

Monday, February 22, 2021  
7:00 pm



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

**TOWN COMMISSION  
MONTHLY MEETING AGENDA**

Mayor Alan Fiers

Vice Mayor Roby DeReuil

Commissioner Bob Stanton  
Commissioner Scott McCrannels  
Commissioner Open Seat

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

**PLEASE NOTE:**

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

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=m943feda51318396306d4fb505fda60fa>

Meeting Number: **132 147 2997**

Password: **0222**

**To join meeting by phone (voice only)**

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

Access Code: **132 147 2997**

Password: **0222**

The entire agenda packet is available on the Town's website: [www.palmbeachshoresfl.us](http://www.palmbeachshoresfl.us)

**1. CALL TO ORDER**

- a. Pledge of Allegiance
- b. Roll Call

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

**3. APPROVAL OF CONSENT AGENDA**

1. Approval of the January 25, 2021 Commission Meeting Minutes.
2. Approval of the Sailfish Marina "Jimmy Johnson Fishing Tournament" March 2 to 6, 2021 with 100 participants. Police detail requested.

**4. DEPARTMENT AND BOARD REPORTS**

- a. Approval of Financial Report for January 2021.  
*(Wendy Wells, Town Administrator/Treasurer)*
- b. Staff Reports:
  1. Sheriff's Department
  2. Fire Department
  3. Public Works
  4. Town Clerk
  5. Town Attorney

**5. COMMISSION REPORTS**

**6. PRESENTATIONS AND REPORTS**

- a. U.S. Census Bureau recognition of the Town of Palm Beach Shores for participation in the 2020 Census.
- b. Proclamation recognizing May 16 to 22, 2021 as "Water Reuse Week"
- c. Proclamation recognizing the month of April 2021 as "Water Conservation Month"

7. **ACTION ITEMS**

- a. Viking retainage reduction.

8. **PUBLIC COMMENTS**

9. **ADJOURNMENT**

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

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

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

**January 25, 2021**

**PLEASE NOTE:**

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

**1. CALL TO ORDER**

**Mayor Fiers** called the meeting to order at 7:05 pm. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

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

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

**MOTION:** Commissioner McCranel moved to approve the Meeting Agenda.

**SECOND:** Commissioner DeReuil seconded the motion.

**VOTE:**   **DeReuil:**       **YES**  
             **Stanton:**       **NOT PRESENT**  
             **McCranel:**     **YES**  
             **Fiers:**         **YES   The Motion Passed Unanimously by those present**

**3. APPROVAL OF CONSENT AGENDA**

- a. December 1, 2020 Special Called Commission Meeting Minutes.
- b. December 21, 2020 Commission Meeting Minutes.

**MOTION:** Commissioner McCranel moved to approve the Consent Agenda.

**SECOND:** Commissioner DeReuil seconded the motion.

**VOTE:**   **DeReuil:**       **YES**  
             **Stanton:**       **NOT PRESENT**  
             **McCranel:**     **YES**  
             **Fiers:**         **YES   The Motion Passed Unanimously by those present**

**4. PRESENTATIONS**

None at this time



5. **DEPARTMENT AND BOARD REPORTS**

- a. Approval of Financial Report for December 2020.

Town Treasurer/Administrator Wendy Wells gave an update and also wanted to let the Commission know that we are working on estimates for new accounting software, as our current software is antiquated and needs to be updated. The costs could be upwards of \$30,000.00, but the updated software is needed. She is looking for the best product for the Town at the best price.

**MOTION:** Commissioner McCranel moved to approve the Financial Report.

**SECOND:** Commissioner DeReuil seconded the motion.

**VOTE: DeReuil: YES**

**Stanton: NOT PRESENT**

**McCranel: YES**

**Fiers: YES The Motion Passed Unanimously by those present**

- b. Staff Reports were given by Sgt. Langevin with PBSO, Fire Chief Steedman, and Public Works Director Welch.

Fire Chief Steedman also gave an update on the upcoming POD (Point of Distribution) for the COVID-19 vaccine for the Town's residents. Everything is in place and all we are waiting on is the actual vaccine to be delivered. He will keep everyone updated as he hears more.

6. **COMMISSION REPORTS**

- a. Undergrounding Update:

Mayor Fiers asked Public Works Director Welch to give a brief update on the undergrounding project. Welch stated the AT&T fiber optics are on order and once received and work begins, it will take approximately two (2) months to complete. There was a question about the concrete poles coming down, and Welch stated that once all the work is completed, all the concrete polls will be removed.

Mayor Fiers stated that FPL is essentially done, with a few switches that need to be installed. We will discuss the logistics of contacting AT&T customers at the February Workshop.

7. **OTHER BUSINESS** (Any regular business requiring a vote)

- a. Appointment of Attorney Randsell as a back-up Special Magistrate for the Town.

Town Attorney Davis stated that our current Special Magistrate has asked to add Attorney Randsell as a "backup" Magistrate, which will give us two Magistrates to oversee the Town's Code Enforcement hearings.

**MOTION:** Commissioner McCranel moved to approve Attorney Randsell as the backup Special Magistrate.

**SECOND:** Commissioner DeReuil seconded the motion.

**VOTE: DeReuil: YES**

**Stanton: NOT PRESENT**

**McCranel: YES**

**Fiers: YES The Motion Passed Unanimously by those present**

- b. Community Center RFP: consider approval to distribute.

Frank Zizzamia gave a quick overview on the processes as previously presented and stated he is ready to immediately begin as stated in the RFP. Janet Kortenhaus further stated that nothing is changing on the processes we have always had in place, the only difference is that instead of working with several outside vendors, we will only have one.

**MOTION:** Commissioner McCranel moved to go forward with the RFP process as presented and written.

**SECOND:** Commissioner DeReuil seconded the motion.

**VOTE:**   **DeReuil:**       **YES**  
             **Stanton:**       **NOT PRESENT**  
             **McCranel:**   **YES**  
             **Fiers:**           **YES   The Motion Passed Unanimously by those present**

- c. Consider changing the date of the March Commission meeting to Monday, March 15, 2021 in order for Commissioner McCranel to be in attendance.

Mayor Fiers stated this request is coming before the Commission as Commissioner McCranel will be on vacation out of Town which would conflict with the Town's regular and Reorganization meetings.

**MOTION:** Commissioner DeReuil moved to change the date of the March Commission meeting to March 15, 2021

**SECOND:** Commissioner McCranel seconded the motion.

**VOTE:**   **DeReuil:**       **YES**  
             **Stanton:**       **NOT PRESENT**  
             **McCranel:**   **YES**  
             **Fiers:**           **YES   The Motion Passed Unanimously by those present**

## 8. ORDINANCES AND RESOLUTIONS

### a. **ORDINANCE O-7-20 (2<sup>nd</sup> Reading)**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING CHAPTER 28. FINANCE. AT SECTION 28-32. EXEMPTIONS FROM THE COMPETITIVE PROCUREMENT REQUIREMENT. TO CLARIFY THAT PURCHASES OF GOODS AND SERVICES UNDER CONTRACTS OF THE FEDERAL GOVERNMENT, THE STATE OF FLORIDA AND/OR ITS POLITICAL SUBDIVISION (I.E., PIGGYBACKED CONTRACTS) AND PURCHASES OF EXEMPT CONTRACTUAL GOODS AND SERVICES ARE NOT SUBJECT TO THE QUOTATION REQUIREMENTS OF SECTION 28-29; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 28. FINANCE. 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.



**Item 8a continued on page 3:**

Attorney Davis stated this is the 2<sup>nd</sup> reading of this Ordinance and the purpose is to tighten up the Code language to clarify "Piggy-Back" contracts, and also removing additional language that is not necessary.

**MOTION:** Commissioner McCranels moved to approve Ordinance O-7-20.

**SECOND:** Commissioner DeReuil seconded the motion.

**VOTE:** DeReuil: YES

Stanton: NOT PRESENT

McCranels: YES

Fiers: YES The Motion Passed Unanimously by those present

9. **DISCUSSION ITEMS**

None at this time.

10. **PUBLIC COMMENTS**

**(PUBLIC PARTICIPATION AND OPPORTUNITY TO BE HEARD: Res R-7-13)**

Resident Mark Ward wanted to know if Tracy Larcher would be sworn in as a Commissioner at the March 15, 2021 meeting. The Mayor stated, no, he would be sworn in at the Reorganization meeting.

