SPECIAL TOWN COUNCIL MEETING AGENDA

April 01, 2024 at 5:30 PM

Council Chambers – 340 Ocean Drive and YouTube

NOTICE: If any person decides to appeal any decision of the Town Council at this meeting, he or she will need a record of the proceedings and for that purpose, he or she may need to ensure that a verbatim record of the proceedings is made, such record includes the testimony and evidence upon which the appeal is to be based. The Town does not prepare or provide such record. ***Persons with disabilities requiring accommodations in order to participate in the meeting should contact Caitlin E. Copeland-Rodriguez, Town Clerk, at least 48 hours in advance to request such accommodations.***

The meeting will be broadcast live on The Town of Juno Beach YouTube page and can be viewed any time at: https://www.youtube.com/@townofjunobeach477/streams

HOW CITIZENS MAY BE HEARD: Members of the public wishing to comment publicly on any matter, including items on the agenda may do so by: Submitting their comments through the Public Comments Webform at: https://www.juno-beach.fl.us/towncouncil/webform/public-comments#_blank *(all comments must be submitted by Noon on day of Meeting).* Please be advised that all email addresses and submitted comments are public record pursuant to Chapter 119, Florida Statutes (Florida Public Records Law). The Town Clerk or designee will read public comments into the record at the appropriate time for no more than three (3) minutes; or make their comment in-person; or participate from a remote location using Zoom – please contact the Town Clerk at ccopeland@juno-beach.fl.us by Noon on the day of the meeting to receive the Meeting ID and Access Code. *(Please note that all members participating via Zoom must login at least 15 minutes prior to the meeting and will be muted upon entry until Public Comments is called).*

Please note that the Zoom meeting will lock for public comments at 5:30pm and no other entries will be permitted.

All matters listed under Consent Agenda, are considered to be routine by the Town Council and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

CALL TO ORDER

PLEDGE ALLEGIANCE TO THE FLAG

ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA

PRESENTATIONS

1. Swearing in Newly Elected Council Members – Jacob Rosengarten (Seat #3) & DD Halpern (Seat #4)
2. Resolution No. 2024-04 - Proclaiming the Results of the March 19, 2024 Municipal Election
3. Swearing in Newly Elected Council Members – Seat Mayor & Seat #5
4. Resolution No. 2024-05 – Selection of Town Officers (Vice Mayor and Vice Mayor Pro Tem)
5. Palm Beach County Fire Rescue Annual Report

COMMENTS FROM THE TOWN MANAGER, THE TOWN ATTORNEY, AND STAFF

COMMENTS FROM THE PUBLIC

All Non-Agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to complete a comment card with their name and address prior to the start of the meeting as well as state their name and address for the record when called upon to speak (prior to addressing the Town Council). Town Council will not discuss these items at this time. Comments needing a reply will be referred to Staff for research; a report will be forwarded to the Town Council; and citizens will be contacted.

CONSENT AGENDA

6. Town Council Meeting Minutes for February 28, 2024
7. Proclamation – Arbor Day 2024
8. Proclamation – Water Conservation Month 2024
9. Proclamation – Water Reuse Week 2024
10. Special Event Request – Town of Jupiter Turtle Trot 5K Run
11. Resolution 2024-3; Purchasing policies and procedures
12. Year to Date (YTD) Financial Statements

COUNCIL ACTION/DISCUSSION ITEMS

13. Organizations for Council Participation & Selection of Voting Delegates for Florida League of Cities and Palm Beach County League of Cities
14. Planning and Zoning Board Appointments
15. Selection of Audit Oversight Committee
16. Resolution No. 2024-06 - Sponsorship of Organizations
17. Ordinance No. 783 – Construction Site Standards (First Reading)
18. Special Event Request – Stoked on Life Ocean Therapy Sessions
19. Discussion on Date for Goal Planning Workshop, Items, & Facilitator Services

COMMENTS FROM THE COUNCIL

ADJOURNMENT

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: March 27, 2024

Prepared By: C. Copeland-Rodriguez, Town Clerk

Item Title: Swearing in Newly Elected Council Members – Jacob Rosengarten (Seat #3) & DD Halpern (Seat #4)

DISCUSSION:

Town Clerk Copeland-Rodriguez will be swearing in newly elected Council Member Jacob Rosengarten for Seat #3 and DD Halpern for Seat #4. Upon closing of the Town's Qualifying Period, both candidates ran unopposed.

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: March 27, 2024

Prepared By: C. Copeland-Rodriguez, Town Clerk

Item Title: Resolution No. 2024-04 - Proclaiming the Results of the March 19, 2024 Municipal Election

DISCUSSION:
The Town of Juno Beach had a Municipal Election on March 19, 2024 for the Mayor Seat and Seat #5. The County Canvassing Board canvassed the ballots for the March 19, 2024 election, and the Palm Beach County Supervisor of Elections is in the process of certifying the results. Once the certified results have been received and in accordance with Section 8-9 of the Town Code of Ordinances, the Town Council may officially proclaim the results of the March 19, 2024 general municipal election to be as follows:

Mayor Seat: PEGGY WHEELER

Seat #5 of the Town Council: DIANA DAVIS

Charter Amendment #1: (Fiduciary Responsibilities) – APPROVED

Charter Amendment #2: (Land Development Regulations) – APPROVED

Charter Amendment #3: (Variances) – APPROVED

Charter Amendment #4: (Initiative and Referendum Procedures) – APPROVED

Charter Amendment #5: (Candidate Qualifying and Removal from Office) – APPROVED

RECOMMENDATION:
Town Staff recommends Town Council review the certified results and approve of Resolution 2024-04 – Proclaiming the results of the March 19, 2024 Municipal Election.

*Attached please find the Unofficial Results. The **Official Results** will be provided as soon as they are received from the Supervisor of Elections.*

RESOLUTION NO. 2024-04

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, PROCLAIMING THE RESULTS OF THE MARCH 19, 2024 GENERAL MUNICIPAL ELECTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, in accordance with Articles II and V of the Town Charter, the Town of Juno Beach qualified candidates for Seats Mayor and 5 on the Town Council; and

WHEREAS, two candidates, Alexander Cooke and Peggy Wheeler, qualified for Seat Mayor; and

WHEREAS, two candidates, Dean Anthon and Diana Davis, qualified for Seat 5; and

WHEREAS, on March 19, 2024, the Town of Juno Beach conducted a municipal election for the purposes of: (1) filling Seats Mayor and 5 on the Town Council; and (2) submitting five amendments to the Town Charter to referendum vote of the electorate as set forth in Town Ordinances 773, 774, 775, 776, and 777; and

WHEREAS, having canvassed the ballots for the general municipal election, the Palm Beach County Supervisor of Elections has certified the results of the elections to be as follows:

MARCH 9, 2021 GENERAL MUNICIPAL ELECTION

Seat Mayor	Total Number of Votes Cast (including absentee ballots)
Alexander Cooke	659
Peggy Wheeler	830

Seat 5

Dean Anthon	542
Diana Davis	917

Charter Amendment 1
(Fiduciary Responsibilities)

Yes	1,385
No	60

Charter Amendment 2
(Land Development Regulations)

Yes	1,324
No	136

Charter Amendment 3
(Variances)

Yes	1,304
No	144

Charter Amendment 4
(Initiative and Referendum)

Yes	1,015
No	355

Charter Amendment 5
(Vacancies)

Yes	1,337
No	61

WHEREAS, based on the certified results and in accordance with Section 8-9 of the Town Code of Ordinances, the Town Council wishes to officially proclaim the results of the March 19, 2024 general municipal election.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA as follows:

Section 1. Based on the certified results, the Town Council hereby declares the official results of the March 19, 2024 general municipal election to be as follows:

Seat Mayor of the Town Council:	PEGGY WHEELER
Seat 5 of the Town Council:	DIANA DAVIS
Charter Amendment 1:	APPROVED
Charter Amendment 2:	APPROVED
Charter Amendment 3:	APPROVED
Charter Amendment 4:	APPROVED

Charter Amendment 5: APPROVED

Section 2. The above-named individuals are proclaimed to be duly and lawfully elected to the offices set forth above. The Amendments to the Charter of the Town of Juno Beach submitted to referendum vote are hereby proclaimed to be approved, as indicated above.

Section 3. This Resolution shall be effective immediately upon adoption.

RESOLVED AND ADOPTED this 27th day of March, 2024.

_____
Peggy Wheeler, Mayor

ATTEST:

_____
Caitlin E. Copeland-Rodriguez, MMC, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

_____
Leonard G. Rubin, Town Attorney

*** Unofficial ***

CERTIFICATE OF COUNTY CANVASSING BOARD
PALM BEACH COUNTY

We, the undersigned, GREGG WEISS, County Commissioner, APRIL BRISTOW, County Judge, WENDY SARTORY LINK, Supervisor of Elections, constituting the Board of County Canvassers in and for said County, do hereby certify that we met on the Twenty-First day of March, 2024 A.D., and proceeded publicly to canvass the votes given for the several offices and persons herein specified at the **Nonpartisan** held on the Nineteenth day of March, 2024 A.D., as shown by the returns on file in the office of the Supervisor of Elections. We do hereby certify from said returns as follows:

For Belle Glade City Commission, Seat C, the whole number of votes cast was 1,328 of which

Joaquin Almazan	received	969 votes
Robert C. Mitchell	received	359 votes

For Belle Glade City Commission, Seat D, the whole number of votes cast was 1,340 of which

Tequella Collins	received	957 votes
Mary Ross Wilkerson	received	383 votes

For City Council Seat C - Boca Raton, the whole number of votes cast was 11,867 of which

Yvette Drucker	received	9,136 votes
Bernard Korn	received	2,731 votes

For City Council Seat D - Boca Raton, the whole number of votes cast was 12,640 of which

Andy Thomson	received	7,876 votes
Brian Stenberg	received	4,764 votes

For Mayor Seat #5 - Three (3) Year Term - Delray Beach, the whole number of votes cast was 10,743 of which

Ryan Boylston	received	4,064 votes
Tom Carney	received	5,552 votes
Shirley Johnson	received	1,127 votes

For Commissioner Seat #1 - Three (3) Year Term - Delray Beach, the whole number of votes cast was 10,298 of which

Jim Chard	received	3,795 votes
Tennille E. DeCoste	received	2,514 votes
Tom Markert	received	3,989 votes

*** Unofficial ***

CERTIFICATE OF COUNTY CANVASSING BOARD
PALM BEACH COUNTY

For Commissioner Seat #3 - Three (3) Year Term - Delray Beach, the whole number of votes cast was 10,564 of which

Anneze Barthelemy	received	2,229 votes
Juli Casale	received	4,439 votes
Nick Coppola	received	3,896 votes

For Mayor Seat - Greenacres, the whole number of votes cast was 2,523 of which

Jonathan Pearce	received	890 votes
Charles "Chuck" Shaw	received	1,633 votes

For City Council District 1 - Greenacres, the whole number of votes cast was 2,467 of which

Edward Ayala	received	1,038 votes
John Tharp	received	1,429 votes

For City Council District 5 - Greenacres, the whole number of votes cast was 2,451 of which

Paula Bousquet	received	2,054 votes
Fule Dogic	received	397 votes

For Mayor - Hypoluxo, the whole number of votes cast was 406 of which

Michael C. Brown	received	259 votes
Brad Doyle	received	147 votes

For Mayor - Juno Beach, the whole number of votes cast was 1,489 of which

Alexander R. Cooke	received	659 votes
Peggy Wheeler	received	830 votes

For Seat Five - Juno Beach, the whole number of votes cast was 1,459 of which

Dean G. Anthon	received	542 votes
Diana Davis	received	917 votes

For Town Commissioner - Lake Park, the whole number of votes cast was 621 of which

Michael J. Hensley	received	284 votes
Hollis Langer	received	52 votes
Anne Lynch	received	82 votes
Rafael Moscoso	received	203 votes

*** Unofficial ***

CERTIFICATE OF COUNTY CANVASSING BOARD
PALM BEACH COUNTY

For Mayor - Lake Worth Beach, the whole number of votes cast was 3,791 of which

Andy Amoroso	received	1,194 votes
Alex Cull	received	542 votes
William Joseph	received	240 votes
Betty Resch	received	1,815 votes

For Commissioner District #1 - Lake Worth Beach, the whole number of votes cast was 762 of which

Melvin Pinkney	received	331 votes
Sarah Malega	received	431 votes

For Commissioner District #3 - Lake Worth Beach, the whole number of votes cast was 1,571 of which

Mimi May	received	868 votes
Kim Stokes	received	703 votes

For Office of Mayor - Group 5 - Lantana, the whole number of votes cast was 1,038 of which

Karen Lythgoe	received	653 votes
George Velazquez	received	385 votes

For Town Council - Seat One (1) - Loxahatchee Groves, the whole number of votes cast was 651 of which

Phillis M. Maniglia	received	389 votes
Robert Sullivan	received	262 votes

For Town Council - Seat Three (3) - Loxahatchee Groves, the whole number of votes cast was 649 of which

Anita Lynne Kane	received	400 votes
Marianne Miles	received	249 votes

For Group 3 - North Palm Beach, the whole number of votes cast was 2,279 of which

William Luzuriagga	received	634 votes
Orlando Puyol	received	1,645 votes

*** Unofficial ***

CERTIFICATE OF COUNTY CANVASSING BOARD
PALM BEACH COUNTY

For Town Commissioner - Ocean Ridge, the whole number of votes cast was 1,206 of which

Nicholas "Nick" Arsali	received	186 votes
Geoffrey A. Pugh	received	338 votes
David Hutchins	received	323 votes
Ainar Dalton Aijala Jr	received	359 votes

For Commissioner Group 1 - Pahokee, the whole number of votes cast was 533 of which

Juan "Johnny" Gonzalez	received	140 votes
Monique Gordon	received	173 votes
Everett D. McPherson Sr	received	220 votes

For Commissioner Group 2 - Pahokee, the whole number of votes cast was 531 of which

Sanquetta Cowan-Williams	received	186 votes
Tiana Mitchell	received	151 votes
Sara Perez	received	194 votes

For Town Council - Group Three - Palm Beach, the whole number of votes cast was 3,362 of which

John David Corey	received	1,637 votes
Bridget Moran	received	1,725 votes

For Council District 2 - Riviera Beach, the whole number of votes cast was 4,042 of which

Leroy Kelson IV	received	1,897 votes
KaShamba L. Miller-Anderson	received	2,145 votes

For Mayor - Royal Palm Beach, the whole number of votes cast was 3,684 of which

Steve Avila	received	1,469 votes
Frederick Pinto	received	2,215 votes

For Commissioner Seat #4 - South Bay, the whole number of votes cast was 399 of which

Betty Hicks Barnard	received	145 votes
Barbara King	received	254 votes

*** Unofficial ***

CERTIFICATE OF COUNTY CANVASSING BOARD
PALM BEACH COUNTY

For Village Council Seat 5 - Tequesta, the whole number of votes cast was 1,263 of which

Jessica Namath	received	499 votes
Richard L. Sartory	received	764 votes

For Mayor's Seat - Wellington, the whole number of votes cast was 7,265 of which

Michael Napoleone	received	5,809 votes
Bart Novack	received	1,456 votes

For Council Member - Seat #1 - Wellington, the whole number of votes cast was 7,373 of which

Bob Margolis	received	1,945 votes
Marcella Alexia Montesinos	received	1,232 votes
Amanda Silvestri	received	2,311 votes
John "Jay" Webber	received	1,885 votes

For Council Member - Seat #4 - Wellington, the whole number of votes cast was 7,290 of which

