Cc	\$ 1,833.33
1810	C	4/2/2020	643 Suntrust Bank	\$ 4,513.06
1811	C	4/2/2020	100 Toshiba Business Solutions	\$ 337.50
1812	C	4/2/2020	592 Trevor Steedman	\$ 81.46
1813	C	4/2/2020	348 United Lighting Sales Inc.	\$ 38.50
1814	C	4/9/2020	80 FL Public Utilities	\$ 175.21
1815	C	4/9/2020	101 Verizon Wireless	\$ 60.43
1816	C	4/9/2020	103 Comp Benefits	\$ 65.67
1817	C	4/9/2020	107 Davis and Ashton, P.A.	\$ 374.40
1818	C	4/9/2020	116 GateHouse West Palm Beach - Adv	\$ 165.12
1819	C	4/9/2020	187 Occupational Health Centers of the SW, P.	\$ 140.50
1820	C	4/9/2020	290 Westside Reprographics, Inc.	\$ 13.20
1821	C	4/9/2020	484 Shred-It	\$ 93.48
1822	C	4/9/2020	516 Schmidt Nichols	\$ 1,769.55
1823	C	4/9/2020	586 The Standard Insurance Company	\$ 382.67
1824	C	4/9/2020	606 Florida Municipal Insurance Trust	\$ 666.00
1825	C	4/9/2020	625 Revize LLC	\$ 1,900.00
1826	C	4/9/2020	659 Image Companies	\$ 1,300.00
1827	C	4/9/2020	673 Bishop's Water Company	\$ 287.50
1828	C	4/9/2020	676 Guardian	\$ 562.15
1829	C	4/9/2020	823 AT&T Mobility	\$ 34.99
1830	C	4/9/2020	886 Henry Schein, Inc.	\$ 54.28
1831	C	4/16/2020	114 Albatross Supply	\$ 782.88
1832	C	4/16/2020	29 Alphagraphics of the Palm Beaches	\$ 689.58

Town of Palm Beach Shores
Disbursements - April 2020

Check #	Type	Date	Vendor	Name	Amount
1833	C	4/16/2020	556	Armchem International	\$ 539.80
1834	C	4/16/2020	737	AT&T	\$ 251.91
1835	C	4/16/2020	47	Board of County Commissioners	\$ 15,929.20
1836	C	4/16/2020	666	Bound Tree Medical	\$ 87.93
1837	C	4/16/2020	52	Comcast	\$ 77.86
1838	C	4/16/2020	107	Davis and Ashton, P.A.	\$ 187.20
1839	C	4/16/2020	240	Everglades Equipment Group	\$ 515.05
1840	C	4/16/2020	880	Gray /Robinson Attorney	\$ 1,620.00
1841	C	4/16/2020	89	Home Depot Credit Svcs	\$ 132.46
1842	C	4/16/2020	90	Hulett Environmental Services	\$ 395.00
1843	C	4/16/2020	679	Keehn Emergency Medical Services, Inc	\$ 1,500.00
1844	C	4/16/2020	682	Meyers Turf LLC	\$ 595.00
1845	C	4/16/2020	888	Morabito Consultants	\$ 8,529.92
1846	C	4/16/2020	15	Oceanside Beach Service Inc	\$ 700.00
1847	C	4/16/2020	858	Palm Beach County Sheriff's Office	\$ 137,364.82
1848	C	4/16/2020	633	Power Equipment Experts, Inc	\$ 151.67
1849	C	4/16/2020	771	Rocky's Pool Service, Inc.	\$ 150.00
1850	C	4/16/2020	516	Schmidt Nichols	\$ 1,185.71
1851	C	4/16/2020	365	Sherwin-Williams	\$ 125.66
1852	C	4/16/2020	375	Simmons & White, Inc.	\$ 691.00
1853	C	4/16/2020	348	United Lighting Sales Inc.	\$ 2,625.00
1854	C	4/16/2020	134	Vadim Municipal Software, Inc.	\$ 253.50
1855	C	4/16/2020	104	Waste Management	\$ 11,150.30
1856	C	4/16/2020	131	WEX BANK	\$ 326.58
1857	C	4/23/2020	324	AC Enforcement, Inc.	\$ 1,650.00
1858	C	4/23/2020	419	ACS	\$ 154.00
1859	C	4/23/2020	737	AT&T	\$ 869.55
1860	C	4/23/2020	876	Auto MD, LLC	\$ 839.96
1861	C	4/23/2020	48	Bug Stoppers	\$ 450.00
1862	C	4/23/2020	32	City of Riviera Beach	\$ 2,696.93
1863	C	4/23/2020	107	Davis and Ashton, P.A.	\$ 7,597.20
1864	C	4/23/2020	491	Dilo Fire Sprinkler, Inc.	\$ 385.00
1865	C	4/23/2020	878	Force-E Scuba Centers	\$ 441.04
1866	C	4/23/2020	71	FL Power & Light	\$ 2,337.45
1867	C	4/23/2020	90	Hulett Environmental Services	\$ 277.00
1868	C	4/23/2020	890	Momar	\$ 1,268.80
1869	C	4/23/2020	16	Palmdale Oil Company, Inc.	\$ 222.42
1870	C	4/23/2020	196	Performance NAPA	\$ 445.80
1871	C	4/23/2020	836	RIPPrint, LLC	\$ 875.00
1872	C	4/23/2020	586	The Standard Insurance Company	\$ 333.78
1873	C	4/23/2020	889	United Site Services	\$ 373.20
1874	C	4/23/2020	173	USPS-Hasler	\$ 1,000.00

Town of Palm Beach Shores
Disbursements - April 2020

Check #	Type	Date	Vendor	Name	Amount
1875	C	4/23/2020	103	Comp Benefits	\$ 82.86
1876	C	4/23/2020	104	Waste Management	\$ 2,906.14
1877	C	4/30/2020	7	All Safe Safe & Lock	\$ 3,374.38
1878	C	4/30/2020	338	City Electric Supply	\$ 453.56
1879	C	4/30/2020	746	Essential Net Solutions	\$ 1,117.94
1880	C	4/30/2020	95	Lowes	\$ 449.16
1881	C	4/30/2020	891	Mary Stanton	\$ 1,200.58
1882	C	4/30/2020	488	Misty's Florist	\$ 169.80
1883	C	4/30/2020	836	RIPPrint, LLC	\$ 40.00
1884	C	4/30/2020	821	Robert Villagomez	\$ 120.00
1885	C	4/30/2020	643	Suntrust Bank	\$ 2,160.83
1886	C	4/30/2020	100	Toshiba Business Solutions	\$ 335.36
1887	C	4/30/2020	592	Trevor Steedman	\$ 81.46
1888	C	4/30/2020	348	United Lighting Sales Inc.	\$ 2,958.00
ADP, LLC	E	4/24/2020	697	ADP, LLC	\$ 205.70
Blue Cross Blue Shield of Florida, Inc.	E	4/7/2020	127	Blue Cross Blue Shield of Florida, Inc.	\$ 13,681.61
FRS	E	4/3/2020	172	FRS	\$ 9,986.48
ADP Wages	E	4/10/2020		ADP Wages	\$ 22,400.75
ADP Taxes	E	4/10/2020		ADP Taxes	\$ 7,316.52
ADP Wages	E	4/24/2020		ADP Wages	\$ 21,840.53
ADP Taxes	E	4/24/2020		ADP Taxes	\$ 7,082.67
CenterState Bank	E	4/1/2020		CenterState Bank	\$ 227,266.68
CenterState Bank	E	4/1/2020		CenterState Bank	\$ 20,660.61
					\$ 607,707.11

General Fund	\$ 606,087.11
Underground Utilities Fund	\$ 1,620.00
Total	\$ 607,707.11