11. **ADJOURNMENT**

**MOTION:** Commissioner McCranels moved to adjourn the meeting.

**SECOND:** Commissioner DeReuil seconded the motion and Mayor Fiers adjourned the meeting at 8:25 pm.

Approved this 25<sup>th</sup> day of January 2021.

ATTEST:

\_\_\_\_\_  
Alan Fiers, Mayor

\_\_\_\_\_  
Evyonne Browning, Town Clerk

(Seal)

DATE SUBMITTED 2/16/21

PERMIT NO. \_\_\_\_\_

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

Type of event: Fishing Tournament Location: Sailfish Marina

Sponsor: Jimmy Johnson Telephone: (561) 779-3333

Property owner's consent and acknowledgement of responsibility:

Signature: \_\_\_\_\_

Date and Time March 2-6, 2021 Time it ends: 10pm

Number of participants: 100

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

APPROVED:

Fire Department: \_\_\_\_\_ Police Department: 1

Number of off-duty officers required: 1

Date of Commission Review: \_\_\_\_\_ Approved: \_\_\_\_\_

# CHECK REQUEST

Name: Town of Palm Beach Shores Date: 2/10/21  
Address: 247 Edwards Lane Send check to SFM: ☐ Yes ☐ No  
City: Palm Beach Shores State: FL Zip Code: 33404  
For: Jimmy Johnson's Fish Week Fishing Tournament  
March 2-6, 2021

Total Amount \$ 50

Requested By: <div style="font-family: cursive; font-size: 1.2em; color: blue;">Jeri R Vezina</div>	Approved By: Dept. Mgr. <div style="font-family: cursive; font-size: 1.2em; color: blue;">[Signature]</div>	Company Mgr.	AWD (if over \$1,000)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: left; padding: 5px;">Vendor # _____</th> </tr> <tr> <th style="width: 33%; padding: 5px;">Co. #</th> <th style="width: 33%; padding: 5px;">Acct. #</th> <th style="width: 33%; padding: 5px;">Amt.</th> </tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr> <td style="text-align: center; color: blue; font-size: 1.2em;">1026</td> <td style="text-align: center; color: blue; font-size: 1.2em;">5622</td> <td></td> </tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td><td></td></tr> <tr> <td colspan="2" style="text-align: right; padding: 5px;">Total</td> <td style="text-align: center; color: blue; font-size: 1.5em;">50</td> </tr> </table>	Vendor # _____			Co. #	Acct. #	Amt.							1026	5622											Total		50
Vendor # _____																															
Co. #	Acct. #	Amt.																													
1026	5622																														
Total		50																													

When requesting a check, please allow one week for processing.

When requesting a check, please allow one week for processing.





# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
02/08/2021

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

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

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. Cincinnati OH Office 8044 Montgomery Road Suite 405 Cincinnati OH 45236-2919 USA	<b>CONTACT NAME:</b> <b>PHONE (A/C. No. Ext.):</b> (866) 283-7122 <b>FAX (A/C. No.):</b> (800) 363-0105 <b>E-MAIL ADDRESS:</b>														
<b>INSURED</b> Sailfish Marina 98 and 142 Lake Drive Palm Beach FL 33404 USA	<table><tr><td><b>INSURER(S) AFFORDING COVERAGE</b></td><td><b>NAIC #</b></td></tr><tr><td><b>INSURER A:</b> Navigators Insurance Co</td><td>42307</td></tr><tr><td><b>INSURER B:</b> Travelers Property Cas Co of America</td><td>25674</td></tr><tr><td><b>INSURER C:</b></td><td></td></tr><tr><td><b>INSURER D:</b></td><td></td></tr><tr><td><b>INSURER E:</b></td><td></td></tr><tr><td><b>INSURER F:</b></td><td></td></tr></table>	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>	<b>INSURER A:</b> Navigators Insurance Co	42307	<b>INSURER B:</b> Travelers Property Cas Co of America	25674	<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
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<b>INSURER C:</b>															
<b>INSURER D:</b>															
<b>INSURER E:</b>															
<b>INSURER F:</b>															

**COVERAGES****CERTIFICATE NUMBER:** 570086001973**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.

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N	N/A				PER STATUTE <input type="checkbox"/> OTH <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE-POLICY LIMIT
B	Marina Operator			ZOL16N8552A Marina Operators Liab-All	07/01/2020	07/01/2021	Limit \$1,000,000

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

RE: Tournament dates: 2/8/2021 to 2/11/2021.

**CERTIFICATE HOLDER****CANCELLATION**

<b>IGFA</b> International Game Fish Association 300 Gulf Stream Way Dania Beach FL 33004 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  <i>Aon Risk Services Northeast, Inc.</i>
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# **ADDITIONAL REMARKS SCHEDULE**

Page \_ of \_

AGENCY Aon Risk Services Northeast, Inc.		NAMED INSURED Sailfish Marina	
POLICY NUMBER See Certificate Number: 570086001973			
CARRIER See Certificate Number: 570086001973	NAIC CODE	EFFECTIVE DATE:	

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER	
INSURER	
INSURER	
INSURER	

**ADDITIONAL POLICIES**

If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
	OTHER							
A	Excess Marine			NY20LIA00476301 Excess Operators Marinas	07/01/2020	07/01/2021	Limit Amount (1)	\$5,000,000
A	Excess Marine			NY20LIA00476302 Excess Operators Marinas	07/01/2020	07/01/2021	XS Limit	\$5,000,000

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

ITEM 4a

	CASH & INVESTMENTS	REVENUE			
		BUDGET	CURRENT	YEAR TO DATE	% OF BUDGET
9/30/2020	\$ 3,219,333	\$ 5,575,352	\$ 179,511	\$ 5,262,439	94%
10/31/2020	\$ 2,541,442	\$ 5,377,248	\$ 24,650	\$ 24,650	0%
11/30/2020	\$ 2,314,637	\$ 5,517,240	\$ 395,757	\$ 420,408	8%
12/31/2020	\$ 4,830,513	\$ 5,517,240	\$ 2,948,576	\$ 3,368,983	61%
<b>1/31/2021</b>	<b>\$ 5,047,525</b>	<b>\$ 5,517,240</b>	<b>\$ 591,168</b>	<b>\$ 3,960,152</b>	<b>72%</b>
1/31/2020	\$ 4,991,371	\$ 5,575,352	\$ 280,037	\$ 3,954,309	71%
2/28/2021					
3/31/2021					
4/30/2021					
5/31/2021					
6/30/2021					
7/31/2021					
8/31/2021					
9/30/2021					

	EXPENDITURES					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2020	\$ 5,575,352	\$ 248,589	\$ 75,396	\$ 323,985	\$ 5,183,461	93%
10/31/2020	\$ 5,377,248	\$ 521,312	\$ 218,900	\$ 740,212	\$ 740,212	14%
11/30/2020	\$ 5,517,240	\$ 635,224	\$ (288,866)	\$ 346,358	\$ 1,086,570	20%
12/31/2020	\$ 5,517,240	\$ 433,524	\$ 49,165	\$ 482,689	\$ 1,569,259	28%
<b>1/31/2021</b>	<b>\$ 5,517,240</b>	<b>\$ 375,940</b>	<b>\$ 6,232</b>	<b>\$ 382,172</b>	<b>\$ 1,951,431</b>	<b>35%</b>
1/31/2020	\$ 5,575,352	\$ 463,959	\$ (5,521)	\$ 469,481	\$ 1,912,813	34%
2/28/2021						
3/31/2021						
4/30/2021						
5/31/2021						
6/30/2021						
7/31/2021						
8/31/2021						
9/30/2021						

