

Monday, February 28, 2022
7:00 pm



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

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 Jude M. Goudreau

PLEASE NOTE:

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=mfb7d495c7375310a9bfc44be87467b2> Meeting number: 2630 494 0395 Password: 0228

Join by phone +1-408-418-9388 United States Toll Access code: 2630 494 0395

1) CALL TO ORDER

- a) Pledge of Allegiance
- b) Roll Call

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

3) APPROVAL OF CONSENT AGENDA

- a) Commission Meeting Minutes, Jan 24, 2022
- b) Special Event Permit No. 22-03: Triathlon, Sponsor Game On! And Riviera Beach, March 20, 2022, from 7:00 am until 11:30 am, approximately 350-400 guests. Insurance provided; payment has been made.
- c) Special Event Permit No. 22-04: Half Marathon, Sponsor Game On! And Riviera Beach, March 20, 2022, from 7:00 am until 11:30 am, approximately 350-400 guests. Insurance provided; payment has been made.
- d) MOU Peanut Island

4) PROCLAMATION:

Honoring Edward "Gil" Gilgallon

5) VARIANCES:

VAR-21-03, George Fox, Owner of 304 Claremont Lane, requests a Variance from Pf. 12.3(c)(2) to allow for installation of a new screen enclosure with a reduced rear setback of 10 feet where Town Code requires 15 feet, a variance of five (5) feet.

VAR-21-04, Vincent Gambino, Owner of 214 Bravado Lane, requests a Variance from Pf. 4.6(d) to allow for a grade elevation of 8.38 feet where the Town Code requires 9.38 feet, a variance of one (1) foot, and a finished floor elevation of 9.06 where the Town Code requires 9.88 feet, a variance of 0.82 feet, so that the addition matches the existing grade elevation and finished floor elevation of the current structure.

6) DEPARTMENT AND BOARD REPORTS

- **Financial Reports:**
- **Staff Reports:**
- Sheriff's Department
- Fire Department
- Public Works
- Town Clerk
- Planning and Zoning Chairman
- Town Attorney

7) COMMISSION REPORTS

- a) Mayor's Updates:**
- Channel Dredging Project
 - Inlet Dredging Project
 - Water Main Replacement

8) OTHER BUSINESS

- Vote to approve the Oversight Committee Annual Report 20-21
- Consider Purchase of Fire Engine

9) ORDANANCES AND RESOLUTIONS

SECOND READING AND VOTE -ORDINANCE NO. O-1-22

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING CHAPTER 28. FINANCE. ARTICLE II. PURCHASING GUIDELINES. TO UPDATE PURCHASING AUTHORITY LIMITS AND TO GENERALLY UPDATE THE TOWN'S PROCUREMENT CODE FOR OPERATIONAL AND EFFICIENCY PURPOSES; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 28 SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

VOTE: RESOLUTION FOR ASSISTANCE 2022 UNDER THE FLORIDA INLAND NAVIGATION DISTRICT WATERWAYS ASSISTANCE PROGRAM

10) MISCELLANEOUS UPDATES

11) PUBLIC COMMENTS

12) ADJOURNMENT

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

Monday, January 24, 2022
7:00 pm



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

Mayor Alan Fiers
Vice Mayor Scott McCranels

Commissioner Tracy Larcher
Commissioner Janet Kortenhaus
Commissioner Brian Tyler

Keith Davis, Town Attorney
Town Administrator Wendy Wells
Town Clerk Jude M. Goudreau

Minutes

CALL TO ORDER

- a) Pledge of Allegiance.
- b) Roll Call:

Mayor Fiers called the Meeting to order at 7:00 pm.

Town Clerk Jude Goudreau called the roll, and those present were Mayor Alan Fiers, Vice Mayor Scott McCranels, Commissioner Janet Kortenhaus, Commissioner Tracy Larcher, and Commissioner Brian Tyler (via Webex).

Also present were Town Administrator Wendy Wells, PBSO Sgt. Langevin, Public Works Director Alan Welch, Fire Chief Trevor Steedman, and Town Attorney Mitty Barnard.

APPROVAL OF MEETING AGENDA

Motion: Commissioner Janet Kortenhaus made a motion to approve the Meeting agenda with the addition to item number eight, Other Business, Seaside's request.

Second: Vice Mayor Scott McCranels seconded the motion.

Motion Passed: Unanimously.

APPROVAL OF CONSENT AGENDA

- o Commission Meeting Minutes, December 20, 2021
- o Special Event Permit No. 22-01. Resident Karen Ramsey Sponsor for Jennifer Barker, Wedding on October 22, 2022, from 2 pm until 12 midnight, 120 Guest. Fees have been paid; Insurance provided.
- o Special Event permit No. 22-02 Requested by the State Attorney's Office. Victim's Walk, April 30, 2022, from 7 am until 11:30 am, approximately 100 participants. Fees have been paid; Insurance provided.

Motion: Commissioner Tracy Larcher made a motion to approve the minutes as amended.

The December 20, 2021, Meeting's vote to approve authorization to Town Attorney Keith Davis to accept settlement offers on behalf of the Town was 4-1, with Mayor Fiers opposed. The record incorrectly stated that the vote was unanimous.

Second: Commissioner Kortenhaus seconded the motion.

Vote: the motion passed unanimously.

VOTE TO APPOINT TOWN CLERK

On January 12, 2022, Town Clerk Evyonne Browning retired, leaving her position vacant. Jude M. Goudreau, Deputy Clerk, has been acting Clerk since Evyonne retired.

Motion: Commissioner Kortenhaus made a motion to appoint Jude Goudreau as Town Clerk.

Second: Vice Mayor McCranels seconded the motion.

Vote: Motion passed unanimously.

GUEST SPEAKER- City of Riviera Beach-Update on Water Main Project

Assistant Town Manager Deidra Jacobs, Utility Director Mike Lowe, and Senior Engineer John Armstrong attended the meeting presenting the planned Water Main Project that will begin on March 1, 2022 and continue through November 26, 2022. The project was delayed due to a change order. The project will start on Lake Drive, continue south to Inlet Way, and finish on Ocean Drive. There will be 1.1 miles of new pipes installed. Mr. Armstrong answered Commissioner's questions about the project. There will be a traffic plan, and driveways will be covered with a steel plate at the end of each day.

DEPARTMENT AND BOARD REPORTS

Financial Reports: Town Administrator Wendy Wells gave an overview of the Monthly Financial Report. Mrs. Wells answered the Commissioner's questions.

Motion: Vice Mayor McCranel made a motion to approve the Financial Report.

Second: Commissioner Larcher seconded the motion.

Vote: Motion passed unanimously.

Discussion: Mayor Fiers commented that financially this is a tough year because inflation and Vendors not wanting to bid. The Mayor said the Town is watching spending very closely.

a) Staff Reports:

- **Sheriff's Department:** Sgt. Langevin gave a recap of his written report and provided crime statistics for the month. The results from the traffic study were provided for Bamboo, with an average speed of 20 miles per hour. Sgt. Langevin and Director Welch are working together to improve the stop signs throughout Town. Commissioner Kortenhaus thanked the Sheriff's Department for their hard work on the recent car break-ins. There was a discussion regarding the designated truck route in Town, and deputies are trying to enforce it.
- **Fire Department:** Chief Steedman reminded everyone that the newsletter and emails went out announcing the third-party company doing rapid and PCR Covid testing by appointment only. They set up at the Community Center today and had a few hiccups, but there should be smooth sailing from here on out. The Fire Department will be assisting the Seaside with setting up and breaking down their upcoming Bizarre. Chief Steedman also gave a review of his written report and provided year-end statistics for the year 2021.
- **Public Works:** Director Welch updated Commission and the audience on recent projects and quotes for equipment for the Community Center; obtaining written quotes is becoming a struggle, and vendors are not extending the quotes as they did before the pandemic. Director Welch is working with Buck Evans and Wendy Wells on finding a way to bring the Community Center and Fire Annex into compliance with the new Fire Code. There is a new Code Ordinance for stoves in government buildings. He is working to see what equipment is needed to comply with the new Code.
- **Town Clerk:** No report this month.
- **Planning and Zoning Chairman:** Chairman Jerry Cohn provided an update on District B Redevelopment discussions. Chairman Cohn said he, along with Mayor Fiers and Administrator Wendy Wells, recently met with two developers; Collins Developers shared some sketches and ideas from other projects they are working on within the area. Ikon Development is the company that is building multifamily condos on Inlet Way. The Condos have sold out, and they have a waiting list for smaller condos. Chairman Cohn said he would like the Planning and Zoning Board to have a joint workshop with the Commission to review and discuss some changes to our Code of Ordinances to provide for the redevelopment of District B. Mayor Fiers encouraged each Commissioner to meet individually with Chairman Cohn and said there would be a joint

workshop scheduled. There was a brief discussion regarding the Town's present Codes for the District.

- Town Attorney: No report.

COMMISSION REPORTS

a) Mayor's Updates:

- Undergrounding Project- Mayor Fiers asked Director Welch to provide an update on AT&T. The project was delayed due to lack of equipment, a shortage of staff caused by illnesses, and restructuring their department. The Project Engineer has been working with Director Welch, and they are moving forward now.
- East Channel Dredging Project- Mayor Fiers said the report from the Lobbyist is that we should be in good shape in Tallahassee. There will be a meeting with the County Environmental Office and Marine Industries regarding the information needed for the FIND grant. Phase one is completed at this time. We need to provide data for engineering, costs, job description, and where the sand will be placed. The Grant application needs to be completed by the End of February, and it will be available for review.
- Inlet Dredging Project- Mayor Fiers spoke with the Engineers this morning, there were some hiccups in the design that had to be cleared with the Army Corps of Engineers, and it slowed them down for a couple of weeks. The dredge is in Tampa, and due to the weather and the seas, it is delayed in getting here; it should be here by Wednesday or Thursday, and they will start working, primarily in the daytime, but will work twenty-four hours a day.

OTHER BUSINESS

- The Seasiders would like to place a nonconforming sign up on the day of their Bazaar for approximately 4 hours. By Consensus, Commissioners agree to allow the sign on February 12, 2022. Mayor Fiers read a letter submitted by the Seasiders President, Laurie Kollmeyer, inviting everyone to donate and attend their Bazaar; all proceeds are donated to the local charities.
- Mayor Fiers announced that the annual St. Patty's Day Parade is scheduled for March 12, 2022, at 11:00 am Sharp. The Grand Marshalls this year will be Mrs. Mills and Mrs. Platner.

ORDANANCES AND RESOLUTIONS

First Reading -ORDINANCE NO. O-1-22

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING CHAPTER 28. FINANCE. ARTICLE II. PURCHASING GUIDELINES. TO UPDATE PURCHASING AUTHORITY LIMITS AND TO GENERALLY UPDATE THE TOWN'S PROCUREMENT CODE FOR OPERATIONAL AND EFFICIENCY PURPOSES; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 28 SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Attorney Mitty Barnard read the short title of the Ordinance and answered the Commissioner's questions.

Motion: Vice Mayor McCranel made a motion to accept the Ordinance with minor modifications to page 6 and 7 changing "Public Buildings" to "Capital Projects".

Second: Commissioner Larcher seconded the motion.

Vote: Motion passed unanimously.

Discussion: Commissioner Tyler would like the language revised in sections 28.33 and 28.34 before the second reading. Attorney Barnard advised Commissioners that the language could be revised before the second reading.

RESOLUTION NO. R-1-22

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, ESTABLISHING AND APPROVING A CAPITALIZATION THRESHOLD OF \$5,000.00 FOR ANY INDIVIDUAL CAPITAL ASSET; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

Motion: Vice Mayor McCranels made a motion to accept the Resolution.

Second: Commissioner Kortenhaus seconded the motion.

Vote: Motion passed unanimously.

Discussion: This item was discussed at a previous meeting, and by consensus at that Meeting, Commissioners wished to move forward with the Resolution.

MISCELLANEOUS UPDATES

○ Letter of Appreciation for Palm Beach Shores Fire Department: Town Administrator Wendy Wells read a letter from residents Jerry, Jane, and Joel Giblin commending the Fire Department and Chief Steedman on a recent encounter with their special needs son. Mr. Giblin's letter thanked Firefighters: Robert Villagomez, Alan Garcia, Sanders Bello, and San Schwarcz for their professionalism, courtesy, and generosity.