Town of Palm Beach Shores
Budget Summary Report
April 2020

		Apr Benchmark		58.3%	
	BUDGET	YTD	Favorable(Unfav)	%	
REVENUE					
Revenue (without appr'd F/B)	\$ 5,231,085.00	\$ 4,542,108.81	\$ (688,976.19)	86.8%	
Appropriated Fund Balance	344,267.00	-	(344,267.00)		
TOTAL REVENUE	\$ 5,575,352.00	\$ 4,542,108.81	\$ (1,033,243.19)	81.5%	
EXPENDITURES BY DEPARTMENT					
		% of total		% of total	
Administration	\$ 505,220.00	9%	\$ 232,497.50	7%	\$ 272,722.50 46.0%
Legal	116,000.00	2%	73,422.67	2%	42,577.33 63.3%
Public Works	322,358.00	6%	181,266.62	6%	141,091.38 56.2%
Police	1,699,868.00	30%	1,141,027.82	35%	558,840.18 67.1%
Fire	678,169.00	12%	367,669.87	11%	310,499.13 54.2%
Building	226,475.00	4%	130,527.81	4%	95,947.19 57.6%
Emergency Disaster	-	0%	-	0%	- 0.0%
Solid Waste	197,000.00	4%	107,793.39	3%	89,206.61 54.7%
911 Dispatch	33,209.00	1%	45,123.75	1%	(11,914.75) 135.9%
Legislative	12,410.00	0%	10,209.13	0%	2,200.87 82.3%
Streets/Storm Sewers	19,125.00	0%	14,489.84	0%	4,635.16 75.8%
Parks	133,150.00	2%	56,784.21	2%	76,365.79 42.6%
Beach	99,329.00	2%	55,908.96	2%	43,420.04 56.3%
Lift Stations/Sewer Service	22,975.00	0%	9,806.53	0%	13,168.47 42.7%
Contingencies	85,000.00	2%	-	0%	85,000.00 0.0%
Debt Service	355,328.00	6%	355,327.29	11%	0.71 100.0%
Emergency Medical Services	331,654.00	6%	192,450.83	6%	139,203.17 58.0%
Community Center	46,665.00	1%	32,471.09	1%	14,193.91 69.6%
Risk Management	90,925.00	2%	130,408.34	4%	(39,483.34) 143.4%
Capital	600,492.00	11%	135,452.94	4%	465,039.06 22.6%
TOTAL EXPENDITURES	\$ 5,575,352.00		\$ 3,272,638.59		\$ 2,302,713.41 58.7%
CHANGE IN FUND BALANCE					
	-	1,269,470.22	1,269,470.22		

Explanation of Variances:

Legal - cost to defend lawsuits

Police - October costs were overbudget and montly payments to PBSO are paid in advance.

Dispatch - budget is for October and those costs were overbudget.

Legislative - simply timing of expenditures

Streets/Storm Sewers - add'l reporting required for NPDES and signs

Community Center - eletrical work required by Fire Marshal and door repairs

Risk Management - partially due to timing of expenditures. 3 quarters have been paid. General liaiblity increased across FMIT due to cyber security attacks, ADA website compliance, and increased employment suits. Property also increased across FMIT because of the recent hurricanes.

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-19	17,986.20	8,477.99	1,364.92	27,829.11
Nov-19	17,613.23	7,015.45	2,064.96	26,693.64
Dec-19	19,849.65	10,754.87	2,738.02	33,342.54
Jan-20	16,427.17	4,007.08	2,633.45	23,067.70
Feb-20	16,089.10	13,608.72	2,401.72	32,099.54
Mar-20	16,064.43	8,125.57	2,474.55	26,664.55
Apr-20				-
May-20				-
Jun-20				-
Jul-20				-
Aug-20				-
Sep-20				-
YTD Total	104,029.78	51,989.68	13,677.62	169,697.08

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

Current Year Receipts:

Date of Receipt	Period	
11/25/2019	October	\$ 6,138.62
12/24/2019	November	\$ 6,664.62
1/29/2020	December	\$ 6,907.32
2/13/2020	4Q adjustment	\$ 2,267.68
2/26/2020	January	\$ 8,374.45
3/24/2020	February	\$ 7,138.14
4/28/2020	May	\$ 6,924.64
Total current year receipts		\$ 44,415.47

Current Year Expenditures:

\$ -

Accumulated (unspent) Discretionary Sales Tax as of 4/30/20	\$ 252,029.34
---	---------------

Town of Palm Beach Shores
Building Department

	Building Permits		Building Department		Net Building	Cumulative Net Bldg
10/31/2019	\$	28,495	\$	16,030	\$ 12,465	\$ 12,465
11/30/2019	\$	23,676	\$	17,473	\$ 6,203	\$ 18,667
12/31/2019	\$	11,572	\$	14,241	\$ (2,669)	\$ 15,998
1/31/2020	\$	20,913	\$	27,726	\$ (6,812)	\$ 9,186
2/29/2020	\$	1,780	\$	14,124	\$ (12,345)	\$ (3,159)
3/31/2020	\$	25,623	\$	30,705	\$ (5,082)	\$ (8,241)
4/30/2020	\$	4,796	\$	10,229	\$ (5,432)	\$ (13,673)
5/31/2020						
6/30/2020						
7/31/2020						
8/31/2020						
9/30/2020						
	\$	116,855	\$	130,528	\$ (13,673)	

Note: Includes \$18,400 to demo home at 118 Cascade.

Town of Palm Beach Shores
Underground Utilities
as of 4/30/20

	Cost Estimate	FYE 9/30/2019	FYE 9/30/2020	TOTAL	Remaining Budget	PROJECTED	
						Cost	Variance
Cash		\$ 2,149,130.20	\$ 1,268,047.39				
Accounts Payable		\$ 141,138.49	\$ -				
Due to General Fund		\$ 16,986.50	\$ 16,986.50				
Fund Balance		\$ (6,947.41)	\$ 1,991,005.21				
Liabilities and fund balance		\$ 151,177.58	\$ 2,007,991.71				
Expenditures:							
Survey	\$ 38,000	\$ 54,543.00	\$ 11,219.50	\$ 65,762.50	\$ (27,762.50)	\$ 65,762.50	\$ (27,762.50)
Legal	\$ 4,000	\$ -	\$ 2,550.00	\$ 2,550.00	\$ 1,450.00	\$ 2,550.00	\$ 1,450.00
Project Mgmt/Admin	\$ 80,000	\$ 65,729.65	\$ 13,592.50	\$ 79,322.15	\$ 677.85	\$ 80,000.00	\$ -
Construction - Town	\$ 4,336,460	\$ 3,596,780.73	\$ 216,143.27	\$ 3,812,924.00	\$ 523,536.00	\$ 4,336,460.00	\$ -
Construction - Comcast	\$ 250,000	\$ -	\$ 490,489.05	\$ 490,489.05	\$ (240,489.05)	\$ 490,489.05	\$ (240,489.05)
Construction - AT&T	\$ 450,000	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 445,000.00	\$ 5,000.00	\$ 445,000.00
Construction - FPL	\$ 254,386	\$ 254,386.00	\$ -	\$ 254,386.00	\$ -	\$ 254,386.00	\$ -
Landscape Restoration	\$ 16,300	\$ 8,100.00	\$ 950.00	\$ 9,050.00	\$ 7,250.00	\$ 16,300.00	\$ -
Loan Acquisition	\$ 23,000	\$ 22,508.00	\$ -	\$ 22,508.00	\$ 492.00	\$ 22,508.00	\$ 492.00
Contingency	\$ 547,854	\$ -	\$ -	\$ -	\$ 547,854.00	\$ -	\$ 547,854.00
Total expenditures	\$ 6,000,000	\$ 4,002,047.38	\$ 739,944.32	\$ 4,741,991.70	\$ 1,258,008.30	\$ 5,273,455.55	\$ 726,544.45
Other Financing Sources:							
Loan Proceeds	\$ 6,000,000	\$ 6,000,000.00	\$ -	\$ 6,000,000.00	\$ -		
Net Change in Fund Balance	\$ -	\$ 1,997,952.62	\$ (739,944.32)	\$ 1,258,008.30	\$ 1,258,008.30		

As of 12/31/19, Viking is 98% complete. The only part of the project that remains open is the FPL service cable with conversion. Note that a 10% retainage is held by the Town that will be paid upon completion.

Remaining work includes the construction work for communication providers and any landscape restoration.

PALM BEACH COUNTY SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



**ITEM 4b1
5 18 2020**

Mayor Fiers, Town Commissioners
May 2020 commission meeting
Information from April 2020.
Law enforcement activity District 20
Palm Beach County Sheriffs Office.
Sgt. Steve Langevin PBSO, District 20, Town of Palm Beach Shores.
05-14-2020

Attached to our report are the Monthly statistics, our deputies performed 1,956 physical building checks during the month. As usual this is in addition to our normal road patrol, bike, ATV and Segway patrols of the beach, parkway and Inlet walkway.

No arrests were made during the month, we continued our education of the changing county and federal general orders, relating to the Pandemic.

