

Monday, July 27, 2020
7:00 pm



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

**REGULAR TOWN COMMISSION
MEETING AGENDA**

Mayor Alan Fiers

Vice Mayor Roby DeReuil

Commissioner Bob Stanton
Commissioner Tom Mills
Commissioner Scott McCranel

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

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

INSTRUCTIONS TO JOIN MEETING ELECTRONICALLY

To join meeting by computer (video & audio) click or type the following link in the address bar:

<https://townofpalmbeachshores.my.webex.com/townofpalmbeachshores.my/j.php?MTID=m6659b165ac68edbb1edbad8e7fd3cd21>

Meeting Number: 132 912 7853

Password: 0727

To join meeting by phone (voice only):

Phone Number: 1-408-418-9388 US toll-free

Access Code: 132 912 7853

Password: 0727

The entire agenda packet is available on the Town's website:

[http://www.palmbeachshoresfl.us/government/agendas and minutes/commission.php#outer-287](http://www.palmbeachshoresfl.us/government/agendas%20and%20minutes/commission.php#outer-287)

AGENDA

1. **CALL TO ORDER;**
 - a. Pledge of Allegiance
 - b. Roll Call
2. **APPROVAL OF MEETING AGENDA** (*Additions, substitutions, deletions*)
3. **CONSENT AGENDA**
 - a. Approval of June 22, 2020 Commission Meeting Minutes
4. **PRESENTATIONS**
 - a. Audit Report for Fiscal Year Ending 9/30/2019 (Terry Morton, CPA
Nowlen, Holt & Miner, P.A.)

5. **DEPARTMENT AND BOARD REPORTS**

- a. Financials
 - 1. Approval of Financial Report for period ending June 30, 2020 (*Wendy Wells, Town Administrator/Treasurer*)
 - 2. FY 2020 Projections (*Wendy Wells, Town Administrator/Treasurer*)
 - 3. FY2021 Capital (*Wendy Wells, Town Administrator/Treasurer*)
- b. Staff Reports:
 - 1. Sheriff's Department
 - 2. Fire Department
 - 3. Public Works
 - 4. Town Clerk
 - 5. Town Attorney

6. **COMMISSION REPORTS**

- a. Undergrounding Update (*Mayor Fiers*)

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

- a. Set tentative millage rate - operating (*Presented by Wendy Wells, Town Administrator*)
- b. Set tentative millage rate – debt (*Presented by Wendy Wells, Town Administrator*)
- c. Date, time, and location of the first public budget hearing (*Presented by Wendy Wells, Town Administrator*)

8. **ORDINANCES AND RESOLUTIONS**

Resolution R-8-20, A Resolution providing local recognition of South Florida Water Management District Year-round water conservations rules for landscape irrigation.
(*Presented by Keith Davis, Town Attorney*)

9. **DISCUSSION ITEMS**

- a. Registering landscapers/lawn services who work in the Town
- b. Rules on use of PODS

10. **PUBLIC COMMENTS**

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

11. **ADJOURNMENT**

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

TOWN OF PALM BEACH SHORES, FLORIDA
REGULAR COMMISSION MEETING MINUTES
June 22, 2020

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

1. **CALL TO ORDER**

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

Town Administrator Wendy Wells called the roll and those present were Mayor Alan Fiers, Commissioner Bob Stanton, Commissioner Tom Mills, Commissioner Scott McCranel. Vice Mayor Roby DeReuil attended the meeting at 7:15 pm via audio. Also present were PBSO Sgt. Langevin, Fire Chief Steedman, Public Works Director Welch, Town Attorney Davis, and Town Clerk Browning. Administrator Wells stated there was a quorum present.

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

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

SECOND: Commissioner McCranel seconded the motion.

VOTE:

DeReuil:	Not present at the time of the vote
Stanton:	YES
Mills:	YES
McCranel:	YES
Fiers:	YES The Motion Passed Unanimously by those present

3. **CONSENT AGENDA**

- a. Approval of May 18, 2020 Commission Meeting Minutes
- b. Special Event Permit SP20-06, Sailfish Marina Fishing Tournament 7/10/20 to 7/11/20 to begin at 9:00 am with 200 participants.

MOTION: Commissioner Tom Mills moved to approve the Consent Agenda.

SECOND: Commissioner McCranel seconded the motion.

VOTE:

DeReuil:	Not present at the time of the vote
Stanton:	YES
Mills:	YES
McCranel:	YES
Fiers:	YES The Motion Passed Unanimously by those present

4. DEPARTMENT AND BOARD REPORTS

a. Financials

1. Approval of Financial Report for Period ending May 31, 2020 (*Wendy Wells, Town Administrator*)

MOTION: Commissioner Stanton moved to approve the Financial Report.

SECOND: Commissioner McCranel seconded the motion.

VOTE: **DeReuil:** **Not present at the time of the vote**

Stanton: **YES**

Mills: **YES**

McCranel: **YES**

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

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

5. COMMISSION REPORTS

Mayor Fiers gave an updated on Viking's portion of the underground project stating that only the punch list items remain. He asked the Commission's approval for the Town to pay the retainer after the last properties are completed. The Mayor also said the Town will pay for the replacement of the trees and landscaping damage as a result of the project.

NOTE: *Vice Mayor DeReuil joined the meeting via audio attendance.*

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

- a. Renew non-resident beach parking passes (*Presented by Wendy Wells, Town Administrator*)

MOTION: Commissioner Bob Stanton moved to continue with the 40 non-resident beach passes at the same price of \$200.

SECOND: Commissioner McCranel seconded the motion.

VOTE: **DeReuil:** **YES**

Stanton: **YES**

Mills: **YES**

McCranel: **YES**

Fiers: **YES The Motion Passed Unanimously**

- b. Hurricane passes: Logistics and whether to reinstate (*Presented by Mayor Alan Fiers*)

MOTION: Commissioner Tom Mills moved to purchase 300 hurricane passes at the cost of \$480.

SECOND: Commissioner McCranel seconded the motion.

VOTE: **DeReuil:** **YES**

Stanton: **YES**

Mills: **YES**

McCranel: **YES**

Fiers: **YES The Motion Passed Unanimously**

- c. South Florida Water Management District re: Year-round irrigation rules. *(Presented by Attorney Keith Davis)*

Discussion: Attorney Davis stated he could draft a resolution for the July Meeting stating watering standards on a volunteer basis.

MOTION: Commissioner Scott McCranels moved to have the Town Attorney prepare a resolution as discussed.

SECOND: Commissioner Stanton seconded the motion.

VOTE:

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

The Motion Passed Unanimously

- d. Auditor Selection Committee *(Presented by Wendy Wells, Town Administrator)*

Discussion: Attorney Davis stated the State requires a minimum of 3 members be appointed by the Commission. One (1) member can be staff, but the others cannot be on staff. After further discussion, it was decided that Vice Mayor Roby DeReuil would Chair the committee and residents Kevin Banks and Janet Kortenhuis would complete the 3 members. Town Treasurer/Administrator Wendy Wells would provide information and direction, but the process needs to be completed by the end of the calendar year.

After the meeting, Mayor Fiers requested Town Clerk Browning to contact Laurie Mitchell to also serve on this committee. Town Clerk Browning will send an invitation to Kevin, Janet, and Laurie asking for their service on this Committee.

- e. Audio/Visual Equipment for Town Hall Chambers *(Presented by Wendy Wells, Town Administrator)*

After the presentation Wendy Wells stated that staff recommends using Primestar Digital Network for this project. Not only were they the lowest price, but their information is detailed and easy to understand. The target date to have this up and ready will be for the August Commission Meeting.

This item is within the budget guidelines and did not require a vote. However, all were in favor of moving forward with this purchase and installation.

7. ORDINANCES AND RESOLUTIONS

None at this meeting.

8. **PUBLIC COMMENTS**

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

Vice Mayor DeReuil and Janet Kortenhaus made comments. However, the sound quality was poor, and their comments were not recorded.

9. **ADJOURNMENT**

MOTION: Commissioner Stanton moved to adjourn the meeting

SECOND: Commissioner Mills seconded the motion, and the meeting was adjourned at 8:30 pm.

VOTE:

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

The Motion Passed Unanimously

Approved this 27th day of July 2020.

ATTEST:

Alan Fiers, Mayor

Evyonne Browning, Town Clerk

(Seal)

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

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

	CASH & INVESTMENTS		REVENUE			
			BUDGET	CURRENT	YEAR TO DATE	% OF BUDGET
9/30/2019	\$ 3,090,996		\$ 5,483,468	\$ 175,675	\$ 5,665,728	103%
10/31/2019	\$ 2,593,552		\$ 5,427,660	\$ 59,577	\$ 59,577	1%
11/30/2019	\$ 2,301,889		\$ 5,575,352	\$ 407,740	\$ 467,317	8%
12/31/2019	\$ 5,172,573		\$ 5,575,352	\$ 3,206,956	\$ 3,674,273	66%
1/31/2020	\$ 4,991,371		\$ 5,575,352	\$ 280,037	\$ 3,954,309	71%
2/29/2020	\$ 4,809,796		\$ 5,575,352	\$ 178,665	\$ 4,132,974	74%
3/31/2020	\$ 4,648,894		\$ 5,575,352	\$ 185,578	\$ 4,318,551	77%
4/30/2020	\$ 4,223,150		\$ 5,575,352	\$ 223,557	\$ 4,542,109	81%
5/31/2020	\$ 4,086,390		\$ 5,575,532	\$ 149,864	\$ 4,691,973	84%
6/30/2020	\$ 3,815,455		\$ 5,575,532	\$ 121,260	\$ 4,813,233	86%
6/30/2019	\$ 3,742,254		\$ 5,403,227	\$ 451,635	\$ 5,072,683	94%
7/31/2020						
8/31/2020						
9/30/2020						