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



**Town of Palm Beach Shores**  
**Budget Summary Report**  
**January 2021**

						<i>Jan Benchmark</i>	<i>33.3%</i>
	<b>BUDGET</b>		<b>YTD</b>		<b>Favorable(Unfav)</b>		<b>%</b>
<b>REVENUE</b>							
Revenue (without appr'd F/B)	\$ 5,217,658.00		\$ 3,960,151.60		\$ (1,257,506.40)		75.9%
Appropriated Fund Balance	159,590.00		-		(159,590.00)		
<b>TOTAL REVENUE</b>	<b>\$ 5,377,248.00</b>		<b>\$ 3,960,151.60</b>		<b>\$ (1,417,096.40)</b>		<b>73.6%</b>
<b>EXPENDITURES BY DEPARTMENT</b>							
		% of total		% of total			
Administration	\$ 468,689.00	9%	\$ 155,231.73	8%	\$ 313,457.27		33.1%
Legal	116,000.00	2%	32,293.37	2%	83,706.63		27.8%
Public Works	335,288.00	6%	109,138.08	6%	226,149.92		32.6%
Police	1,681,907.00	31%	699,535.48	36%	982,371.52		<b>41.6%</b>
Fire	697,084.00	13%	214,378.69	11%	482,705.31		30.8%
Building	217,151.00	4%	93,721.50	5%	123,429.50		<b>43.2%</b>
Emergency Disaster	-	0%	781.43	0%	(781.43)		0.0%
Solid Waste	203,500.00	4%	73,900.56	4%	129,599.44		<b>36.3%</b>
Legislative	18,487.00	0%	4,943.05	0%	13,543.95		26.7%
Streets/Storm Sewers	24,125.00	0%	5,869.54	0%	18,255.46		24.3%
Parks	135,923.00	3%	45,421.49	2%	90,501.51		<b>33.4%</b>
Beach	101,221.00	2%	32,600.92	2%	68,620.08		32.2%
Lift Stations/Sewer Service	22,975.00	0%	15,433.38	1%	7,541.62		<b>67.2%</b>
Contingencies	85,000.00	2%	-	0%	85,000.00		0.0%
Debt Service	495,855.00	9%	247,927.29	13%	247,927.71		<b>50.0%</b>
Emergency Medical Services	341,603.00	6%	112,197.21	6%	229,405.79		32.8%
Community Center	29,540.00	1%	9,880.78	1%	19,659.22		<b>33.4%</b>
Risk Management	123,100.00	2%	51,676.00	3%	71,424.00		<b>42.0%</b>
Capital	279,800.00	5%	46,500.76	2%	233,299.24		16.6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,377,248.00</b>		<b>\$ 1,951,431.26</b>		<b>\$ 3,425,816.74</b>		<b>36.3%</b>
<b>CHANGE IN FUND BALANCE</b>							
	-		2,008,720.34		2,008,720.34		

Explanation of Variances:

Police - PBSO is paid monthly in advance.

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

Solid Waste - annual disposal fee paid in full.

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

Parks - Unforeseen tree removal due to disease (\$4,500).

Debt Service (for undergrounding) - one of two payments made.

Community Center - timing of expenditures.

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

Town of Palm Beach Shores  
Disbursements - January 2021

Check #	Type	Date	Vendor Name	Amount
2511	C	1/7/2021	324 AC Enforcement, Inc.	\$ 588.00
2512	C	1/7/2021	556 Armchem International	\$ 673.90
2513	C	1/7/2021	673 Bishop's Water Company	\$ 460.00
2514	C	1/7/2021	861 BrightView Landscape Services, Inc.	\$ 7,065.16
2515	C	1/7/2021	48 Bug Stoppers	\$ 225.00
2516	C	1/7/2021	129 C'est Si Bon Catering	\$ 2,000.00
2517	C	1/7/2021	52 Comcast	\$ 41.45
2518	C	1/7/2021	863 Diversified Building Department Management	\$ 4,682.50
2519	C	1/7/2021	746 Essential Net Solutions	\$ 1,091.96
2520	C	1/7/2021	116 GateHouse West Palm Beach - Adv	\$ 99.76
2521	C	1/7/2021	89 Home Depot Credit Svcs	\$ 832.72
2522	C	1/7/2021	90 Hulett Environmental Services	\$ 277.00
2523	C	1/7/2021	659 Image Janitorial Services, Inc.	\$ 4,245.00
2524	C	1/7/2021	95 Lowes	\$ 70.64
2525	C	1/7/2021	682 Meyers Turf LLC	\$ 1,463.90
2526	C	1/7/2021	10 Municipal Code Corporation	\$ 1,899.54
2527	C	1/7/2021	16 Palmdale Oil Company, Inc.	\$ 329.66
2528	C	1/7/2021	713 PB North Chamber of Commerce, Inc.	\$ 660.00
2529	C	1/7/2021	22 PBC League of Cities	\$ 1,208.00
2530	C	1/7/2021	25 Palm Beach Shores Volunteer Fire Dept.	\$ 15,276.71
2531	C	1/7/2021	196 Performance NAPA	\$ 151.65
2532	C	1/7/2021	911 AT&T	\$ 876.33
2533	C	1/7/2021	821 Robert Villagomez	\$ 57.66
2534	C	1/7/2021	516 Schmidt Nichols	\$ 3,298.75
2535	C	1/7/2021	913 Shenandoah General Construction LLC	\$ 14,937.50
2536	C	1/7/2021	592 Trevor Steedman	\$ 81.46
2537	C	1/7/2021	290 Westside Reprographics, Inc.	\$ 1,138.85
2538	C	1/14/2021	324 AC Enforcement, Inc.	\$ 630.00
2539	C	1/14/2021	556 Armchem International	\$ 1,109.54
2540	C	1/14/2021	823 AT&T Mobility	\$ 34.99
2541	C	1/14/2021	13 City Maintenance Supply	\$ 303.53
2542	C	1/14/2021	32 City of Riviera Beach	\$ 2,947.11
2543	C	1/14/2021	32 City of Riviera Beach	\$ 2,903.32
2544	C	1/14/2021	915 Ferguson Waterworks	\$ 176.00
2545	C	1/14/2021	80 FL Public Utilities	\$ 353.91
2546	C	1/14/2021	14 Nowlen, Holt & Miner, P.A.	\$ 6,215.00
2547	C	1/14/2021	858 Palm Beach County Sheriff's Office	\$ 137,364.83
2548	C	1/14/2021	16 Palmdale Oil Company, Inc.	\$ 354.96
2549	C	1/14/2021	831 Randy's Plumbing, LLC	\$ 3,565.00
2550	C	1/14/2021	914 Roto-Rooter	\$ 6,430.00
2551	C	1/14/2021	881 South Central Planning & Development Commission	\$ 1,833.33
2552	C	1/14/2021	916 Stefanie & Dan Davidson	\$ 536.00
2553	C	1/14/2021	99 Torcivia, Donlon, Goddeau and Ansay, PA	\$ 185.00
2555	C	1/14/2021	134 Vadim Municipal Software, Inc.	\$ 3,521.56
2556	C	1/14/2021	101 Verizon Wireless	\$ 56.43
2557	C	1/14/2021	104 Waste Management	\$ 11,487.97
2558	C	1/14/2021	290 Westside Reprographics, Inc.	\$ 59.94
2559	C	1/21/2021	737 AT&T	\$ 263.67
2560	C	1/21/2021	280 Door Systems of South Florida	\$ 450.00
2561	C	1/21/2021	878 Force-E Scuba Centers	\$ 5.00
2562	C	1/21/2021	71 FL Power & Light	\$ 1,940.78
2563	C	1/21/2021	886 Henry Schein, Inc.	\$ 75.52



Town of Palm Beach Shores  
Disbursements - January 2021

Check #	Type	Date	Vendor Name	Amount
2564	C	1/21/2021	679 Keehn Emergency Medical Services, Inc	\$ 1,500.00
2565	C	1/21/2021	917 Lancier Castro	\$ 42.78
2566	C	1/21/2021	196 Performance NAPA	\$ 16.66
2567	C	1/21/2021	911 AT&T	\$ 880.02
2568	C	1/21/2021	836 RIPPrint, LLC	\$ 621.00
2569	C	1/21/2021	375 Simmons & White, Inc.	\$ 2,290.00
2570	C	1/21/2021	586 The Standard Insurance Company	\$ 334.65
2571	C	1/21/2021	100 Toshiba Business Solutions	\$ 195.25
2572	C	1/21/2021	592 Trevor Steedman	\$ 22.45
2573	C	1/21/2021	103 Comp Benefits	\$ 104.68
2574	C	1/21/2021	104 Waste Management	\$ 5,983.48
2575	C	1/21/2021	290 Westside Reprographics, Inc.	\$ 44.08
2576	C	1/21/2021	131 WEX BANK	\$ 427.20
2578	C	1/27/2021	13 City Maintenance Supply	\$ 792.58
2579	C	1/27/2021	491 Dilo Fire Sprinkler, Inc.	\$ 200.00
2580	C	1/27/2021	240 Everglades Equipment Group	\$ 697.57
2581	C	1/27/2021	116 GateHouse West Palm Beach - Adv	\$ 213.28
2582	C	1/27/2021	676 Guardian	\$ 662.98
2583	C	1/27/2021	886 Henry Schein, Inc.	\$ 641.44
2584	C	1/27/2021	90 Hulett Environmental Services	\$ 277.00
2585	C	1/27/2021	95 Lowes	\$ 616.55
2586	C	1/27/2021	623 National Rescue Consultants	\$ 480.00
2587	C	1/27/2021	687 PC Controls	\$ 519.60
2588	C	1/27/2021	30 Poly Systems Company	\$ 1,332.80
2589	C	1/27/2021	365 Sherwin-Williams	\$ 578.78
2590	C	1/27/2021	115 Shoreline Pest Control	\$ 85.00
2591	C	1/27/2021	375 Simmons & White, Inc.	\$ 5,906.25
2592	C	1/27/2021	918 Southern Printing & Marketing	\$ 272.83
2593	C	1/27/2021	643 Suntrust Bank	\$ 1,320.98
2594	C	1/27/2021	919 Broedell Landscape Inc.	\$ 4,500.00
ADP, LLC	E	1/22/2021	697 ADP, LLC	\$ 222.05
Blue Cross Blue Shield of Florida, Inc.	E	1/21/2021	127 Blue Cross Blue Shield of Florida, Inc.	\$ 14,766.33
FRS	E	1/5/2021	172 FRS	\$ 16,661.84
WEX BANK	E	1/12/2021	131 WEX BANK	\$ 476.81
ADP Taxes	E	1/15/2021	ADP Taxes	\$ 7,867.19
ADP Taxes	E	1/29/2021	ADP Taxes	\$ 7,903.30
ADP Wages	E	1/15/2021	ADP Wages	\$ 25,015.91
ADP Wages	E	1/29/2021	ADP Wages	\$ 25,131.41
				<b>\$ 376,141.22</b>