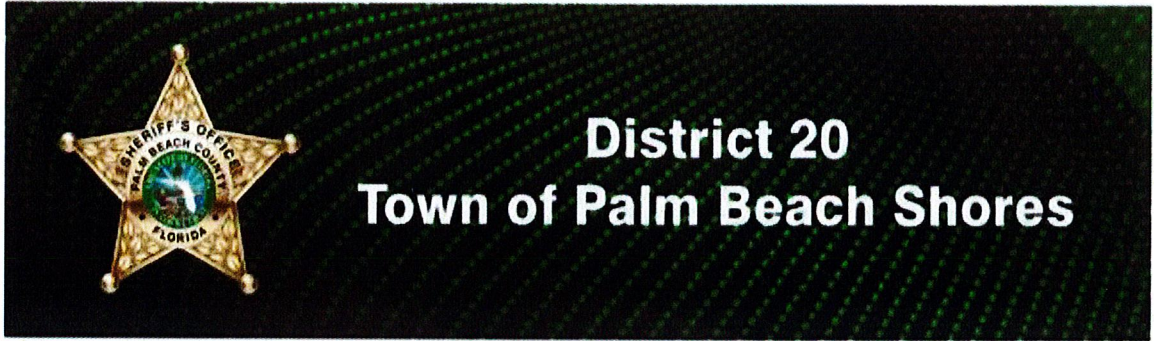
We continue to have daily video conferring with other districts throughout the county, and have added conference calls from other municipalities and county government to add input into the opening and closing of beaches.

I began looking into a program to streamline some of our code issues, especially where it relates to dogs off leashes, inconsiderate and sometime dangerous bicycle riding and other issues brought up by residents over the years.

The code of ordinances is already codified by the commission for many years. The only change would be to streamline the issuance of the civil citation and continue to provide a remedy to contest the citation by utilizing the Towns magistrate system.

I have completed our continuity of operations plan District 20, Town of Palm Beach Shores, this is also used in Hurricane events. The document is attached for your review.

As of May 18 2020 county beaches will reopen including our beach. For the weekend of the 22 and 23rd, we will have deputies in from the motors unit to assist with influx of folks not living in town trying to park. Additionally, ATV units will assist us on the beach.
Please have a safe and happy holiday.



April - 2020 - Monthly Strategic Report

CAD Calls	Monthly Totals
Business / Residence Checks (Self-Initiated)	1956
Traffic Stops (Self-Initiated)	5
Calls for Service (Excluding 1050's & 1061's)	118
All CAD Calls - Total	2079

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 2079 generated calls within the district. 94% of these calls were self-initiated.

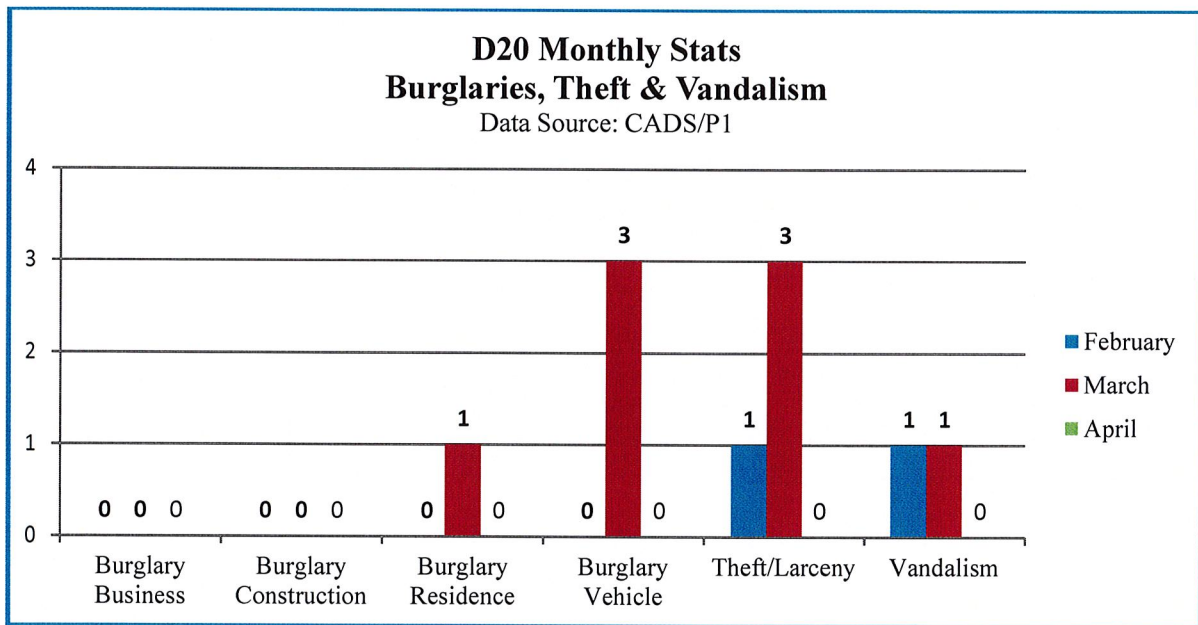
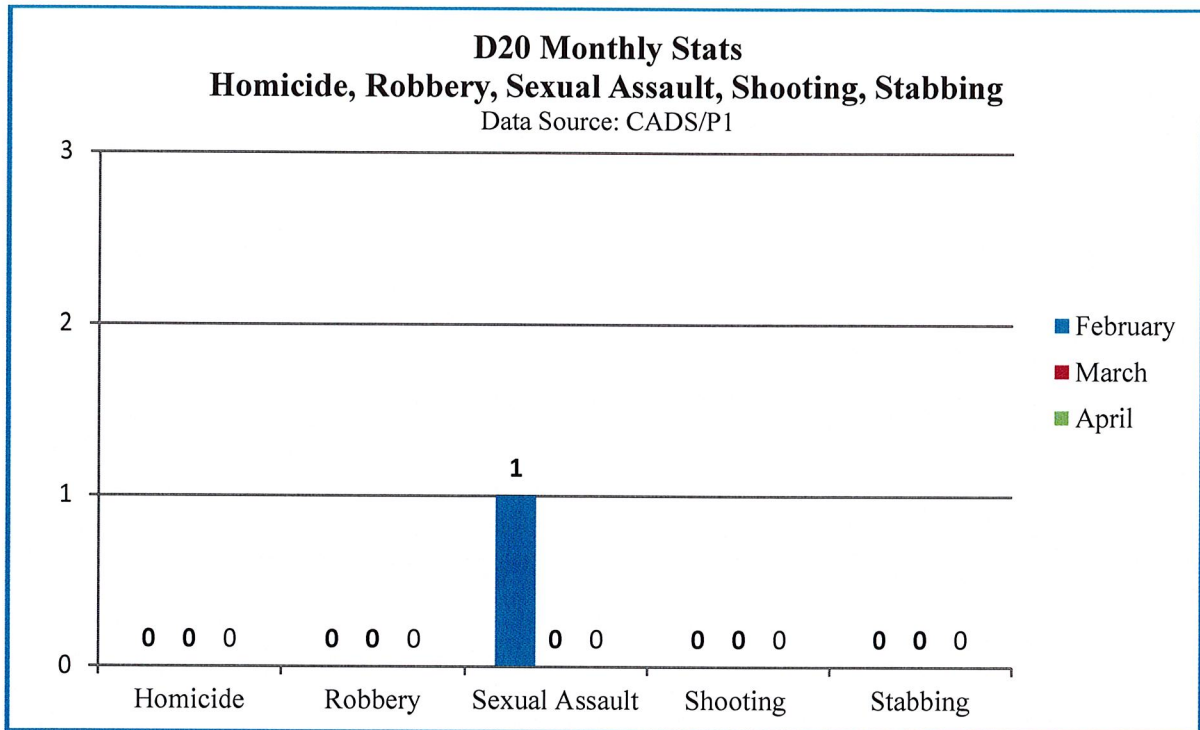
Arrest and NTA Statistics