	EXPENDITURES					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2019	\$ 5,483,468	\$ 395,603	\$ 62,282	\$ 457,885	\$ 5,085,531	93%
10/31/2019	\$ 5,427,660	\$ 643,149	\$ 27,951	\$ 671,101	\$ 671,101	12%
11/30/2019	\$ 5,575,352	\$ 700,753	\$ (308,997)	\$ 391,756	\$ 1,062,857	19%
12/31/2019	\$ 5,575,352	\$ 335,700	\$ (44,776)	\$ 380,476	\$ 1,443,332	26%
1/31/2020	\$ 5,575,352	\$ 463,959	\$ (5,521)	\$ 469,481	\$ 1,912,813	34%
2/29/2020	\$ 5,575,352	\$ 360,878	\$ 23,659	\$ 337,219	\$ 2,250,032	40%
3/31/2020	\$ 5,575,352	\$ 348,722	\$ (49,116)	\$ 397,838	\$ 2,647,869	47%
4/30/2020	\$ 5,575,352	\$ 606,087	\$ (18,682)	\$ 624,769	\$ 3,272,639	59%
5/31/2020	\$ 5,575,352	\$ 323,655	\$ (12,514)	\$ 336,170	\$ 3,608,808	65%
6/30/2020	\$ 5,575,352	\$ 378,352	\$ (51,148)	\$ 429,499	\$ 4,038,307	72%
6/30/2019	\$ 5,403,227	\$ 371,573	\$ 270,624	\$ 642,197	\$ 3,838,317	71%
7/31/2020						
8/31/2020						
9/30/2020						

Budget Amendment #1 was approved at the November 2019 Commission Meeting.

Budget Amendment #2 was approved at the May 2020 Commission Meeting

Town of Palm Beach Shores
Disbursements - June 2020

Check #	Type	Date	Vendor Name	Amount
1969	C	6/4/2020	665 Andrew Fenton	\$ 90.00
1970	C	6/4/2020	823 AT&T Mobility	\$ 34.99
1971	C	6/4/2020	673 Bishop's Water Company	\$ 391.00
1972	C	6/4/2020	47 Board of County Commissioners	\$ 117.00
1973	C	6/4/2020	52 Comcast	\$ 19.95
1974	C	6/4/2020	107 Davis and Ashton, P.A.	\$ 9,810.00
1975	C	6/4/2020	863 Diversified Building Department Manager	\$ 3,810.00
1976	C	6/4/2020	65 Federal Background Services, Inc.	\$ 250.00
1977	C	6/4/2020	89 Home Depot Credit Svcs	\$ 2,038.83
1978	C	6/4/2020	129 Hugo's Gourmet Catering, Inc.	\$ 500.00
1979	C	6/4/2020	881 South Central Planning & Development Co	\$ 1,833.33
1980	C	6/4/2020	100 Toshiba Business Solutions	\$ 422.71
1981	C	6/4/2020	592 Trevor Steedman	\$ 81.46
1982	C	6/4/2020	101 Verizon Wireless	\$ 50.73
1983	C	6/4/2020	104 Waste Management	\$ 11,150.30
1984	C	6/4/2020	290 Westside Reprographics, Inc.	\$ 363.13
1985	C	6/4/2020	786 Zach's Dive Service	\$ 80.00
1986	C	6/11/2020	877 All Around Builder	\$ 3,000.00
1987	C	6/11/2020	556 Armchem International	\$ 440.00
1988	C	6/11/2020	861 BrightView Landscape Services, Inc.	\$ 6,859.38
1989	C	6/11/2020	13 City Maintenance Supply	\$ 234.08
1990	C	6/11/2020	53 Concentra Occupation Health Centers of S	\$ 140.00
1991	C	6/11/2020	606 Florida Municipal Insurance Trust	\$ 21,396.00
1992	C	6/11/2020	844 Florida Roadway Signs, Inc.	\$ 2,483.75
1993	C	6/11/2020	80 FL Public Utilities	\$ 177.14
1994	C	6/11/2020	880 Gray /Robinson Attorney	\$ 240.00
1995	C	6/11/2020	659 Image Companies	\$ 2,746.16
1996	C	6/11/2020	888 Morabito Consultants	\$ 1,085.00
1997	C	6/11/2020	14 Nowlen, Holt & Miner, P.A.	\$ 7,000.00
1998	C	6/11/2020	879 Orlando Rodriguez	\$ 180.00
1999	C	6/11/2020	858 Palm Beach County Sheriff's Office	\$ 137,364.82
2000	C	6/11/2020	16 Palmdale Oil Company, Inc.	\$ 290.52
2001	C	6/11/2020	375 Simmons & White, Inc.	\$ 2,400.00
2002	C	6/11/2020	99 Torcivia, Donlon, Goddeau and Ansay, PA	\$ 185.00
2003	C	6/11/2020	348 United Lighting Sales Inc.	\$ 472.23
2004	C	6/11/2020	640 Ward-Damon Attorney	\$ 280.90
2005	C	6/11/2020	131 WEX BANK	\$ 242.47
2006	C	6/11/2020	815 Zoom, Inc.	\$ 5,633.40
2007	C	6/18/2020	737 AT&T	\$ 518.50
2008	C	6/18/2020	47 Board of County Commissioners	\$ 5,739.75
2009	C	6/18/2020	645 Bureau of Elevator Safety	\$ 75.00
2010	C	6/18/2020	32 City of Riviera Beach	\$ 2,832.49
2011	C	6/18/2020	116 GateHouse West Palm Beach - Adv	\$ 512.56
2012	C	6/18/2020	862 Jarbas Silva	\$ 194.93
2013	C	6/18/2020	295 LiftOff, LLC	\$ 336.00
2014	C	6/18/2020	10 Municipal Code Corporation	\$ 473.52
2015	C	6/18/2020	516 Schmidt Nichols	\$ 1,181.07
2016	C	6/18/2020	100 Toshiba Business Solutions	\$ 190.09

Town of Palm Beach Shores
Disbursements - June 2020

Check #	Type	Date	Vendor Name	Amount
2017	C	6/18/2020	290 Westside Reprographics, Inc.	\$ 270.08
2018	C	6/25/2020	114 Albatross Supply	\$ 705.75
2019	C	6/25/2020	877 All Around Builder	\$ 10,675.00
2020	C	6/25/2020	737 AT&T	\$ 869.82
2021	C	6/25/2020	666 Bound Tree Medical	\$ 44.40
2022	C	6/25/2020	861 BrightView Landscape Services, Inc.	\$ 6,859.38
2023	C	6/25/2020	48 Bug Stoppers	\$ 425.00
2024	C	6/25/2020	13 City Maintenance Supply	\$ 252.21
2025	C	6/25/2020	708 Dilo Fire Alarms Inc	\$ 855.00
2026	C	6/25/2020	746 Essential Net Solutions	\$ 450.00
2027	C	6/25/2020	844 Florida Roadway Signs, Inc.	\$ 1,883.00
2028	C	6/25/2020	71 FL Power & Light	\$ 2,614.56
2029	C	6/25/2020	676 Guardian	\$ 629.04
2030	C	6/25/2020	90 Hulett Environmental Services	\$ 1,318.00
2031	C	6/25/2020	679 Keehn Emergency Medical Services, Inc	\$ 1,500.00
2032	C	6/25/2020	95 Lowes	\$ 290.85
2033	C	6/25/2020	464 Palm Beach County Chapter/ FGFOA	\$ 60.00
2034	C	6/25/2020	16 Palmdale Oil Company, Inc.	\$ 314.95
2035	C	6/25/2020	896 Primestar Digital Network	\$ 11,190.29
2036	C	6/25/2020	831 Randy's Plumbing, LLC	\$ 940.00
2037	C	6/25/2020	484 Shred-It	\$ 89.79
2038	C	6/25/2020	494 Signs by Tomorrow	\$ 2,700.00
2039	C	6/25/2020	643 Suntrust Bank	\$ 627.09
2040	C	6/25/2020	586 The Standard Insurance Company	\$ 333.78
2041	C	6/25/2020	103 Comp Benefits	\$ 82.86
2042	C	6/25/2020	104 Waste Management	\$ 2,906.10
2043	C	6/25/2020	290 Westside Reprographics, Inc.	\$ 32.51
2044	C	6/25/2020	112 Zimmerman Tree Service	\$ 714.00
2045	C	6/25/2020	815 Zoom, Inc.	\$ 960.00
ADP, LLC	E	6/26/2020	697 ADP, LLC	\$ 322.05
Blue Cross Blue Shield	E	6/30/2020	127 Blue Cross Blue Shield of Florida, Inc.	\$ 13,098.88
FRS	E	6/4/2020	172 FRS	\$ 9,951.65
ADP Wages	E	6/5/2020	ADP Wages	\$ 26,887.98
ADP Taxes	E	6/5/2020	ADP Taxes	\$ 8,677.21
ADP Wages	E	6/19/2020	ADP Wages	\$ 25,020.93
ADP Taxes	E	6/19/2020	ADP Taxes	\$ 8,091.21
				\$ 378,591.56

General Fund	\$ 378,351.56
Underground Utilities Fund	\$ 240.00
Total	\$ 378,591.56