PUBLIC COMMENTS: Mark Ward questioned the \$25,000 Commission voted on for the Lobbyist for the Inlet Dredging project. Mayor Fiers said donations are coming in from the Marinas to fund the project.

ADJOURNMENT

Motion: Commissioner Kortenhaus made a motion to adjourn the Meeting.

Second: Commissioner Larcher seconded the motion.

Vote: Motion passed unanimously.

The Meeting was adjourned at 8:34 pm.

Approved this 28th day of February 2022.

ATTEST:

Alan Fiers, Mayor

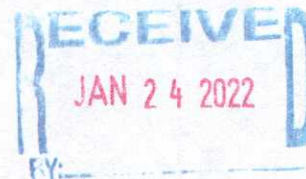
Jude M. Goudreau, Town Clerk

(Seal)

DATE SUBMITTED 1/24/2022

PERMIT NO. 22-03

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



Type of event: Triathlon Location: Riviera Beach, NPB, & PB Shores

Sponsor: Game On! & Riviera Beach Telephone: 561-723-3239

Property owner's consent and acknowledgement of responsibility:

Signature: Frank Souder IV

Date and Time March 20, 2022 7:00am Time it ends: 11:30am

Number of participants: 350-400

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 route.

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

APPROVED:

Fire Department: Police Department:

Number of off-duty officers required:

Date of Commission Review: Approved:

GAME ON! PALM BEACHES TRIATHLON



www.GameOnRaceEvents.com

Town of Palm Beach Shores

247 Edwards Lane
Palm Beach Shores FL 33404

Gane On! Riviera Beach Triathlon
March 19, 2022 7:00 a.m. - 11:30 a.m.

Town of Palm Beach Shores

Receipt #: 16284 Date: 1/21/2022 From: Gane On! Riviera Beach Triat Register: Sandi Operator ID: asystadmin

Miscellaneous Receipt	Credit Card Convenience	Gane On! Riviera Beach Triathlo	\$1.25
		Credit Card Convenience Fee 2.5% Balance:	
Miscellaneous Receipt	Special Permits	Gane On! Riviera Beach Triathlo	\$50.00
		Special Permits Balance:	
		Total Receipts	\$51.25
		Credit Card - 100387	\$51.25
		Change Due:	\$0.00

Thank you.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/21/2022

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): 305-592-6080FAX
(A/C, No): 305-592-4049E-MAIL
ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Lloyd's Syndicate 2987

INSURER B : Safety National Casualty Corporation

15105

INSURER C : Gemini Insurance Company

10833

INSURER D :

INSURER E :

INSURER F :

INSURED
City of Riviera Beach
2051 Martin Luther King Jr Blvd-Suite 302
Riviera Beach FL 33404

RIVBEA-02

COVERAGES

CERTIFICATE NUMBER: 1766102760

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 SUBR INSD 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 OTHER:	Y	PK1004721	12/15/2021	12/15/2022	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 \$ OTHER: \$
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 type="checkbox"/> NON-OWNED AUTOS ONLY		PK1004721	12/15/2021	12/15/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER: \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		XPE00017301	12/15/2021	12/15/2022	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 OTHER: \$
B	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 <input type="checkbox"/> N/A	SP4065921	12/15/2021	12/15/2022	<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

RE: Triathlon - Fall (at Riviera Beach) to be held on March 19, 2022 Triathlon.

Palm Beach Shores is included as Additional Insured under the General Liability policy coverage shown above only insofar as permitted by Florida Statute 768.28 and otherwise allowed by law. Additional Insured status is provided as required by written contract and with respect to operations by or on behalf of the Named Assured.

CERTIFICATE HOLDER

CANCELLATION

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.

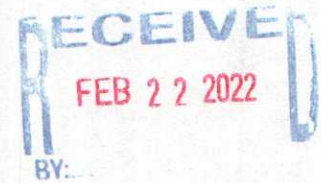
AUTHORIZED REPRESENTATIVE

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DATE SUBMITTED 2/22/22

PERMIT NO. 22-04

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



Type of event: Half Marathon Location: Riviera Beach, NPB & PB Shores

Sponsor: Riviera Beach & Game On! Telephone: 561-723-3239

Property owner's consent and acknowledgement of responsibility:

Signature: Frank Souder IV

Date and Time April 16, 2022 @ 7:00am Time it ends: 12:00pm

Number of participants: 350-400

Proof of insurance attached? Yes ☐ 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 route.

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

APPROVED:

Fire Department: Police Department:

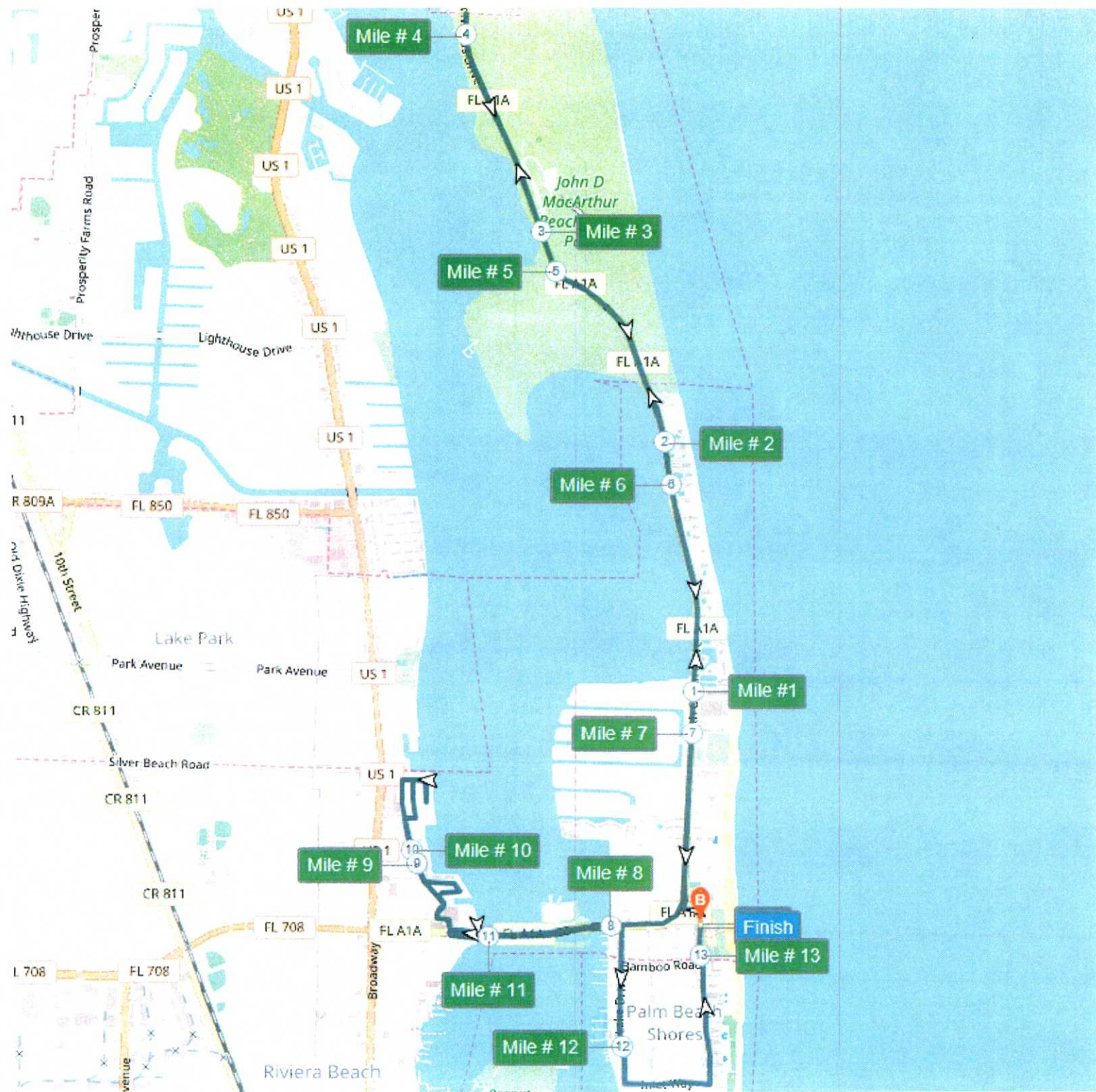
Number of off-duty officers required:

Date of Commission Review: 2-28-22 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.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/23/2022

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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 E-MAIL ADDRESS:	FAX (A/C, No): 305-592-4049
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 :		

INSURED
City of Riviera Beach
2051 Martin Luther King Jr Blvd-Suite 302
Riviera Beach FL 33404

RIVIBEA-02

COVERAGES**CERTIFICATE NUMBER:** 1075052054**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.

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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	Y	PK1004721	12/15/2021	12/15/2022	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 DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	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 <input type="checkbox"/> N / A	SP4065921	12/15/2021	12/15/2022	<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)

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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 included as Additional Insured under the General Liability and Auto liability policy shown above only insofar as permitted by Florida Statute 768.28 and otherwise allowed by law. Additional Insured status is provided as required by written contract and with respect to operations by or on behalf of the Named Assured.

CERTIFICATE HOLDER**CANCELLATION**

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

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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Town of Palm Beach Shores
Commission Meeting
February 28, 2022
Consent Agenda Item

Peanut Island MOU

The Commission received a copy of the proposed Memorandum of Understanding (MOU) between Palm Beach County, City of Riviera Beach, Town of Palm Beach Shores, and the Town of Palm Beach for the recreational and educational use of the leased area of Peanut Island at the January 10, 2022, Commission Workshop. Mayor Fiers provided the background leading up to the arrangement. Attorney Davis signed off on the legal sufficiency of the document. It was clarified that the Town has no financial commitment with the document. Each Commissioner expressed their favor to executing the document.

Recommendation: Town Commission formalize the approval of the Peanut Island MOU as discussed at the workshop.

PROCLAMATION

Whereas, on behalf of the Town of Palm Beach Shores, I wish to record our deep sorrow over the passing of Edward “Gil” Gilgallon on January 29, 2022, and;

Whereas, Edward “Gil” Gilgallon was an adoring husband to his wife Francine, devoted father to his children, and loving grandfather to his 10 grandchildren, and;

Whereas, Edward “Gil” Gilgallon was an accomplished and well respected individual who had a successful career in men’s clothing, launched his own shirt company called “The Great Design”, and enjoyed being a local realtor. He also served as President of the Board of Directors of the Mayan Towers South Condominium Board, and;

Whereas, Edward “Gil” Gilgallon was a valued member of the Palm Beach Shores community who served on the Town Commission from 2016 until 2020, as Vice Mayor from 2019 to 2020, and;

Whereas, Edward “Gil” Gilgallon was dedicated to the best interests of the community, always energetic and positive, always ready to help the neighbors and serve others without recognition, and;

Therefore, on behalf of the entire Town Commission, we hereby recognize and honor Edward “Gil” Gilgallon’s many contributions to our Town and its citizens and do hereby express our deep appreciation for his dedication to this community and extend to his family our sincere sympathy upon his passing.

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the Seal of the Town of Palm Beach Shores to be affixed, this 28th Day of February 2022.

Alan Fiers, Mayor

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

	CASH & INVESTMENTS		REVENUE			
			BUDGET	CURRENT	YEAR TO DATE	% OF BUDGET
9/30/2021	\$ 3,813,877		\$ 5,568,602	\$ 504,222	\$ 6,011,990	108%
10/31/2021	\$ 3,118,733		\$ 5,462,261	\$ 40,281	\$ 40,281	1%
11/30/2021	\$ 3,592,251		\$ 5,609,398	\$ 835,222	\$ 875,503	16%
12/31/2021	\$ 6,033,755		\$ 5,609,398	\$ 2,845,301	\$ 3,720,804	66%
1/31/2022	\$ 5,911,353		\$ 5,609,398	\$ 252,557	\$ 3,973,360	71%
1/31/2021	\$ 5,047,525		\$ 5,517,240	\$ 591,168	\$ 3,960,152	72%
2/28/2022						
3/31/2022						
4/30/2022						
5/31/2022						
6/30/2022						
7/31/2022						
8/31/2022						
9/30/2022						

	EXPENDITURES					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2021	\$ 5,568,602	\$ 215,098	\$ 150,667	\$ 365,766	\$ 5,288,460	95%
10/31/2021	\$ 5,462,261	\$ 808,352	\$ (164,056)	\$ 644,296	\$ 644,296	12%
11/30/2021	\$ 5,609,398	\$ 368,546	\$ (42,378)	\$ 326,168	\$ 970,464	17%
12/31/2021	\$ 5,609,398	\$ 380,179	\$ 47,452	\$ 427,631	\$ 1,398,095	25%
1/31/2022	\$ 5,609,398	\$ 377,709	\$ 17,590	\$ 395,298	\$ 1,793,394	32%
1/31/2021	\$ 5,517,240	\$ 375,940	\$ 6,232	\$ 382,172	\$ 1,951,431	35%
2/28/2022						
3/31/2022						
4/30/2022						
5/31/2022						
6/30/2022						
7/31/2022						
8/31/2022						
9/30/2022						

Budget Amendment #1 was approved at the October 2021 Commission meeting.