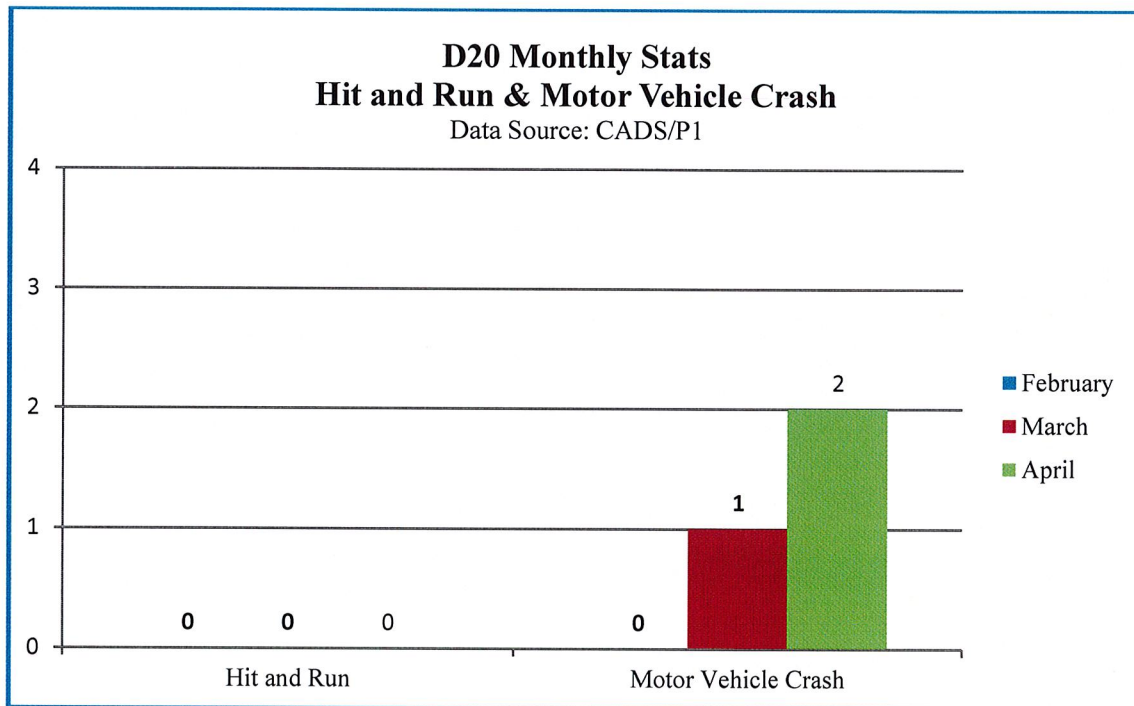
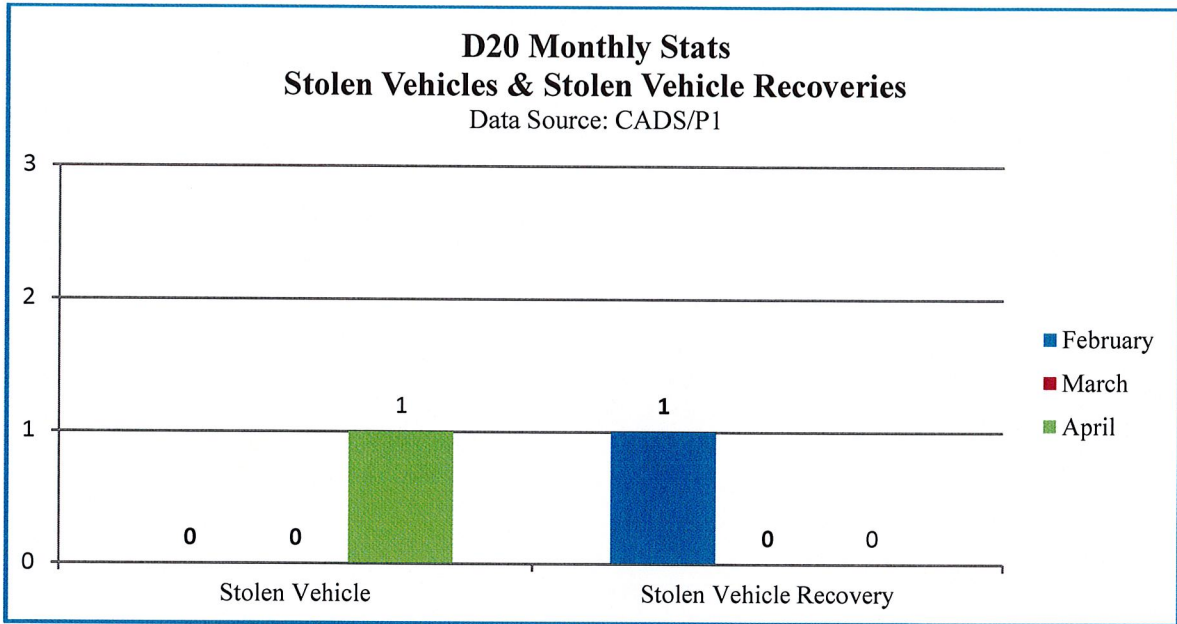
Arrest Data
Arrests & Notice to Appear (NTA) within District 20
Total Count - 0

Data Source: CADS/Premier 1

DATA ANALYSIS

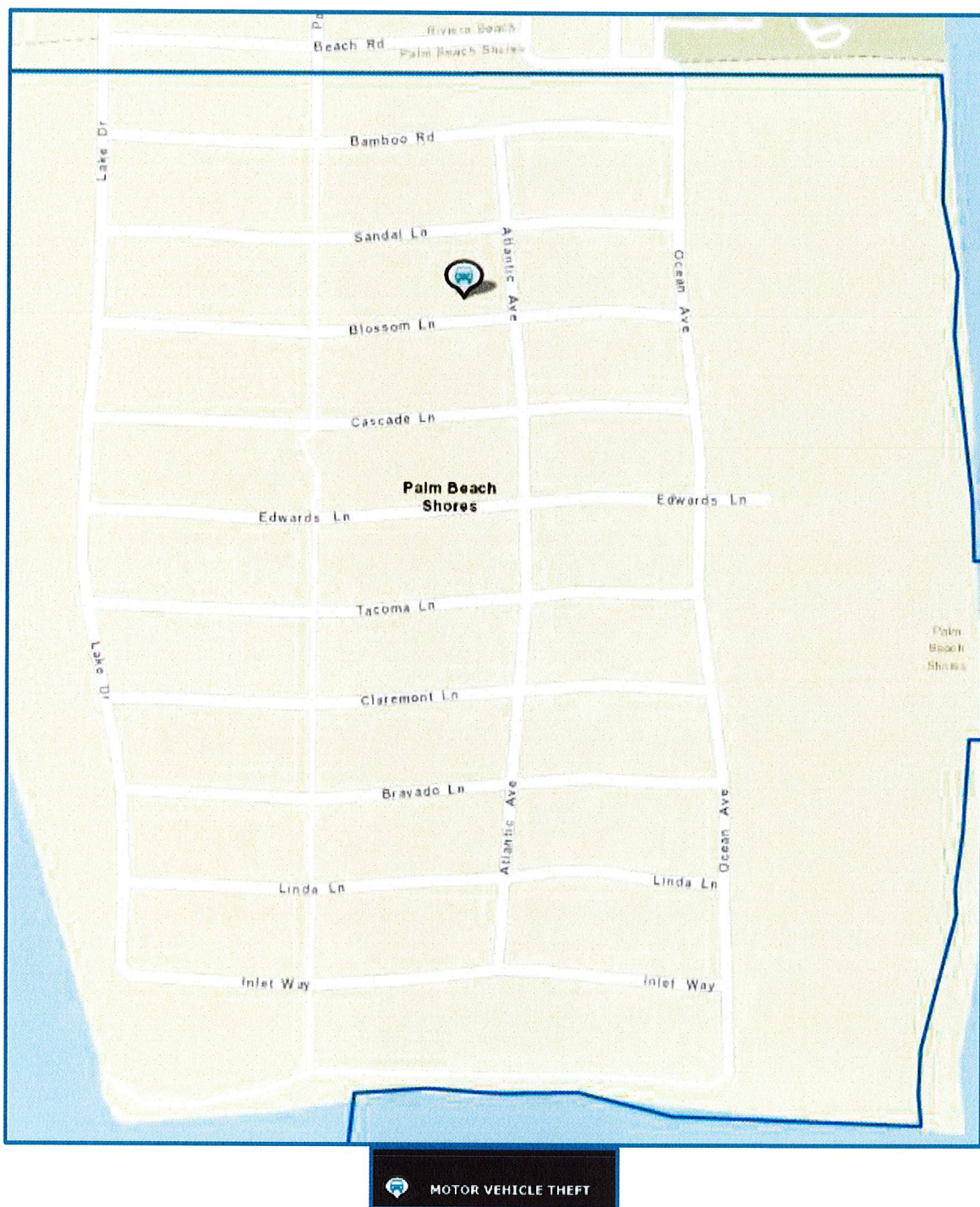
The data included in this report is charted and graphed to illustrate and compare changes over a specific time period. These charts and graphs are utilized to assist in determining crime trends and to measure enforcement efforts. This data is utilized in conjunction with other analysis to develop directed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





District 20 Map of Activity

Data: Source: CrimeView Dashboard



FIR MAP

5 Records Plotted in CrimeView Dashboard.



(5) Conducted per the FIR Track system.