Town of Palm Beach Shores
Budget Summary Report
June 2020

				<i>Jun Benchmark</i> <i>75.0%</i>	
	BUDGET		YTD	Favorable(Unfav)	%
REVENUE					
Revenue (without appr'd F/B)	\$ 5,231,085.00		\$ 4,813,233.41	\$ (417,851.59)	92.0%
Appropriated Fund Balance	344,267.00		-	(344,267.00)	
TOTAL REVENUE	\$ 5,575,352.00		\$ 4,813,233.41	\$ (762,118.59)	86.3%
EXPENDITURES BY DEPARTMENT					
		% of total		% of total	
Administration	\$ 450,220.00	8%	\$ 308,894.54	8%	\$ 141,325.46 68.6%
Legal	152,000.00	3%	92,322.00	2%	59,678.00 60.7%
Public Works	322,358.00	6%	246,957.67	6%	75,400.33 76.6%
Police	1,715,378.00	31%	1,437,183.20	36%	278,194.80 83.8%
Fire	678,169.00	12%	463,832.66	11%	214,336.34 68.4%
Building	236,375.00	4%	164,881.27	4%	71,493.73 69.8%
Emergency Disaster	-	0%	-	0%	- 0.0%
Solid Waste	197,100.00	4%	139,029.74	3%	58,070.26 70.5%
911 Dispatch	45,101.00	1%	45,100.19	1%	0.81 100.0%
Legislative	12,410.00	0%	17,317.69	0%	(4,907.69) 139.5%
Streets/Storm Sewers	24,635.00	0%	17,902.18	0%	6,732.82 72.7%
Parks	133,150.00	2%	80,423.66	2%	52,726.34 60.4%
Beach	99,329.00	2%	68,795.63	2%	30,533.37 69.3%
Lift Stations/Sewer Service	22,975.00	0%	12,556.34	0%	10,418.66 54.7%
Contingencies	35,813.00	1%	-	0%	35,813.00 0.0%
Debt Service	355,328.00	6%	355,327.29	9%	0.71 100.0%
Emergency Medical Services	331,654.00	6%	248,131.83	6%	83,522.17 74.8%
Community Center	49,815.00	1%	42,698.42	1%	7,116.58 85.7%
Risk Management	139,500.00	3%	139,161.34	3%	338.66 99.8%
Capital	574,042.00	10%	157,791.79	4%	416,250.21 27.5%
TOTAL EXPENDITURES	\$ 5,575,352.00		\$ 4,038,307.44	\$ 1,537,044.56	72.4%
CHANGE IN FUND BALANCE					
	-		774,925.97	774,925.97	

Explanation of Variances:

Public Works - This is solely due to costs related to covid-19 (additional cleaning/sanitizing).

Police - October costs for PBSPD and monthly payments to PBSO are paid in advance.

Dispatch - budget is for October only, then contracted with PBSO. No more costs.

Legislative - simply timing of expenditures

Debt Service - all payments have been made.

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

Risk Management - due to timing of expenditures. 3 quarters have been paid. Last quarter will be small because of the adjustment made after contracting with PBSO.

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

	Electric <i>FPL</i>	Water <i>Riviera Beach</i>	Gas <i>FPU</i>	Total
Oct-19	17,986.20	8,477.99	1,364.92	27,829.11
Nov-19	17,613.23	7,015.45	2,064.96	26,693.64
Dec-19	19,849.65	10,754.87	2,738.02	33,342.54
Jan-20	16,427.17	4,007.08	2,633.45	23,067.70
Feb-20	16,089.10	13,608.72	2,401.72	32,099.54
Mar-20	16,064.43	8,125.57	2,474.55	26,664.55
Apr-20	16,991.01	8,094.56	1,029.02	26,114.59
May-20	14,712.20	7,356.76	1,254.19	23,323.15
Jun-20	18,666.25			18,666.25
Jul-20				-
Aug-20				-
Sep-20				-
YTD Total	154,399.24	67,441.00	15,960.83	237,801.07

Town of Palm Beach Shores
Discretionary Sales Tax PBC

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

Current Year Receipts:

Date of Receipt	Period	
11/25/2019	October	\$ 6,138.62
12/24/2019	November	\$ 6,664.62
1/29/2020	December	\$ 6,907.32
2/13/2020	4Q adjustment	\$ 2,267.68
2/26/2020	January	\$ 8,374.45
3/24/2020	February	\$ 7,138.14
4/28/2020	March	\$ 6,924.64
5/6/2020	1Q adjustment	\$ 2,570.20
5/28/2020	April	\$ 5,694.37
6/26/2020	May	\$ 4,293.33
Total current year receipts		\$ 56,973.37

Current Year Expenditures:

\$ -

Accumulated (unspent) Discretionary Sales Tax as of 6/30/20	\$ 264,587.24
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Town of Palm Beach Shores
Building Department

	Building Permits	Building Department	Net Building	Cumulative Net Bldg
10/31/2019	\$ 28,495	\$ 16,030	\$ 12,465	\$ 12,465
11/30/2019	\$ 23,676	\$ 17,473	\$ 6,203	\$ 18,667
12/31/2019	\$ 11,572	\$ 14,241	\$ (2,669)	\$ 15,998
1/31/2020	\$ 20,913	\$ 27,726	\$ (6,812)	\$ 9,186
2/29/2020	\$ 1,780	\$ 14,124	\$ (12,345)	\$ (3,159)
3/31/2020	\$ 25,623	\$ 30,705	\$ (5,082)	\$ (8,241)
4/30/2020	\$ 4,796	\$ 10,229	\$ (5,432)	\$ (13,673)
5/31/2020	\$ 712	\$ 18,005	\$ (17,292)	\$ (30,965)
6/30/2020	\$ 8,273	\$ 16,349	\$ (8,076)	\$ (39,041)
7/31/2020				
8/31/2020				
9/30/2020				
	\$ 125,840	\$ 164,881	\$ (39,041)	

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

Town of Palm Beach Shores
Underground Utilities
as of 6/30/20

	Cost Estimate	FYE		TOTAL	Remaining Budget	PROJECTED	
		9/30/2019	9/30/2020			Cost	Variance
Cash		\$ 2,149,130.20	\$ 1,182,944.06				
Accounts Payable		\$ 141,138.49	\$ -				
Due to General Fund		\$ 16,986.50	\$ 16,986.50				
Fund Balance		\$ (6,947.41)	\$ 1,991,005.21				
Liabilities and fund balance		\$ 151,177.58	\$ 2,007,991.71				
Expenditures:							
Survey	\$ 38,000	\$ 54,543.00	\$ 11,219.50	\$ 65,762.50	\$ (27,762.50)	\$ 65,762.50	\$ (27,762.50)
Legal	\$ 4,000	\$ -	\$ 3,150.00	\$ 3,150.00	\$ 850.00	\$ 3,150.00	\$ 850.00
Project Mgmt/Admin	\$ 80,000	\$ 65,729.65	\$ 13,592.50	\$ 79,322.15	\$ 677.85	\$ 80,000.00	\$ -
Construction - Town	\$ 4,336,460	\$ 3,596,780.73	\$ 300,646.60	\$ 3,897,427.33	\$ 439,032.67	\$ 4,336,460.00	\$ -
Construction - Comcast	\$ 250,000	\$ -	\$ 490,489.05	\$ 490,489.05	\$ (240,489.05)	\$ 490,489.05	\$ (240,489.05)
Construction - AT&T	\$ 450,000	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 445,000.00	\$ 5,000.00	\$ 445,000.00
Construction - FPL	\$ 254,386	\$ 254,386.00	\$ -	\$ 254,386.00	\$ -	\$ 254,386.00	\$ -
Landscape Restoration	\$ 16,300	\$ 8,100.00	\$ 950.00	\$ 9,050.00	\$ 7,250.00	\$ 16,300.00	\$ -
Loan Acquisition	\$ 23,000	\$ 22,508.00	\$ -	\$ 22,508.00	\$ 492.00	\$ 22,508.00	\$ 492.00
Contingency	\$ 547,854	\$ -	\$ -	\$ -	\$ 547,854.00	\$ -	\$ 547,854.00
Total expenditures	\$ 6,000,000	\$ 4,002,047.38	\$ 825,047.65	\$ 4,827,095.03	\$ 1,172,904.97	\$ 5,274,055.55	\$ 725,944.45
Other Financing Sources:							
Loan Proceeds	\$ 6,000,000	\$ 6,000,000.00	\$ -	\$ 6,000,000.00	\$ -		
Net Change in Fund Balance	\$ -	\$ 1,997,952.62	\$ (825,047.65)	\$ 1,172,904.97	\$ 1,172,904.97		

As of 6/30/20, Viking is nearly complete. A 10% retainage is held by the Town that will be paid upon completion