Shelly Lariz Albright	received	2,239 votes
Maria Antuña	received	2,272 votes
Carol Coleman	received	1,389 votes
Karen Morris-Clarke	received	602 votes
Michael M. Partow	received	788 votes

For Commission District 5 - West Palm Beach, the whole number of votes cast was 9,652 of which

Christina D'Elosua Lambert	received	6,991 votes
Matthew Luciano	received	2,661 votes

***** Unofficial *****

CERTIFICATE OF COUNTY CANVASSING BOARD
PALM BEACH COUNTY

COUNTY COMMISSIONER

COUNTY JUDGE

SUPERVISOR OF ELECTIONS

***** 1st Set of Unofficial Results *****

CERTIFICATE OF COUNTY CANVASSING BOARD
PALM BEACH COUNTY

We, the undersigned, GREGG WEISS, County Commissioner, APRIL BRISTOW, County Judge, WENDY SARTORY LINK, Supervisor of Elections, constituting the Board of County Canvassers in and for said County, do hereby certify that we met on the Twenty-First day of March, 2024 A.D., and proceeded publicly to canvass the votes given for the referendums on the Nineteenth day of March, 2024 A.D. as shown by the returns on file in the office of the Supervisor of Elections. We do hereby certify from said returns as follows:

DELRAY BEACH QUESTION 1

Yes (For Approval)	3,742	votes
No (Against Approval)	5,298	votes

HIGHLAND BEACH QUESTION 1

Yes (For Bonds)	752	votes
No (Against Bonds)	226	votes

HIGHLAND BEACH QUESTION 2

Yes (For Approval)	589	votes
No (Against Approval)	387	votes

HIGHLAND BEACH QUESTION 3

Yes (For Approval)	671	votes
No (Against Approval)	290	votes

JUNO BEACH QUESTION 1

Yes	1,385	votes
No	60	votes

JUNO BEACH QUESTION 2

Yes	1,324	votes
No	136	votes

JUNO BEACH QUESTION 3

Yes	1,304	votes
No	144	votes

*** 1st Set of Unofficial Results ***
CERTIFICATE OF COUNTY CANVASSING BOARD
PALM BEACH COUNTY

JUNO BEACH QUESTION 4

Yes	1,015	votes
No	355	votes

JUNO BEACH QUESTION 5

Yes	1,337	votes
No	61	votes

JUPITER INLET COLONY QUESTION 1

Yes	206	votes
No	51	votes

LAKE WORTH BEACH QUESTION 1

Yes	2,686	votes
No	815	votes

PAHOKEE QUESTION 1

YES, for Approval	266	votes
NO, for Rejection	235	votes

PAHOKEE QUESTION 2

YES, for Approval	436	votes
NO, for Rejection	66	votes

PAHOKEE QUESTION 3

YES, for Approval	408	votes
NO, for Rejection	44	votes

RIVIERA BEACH QUESTION 1

FOR BONDS	2,827	votes
AGAINST BONDS	1,291	votes

RIVIERA BEACH QUESTION 2

***** 1st Set of Unofficial Results *****
CERTIFICATE OF COUNTY CANVASSING BOARD
PALM BEACH COUNTY

FOR BONDS	2,631	votes
AGAINST BONDS	1,422	votes

RIVIERA BEACH QUESTION 3

FOR BONDS	2,794	votes
AGAINST BONDS	1,156	votes

WEST PALM BEACH QUESTION 1

Yes	7,778	votes
No	1,878	votes

WEST PALM BEACH QUESTION 2

Yes	6,989	votes
No	2,658	votes

ORDINANCE 2023-21 - NORTH PALM BEACH - AREA 1

For annexation of the property described in Ordinance No. 2023-21	0	votes
Against annexation of the property described in Ordinance No. 2023-21	136	votes

ORDINANCE 2023-22 - NORTH PALM BEACH - AREA 2

For annexation of the property described in Ordinance No. 2023-22	1	votes
Against annexation of the property described in Ordinance No. 2023-22	21	votes

ORDINANCE 2023-23 - NORTH PALM BEACH - AREA 3

For annexation of the property described in Ordinance No. 2023-23	5	votes
Against annexation of the property described in Ordinance No. 2023-23	70	votes

ORDINANCE 20, 2023 - PALM BEACH GARDENS - AREA 1

For annexation of property described in Ordinance 20, 2023	170	votes

***** 1st Set of Unofficial Results *****
CERTIFICATE OF COUNTY CANVASSING BOARD
PALM BEACH COUNTY

Against annexation of property described in Ordinance 20, 2023	2,313	votes

ORDINANCE 21, 2023 - PALM BEACH GARDENS - AREA 2

For annexation of the property described in Ordinance 21, 2023	2	votes
Against annexation of the property described in Ordinance 21, 2023	24	votes

ORDINANCE 22, 2023 - PALM BEACH GARDENS - AREA 3

For annexation of the property described in Ordinance 22, 2023	2	votes
Against annexation of the property described in Ordinance 22, 2023	71	votes

ORDINANCE 23, 2023 - PALM BEACH GARDENS - AREA 4

For annexation of the property described in Ordinance 23, 2023	5	votes
Against annexation of the property described in Ordinance 23, 2023	53	votes

ORDINANCE 24, 2023 - PALM BEACH GARDENS - AREA 5

For annexation of the property described in Ordinance 24, 2023	4	votes
Against annexation of the property described in Ordinance 24, 2023	75	votes

WELLINGTON - REFERENDUM QUESTION NO. 1 - AREA 1

For annexation of the property described in Ordinance No. 2023-17	19	votes
Against annexation of the property described in Ordinance No. 2023-17	0	votes

***** 1st Set of Unofficial Results *****

CERTIFICATE OF COUNTY CANVASSING BOARD

PALM BEACH COUNTY

COUNTY COMMISSIONER

COUNTY JUDGE

SUPERVISOR OF ELECTIONS

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: March 27, 2024

Prepared By: C. Copeland-Rodriguez, Town Clerk

Item Title: Swearing in Newly Elected Council Members – Seat Mayor & Seat #5

DISCUSSION:

Town Clerk Copeland-Rodriguez will be swearing in newly elected Council Members Peggy Wheeler for Seat Mayor and Diana Davis for Seat #5.

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: March 27, 2024

Prepared By: L. Rubin, Town Attorney

Item Title: Resolution No. 2024-05 – Selection of Town Officers (Vice Mayor and Vice Mayor Pro Tem)

DISCUSSION:

Article III, Section 4 of the Town Charter requires the Council to select a Vice Mayor and Vice Mayor Pro Tem at the first Town Council meeting after the Town's general election. For the past several years, the Town has utilized the following nomination procedure in selecting the Town's officers:

Vice Mayor

The Mayor opens nominations for office of Vice Mayor.

Members of the Town Council make nominations *(nominations do not require a second, member may decline a nomination).*

The Mayor closes nominations.

The Town Clerk calls for a roll call vote and each Council member casts his or her vote in favor of one of the nominees. The person receiving the majority of the votes is elected to the position. *If there are three nominees and one member does not receive majority, the members of the Town Council shall choose between the two members who received the highest number of votes.*

Vice Mayor Pro Tem

Same procedure utilized for Vice Mayor.

Once the Council selects the Town's officers utilizing the procedures set forth above, the names will be included withing Resolution No. 2024-05 for adoption by the Town Council.

RECOMMENDATION:

Staff recommends that the Town Council select the Vice Mayor and Vice Mayor Pro Tem for the upcoming year utilizing the procedures set forth above and adopt Resolution No. 2024-05.

RESOLUTION NO. 2024-05

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, APPOINTING THE VICE MAYOR AND VICE MAYOR PRO TEM FOR THE UPCOMING YEAR; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Article III, section 4 of the Town Charter requires that the Town Council elect from among its members a Vice Mayor and a Vice Mayor Pro Tem to serve at the pleasure of the Town Council; and

WHEREAS, the Town Council shall elect members to these positions annually at the first Town Council meeting following the conclusion of the municipal election and the certification of the results.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA as follows:

Section 1. The Town Council hereby elects from among its membership the following persons to serve as Vice Mayor and Vice Mayor Pro Tem for the upcoming year:

_____ Vice Mayor

_____ Vice Mayor Pro Tem

Section 2. The above-named persons shall hold office until their respective successors shall be elected in accordance with the provisions of the Town Charter.

Section 3. This Resolution shall be effective immediately upon adoption.

RESOLVED AND ADOPTED this 27th day of March, 2024.

_____
,Mayor

ATTEST:

_____
Caitlin E. Copeland-Rodriguez, MMC, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

_____
Leonard G. Rubin, Town Attorney

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: March 27, 2024

Prepared By: C. Copeland-Rodriguez, Town Clerk

Item Title: Palm Beach County Fire Rescue Annual Report

DISCUSSION:

District Chief William J. Rowley will be conducting a brief overview of Palm Beach County Fire Rescue's Annual Report.

PALM BEACH COUNTY FIRE RESCUE

TOWN OF JUNO BEACH ANNUAL REPORT

OCTOBER 1, 2022 – SEPTEMBER 30, 2023

TABLE OF CONTENTS

TOWN OF JUNO BEACH
FISCAL YEAR 2023 ANNUAL REPORT

Mission, Vision & Core Values 3
Service Area Map 4
Fiscal Year 2023 Call Activity 5
Stations, Apparatus & Staffing 6
Personal Rescue Water Craft Saves 7
Community Involvement 8
Employee Recognition & Awards 9
Employee Competitions 10
Operations 12
Special Operations 13
Medical Services 14
Medical Equipment & Additional Aids 15
EMS Call Statistics for FY 2023 16
Whole Blood Transfusion Program 17
Mobile Integrated Healthcare 18
Patient Satisfaction Survey 19
Vehicle Accidents 20
Fires 21
Training & Safety 22
Recruit Academy 23
Support Services 24
Emergency Management 26
911 Communications Center 27
Community Risk Reduction 28
Community Risk Reduction: Inspection Activity Summary 32
Administrative Services 33
Finance and Planning 34
Public Information & Media Services 35

MISSION, VISION & CORE VALUES

MISSION

We are committed to providing safe and secure communities by mitigating all hazards through excellence in public service.

VISION

Excellence Today. Improving Tomorrow.

CORE VALUES:

INTEGRITY

Possessing a strong moral character to be trusted to do the right thing even when no one is watching.

UNITY

Recognizing the value that inclusivity holds and how it produces effective teamwork through the coming together as one.

COMPASSION

The will and action of helping others with empathy, dignity, and understanding.

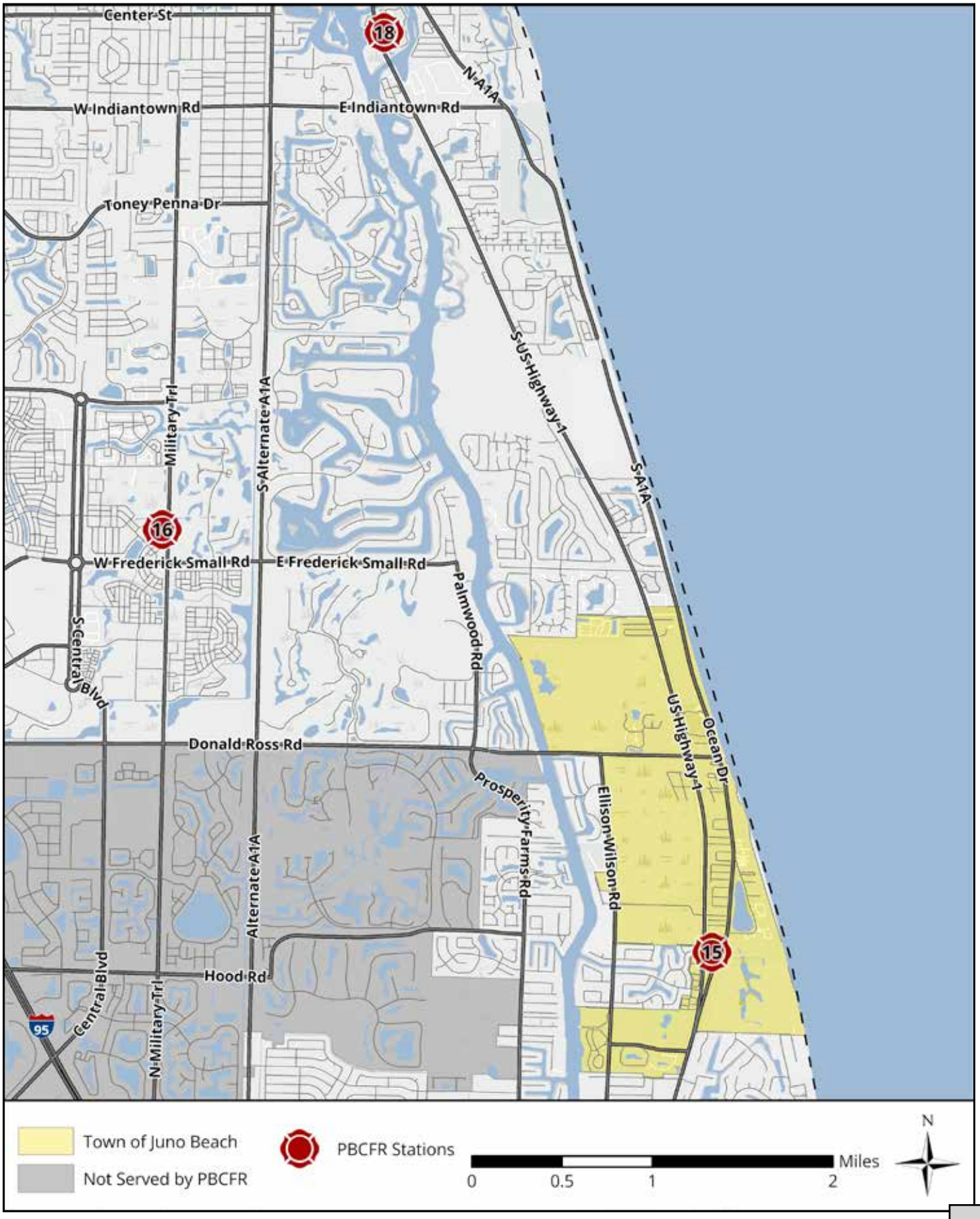
ACCOUNTABILITY

The obligation to account for your actions, accept responsibility, and operate with transparency.

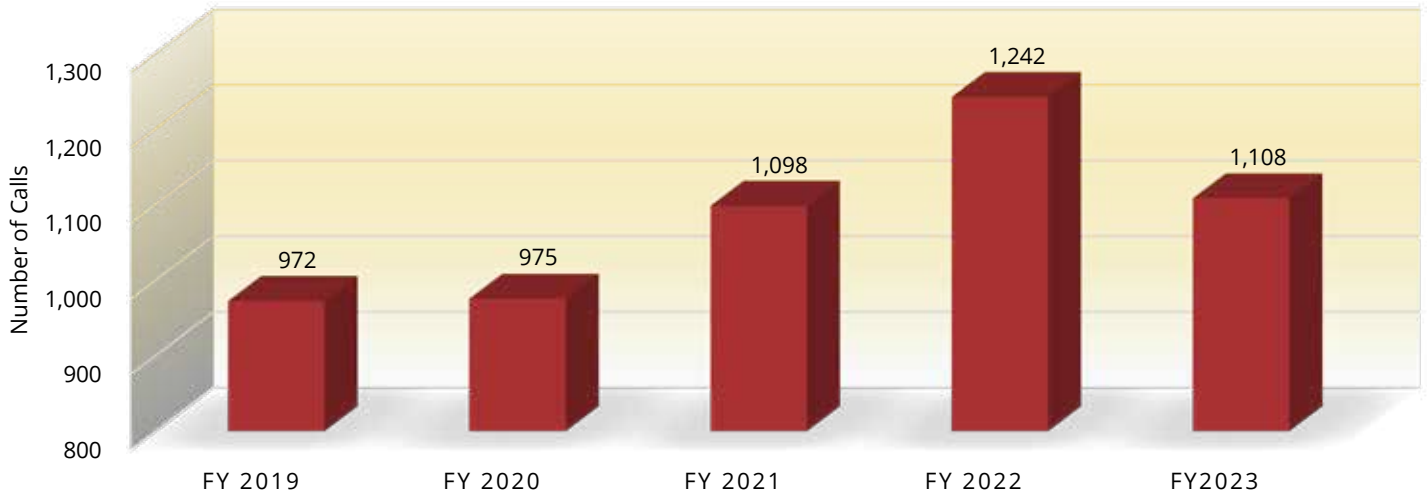
DEDICATION

A continuous commitment to exceptional service to the community and each other.