General Fund	\$ 375,939.85
Underground Utilities Fund	\$ 201.37
<b>Total</b>	<b>\$ 376,141.22</b>



**Town of Palm Beach Shores**

**Utility Tax**

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

	<b>Electric</b> <i>FPL</i>	<b>Water</b> <i>Riviera Beach</i>	<b>Gas</b> <i>FPU</i>	<b>Total</b>
Oct-20	20,240.93	8,391.34	1,647.12	30,279.39
Nov-20	19,089.87	7,706.65	2,390.57	29,187.09
Dec-20	18,281.56	6,982.50	2,690.69	27,954.75
Jan-21				-
Feb-21				-
Mar-21				-
Apr-21				-
May-21				-
Jun-21				-
Jul-21				-
Aug-21				-
Sep-21				-
YTD Total	57,612.36	23,080.49	6,728.38	87,421.23

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

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

Current Year Receipts:

Date of Receipt	Period	
11/30/2020	October 2020	\$ 6,131.07
12/23/2020	November 2020	\$ 6,262.56
1/27/2021	December 2020	\$ 6,381.85

Total current year receipts	\$ 18,775.48
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Current Year Expenditures:

\$ -

Accumulated (unspent) Discretionary Sales Tax as of 1/31/21	\$ 310,261.95
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**Town of Palm Beach Shores**  
**Building Department**

	Building Permits	Building Department	Net Building	Cumulative Net Bldg
10/31/2020	\$ 5,349	\$ 30,064	\$ (24,716)	\$ (24,716)
11/30/2020	\$ 6,343	\$ 18,078	\$ (11,735)	\$ (36,451)
12/31/2020	\$ 25,163	\$ 29,897	\$ (4,734)	\$ (41,185)
1/31/2021	\$ 9,704	\$ 15,683	\$ (5,979)	\$ (47,164)
2/28/2021				
3/31/2021				
4/30/2021				
5/31/2021				
6/30/2021				
7/31/2021				
8/31/2021				
9/30/2021				
	\$ 46,558	\$ 93,722	\$ (47,164)	

Other related revenues:

Bldg Permit State Surcharge	\$ 1,196
Fire Inspection Fees	\$ 830
Code Enf Admin Cost Reimb	\$ 7,380
Site Plan / Variance Fees	\$ 3,992
Land Development Costs	\$ 201
Net Building	\$ (33,565)

*Note: Includes \$14,385 to demo home at 124 Cascade.*



Town of Palm Beach Shores  
Underground Utilities  
as of 1/31/21

	COST ESTIMATE	TOTAL as of 1/31/21	Remaining Costs	P R O J E C T E D	
				Cost	Variance
<b>Other Financing Sources:</b>					
Loan Proceeds	\$ 6,000,000	\$ 6,000,000.00	\$ -	\$ 6,000,000.00	\$ -
<b>Expenditures:</b>					
Survey	\$ 38,000	\$ 65,762.50	\$ -	\$ 65,762.50	\$ (27,762.50)
Legal	\$ 4,000	\$ 3,150.00	\$ -	\$ 3,150.00	\$ 850.00
Project Mgmt/Admin	\$ 80,000	\$ 79,322.15	\$ 677.85	\$ 80,000.00	\$ -
Construction - Town	\$ 4,336,460	\$ 4,119,637.00	\$ 216,823.00	\$ 4,336,460.00	\$ -
Construction - Comcast	\$ 250,000	\$ 528,340.73	\$ 75.32	\$ 528,416.05	\$ (278,416.05)
Construction - AT&T	\$ 450,000	\$ 185,000.00	\$ 520,000.00	\$ 705,000.00	\$ (255,000.00)
Construction - FPL	\$ 254,386	\$ 254,386.00	\$ -	\$ 254,386.00	\$ -
Landscape Restoration	\$ 16,300	\$ 9,584.51	\$ 6,715.49	\$ 16,300.00	\$ -
Loan Acquisition	\$ 23,000	\$ 22,508.00	\$ -	\$ 22,508.00	\$ 492.00
Contingency	\$ 547,854	\$ -	\$ -	\$ -	\$ 547,854.00
<b>Total expenditures</b>	<b>\$ 6,000,000</b>	<b>\$ 5,267,690.89</b>	<b>\$ 744,291.66</b>	<b>\$ 6,011,982.55</b>	<b>\$ (11,982.55)</b>
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 732,309.11</b>	<b>\$ (744,291.66)</b>	<b>\$ (11,982.55)</b>	<b>\$ (11,982.55)</b>

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

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

*RIC L. BRADSHAW, SHERIFF*



ITEM 4b1

Mayor Fiers and Commission  
February 2021 commission meeting  
January Statistics included  
02-18-2021

Please see the attached statistical data for the Month of January.

Deputies have completed their fair and impartial training at the training division. In the next few months each will complete in service training which will include driving and firearms. This is in addition to on line training that is given.

The statistics show an arrest at 181 Ocean avenue, this was in fact an assist to Riviera Beach Police, as it occurred in their park area adjacent to town.

In the last 3 to 4 weeks, our residents have had an influx in phone and internet scams. In each of the reported cases money was transferred, one included a payment of just over 25 thousand dollars. This case has been turned over to the FBI. As you know these cases are inherently hard to prosecute, as the suspect is usually in a different country, and the crime is reported after money is transmitted globally.

If there is interest, we can have a presenter on steps to avoid a scam brought in at the next commission meeting or other venue.

In response to shark fishing in town, a task force was formed by the Florida Wildlife commission of the officers to spot check permits and proper gear of the anglers. This is in addition to our local efforts.

We have received complaints of folks refusing to stop at the stop signs on Atlantic and Bamboo. We have increased our presence at this location, I have also spoken with traffic sergeant from North Region bureau, who will be assigning traffic units to the area from time to time.

As usual I am available for any concerns you may have.

Sergeant Steve Langevin





## January - 2021 - Monthly Strategic Report

CAD Calls	Monthly Totals
Business / Residence Checks (Self-Initiated)	2679
Traffic Stops (Self-Initiated)	31
Calls for Service (Excluding 1050's & 1061's)	146
<b>All CAD Calls - Total</b>	<b>2856</b>

Data Source: CADS/Premier 1

\*Omit Miscellaneous Calls

Note: P1 is a dynamic system. Meaning that #'s can change from what was previously reported in the event there is a location or call type re-classification/modification.