Town of Palm Beach Shores
FY2020 Projections

	Revised Budget 2019-2020 6.3500 mills	Actual as of 6/30/2020	Actual as a % of Budget	Budgeted Funds Remaining at 6/30/2020	Projected Final at 9/30/20 (as of 6/30/20)	Projected Budget Variance at 9/30/20	Projected as a % of Budget
REVENUE	\$ 5,231,085	\$ 4,813,233	83%	\$ 912,534	\$ 5,260,937	\$ 29,852	101%
(without use of fund balance)							
EXPENDITURES:							
ADMINISTRATION	\$ 450,220	\$ 308,894	39%	\$ 141,326	\$ 439,307	10,913	98%
LEGAL	\$ 152,000	\$ 92,322	56%	\$ 59,678	\$ 151,580	420	100%
PUBLIC WORKS	\$ 322,358	\$ 246,958	47%	\$ 75,400	\$ 309,885	12,473	96%
POLICE	\$ 1,715,378	\$ 1,437,183	59%	\$ 278,195	\$ 1,715,372	6	100%
FIRE	\$ 678,169	\$ 463,833	45%	\$ 214,336	\$ 658,210	19,959	97%
BUILDING	\$ 236,375	\$ 164,881	53%	\$ 71,494	\$ 236,334	41	100%
EMERGENCY DISASTER	\$ -	\$ -	0%	\$ -	\$ -	0	0%
SOLID WASTE	\$ 197,100	\$ 139,030	47%	\$ 58,070	\$ 197,056	44	100%
911 DISPATCH	\$ 45,101	\$ 45,100	136%	\$ 1	\$ 45,101	0	100%
LEGISLATIVE	\$ 12,410	\$ 17,318	68%	\$ (4,908)	\$ 10,888	1,522	88%
STREETS/STORM DRAINS	\$ 24,635	\$ 17,902	69%	\$ 6,733	\$ 24,607	28	100%
PARKS	\$ 133,150	\$ 80,424	42%	\$ 52,726	\$ 125,737	7,413	94%
BEACH	\$ 99,329	\$ 68,796	55%	\$ 30,533	\$ 98,894	435	100%
LIFT STATION/SEWER SVC	\$ 22,975	\$ 12,556	28%	\$ 10,419	\$ 18,300	4,675	80%
CONTINGENCIES	\$ 35,813	\$ -	0%	\$ 35,813	\$ 35,813	0	100%
DEBT SERVICE	\$ 355,328	\$ 355,328	0%	\$ -	\$ 355,328	0	100%
EMS	\$ 331,654	\$ 248,132	50%	\$ 83,522	\$ 331,654	0	100%
COMMUNITY CENTER	\$ 49,815	\$ 42,698	62%	\$ 7,117	\$ 51,560	(1,745)	104%
RISK MANAGEMENT	\$ 139,500	\$ 139,161	143%	\$ 339	\$ 139,500	0	100%
CAPITAL	\$ 574,042	\$ 157,792	17%	\$ 416,250	\$ 447,980	126,062	78%
TOTAL EXPENDITURES	\$ 5,575,352	\$ 4,038,308	72%	\$ 1,537,044	\$ 5,393,106	\$ 182,246	97%
<div> <div>Budgeted Use Of Fund Balance</div> <div>Proj'd Use of Fund Balance</div> <div>Favorable Variance</div> </div>							
REVENUE OVER(UNDER)							
EXPENDITURES	\$ (344,267)	\$ 774,925		\$ (624,510)	\$ (132,169)	\$ 212,098	

* Note: The budget amounts include adopted Budget Amendments #1 and #2

Town of Palm Beach Shores
Capital Plan
FY2021

Description	Current Inventory	Est. Life	Rank	Funding	Requested	Recommended	Commission
Administration:							
Computer, laptop w base	2018	5 years	1	Revenue	1,200	1,200	1,200
total Administration					1,200	1,200	1,200
Public Works:							
Reline sewer pipe in Town Hall			1	Carryforward	25,000	25,000	25,000
total Public Works					25,000	25,000	25,000
Police							
Replace Flat Roof - Police Offices		10 years	1	Revenue	8,000	8,000	8,000
total Police					8,000	8,000	8,000
Fire							
Fire Truck	to replace EVI	15-20 years	1	Donations	500,000	-	-
Breathing Air System	(1)	10 years	1	Grants	45,000	-	-
Turnout Gear	2013(20sets), 2019(10)	10 years	1	Revenue	15,000	15,000	15,000
total Fire					560,000	15,000	15,000
Streets & Storm Drains							
Outfall Tidal Valves (6)	reline pipe + valve		3	Hurricane\$	100,000	100,000	100,000
Storm Drains Basins & Grates	ongoing		2	Revenue	3,900	3,900	3,900
Streets Assessment Report	core samples/mill assmt		4	Sales Tax	10,000	10,000	15,000
Streets Engineering Survey	measures width/crown		4	Sales Tax	50,000	50,000	-
total Streets & Storm Drains					163,900	163,900	118,900
Parks							
Concrete Benches (4)- Inlet Park	2000, 2006	20 years	2	Hurricane\$	9,000	9,000	9,000
total Parks					9,000	9,000	9,000
Beach							
Honda ATV		3 years	1	Revenue	8,700	8,700	8,700
Concrete Trash Cans (7)- Beach Park			2	Hurricane\$	15,400	15,400	14,000
Drinking Fountain		5 years	2	Hurricane\$	4,000	4,000	4,000
Main Beach Walkover - support struc	2002/2003	20 years	1	Hurricane\$	28,000	28,000	28,000
Shower Tower - west	2005	10 years	2	Hurricane\$	10,000	10,000	10,000
total Beach					66,100	66,100	64,700
Liftstations							
Pump - Ocean Ave (2)	2011, 2015	6 years	1	Carryforward	18,000	18,000	18,000
total Liftstation					18,000	18,000	18,000
Community Center							
Double Refrigerator	2007		1	Donations	5,000	-	-
Painting - Exterior	2013	5 years	1	Carryforward	38,000	38,000	38,000
total Community Center					43,000	38,000	38,000
GRAND TOTAL					894,200	344,200	297,800

By Funding Source:

Revenue	36,800	36,800
Donations	-	-
Carryforward	81,000	81,000
Hurricane\$	166,400	165,000
Sales Tax	60,000	15,000
Total	344,200	297,800

Mayor Fiers and Commission
June 2020 PBSO report
07-23-2020.

Fortunately, we were not forced to make any arrests in the month of June, attached are the usual statistics.

Parking tickets have arrived from PBSO graphics and are being issued as needed, the electronic version will be available to us shortly.

Captain Gendreau from District 10/Lake Park stood in for me at the workshop on Monday night for ordinance issues, while I was on vacation. We will be able to make the necessary arrangements for these ordinances in coordination with the town attorney and PBSO attorneys.

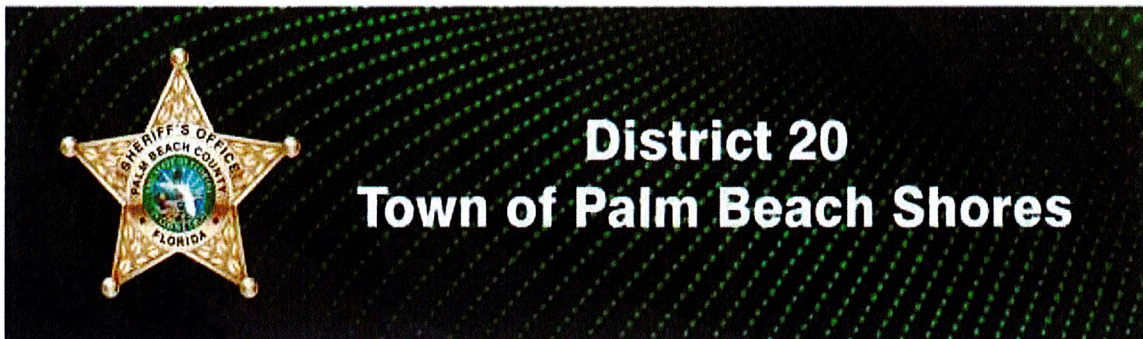
As you know we had an incident in which one of our deputies was stalked and threatened while at his home in our town.

Numerous PBSO personnel arrived, and an investigation began, it resulted in the arrest of the two individuals. The home in town in which the 2 individuals lived was also the location of a Sheriff's office search warrant days before.

I contacted the owner and explained to him what has transpired in the home in which he is renting, the owner has placed the home for sale.

Thank you all for the outpouring of support we have received.

Sergeant Steve Langevin
Commander, Palm Beach Sores
District 20 PBSO.



June - 2020 - Monthly Strategic Report

CAD Calls	Monthly Totals
Business / Residence Checks (Self-Initiated)	1981
Traffic Stops (Self-Initiated)	52
Calls for Service (Excluding 1050's & 1061's)	146
All CAD Calls - Total	2179

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 2179 generated calls within the district. 93% of these calls were self-initiated.