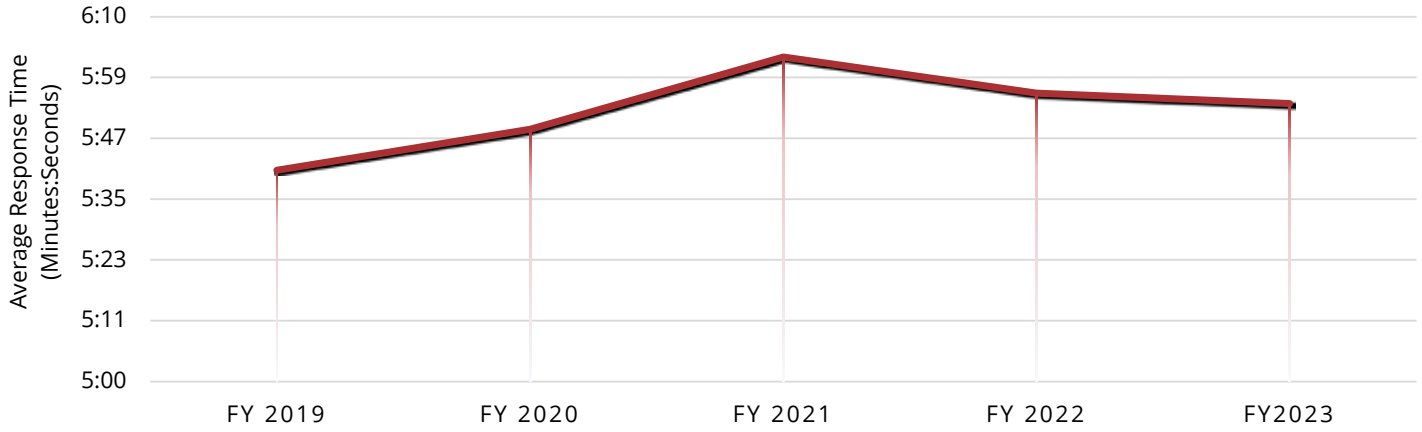
TOWN OF JUNO BEACH SERVICE AREA



TOTAL NUMBER OF CALLS

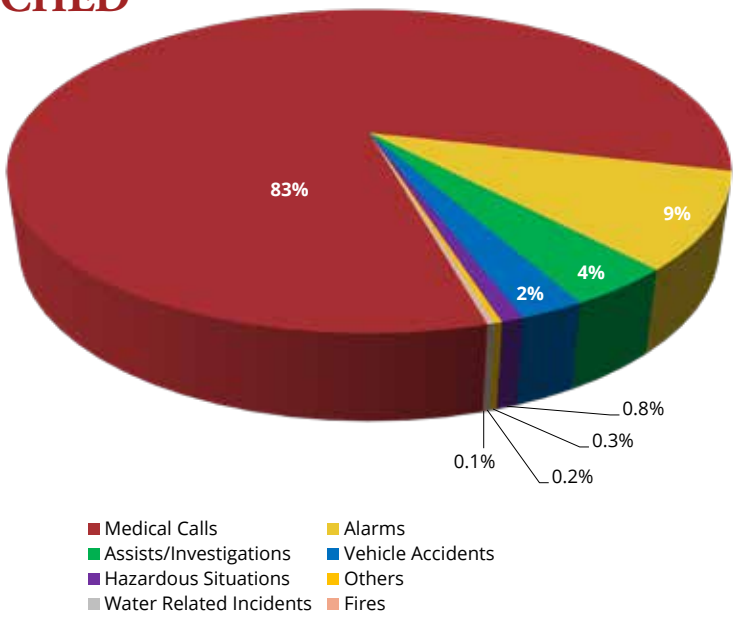


AVERAGE RESPONSE TIME



CALLS BY SITUATION DISPATCHED

SITUATION DISPATCHED	NUMBER OF INCIDENTS
Medical Calls	919
Alarms	105
Assists/Investigations	43
Vehicle Accidents	26
Hazardous Situations	9
Others	3
Water Related Incidents	2
Fires	1
Total	**1,108**



The Town of Juno Beach is primarily served by Station 15. The service area is part of a regional system and is immediately backed up by surrounding stations with resources and equipment.

PRIMARY RESOURCES ASSIGNED TO JUNO BEACH		
STATION	**APPARATUS**	**STAFFING** (number of personnel)
Station 15 12870 S US Highway 1, Juno Beach, FL 33408	ALS Rescue (1)	3
	78' ALS Ladder (1)	3
	4WD Brush Truck (1)	(cross-staffed with ALS Engine)

ADDITIONAL RESOURCES IN THE SURROUNDING AREA		
STATION	**APPARATUS**	**STAFFING** (number of personnel)
Station 16 3550 Military Trail, Jupiter, FL 33458	ALS Rescue (1)	3
	ALS Engine (1)	3
	4WD Brush Truck (1)	(cross-staffed with ALS Engine)
Station 18 777 US Highway 1, Jupiter, FL 33477	ALS Rescue (1)	3
	ALS Engine (1)	3
	Personal Rescue Watercraft (2)	(cross-staffed with ALS Engine)

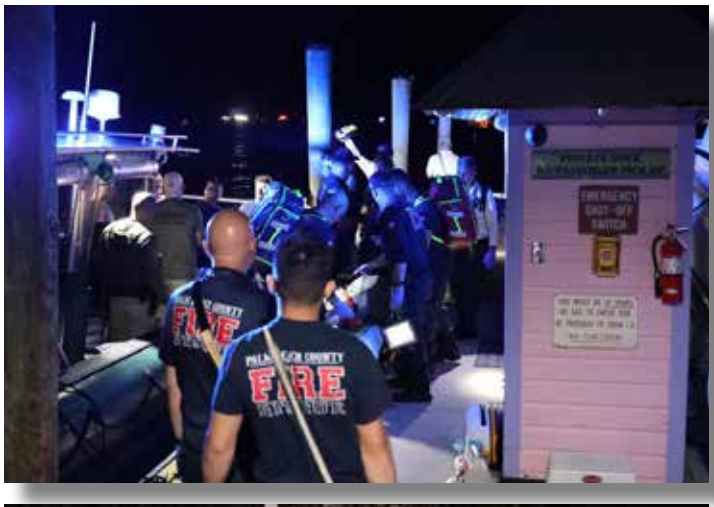
STATION 15

PERSONAL RESCUE WATER CRAFT

In December 2022, units from Battalion 1, including the Personal Rescue Water Crafts (PRWC) worked alongside Ocean Rescue and Palm Beach County Sheriff's Office in an air, sea, and land-based search for swimmers in distress. One person was transported from the scene.

Vessel Sinking off Juno Beach Pier

PBCFR's Battalion 1 units, worked side by side with Palm Beach County Sheriff's Office (PBSO) and Trauma Hawk to safely execute an offshore rescue on April 17, 2023. Reports came in for a vessel sinking off the Juno Beach Pier. There were four people on board and one was unconscious. The PRWC's were dispatched and the first to arrive on scene. PBSO sent their Eagle helicopter and rescue boat. The Eagle was able to locate the vessel and guide the PRWC's to it. It was quickly identified that one person was a trauma alert. Once the PBSO boat arrived, the crews worked together to bring the patients aboard and transport them to a dock just inside the Jupiter Inlet where the Trauma Hawk Helicopter was waiting at Carlin Park. The patient was quickly transported to a local trauma center.



Firefighters for a Day

Local lawmakers got a taste of what it's like to be a "Firefighter for a Day" at PBCFR's Headquarters Complex. They donned bunker gear and were escorted through three hands-on learning exercises by members of the Special Operations Team on how to maneuver hoses to put out a real fire, using extrication tools to cut open a vehicle, and how to conduct search and rescue to find victims in a building.

Flag Re-Installation

Ladder 15 assisted Cub Scout Troop 173 with the re-installation of a rope halyard on a large flagpole. The flag and flagpole were originally installed by the Scouts for a merit badge and advanced rank requirements. Sadly, in 2020, unknown individuals cut the halyard and took the flag. Ladder 15 was happy to assist and the Stars and Stripes are flying proudly once again.

Muscular Dystrophy Association Boot Drive

PBCFR and Local 2928 have been proud partners with the Muscular Dystrophy Association (MDA) for over 36 years. Through this partnership, hundreds and thousands of dollars have been donated to assist in transforming the lives of people with muscular dystrophy, ALS (Lou Gehrig's disease), and related neuromuscular diseases. Over Labor Day weekend, crews were stationed at local grocery stores throughout Palm Beach County and petitioned the public to "Fill the Boot" for MDA, collecting a grand total of $106,550. The A-shift crew at Station 57 raised an outstanding $2,393, the most in a single day. The funds will support children attending MDA summer camp, helping them achieve milestones that years ago seemed unattainable. This fundraiser is personal for PBCFR, as Logan, the child of a PBCFR Firefighter is affected by Muscular Dystrophy. Here at PBCFR we are #LOGANSTRONG.

Fire and Life Safety Educator of the Year

Community Education Supervisor Elyse Weintraub-Brown was named the 2023 Fire and Life Safety Educator of the Year at the Florida Fire Marshals and Inspectors Association Conference. She and her team have educated millions with their nationally televised safety demonstrations and have set the standard for providing multi-lingual safety information.

Florida Fire Marshal of the Year

Assistant Fire Marshal (AFM) Chris Henry was presented with the 2022 Florida Fire Marshal of the Year award by the Florida State Fire Marshal in Tallahassee at the annual Fire Service Awards recognition event. AFM Henry was nominated for his efforts in streamlining PBCFR's Community Risk Reduction Division (CRRD) and improving communications with Operations. Over the past year, AFM Henry has worked to develop and publish step-by-step guidelines for CRRD employees and designed new detailed task books for new hires resulting in procedural consistency. AFM Henry also created a food truck safety program that has been implemented by the county.

PBC EMS Providers Association Awards

The Palm Beach County EMS Provider Association recognized FF/PMs from departments throughout the county for their exemplary work ethic, dedication, and many contributions to the field of emergency medical services. Recognized from PBCFR: Lt. Bradlee Doerzbacher, Captain John Prince, Lieutenant Chris Lowe, Lt. Jose Santos, the ALS Team; and Lt. Doerzbacher also received the "Exceptional Service and Commitment to EMS" award for his support and involvement with the Center for Autism and Related Disorders.

PBCFR employees participate in various competitions throughout the year.

ALS Team Competitions

The Advanced Life Support Team (ALS) competed in the Bernie Tillson Memorial EMS Challenge in November 2022. After two days of multiple complex scenarios, competing against talented teams from across the state, the team took home 1st place. Also, in November, the ALS Team competed for the 2022 Florida Cup. There was a tie between PBCFR and Davie Fire Rescue. The tie-breaker was the team with the most first-place results throughout the year. PBCFR had the most wins, resulting in winning the Florida Cup a second time.

On January 20th, 2023, the ALS Team won 3rd place at the Florida Fire Chief's Association (FFCA) ALS Competition in Daytona Beach. The simulated scenarios with live actors and realistic manikins tested their emergency medical skills.

PBCFR's ALS Team's success inspired the Palm Beach County Board of County Commissioners to proclaim March 14, 2023 as "Palm Beach County Fire Rescue Advanced Life Support Team Day." Congratulations to Lt. Ivonne Garcia (Team Captain), Lt. Daniel McAndrews, Lt. Michael Redmond, FF/PM Nick Byrd, and Glenn Jordan (Team Trainer/Coach and retired Trauma Hawk RN).

Second Annual Florida Invitational

In November 2022, the PBCFR Punishers (the vehicle extrication competition team) won 1st place in the Medical Technician, Incident Command, and Overall categories in the second annual Florida Invitational! This event was held at Miami Dade Fire Rescue's Training Facility.

Toughest Two Minutes in Sports by ESPN

Several of PBCFR's firefighters participated in the Firefighter Challenge called the "Toughest 2 Minutes in Sports" by ESPN. In this challenge, firefighters compete to test their strength, speed, and endurance through an obstacle course while wearing full firefighting gear. In less than two minutes, they hit the finish line after completing all of the following: a five-story tower climb with a 42-pound hose pack, a hose hoist, using a Kaiser forcible entry machine, obstacle run, hose drag, and a 180-pound "victim" drag. Some of PBCFR's participants came home with 1st place wins, gold and/or silver medals, and many more accolades.

FDIC Firefighter Challenge

PBCFR firefighters navigated challenging obstacle courses for three days at the Fire Department Instructor's Conference (FDIC) Firefighter Challenge in Indianapolis and brought home several medals. FF/PM Mackenzie Briggs and FF/PM Aaron Piering, won 1st place in the 40-49 year old male tandem race and 4th place in the fire department relay. Briggs won 3rd place overall. Lt. Jessie Gomez, FF/PM Chris Sheehan, and Lt. Jason Frisbie finished strong in their competitions.

North American Vehicle Rescue Association Competition

In May 2023, PBCFR Firefighters attended the North American Vehicle Rescue Association (NAVRA) Competition and Rapid Intervention Crew/Team (RIC/RIT) competitions put on by Palm Beach State College in Lake Worth Beach. Accomplished by simulating past real-life, high-pressure scenarios, NAVRA promotes the use of best practices which better prepares rescuers to reduce mortality and injuries caused by motor vehicle accidents across North America and the world. The PBCFR Punishers Extrication Team won 1st place in these categories:

- Overall Top Team
- Complex Scenario
- Limited Scenario
- Command
- Technical
- Medical

The Operations Division is responsible for providing emergency services to the community. Operations is the largest division of PBCFR and is divided geographically into eight Battalions. PBCFR operates 49 fire stations throughout the county, with minimum daily staffing of 331 personnel on duty at all times. PBCFR is an "all-hazards" department capable of responding to everything from a minor medical call to a regional natural disaster.

All personnel are cross-trained in firefighting and emergency medical services, ensuring efficient fire suppression delivery, technical rescue, vehicle extrication, and emergency medical care.

Personal Rescue Watercraft

Four Personal Rescue Watercrafts (PRWC) are available to assist land-based crews during incidents such as drownings and other open water emergencies. These units are strategically stationed at the busiest inlets in Palm Beach County; two PRWCs are assigned to Station 18 (near Jupiter Inlet) and two at Station 37 in Lantana (near Boynton Beach Inlet). PBCFR prepares personnel to be proficient PRWC operators and skilled rescue swimmers during intense training taught in and on the water.

Trauma Hawk – Air Rescue

In partnership with the Palm Beach County Health Care District, PBCFR paramedics and flight nurses rapidly transport ill and injured patients from the scene of an incident or transport critical patients from one facility to another to reduce travel time and increase survival rates. Critical patients may be transported by one of two Trauma Hawk helicopters which can accommodate two patients at a time. Palm Beach County is home to two Level 1 Trauma Centers. A Level 1 Trauma Center is capable of providing total care for every aspect of injury - from prevention through rehabilitation.