Town of Palm Beach Shores
Budget Summary Report
January 2022

		<i>Jan Benchmark</i>		33.3%	
	BUDGET		YTD	Favorable(Unfav)	%
REVENUE					
Revenue (without appr'd F/B)	\$ 5,661,100.00		\$ 3,973,360.29	\$ (1,687,739.71)	70.2%
Appropriated Fund Balance	(198,839.00)		-	198,839.00	
TOTAL REVENUE	\$ 5,462,261.00		\$ 3,973,360.29	\$ (1,488,900.71)	72.7%
EXPENDITURES BY DEPARTMENT					
		% of total		% of total	
Administration	\$ 484,562.00	9%	\$ 159,965.60	9%	\$ 324,596.40 33.0%
Legal	121,000.00	2%	21,583.20	1%	99,416.80 17.8%
Public Works	336,162.00	6%	119,597.38	7%	216,564.62 35.6%
Police	1,680,027.00	31%	562,187.22	31%	1,117,839.78 33.5%
Fire	686,932.00	13%	195,343.25	11%	491,588.75 28.4%
Building	237,862.00	4%	77,316.44	4%	160,545.56 32.5%
Emergency Disaster	-	0%	139.96	0%	(139.96) 0.0%
Solid Waste	209,250.00	4%	63,944.76	4%	145,305.24 30.6%
Legislative	18,562.00	0%	2,178.67	0%	16,383.33 11.7%
Streets/Storm Sewers	25,125.00	0%	5,864.84	0%	19,260.16 23.3%
Parks	208,024.00	4%	51,913.65	3%	156,110.35 25.0%
Beach	100,193.00	2%	29,709.81	2%	70,483.19 29.7%
Lift Stations/Sewer Service	42,975.00	1%	4,075.17	0%	38,899.83 9.5%
Contingencies	85,000.00	2%	-	0%	85,000.00 0.0%
Debt Service	495,855.00	9%	247,927.29	14%	247,927.71 50.0%
Emergency Medical Services	351,851.00	6%	115,563.11	6%	236,287.89 32.8%
Community Center	49,750.00	1%	28,562.64	2%	21,187.36 57.4%
Risk Management	106,231.00	2%	42,798.50	2%	63,432.50 40.3%
Capital	222,900.00	4%	64,722.19	4%	158,177.81 29.0%
TOTAL EXPENDITURES	\$ 5,462,261.00		\$ 1,793,393.68	\$ 3,668,867.32	32.8%
CHANGE IN FUND BALANCE					
	-		2,179,966.61	2,179,966.61	

Explanation of Variances:

Public Works - workers comp 2 of 4 payments made; debt service 1 of 2 payments made; building maintenance has major sewer repair for outside bathrooms; vehicle maint. includes repairs to the 2019 Ford. These are all timing issues.

Police - timing of debt service, paid 1 of 2 debt service payments on the LPR cameras

Debt Service - first of 2 payments made, next is in April

Community Center - Building maintenance: new drainage on balcony and a/c piping repairs

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

Town of Palm Beach Shores
Disbursements - January 2022

Check #	Type	Date	Vendor Name	Amount
3398	C	1/6/2022	338 City Electric Supply	\$ 118.84
3399	C	1/6/2022	52 Comcast	\$ 42.45
3400	C	1/6/2022	107 Davis & Associates, P.A.	\$ 5,752.80
3401	C	1/6/2022	968 FIRE-TEC, Inc.	\$ 221.50
3402	C	1/6/2022	676 Guardian	\$ 554.65
3403	C	1/6/2022	886 Henry Schein, Inc.	\$ 92.21
3404	C	1/6/2022	89 Home Depot Credit Svcs	\$ 1,573.80
3405	C	1/6/2022	939 McKesson Medical-Surgical	\$ 240.50
3406	C	1/6/2022	516 Schmidt Nichols	\$ 4,021.25
3407	C	1/6/2022	643 Suntrust Bank	\$ 6,348.57
3408	C	1/6/2022	104 Waste Management	\$ 3,074.81
3409	C	1/13/2022	129 Angela Moody	\$ 500.00
3410	C	1/13/2022	737 AT&T	\$ 288.98
3411	C	1/13/2022	823 AT&T Mobility	\$ 34.99
3412	C	1/13/2022	823 AT&T Mobility	\$ 34.99
3413	C	1/13/2022	970 Beach Bucket Foundation	\$ 250.00
3414	C	1/13/2022	861 BrightView Landscape Services, Inc.	\$ 7,277.08
3415	C	1/13/2022	32 City of Riviera Beach	\$ 2,877.93
3416	C	1/13/2022	491 Dilo Fire Sprinkler, Inc.	\$ 1,219.51
3417	C	1/13/2022	863 Diversified Building Department Management	\$ 6,845.00
3418	C	1/13/2022	746 Essential Net Solutions	\$ 1,434.99
3419	C	1/13/2022	90 Hulett Environmental Services	\$ 277.00
3420	C	1/13/2022	659 Image Janitorial Services, Inc.	\$ 2,050.00
3421	C	1/13/2022	129 James Bostick	\$ 3,500.00
3422	C	1/13/2022	130 Manno's Public Safety Supply	\$ 160.00
3423	C	1/13/2022	858 Palm Beach County Sheriff's Office	\$ 137,364.83
3424	C	1/13/2022	16 Palmdale Oil Company, Inc.	\$ 472.37
3425	C	1/13/2022	687 PC Controls, Inc.	\$ 124.00
3426	C	1/13/2022	831 Randy's Plumbing, LLC	\$ 525.95
3427	C	1/13/2022	969 Rubin Turnbill & Associates	\$ 5,000.00
3428	C	1/13/2022	881 South Central Planning & Development Commission	\$ 260.42
3429	C	1/13/2022	129 Susan Kingcade	\$ 50.00
3430	C	1/13/2022	99 Torcivia, Donlon, Goddeau and Ansay, PA	\$ 185.00
3431	C	1/13/2022	100 Toshiba Business Solutions	\$ 324.46
3432	C	1/13/2022	640 Ward-Damon Attorney	\$ 291.50
3433	C	1/13/2022	856 Wendy Wells	\$ 313.91
3434	C	1/20/2022	933 All Out Advertising, Inc.	\$ 964.00
3435	C	1/20/2022	945 Batteries & Bulbs	\$ 795.84
3436	C	1/20/2022	47 Board of County Commissioners	\$ 1,005.01
3437	C	1/20/2022	861 BrightView Landscape Services, Inc.	\$ 13,800.00
3438	C	1/20/2022	13 City Maintenance Supply	\$ 98.13
3439	C	1/20/2022	338 City Electric Supply	\$ 118.84
3440	C	1/20/2022	491 Dilo Fire Sprinkler, Inc.	\$ 200.00
3441	C	1/20/2022	928 End of the Line, Inc.	\$ 106.25
3442	C	1/20/2022	915 Ferguson Enterprises BDA Pollardwater	\$ 1,241.22
3443	C	1/20/2022	67 Ferrellgas	\$ 240.58
3444	C	1/20/2022	80 FL Public Utilities	\$ 124.37
3445	C	1/20/2022	886 Henry Schein, Inc.	\$ 329.47

Town of Palm Beach Shores
Disbursements - January 2022

Check #	Type	Date	Vendor Name	Amount
3446	C	1/20/2022	88 Hill Manufacturing Co. Inc.	\$ 1,551.37
3447	C	1/20/2022	90 Hulett Environmental Services	\$ 277.00
3448	C	1/20/2022	659 Image Janitorial Services, Inc.	\$ 1,010.00
3449	C	1/20/2022	679 Keehn Emergency Medical Services, Inc	\$ 1,500.00
3450	C	1/20/2022	375 Simmons & White, Inc.	\$ 880.00
3451	C	1/20/2022	100 Toshiba Business Solutions	\$ 195.01
3452	C	1/20/2022	964 Trittech Software Systems	\$ 750.00
3453	C	1/20/2022	348 United Lighting Sales Inc.	\$ 270.00
3454	C	1/20/2022	101 Verizon Wireless	\$ 58.49
3455	C	1/20/2022	104 Waste Management	\$ 11,825.64
3456	C	1/20/2022	131 WEX BANK	\$ 579.67
3457	C	1/27/2022	228 Channel Innovations Corp.	\$ 20,500.00
3458	C	1/27/2022	746 Essential Net Solutions	\$ 1,434.99
3459	C	1/27/2022	968 FIRE-TEC, Inc.	\$ 1,371.00
3460	C	1/27/2022	71 FL Power & Light	\$ 2,798.16
3461	C	1/27/2022	116 GateHouse West Palm Beach - Adv	\$ 447.20
3462	C	1/27/2022	14 Nowlen, Holt & Miner, P.A.	\$ 2,025.00
3463	C	1/27/2022	911 AT&T	\$ 877.71
3464	C	1/27/2022	516 Schmidt Nichols	\$ 1,557.50
3465	C	1/27/2022	887 Standard Insurance Co	\$ 348.20
3466	C	1/27/2022	643 Suntrust Bank	\$ 1,219.83
3467	C	1/27/2022	592 Trevor Steedman	\$ 81.46
3468	C	1/27/2022	104 Waste Management	\$ 3,074.81
ADP, LLC	E	1/21/2022	697 ADP, LLC	\$ 226.50
ADP - TAXES	E	1/14/2022	ADP - TAXES	\$ 13,146.73
ADP - TAXES	E	1/28/2022	ADP - TAXES	\$ 7,844.15
ADP - WAGES	E	1/14/2022	ADP - WAGES	\$ 32,982.58
ADP - WAGES	E	1/28/2022	ADP - WAGES	\$ 24,377.81
Blue Cross Blue Shield	E	1/28/2022	127 Blue Cross Blue Shield of Florida, Inc.	\$ 14,172.23
FRS	E	1/4/2022	172 FRS	\$ 18,597.72
				\$ 378,708.76

General Fund	\$ 377,708.76
Underground Utilities Fund	\$ 1,000.00
Total	\$ 378,708.76

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-21	21,602.65	6,183.52	1,792.50	29,578.67
Nov-21	19,389.47	5,127.67	1,565.34	26,082.48
Dec-21	14,518.67			14,518.67
Jan-22	20,655.93			20,655.93
Feb-22				-
Mar-22				-
Apr-22				-
May-22				-
Jun-22				-
Jul-22				-
Aug-22				-
Sep-22				-
YTD Total	76,166.72	11,311.19	3,357.84	90,835.75

Town of Palm Beach Shores
Discretionary Sales Tax PBC

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

Current Year Receipts:

Date of Receipt	Period	
11/29/2021	October 2021	\$ 7,419.45
12/27/2021	November 2021	\$ 7,715.47
1/27/2022	December 2021	\$ 8,353.45
Total current year receipts		\$ 23,488.37

Current Year Expenditures:

\$ -

Accumulated (unspent) Discretionary Sales Tax as of 12/31/21	\$ 410,920.47
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Town of Palm Beach Shores
Building Department

	Building Permits	Building Department	Net Building	Cumulative Net Bldg
10/31/2021	\$ 10,845	\$ 20,820	\$ (9,975)	\$ (9,975)
11/30/2021	\$ 20,757	\$ 9,456	\$ 11,300	\$ 1,326
12/31/2021	\$ 41,051	\$ 24,855	\$ 16,196	\$ 17,521
1/31/2022	\$ 17,800	\$ 22,185	\$ (4,385)	\$ 13,136
2/28/2022			\$ -	\$ 13,136
3/31/2022			\$ -	\$ 13,136
4/30/2022			\$ -	\$ 13,136
5/31/2022			\$ -	\$ 13,136
6/30/2022			\$ -	\$ 13,136
7/31/2022			\$ -	\$ 13,136
8/31/2022			\$ -	\$ 13,136
9/30/2022			\$ -	\$ 13,136
	\$ 90,452	\$ 77,316	\$ 13,136	

Other related revenues:

Bldg Permit State Surcharge	\$ 2,153
Fire Inspection Fees	\$ -
Reinspection Fees	\$ -
Code Enf Admin Cost Reimb	\$ -
Site Plan / Variance Fees	\$ 350
Land Development Costs	\$ 18,290
Town Code & Ordinance Fines	\$ -

Net Building	\$ 33,929
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Town of Palm Beach Shores
Underground Utilities
as of 1/31/22

	COST ESTIMATE	TOTAL as of 1/31/22	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	\$ 90,322.09	\$ (322.09)	\$ 90,000.00	\$ (10,000.00)
Construction - Viking	\$ 4,336,460	\$ 4,336,460.00	\$ -	\$ 4,336,460.00	\$ -
Construction - Comcast	\$ 250,000	\$ 528,340.73	\$ -	\$ 528,340.73	\$ (278,340.73)
Construction - AT&T	\$ 450,000	\$ 275,000.00	\$ 450,000.00	\$ 725,000.00	\$ (275,000.00)
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	\$ 5,585,513.83	\$ 456,393.40	\$ 6,041,907.23	\$ (41,907.23)
Net Change in Fund Balance	\$ -	\$ 414,486.17	\$ (456,393.40)	\$ (41,907.23)	\$ (41,907.23)

Viking is complete and paid in full.