Arrest and NTA Statistics

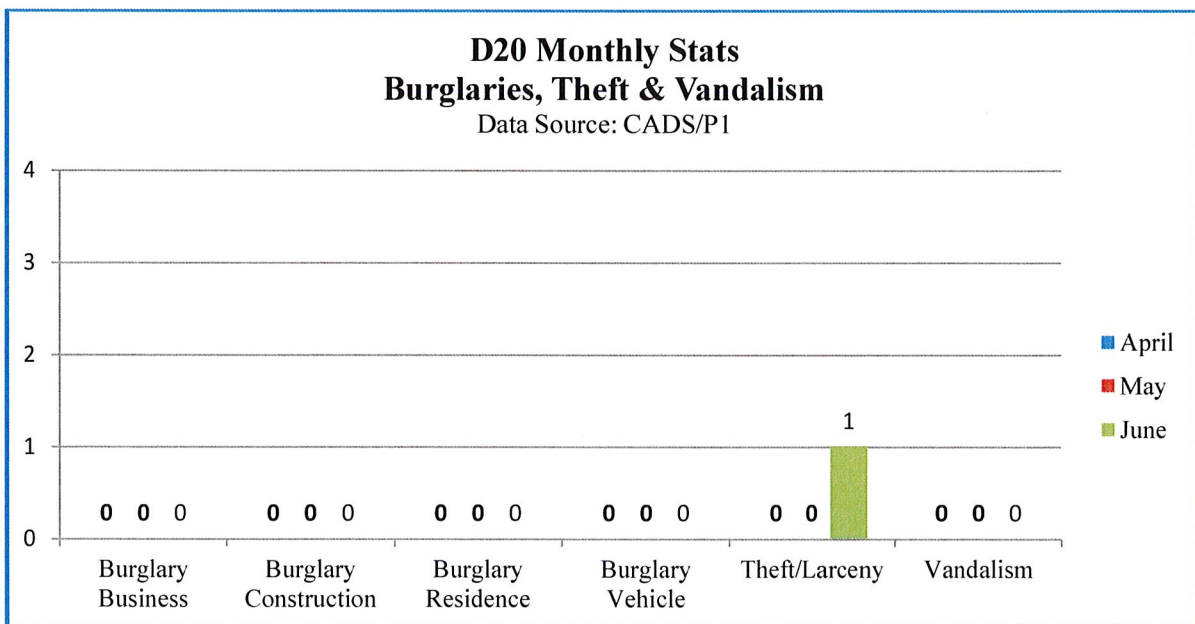
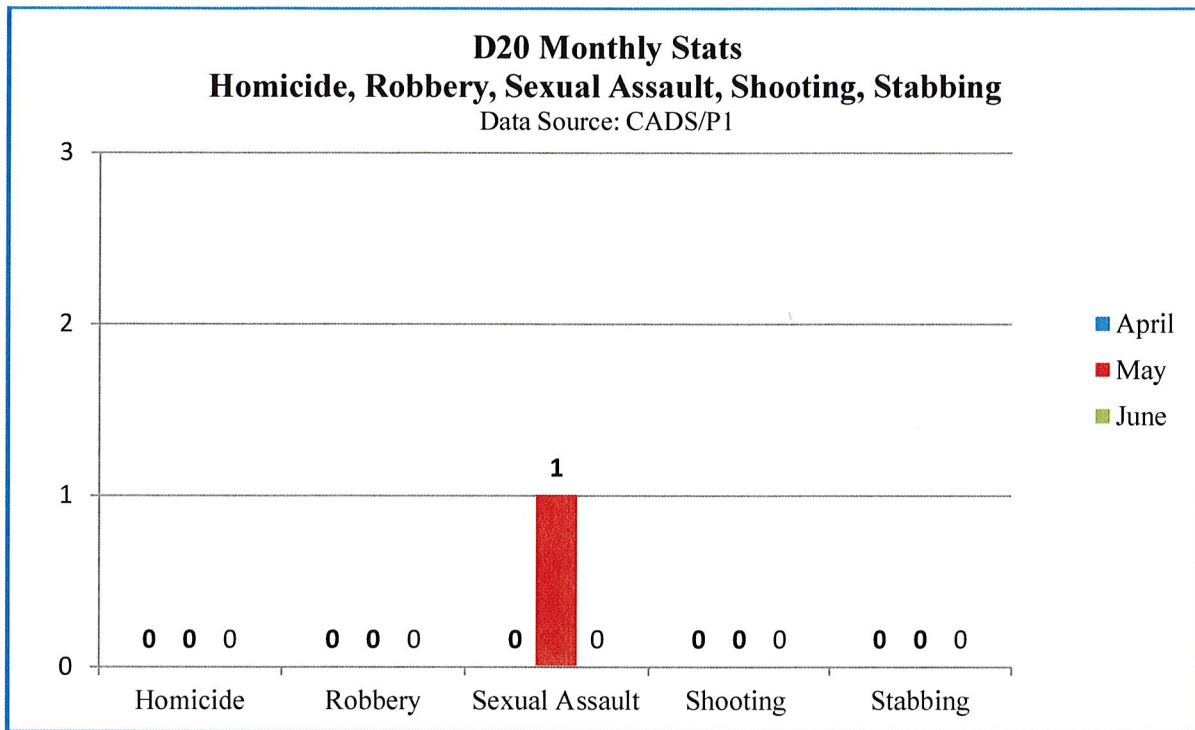
Arrest Data
Arrests & Notice to Appear (NTA) within District 20
Total Count - 1

Data Source: CADS/Premier 1

RPT #	SIGNAL	NEIGHBORHOOD	COMMONPLACE	LOCATION
202000579895	1061			APPROX LOC:151 ATLANTIC AVE

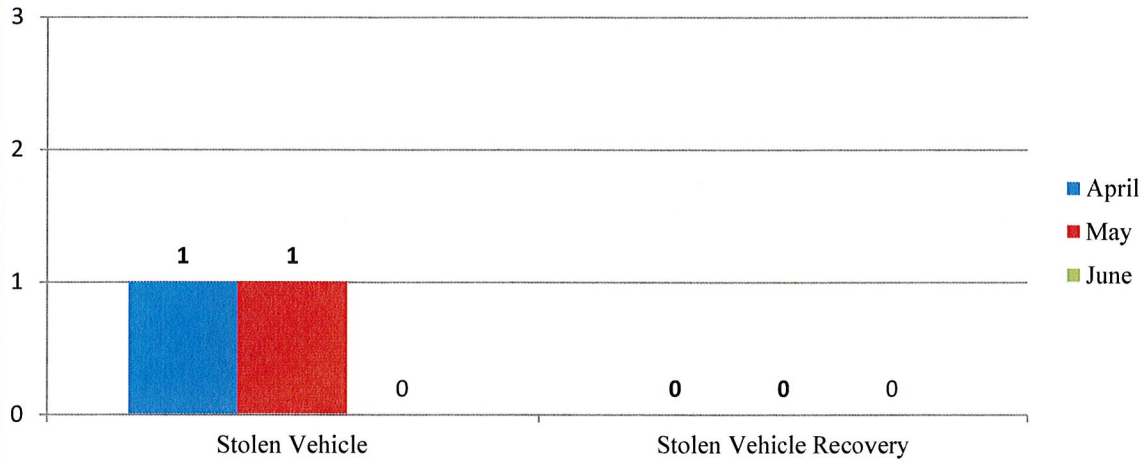
DATA ANALYSIS

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.



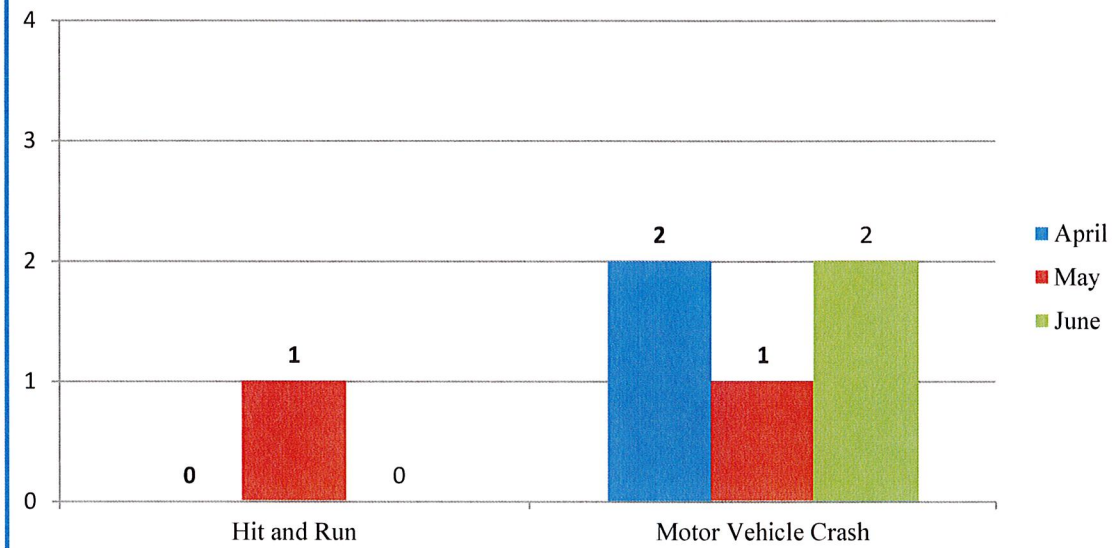
D20 Monthly Stats
Stolen Vehicles & Stolen Vehicle Recoveries

Data Source: CADS/P1



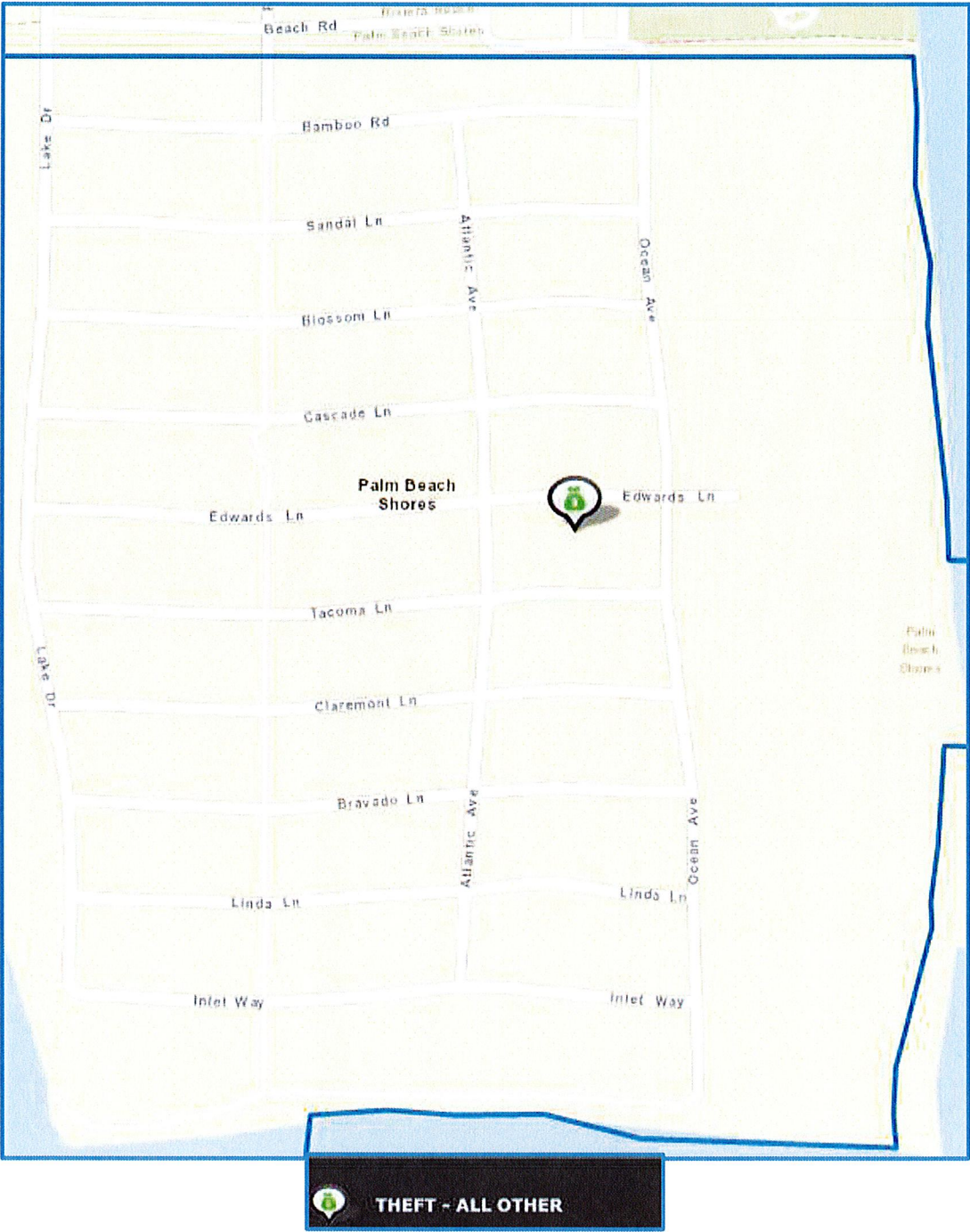
D20 Monthly Stats
Hit and Run & Motor Vehicle Crash