Aircraft Rescue & Firefighting

PBCFR provides Aircraft Rescue and Firefighting (ARFF) and EMS services for Palm Beach International Airport (PBIA) from Station 81. During the past fiscal year, PBIA's number of passengers was over 7.5 million. The crews at Station 81 are trained for emergencies in the airport terminals, airfield, and both commercial and general aviation aircraft. This station is equipped with four specialized vehicles, also known as "Crash Trucks" or "Dragons," capable of delivering high volumes of water and foam in an emergency landing of an aircraft.

PBCFR maintains two strategically located Special Operations teams, currently assigned to Stations 19 and 34, that respond to emergencies throughout Palm Beach County. Special Operations technicians receive continual training to maintain readiness in several specialized disciplines.

Hazardous Materials Response

PBCFR's two HAZMAT Teams are skilled in the detection and mitigation of chemical, biological, radiological, nuclear, explosive (CBRNE) emergencies and accidental releases. PBCFR's HAZMAT team members acquire expertise and complete training that exceeds the National Fire Protection Association (NFPA), FEMA, and the State Specialized Emergency Response Program's standards. PBCFR maintains high levels of safety on HAZMAT incidents by utilizing up-to-date equipment and training.

Confined Space, High Angle, Structural Collapse, Advanced Automobile Extrication, and Technical Rescue

PBCFR's two Technical Rescue Teams (TRT) are comprised of 80 members, highly-skilled in response to major vehicle accidents, high angle rescue with rope equipment, confined space rescue, structural collapse, and trench rescue. Each member has achieved the designation of "Rescue Specialist" by completing rigorous training required by Florida's State Fire Marshal's Office. Additionally, PBCFR's TRT has completed necessary training and equipment acquisition to meet the standards to qualify as a State Urban Search and Rescue (USAR) team. USAR Teams can be deployed throughout the state of Florida to assist in mitigation of all types of disasters, such as building collapses and hurricanes.

Dark Water Dive Rescue

PBCFR maintains four dive teams skilled in underwater rescue, capable of responding during extreme conditions such as zero visibility and night dives. Dive teams are equipped with dry suits and advanced communication systems to facilitate quick and safe rescues. PBCFR divers are trained to the highest nationally recognized levels and capable of deploying quickly underwater within minutes.

Explosive Ordnance Disposal (EOD)

PBCFR works closely with the Palm Beach Sheriff's Office (PBSO) EOD (Bomb Squad) to mitigate potentially explosive or unknown package emergencies. Several of PBCFR's Special Operations teams deploy along with EOD to provide EMS, detection and research of unknown substances. A Rapid Intervention team is also deployed to rescue Bomb Squad technicians if necessary.

Large Animal Rescue

PBCFR's Special Operations teams are capable of rescuing animals of any size, including horses, large dogs, and farm animals. With the proper equipment and training, PBCFR's Special Operations teams can rescue animals from water bodies, mud, or other situations. They can also initiate necessary medical treatment until a veterinarian arrives.

The Medical Services Division oversees all medical care, emergency medical training, and Mobile Integrated Healthcare services for Palm Beach County Fire Rescue.

The Medical Services Division ensures personnel are trained and prepared to provide exceptional prehospital care and treatment. PBCFR responds to all emergency incidents, ranging from medical calls to traumatic injuries.

The Division collaborates with healthcare experts at the local, state, and national levels to develop innovative, evidence-based medical protocols. Continuous research and evaluation of new medical equipment allow the Division to implement protocols and procedures, which enhances patient care.

Medical Directors

To ensure the highest level of care for our citizens, PBCFR has a team of nine Medical Directors who actively participate in training, continuing education, and the advancement of PBCFR's Paramedics and Emergency Medical Technicians (EMTs). These experienced professionals work alongside paramedics and EMTs, responding to emergency calls in the field on a weekly basis. By incorporating evidence-based practices, their vast knowledge and expertise contribute to maintaining exceptional standards in pre-hospital patient care.

Training and Education

The ongoing development of PBCFR personnel remains a priority of the organization, enabling the achievement and maintenance of the highest levels of patient care. In FY 2023, the Medical Services Division provided EMS training for 72 recruits and hosted two paramedic development courses, transforming 52 state or nationally-certified paramedics into highly trained PBCFR paramedics.

EMS World Expo 2023

The Medical Services Division presented at the EMS World Expo, which is the largest EMS-dedicated event in the world with over 50 countries represented and over 300 exhibitors. The Medical Services team presented on the use of Whole Blood in a prehospital setting, "Pediatric Pit Crew CPR," and "Implementing Change in your Department." They were also featured on two podcasts and were teamed up with Miami-Dade Fire Rescue to earn 1st, 2nd, and 4th place in an EMS Skills competition that had 35 teams.

MEDICAL EQUIPMENT & ADDITIONAL AIDS

The Medical Services Division prioritizes innovation through continuous research and evaluation of cutting-edge medical equipment. This approach empowers the Division to implement protocols and procedures that enhance patient care. Utilizing specialized equipment ensures the delivery of life-saving interventions, particularly for cardiac patients.

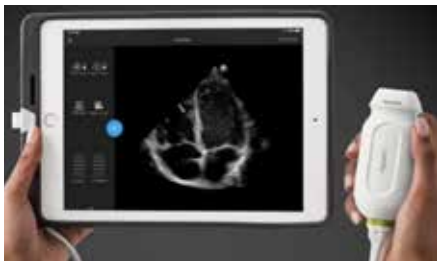
Specialized Equipment:

LIFEPAK 15

The LIFEPAK 15 monitor and defibrillator offers advanced support to patients experiencing cardiac arrest by delivering electrical energy to the heart, shown to improve defibrillation and restore a normal heart rate. PBCFR has prioritized equipping all engines and rescues with the LIFEPAK 15.

LUCAS 3

The LUCAS 3 is a mechanical chest compression device that assists in delivering high quality, guideline-consistent chest compressions to sudden cardiac arrest patients. The device was designed for use in the field, en route, and in a hospital. PBCFR has prioritized equipping all engines and rescues with a LUCAS 3 device.



ULTRASOUND

The ultrasound device is a solution that supports high-resolution imaging of the abdomen, cardiac function, lungs, OB/GYN function, and focused assessment with sonography in trauma. All PBCFR EMS Captain vehicles carry an ultrasound device, which is compatible with smart mobile devices.

Additional Aids:

Sensory Kits

All PBCFR rescue units carry "Comfort Kits," designed to lessen anxiety and fear in children experiencing sensory overload during a medical emergency. Each kit includes a clear backpack for easy visualization, noise-canceling headphones to reduce auditory stimulation, fidget spinners to keep busy fingers occupied, and squeezable objects to provide comforting distractions.

Digital Communication Cards

Digital communication cards are loaded on tablets and cell phones used by PBCFR paramedics. These cards consist of pictures and graphics that enable patients to convey emotions and thoughts when verbal communication is not possible.

JUNO BEACH EMS CALL STATISTICS FOR FY 2

Specific incidences involving strokes, heart attacks, septic shock, or trauma are categorized as an "Alert." Unique criterion defines and classifies different alert types. When a patient meets alert criteria, trained personnel rapidly treat and expedite transport. While in transit, the receiving emergency care facility is notified of an alert via radio; this allows emergency care providers to prepare for receiving a critical patient.

- Trauma Alert - Rapid recognition and notification of severe, potentially life-threatening traumatic injury.
- STEMI Alert - Specific criteria indicate a patient suffering from a heart attack or STEMI (ST-Elevation Myocardial Infarction).
- Sepsis Alert - Signs and symptoms identified consistent with septic shock, a life-threatening condition caused by a severe infection.
- Stroke Alert - Rapid onset of signs and symptoms associated with hemorrhagic strokes (brain-bleeds) and ischemic strokes (vessel occlusion in the brain) identified.

609
Patients Transported
in Juno Beach

15
Stroke Alerts
in Juno Beach

3
Sepsis Alerts
in Juno Beach

3
STEMI Alerts
in Juno Beach

10
Trauma Alerts
in Juno Beach

712
Cardiac Arrest Cases County-Wide

28.3%
of cardiac arrest cases County-wide regained a heartbeat
****Florida State average: 23.5%***
** Florida Department of Health*

12.2%
of cardiac arrest cases County-wide were discharged from the hospital alive (87 patients)
** The Cardiac Arrest Registry to Enhance Survival (CARES) average is 8.3%*

WHOLE BLOOD TRANSFUSION PROGRAM

The Whole Blood Transfusion Program was implemented in July 2022 to improve the survival rate of bleeding patients. This program resulted from four years of collaborative efforts with local trauma centers and partners, including thorough logistical planning, developing a comprehensive training program, and ensuring the ethical and legal aspects of the process. PBCFR is one of the few agencies nationwide and the sole agency in Palm Beach County capable of delivering this advanced level of service. Research shows two critical actions can improve the survival odds of a bleeding trauma patient – 1. Stop the bleeding 2. Replace lost blood. Based on the latest peer-reviewed medical research and with the support of Palm Beach County leadership, PBCFR recently introduced Tranexamic Acid (TXA) into the protocol, complementing the whole blood transfusion for massive hemorrhage, which helps to reduce blood loss. Since October 1, 2022, PBCFR has provided 64 whole blood transfusions.

Whole Blood Transfusion Program Awards

During fiscal year 2023, PBCFR received several accolades for the Whole Blood Program and published a paper titled "The Implementation of a Prehospital Whole Blood Transfusion Program and Early Results" in the National Library of Medicine.

PBCFR received the Community Organization Hero Award through the Heroes in Medicine program by the Palm Beach County Medical Society.

The National Association of Counties selected PBCFR as the winner of the 2023 Achievement Award.

2023 ACHIEVEMENT AWARD WINNER

The National Association of Counties is proud to award

Palm Beach County, Fla.

A 2023 Achievement Award for its program titled:

Emergency Prehospital Whole Blood Administration Program

MOBILE INTEGRATED HEALTHCARE

PBCFR's Mobile Integrated Healthcare (MIH) program enhances the EMS approach by assisting patients with social services and medical needs after their 911 call. The MIH Team consists of paramedics and medical social workers who support patients and families by empowering them with the proper means to improve their health and wellness. MIH programs include:

High Frequency Utilizer & Chronic Disease Management

Ensures patients receive the care and resources needed to reduce reliance on EMS and enhance their safety, wellness, and quality of life. It provides patients who live with a chronic disease the provision of care coordination, health education, and disease management strategies while supporting the patient adjusting to their health issues.

Addiction

Patients who have recently experienced an addiction-related 911 call and are living with an alcohol or substance use disorder are offered education and connections to either harm-reduction or recovery programs.

Pregnancy Outreach

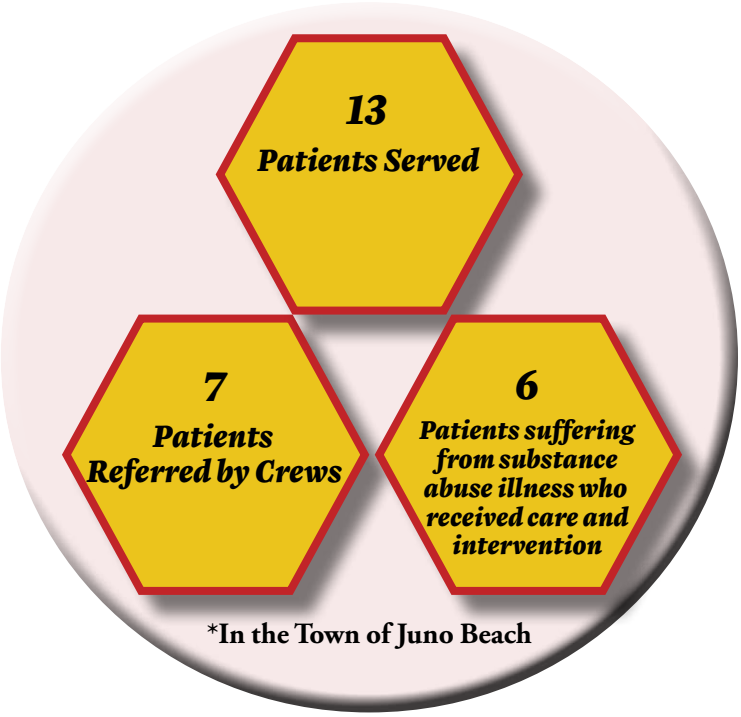
Connects pregnant teens and women to prenatal care and pregnancy/ childbirth resources.

Cardiac Arrest Survivor Outreach

Provides cardiac arrest survivors and family with emotional support and other resources. Patients are also provided an opportunity to reunite with the EMS crew who cared for them.

Pediatric and Adult Grief Support

Connects families to grief support and other resources after a loss.



PATIENT SATISFACTION SURVEY

PBCFR is determined to provide the highest level of service along with excellent patient care to the communities served. This is why PBCFR launched a customer service initiative. PBCFR collaborated with Baldrige Group, a performance excellence consulting firm that specializes in administering community surveys on behalf of EMS and Fire Rescue agencies. In FY 2023, PBCFR asked their patients several questions about the care provided by PBCFR and below are the results.

JUNO BEACH SURVEY RESULTS

OCTOBER 2022 - SEPTEMBER 2023

Patients said they would tell friends and family about the positive experience they had with PBCFR.

80 %

Patients said they were 'Satisfied' or 'Very Satisfied' with the 911 Center's ability to confirm their location and nature of their problem.

100 %

Patients were 'Satisfied' or 'Very Satisfied' with the Dispatcher's instructions regarding their emergency.

100 %

Patients told us they were 'Satisfied' or 'Very Satisfied' with the prompt arrival of PBCFR firefighters and paramedics.

100 %

The professionalism of PBCFR firefighters and paramedics left patients feeling 'Satisfied' or 'Very Satisfied' with the care they received.

100 %

Patients felt 'Satisfied' or 'Very Satisfied' with the level of compassion shown to them and their families by PBCFR firefighters and paramedics.

100 %

Patients said they were 'Satisfied' or 'Very Satisfied' with the paramedics' explanation of any procedures they performed.

100 %

Patients reported they were 'Satisfied' or 'Very Satisfied' with the paramedics' attempts to treat their condition.

100 %

Percentages are calculated from ten respondents.

The results of this survey continue to affirm the excellent level of service that the men and women of PBCFR provide daily to the citizens and visitors of Palm Beach County.

100%

OVERALL SATISFACTION

Town of Juno Beach

PBCFR responded to 26 vehicle accidents within the Town of Juno Beach during FY 2023, 2% of the total calls dispatched. Accidents that occur on interstates and highways are often more severe than those that occur on roads with lower speed limits and require additional units to respond. They require an additional engine to protect first responders by blocking traffic and many require extrication equipment. Vehicle extrication is the process of removing a vehicle from around a person who has been involved in a motor vehicle collision when conventional means of exit are impossible or inadvisable. Extrication must be approached delicately to minimize injury to the victim. PBCFR equips every engine and aerial truck with the hydraulic rescue tools required to safely extricate patients.

Several unique hydraulic rescue tools are often collectively referred to as the “Jaws of Life." Each tool is designed to complete a specific function such as spreading, cutting, pushing, pulling, lifting, or stabilizing. Hydraulic rescue tools use pressurized fluid for high-power operation, force that enables them to manipulate the durable engineered metal alloys vehicles are built with.

Stabilization equipment keeps heavy vehicles from moving and rolling. PBCFR’s pneumatic stabilizing struts can support over 20,000 pounds each and lift up to 10 tons.