**Summary:** During the month, there were 2856 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
12	27	9



## Arrest and NTA Statistics

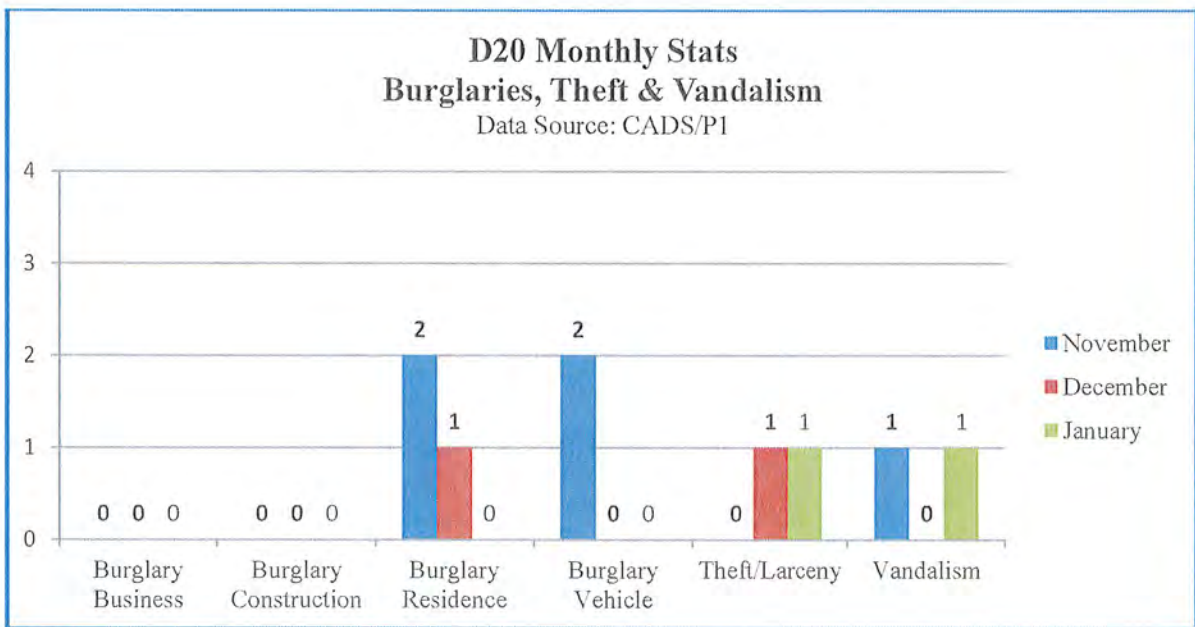
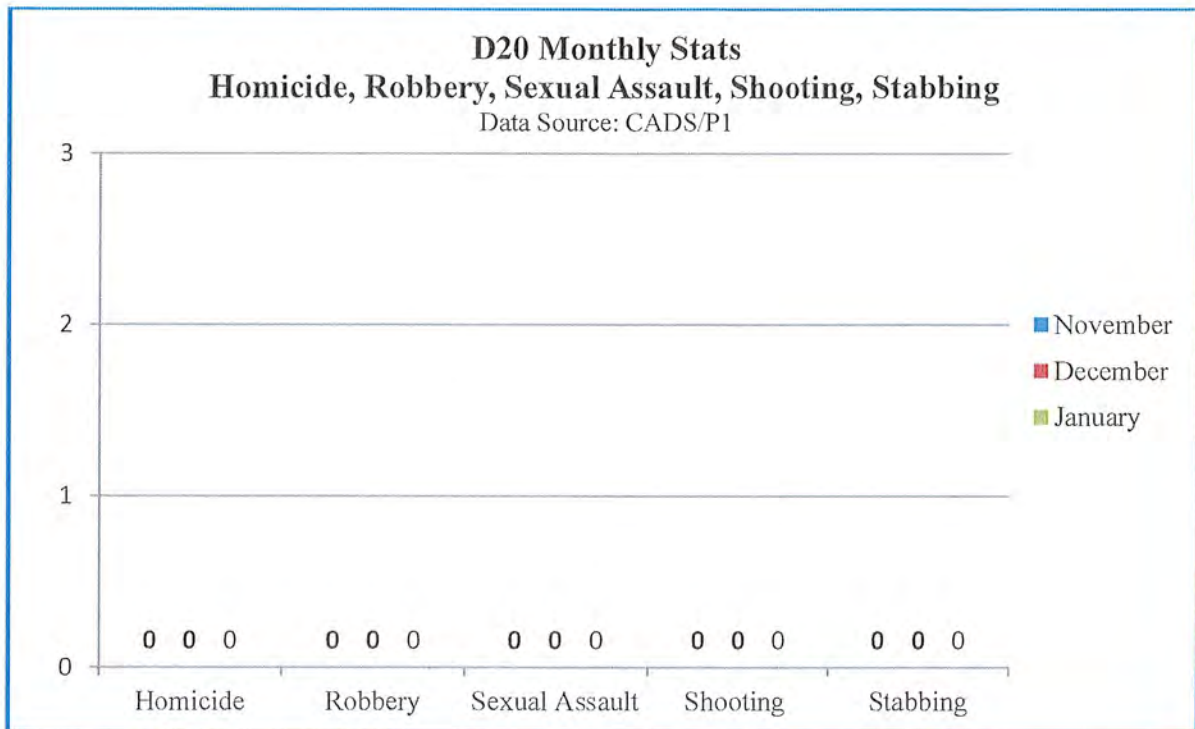
<b>Arrest Data</b>
<b>Arrests &amp; Notice to Appear (NTA) within District 20</b>
<b>Total Count - 1</b>

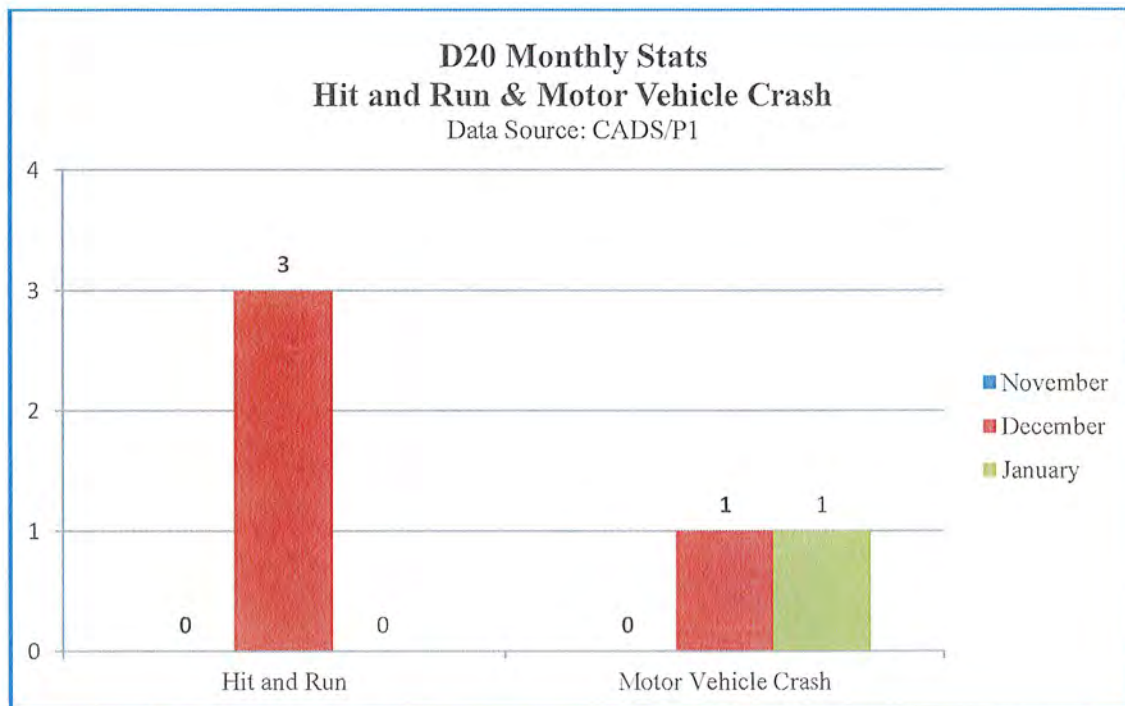
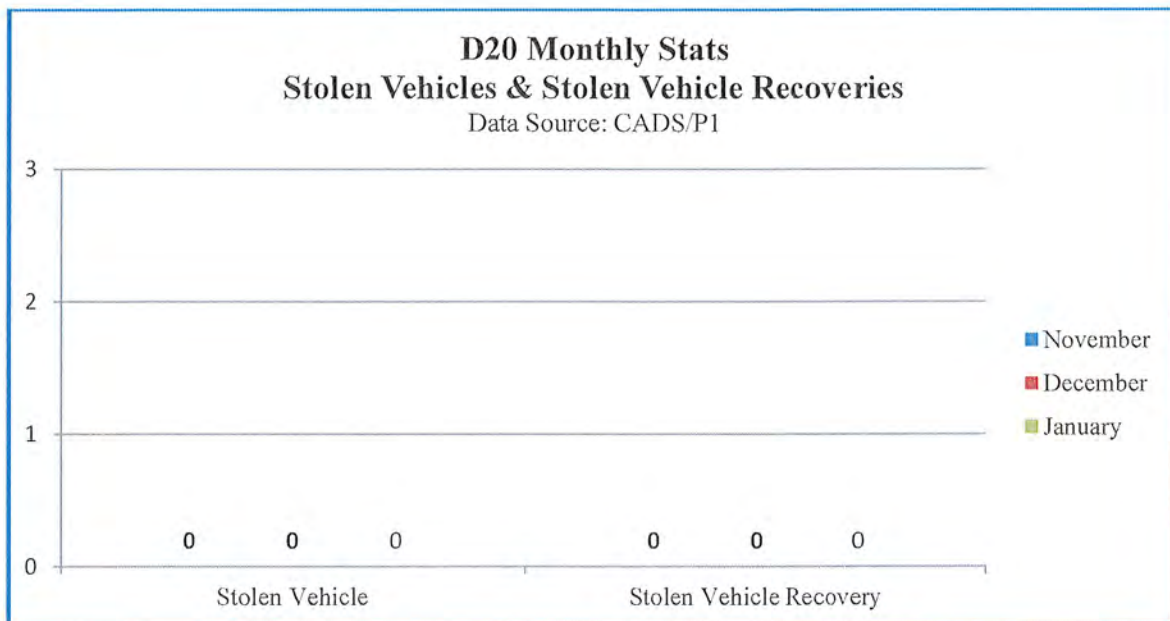
Data Source: CADS/Premier 1