Data Source: CADS/P1



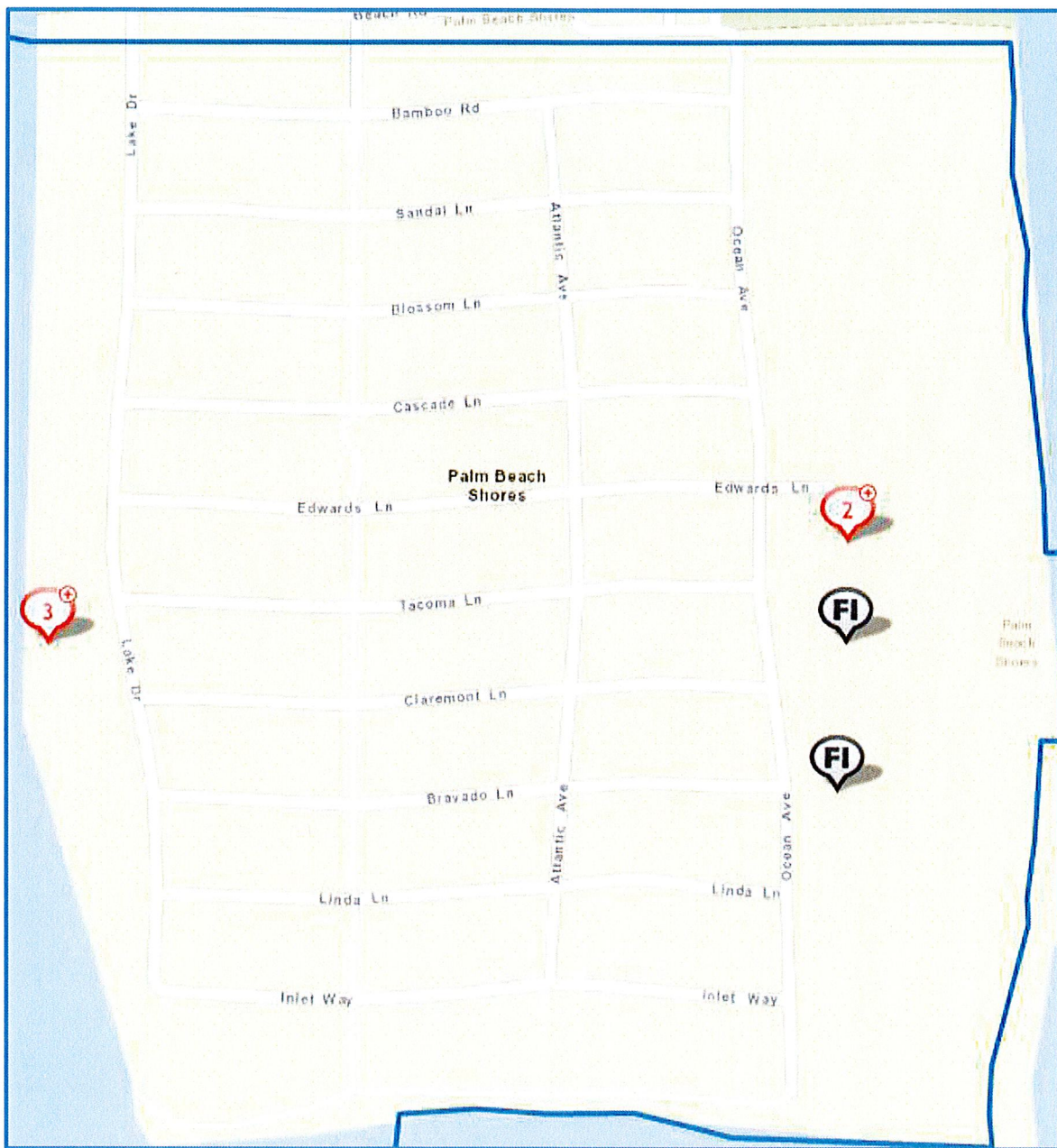
District 20 Map of Activity

Data: Source: CrimeView Dashboard



FIR MAP

7 Records Plotted in CrimeView Dashboard.



(8) Conducted per the FIR Track system.

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



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

TOWN OF PALM BEACH SHORES

DEPARTMENT OF EMERGENCY SERVICES

17 June 2020 – 23 July 2020

ITEM 5b2
7 27 2020

TO: Mayor Alan Fiers
Town Commissioners

FROM: Trevor L. Steedman, Fire Chief

DATE: 23c July 2020

OVERVIEW

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

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

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



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES
DEPARTMENT OF EMERGENCY SERVICES
17 June 2020 – 23 July 2020

FIRE DEPARTMENT

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

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



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES
DEPARTMENT OF EMERGENCY SERVICES
17 June 2020 – 23 July 2020

OPERATIONS

COMMUNITY RISK REDUCTION (CRR) INITIATIVES

- Hydrant Inspection Program
 - PBSFD inspects hydrants on a monthly basis
 - Inspection reports are forwarded to Public Works Director who in turn facilitates repairs through the Riviera Beach Water Utilities Department
 - Two hydrants remain out of service for deficiencies found during the inspections and identified for repairs / replacement.
- Special Secondary Certificate of Public Convenience & Necessity (COPCN)
 - Provide immediate Advanced Life Support (ALS) service for Palm Beach Shores
 - Draft MOU between Primary (Riviera Beach Fire Rescue) and Secondary (PBSFD) service providers has been submitted to Riviera Beach's City Manager for review.
 - Exploring alternatives to current EMS transport contract with Riviera Beach based on cost effectiveness and service delivery.
- *Community CPR & AED* – Presented twice annually



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES
DEPARTMENT OF EMERGENCY SERVICES
17 June 2020 – 23 July 2020

COMMUNITY RISK REDUCTION (CRR) INITIATIVES (Continued)

- *Courtesy Home Fire Safety Surveys* – (Implemented: November 2017)
 - Value-added initiative supports the quality of life and safety for our PBS Community.
 - Residents voluntarily request surveys. PBSFD is working with PBSO District 20 (Sgt. Langevin) to offer a combined home safety and security survey in a cooperative effort of both public safety agencies.
 - Smoke alarms are available through the PBSFD (Grant Funded).
- Palm Beach Shores is a *Pulse Point* mobile application site – *Pulse Point* is a pre-arrival solution designed to support public safety agencies working to improve cardiac arrest survival rates through improved bystander performance.
- *Pre-Incident Planning* – This on-going initiative serves to familiarize first responders with high-risk occupancies, unique hazards and special properties in Palm Beach Shores and plan accordingly for potential emergencies.
- *File of Life* Program – (Program initiated on 15 March 2017). Program materials funded through budgeted line item: *Community Risk Reduction - Prevention*. Kits are available during business hours at the Town Hall front office.



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

17 June 2020 – 23 July 2020

COMMUNITY RISK REDUCTION (CRR) INITIATIVES (Continued)

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

STAFFING

Career Staff.

- No vacancies.

○ **Volunteer Staff**

- Recruitment and Retention efforts remain a priority. The entry versus attrition rate (predominantly due to full-time employment opportunities with other area departments) remains constant. There are 32 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.