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

Palm Beach County Sheriff's Office
Emergency Operations Plan

Continuity of Operations Plan
“COOP”



Appendix H
District Twenty – Palm Beach Shores
2020

Information contained in this document is confidential
and is exempt from public disclosure in accordance with Chapter 119.071(2)(d) FSS

Prepared by: Sgt. Langevin ID 36148
District Twenty – PBS

Updated: 05/08/2020

This plan will be used in place of the “hurricane plan” from previous years. When developing your continuity of operations plan, you should be planning for events bioterrorism, explosions, hurricanes, terroristic acts or any event that interrupts your continuity of operations and requires a relocation of your district/division or personnel.

This continuity plan is based on the following assumptions:

- An emergency condition may require the relocation of Palm Beach County Sheriff's Office employees to another facility to maintain continuity of operation
- The relocation facility will support the relocated group and the continuation of the Palm Beach County Sheriff's Office essential functions by available communications and information systems within 12 hours or less from the time the Continuity of Operations Plan is activated, for potentially up to a 30-day period or until normal operations can be resumed

Objectives of the COOP

- Ensure that the Palm Beach County Sheriff's Office can perform its Mission Essential Functions and Primary Mission Essential Functions, if applicable, under all conditions
- Reduce the loss of life and minimize property damage and loss
- Execute a successful order of succession with accompanying authorities in the event a disruption renders the District/Division leadership, unable, unavailable, or incapable of assuming and performing their authorities and responsibilities of the office.
- Reduce or mitigate disruption to operations
- Ensure that the Palm Beach County Sheriff's Office has facilities where it can continue to perform its Mission Essential Functions and Primary Mission Essential Functions, as appropriate, during a continuity event
- Protect essential facilities, equipment, records, and other assets, in the event of a disruption
- Achieve the Palm Beach County Sheriff's Office timely and orderly recovery and reconstitution from an emergency

Readiness and Preparedness:

- Palm Beach County Sheriff's Office personnel must prepare for a continuity event. District Commanders and Department Heads should plan in advance what to do in an emergency
- Continuity personnel have the responsibility to create and maintain drive-away kits. Continuity personnel are responsible for carrying the kits to the continuity facility or pre-storing the kits at the continuity site
- During continuity of operations, District Commanders/Department Heads may need to acquire necessary personnel, equipment, and supplies on an emergency basis to sustain operations for up to 30 days or until normal operations can be resumed.
- District Commanders/Department heads should pre-identify orders of succession as it is critical to ensuring effective leadership during an emergency. In the event an incumbent is incapable or unavailable to fulfill essential duties, successors have been identified to ensure there is no lapse in essential decision making authority.
 - At least three positions deep, where possible, ensuring sufficient depth to ensure that your district/department's ability to manage and direct its essential functions and operations
 - Described by using their name/ranks or positions/titles

This space was intentionally left blank

Bureau/Region: North Regional	District/Division: District 20 Palm Beach Shores
Commander/Manager Name: SGT Steven J. Langevin	Phone : 561-844-3456 Phone : 561- 308-9440
Address: 247 Edwards Lane, Palm Beach Shores, FL 33404	

1. *Orders of succession: (vertical succession)*

(Example: Captain/Division Manager, Lieutenant/Asst. Manager, Detective Sgt./Section Manager etc.)

Position		Contact Number		
Job Title	Person	Office	Home	Cell
Sergeant/ D20 COMMANDER	Steven J. Langevin	561-296- 3379		561-308- 9440
District 3 Road Patrol Sergeant	On Duty	561-688- 3400	N/A	N/A

2. *Evacuation Rally Point:*

In the event of a temporary evacuation of your work area due to events such as a fire or bomb threat, identify 2 rally points close to the building/facility where you will meet your personnel to assure that they are all accounted for. Personnel groups may include but not limited to office staff/volunteers or sworn personnel

Personnel Groups	1 st Location	2 nd Location
Civilian Staff Mary Boeckler (LEA)	Town Community Center 90 Edwards Lane, Palm Beach Shores Fl. 33404	Sailfish Marina South lot, 98 Lake Drive, Palm Beach Shores Fl. 33404

3. Rally Point in the event of radio failure

Each district is to have predetermined locations for sworn personnel to rally in the event of severe weather or communication failure

Personnel Groups	1 st Location	2 nd Location
Sworn Personnel	247 Edwards Lane, Palm Beach Shores, FL 33404 (Town of Palm Beach Shores PBSO District Office)	8130 North Jog Road, WPB FL (District Three – NRB Office)

4. Re-location or Co-Location Site

All departments must identify and maintain at least one alternate facility for the relocation of a limited number of key leaders and staff, located where the potential disruption of the organization's ability to initiate and sustain operations is minimized.

Personnel Groups	1 st Location	2 nd Location
Sworn Personnel	247 Edwards Lane, Palm Beach Shores, FL 33404 (Town of Palm Beach Shores PBSO District Office)	8130 Jog Road West Palm Beach, FL 33412 (PBSO District 3) If not applicable follow D 3 Plan

5. Re-location team

In the event that your District/Division requires relocation, the following personnel will assist with moving necessary equipment/office supplies. If the relocation team is inadequate to move your District/Division, indicate that additional personnel will be required to accomplish task.

Names/and or Groups:	
Sergeant Langevin	
DS TBD	
DS TBD	

☐ Additional personnel will be needed

6. Essential/ Mission Essential Functions

These functions will be for any type of event, not just a hurricane

Essential functions are functions that your district/division must continue in a continuity situation

Mission Essential Function: Broader set of essential functions that organizations must continue throughout or resume rapidly after a disruption of normal activities

a.	Maintain Communications between deputies and shift supervisors, respond to emergency calls for service, patch district (non- emergency phones) to H.Q. Communications
b.	Use RIAT to report damage to PB County - PBSO
c.	Report Town of Palm Beach Shores damage to Town Mayor/Administrator for evaluation
d.	Protect and evaluate infrastructure for use
e.	Account for all personnel and their welfare of the their families
f.	
g.	

7. Critical Functions Recovery Timeline

Timeline	Description of Function
0-3 hours	Maintain Communications between deputies and shift supervisors, respond to emergency calls for service, patch district (non- emergency phones) to H.Q. Communications, establish log
0-6 hours	Relocate line vehicles/ mission essentials equipment and materials Inventory and assess Prepare for Long Term or Short Term Operations
24 hours	Equipment/ supply check; re-supply as necessary; Maintain log Demobilization as directed; resumption of normal operations Prepare for long term operation as directed
48 hours	Continue and/or maintain functions as noted above Demobilization as directed; resumption of normal operations Prepare for long term operations as directed (Fuel, Food, Water, Medical, Laundry Services)
1 week	Continue and/or maintain functions as noted above. Prepare to accept DSCA and other Aid to District Demobilization as directed; resumption of normal operations

30 days	Continue and/or maintain functions as noted above. Demobilization if direct and resume normal operations.
----------------	--

8. Critical /Essential Staff

Necessary personnel for continuation of operations: They may be listed according to groups or individuals (Sworn personnel, Clerical staff, Division Manager, Captain, Lieutenant, etc.)

Position		Contact Number		
Job Title/group	Person	Office	Home	Cell
Administrative Clerk	Mary Boeckler	561-844-3456		
Sergeant	Steven J. Langevin	561-844-3456		

9. Drive Away Kit Contents *(i.e. cell phones w/charger, extra batteries, vendor list, portable fingerprint kits, portable radios, medical supplies, PPE equipment, copy paper, computers)*

Description	Quantity
Cell Phones and Chargers	1
Misc. Batteries for equipment (cameras, flashlights)	Various
Medical Safety equipment (gloves, Cavicide wipes, eyewash, etc.)	Various
General office supplies (pens, markers, pads, toner, ink cartridges, tape, CD-RW, etc.)	Various
PBSO Forms	Various

10.Necessary Support Equipment *(i.e. ATV's, trailers, boats, sign boards, mules, coolers etc.....)*

Description	Quantity
Sign Board (Blue Heron and Edwards Lane)	2
CANAM UTV	1
TBD	

11.Necessary Support Files, Computer Files and Programs *(i.e. jump drive with various data files, directories, district COOP Plan, phone contact list, emergency contacts etc.....)*

File Type/Title	Location stored
Thumb drive with Files	Sergeant's Office, Admin. Clerk's Office, D-20 server

12.Identify vital records from primary location that should be recovered, if possible *(i.e. key vendor lists, general employee files, case files, evidence etc....)*

File Type	Location
General Files	Administrative Office, D20 and Server
District 20- Palm Beach Shores Phone Contact List	Sergeant's Office, Admin. Clerk's Office, D-20 server
Annex P – Department Worksheet Continuity of Operations Plan (COOP)	Sergeant's Office, Admin. Clerk's Office, D-20 server

13. District/Division specific considerations (*optional: narrative*)

In the event of a potential hurricane coming to the area. PBSO Command personnel will closely monitor the situation for landfall and potential surge conditions coming to Palm Beach Shores. As these conditions change our response as to when to evacuate staff will be contingent on a variety of causes and concerns. District 20 headquarters will continue to be our base of operation in Palm Beach Shores.