RPT #	SIGNAL	NEIGHBORHOOD	COMMONPLACE	LOCATION
21023377	1049		PALM BEACH SHORES RESORT	181 OCEAN AVE

## DATA ANALYSIS

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





## District 20 Map of Activity

Data: Source: CrimeView Dashboard





## FIR MAP

4 Records Plotted in CrimeView Dashboard.



(5) Conducted per the FIR Track system.

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



**Palm Beach County Sheriff's Office**  
**Incident Search**

Incident	Type	Incident Type Description	Date	Beat	Location	Source	Unit	Officer	Priority	Report
202100102368	1050	1050 - Vehicle Stop	01/30/2021 22:29:22	20-11	Marriott Ocean Pointe - Welcome Center (71 Ocean Ave)	Self Initiate	20811	36199	2	
202100101012	1050	1050 - Vehicle Stop	01/30/2021 14:52:15	20-11	1 Blk Edwards Ln	Self Initiate	20A12	6933	2	
202100080386	1050	1050 - Vehicle Stop	01/24/2021 21:55:17	20-11	Lake Dr / Bamboo Rd	Self Initiate	20811	36199	2	
202100062622	1061	1061 - Business / Residence Check	01/19/2021 14:21:39	20-11	Approx Loc:125 Ocean Ave	Mdt	20A12	8235	5	
202100059513	1061	1061 - Business / Residence Check	01/18/2021 15:40:48	20-11	Approx Loc:390 Bamboo Rd	Mdt	20A12	8235	5	
202100059459	1061	1061 - Business / Residence Check	01/18/2021 15:09:35	20-11	Approx Loc:388 Bamboo Rd	Mdt	20A12	8235	5	
202100054364	1050	1050 - Vehicle Stop	01/16/2021 22:48:07	20-11	Park Ave / Bamboo Rd	Self Initiate	20811	36199	2	
202100052088	1050	1050 - Vehicle Stop	01/16/2021 08:45:47	20-11	Ocean Ave / Bamboo Rd	Self Initiate	20A12	6933	2	
202100044504	1061	1061 - Business / Residence Check	01/14/2021 12:09:18	20-11	Approx Loc:73 Edwards Ln	Mdt	20A12	8235	5	
202100030577	1061	1061 - Business / Residence Check	01/10/2021 12:37:31	20-11	Approx Loc:2 Edwards Ln	Mdt	20A11	8235	5	
202100027990	4	4 - Motor Veh Crash	01/09/2021 15:41:04	20-11	Sailfish Marina - Restaurant (98 Lake Dr)	Phone	20A11	8235	4	21023880
202100026410	1050	1050 - Vehicle Stop	01/09/2021 00:30:27	20-11	Ocean Ave / Bravado Ln	Self Initiate	20811	36199	2	
202100022135	1050	1050 - Vehicle Stop	01/07/2021 19:48:31	20-11	Lake Dr / Tacoma Ln	Self Initiate	20811	36199	2	
202100021795	1050	1050 - Vehicle Stop	01/07/2021 18:02:53	20-11	Marriott Ocean Pointe - Welcome Center (71 Ocean Ave)	Self Initiate	20812	36150	2	
202100018876	1050	1050 - Vehicle Stop	01/06/2021 23:48:28	20-11	Lake Dr / Edwards Ln	Self Initiate	20811	36199	2	
202100014761	1050	1050 - Vehicle Stop	01/05/2021 22:32:57	20-11	Ocean Ave / Sandal Ln	Self Initiate	20811	36199	2	

16 Record(s)



**Palm Beach County Sheriff's Office**  
**Incident Search**

Total Incidents Listed

16



**Palm Beach County Sheriff's Office**  
**Incident Search**

Incident	Type	Incident Type Description	Date	Beat	Location	Source	Unit	Officer	Priority	Report
202100105005	1050	1050 - Vehicle Stop	01/31/2021 19:25:07	20-11	Sailfish Marina - Restaurant (98 Lake Dr)	Self Initiate	20811	36199	2	2
202100101690	1050	1050 - Vehicle Stop	01/30/2021 19:18:57	20-11	Lake Dr / Claremont Ln	Self Initiate	20811	36199	2	2
202100097989	1050	1050 - Vehicle Stop	01/29/2021 19:43:44	20-11	Sailfish Marina - Restaurant (98 Lake Dr)	Self Initiate	20811	36199	2	2
202100077738	1050	1050 - Vehicle Stop	01/23/2021 22:32:03	20-11	Lake Dr / Edwards Ln	Self Initiate	20811	36199	2	2
202100054269	13	13 - Suspicious Vehicle	01/16/2021 22:12:52	20-11	90 Edwards Ln	Self Initiate	20812	36150	3	3
202100050963	13	13 - Suspicious Vehicle	01/16/2021 00:07:23	20-11	Inlet Way / Ocean Ave	Self Initiate	20812	36150	3	3
202100048343	1050	1050 - Vehicle Stop	01/15/2021 10:17:28	20-11	Sandal Ln / Atlantic Ave	Self Initiate	MTR15	7580	2	2
202100014905	1050	1050 - Vehicle Stop	01/05/2021 23:26:27	20-11	Ocean Ave / Bravado Ln	Self Initiate	20812	36150	2	2
202100014003	1017	1017 - Conduct Investigation	01/05/2021 17:18:28	20-11	Dist20 (247 Edwards Ln)	Self Initiate	20A11	8235	4	4
202100010632	1050	1050 - Vehicle Stop	01/04/2021 15:28:41	20-11	Approx Loc:386 Cascade Ln	Mdt	MTR11	9458	2	2
202100010569	1050	1050 - Vehicle Stop	01/04/2021 15:03:37	20-11	Approx Loc:136 Lake Dr	Mdt	MTR11	9458	2	2
202100010531	1050	1050 - Vehicle Stop	01/04/2021 14:53:23	20-11	Approx Loc:100 Lake Dr	Mdt	MTR11	9458	2	2

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
202100102601	1050	1050 - Vehicle Stop	01/30/2021 23:38:10	20-11	Sandal Ln / Atlantic Ave	Self Initiate	20811	36199	2	2
202100101880	1050	1050 - Vehicle Stop	01/30/2021 20:10:18	20-11	Lake Dr / Bamboo Rd	Self Initiate	20811	36199	2	2
202100077828	1050	1050 - Vehicle Stop	01/23/2021 23:01:15	20-11	Sailfish Marina - Restaurant (98 Lake Dr)	Self Initiate	20811	36199	2	2
202100074076	1050	1050 - Vehicle Stop	01/22/2021 20:00:07	20-11	Lake Dr / Edwards Ln	Self Initiate	20811	36199	2	2
202100070800	1050	1050 - Vehicle Stop	01/21/2021 22:08:42	20-11	Ocean Ave / Claremont Ln	Self Initiate	20811	36199	2	2
202100054461	1050	1050 - Vehicle Stop	01/16/2021 23:25:38	20-11	Lake Dr / Blossom Ln	Self Initiate	20812	36150	2	2
202100050300	1050	1050 - Vehicle Stop	01/15/2021 20:29:53	20-11	Ocean Ave / Blossom Ln	Self Initiate	20812	36150	2	2
202100046527	1050	1050 - Vehicle Stop	01/14/2021 23:06:30	20-11	Marmott Ocean Pointe - Welcome Center (71 Ocean Ave)	Self Initiate	20811	36199	2	2
202100026186	1050	1050 - Vehicle Stop	01/08/2021 22:50:32	20-11	Lake Dr / Tacoma Ln	Self Initiate	20811	36199	2	2
202100014690	1050	1050 - Vehicle Stop	01/05/2021 22:05:14	20-11	Lake Dr / Tacoma Ln	Self Initiate	20811	36199	2	2
202100012677	1050	1050 - Vehicle Stop	01/05/2021 09:00:06	20-11	Tahiti On The Inlet (125 Inlet Way)	Self Initiate	20A11	8235	2	2