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

17 June 2020 – 23 July 2020

WORKFORCE & OFFICER LEADERSHIP DEVELOPMENT

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

FLEET DEPLOYMENT & MAINTENANCE

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

STANDARDS COMPLIANCE INITIATIVES

- Adopted *National Fire Service Professional Qualifications Board* standards or equivalent for Line, Staff and Command level Officers, Fire Apparatus Driver Operator (FADO) and Firefighters to include:
 - NFPA 1001 *Standard for Fire Fighter Professional Qualifications*



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

17 June 2020 – 23 July 2020

STANDARDS COMPLIANCE INITIATIVES (Continued)

- NFPA 1002 – P *Standard for Fire Apparatus Driver/Operator (FADO) Professional Qualifications.*
 - PBSFD FADO program (implemented in September 2017). The FADO program incorporates *Safe Driving Practices, Roadway Incident Safety, Seatbelt compliance and Apparatus Backing / Collision Prevention* modules.
- NFPA 1021: *Standard for Fire Officer Professional Qualifications*
 - Validate rank structure for integration into County NIMS/ICS model.
- NFPA 1720 *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments*
 - This standard specifies requirements for effective and efficient organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by volunteer and combination fire departments to protect citizens and the occupational safety and health of fire department employees. The NFPA 1720 Standard has been in existence since 2001.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES
DEPARTMENT OF EMERGENCY SERVICES
17 June 2020 – 23 July 2020

OCEAN RESCUE

Current Action List Priorities:

GEAR & EQUIPMENT

- Equipment inventory and working condition/service life of gear is complete
- Equipment garage at the Beach Building is undergoing repair and renovation
- Lifeguard ATV (Gator) is in service
 - Recommend the Honda TRX420FA as less costly and more efficient alternative to the current ATV. The Honda TRX420FA is the “workhorse” ATV used by many Ocean Rescue entities including Palm Beach County.

PROFESSIONAL STANDARDS

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

COMMUNICATION & DEPLOYMENT

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



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES
DEPARTMENT OF EMERGENCY SERVICES
17 June 2020 – 23 July 2020

OFFICE OF EMERGENCY MANAGEMENT

COVID-19:

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

Current Action List Priorities:

- **Comprehensive Emergency Operations Plan (CEOP)**
 - Purpose and Scope: Update/Create CEOP for the Town of Palm Beach Shores
 - Four areas of focus: Preparation, Response, Mitigation and Recovery
 - Complies and aligns with 27P-6.0023, Florida Administrative Code, County Comprehensive Emergency Management Plans (CEMP) and County Emergency Management Programs
 - Facilitate grant opportunities and streamline FEMA reimbursement efforts
- **Continuity of Operations Plan (COOP)**
 - Purpose and Scope: The COOP enables organizations to continue their Essential Functions (EF's) across a wide spectrum of emergencies. This Plan applies to the functions, operations, and resources necessary to ensure the continuation of the Town's Essential Functions, in the event its normal operations at Town Hall or

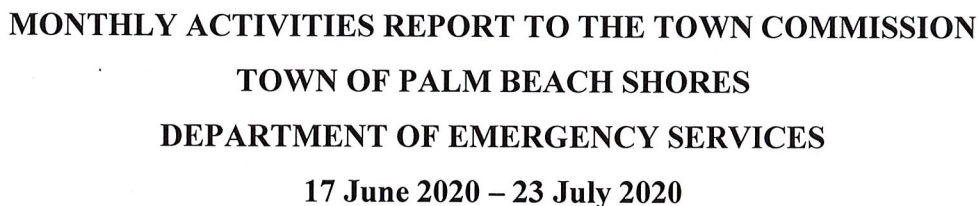


MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES
DEPARTMENT OF EMERGENCY SERVICES

17 June 2020 – 23 July 2020

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

- Based on a vulnerability assessment which identifies capabilities, limitations and potential threats.
- Identify and address any potential critical points of failure.
- **Incident Action Plans (IAP's)**
 - Purpose and Scope: Provides a recognized template to establish control objectives and communicate critical information during planned and unforeseen events and emergencies.
 - Response strategies and operational goals for operational periods are regularly updated.



Fire/EMS

Ocean Rescue

Training & Continuing Education

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



Public Works Department

Monthly Status Report

July 2020

Item #: 5 b 3.
7 27 2020

Community Center:

1. Scheduling with contractors for estimates to paint the exterior of the building and the first-floor concrete deck including bathrooms.
Scheduling to resurface the kitchen floors waiting on contractors' quotes.
2. Receiving quotes to replace the AC Air handler on the second floor in the Mechanical Room.
3. The projects listed is funded through the approved capital budget.

Grounds & Parks:

1. Scheduling to paint the Inlet Park walkway light posts and install numbers on each light post for maintenance tracking. This project is still in progress due to weather.
2. Scheduling to repair the Inlet Park irrigation located on the west end of the walkway. Installing new electronic zone valves and engineering new spray patterns for vegetation water coverage. This project is still in progress.
3. Public Works Staff is assisting PBSO with the installation of new security cameras on the Inlet Park walkway.
4. The projects listed is funded through the approved general budget.

Streets:

1. Receiving quotes and information to install tidal valves in the storm drain outfall pipes located at Lake Drive and Bamboo Road, and Lake Drive and Inlet Way. Working with the assistance from a former Commissioner Lisa Tropepe a Civil Engineer to discuss options.
2. Scheduling to replace the storm grates and concrete aprons along Lake drive and Inlet Way. The grates are on order waiting for their arrival to install. Public Works will perform the work.
3. The projects listed is funded through the approved capital budget.

Lift Stations:

1. Scheduling to replace the north pump at Lift Station 01 Lake Drive and the south pump at Lift Station 02 Ocean Ave. Receiving quotes for different style and make of pumps. Delays caused by Vendor scheduling.
2. Replaced the level floats and incased the cables with a stainless-steel braided sheathing to prevent rodents from damaging the float cables.

3. Public Works and the Fire Department is scheduling emergency training in the event of someone falling into the Lift Station wet well.
4. The project listed is funded through the approved general and capital budget.

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

1. The Beach Bathroom Building Restoration contract was awarded to “All around Construction” to repair the exterior stucco, and concrete, and to perform the required repairs per the Engineers Specs. The work is in progress as of March 2, 2020 and with an estimated completion date of August 1, 2020. The structural construction has been completed waiting for the Structural Engineer to sign off on the project. Public Works is in the process of painting the interior and exterior of the building. Due to weather conditions it is presenting some challenges for completion.
2. Scheduling to receive quotes to reline the sewer pipes in Town Hall.
3. The painting of the exterior Fire Department Annex Building is completed.
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:**
2. **Beach Boardwalk Construction:**
3. **Paint Exterior of Community Center:**
4. **LED Conversion of all lighting fixtures Community Center: Completed**
5. **AC Air Handler replacement 2nd floor:**
6. **New Storm grates and concrete aprons Streets:**
7. **New Tidal valves Lake Drive & Inlet way Outfall Pipes:**
8. **Lift Station Pumps:**
9. **Town Hall Relining of Sewer Lines:**
10. **AC Units replaced 2ea. Town Hall: Completed**
11. **Fire Department front porch construction: Completed**
12. **Fire Department new roof:**
13. **Police Department Parking lot and Parkway Town Hall New Light Poles LED: Completed**
14. **Inlet Park Pathway asphalt sealer:**
15. **Inlet Park Gazebos retaining walls and concrete slab repairs:**

Training / Certificates:

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

TOWN CLERK REPORT
June 2020 Status Update

ITEM 5b4
7 27 2020

TASKS	STATUS
Upcoming Meetings	<ul style="list-style-type: none"> ➤ DRC Meeting (via communication technology, if needed) August 5, 2020 ➤ P & Z Meeting August 26, 2020 (via communication technology).
Building Department Updates	<p>June 2020:</p> <ul style="list-style-type: none"> • Total Permits issued: 27 • Total Permit Fees Paid: \$37,119.74 • Total Construction Value: \$446,138.61 • Total Permits issued in 2020 to date: 112 • Total Permit Fees in 2020 to date: \$127,537.37 • Total Construction Value in 2020 to date: \$3,457,040.63 <p>➤ HOURS FOR THE BUILDING DEPARTMENT! We are open Monday, Wednesday, and Friday from 9:00 am to 1:00 pm to take in Building Permit Applications BY APPOINTMENT ONLY. All other building department related business are during normal business hours (8:30 am to 4:30 pm, Monday through Friday) ALSO BY APPOINTMENT ONLY.</p>
Code Compliance	<p>New/ongoing open Code Violations June 2020</p> <ul style="list-style-type: none"> • 15 Property Maintenance (Code Sec. 14-329) • 4 Expired Tags, prohibited vehicles (Code Sec. 70-75) • 6 Work without permits (Code Sec. 14-81) • 2 Temp/Permanent Sign without permit (Code Sec. 58-31) • 1 No Business tax/Certificate of Use • 8 Landscape obstruction (Code Sec. 58-31) • 1 Storm Shutters on bldg. while occupied (Code Sec. 14-338)
TOWN HALL	<p>Due to safety and health concerns, we are open BY APPOINTMENTS ONLY for all services. For Notary services, if you need witnesses, you will need to try your bank as we cannot allow more than 1 person in the door at a time; and Town Hall staff are not available to serve as witnesses.</p> <p>Please know that your administration department staff are here Monday through Friday, 8:30 am to 4:30 pm to assist you. If you have any questions or if we can be of assistance in any way, please call us at 561-844-3457 and we will do everything we can to help or direct you to where you can get help.</p> <p>My email is: ebrowning@pbstownhall.org</p>
Community Center	Community Center closed due to COVID-19



ITEMS 7a & 7b
7 27 2020

Vote on Proposed Millage Rates FY2021

In order to comply with Truth In Millage (TRIM) laws, the Commission must set its millage rates for FY2021 and set a time, place, and location for the first budget hearing. These items will appear on the tax notices sent to all property owners by the Property Appraiser in August. Please note that the millage rates set tonight may be subsequently reduced, but cannot be increased.

Please vote on the following items:

1. Operating Millage Rate 6.3500 mills
2. Debt Millage Rate 0.4920 mills
3. The first budget hearing will be September 14, 2020 at 7:00 pm in the Commission Chambers.