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

We expect to have similar remedial drilling on Phase 2 for AT&T (similar to Comcast) which are included.

**Town of Palm Beach Shores
Dredging Project
as of 1/31/2022**

Cash	\$	10,000
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Revenue:

Donations	\$	15,000
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Expenditures:

Professional Services	\$	5,000
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Revenue over expenditures	\$	10,000
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PALM BEACH COUNTY SHERIFF'S OFFICE

RIC L. BRADSHAW, SHERIFF



February 2022 Commission report with stats from December

Arrests

NONE

Events

Attached are the monthly statistic for January 2022, no arrests were made during this period.

At this months Singer Island Rotary meeting the District 10/Lake Park Captain was on hand to answer member questions, also I was also able to bring in all the therapies dogs of the newly formed Sheriffs unit.

Also attached is our year-end report as it relates to arrests and associated crimes.

We continue our stepped up visible patrol along with static speed control efforts which includes radar and laser utilization.

The burglary in this report is that of a boyfriend/ girlfriend accusing the other of theft inside the apartment one had just moved from.

The theft was that from a commercial property believed to be an employee.

We continue to work well with all town civic groups to ensure the safety and security of participants.

We are planning for the upcoming water main project along with the St. Patrick's parade. The project is a large one and will affect traffic flow greatly but we will do our best to keep traffic flowing.

We thank you for your support and as usual, we are here when you need us.

Sergeant Steven Langevin

Commander PBSO District 20/ Town of Palm Beach Shores.

02-22-2022



January - 2022 - Monthly Strategic Report

CAD Calls	Monthly Totals
Business / Residence Checks (Self-Initiated)	4193
Traffic Stops (Self-Initiated)	70
Calls for Service (Excluding 1050's & 1061's)	214
All CAD Calls - Total	4477

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 4477 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
15	62	11

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.

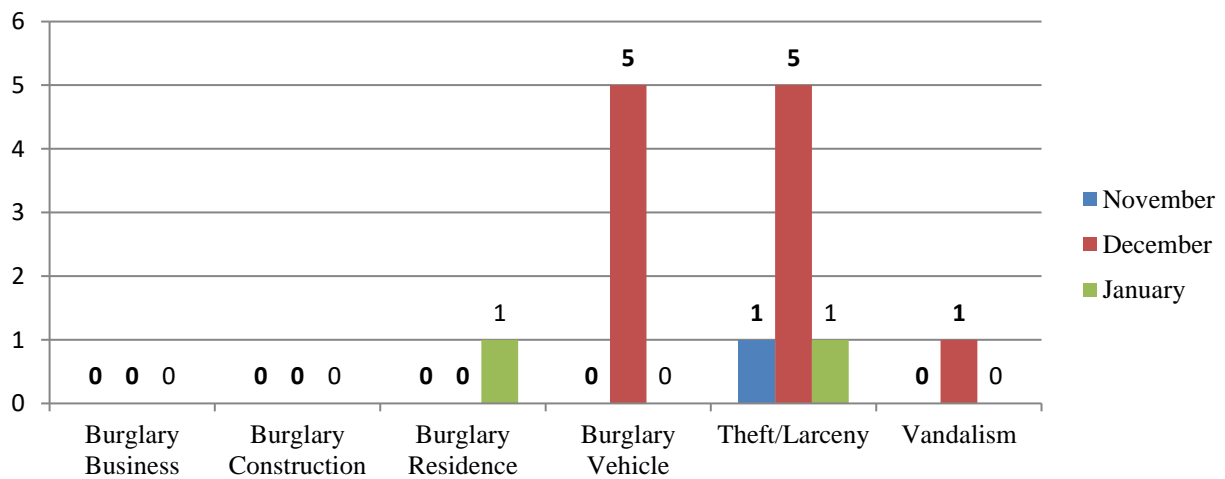
D20 Monthly Stats Homicide, Robbery, Sexual Assault, Shooting, Stabbing

Data Source: CADS/P1



D20 Monthly Stats Burglaries, Theft & Vandalism

Data Source: CADS/P1



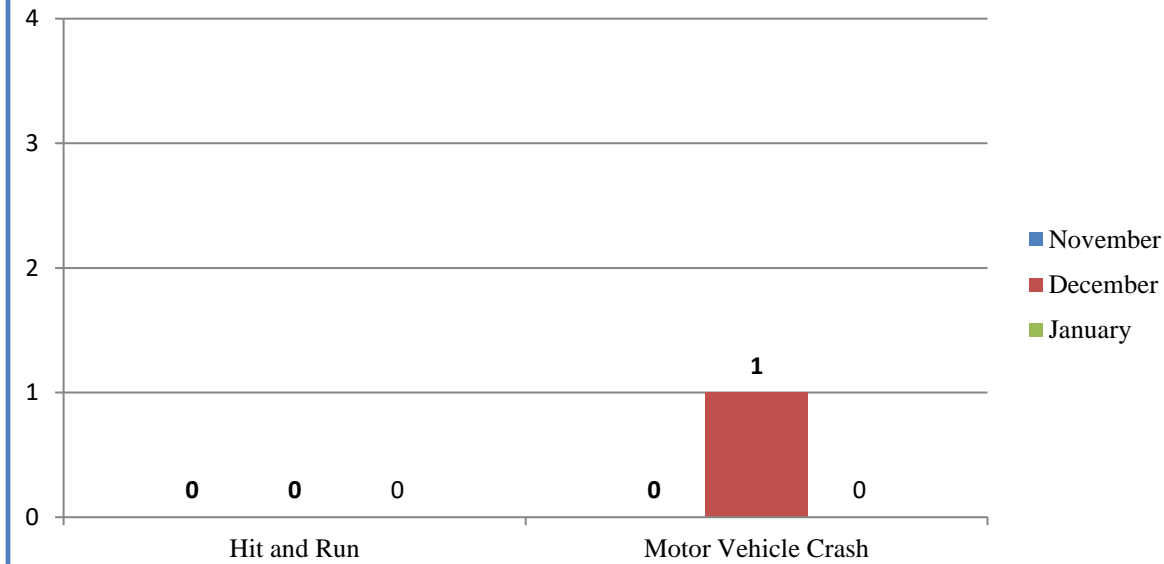
D20 Monthly Stats Stolen Vehicles & Stolen Vehicle Recoveries

Data Source: CADS/P1



D20 Monthly Stats Hit and Run & Motor Vehicle Crash

Data Source: CADS/P1



District 20 Map of Activity

Data: Source: CrimeView Dashboard



FIR MAP

7 Records Plotted in CrimeView Dashboard.



(7) Conducted per the FIR Track system.

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

2021 Year In Review	Totals
Arrest	14
Burgalary Vehicle	15
Burglary Residence	6
Burglary Business	0
Distrubance	43
Domestics	39
Shootings	0
Stabbings	0
Sexual Assault	0
Stolen Vehicle	1
Theft	24
Warrants	8
Business/Residence Check	43472
Total Calls for Service	2518
Hurricane Pass Issued	351
Total Citations	151
Total Parking Tickets	68
Total Warnings	344

Incident	Type	Incident Type Description	Date	Beat	Location	Source	Unit	Officer	Priority	Report
202200088452	1050	1050 - Vehicle Stop	01/27/2022 15:38:27	20-11	Lake Dr / Bravado Ln	Self Initiate	20A11	36151	2	
202200084181	1050	1050 - Vehicle Stop	01/26/2022 13:24:41	20-11	Bamboo Rd / Park Ave	Self Initiate	20CP1	36150	2	
202200070426	1050	1050 - Vehicle Stop	01/22/2022 13:52:15	20-11	Lake Dr / Bamboo Rd	Self Initiate	20CP1	36150	2	
202200066963	1050	1050 - Vehicle Stop	01/21/2022 12:19:07	20-11	200 Inlet Way	Self Initiate	20A12	6933	2	
202200066890	1050	1050 - Vehicle Stop	01/21/2022 11:54:13	20-11	Marriott Ocean Pointe - Welcome Center (71 Ocean Ave)	Self Initiate	20A12	6933	2	
202200066277	68	68 - Police Service Call	01/21/2022 08:49:10	20-11	Cannon Sport Marina (Cannon Sport Marina)	Phone	20A11	36151	4	
202200055167	1050	1050 - Vehicle Stop	01/18/2022 09:43:20	20-11	Cascade Ln / Lake Dr	Self Initiate	20A12	6933	2	
202200052681	1061	1061 - Business / Residence Check	01/17/2022 16:48:47	20-11	90 Edwards Ln	Mdt	20A11	36151	1	
202200051881	1050	1050 - Vehicle Stop	01/17/2022 11:32:26	20-11	Ocean Ave / Claremont Ln	Self Initiate	20CP1	36150	2	
202200042345	68	68 - Police Service Call	01/14/2022 11:17:19	20-11	Approx Loc: 184 Lake Dr	Mdt	20A12	8235	5	
202200025194	68	68 - Police Service Call	01/09/2022 13:58:52	20-11	Community Center (90 Edwards Ln)	Self Initiate	20A11	6933	4	
202200025086	68	68 - Police Service Call	01/09/2022 12:46:05	20-11	Palm Beach Shores Beach (90 Edwards Ln)	Self Initiate	20A11	6933	3	
202200020295	1050	1050 - Vehicle Stop	01/07/2022 16:02:48	20-11	Blossom Ln / Lake Dr	Self Initiate	20A12	6933	2	
202200018877	68	68 - Police Service Call	01/07/2022 07:53:09	20-11	Cannonsport (178 Lake Dr)	Phone	20A11	36151	4	
202200009105	1050	1050 - Vehicle Stop	01/04/2022 11:15:27	20-11	Cascade Apartments (100 Cascade Ln)	Self Initiate	20A12	6933	2	