11 Record(s)



**Palm Beach County Sheriff's Office**  
**Incident Search**

Total Incidents Listed

11



**MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**  
**TOWN OF PALM BEACH SHORES**  
**DEPARTMENT OF EMERGENCY SERVICES**  
**21 January 2021 – 18 February 2021**

**Item 4b2**

**TO:** Mayor Alan Fiers  
Town Commissioners

**FROM:** Trevor L. Steedman, Fire Chief

**DATE:** 18 February 2020

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**OPERATIONS**

**FIRE DEPARTMENT**

**COMMUNITY RISK REDUCTION (CRR) INITIATIVES**

- Hydrant Inspection Program (Monthly)
  - All hydrants are operational / In-Service at the time of this report.
- Special Secondary Certificate of Public Convenience & Necessity (COPCN)
  - Provide immediate Advanced Life Support (ALS) service for Palm Beach Shores
  - Exploring alternatives to current EMS transport contract with Riviera Beach based on cost effectiveness and service delivery.
- *Community CPR & AED* – Presented twice annually – Postponed due to COVID-19
- *Courtesy Home Fire Safety Surveys* – (Implemented: November 2017)
- *Pulse Point* mobile application site – *Pulse Point* is a pre-arrival solution designed to support public safety agencies working to improve cardiac arrest survival rates through improved bystander performance.
- *Pre-Incident Planning* – On-going initiative to familiarize first responders with high-risk occupancies, unique hazards and special properties in Palm Beach Shores and plan accordingly for potential emergencies.
- *File of Life* Program – (Program initiated on 15 March 2017). Program materials funded through budgeted line item: *Community Risk Reduction - Prevention*. Kits are available during business hours at the Town Hall front office.





**MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**  
**TOWN OF PALM BEACH SHORES**  
**DEPARTMENT OF EMERGENCY SERVICES**  
**21 January 2021 – 18 February 2021**

- *Fire Extinguisher Selection, Use and Maintenance*
  - Hands-on training and education opportunity presented to community members and our partners in the business community by PBSFD Firefighters. – Postponed due to COVID-19

**STAFFING**

**Career Staff.**

- No vacancies.

○ **Volunteer Staff**

- Recruitment and Retention efforts remain a priority. The entry versus attrition rate (predominantly due to full-time employment opportunities with other area departments) remains constant. There are 45 volunteer members certified to State Minimum Standards on the “Active” rolls at the time of this report.
- Volunteer opportunities for Non-Operations personnel are under development.

**WORKFORCE & OFFICER LEADERSHIP DEVELOPMENT**

- Training & Continuing Education

**FLEET DEPLOYMENT & MAINTENANCE**

- Ocean Rescue 280 - Receiving bids for replacement vehicle.

**INDUSTRY & PROFESSIONAL STANDARDS COMPLIANCE INITIATIVES**

- Adopted *National Fire Service Professional Qualifications Board* standards or equivalent for Line, Staff and Command level Officers, Fire Apparatus Driver Operator (FADO) and Firefighters to include:
  - NFPA 1001 *Standard for Fire Fighter Professional Qualifications*
  - NFPA 1002 – P *Standard for Fire Apparatus Driver/Operator (FADO) Professional Qualifications.*
    - PBSFD FADO program (implemented in September 2017).
  - NFPA 1021: *Standard for Fire Officer Professional Qualifications*



## MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

### TOWN OF PALM BEACH SHORES

#### DEPARTMENT OF EMERGENCY SERVICES

21 January 2021 – 18 February 2021

- 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

- ATV was purchased and is going to metal fabricator for installation of rescue board rack.

##### BEACH & WATER CONDITIONS

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

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

##### **COVID-19:**

- COVID-19 Closed Point of Distribution (POD)
  - The State’s vaccine distribution strategy has shifted to pharmacy-based and away from municipal PODs. The PBC Healthcare district is administering 2<sup>nd</sup> doses and will operate on a week-to-week plan for any future 1<sup>st</sup> dose distributions based on vaccine availability. The State is evaluating Municipal/Fire Service PODs for distribution to homebound and special designation populations.
  - Vaccinations will be distributed in accordance with the target populations outlined in the Governor’s orders.
- The PBS Office of Emergency Management is in regular communication with Local, County, Regional and State authorities and provides weekly updates to the Community via email distribution and Town Newsletter. Requests for Homebound Testing, provided by Palm Beach County Department of Health, can be coordinated through Palm Beach Shores Emergency Management by calling (561) 296-3380.
- **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**

**21 January 2021 – 18 February 2021**

- Complies and aligns with 27P-6.0023, Florida Administrative Code, County Comprehensive Emergency Management Plans (CEMP) and County Emergency Management Programs
- Facilitate grant opportunities and streamline FEMA reimbursement efforts
- **Continuity of Operations Plan (COOP) - Ongoing**
  - Purpose and Scope: The COOP enables organizations to continue their Essential Functions (EF's) across a wide spectrum of emergencies. This Plan applies to the functions, operations, and resources necessary to ensure the continuation of the Town's Essential Functions, in the event its normal operations at Town Hall or Town facilities are disrupted or threatened with disruption. This Plan applies to all Town personnel and contractors vital to daily operations. Palm Beach Shores staff must be familiar with Continuity policies and procedures and their respective Continuity roles and responsibilities. This Continuity Plan ensures the Town of Palm Beach Shores is capable of conducting its essential missions and functions under all threats and conditions, with or without warning, including natural and manmade disasters, technological emergencies, and military or terrorist attack-related incidents.
  - Based on a vulnerability assessment which identifies capabilities, limitations, and potential threats.
  - Identify and address any potential critical points of failure.
- **Incident Action Plans (IAP's) – As Needed**
  - Purpose and Scope: Provides a recognized template to establish control objectives and communicate critical information during planned and unforeseen events and emergencies.
  - Response strategies and operational goals for operational periods are regularly updated.





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

**21 January 2021 – 18 February 2021**

**Calls for Service Activity**

**Fire/EMS**

<b>TOTAL CALLS FOR SERVICE</b>	<b>26</b> <b>(Fire: 04) (Medical: 22)</b>
<b>LAST REPORTING PERIOD</b>	<b>42</b> <b>(Fire: 07) (Medical: 35)</b>
<b>PERCENTAGE OF INCREASE / DECREASE</b>	<b>(Total: -38%) (Fire: - 43 %) (Medical: - 37 %)</b>

**Ocean Rescue**

**(November)**

<b>Rescue Report</b>	Rescues: 00    Assists: 03    Vessel Assists: 00
<b>Prevention &amp; Education</b>	Contacts: 275
<b>First Aid Provided</b>	Occurrences (Minor): 55



## ***Public Works Department***

**Item #: 5 b 3.**

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

***February 2021***

#### **Community Center:**

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

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

1. Scheduling to paint the Inlet Park walkway light posts and install numbers on each light post for maintenance tracking. This project is still in progress due to weather.
2. Scheduling to pressure wash and paint the concrete railings, benches, and light poles located at the Fountain on the Parkway. The project start date was Wednesday, January 13, 2021. The project was completed on Friday, February 5, 2021.
3. 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.
4. The Board Walk project start date was Monday, February 8, 2021. The removal of the deck boards and floor joists are underway and the stainless-steel hardware, wood planks, and composite deck boards have been ordered. Weather permitting and delivery of materials the completion of the project is projected for the second week of March 2021.
5. The projects listed is funded through the approved general and capital budget.