Should there come a time where evacuation of Palm Beach Shores (A barrier Island) is required, the immediate fallback position shall be District 10 or District 3 depending on conditions at either facility and instructions from command.

Palm Beach Shores District 20 Sergeant, and or higher command will be in contact with the Palm Beach Shores Mayor, and or his designee along with the towns EOC Director as the storm approaches and how it is prepared for.

PBSO District 20 sergeant will stay in contact with Palm Beach Shores staff before, during and after these events.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES
DEPARTMENT OF EMERGENCY SERVICES
23 April 2020 – 15 May 2020

TO: Mayor Alan Fiers

Town Commissioners

FROM: Trevor L. Steedman, Fire Chief

DATE: 15 May 2020

OVERVIEW

The Department of Emergency Services consolidates the physical and financial resources of the Division of Fire and Rescue Services, Ocean Rescue and Office of Emergency Management. This Public Safety service model enhances the efficacy, interoperability and communication between these various entities while eliminating unnecessary redundancies and duplication of efforts. By design, this consolidation enhances our ability to work more effectively with our Public Safety partners and allied agencies.

The Department of Emergency Services is currently working with the Town, providing response data to determine trends in service demands on Palm Beach Shores Fire and Emergency Medical Services resources.

The Department of Emergency Services supports and assists many community groups with events such as the Chowder Tasting/Chili Cook-Off, Annual Charity Bazaar, St. Patrick's Day Parade, and the inaugural Palm Beach Shores Dog Festival. These "non-traditional" roles are part of our value-added service model that is gladly undertaken by the members of the department. Interaction with the community in non-emergent situations enables us, your Emergency Personnel, to appreciate and respond more effectively to the needs of our citizens.



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

23 April 2020 – 15 May 2020

FIRE DEPARTMENT

The Palm Beach Shores Fire Department is a combination (Career and Volunteer) Fire and Emergency Services delivery system. The Town maintains a Public Protection Classification of “3” through the Insurance Services Office (ISO). PBSFD Fire/EMS personnel staff the Town’s Fire Station 24 hours per day, seven days per week, and 365 days per year. Duty shifts consist of 24-hour operational periods staffed with one career Firefighter/Paramedic supplemented by out-of-district (Non-resident) volunteer Fire-Rescue personnel. These personnel respond to all calls for service including, but not limited to Fires, Emergency Medical calls, fire alarm activations, gas leaks, electrical hazards, elevator rescues, water rescues, natural disasters, and public assists. Additional duties include apparatus and facilities maintenance, pre-incident planning, training, hydrant inspections, community risk reduction, public education and other duties as assigned. Ocean Rescue division personnel are responsible for water/beach safety and rescue on the Town’s beaches, from 9 am - 5 pm daily. The Town’s Fire Department maintains the following suppression and emergency response apparatus / equipment:

- 2005 Pierce Contender 1250 Gallon per Minute (GPM) pumper.
- 2005 EVI 750 GPM Fast Attack pumper
- 2011 Can Am – Water Rescue / Beach Response ATV
- 2018 Ford Explorer – Chief / Command Utility Vehicle.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES
DEPARTMENT OF EMERGENCY SERVICES
23 April 2020 – 15 May 2020

OPERATIONS

COMMUNITY RISK REDUCTION (CRR) INITIATIVES

- COVID-19 Cloth Face Mask Distribution
 - Fire Department crew delivered cloth face coverings to citizens' residences over two-week period
 - Approximately 360 cloth face coverings were distributed.
- Hydrant Inspection Program
 - PBSFD inspects hydrants on a monthly basis
 - Inspection reports are forwarded to Public Works Director who in turn facilitates repairs through the Riviera Beach Water Utilities Department
 - Three hydrants remain out of service for deficiencies found during the inspections and identified for repairs / replacement.
- Special Secondary Certificate of Public Convenience & Necessity (COPCN)
 - Provide immediate Advanced Life Support (ALS) service for Palm Beach Shores
 - Draft MOU between Primary (Riviera Beach Fire Rescue) and Secondary (PBSFD) service providers has been submitted to Riviera Beach's City Manager for review.
- *Community CPR & AED* – Presented twice annually



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

23 April 2020 – 15 May 2020

COMMUNITY RISK REDUCTION (CRR) INITIATIVES (Continued)

- *Courtesy Home Fire Safety Surveys* – (Implemented: November 2017)
 - Value-added initiative supports the quality of life and safety for our PBS Community.
 - Residents voluntarily request surveys. PBSFD is working with PBSO District 20 (Sgt. Langevin) to offer a combined home safety and security survey in a cooperative effort of both public safety agencies.
 - Smoke alarms are available through the PBSFD (Grant Funded).
- Palm Beach Shores is a *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* – This on-going initiative serves 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

23 April 2020 – 15 May 2020

COMMUNITY RISK REDUCTION (CRR) INITIATIVES (Continued)

- *Fire Extinguisher Selection, Use and Maintenance*
 - Delivered as a hands-on opportunity to community members at selected Property Owner's Association meetings.
 - PBSFD Firefighters worked side-by-side with members of the community to utilize fire extinguishers to put out incipient-stage fires in a controlled setting.
 - Delivered this same program to our partners in the business community. Training provided to staff of the Marriott Resorts and Sailfish Marina and Resort.

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 33 volunteer members certified to State Minimum Standards on the "Active" rolls at the time of this report. Three members are on medical leave and two are off-duty due to COVID-19 exposure.



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

23 April 2020 – 15 May 2020

- Volunteer opportunities for Non-Operations personnel are under development.

WORKFORCE & OFFICER LEADERSHIP DEVELOPMENT

- Training & Education
 - Medical Director has established a Continuing Education program for Fire/Rescue and Ocean Rescue personnel

FLEET DEPLOYMENT & MAINTENANCE

- Ocean Rescue 280 (Can Am) is Out of Service for axle repair
- Apparatus Replacement Schedule for capital purchase planning
 - Projected apparatus replacement in FY 2020
 - Partial funding source: Fanning Public Safety Bequest
 - Pursuing Local Funding Initiative Request (State Senate Appropriations) for matching funds
 - Donations, unless otherwise specified, are directed toward replacement fund

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*



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

23 April 2020 – 15 May 2020

STANDARDS COMPLIANCE INITIATIVES (Continued)

- NFPA 1002 – *P Standard for Fire Apparatus Driver/Operator (FADO) Professional Qualifications.*
 - PBSFD FADO program (implemented in September 2017). The FADO program incorporates *Safe Driving Practices, Roadway Incident Safety, Seatbelt compliance and Apparatus Backing / Collision Prevention* modules.
- 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*
 - This standard specifies requirements for effective and efficient organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by volunteer and combination fire departments to protect citizens and the occupational safety and health of fire department employees. The NFPA 1720 Standard has been in existence since 2001.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES
DEPARTMENT OF EMERGENCY SERVICES
23 April 2020 – 15 May 2020

OCEAN RESCUE

Ocean Rescue personnel are in stand-by mode and ready to re-deploy commensurate with the County's beach re-opening order.