15 Record(s)



Palm Beach County Sheriff's Office

Incident Search

Total Incidents Listed

15



Palm Beach County Sheriff's Office
Incident Search

Incident	Type	Incident Type Description	Date	Beat	Location	Source	Unit	Officer	Priority	Report
202200101503	1050	1050 - Vehicle Stop	01/31/2022 16:54:17	20-11	Sailfish Marina - Restaurant (98 Lake Dr)	Self Initiate	20A12	6933	2	
202200101122	1050	1050 - Vehicle Stop	01/31/2022 14:26:43	20-11	Sailfish Marina - Restaurant (98 Lake Dr)	Self Initiate	20A12	6933	2	
202200100943	99T	99T - Problem Solving Traffic	01/31/2022 13:37:16	20-11	Approx Loc: 391 Blossom Ln	Mdt	20A12	6933	4	
202200100518	1050	1050 - Vehicle Stop	01/31/2022 11:07:54	20-11	66(78) Blk Lake Dr	Self Initiate	20A12	6933	2	
202200100252	1050	1050 - Vehicle Stop	01/31/2022 09:45:56	20-11	Ocean Ave / Blossom Ln	Self Initiate	20A12	6933	2	
202200098541	1050	1050 - Vehicle Stop	01/30/2022 20:23:28	20-11	312 Tacoma Ln	Self Initiate	20B11	3931	2	
202200087363	1050	1050 - Vehicle Stop	01/27/2022 09:55:00	20-11	Ocean Ave / Linda Ln	Self Initiate	20CP1	36150	2	
202200084508	1050	1050 - Vehicle Stop	01/26/2022 15:15:47	20-11	100 Edwards Ln	Self Initiate	20CP1	36150	2	
202200070218	1050	1050 - Vehicle Stop	01/22/2022 11:54:37	20-11	Sandal Ln / Atlantic Ave	Self Initiate	20CP1	36150	2	
202200069871	1050	1050 - Vehicle Stop	01/22/2022 09:12:16	20-11	Atlantic Ave / Bamboo Rd	Self Initiate	20A12	36151	2	
202200056005	1050	1050 - Vehicle Stop	01/18/2022 13:46:51	20-11	220 Blossom Ln	Self Initiate	20A12	6933	2	
202200055963	1050	1050 - Vehicle Stop	01/18/2022 13:33:12	20-11	Cascade Ln / Lake Dr	Self Initiate	20A12	6933	2	
202200055392	1050	1050 - Vehicle Stop	01/18/2022 10:47:37	20-11	Lake Dr / Edwards Ln	Self Initiate	20A12	6933	2	
202200055349	1050	1050 - Vehicle Stop	01/18/2022 10:32:34	20-11	240 Lake Dr	Self Initiate	20A12	6933	2	
202200055282	1050	1050 - Vehicle Stop	01/18/2022 10:13:54	20-11	Cascade Ln / Lake Dr	Self Initiate	20A12	6933	2	
202200054863	1050	1050 - Vehicle Stop	01/18/2022 08:25:36	20-11	300- Blk Bamboo Rd	Self Initiate	20A12	6933	2	
202200052631	1050	1050 - Vehicle Stop	01/17/2022 16:24:06	20-11	Lake Dr / Bamboo Rd	Self Initiate	20A12	6933	2	
202200052092	1050	1050 - Vehicle Stop	01/17/2022 12:38:04	20-11	78 Lake Dr	Self Initiate	20A12	6933	2	
202200052059	1050	1050 - Vehicle Stop	01/17/2022 12:26:00	20-11	Ocean Ave / Tacoma Ln	Self Initiate	20A11	36151	2	
202200051739	1050	1050 - Vehicle Stop	01/17/2022 10:42:19	20-11	300 Bamboo Rd	Self Initiate	20A12	6933	2	
202200042345	68	68 - Police Service Call	01/14/2022 11:17:19	20-11	Approx Loc: 184 Lake Dr	Mdt	20A12	8235	5	
202200039469	1050	1050 - Vehicle Stop	01/13/2022 15:03:18	20-11	Ocean Ave / Claremont Ln	Self Initiate	20A12	6933	2	
202200039434	1050	1050 - Vehicle Stop	01/13/2022 14:52:21	20-11	Marriott Ocean Pointe - Welcome Center (71 Ocean Ave)	Self Initiate	20A12	6933	2	
202200039366	1050	1050 - Vehicle Stop	01/13/2022 14:26:22	20-11	Ocean Ave / Tacoma Ln	Self Initiate	20A12	6933	2	



Palm Beach County Sheriff's Office
Incident Search

Incident	Type	Incident Type Description	Date	Beat	Location	Source	Unit	Officer	Priority	Report
202200038852	1050	1050 - Vehicle Stop	01/13/2022 11:25:24	20-11	198 Lake Dr	Self Initiate	20A12	6933	2	
202200038752	1050	1050 - Vehicle Stop	01/13/2022 10:58:38	20-11	Sailfish Marina - Restaurant (98 Lake Dr)	Self Initiate	20A12	6933	2	
202200038472	1050	1050 - Vehicle Stop	01/13/2022 09:42:49	20-11	Ocean Ave / Claremont Ln	Self Initiate	20CP1	36150	2	
202200035897	1050	1050 - Vehicle Stop	01/12/2022 15:33:18	20-11	Bamboo Rd / Lake Dr	Self Initiate	20A12	6933	2	
202200035859	1050	1050 - Vehicle Stop	01/12/2022 15:22:05	20-11	334 Edwards Ln	Self Initiate	20A12	6933	2	
202200035319	1050	1050 - Vehicle Stop	01/12/2022 12:05:57	20-11	150(100) Blk Ocean Ave	Self Initiate	20A12	6933	2	
202200035193	1050	1050 - Vehicle Stop	01/12/2022 11:27:02	20-11	300 Blk Bamboo Rd	Self Initiate	20A12	6933	2	
202200034679	1050	1050 - Vehicle Stop	01/12/2022 08:40:40	20-11	Ocean Ave / Cascade Ln	Self Initiate	20CP1	36150	2	
202200031971	1050	1050 - Vehicle Stop	01/11/2022 12:06:34	20-11	Lake Dr / Cascade Ln	Self Initiate	20A11	8756	2	
202200025443	1050	1050 - Vehicle Stop	01/09/2022 16:16:44	20-11	Community Center (90 Edwards Ln)	Self Initiate	20CP1	36150	2	
202200025225	1050	1050 - Vehicle Stop	01/09/2022 14:19:56	20-11	Ocean Ave / Bravado Ln	Self Initiate	20CP1	36150	2	
202200024977	1050	1050 - Vehicle Stop	01/09/2022 11:36:28	20-11	Oceanaire (100 Sandal Ln)	Self Initiate	20CP1	36150	2	
202200024816	1050	1050 - Vehicle Stop	01/09/2022 10:04:29	20-11	78 Lake Dr	Self Initiate	20A11	6933	2	
202200024779	1050	1050 - Vehicle Stop	01/09/2022 09:48:29	20-11	Cascade Ln / Lake Dr	Self Initiate	20A11	6933	2	
202200024764	1050	1050 - Vehicle Stop	01/09/2022 09:41:04	20-11	Cascade Ln / Lake Dr	Self Initiate	20A11	6933	2	
202200024682	1050	1050 - Vehicle Stop	01/09/2022 08:54:35	20-11	Ocean Ave / Cascade Ln	Self Initiate	20CP1	36150	2	
202200022567	1050	1050 - Vehicle Stop	01/08/2022 13:45:40	20-11	Ocean Ave / Claremont Ln	Self Initiate	20CP1	36150	2	
202200020266	1050	1050 - Vehicle Stop	01/07/2022 15:52:21	20-11	Lake Dr / Bamboo Rd	Self Initiate	20A12	6933	2	
202200020184	1050	1050 - Vehicle Stop	01/07/2022 15:27:05	20-11	78 Lake Dr	Self Initiate	20A12	6933	2	
202200020131	1050	1050 - Vehicle Stop	01/07/2022 15:09:34	20-11	Lake Dr / Cascade Ln	Self Initiate	20CP1	36150	2	
202200019091	1050	1050 - Vehicle Stop	01/07/2022 09:05:55	20-11	Atlantic Ave / Sandal Ln	Self Initiate	20CP1	36150	2	
202200009557	1050	1050 - Vehicle Stop	01/04/2022 14:23:28	20-11	Cannonsport (178 Lake Dr)	Self Initiate	20A12	6933	2	
202200008550	1050	1050 - Vehicle Stop	01/04/2022 08:14:48	20-11	300 Bamboo Rd	Self Initiate	20CP1	36150	2	
202200007605	1050	1050 - Vehicle Stop	01/03/2022 23:22:21	20-11	Lake Dr / Cascade Ln	Self Initiate	20B11	3931	2	
202200006922	1050	1050 - Vehicle Stop	01/03/2022 17:07:43	20-11	Lake Dr / Inlet Way	Self Initiate	20A12	6933	2	



Palm Beach County Sheriff's Office
Incident Search

Incident	Type	Incident Type Description	Date	Beat	Location	Source	Unit	Officer	Priority	Report
202200006390	1050	1050 - Vehicle Stop	01/03/2022 12:52:42	20-11	300 Bamboo Rd	Self Initiate	20A12	6933	2	

50 Record(s)



Palm Beach County Sheriff's Office
Incident Search

Total Incidents Listed

50

Incident	Type	Incident Type Description	Date	Beat	Location	Source	Unit	Officer	Priority	Report
202200098448	1050	1050 - Vehicle Stop	01/30/2022 19:58:33	20-11	Linda Ln / Atlantic Ave	Self Initiate	20B12	28990	2	
202200070863	1050	1050 - Vehicle Stop	01/22/2022 17:40:35	20-11	Lake Dr / Edwards Ln	Self Initiate	20CP1	36150	2	
202200056890	1050	1050 - Vehicle Stop	01/18/2022 19:42:33	20-11	Lake Dr / Blossom Ln	Self Initiate	20B11	36146	2	
202200056862	1050	1050 - Vehicle Stop	01/18/2022 19:30:57	20-11	Cascade Ln / Lake Dr	Self Initiate	20B12	24636	2	
202200052066	1050	1050 - Vehicle Stop	01/17/2022 12:28:32	20-11	100 Lake Dr	Self Initiate	20A12	6933	2	
202200038731	1050	1050 - Vehicle Stop	01/13/2022 10:53:17	20-11	Sailfish Marina - Restaurant (98 Lake Dr)	Self Initiate	20A12	6933	2	
202200023623	1050	1050 - Vehicle Stop	01/08/2022 22:33:51	20-11	Approx Loc: 157 Tacoma Ln	Mdt	20B11	28990	2	
202200017081	11	11 - Abandoned Vehicle	01/06/2022 16:31:11	20-11	221 Bamboo Rd	Mdt	20A12	8235	4	
202200012990	1050	1050 - Vehicle Stop	01/05/2022 13:49:56	20-11	Marriott Ocean Pointe - Welcome Center (71 Ocean Ave)	Self Initiate	20A13	28985	2	
202200006901	1050	1050 - Vehicle Stop	01/03/2022 16:58:34	20-11	Blossom Ln / Lake Dr	Self Initiate	20A12	6933	2	
202200005002	1050	1050 - Vehicle Stop	01/03/2022 00:35:05	20-11	Blossom Ln / Lake Dr	Self Initiate	20B11	3931	2	
202200004991	1061	1061 - Business / Residence Check	01/03/2022 00:26:51	20-11	Approx Loc: 9 Ocean Ave	Mdt	20B12	8756	5	

12 Record(s)



Palm Beach County Sheriff's Office

Incident Search

Total Incidents Listed

12



Palm Beach County Sheriff's Office
Incident Search

Incident	Type	Incident Type Description	Date	Beat	Location	Source	Unit	Officer	Priority	Report
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0 Record(s)



Palm Beach County Sheriff's Office
Incident Search

Total Incidents Listed

0



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES
DEPARTMENT OF EMERGENCY SERVICES
24 January 2022 – 24 February 2022

TO: Mayor Alan Fiers
Town Commissioners

FROM: Trevor L. Steedman, Fire Chief

DATE: 24 January 2022

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. Alternative transport options are currently being explored.
- *Community CPR & AED* – Presented twice annually for Town residents.
- *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
24 January 2022 – 24 February 2022

- *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.
- *Code X-Ray Placard Program* – Identifies Unsafe/Unstable/Vacant buildings.
 - 123 Ocean Avenue – Sea Spray

STAFFING

Career Staff. – One full-time vacancy was filled. Firefighter/Paramedic Dmitriy Dinovitsner accepted a position with Palm Beach County Fire Rescue. His vacancy was filled by Firefighter/Paramedic Nelson Lopez on 21 February 2022.

- 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.

WORKFORCE & OFFICER LEADERSHIP DEVELOPMENT

- Training & Continuing Education programs ongoing
 - *360° Leadership*

FLEET DEPLOYMENT & MAINTENANCE

- All Fire Apparatus is in service at the time of this report

INDUSTRY & PROFESSIONAL STANDARDS COMPLIANCE INITIATIVES

- Adopted *National Fire Service Professional Qualifications Board* standards or equivalent for Line, Staff and Command level Officers, Fire Apparatus Driver Operator (FADO) and Firefighters to include:



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

TOWN OF PALM BEACH SHORES

DEPARTMENT OF EMERGENCY SERVICES

24 January 2022 – 24 February 2022

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

OCEAN RESCUE

GEAR & EQUIPMENT

- All Equipment is in service at the time of this report.