Town of Juno Beach

During FY 2023, PBCFR dispatched crews to one fire in the Town of Juno Beach. This includes structure fires, vehicle or boat fires, brush fires, and trash fires. Structure fires are located inside a building and can be categorized as high-rise, commercial, apartment, or residential. These types of fires have the most potential to threaten life safety and can result in significant property loss. PBCFR is prepared to respond to each type of structure fire call with adequate personnel and equipment to mitigate damage as quickly as possible. Therefore, a working structure fire receives a minimum of ten units and 24 personnel.

PBCFR enforces strict adherence to the NFPA 1 and 101 fire prevention code and use of smoke detectors, minimizing human casualties and property loss. PBCFR also administers an outreach program that offers smoke detector installation in homes of those who are unable due to physical or monetary needs.

PBCFR WORKING STRUCTURE FIRE RESPONSE	
UNITS DISPATCHED	**NUMBER OF PERSONNEL**
3 ALS Engines	9
3 ALS Rescues	9
1 ALS Aerial	3
1 EMS Captain	1
1 Battalion Chief	1
1 District Chief	1
10 Total Units	**24**

TRAINING & SAFETY

The Training and Safety Division provides various instructional opportunities throughout the year to meet the needs of PBCFR personnel. This includes training for newly hired employees attending the Recruit Academy, and for current operational employees.

Operational employees maintain their required technical certifications through the Training Division. The Division offers classes for personnel at fire stations and the Chief Herman W. Brice Fire Rescue Complex. The Division also distributes safety alerts and training modules online, to ensure that PBCFR personnel receive essential information promptly.

The Training Division processes requests from operational personnel who wish to pursue an Associate's or Bachelor's degree at local colleges and state universities. Four Officer Development Academies were held during FY 2023 for Battalion Chief, EMS Captain, Captain, and Lieutenants. The Division also hosted a department-wide Officer's Forum on mental health for 349 officers.

Training Classes Offered

- National Fire Protection Association (NFPA) 1/101 Update
- Incident Command Systems for Expanding Incidents
- All-Hazards Incident Management Team
- Special Operations Candidate School
- Statewide Emergency Response Plan
- Advanced Cardiac Life Support/CPR
- Pediatric Advanced Life Support
- Tactical Emergency Casualty Care (TECC)
- Florida Urban Search & Rescue classes
    - Structural Collapse
    - Confined Space
    - Trench
    - Rope Rescue
    - Vehicle Machinery Rescue (VMR)
- Florida Fire Inspector Series I
- Live Fire Training Instructor (LFTI)
- Florida Fire Officer Series I
- Florida Fire Officer Series II
- FEMA Strike Team Leader
- Search Culture
- LP Gas Emergencies
- Tesla Electric Vehicle Training
- Elevator Emergencies
- Driver Candidate School
    - Refresher Driver School
    - Emergency Vehicle
- Division of Forestry
- Aerial Operations
    - 100' aerial program
- Dive Rescue
    - Open Water Dive
    - Advanced Water Dive
    - Emergency Response Diver

RECRUIT ACADEMY

One of the essential responsibilities of the Training Division is to provide the initial orientation and training for new recruit firefighters. Each recruit must complete a rigorous 12-14 week program covering fire training, emergency medical services training, physical training, and vehicle machinery rescue training. During FY 2023, recruit classes 86, 87, and 88 were held, in which a total of 81 recruits graduated and began their career at PBCFR. The Probationary Development Coordinator evaluates all probationary firefighters at six and eleven months ensuring skills learned in the recruit academy are retained throughout their first year of employment.

Class 86

Class 87

Class 88

Fleet Maintenance

The Fleet Maintenance team provides support to ensure emergency operation vehicles are ready to respond at a moment's notice, which is crucial to PBCFR's daily operations. The fleet team is staffed with certified Emergency Vehicle Technicians who have repeatedly earned the Automotive Service Excellence (ASE) Blue Seal of Excellence Award.

The Fleet Maintenance section is responsible for:

- 500 emergency fire apparatus and support vehicles
- 750 pieces of support equipment
- 800 preventive maintenance inspections per year, to meet National Fire Protection Association's compliance standards
- 7,500 annual work orders
- Maintenance of two shop locations

Radio Shop

The Radio Shop provides 24-hour support for all radio and other wireless communications equipment to 49 PBCFR stations, plus 29 additional stations we dispatch for, the Communications Center, Palm Beach International Airport (Station 81), Special Operations, the Tactical Command Unit, and Trauma Hawk.

The Communications Coordinator and five Electronics Technicians are responsible for:

- Nearly 2,000 radios
- Over 1,000 pagers
- Ten 800 MHz repeater sites
- Eight pager repeater sites
- Two very high frequency (VHF) repeater sites
- PBCFR's fire station alerting system (Locution)
- Mobile Data Computers (MDCs) in vehicles

Warehouse & Logistics

The Warehouse and Logistics section manages and provides firefighting equipment, medical supplies, pharmaceuticals, personal protective equipment, and uniform apparel for all PBCFR's operational personnel. The Fixed Asset Inventory section monitors over 11,000 items valued at approximately $100 million.

Facilities Maintenance

Facilities Technicians oversee station and equipment repairs, preventive maintenance, and inspections at PBCFR's 49 fire stations, Fire Rescue Headquarters, and the Communications Center. This section coordinates all new construction and remodeling management for PBCFR's Comprehensive Fire Station Capital Improvement Program.

SCBA Shop

Wearing a Self-Contained Breathing Apparatus (SCBA) allows firefighters to work in environments that are immediately dangerous to life and health. This piece of equipment provides clean, dry, filtered air directly to their mask and protects them from super-heated air and toxic gases. The Respiratory Protection Manager and two Specialists provide firefighters with SCBA, Self-Contained Underwater Breathing Apparatus (SCUBA), fit testing, compressed air, portable lighting, and gas detection monitors.

Information Technology Services

Information Technology Services (ITS), provides technology solutions to PBCFR and its municipal partners. The ITS team is responsible for application development and evaluation, 911 computer-aided dispatch operations, web administration, network security, domain administration, mobile device management, and inventory control for approximately 2,000 devices used at PBCFR.

The Emergency Management Division is committed to reducing vulnerability to hazards and minimizing the impact of disasters through preparation, response, and recovery. Under the command of the Division Chief of Emergency Management, the Emergency Management Team contributes to various local, state, and federal committees, teams, and work groups in support of Homeland Security and a safer Palm Beach County.

Disaster Deployment

The Emergency Management Coordinator confirms that rosters for disaster deployment are up to date, ensures that proper training is available, and PBCFR personnel are ready to respond to disasters outside of Palm Beach County or Florida.

Domestic Security

The Florida Department of Law Enforcement administers seven Regional Domestic Security Task Forces (RDSTFs), serving as the foundation of Florida's domestic security structure. Task force members include first responders from fire rescue, emergency management, public health, hospitals, and law enforcement. PBCFR provides a multi-operational presence to the Southeast Florida RDSTF. By utilizing a multi-disciplinary approach and working in conjunction with Emergency Management professionals the RDSTF provides support to impacted communities and local agencies.

Training and Exercises

Emergency responses to large-scale incidents in PBC require a strong unified command presence achieved with partnerships between law enforcement and fire rescue officials. PBCFR works with local, state, and federal agencies to ensure all are trained to respond to any emergency event. This training includes drills at the local Emergency Operations Center, participation in active shooter drills, and regional hazardous material drills.

Hurricane Idalia Deployment

On August 29, the Southeast Florida Region 7 All Hazards Incident Management Team (AHIMT) was called upon to aid Taylor County, Florida, in its recovery efforts following Hurricane Idalia. The team assisted at the Taylor County EOC for over 14 days, working closely with their Emergency Management Director. They were tasked with assisting several missions such as: clearing roadways, establishing temporary facilities throughout the county, restoring power, and collaborating with the National Guard to establish points of distribution for water, ice, and food. Additionally, they partnered with the County Health Department to acquire supplies for water testing and mosquito control while ensuring that residents were informed about the organizations who were offering daily hot meals.

911 COMMUNICATIONS CENTER

Palm Beach County Fire Rescue's Communications Center is the largest secondary Public Safety Answering Point (PSAP) in Palm Beach County. The Communications Center is a multi-agency operation that handles fire and medical emergency communications for PBCFR, including eight municipal Fire-Rescue Departments. PBCFR is an all-hazards fire rescue department resulting in its Communications Center processing over 400,000 phone calls, annually.

The Communications Center and Management Team report to the Division Chief of Emergency Management. They are managed by the Alarm Office Manager, two Quality Assurance Managers, one Training Supervisor and supported by a GIS/CAD Specialist. Additionally, The Fire Operations Officer (FOO) provides a crucial link between the Communications Center and the Operations crews in the field. They monitor every significant call to aid the on-scene commander with getting additional resources.

The Communications Center employs 61 Communicator-III's under the supervision of four Communicator Supervisors. PBCFR Communicators are certified by the State of Florida as 911 Public Safety Telecommunicators. They are also nationally certified in CPR, Emergency Medical Dispatch, and Fire Service Communications. This training allows them to locate and provide rapid service to 911 callers, provide them with life-saving instruction when needed, and assist emergency personnel in the field. PBCFR Communicators operate complex radio and a Computer-Aided Dispatch (CAD) system that allows them to dispatch, monitor, and communicate with emergency personnel from local law enforcement, fire rescue agencies, hospitals, and aeromedical teams.

Plan Review and New Construction

The Plan Review and New Construction Branch reviews fire-related construction plans for compliance with the Florida Fire Prevention Code and inspects all construction phases to ensure compliance with approved procedures. This branch is also responsible for determining water supply for firefighting operations and ensuring access roads meet the requirements necessary to support firefighting apparatus.

Your Safety. Our Priority.

Investigations

The Investigations Branch determines the origin and cause of fires and conducts explosion analysis. In cases of arson, the Investigations Branch conducts a criminal investigation and presents the case to the State Attorney's Office for prosecution. Every Investigator assigned to this branch is a sworn law enforcement deputy and is certified through the State of Florida, the International Association of Arson Investigators (IAAI), and the National Association of Fire Investigators (NAFI). Investigators may testify in both Federal and State Courts, hearings, and depositions.

If you have any information related to any arson case, please contact Crime Stoppers of Palm Beach County at www.crimestopperspbc.com.

Investigator Training

On January 30th and 31st of 2023, a training on "Electrical Aspects of Appliance Fires" was held at PBCFR for PBCFR investigators, members of the Bureau of Alcohol, Tobacco, Firearms and Explosives, as well as investigators throughout the county and the state of Florida.

Existing Inspections

Existing Inspections Branch responsibilities:

- Conducting field inspections
- Identifying applicable codes/standards
- Preparing inspections reports
- Investigating and resolving complaints
- Participating in legal proceedings with County Code Enforcement and municipalities' special magistrates
- Permits and building processes associated with life safety
- Emergency planning/preparedness, especially for Assisted Living Facilities (ALFs)
- Review Comprehensive Emergency Management Plans (CEMP)
- Additional inspection activites such as re-inspections, fire watch, etc.
- Manage life safety for special events (fireworks, concerts, food trucks, etc.) from site planning to ensuring the events do not exceed maximum occupancy counts

Drowning Prevention Coalition

The Drowning Prevention Coalition (DPC) educates the public about water safety and basic rescue techniques to reduce drowning and other water-related incidents in Palm Beach County.

Services Include:

- The DPC partners with the PBC School District to educate and train students from Pre-K to 12th grade on water safety. Adult training is also provided for businesses, non-profit organizations, senior groups, and others.
- Free or reduced-cost swim lessons are offered to underprivileged and special needs children ages 2-12 and their immediate caregivers.

Frequently Asked Questions:

What should you do with your old fire extinguisher? Old or used fire extinguishers can be discarded at any Solid Waste Authority home chemical and recycling center and placed in the "compressed cylinder" area. Visit www.swa.org for drop-off locations in PBC or call 866-SWA-INFO.

Does PBCFR inspect or service fire extinguishers? PBCFR does not provide this service. Please call a local fire extinguisher service company in your area or discard it at your nearest household hazardous waste site.

Does PBCFR offer CPR courses for certification? PBCFR does not provide certification for CPR. Please contact a local American Red Cross Chapter or the American Heart Association for conventional CPR certification courses (infant, child, and adult).

What is a Residential Key Lock Box? In emergency situations a lock box contains keys and access codes to allow emergency responders to quickly gain entry into commercial and residential properties. PBCFR uses the Knox Box key system. Residents can call 561-616-7024 for more information. Using a generic alternative to Knox box may cause delays with gaining access. Also, the resident must call 561-616-7012 every year to keep the code active in our CAD (computer aided dispatch) system. Lock boxes should be installed next to the front door so Fire Rescue can access if the situation permits.

Does PBCFR offer free car seats? A new car seat may be provided to eligible children based on availability. If we are unable to match a caregiver with a free car seat for their child, they can call 561-841-3500 to purchase one from Safe Kids Palm Beach County Coalition for a donation fee.

Community Education

The Community Education and Outreach Branch provides intervention strategies to prevent injuries and lives lost due to fire and other hazards.

Educational Courses Offered:

- Babysitter Safety: Hazards in the Home
- Basic First Aid
- Bleeding Control: Stop the Bleed
- Carbon Monoxide (CO) Poisoning Prevention
- Fall Prevention
- Fire & Emergency Evacuation Training/Fire Extinguisher Training
- Fire Safety
- Fire Station Tours
- Hands-Only CPR/AED (Automated/ Automatic External Defibrillator)
- Hurricane Safety
- Injury Prevention
- Golf Cart Charging Safety

Services and Programs

Smoke and Carbon Monoxide Alarm Installation Program PBCFR offers smoke and carbon monoxide (CO) alarm installation for eligible residents. A bedside fire alarm clock with shaker device and a smoke alarm with a strobe light are also available for individuals who are deaf or hard-of-hearing. For questions about eligibility and installation appointments, residents can call 561-616-7049.

Home Safety Survey – The Community Education and Outreach Branch can help assess and identify fire or slip and fall hazards in the home and offer solutions for mitigation.

Child Passenger Safety with Car Seat Checks & Installation – PBCFR's nationally certified Child Passenger Safety Seat Technicians help caregivers properly fit and install car seats. Appointments can be scheduled using the online car seat scheduler at www.pbcfr.org. The information is available in English, Spanish, and Creole. Scan the QR Code for more information.

CAR SEAT HELP

Youth Firesetting Prevention & Intervention Program – When a child is setting fires intentionally or showing signs of at-risk firesetter behavior, intervention is crucial. This program consists of an intake, interview, fire safety class, and individual and family counseling free of charge with Palm Beach County Youth Services. Call 561-616-7033 for more information.

The Yellow Dot Program - Provides vehicle owners with a yellow sticker to put on the car window and a form to be completed with personal health information. The sticker alerts EMS and law enforcement that a Yellow Dot pamphlet is in the glove compartment to reference if a patient is unable to speak when medical attention is needed.

The ***Vial of Life*** – Encourages residents to list their essential medical information on a piece of paper attached to their refrigerator. If 911 is called and the resident is unable to speak, PBCFR can reference the Vial of Life and provide informed medical attention.

Pet Decals - Placed on the outside of a home's front door. If residents are not home at the time of an emergency, the decal conveys to emergency responders the number of cats and dogs (or other animals) inside the home.