Current Action List Priorities:

GEAR & EQUIPMENT

- Evaluating equipment inventory and working condition/service life of gear and equipment
- Implemented storage solution at beach building to enhance longevity of gear and equipment
- Lifeguard ATV (Gator) is in service
 - Exploring less costly and more efficient alternatives to the current ATV

PROFESSIONAL STANDARDS

- Assure compliance with certification, training, continuing education and performance standards

COMMUNICATION & DEPLOYMENT

- Improved interoperability - Palm Beach Shores Ocean Rescue is now operating on the same radio system as the Fire Department and our neighboring jurisdiction's Ocean Rescue service.
- Alerting device has been issued to the on-duty lifeguard to make them aware of emergencies that may be occurring on the beach, but out of their direct line of sight



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES
DEPARTMENT OF EMERGENCY SERVICES
23 April 2020 – 15 May 2020

OFFICE OF EMERGENCY MANAGEMENT

COVID-19:

- The PBS Office of Emergency Management is in daily communication with Local, County, Regional and State authorities and provides weekly updates to the Community via email distribution and Town Newsletter.
- Chief Steedman is assigned to the Palm Beach County *COVID-19 Phased Re-start Work Group* for strategic planning of beach re-opening.

Current Action List Priorities:

- **Comprehensive Emergency Operations Plan (CEOP)**
 - 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
- **Continuity of Operations Plan (COOP)**
 - 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



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

TOWN OF PALM BEACH SHORES

DEPARTMENT OF EMERGENCY SERVICES

23 April 2020 – 15 May 2020

Town facilities are disrupted or threatened with disruption. This Plan applies to all Town personnel and contractors vital to daily operations. Palm Beach Shores staff must be familiar with Continuity policies and procedures and their respective Continuity roles and responsibilities. This Continuity Plan ensures the Town of Palm Beach Shores is capable of conducting its essential missions and functions under all threats and conditions, with or without warning, including natural and manmade disasters, technological emergencies, and military or terrorist attack-related incidents.

- Based on a vulnerability assessment which identifies capabilities, limitations and potential threats.
- Identify and address any potential critical points of failure.
- **Incident Action Plans (IAP's)**
 - 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

23 April 2020 – 15 May 2020

Calls for Service Activity

Fire/EMS

TOTAL CALLS FOR SERVICE	9 (Fire: 4) (Medical: 5)
LAST REPORTING PERIOD	39 (Fire: 16) (Medical: 23)
PERCENTAGE OF INCREASE / DECREASE	(Total: - 77 %) (Fire: -75 %) (Medical: - 78 %)

Ocean Rescue

Rescue Report	Rescues	Off Duty – No Report
Prevention & Education	Contacts	Off Duty – No Report
First Aid Provided	Occurrences (Minor)	Off Duty – No Report

Training & Continuing Education

DATE	TIME	LOCATION	TYPE			NATURE	STAFFING	NOTES
			FIRE	RESCUE	EMS			
<p>* Daily Shift-Based training continues with social-distancing parameters in place. Formal weekly training is delivered via virtual format due to COVID-19 compliance measures.</p> <p>Formal Training Drills –</p> <p>Personnel Participation (Formal) –</p> <p>Personnel Training Hours –</p>								



Public Works Department

Item #: 4 b 3.

Monthly Status Report

May 2020

Community Center:

1. Receiving estimates to repair the copper gutters due to leaks and separating from building.
2. Scheduling with contractors for estimates to paint the exterior of the building and the first-floor concrete deck including bathrooms.
3. The painting project of the interior 2nd floor walls, doors, bathrooms, and trim molding is completed. Public Works Staff perform the work.
4. The painting project of the Fire Sprinkler exterior pipes and fittings is completed. Public Works Staff performed the work.
5. The cleaning and maintenance repairs to the canopy located on the second-floor balcony east side of the building is completed. Public Works Staff performed the work.
6. Scheduling to resurface the kitchen floors waiting on contractors' quotes.
7. Scheduling to clean the second-floor carpet and bathroom tiles. This work is performed by the contracted cleaning service.
8. The lighting project to retrofit all existing lighting to LED lighting is completed. Public Works Staff perform the work.
9. The projects listed is funded through the approved general and capital budget.

Grounds & Parks:

1. Scheduling to paint the Inlet Park walkway light posts and install numbers on each light post for maintenance tracking.
2. Scheduling to repair the Inlet Park irrigation located on the west end of the walkway. Installing new electronic zone valves and engineering new spray patterns for vegetation water coverage.
3. Scheduling to paint and maintenance repairs to the Towns water backflow valve cages.
4. Scheduling to perform maintenance and repairs to the Lifeguard Tower.
5. The projects listed is funded through the approved general budget.

Streets:

1. Receiving quotes and information to install tidal valves in the storm drain outfall pipes located at Lake Drive and Bamboo Road, and Lake Drive and Inlet Way.
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.

3. Scheduling to Install Police Department Parking Lot Lighting LED with light pole and Parkway Lighting LED with light pole by Town Hall exterior bathroom facilities. Public Works will perform the work.
4. The projects listed is funded through the approved general and capital budget.

Lift Stations:

1. Scheduling to replace the north pump at Lift Station 01 Lake Drive and the south pump at Lift Station 02 Ocean Ave. Receiving quotes for different style and make of pumps.
2. The project listed is funded through the approved capital budget.

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

1. The Beach Bathroom Building Restoration contract was awarded to “All around Construction” to repair the exterior stucco, and concrete, and to perform the required repairs per the Engineers Specs. The work is in progress as of March 2, 2020 and with an estimated completion date of May 29, 2020.
2. Scheduling to receive quotes to reline the sewer pipes in Town Hall.
3. Scheduling to replace the Fire Department Annex Building front porch and railing.
4. The projects listed is funded through the approved capital budget.

Foot Note:

Capital Projects For 2020 Public Works

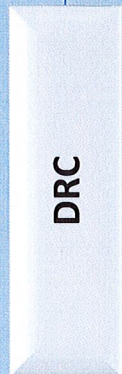
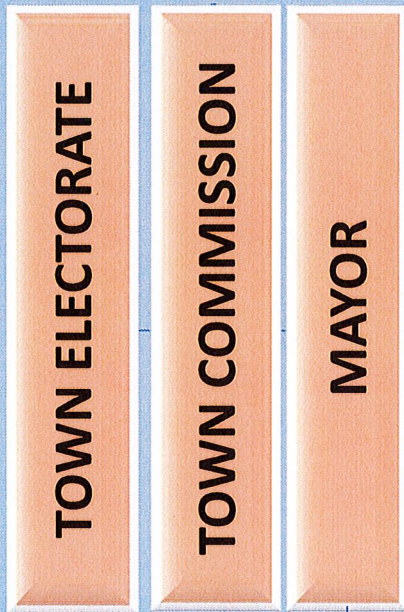
1. **Beach Bathroom Restoration**
2. **Beach Boardwalk Construction**
3. **Paint Exterior of Community Center**
4. **LED Conversion of all lighting fixtures Community Center: Completed**
5. **AC Air Handler replacement 2nd floor**
6. **New Storm grates and concrete aprons Streets**
7. **New Tidal valves Lake Drive & Inlet way Outfall Pipes**
8. **Lift Station Pumps**
9. **Town Hall Relining of Sewer Lines**
10. **AC Units replaced 2ea. Town Hall: Completed**
11. **Fire Department front porch construction**
12. **Police Department Parking lot and Parkway Town Hall New Light Poles LED**
13. **Inlet Park Pathway asphalt sealer**
14. **Inlet Park Gazebos retaining walls and concrete slab repairs.**

Training / Certificates:

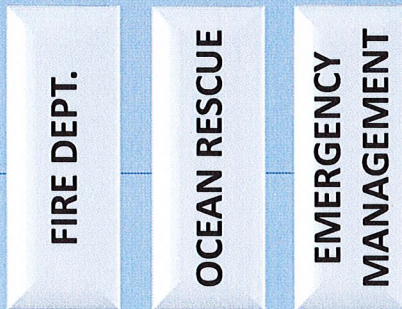
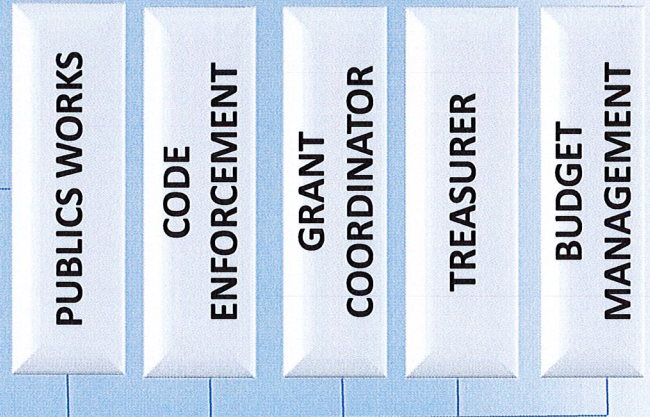
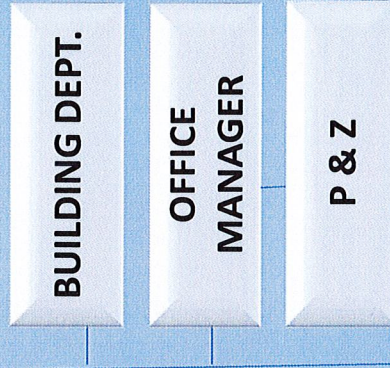
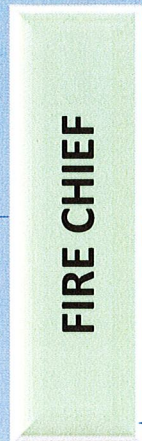
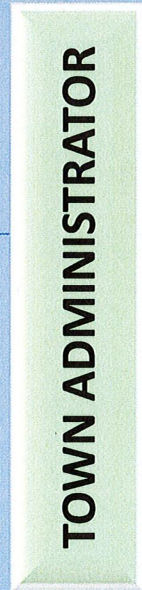
1. The next training courses begin in June 2020 for all Public Works Staff. These courses will consist of wastewater, pumps, and Storm Water Advanced Engineering looking to the future Level 1 & 2.
2. Continuing Education in Florida Stormwater Erosion and Sedimentation Control.
3. OSHA’S Model Training Program for multiple certifications & continuing education credits.
4. Safety Meeting scheduled for March 27, 2020 Public Works Safety Officer.