BEACH & WATER CONDITIONS

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

OFFICE OF EMERGENCY MANAGEMENT

COVID-19:

- PBC Emergency Operations Center is maintaining COVID-19 operations at Activation Level III (Enhanced Monitoring). The Federal facial covering mandate remains in effect for public transit resources and facilities. County Emergency Management will continue communication with Local / Municipal Emergency Management representatives as conditions change. COVID-19 rapid and PCR Testing concluded at the Beach Parking Lot on February 18. The Wells Recreation Center has discontinued COVID-19 testing and vaccine distribution.
- **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

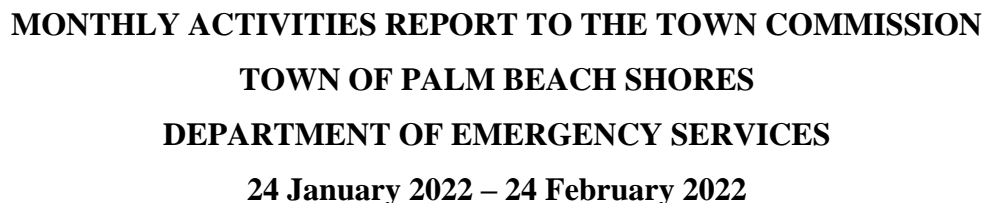
DEPARTMENT OF EMERGENCY SERVICES

24 January 2022 – 24 February 2022

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

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

- **Incident Action Plans (IAP's) – As Needed – (Feb 19 Beach Bonfire postponed)**
 - 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.



FIRE / EMS	TOTAL CALLS FOR SERVICE	29
		Fire-Related: 04 EMS-Related: 25
	LAST REPORTING PERIOD	35
		Fire-Related: 07 EMS-Related: 28
	PERCENTAGE OF INCREASE / DECREASE	Total: - 17.1 % Fire - Related: - 42.8 % EMS - Related: 15.1 %

Formal Training & Continuing Education Summary

FORMAL TRAINING & DRILLS	DATE	TIME	LOCATION	TYPE			NATURE	STAFFING	NOTES
				FIRE	RESCUE	EMS			
	25 Jan 2022	1830	90 Edwards	X	X		Large Area Search	16	Hands-On
	8 Feb 2022	1830	Phil Foster Park	X	X	X	Rescue Ops. / Burns	22	Hands-On
	15 Feb 2022	1830	90 Edwards	X	X	X	Mayday Procedures	17	Lecture
	22 Feb 2022	1830	247 Edwards	X	X	X	Mayday Operations	15	Hands-On
	Formal Training Drills – 04								
	Personnel Participation – 70								
	Personnel Training Hours – 175								



Public Works Department

Item #: 5 b 3.

Monthly Status Report

February 2022

Community Center:

1. Receiving quotes to replace the 6 each Fireproof Metal Doors 1st floor due to rust caused by the surrounding elements of the building. Continued search for contractors and material availability.
2. Receiving quotes to replace the 2nd floor east balcony awning.
3. Scheduling to repair exhaust vent metal duct in the ceiling of the 2nd floor kitchen due to roof leak causing the metal duct to rust and creating a breakdown with the exhaust vent performance. This project will be performed by an outside contractor.
4. Scheduling to paint the first-floor deck to complete the exterior painting of the building. This task is challenging due to event scheduling of the facility. This project will be performed by Public Works Staff.
5. The projects listed is funded through the approved general and capital budget.

Grounds & Parks:

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

Streets:

1. The streetlight restoration project began July 8, 2021. The restoration includes concrete repairs to the light poles and painting of the poles with a color of Hunter Green. There are a total of 196 streetlight poles in Town including the Streets, Parkway, and Town Hall parking lot. The work is performed by the Public Works Department. The restoration work will have a cost savings of \$ 6,000.00 per pole if replaced. Locations of the completed Street Light Poles as follows: The parkway, Town Hall Parking Lot, and the Beach Parking Lot. This project is ongoing due to weather and other project delays.
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. The Public Works Department will continue to apply asphalt patch in various locations on the Town Streets as needed. Blossom Lane in the 100 block were completed on Thursday, February 10, 2022. The total of 25 bags of DOT approved asphalt patch was applied.
4. Scheduling to install the street storm drain swales on the corner of Edwards Lane and Lake Drive.
5. The projects listed is funded through the approved general and capital budget.

Lift Stations:

1. Scheduling to receive quotes to replace the 8-inch riser pipes in the wet well of the Lake Drive Lift Station #01. Possible piggyback contract available for project.
2. Scheduling to reline the streets sewer manholes in various locations.
3. Scheduling to perform the preventive maintenance cleaning of the Town's main sewer lines running under the streets. Linda Lane is scheduled for February 2022.
4. The projects listed is funded through the approved general and capital budget.

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

1. Scheduling to apply a roof coating on the Beach Bathroom Building, Public Works will be applying the roof coating.
2. Scheduling to paint the exterior of the Town Hall, Police, and Fire Bay. Public Works will perform the work. The Sherwin Williams Paint materials were delivered on Tuesday, January 18, 2022. The paint project is scheduled for Monday, February 28, 2022. The Public Works Department staff will perform the work. The paint material is \$4,500.00 with a cost savings of \$18,000.00.
3. In the process with converting the Fire Bay ceiling lights to LED. The cost for the project is \$900.00 with a cost savings of \$3,500.00. The Public Works Department staff will perform the work. This project was completed on February 2, 2022.
4. The projects listed is funded through the approved general and capital budget.

Capital Projects For 2021-2022:

1. **Community Center Replace 1st floor fireproof metal doors: Receiving Estimates / Contractor.**
2. **Community Center Replace 2nd floor east balcony awning: Receiving Estimates / Contractor.**
3. **Paint Exterior of Town Hall, Police, and Fire Bay: Scheduling in progress / Public Works will perform the work.**

4. Town Hall new Fire Alarm monitoring system: **Receiving Estimates / Contractor.**
5. Inlet Park, Parkway, Beach, and town streets replace concrete trash cans: **Receiving Quotes and availability / Contractor.**
6. Inlet Park, Beach replace concrete benches: **Receiving Quotes and availability / Contractor.**
7. Streets New Storm grates and concrete aprons: **In progress / Public Works to perform the work.**
8. Lift station #01 Lake Drive replace wet well riser pipes and pump base plates: **Receiving Estimates and piggyback contracts availability / Contractor.**

Training / Certificates:

1. Continuing Education in Florida Stormwater Erosion and Sedimentation Control. No cost to the Town.
2. OSHA'S Model Training Program for multiple certifications & continuing education credits. No cost to the Town.
3. Safety Meeting scheduled for Tuesday, February 15, 2022, Public Works Safety Officer (Public Works Director).
4. Irrigation maintenance and repairs training by BrightView landscaping. No cost to the Town.
5. Lift Stations Pumps and Valves training by PSI Technologies. No cost to the Town.

Updates:

1. AT&T Project.
2. Watermain Project.

TOWN CLERK REPORT
January 2022
February 28,2022 Commission Meeting

TASKS	STATUS
Upcoming Meetings and Important Dates	<ul style="list-style-type: none"> ➤ St. Patrick's Day Parade and lunch on Saturday, March 12, 2022! To Participate contact Elizabeth Kuechenmeister @ keykenmystir@aol.com ➤ DRC Meeting March 2, 2022 ➤ P&Z Meeting March 23, 2022 ➤ Commission Workshop March 14, 2022, and Commission Meeting March 28,2022.
Building Department Updates	<p>January 2022:</p> <ul style="list-style-type: none"> • Total Permits issued: 15 • Total Permit Fees Paid: \$38,514.92 <p>Reminder: Working without a permit with result in a stop work order and a charge of 4 times the permit fee. Unsure if you need a permit, call the Building Department and we'll be glad to help you.</p>
Code Compliance	<p>The following is a count of properties that had Code Enforcement violations from January 20, 2022 – February 23, 2022</p> <ul style="list-style-type: none"> • Code Violation: Sec. 38-9. – Collections times; notice. • Yard debris, bulk and trash/garbage being placed out for pickup days before the scheduled pickup date. 2 Closed. 0 Open. • Code Violation: Sec. 78-79. Landscaping Maintenance 1 Closed. 0 Open. • Code Violation: Sec. 14-106. Florida Building Code (Structural Engineering Report for the condition of the building) 0 Closed. 2 Open. • Code Violation: Sec. 14-106. Florida Building Code (Work without a permit) 5 Closed. 1 Open. • Code Violation: Fire Codes (As per Palm Beach County Fire Inspectors 0 Closed. 2 Open. • Code Violation: Sec. 18-29. Business Tax Receipt/ Certificate of Use 0 Closed 1 Open • Code Violation: Sec 70-75. Prohibited vehicle 1 Closed 0 Open. • Total Amount of Cases created that are closed from 1/20/22 – 2/22/21: • 8 Total Amount of Cases created that are still open from 1/20/22 – 2/22/22: • 6 Total count of Cases 1/20/22- 2/22/22: 14 • Notice of Violation Sent: 0 • Special Magistrate 0
TOWN HALL	<ul style="list-style-type: none"> • Town Hall is open 8:30 am to 4:30 pm; However, we must limit customers to 1 at a time. <u>You must also wear a mask inside Town Hall.</u> Thank you for helping all of us to stay safe and healthy. • All meetings will continue to be offered virtually via WebEx (see Town's website: www.palmbeachshoresfl.us for information on all meetings).
BUSINESS TAX AND CERTIFICATE OF USE APPLICATIONS	<p>Thank you to those who have already submitted your annual renewal paperwork for your business tax and certificate of use licenses. If you have not submitted yours, please do so as soon as possible.</p> <p>Also, please remember you must also obtain a license with Palm Beach County. However, to do so, you must first have your license with the Town.</p>
What's New at Town Hall:	<p>Welcome to our new employee's Rodolfo Rivera in Public Works and Nelson Lopez in the Fire Dept.</p>

February 3, 2022

Re: Annual Report of the Town Infrastructure Surtax Citizen Oversight Committee

Town Commission:

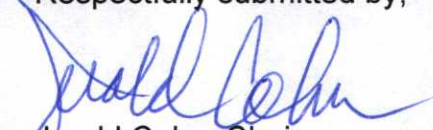
The Town Infrastructure Surtax Citizen Oversight Committee ("Committee") conducted a public meeting on February 2, 2022 to ensure that the Surtax proceeds received by the Town of Palm Beach Shores were expended in a manner consistent with Town Commission direction, the Florida Statutes, the Interlocal Agreement, County Ordinance No. 2016-032, and the ballot language approved by the voters. This annual report is prepared pursuant to Town Resolution No. R-1-17, adopted February 17, 2017, to document results of the Committee's review of surtax expenditures.

As provided in advance of and during the public meeting by Wendy Wells, Town Administrator and Alan Welch, Director of Public Works, the Surtax proceeds received by the Town were spent as follows:

- Fiscal Year ending September 30, 2021: revenues of \$95,945.63 in infrastructure surtax funds received by the Town;
- Fiscal Year ending September 30, 2021: expenditures of \$0.00.

The Town Infrastructure Surtax Citizen Oversight Committee has determined that there have been no expenditures which are inconsistent with the requirements of Section 212.055(2), Florida Statutes, the ballot language approved by the voters, and the Town Commission's approved Surtax proceeds expenditures.

Respectfully submitted by,



Jerald Cohn, Chair
Town Infrastructure Surtax Oversight Committee

Town of Palm Beach Shores

Financial considerations on purchase of new Fire Truck

Current Fleet:			Date	Description of purchase
	Cost		Acquired	
2004 Pierce Contender Fire Truck	\$	213,631	9/30/2004	lease, 5 years, 4%, \$43k/yr
2006 EVI 14ft Rescue Pumper	\$	160,000	8/6/2014	cash purchase, used truck

Historical costs: Maintenance - vehicles:

FY2014	\$	17,880		
FY2015	\$	13,198		
FY2016	\$	7,701		
FY2017	\$	13,193	\	
FY2018	\$	16,804	\	sum of 5 years
FY2019	\$	23,072	>	\$ 115,679
FY2020	\$	29,874	/	avg of 5 years
FY2021	\$	32,736	/	\$ 23,136

New Fire Truck	low	mid	high
Estimated Cost of new Fire Truck	\$ 500,000	\$ 500,000	\$ 500,000
Current Savings for Fire Truck	\$ 270,423	\$ 270,423	\$ 270,423
Use of fire impact fees	\$ 22,000	\$ 22,000	\$ 22,000
Estimate on sale of current fire truck	\$ 75,000	\$ 100,000	\$ 130,000
Estimated balance to be financed	\$ 133,000	\$ 108,000	\$ 78,000

Additional local costs to outfit fire truck with radios and equipment to be absorbed in current budget.