Town of Juno Beach Inspection Activity Summary

CONSTRUCTION SERVICES	
ACTIVITY	COUNT
Plans Review	122
Company Inspection Annual	44
Fire Sprinkler Head Relocation (Complete)	29
Fire Framing (Complete)	21
Fire Department Final (Complete)	21
Fire Sprinkler Final (Complete)	18
Fire Alarm Test (Complete)	14
Fire Alarm Final	10
Business Tax Receipt	8
Fire Sprinkler Head Relocation (Partial)	3
Fire Alarm Test (Partial)	3
Hydrant Flow Test	2
Fire Department Final (Partial)	2
Fire Suppression Test	2
Radio Dialer Test	2
Fire Sprinkler Pressure Test Above (Complete)	1
Elevator Recall	1
Radio Dialer Final	1

EXISTING INSPECTION SERVICES	
ACTIVITY	COUNT
Re-inspect	91
Knox Box	64
Annual	64
Annual Residential	50
3-Year Business/Mercantile	33
Other/Misc.	30
Annual Business/Mercantile	7
Fire Watch	6
Complaint	5
Hurricane Status Check	3

Your Safety. Our Priority.

ADMINISTRATIVE SERVICES

The Administrative Services Division provides centralized administrative support to PBCFR employees as the operational demand for staffing continues to grow. This Division consists of Health and Wellness, Records and Resources Bureau, Recruitment, Payroll, Internal Affairs, Staffing, Public Information, and Media Services.

Recruitment

The Administrative Services Division Aide facilitates the direction and management of hiring, promotions and recruitment processes for hundreds of current and potential PBCFR employees. The Administrative Services Division also informs the public about the broad spectrum of careers and opportunities available at PBCFR and the procedures for becoming a Firefighter EMT/PM.

Health & Wellness

PBCFR's Wellness Coordinator and Exercise Physiologist work together to ensure the mental and physical needs of PBCFR's operational employees are met by:

- Facilitating comprehensive care through the Employee Assistance Program (EAP)
- Administering workers' compensation, extended leave, and light duty programs
- Evaluating and overseeing the annual fitness assessments of every operational employee
- Directing the daily physical fitness training for every 12-14 week recruit class
- Providing modern equipment and techniques to sustain healthy and capable firefighters

Records and Resources Bureau

The Records and Resources Bureau acts as the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Officer. The Bureau works with the Palm Beach County Attorney's Office, the State of Florida Attorney, and law firms throughout the county. This section processes subpoenas and public records requests in addition to managing the storage, retrieval, and retention of department records.

Payroll

The Payroll Section processes bi-weekly pay for over 1,800 PBCFR personnel and ensures all promotions, accruals, and schedule changes are completed accurately and promptly. They also oversee the supplemental long-term disability program, computer and coding configuration for database compatibility, and conduct audits to maintain compliance with the Collective Bargaining Agreement.

Internal Affairs

The Internal Affairs Section fairly and impartially investigates any internal or external concerns while following all department policies and procedures. They act as the department liaison to the Palm Beach Sheriff's Office as well as other local, state, or federal law enforcement agencies. This section also keeps the department informed of any situational awareness issues related to Fire Rescue.

Staffing

The Staffing Officer oversees multiple rounds of annual unit bidding, Kelly days and vacation requests, and tracks the credentials and promotions of over 1,600 Operational Fire Rescue employees. They make daily adjustments of staffing, promotions, and new hires and oversee all light-duty employees. In addition, they ensure that the scheduling of all stations and units complies with the Collective Bargaining Agreement requirements.

Finance

The Finance Section strives for transparency and compliance with standard practices and policies while matching resources to PBCFR's rapidly changing needs and priorities.

The Finance Section is responsible for the following:

- Preparation, management, budget oversight, expenditures, and revenue collections as guided by Federal, State, and County requirements in support of the operations of the Department.
- Procurement of goods and services through responsible use of Department resources while complying with the Purchasing Department's requirements and the Office of Equal Business Opportunity.
- Preparing specifications for agreements and contracts for direct services, special events, vehicle maintenance, fire inspections, municipal service agreements, agenda items, and hazardous materials incidents in collaboration with the County Attorney's Office.

Planning

The Planning Section analyzes data collected from all areas of PBCFR to aid in decision-making and evaluation of service levels. Planning utilizes Geographic Information Systems (GIS) to produce and maintain the Computer-Aided Dispatch (CAD) map. GIS and spatial analysis tools provide information to leadership toward solving complex location-oriented issues.

Specific functions of the Planning Section include:

- Plan for future fire stations
- Analyze the impact of land-use changes, development of regional impact, and annexations of fire rescue services
- Assist the Insurance Service Office with review to determine Fire Rescue's rating for property insurance rates
- Provide annual statistics reports for PBCFR and served municipalities
- Produce PBCFR annual report
- Provide the Department cartographic services and spatial analysis for routine and special projects
- Implement improvements to CAD mapping and routing system and troubleshoot reported issues
- Analysis of all available data collected by PBCFR to support various divisions within the Department

PUBLIC INFORMATION & MEDIA SERVICES

The Public Information and Media Services Team ensures that community members are informed, engaged, and connected with PBCFR. The Public Information Office is the official line of communication with citizens and the media, delivering information about emergency incidents, public safety, fire rescue services, outreach programs, and more. The goal of the Public Information Office is to get the "right information to the right people at the right time to make the right decisions."

Through decades of service, PBCFR's award-winning Media section is instrumental in producing live and public events, creative media and communications, while also educating and training personnel. With more than 49 fire stations across an 1800 square mile coverage area, virtual training is an important component in making sure all firefighter/paramedic personnel are up-to-date on the latest medical science, equipment, and department advancements.

Media Services:

- Video production for training & communications
- Public safety messages
- Social media content
- Still Photography
- Graphic design
- Publications
- Live events
- Virtual & live streaming

Public Information Office:

- Department publications
- PIO Incident response
- Media interviews
- Press conferences
- Social media content & management
- Internal and external communications
- Department traditions & ceremonies
- Employee and citizen awards program
- Hurricane and activation command team
- Public outreach campaigns

16.3K
Instagram Followers

35.8K
Facebook Followers

17.5K
X Followers

Follow @PBCFireRescue

Palm Beach County Fire Rescue

405 Pike Road, WPB 33411
561.616.7000
www.pbcgov.org

Follow us on:

@PBCFireRescue

ISO CLASS 1

Palm Beach County Board of County Commissioners
Maria Sachs, Mayor
Maria G. Marino, Vice Mayor
Gregg K. Weiss
Michael A. Barnett
Marci Woodward
Sara Baxter
Mack Bernard

County Administrator
Verdenia C. Baker

Assistant County Administrator
Reginald K. Duren

Palm Beach County Fire Rescue Administrator
Patrick J. Kennedy

TOWN COUNCIL MEETING MINUTES

February 28, 2024 at 5:30 PM

Council Chambers – 340 Ocean Drive and YouTube

PRESENT: ALEXANDER COOKE, MAYOR
PEGGY WHEELER, VICE MAYOR
MARIANNE HOSTA, VICE MAYOR PRO TEM
DD HALPERN, COUNCILMEMBER
JACOB ROSENGARTEN, COUNCILMEMBER

ALSO PRESENT: DAVID DYESS, TOWN MANAGER
LEONARD RUBIN, TOWN ATTORNEY
MICHAEL VENTURA, FINANCE DIRECTOR
ANDREA DOBBINS, PROJECT COORDINATOR/RISK MANAGER
FRANK DAVILA, DIRECTOR OF PLANNING & ZONING
CAITLIN E. COPELAND-RODRIGUEZ, TOWN CLERK

AUDIENCE: 40

CALL TO ORDER – 5:30PM

PLEDGE ALLEGIANCE TO THE FLAG

ADDITIONS, DELETIONS, SUBSTITUTIONS TO THE AGENDA

Council gave consensus to move Item #2 to the April meeting as the Palm Beach County Environmental Resource Management representative was unable to attend today's meeting; and move Item#24 up to Item #18A and Item #23 up to Item #18B.

PRESENTATIONS

1. Robert Espinosa – Ceremonial Promotion to Sergeant
2. ~~Palm Beach County Environment Resource Management - Beach Erosion~~
3. Capital Improvement Project Update *(See attached plans for Ocean Drive and Celestial Way.)*

   Council gave unanimous consensus to have staff reach out to The Waterford to inquire about a wider sidewalk.

COMMENTS FROM THE TOWN MANAGER, THE TOWN ATTORNEY, AND STAFF - *None*

DRAFT

COMMENTS FROM THE PUBLIC

All Non-Agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to complete a comment card with their name and address prior to the start of the meeting as well as state their name and address for the record when called upon to speak (prior to addressing the Town Council). Town Council will not discuss these items at this time. Comments needing a reply will be referred to Staff for research; a report will be forwarded to the Town Council; and citizens will be contacted.

Public Comments Opened 5:56pm.
Public Comments Closed 6:14pm.

CONSENT AGENDA

4. Town Council Meeting Minutes for January 24, 2024
5. Special Town Council Meeting Minutes for February 16, 2024
6. Proclamation – Florida Bicycle Month - March 2024
7. Proclamation – National Eating Disorders Awareness Week 2024
8. Proclamation – Problem Gambling Awareness Month
9. Special Event Request - Aloha Surf Camp
10. Special Event Request - Bike MS: Breakaway to the Palm Beaches 2024
11. Special Event Request –Holy Spirit Lutheran Church Easter Pier Service
12. Special Event Request – Oceanview United Methodist Church Easter Service
13. Special Event Request – Run 4 the Sea
14. Year to Date (YTD) Financial Statements

MOTION: *Wheeler/Halpern made a motion to approve the consent agenda.*

ACTION: *The motion passed unanimously.*

COUNCIL ACTION/DISCUSSION ITEMS *(A Public Comment Period was provided for each item below.)*

15. 2023 Annual Comprehensive Financial Report *(See attached presentation.)*

MOTION: *Halpern/Wheeler made a motion to accept the Annual Comprehensive Financial Report as amended to include a footnote on the Captain's Key annexation.*

.

ACTION: *The motion passed unanimously.*

16. Ocean Ridge Way and Atlantic Boulevard sidewalk and pedestrian path improvement *(See attached presentation.)*

Vice Mayor Wheeler recused herself from this item (see attached).

MOTION: *Halpern/Hosta made a motion to direct staff to proceed with Alternative #3 (incorporates a sidewalk from Town Hall Park to the corner of Ocean Drive and Atlantic Boulevard with a crosswalk at the intersection, a new sidewalk on the north side of Atlantic Boulevard and a "D" curve. The stripped pedestrian path is fully located on the north side of Ocean Ridge Way and Atlantic Boulevard. Furthermore, the Town's Engineer is proposing additional signage, and stripping) with the condition of drainage improvements being made to the north side of Atlantic Boulevard to address removal of the swale.*

DRAFT

ACTION: *The motion passed 4-0.*

17. 844 Oceanside Drive- Building Permit Extension Request

Vice Mayor Wheeler recused herself from this item (see attached).

MOTION: *Rosengarten/Halpern made a motion to approve the request to extend the building permit for 844 Oceanside Drive until June 1, 2024.*

ACTION: *The motion passed 4-0.*

18. Caretta Plat

MOTION: *Halpern/Hosta made a motion to approve Resolution No. 2024-01 - the proposed re-subdivision plat for the Caretta project.*

ACTION: *The motion passed unanimously.*

18A. Discussion on Donations, Foundations, and Organizations

Council gave unanimous consensus to have staff prepare a Resolution for existing Town sponsored organizations and create guidelines for future organizations.

18B. Discussion Item – January and February Planning and Zoning Board Meeting Recommendations

Mayor Cooke, Councilmember Halpern, and Councilmember Rosengarten gave consensus to have staff draft language on changing the code to restrict only having enclosed tower features on structure with adjacent flat roofs, with restrictions on window height and size.

Council gave unanimous consensus to have staff propose a definition for Artificial Turf based on the Town of Palm Beach's definition and incorporating verbiage requiring it resemble natural sod.

Council gave unanimous consensus to get a ballpark figure from the traffic engineer on conducting a townwide parking study and to look into the revisions of the current multi-family and guest spot requirements.

19. Resolution 2024-03; Purchasing policies and procedures

Council gave unanimous consensus to have staff incorporate all the discussed amendments to the proposed policy and bring back to the next meeting.

Council gave unanimous consensus to move Item #22 up to Item #20.

20. Ordinance 784 (Modifying the Procedures for Appointment of Planning and Zoning Board Members) (First Reading)

MOTION: *Halpern/Hosta made a motion to approve Ordinance No. 784 on first reading.*

DRAFT

ACTION: *The motion passed unanimously.*

Council gave unanimous consensus to have staff prepare a ballot option for the selection of Planning & Zoning Board members to bring to the next meeting.

21. Ordinance No. 782 – Implementation of Live Local Act ("First Reading")

MOTION: *Halpern/Wheeler made a motion to approve Ordinance No. 782 on first reading as amended.*

ACTION: *The motion passed unanimously.*

22. Ordinance No. 783 – Construction Site Standards (First Reading)

Council gave unanimous consensus to postpone this item until the next meeting.

COMMENTS FROM THE COUNCIL

Council gave unanimous consensus to have staff reach out to Palm Beach County for proposed options for a crosswalk on Ocean Drive from Atlantic Boulevard and bring back to the Council for review.

ADJOURNMENT

Mayor Cooke adjourned the meeting at 9:45pm.

_____ _____

Alexander Cooke, Mayor Caitlin E. Copeland-Rodriguez, Town Clerk

DRAFT

STATE OF FLORIDA
PALM BEACH COUNTY

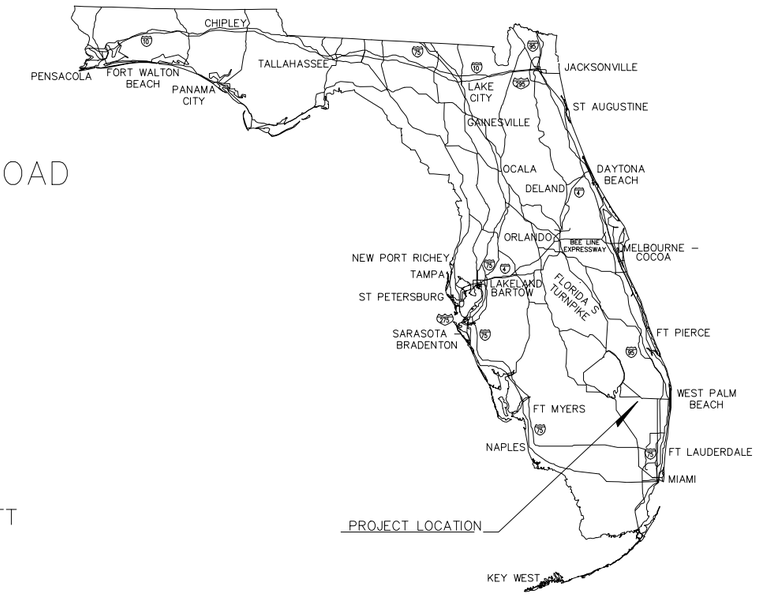
CONTRACT PLAN SET INCLUDES:

ROADWAY PLANS

ROADWAY PLANS

A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

PROJECT NO. 2019805



DRAWING LIST

SHEET NO.	SHEET DESCRIPTION
1	COVER SHEET, LOCATION MAP & DRAWING LIST
2	SUMMARY OF PAY ITEMS/MEASUREMENT AND PAYMENT ITEM DESCRIPTIONS
3	SUMMARY OF DRAINAGE STRUCTURES
4	DRAINAGE BASIN MAP
5	DRAINAGE MAP – STATE ROAD A1A
6	DRAINAGE MAP – STATE ROAD A1A
7	GENERAL NOTES
8	STORMWATER OUTFALL – PLAN AND PROFILE
9	STATE ROAD A1A – PLAN AND PROFILE (STA. 16+20 TO STA. 21+40)
10	STATE ROAD A1A – PLAN AND PROFILE (STA. 21+40 TO STA. 25+40)
11	STATE ROAD A1A – PLAN AND PROFILE (STA. 25+40 TO STA. 30+00)
12	STATE ROAD A1A – PLAN AND PROFILE (STA. 30+00 TO STA. 34+60)
13	STATE ROAD A1A – PLAN AND PROFILE (STA. 34+60 TO STA. 39+00)
14	STATE ROAD A1A – PLAN AND PROFILE (STA. 39+00 TO STA. 42+60)
15	DRAINAGE STRUCTURES
16	DRAINAGE STRUCTURES
17	DRAINAGE STRUCTURES
18	DRAINAGE STRUCTURES
19	STANDARD DETAILS 1
20	STANDARD DETAILS 2
21	STANDARD DETAILS 3
22	BORING LOCATION PLAN
23	BORING PROFILES
24–33	TOPOGRAPHIC SURVEY

BOARD OF COUNTY COMMISSIONERS

MARINA G. MARINO
DISTRICT 1

GREGG K. WEISS
DISTRICT 2

MICHAEL A. BARNETT
DISTRICT 3

MARCI WOODWARD
DISTRICT 4

MARIA SACHS
DISTRICT 5

SARA BAXTER
DISTRICT 6

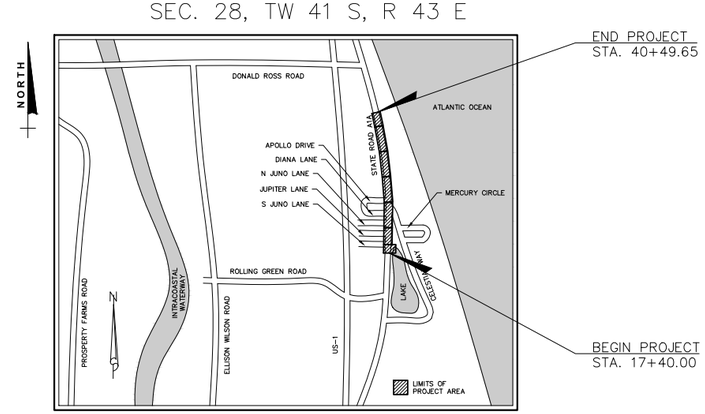
MACK BERNARD
DISTRICT 7

PROJECT LENGTH IS BASED ON ℄ OF CONSTRUCTION

LENGTH OF PROJECT	LINEAR FEET	MILES
ROADWAY	2,310	0.437
SIDEWALK		
NET LENGTH OF PROJECT	2,310	0.437
EXCEPTIONS		
GROSS LENGTH OF PROJECT	2,310	0.437

PLANS WERE PREPARED BASED ON THE NAVD 1988 DATUM
NGVD 1929 DATUM ELEVATION – 1.45' = NAVD DATUM ELEVATION OF 1988

SEC. 28, TW 41 S, R 43 E



LOCATION MAP
NOT TO SCALE

GOVERNING SPECIFICATIONS:
THE FDOT STANDARD PLANS FOR ROAD CONSTRUCTION DATED JULY 1, 2022 AND SUPPLEMENTS AND ALL PROVISIONS THERETO NOTED IN THE CONTRACT FOR THIS PROJECT

ENGINEERS CERTIFICATION

I HEREBY CERTIFY THAT THE ATTACHED PLANS AND DESIGN ARE IN SUBSTANTIAL COMPLIANCE THE DESIGN STANDARDS AND CRITERIA IN EFFECT ON THIS DATE FOR PALM BEACH COUNTY ENGINEERING DEPARTMENT AND THE STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION.

APPROVED BY: JEFFREY G. HISCOCK, P.E.

DATE: ----------

P.E. NO.: FL REGISTRATION NO. 43984

96% DESIGN
JUNE 2023

BAXTER & WOODMAN
Consulting Engineers
477 S. Rosemary Avenue, Suite 330, West Palm Beach, Florida 33401
Phone: 561-655-6175 ● Fax: 561-655-6179
www.baxterwoodman.com EB-31795

Seal:
Jeffrey G. Hiscock, P.E.
FL. No. 43984

NO.		BY	DATE

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

COVER SHEET, LOCATION MAP AND DRAWING LIST

DESIGN FILE NAME | DRAWING NO.

SHEET: 1
OF: 33
PROJECT NO. 2019805

Acad Version : R24.1s (LMS Tech) User Name : sgrossinger
Date\Time : Thu, 22 Jun 2023 – 2:32pm Current Plotstyle : ByColor Layout Tab: G-1
Path\Name : P:\PALME\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\KEYSR001.dwg

ITEM NO.	FDOT INDEX	Item Description	QTY.	UNITS
DRAINAGE PAY ITEMS				
1	101-1	MOBILIZATION	1	LS
2	102-1	MAINTENANCE OF TRAFFIC (INCL. PEDESTRIAN M.O.T.)	1	LS
3	110-1-1	CLEARING AND GRUBBING	1	LS
4	425-1521	INLETS, DT BOT, TYPE C (~~D-18, D-16, D-11, D-9, D-7, D-5, D-4, D-3, D-21~~)	9	EA
5	425-1551	INLETS, DT BOT, TYPE E (~~D-14~~)	1	EA
6	425-272	MANHOLES, TYPE J - 5' DIA. (~~D-19, D-17, D-12, D-10, D-6, D-8, D-2, D-1~~)	8	EA
7	425-100	MANHOLES, TYPE J - 5' DIA DOGHOUSE (~~D-13~~)	1	EA
8	425-700	MANHOLES, TYPE J - 5' DIA CONFLICT (~~D-15~~)	1	EA
9	430-175-118	PIPE CULVERT, CONCRETE (18" DIA.)	237	LF
10	430-175-124	PIPE CULVERT, CONCRETE (24" DIA.)	1,613	LF
11	430-175-130	PIPE CULVERT, CONCRETE (30" DIA.)	804	LF
12	430-175-130	PIPE CULVERT, CORRUGATED ALUM (30" DIA.)	14	LF
13	430-96	CONCRETE COLLAR	1	EA
14		RETAINING WALL REPAIR AND RESTORATION	1	EA
15		REPLACE SANITARY SEWER LATERALS	10	EA
16	285-708	BASEROCK (8") (2"-4" LIFTS)	0	SY
17	160-4	TYPE B STABILIZATION (LBR 40) (12")	0	SY
18	337-7	1 1/2" ASPHALT CONCRETE FRICTION COURSE, FC-12.5	755	TN
19	0327-70-6	MILL EXISTING ASPHALT PAVEMENT 1 1/2" AVG DEPTH	9,254	SY
20	120-3	SWALE EXCAVATION	153	CY
21	570-1-2	FURNISH & INSTALL SOD (CONTRACT TO MATCH EXISTING SOD TYPE)	1,832	SY
22	522-1	CONCRETE SIDEWALK (4" THICK)	100	SF
23		STORM SEWER BYPASS PUMPING (EXIST.) (24" OR LESS)	1	EA
24		STORM SEWER CLEANING (EXIST.) (24" OR LESS) (SEE SP'S)	135	LF
CONTINGENCY ITEMS				
25	121-70	FLOWABLE FILL	25	CY
26	102-99	CHANGEABLE VARIABLE MESSAGE SIGN	50	ED
27	102-14	TRAFFIC CONTROL OFFICER (NON MOT)	50	HR

Where are these laterals? Has this been coordinated with the utility?

A. THE ITEMS AND QUANTITIES ABOVE, SHALL GOVERN OVER THE PLANS.
B. PAY ITEM FOOTNOTES IN CONSTRUCTION PLANS SHALL ALSO BE INCLUDED IN ITEM UNIT PRICE.
C. MOT SHALL INCLUDE THE COST OF ANY TEMPORARY PAVEMENT, TEMPORARY CONC. BARRIERS, TEMPORARY WIRE FACED WALL, ETC. AS REQUIRED.
D. 12" COMPACTED SUBGRADE - IS INCIDENTAL TO THE PAY ITEM FOR BASEROCK AND/OR ASPHALT, AS REQUIRED.
E. BASEROCK & ASPHALTIC CONCRETE ITEMS INCLUDE BITUMINOUS MATERIAL & TACK COAT AS REQUIRED.
F. CURB PAD CONSTRUCTION SHALL BE INCIDENTAL TO THE COST OF "CURB & GUTTER".
G. ALL STRUCTURE BOXES ARE 10 FEET OR LESS IN DEPTH, UNLESS OTHERWISE SHOWN.
H. THE COST OF CORING AND/OR CONNECTING TO EXISTING OR PROPOSED STRUCTURES IS INCIDENTAL TO THE COST OF PIPE.
I. CONTRACTOR IS RESPONSIBLE FOR "TRENCH SAFETY COMPLIANCE" IN ACCORDANCE WITH THE SPECIAL PROVISIONS (Sect. 125-1.1).
J. SAW CUT & BUTT JOINT, AS REQUIRED. THE COST SHALL BE INCIDENTAL TO THE RELATED ASPHALT ITEM.
K. SODDING SHALL BE IN ACCORDANCE WITH THE GENERAL PROVISIONS OF THESE SPECIFICATIONS.
L. CHANGEABLE (VARIABLE) MESSAGE SIGN (NON-MOT) AND TRAFFIC CONTROL OFFICERS (NON-MOT) IN ACCORDANCE WITH THE GENERAL PROVISIONS (Section 102).
M. PREMIUM FOR CONFLICT CONDITION INCLUDES COSTS OF REQUIRED STEEL CASING, AS DIRECTED BY THE ENGINEER.
N. DEWATERING COSTS SHALL BE INCIDENTAL TO THE COST OF PIPE AND STRUCTURE INSTALLATION.
O. ITEM NO. 3 - CLEARING & GRUBBING INCLUDES REMOVAL OF EXISTING DRAINAGE STRUCTURES, PIPE, ENDWALLS, ETC.; REMOVAL OF EXISTING CONCRETE CURBING (ALL TYPES); AND REMOVAL OF EXISTING CONCRETE SIDEWALK / DRIVEWAY (VARYING THICKNESS)
P. REPAIR SANTIARY SEWER LATERALS - BID ITEM NO. 14: THIS ITEM SHALL INCLUDE THE COST OF REPLACEMENT ANY SANITARY SEWER LATERALS THAT ARE FOUND TO BE IN CONFLICT WITH THE PROPOSED PIPING AS INDICATED ON THE PLANS. IF THE CONTRACTOR IDENTIFIES ADDITIONAL POTENTIAL CONFLICTS OTHER THAN THOSE SHOWN ON THE PLANS, HE SHALL NOTIFY THE COUNTY AND LOXAHATCHEE RIVER DISTRICT PRIOR TO REPLACEMENT OF THE SANITARY SEWER LATERAL.

96% DESIGN

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Seal:
Jeffrey G. Hiscock, P.E.
FL. No. 43984

NO.		BY	DATE

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

SUMMARY OF PAY ITEMS/
MEASUREMENT OF PAYMENT ITEM DESCRIPTIONS

DESIGN FILE NAME | DRAWING NO.

SHEET: 2
OF: 33
PROJECT NO. 2019

Acad Version : R24.1s (LMS Tech) User Name : sgrossinger
Date\Time : Thu, 22 Jun 2023 – 2:32pm Current Plotstyle : ByColor Layout Tab: C-2
Path\Name : P:\PALME\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\CESSR001.dwg

SUMMARY OF DRAINAGE STRUCTURES

D-1
STA 40+49.65 (6.00 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425-001, 425-010
RIM EL. = 14.33
INV. = 9.40 W 18" PIPE
INV. = 7.10 E 18" PIPE
INV. = 7.10 S 24" PIPE

D-2
STA 37+45.00 (6.00 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425-001, 425-010
RIM EL. = 14.72
INV. = 6.00 N 24" PIPE
INV. = 8.50 E 18" PIPE
INV. = 8.50 W 18" PIPE
INV. = 6.00 S 24" PIPE

D-3
STA 37+46.21 (23.03 LT)
CONST. TYPE C INLET
INDEX 425-052
GRATE EL. = 14.15
INV. = 8.60 E 18" PIPE

D-4
STA 37+45.00 (15.94 RT)
CONST. TYPE C RAISED INLET
INDEX 425-052
GRATE EL. = 14.34
INV. = 8.60 W 18" PIPE

D-5
STA 34+34.94 (15.99 RT)
CONST. TYPE C INLET
INDEX 425-052
GRATE EL. = 13.75
INV. = 9.20 W 18" PIPE

D-6
STA 34+34.98 (6.00 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425-001, 425-010
RIM EL. = 14.40
INV. = 5.80 N 24" PIPE
INV. = 8.60 W 18" PIPE
INV. = 9.10 E 18" PIPE
INV. = 5.80 S 24" PIPE

D-7
STA 34+35.11 (22.25 LT)
CONST. TYPE C RAISED INLET
INDEX 425-052
GRATE EL. = 14.07
INV. = 8.70 E 18" PIPE

D-8
STA 31+35.02 (6.00 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425-001
RIM EL. = 13.77
INV. = 5.00 N 24" PIPE
INV. = 5.00 S 24" PIPE

D-9
STA 29+72.46 (17.98 RT)
CONST. TYPE C RAISED INLET
INDEX 425-052
GRATE EL. = 12.20
INV. = 6.20 W 18" PIPE

D-10
STA 29+72.49 (5.96 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425-001
RIM EL. = 12.68
INV. = 4.80 N 24" PIPE
INV. = 6.70 W 18" PIPE
INV. = 6.10 E 18" PIPE
INV. = 3.90 S 24" PIPE

D-11
STA 29+72.54 (24.69 LT)
CONST. TYPE C RAISED INLET
INDEX 425-052
GRATE EL. = 12.25
INV. = 6.80 E 18" PIPE

D-12
STA 26+45.91 (5.98 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425-001
RIM EL. = 10.18
INV. = 3.00 N 24" PIPE
INV. = 2.20 W 18" PIPE
INV. = 2.10 S 24" PIPE

D-12A
EXISTING INLET
GRATE EL. = 9.12
INV. = 3.99 S 18" PIPE (EXIST)
INV. = 3.99 E 18" PIPE
(CORE & CONNECT TO EXISTING STRUCTURE PER FDOT INDEX 430-001)

D-13
STA 24+37.87 (7.61 RT)
CONST. 5' DIA. MH (DOGHOUSE)
TYPE J INDEX 425-001, 425-010, 425-080
RIM EL. = 8.87
INV. = 1.00 N 24" PIPE
INV. = 3.40 E 18" PIPE
INV. = 1.00 S 24" PIPE
INV. = 5.02 W 20" PIPE (EXIST)
CONTRACTOR TO FIELD CONFIRM EXISTING INVERT ELEVATION PRIOR TO SHOP DRAWING SUBMITTAL

D-14
STA 24+37.89 (20.11 RT)
CONST. TYPE E INLET
INDEX 425-052
GRATE EL. = 7.88
INV. = 3.50 W 18" PIPE
INV. = 5.02 E 20" PIPE (EXIST)

D-15
STA 22+05.47 (7.42 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425-001
CONFLICT STRUCTURE
INDEX 425-080
RIM EL. = 9.10
CONST. = 0.90 S 30" PIPE
INV. = 0.90 N 30" PIPE
INV. = 5.50 NW 18" PIPE
INV. = 3.50 N & S 8" SAN (EXIST)

D-16
STA 22+34.29 (24.78 LT)
CONST. TYPE C RAISED INLET
INDEX 425-052
GRATE EL. = 8.45
INV. = 5.70 SE 18" PIPE

D-17
STA 20+25.00 (7.50 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425-001
RIM EL. = 9.74
INV. = 0.80 S 30" PIPE
INV. = 6.10 W 18" PIPE
INV. = 0.80 N 30" PIPE

D-18
STA 20+25.00 (23.93 LT)
CONST. TYPE C RAISED INLET
INDEX 425-052
GRATE EL. = 9.49
INV. = 6.30 E 18" PIPE

D-19
STA 17+40.00 (7.50 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425-001
RIM EL. = 11.13
INV. = 0.70 SE 30" PIPE
INV. = 0.70 N 30" PIPE

D-20
EXISTING INLET
GRATE EL. = 14.02
INV. = 9.50 E 18" PIPE
(CORE & CONNECT TO EXISTING STRUCTURE PER FDOT INDEX 430-001)

D-21
STA 40+49.71 (23.45 RT)
CONST. TYPE C RAISED INLET
INDEX 425-052
RIM EL. = 13.65
INV. = 7.30 W 18" PIPE
INV. = 10.65 N 12" PIPE (CONNECT EXISTING PIPE TO NEW STRUCTURE)

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Path\Name : P:\PALME\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\CESSR001.dwg
Acad Version : R24.1s (LMS Tech)
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Seal:
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NO.		BY	DATE

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

SUMMARY OF DRAINAGE STRUCTURES

DESIGN FILE NAME | DRAWING NO.