#### **Streets:**

1. Following the Commissioners approval, the installation of the tidal valve in the stormwater outfall pipe located at Lake Drive and Bamboo Road is scheduled for December 2020. The contract was awarded to Shenandoah to repair the stormwater outfall pipe and to install the WAPRO tidal valve. The Town will piggyback off the approved contract with Broward College. The project start date was



Thursday, January 14, 2021. First step: Cleaning the inside of pipe. Completed before Liner Installed. Second step: Scheduling of the liner in three weeks from the start date. The Liner was completed on Friday, February 12, 2021. Third and final step: Installing the tidal valve.

2. Scheduling to replace the storm grates and concrete aprons along Lake drive and Inlet Way. The grates are on order waiting for their arrival to install. Public Works will perform the work. Still in progress.
3. Scheduling to install new street light electrical boxes in the ground due to normal wear and being damaged. Project is ongoing due to underground projects. Installed 18 electrical boxes to date 7 boxes remaining for installation.
4. The projects listed is funded through the approved general and capital budget.

### **Lift Stations:**

1. Scheduling to repair the fence and screening material located at Ocean Ave Lift Station #02 due to wear and high winds. Waiting for materials to arrive.
2. The main sewer line on Bravado Lane and Claremont Lane required to be cleaned due to a blockage caused by sand and debris. The sewer lines were cleaned from Atlantic Ave to Lake Drive. With the use of a camera the entire line was inspected for any joint separations or breaks, no breaks or joint separations were observed at this time. The sewer lines integrity was in good condition according to the age of the pipe material. No further action was required at this time.
3. The projects listed is funded through the approved general budget.

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

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

### **Foot Note:**

#### **Capital Projects For 2020 Public Works**

1. Beach Bathroom Restoration: **Completed**
2. Beach Boardwalk Construction: **Public Works to perform the work. In progress.**
3. Paint Exterior of Community Center: **Public Works to perform the work.**
4. LED Conversion of all lighting fixtures Community Center: **Completed**
5. AC Air Handler replacement 2<sup>nd</sup> floor Community Center: **Waiting for estimates.**
6. New Storm grates and concrete aprons Streets: **Public Works to perform the work.**
7. New Tidal valves Lake Drive & Inlet way Outfall Pipes: **In progress.**
8. Lift Station Pumps: **Removed not required**
9. Town Hall Relining of Sewer Lines: **Waiting for estimates.**
10. AC Units replaced 2ea. Town Hall: **Completed**
11. Fire Department front porch construction: **Completed**

12. Fire Department new roof: **Scheduled in April Legacy Roofing.**

13. Police Department Parking lot and Parkway Town Hall New Light Poles LED: **Completed**

14. Inlet Park Pathway asphalt sealer: **Completed**

15. Inlet Park Gazebos retaining walls and concrete slab repairs: **Completed**

**Training / Certificates:**

1. Continuing Education in Florida Stormwater Erosion and Sedimentation Control.
2. OSHA'S Model Training Program for multiple certifications & continuing education credits.
3. Safety Meeting scheduled for Tuesday, March 16, 2020 Public Works Safety Officer.



**TOWN CLERK REPORT**  
**February 2021 Status Update**

TASKS	STATUS
<b>Upcoming Meetings</b>	➤ January 27, 2021 6:30 pm: Planning & Zoning Workshop re: District "B"
<b>Building Department Updates</b>	<p>January 2021:</p> <ul style="list-style-type: none"> <li>• Total Permits issued: 17</li> <li>• Total Permit Fees Paid: \$7,669.65</li> <li>• Total Construction Value: \$251,966.00</li> <li>• Total Permits issued in 2020 to date: 202</li> <li>• Total Permit Fees in 2020 to date: \$195,026.38</li> <li>• Total Construction Value in 2020 to date: \$6,669,483.95</li> </ul> <p>➤ <b>HOURS FOR THE BUILDING DEPARTMENT!</b></p> <p>We are open Monday, Wednesday, and Friday from 9:00 am to 1:00 pm to take in Building Permit Applications.</p> <p>All other building department related business are during normal business hours (8:30 am to 4:30 pm, Monday through Friday)</p>
<b>Code Compliance</b>	<p>New/ongoing open Code Violations January 2021 (20 total)</p> <ul style="list-style-type: none"> <li>• 4 Expired Tags, prohibited vehicles (Code Sec. 70-75)</li> <li>• 1 Temporary Signage (Code Sec. 58-53)</li> <li>• 1 Work without permits (Code Sec. 14-81)</li> <li>• 4 Property Maintenance (Code Sec. 18-329)</li> <li>• 9 Landscape Maintenance and landscape obstructed traffic view (Code Sec.78-79)</li> <li>• 15 No Business Tax/Cert. of Use (Code Sec. 18-16)</li> <li>• 3 Yard debris/collection times/bulk trash before pickup days (Code Sec. 38-9)</li> </ul>
<b>TOWN HALL</b>	<p>Please remember that when you attend meetings online, we ask that everyone please use proper decorum on your end of the sound and visual aspects, as you would if you were attending in person at the meeting:</p> <ol style="list-style-type: none"> <li>1. Please keep your microphones muted unless you are asked to speak, as any ambient noise on your end will be heard in the commission chambers.</li> <li>2. Remember if you are attending visually, you will be seen by everyone who is also attending visually on the big screens in the Commission Chambers.</li> </ol> <p>Please check yourselves accordingly and be respectful of others.</p>



**Proclamation**  
**Town Commission**  
**Town of Palm Beach Shores, FL**

**WHEREAS**, safe, clean, and sustainable water resources are essential to Florida's environment, economy, citizens, and visitors; and

**WHEREAS**, although Florida's water supplies are finite, the state's population and need for water resources continue to increase; and

**WHEREAS**, water reuse provides a means for conserving and augmenting Florida's precious water resources and is key to the state's sustainable water future; and

**WHEREAS**, Florida has established the encouragement and promotion of water reuse as state objectives in Chapters 373 and 403, Florida Statutes, and

**WHEREAS**, Florida has risen to be the national leader in water reuse -- reusing 820 million gallons of reclaimed water per day to conserve freshwater supplies and replenish our rivers, streams, lakes, and aquifers; and

**WHEREAS**, Florida's permitted reuse capacity is more than 1.7 billion gallons per day (approximately 67 percent of Florida's total permitted capacity for all domestic wastewater treatment facilities); and

**WHEREAS**, WaterReuse Florida, the state section of the WaterReuse Association, has proclaimed the week of May 16-22, 2021 as Florida Water Reuse Week; and

**WHEREAS**, the Town of Palm Beach Shores has joined with WaterReuse Florida, the Florida Department of Environmental Protection, and the South Florida Water Management District in encouraging and promoting water reuse and conservation; and

**WHEREAS**, the Town of Palm Beach Shores has implemented a water reuse program and encourages efficient and effective use of reclaimed water; and

**NOW, THEREFORE**, be it resolved that by virtue of the authority vested in me as the Mayor of the Town of Palm Beach Shores, hereby supports WaterReuse Florida and proclaims May 16-22, 2021, as:

**WATER REUSE WEEK**

in the State of Florida. the Town of Palm Beach Shores, Florida is calling upon each citizen and business to help protect our precious water resources by practicing efficient and effective use reclaimed water.

Dated this 22<sup>nd</sup> day of February 2021.

\_\_\_\_\_  
Alan Fiers, Mayor

(Seal)



# **Proclamation**

## **Town Commission Town of Palm Beach Shores, FL**

**WHEREAS**, water is a basic and essential need of every living creature; and

**WHEREAS**, the State of Florida, Water Management Districts, and the Town of Palm Beach Shores are working together to increase awareness about the importance of water conservation; and

**WHEREAS**, The Town of Palm Beach Shores and the State of Florida has designated April, typically a dry month when water demands are most acute, Florida's Water Conservation Month, to educate citizens about how they can help save Florida's precious water resources; and

**WHEREAS**, the Town of Palm Beach Shores has always encouraged and supported water conservation, through various educational programs and special events; and

**WHEREAS**, every business, industry, municipality, and citizen can make a difference when it comes to conserving water; and

**WHEREAS**, every business, industry, municipality, and citizen can help by saving water and thus promote a healthy economy and community; and

**NOW, THEREFORE**, be it resolved that by virtue of the authority vested in me as the Mayor and Commission of the Town of Palm Beach Shores, do hereby proclaim the month of April as:

### **Water Conservation Month**

The Town of Palm Beach Shores, Florida is calling upon each citizen and business to help protect our precious resource by practicing water saving measures and becoming more aware of the need to save water.

Dated this 21<sup>st</sup> day of February 2021.

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Alan Fiers, Mayor

(Seal)