Financing options:

	A	B	C
Amount to be financed	\$ 133,000	\$ 108,000	\$ 78,000
Term, in years	3	3	3
Interest Rate	3.12%	3.12%	3.12%
Annual debt service payments	\$ 47,128	\$ 38,269	\$ 27,639

	D	E	F
Amount to be financed	\$ 133,000	\$ 108,000	\$ 78,000
Term, in years	5	5	5
Interest Rate	3.18%	3.18%	3.18%
Annual debt service payments	\$ 29,191	\$ 23,704	\$ 17,119

Current Budget:

Current Fire Department Budget	\$ 686,932
Current EMS Department Budget	\$ 351,851
Total Budget Fire & EMS	\$ 1,038,783



FIRE APPARATUS PROPOSAL

Date: February 14th, 2022

This Proposal has been prepared for:

**Town of Palm Beach Shores
Palm Beach Shores Fire Dept
247 Edwards Lane
Palm Beach Shores, FL 33404**

Hall-Mark RTC is pleased to offer the Palm Beach Shores Fire Dept. one (1) 2021 SPARTAN Pumper on a Metro Star Chassis. Stock Unit # 89926. **Pricing is based on the Sourcewell Contract # 022818-SPR is provided at 5% off MSRP.** This vehicle shall be in accordance with the attached specifications. Terms of payment shall be cash on delivery (COD) when the unit arrives at Town of Palm Beach Shores. Delivery will be approximately 30 days or less after awarding the contract. This Quote is valid for 30 days unless extended in writing.

Spartan MetroStar Custom Pumper MSRP	\$ 512,406.32
Sourcewell Contract #022818 less 5%	\$ <u>(25,620.32)</u>
Sub Total	\$ 486,786.00

Graphics & Lettering budget	\$ 5000.00
Equipment Allowance by the Fire Dept.	\$ <u>7000.00</u>
Total	\$ 498,786.00

Lease options are available.

Mark E. Smith
Mark Smith – Account Manager
725 SW 46th AVE, Ocala, FL 34474 (352) 816-7149

2/14/22
Date

Dee Daniels – Director of Sales
725 SW 46th AVE, Ocala, FL 34474 (352) 629-6305

Date

LEASE FINANCING PROPOSAL

Requested by
REV Technical Center

Representing



Presented To (As Lessee)
Town of Palm Beach Shores, FL

Proposal Date:	February 14, 2022		
Equipment Description:	(1) 2021 Spartan Pumper (Demo)		
Commencement Date:	March 15, 2022		
	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
Equipment Cost:	\$498,786	\$498,786	\$498,786
Lessee Down Payment:	<u>\$300,000</u>	<u>\$300,000</u>	<u>\$300,000</u>
Amount Financed:	\$198,786	\$198,786	\$198,786
Lease Term:	3 Years	5 Years	7 Years
First Payment Date:	3/15/2023	3/15/2023	3/15/2023
Payment Frequency:	Annual	Annual	Annual
Lease Rate:	3.12%	3.18%	3.42%
Payment Amount:	\$70,444.38	\$43,626.22	\$32,419.19
Payment Factor:	0.35437	0.21946	0.16309

Qualifications:

1. **Pricing:** This is a lease proposal for the payment stream(s) indicated above. If any of the information identified above are not correct, please advise us so that we can determine if a new proposal is required. Other important elements of this proposal are:

a) **Rate Expiration:** Signing this proposal does not in itself lock in your rate. This lease must be credit approved, contracts properly signed, and the lease funded by Leasing 2 within thirty days from the date of this proposal to protect the rates quoted.

b) **Closing Costs:** There will be no up-front costs of any kind charged by Lessor including closing costs, points, administrative costs, etc. Your attorney may charge you to review the lease documents and complete the opinion letter required with our lease documentation.

c) **Fixed Rates:** Rates for ten (10) years and under are fixed for the entire term. Terms over ten years have a one time rate adjustment after ten (10) years to the then current interest rates for the remaining term.

2. **Type of Lease:** This is a lease-purchase type of financing. After all the lease payments are made, Lessee will own the equipment without further cost.

3. **Financial Reporting:** All city, county and tax districts (including fire districts) will be expected to provide GAAP audited financial reports. All non-profit corporations (vfd's) will be expected to provide IRS 990 federal tax returns. If you do not maintain these types of financial reports, please contact us to discuss.

4. **Vendor Payable / Escrow Account (where applicable):** In the event that the truck(s) and/or equipment are not ready to be delivered, proceeds of this lease will be held in a vendor payable account until delivery/acceptance. This is a non-interest bearing account to Lessee.

5. **Credit Approval and Documentation:** This is a proposal only, and does not represent a commitment to lease. This financing is subject to credit review and approval and execution of mutually acceptable documentation, including the opinion of lessee's counsel opining that the agreement is legal, valid and binding, obligation of Lessee.

Financing by:

Contact:

Phone:

Email:

Web:

Leasing 2, Inc.

Brad Meyers

813-258-9888 x12

bmeyers@leasing2.com

www.leasing2.com



REQUEST TO PROCEED:

When you are ready to proceed with Leasing 2 towards finalizing this lease financing arrangement, please indicate so by signing below and completing the requested information. We will immediately email you our application. Thank you for your confidence and consideration.

Proposal date: February 14, 2022

Option Chosen: _____ (where applicable)

Upcoming Governing Body meeting date for lease approval: _____

Town of Palm Beach Shores, FL

Name of Lessee

Authorized Signature

Date

Printed Name Of Authorized Signature

Title

Contact Name (If Different Than
Authorized Signature)

Contact Phone

Contact E-Mail Address

Last month of your budget year?

*Please complete the above information and **fax or email** all pages of the proposal to
813-258-9333 / bmeyers@leasing2.com*



**** Important: A Resolution will be required with the lease contract ****

**In the event that you require board action to sign this proposal,
please call us so that we may forward the preferred form for the meeting.**

Rates Trending Up

Note that on the date of this proposal, rates were trending up. If your final decision is more than two weeks from the date of this proposal we suggest you contact us before your decision meeting for an updated quote.

ORDINANCE NO. O-1-22

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING CHAPTER 28. FINANCE. ARTICLE II. PURCHASING GUIDELINES. TO UPDATE PURCHASING AUTHORITY LIMITS AND TO GENERALLY UPDATE THE TOWN'S PROCUREMENT CODE FOR OPERATIONAL AND EFFICIENCY PURPOSES; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 28 SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ADOPTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Town Commission of the Town of Palm Beach Shores desires to adjust purchasing authority for the Mayor, Town Manager and Department Heads, and otherwise update the Town's procurement code for operational and efficiency purposes; and

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

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

Section 1: Chapter 28. Finance. of the Code of Ordinances of the Town of Palm Beach Shores is hereby amended at Article II. Purchasing Guidelines. to update purchasing authority limits and to generally update the Town's procurement code for operational and efficiency purposes; providing that Chapter 28. Finance. Article II. Purchasing Guidelines. shall hereafter read as follows:

CHAPTER 28 - FINANCE ARTICLE II. – PURCHASING GUIDELINES

Sec. 28-26. - Purpose.

- (a) The purpose of adopting these purchasing guidelines is to:
- (1) Provide the town with a system to obtain quality goods and services, in a timely manner and at a competitive rate; and
 - (2) Ensure equity and fairness to all who deal with the town.

(b) This policy will apply to all purchases of the town irrespective of the source of funding.

(c) Exception. Grant agreements may contain provisions or requirements related to purchasing policies, disposition of fixed assets, etc. that differ from the town's policies. In the event that there is a conflict between a grant provision/requirement and a town policy, the grant provision/requirement will take precedence over the town policy.

Sec. 28-27. - Authority of the town manager, the mayor or the mayor's designee.

(a) Solicit quotations, both verbal and written, and issue invitations to bid, requests for proposals and invitations to negotiate;

(b) Award and renew contracts pursuant to the terms and provisions of this article;

(c) Award and renew contracts and/or purchase orders and agreements when utilizing other government contracts pursuant to the terms and provisions of this article.

Sec. 28-28. - Delegation of purchasing authority.

All town purchases must have proper prior authorization and approval. Department heads of the Town of Palm Beach Shores are designated as follows: ~~Police chief~~, fire chief, public works director, town manager and town clerk. The department heads or their designee(s) are required to approve all purchasing related documents prior to submitting same to the town manager, the mayor or the mayor's designee for processing.

The approval levels are as follows (total purchase):

(1)	\$0.00—\$999.99 499.99	Department head
(2)	\$1,000.00 500.00— \$9,999.99 4,999.99	Department head with signature of town manager, the mayor or the mayor's designee
(3)	\$10,000.00 5,000.00—	Mayor or the mayor's designee

	<u>\$24,999.99</u> 25,000.00	
(4)	Over \$25,000.00— <u>\$49,999.99</u>	<u>Mayor or the mayor's designee if the expenditure has been included in the budget for the current fiscal year, and the actual expenditure does not deviate in an amount that is more than 10% above the budgeted amount. Otherwise the Town commission</u>
(5)	<u>\$50,000.00 and higher</u>	<u>Town Commission</u>

Purchase amounts shall not be artificially divided to circumvent the approval requirements. Willful violation of these rules will result in termination of purchasing authority for the individual and/or department and may further result in disciplinary action against the individual committing the violation.

Sec. 28-29. - Quotations.

The quotation levels are as follows (individual item):

Expand

(1)	\$0.00—\$499.99 00	None; <u>Purchase in best interest of the Town</u>
(2)	\$500.00— \$14,999.99 00	Two verbal quotes
(3)	\$15,000.00— \$99,999.99 25,000.00	Three written quotes
(4)	Over \$25,000.00 \$100,000.00— \$199,999.99	<u>Informal Formal bid, request for proposals or invitation to negotiate, except for public construction contracts as specified in Sec. 28-34 below</u>
(5)	<u>\$200,000.00 and higher</u>	<u>Formal bid, request for proposals or invitation to negotiate</u>

Sec. 28-30. - Processing of contract for the provision of commodities or services.

(a) *Purchase requisitions.* All purchases of goods or services with a total cost less than \$1,000.00 ~~\$500.00~~ shall be entered into the purchasing system using purchase requisitions.

(b) *Purchase orders.* All purchases of goods or services that cost \$1,000.00 ~~\$500.00~~ or more shall be entered into the purchasing system using a purchase order.

Sec. 28-31. - Competitive procurement required.

All initial awards of contract for commodities and contractual services exceeding \$99,999.99 ~~\$25,000.00~~ shall be awarded by the town commission through the process of either informal or formal competitive, sealed bidding, competitive requests for proposals, or invitations to negotiate except as otherwise provided herein. Whether informal or formal procedures are utilized depends on the quotation level of the purchase as specified in Sec. 28-29 above.

Sec. 28-32. - Exemptions from the competitive procurement requirement.

The following are exempt from the requirements of informal and formal competitive procurement:

(1) Sole source procurement; however, all sole source procurements where the cost of the commodity or contractual service exceeds \$50,000.00 (or exceeds \$25,000.00 for non-budgeted expenditures, or deviates more than 10% from budgeted expenditures less than \$50,000.00 as specified in Sec. 28-29 above) ~~\$25,000.00~~ shall be authorized by the town commission.

(2) Non-emergency exemptions to this process must be approved by the town commission if over \$50,000.00 (or if over \$25,000.00 for non-budgeted expenditures, or deviates more than 10% from budgeted expenditures less than \$50,000.00 as specified in Sec. 28-29 above) ~~\$25,000.00~~.

(3) Emergency procurements. The town manager, the mayor or the mayor's designee may make or authorize emergency procurements of commodities or services when there exists a clear and present threat to public health, property,

welfare, safety, or other substantial loss to the town. The town clerk will notify the town commission immediately of all emergency expenditures over \$50,000.00 ~~\$25,000.00~~.