Attached for your reference please find the Millage Options spreadsheet that was presented at Budget Workshop #1 and a calendar for September 2021.

Town of Palm Beach Shores
Budget Worksheet 2020/21
Millage Rate Options

	\$ 607,470,178	DR420 for FY2020	
	\$ 629,257,178	3.59%	<i>per Property Appraiser's Office, letter dated 5/27/20</i>
Assessed Value	\$ 630,680,903	3.82%	<i>per Form DR-420, certified by the Property Appraiser</i>

(line 4 DR-420)

Ad valorem budget assumptions: collectability 98.8%, discount rate 3.7%

OPERATING MILLAGE RATE

Proposed FY2021 Millage Rate	Rolled-Back					
	Same Rate	Rate				
	6.3500	6.1736	6.4000	6.4500	6.5000	6.5500
Ad valorem taxes FY 2021	\$ 3,956,800	\$ 3,846,800	\$ 3,987,900	\$ 4,019,100	\$ 4,050,200	\$ 4,081,400
Discount on taxes FY 2021	\$ (146,400)	\$ (142,300)	\$ (147,600)	\$ (148,700)	\$ (149,900)	\$ (151,000)
Net ad valorem taxes FY 2021	\$ 3,810,400	\$ 3,704,500	\$ 3,840,300	\$ 3,870,400	\$ 3,900,300	\$ 3,930,400
Net ad valorem taxes budgeted FY2021	\$ 3,670,100	\$ 3,670,100	\$ 3,670,100	\$ 3,670,100	\$ 3,670,100	\$ 3,670,100
Increase(decrease) from FY2020	\$ 140,300	\$ 34,400	\$ 170,200	\$ 200,300	\$ 230,200	\$ 260,300
% Change from FY2020	3.82%	0.94%	4.64%	5.46%	6.27%	7.09%
Increase in taxes if millage rate is increased	\$ -	\$ (105,900)	\$ 29,900	\$ 60,000	\$ 89,900	\$ 120,000

DEBT MILLAGE RATE

Commission Decision: This is the second year of the debt millage. Decide whether to (1) maintain the same millage rate increasing the taxes or (2) lower the millage rate keeping the taxes flat. If choosing to keep the same millage rate, any additional taxes collected would be restricted for use of debt service.

	FY2020	FY2021	
		Same Rate	Same Taxes
Proposed Millage Rate	0.4290	0.4290	0.4132
Ad valorem taxes FY 2020	\$ 257,500	\$ 267,300	\$ 257,500
Discount on taxes FY 2020	\$ (9,500)	\$ (9,900)	\$ (9,500)
Net ad valorem taxes FY 2020	\$ 248,000	\$ 257,400	\$ 248,000

		half of DS
Debt Service on UU Notes	\$ 495,856	\$ 247,928
Estimated Utility Taxes		\$ 340,000

September

2020

Budget Hearings



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 PBC BOCC	4	5
6	7	8	9 PBCSD	10	11	12
13	14 PBS First Budget Hearing & Workshop	15 PBC BOCC	16	17	18	19
20	21	22	23	24	25	26
27	28 PBS Final Budget Hearing & Regular Meeting	29	30			

RESOLUTION NO. R-8-20

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, PROVIDING FOR LOCAL RECOGNITION OF SOUTH FLORIDA WATER MANAGEMENT DISTRICT YEAR-ROUND WATER CONSERVATION RULES FOR LANDSCAPE IRRIGATION; AND ACKNOWLEDGEMENT THAT SAID RULES APPLY TO ALL TOWN PROPERTIES; PROVIDING FOR THE PUBLICATION OF SAID RULES AND THE APPLICABLE LANDSCAPE IRRIGATION SCHEDULE AS WELL AS EXCEPTIONS; RECOGNIZING THAT MORE RESTRICTIVE MEASURES SUPERSEDE DURING WATER SHORTAGE PERIODS; ENCOURAGING LOCAL EDUCATION THROUGH THE TOWN'S PROPERTY OWNERS ASSOCIATION AND ENVIRONMENTAL COMMITTEE TO ENCOURAGE COMPLIANCE WITH THE YEAR-ROUND WATER CONSERVATION RULES; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the South Florida Water Management District has the responsibility and exclusive authority under Chapter 373, *Florida Statutes*, for regulating consumptive water use within a 16-county region that includes Palm Beach County; and

WHEREAS, the South Florida Water Management District has amended Chapter 40E-24, F.A.C., requiring year-round water conservation for landscape irrigation; and

WHEREAS, Chapter 40E-24, F.A.C. applies to all landscape irrigation with very limited exceptions, regardless of whether the water comes from ground or surface water, from a private well or pump, or from a public or private utility; and

WHEREAS, Chapter 40E-24, F.A.C. applies to all "users" of water as defined in Subsection 40E-24.101(14), F.A.C.; and

WHEREAS, the residents and property owners of the Town of Palm Beach Shores, as "users" of water located in Palm Beach County, are mandated by the South Florida Water Management District to follow the irrigation conservation measures of Rule 40E-24.201, F.A.C. regardless of whether or not the Town has adopted an ordinance incorporating such measures; and

WHEREAS, Chapter 40E-24.011, F.A.C., provides that a local government may, but is not required to, adopt an ordinance incorporating the year-round landscape irrigation water conservation measures set forth in Rule 40E-24.201, F.A.C; and

WHEREAS, the Town Commission of the Town of Palm Beach Shores does not desire to adopt a local ordinance incorporating the year-round landscape irrigation conservation measures of Rule 40E-24.201, F.A.C, but does desire to re-state such measures herein, encourage all Town residents and property owners to comply with these mandatory rules, and further encourage the Town Property Owners Association and Environmental Committee to assist with educating all Town residents and property owners regarding same.

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

Section 1: The above stated recitals are true and accurate and are hereby made part of this Resolution.

Section 2: The Town Commission of the Town of Palm Beach Shores, Florida, hereby recognizes the South Florida Water Management District's mandatory year-round landscape irrigation conservation measures as set forth by with Rule 40E-24.201, F.A.C.

Section 3: The Town hereby advises all residents and property owners that they are required by the South Florida Water Management District to follow all applicable year-round landscape irrigation conservation measures as set forth by Rule 40E-24.201, F.A.C.

Section 4: As irrigation users for existing landscapes within in Palm Beach County, residents and property owners in the Town of Palm Beach Shores are generally subject to a '3 days-per-week' schedule pursuant to Subsection 40E-24.201(7):

(1) Users with:

- a. an even-numbered street address;
- b. an irrigation system that irrigates both even and odd addresses within the same zones, such as multi-family units and homeowners' associations; and/or
- c. rights-of-way and other locations with no address

may water lawns and landscapes only on Tuesdays, Thursdays and/or Sundays.

- (2) Users with an odd-numbered street address may water lawns and landscapes on Mondays, Wednesdays and/or Saturdays.
- (3) All users are prohibited from watering lawns and landscapes on all days between the hours of 10:00 a.m. and 4:00 p.m., unless specified otherwise below.
- (4) The following categories of irrigation and watering are generally excused from the above-described day and/or time restrictions, but may be subject to other conditions or restrictions which are described in greater detail by Rule 40E-24.201, F.A.C.:
 - a. Irrigation of new, or not existing, landscaping;
 - b. Operation of irrigation systems for cleaning, maintenance, and repair purposes, when an attendant is on site in the area being tested.
 - c. Landscape irrigation for the purpose of watering-in fertilizers, insecticides, pesticides, fungicides, and herbicides where such watering-in is recommended by authorities.
 - d. Irrigation of plant material using low volume irrigation, micro-irrigation, low-volume hand watering methods, and rain barrels, cisterns, or other similar rain-harvesting devices.
- (5) Pursuant to Rule 40E-24.201, any restrictions or other measures declared during a water shortage which are more restrictive than the above-described day and/or time restrictions shall supersede for the duration of the applicable water shortage declaration.

Section 5: To encourage voluntary compliance with the above landscape irrigation water conservation measures, the Town Commission of the Town of Palm Beach Shores requests and encourages the Town's Property Owners' Association and Environmental Committee to educate Town residents and property owners regarding the above year-round landscape irrigation water conservation measures as set forth in Rule 40E-24.201, F.A.C. Such education efforts may be implemented through classes, lectures, programs, or any other means of instruction or outreach that the Town's Property Owners' Association and Environmental Committee deem necessary and proper.

Section 8: This Resolution shall take effect immediately upon adoption.

DULY PASSED AND ADOPTED this 27th day of July 2020.

Alan D. Fiers, Mayor

ATTEST:

Evyonne Browning, Town Clerk

(SEAL)

205.065 Exemption; nonresident persons regulated by the Department of Business and Professional Regulation.—If any person engaging in or managing a business, profession, or occupation regulated by the Department of Business and Professional Regulation has paid a business tax for the current year to the county or municipality in the state where the person's permanent business location or branch office is maintained, no other local governing authority may levy a business tax, or any registration or regulatory fee equivalent to the business tax, on the person for performing work or services on a temporary or transitory basis in another municipality or county. Work or services performed in a place other than the county or municipality where the permanent business location or branch office is maintained may not be construed as creating a separate business location or branch office of that person for the purposes of this chapter. Any properly licensed contractor asserting an exemption under this section who is unlawfully required by the local governing authority to pay a business tax, or any registration or regulatory fee equivalent to a business tax, has standing to challenge the propriety of the local government's actions, and the prevailing party in such a challenge is entitled to recover a reasonable attorney's fee.

History.—s. 32, ch. 92-203; s. 11, ch. 94-218; s. 1484, ch. 95-147; s. 6, ch. 99-254; s. 18, ch. 2006-152.