TOWN CLERK REPORT April 2020 Status Update

TASKS	STATUS
Upcoming Meetings	<ul style="list-style-type: none"> ➤ DRC Meeting (via communication technology, if needed) June 3, 2020 ➤ P & Z Meeting May 27, 2020 (via communication technology).
Building Department Updates	<p>April 2020:</p> <ul style="list-style-type: none"> • Total Permits issued: 9 • Total Permit Fees Paid: \$5,461.91 • Total Construction Value: \$2,987,162.02 • Total Permits issues in 2020 to date: 79 • Total Permit Fees in 2020 to date: \$66,677.63 • Total Construction Value in 2020 to date: \$2,987,162.02 <p>➤ HOURS FOR THE BUILDING DEPARTMENT! We are open Monday, Wednesday, and Friday from 9:00 am to 1:00 pm to take in Building Permit Applications. All other building department related business are during normal business hours (8:30 am to 4:30 pm, Monday through Friday). Due to COVID-91, Emergency Permits only!!</p>
Code Compliance	<p>New/ongoing open Code Violations January/February/March 2020</p> <ul style="list-style-type: none"> • 17 Yard debris, bulk and trash/garbage collections times (Code Sec. 38-9) • 9 Property Maintenance (Code Sec. 14-329) • 6 Expired Tags, prohibited vehicles (Code Sec. 70-75) • 2 Work without permits (Code Sec. 14-81) • 2 Permanent Sign without permit (Code Sec. 58-31) • 2 No Business tax/Certificate of Use • 1 Occupancy limitations (Code Sec. 14-266) • 1 Landscape obstruction (Code Sec. 58-31)
TOWN HALL	<p>Although the Town Hall doors are closed, that does not mean it is <u>not</u> “business as usual” behind them. Please know that your administration department staff are here Monday through Friday, 8:30 am to 4:30 pm to assist you in any way we can. Our Code Officer is driving the Town several times a day and answering any questions or complaints that may come up. If you have a question or if we can be of assistance in any way, please call us at 561-844-3457 and we will do everything we can to help or direct you to where you can get help. My email is: ebrowning@pbstownhall.org</p>
Community Center	<p>Community Center closed due to COVID-19</p>



**PBSO DISTRICT
20 COMMANDER**



item 5a
5 18 2020

RESOLUTION NO. R-3-20

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, PALM BEACH COUNTY, FLORIDA, AMENDING ITS OPERATING BUDGET FOR FISCAL YEAR 2019/20 IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF BUDGET RESOLUTION NO. R-14-19 PROVIDING AN EFFECTIVE DATE, AND FOR OTHER PURPOSES.

WHEREAS, the necessity of amending the 2019/2020 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-14-19** adopted September 17, 2019 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 2019/2020 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-14-19**.

Section 2. The Town Clerk is hereby directed to attach a copy of this Resolution amending the 2019/2020 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 18th day of May 2020

Alan Fiera, Mayor

ATTEST:

Evyonne Browning, Town Clerk

(SEAL)

Town of Palm Beach Shores
Proposed Budget Amendment #2
FYE 9/30/20

EXHIBIT "A"

	Original Budget	Amendment #1	Amendment #2	Final Budget
REVENUE	\$ 5,427,660	147,692	139,692	\$ 5,715,044
EXPENDITURES:				
Administration	\$ 505,220		(55,000)	\$ 450,220
Legal	116,000		36,000	152,000
Public Works	322,358		24,173	346,531
Police	1,699,868		131,029	1,830,897
Fire	678,169			678,169
Building Department	226,475		9,900	236,375
Emergency Disaster	-			-
Solid Waste	197,000		100	197,100
911 Dispatch	33,209		11,892	45,101
Legislative	12,410			12,410
Streets/Storm Sewers	19,125		5,510	24,635
Parks	133,150			133,150
Beach	99,329			99,329
Lift Station Sewer Service	22,975			22,975
Contingencies	85,000		(49,187)	35,813
Debt Service	355,328			355,328
Emergency Medical Service	331,654			331,654
Community Center	46,665		3,150	49,815
Risk Management	90,925		48,575	139,500
Capital	452,800	147,692	(26,450)	574,042
Total Expenditures	\$ 5,427,660	\$ 147,692	\$ 139,692	\$ 5,715,044

Town of Palm Beach Shores
BUDGET 2019/20
Proposed budget amendment #2

EXHIBIT "A"

Account Name	Account Number	Revised Budget	Amendment #2	Final Budget	Brief Explanation
REVENUE					
Appropriation of Fund Balance	001-00-000-38100	343,522	139,692	483,214	Payoff debt
TOTAL REVENUE		\$ 5,575,352	\$ 139,692	\$ 5,715,044	
EXPENDITURES					
ADMINISTRATION					
Town Manager	001-01-513-01100	75,000	(55,000)	20,000	savings
LEGAL					
Professional Services	001-02-514-03100	115,000	31,000	146,000	Defend lawsuits
Miscellaneous - labor attorney	001-02-514-09000	1,000	5,000	6,000	Defend lawsuits
PUBLIC WORKS					
Debt Service - Principal	001-04-519-07100	6,208	24,173	30,381	Payoff debt
POLICE					
Salaries - Regular	001-05-521-01200	48,358	7,767	56,125	Termination payouts and unanticipated overtime
Salaries - OT	001-05-521-01400	5,417	3,883	9,300	
FICA	001-05-521-02100	5,235	891	6,126	
FRS	001-05-521-02200	16,162	2,969	19,131	
Debt Service - Principal	001-05-521-07100	37,011	115,519	152,530	Payoff debt
BUILDING					
Contract Building Officials	001-07-524-03101	97,500	(8,620)	88,880	new contractor
Reimb Code Compliance Costs	001-07-524-03310	-	18,520	18,520	118 Cascade
SOLID WASTE					
Contractual Services	001-09-534-03400	187,000	100	187,100	slightly overbudget
DISPATCH					
Salaries - Regular	001-10-526-01200	21,267	4,000	25,267	Termination payouts and unanticipated overtime
Salaries - OT	001-10-526-01400	833	6,241	7,074	
FICA	001-10-526-02100	1,805	784	2,589	
FRS	001-10-526-02200	1,872	867	2,739	
STREETS/STORM DRAINS					
Professional Service/Consulting	001-12-541-03100	-	2,000	2,000	NPDES consultant
Signs	001-12-541-04650	1,500	3,510	5,010	Requested by PBSO
CONTINGENCY					
Contingency	001-17-581-00000	85,000	(49,187)	35,813	
COMMUNITY CENTER					
Maintenance - Building	001-21-572-04620	7,500	3,150	10,650	Electrical work; doors
RISK MANAGEMENT					
Insurance	001-20-519-04500	90,925	48,575	139,500	Unanticipated increase
CAPITAL					
Roads - signage/lights	001-23-541-06400	21,000	(15,000)	6,000	street lights
Parks - Impr other than bldg	001-23-572-06300	62,300	(18,000)	44,300	gazebo repairs
Beach - building	001-23-575-06300	61,000	6,550	67,550	chickee roof - FEMA
TOTAL EXPENDITURES		\$ 5,575,352	\$ 139,692	\$ 5,715,044	