(4) Purchases under contracts of the federal government, the State of Florida and/or its political subdivisions. All purchases of commodities or contractual services under the provisions of local, state, and federal purchasing contracts shall be exempt from the quotation and competitive procurement requirements, however such contracts must be approved by the town commission if over \$50,000.00 (or if over \$25,000.00 for non-budgeted expenditures, or deviates more than 10% from budgeted expenditures less than \$50,000.00 as specified in Sec. 28-29 above) ~~\$25,000.00~~.

(5) Exempt contractual goods and services not subject to the quotation and competitive procurement requirement. This category shall include services involving special skill, ability, training, or expertise which are in their nature, unique, original, or creative, in accordance with F.S. § 287.057(5)(f).

Sec. 28-33. - Formal competitive procurement procedure.

(a) *Public notice.* Public notice of the invitation to bid, request for proposals, or invitation to negotiate shall be provided a minimum of ten calendar days prior to the date set forth in the notice for the opening of the bids, proposals, or replies. Such notice shall be provided by publication in a newspaper of general circulation in the town, by posting on the town's website, by posting on Demandstar or a comparable internet-based procurement platform, and/or by any additional means that may be warranted by the particular invitation or request, at the town's discretion. The notice shall state the place, date and time of the bid, proposal or reply opening.

(b) *Bid, proposal, and reply submission.* Bids, proposals, and replies shall be submitted pursuant to all invitation or request instructions in a sealed envelope which shall be clearly identified as a bid, proposal or reply on the exterior of the envelope and delivered to the town clerk's office.

(c) *Bid security; performance or payment bonds.* The town shall require bid security and performance or payment bonds for all contracts for construction of public buildings and capital projects costing over \$2300,000.00, or electrical work on public buildings or capital projects costing over \$75,000.00; and reserves the right to require same for construction contracts on public buildings or capital projects or any other contracts costing less than \$2300,000.00, or electrical work on public buildings or capital projects or any other contracts costing less than \$75,000.00.

(d) *Bid opening.*

(1) Bids shall be opened publicly by the town clerk and shall be witnessed by the deputy town clerk or designee at the time and place designated in the public notice of the invitations to bid.

(2) Bids shall be read aloud and a tabulation of all bids received shall be made available for public inspection after the opening of the bid.

(3) No late bids shall be accepted or opened if received after the date and time specified in the public bid notice. All late bids shall be returned, unopened to the bidder or offeror.

(e) *Proposal opening.* When the request for proposals or invitation to negotiate procedure is utilized, the proposals or replies shall be opened at the time and place designated in the public notice. A register of proposals or replies shall be prepared and maintained by the town clerk containing the name of each offeror.

(f) *Modification to solicitation documents.* Any modification of the invitation to bid, the request for proposals, or the invitation to negotiate made prior to the opening of the responses to those solicitation documents shall be by addenda provided in writing to the same businesses to which the original solicitation documents were mailed or otherwise provided.

(g) *Documents become property of the town.* All bids, proposals, or replies along with accompanying documentation received from bidders or offerors in response to the invitation to bid, request for proposal, or invitation to negotiate shall become the property of the town and will not be returned. In the event of contract

award, everything produced as part of the contract shall become the exclusive property of the town.

(h) *Rejection of bids, proposals or replies.* The town may reject any and all bid(s), proposal(s) or replies, for any of the following reasons, as exercised by the town in its sole discretion:

(1) If the evidence submitted by the bidder or offeror or the investigation of such bidder or offeror fails to satisfy the town that such bidder or offeror is properly qualified to carry out the obligations and complete the work contemplated therein.

(2) If there is reason to believe collusion exists among bidders or offerors.

(3) If the bid, proposal, or reply is not responsive, not properly delivered, not properly signed or is unsigned, shows serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations, or irregularities of any kind. The town reserves the right to waive such technical errors as may be deemed in the best interest of the town.

Sec. 28-34. - Informal competitive procurement procedure.

(a) *Public notice.* Public notice of the request for proposals or invitation to negotiate may be provided within a reasonable amount of time from the targeted contract award date in the town's sole discretion. Such notice may be provided by publication in a newspaper of general circulation in the town, and/or by posting on the town's website, and/or by any additional means that may be warranted by the particular invitation or request, solely at the town's discretion. Alternatively, or additionally, the Town may actively solicit proposals or replies from vendors known to the town to be responsive and responsible, in the town's best interest and sole judgment.

(b) *Proposal and reply submission.* Proposals and replies shall be submitted pursuant to all request instructions. Such proposals and replies are not sealed and are not protected by public records exemptions in the same manner that formal sealed bids, proposals, or replies are protected.

(c) *Construction contracts on public buildings and capital projects.* The town shall not utilize the informal competitive procurement procedure for construction contracts on public buildings or capital projects. Formal competitive procurement shall be utilized for all public construction and capital projects contracts with a cost of \$100,000.00 or more.

(d) *Proposal and reply opening.* Informally procured proposals or replies shall be opened at the time and place designated in the public notice, or designated by the town during the solicitation process. A register of proposals or replies shall be prepared and maintained by the town clerk containing the name of each offeror. Selection of the successful vendor shall be based on the needs and best interest of the Town, considering all relevant circumstances, in the Town's sole discretion.

(e) *Documents become property of the town.* All proposals or replies along with accompanying documentation received from bidders or offerors in response to the invitation to bid, request for proposal, or invitation to negotiate shall become the property of the town and will not be returned. In the event of contract award, everything produced as part of the contract shall become the exclusive property of the town.

(f) *Rejection of proposals or replies.* The town may reject any and all proposals or replies, for any reason or no reason (convenience) in the town's sole discretion.

Sec. 28-~~35~~ 34. - Award of contract.

(a) *Competitive bid procedure.* To be used when the town is capable of specifically defining the scope of work for which a contractual service is required or when the town is capable of establishing precise specifications defining the actual commodity or group of commodities required. The contract shall be awarded with reasonable promptness to the most responsive, responsible bidder whose bid meets the requirements and criteria set forth in the invitation to bid except as otherwise provided herein.

(b) *Tie bids*. Tie bids will be decided by the town on a basis of quality, delivery time and other criteria as determined for the specific project.

(c) *Request for proposals procedure*. To be used by the town when the purposes and uses for which the commodity, group of commodities or contractual services being sought can be specifically defined and the town is capable of identifying necessary deliverables. The award shall be made to a responsible offeror whose proposal is determined to be the most advantageous to the town taking into consideration price and the evaluation factors and criteria set forth in the request for proposal.

(d) *Invitation to negotiate procedure*. To be used by the town to determine the best method for achieving a specific goal or solving a particular problem and to identify one or more vendors with which to negotiate in order to receive the best value. Negotiations shall be commenced with one or more vendors whose reply is determined by the town to be within the competitive range established in the selection criteria contained in the invitation. After negotiations are conducted, the award shall be made to the responsible and responsive offeror that the town determines will provide the best value to the town, based on the selection criteria.

Sec. 28-~~36~~ 35. – Contracts for professional services.

All contracts for professional services as that term is defined in the Consultants Competitive Negotiations Act, F.S. § 287.055, as amended from time to time, shall be awarded in accordance with the procedures set forth in that Act and any town procedures adopted in furtherance of that Act.

Secs. 28-~~37~~ 36—28-39. - Reserved.

Section 2: Each and every other section and subsection of Chapter 28. Finance. shall remain in full force and effect as previously adopted.

Section 3: All ordinances or parts of ordinances in conflict be and the same are hereby repealed.

Section 4: Should any section or provision of this Ordinance or any portion thereof, any paragraph, sentence or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this Ordinance.

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

Section 6: This Ordinance shall take effect immediately upon passage.

FIRST READING this 24th day of January, 2022.

SECOND AND FINAL READING this 28th day of February, 2022.

TOWN OF PALM BEACH SHORES

Alan Fiers, Mayor

ATTEST:

Jude Goudreau, Town Clerk

(Seal)

Approved as to form and legal sufficiency.

Keith Davis, Town Attorney

ATTACHMENT E-7

RESOLUTION FOR ASSISTANCE 2022

UNDER THE FLORIDA INLAND NAVIGATION DISTRICT
WATERWAYS ASSISTANCE PROGRAM

WHEREAS, THE Town of Palm Beach Shores is interested in carrying out the
(Name of Agency)
following described project for the enjoyment of the citizenry of Palm Beach County
and the State of Florida:

Project Title Lake Worth Inlet Flood Shoal Dredging Project: Phase 2-A

Total Estimated Cost \$ 4,666,667.00

Brief Description of Project:

Dredging of the Peanut Island Flood Shoal - Singer Island Channel

AND, Florida Inland Navigation District financial assistance is required for the program mentioned above,

NOW THEREFORE, be it resolved by the Town of Palm Beach Shores
(Name of Agency)
that the project described above be authorized,

AND, be it further resolved that said Town of Palm Beach Shores
(Name of Agency)
make application to the Florida Inland Navigation District in the amount of 75 % of the
actual cost of the project in behalf of said Town of Palm Beach Shores
(Name of Agency)

AND, be it further resolved by the Town of Palm Beach Shores
(Name of Agency)
that it certifies to the following:

1. That it will accept the terms and conditions set forth in FIND Rule 66B-2 F.A.C. and which will be a part of the Project Agreement for any assistance awarded under the attached proposal.
2. That it is in complete accord with the attached proposal and that it will carry out the Program in the manner described in the proposal and any plans and specifications attached thereto unless prior approval for any change has been received from the District.

3. That it has the ability and intention to finance its share of the cost of the project and that the project will be operated and maintained at the expense of said _____
Town of Palm Beach Shores for public use.
(Name of Agency)

4. That it will not discriminate against any person on the basis of race, color or national origin in the use of any property or facility acquired or developed pursuant to this proposal, and shall comply with the terms and intent of the Title VI of the Civil Rights Act of 1964, P. L. 88-352 (1964) and design and construct all facilities to comply fully with statutes relating to accessibility by persons with disabilities as well as other federal, state and local laws, rules and requirements.

5. That it will maintain adequate financial records on the proposed project to substantiate claims for reimbursement.

6. That it will make available to FIND if requested, a post-audit of expenses incurred on the project prior to, or in conjunction with, request for the final 10% of the funding agreed to by FIND.

This is to certify that the foregoing is a true and correct copy of a resolution duly and legally adopted by the Town Commission at a legal meeting
(agency governing board)
held on this 28 day of February 2022.

Attest

Signature

Title

Title

ATTACHMENT E-3

PROJECT INFORMATION

WATERWAY ASSISTANCE PROGRAM FY 2022

Applicant: Town of Palm Beach Shores	Project Title: Lake Worth Inlet Flood Shoal Dredging Project: Phase 2-A	
Total Project Cost: \$ \$4,666,667	FIND Funding Requested: \$ 3,500,000	% of Total Cost: 75%
Amount of Applicant's Matching Funds:	\$1,166,667	
Source of Applicant's Matching Funds:	\$600,000 State appropriation, \$250,000 Marine Industries Association, \$166,667 Local Marinas, \$150,000 Palm Beach County	

1. Ownership of Project Site (check one): Own: ☒ Leased: ☐ Other: ☐

2. If leased or other, please describe lease or terms and conditions:

Phase 2-A is in State Submerged land. About half of the area is within Palm Beach Shores Boundaries; the remainder is in Palm Beach County.

3. Has the District previously provided assistance funding to this project or site? Yes ☒ No: ☐ ☐

4. If yes, please list:

A Phase I grant for Engineering, planning, design and permit application was approved. However, grant funding was conditioned on the construction actually taking place.

5. What is the current level of public access in terms of the number of boat ramps, boat slips and trailer parking spaces, linear feet of boardwalk (etc.)? (as applicable):

The public has unrestricted access to the Channel and adjacent shoal. The Channel is the preferred route for boats docked or launched north of the Palm Beach Inlet to access the Atlantic Ocean.

6. How many additional ramps, slips, parking spaces or other access features will be added by this project?

The project will not result in additional ramps slips or parking spaces. It will greatly facilitate access to the Atlantic Ocean and may indirectly stimulate additional slips and docks in Marinas to the north.

7. Are fees charged for the use of this project? No ☒ Yes ☐ **

****If yes, please attach additional documentation of fees and how they compare with fees from similar public & private facilities in the area.**

Please list all Environmental Resource Permits required for this project:

AGENCY	Yes / No / N/A	Date Applied For	Date Received
WMD	No	N/A	N/A
DEP	Yes	Sept 23, 2019	March 19, 2021
ACOE	Yes	Sept 23 2019	TBD