SHEET: 3
OF: 33
PROJECT NO. 2019

96% DESIGN

Acad Version : R24.1s (LMS Tech)
User Name : sgrossinger
Date\Time : Thu, 22 Jun 2023 - 2:33pm
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Current Plotstyle : ByColor
Layout Tab: G-4

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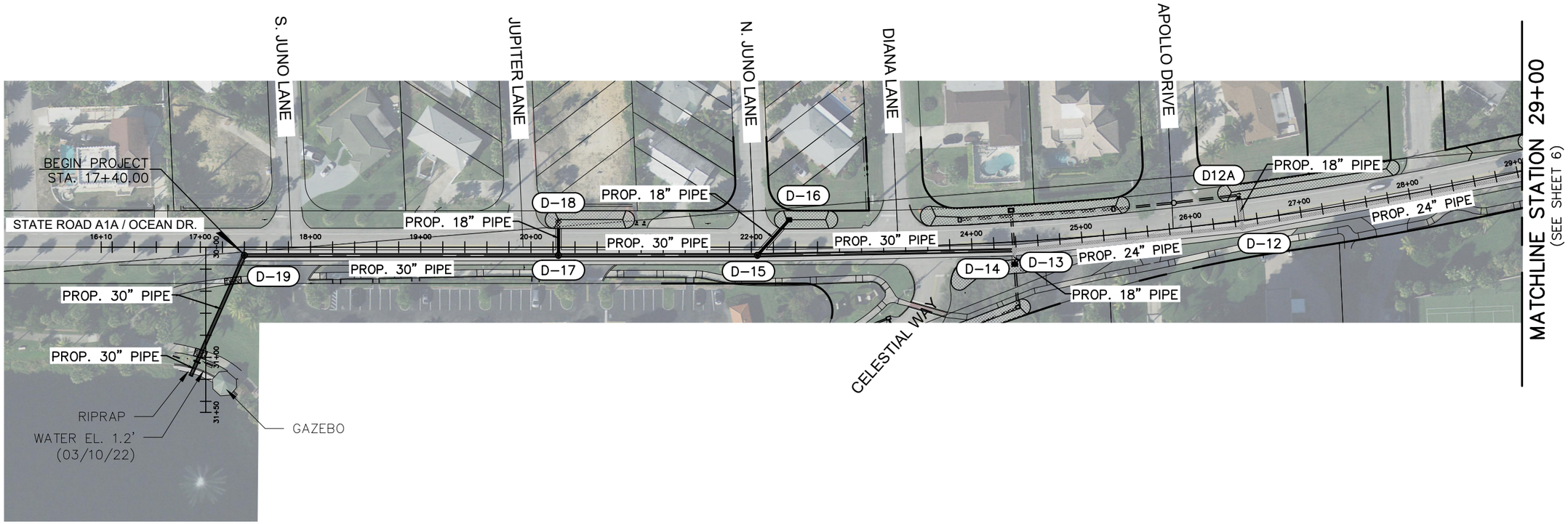
DATE: JUNE 2023

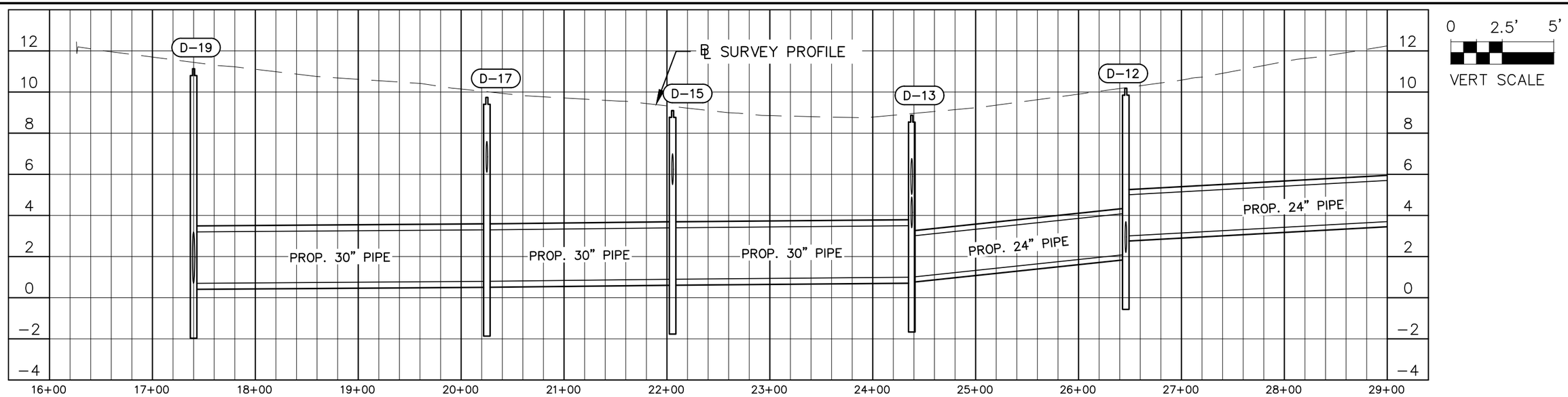
PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

DRAINAGE BASIN MAP

DESIGN FILE NAME | DRAWING NO.

SHEET: 4
OF: 33
PROJECT NO. 2019





96% DESIGN

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PALM BEACH COUNTY
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A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

DRAINAGE MAP – STATE ROAD A1A

DESIGN FILE NAME | DRAWING NO.

SHEET: 5
OF: 33
PROJECT NO. 2019

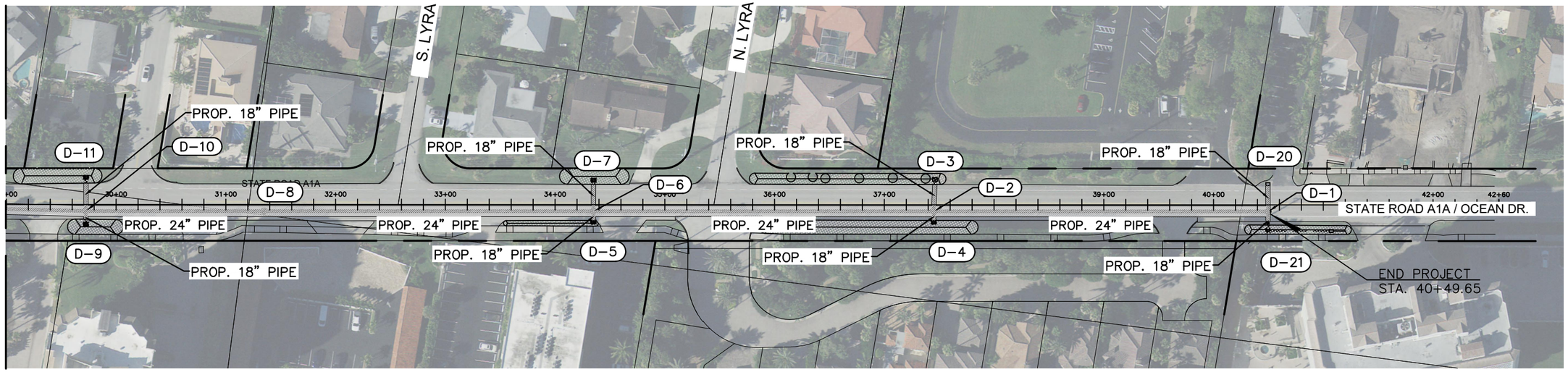
Item #6.

NORTH

0 50' 100'

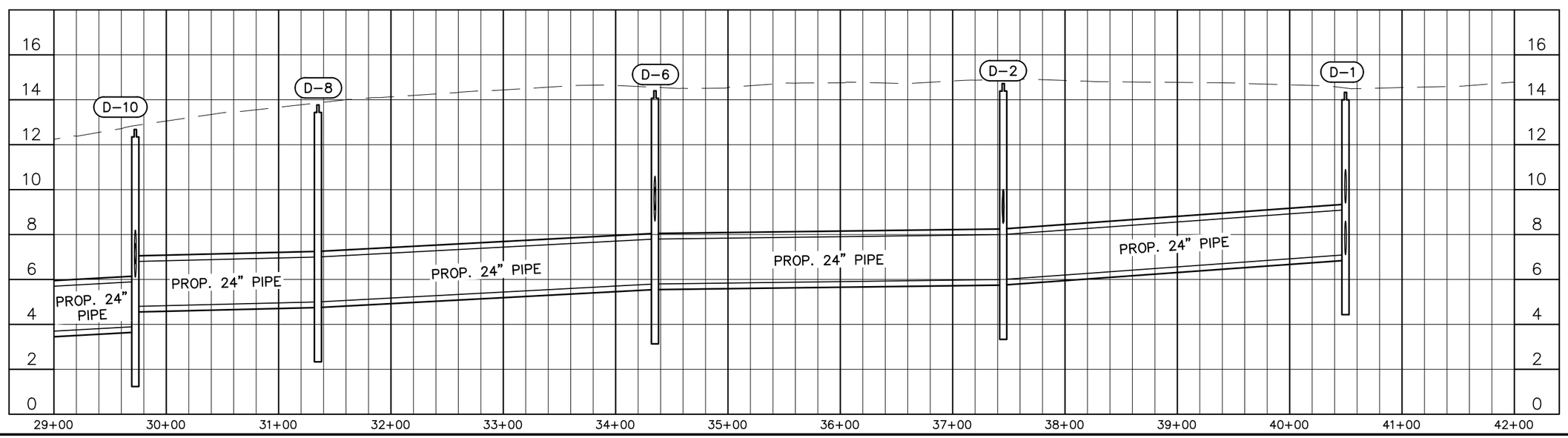
HORIZ SCALE

MATCHLINE STATION 29+00
(SEE SHEET 5)



0 2.5' 5'

VERT SCALE



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ROADWAY PRODUCTION
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DATE:	JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

DRAINAGE MAP – STATE ROAD A1A

DESIGN FILE NAME | DRAWING NO.

SHEET: 6
OF: 33
PROJECT NO. 2019-

Date\Time : Thu, 22 Jun 2023 – 2:33pm Current Plotstyle : ByColor Layout Tab: C-6
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Acad Version : R24.1s (LMS Tech)
User Name : sgrossinger

GENERAL NOTES:

1. PRIOR TO THE COMMENCEMENT OF ANY EXCAVATION, THE CONTRACTOR SHALL COMPLY WITH FLORIDA STATUTE 556.105 FOR THE PROTECTION OF UNDERGROUND GAS PIPELINE.
2. GRADES SHOWN ARE FINISHED GRADES, UNLESS OTHERWISE NOTED.
3. BENCHMARK DATUM IS REFERRED TO THE NORTH AMERICAN VERTICAL DATUM 1988.
4. EXISTING SECTION CORNERS, QUARTER SECTION CORNERS, PROPERTY CORNERS, PALM BEACH COUNTY SURVEY CONTROL MONUMENTS AND ALL OTHER PERMANENT MONUMENTS LOCATED WITHIN PROPOSED CONSTRUCTION ARE TO BE REFERENCED PRIOR TO CONSTRUCTION AND RESET AFTER CONSTRUCTION BY A PROFESSIONAL SURVEYOR & MAPPER WITH A MONUMENT BEARING EITHER THE FLORIDA LICENSE NUMBER OR CERTIFICATE OF AUTHORIZATION NUMBER OF THE PARTY IN RESPONSIBLE CHARGE.
5. UNLESS OTHERWISE SHOWN, ALL EXISTING DRAINAGE STRUCTURES, WITHIN THE LIMITS OF CONSTRUCTION, ARE TO REMAIN.
6. UTILITIES ARE TO BE ADJUSTED BY OTHERS UNLESS OTHERWISE NOTED.
7. THE LOCATION OF THE EXISTING UTILITIES SHOWN IN THE PLANS ARE APPROXIMATE ONLY: THE EXACT LOCATIONS SHALL BE DETERMINED BY THE CONTRACTOR PRIOR TO THE START DATE OF CONSTRUCTION. IN ADDITION, THE CONTRACTOR SHALL BE RESPONSIBLE TO VERIFY IF "OTHER" UTILITIES (NOT SHOWN IN THE PLANS) EXIST WITHIN THE AREA OF CONSTRUCTION. SHOULD THERE BE UTILITY CONFLICTS, THE CONTRACTOR SHALL INFORM THE ENGINEER AND NOTIFY THE RESPECTIVE UTILITY OWNERS TO RESOLVE UTILITY CONFLICTS AND UTILITY ADJUSTMENTS, AS REQUIRED.
8. THE FOLLOWING IS A LIST OF UTILITY AGENCY OWNERS:

AT&T	GARTH BEDWARD	TEL. 561-540-9263
CROWN CASTLE	DANNY HASKETT	TEL. 786-246-7827
COMCAST	MIYA FISHER	TEL. 561-815-6633
FP&L	ERNESTO GARCIA	TEL. 954-694-8367
FPUC	IVAN GIBBS	TEL. 561-366-1547
TOWN OF JUPITER	JOHN GADDIS	TEL. 561-741-2657
LRECD (SEWER)	KRIS DEAN	TEL. 561-747-5700
MASTEC	IBRAIN FONT	TEL. 786-267-4697
MCI	DONOVAN CARR	TEL. 954-213-1959
PBC ISS	FEDERICO DUBOIS	TEL. 561-355-4216
PBC TRAFFIC	KAREN BLANCHARD	TEL. 561-684-6675

9. UTILITY LOCATIONS MAY ALSO BE DETERMINED BY CALLING SUNSHINE ONE-CALL AT 1-800-432-4770 AND THE RESPECTIVE UTILITY COMPANY.
10. STATIONS AND OFFSETS REFER TO THE CENTERLINE OF CONSTRUCTION, UNLESS OTHERWISE NOTED.
11. ALL PIPES AND DRAINAGE STRUCTURES SHALL BE IN ACCORDANCE WITH FLORIDA DOT AND PALM BEACH COUNTY REQUIREMENTS.
12. NO CONSTRUCTION SHALL BE COMMENCED UNTIL ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN SECURED AND THE CONTRACTOR IS ISSUED A NOTICE TO PROCEED.
13. ALL TEMPORARY AND PERMANENT BENCHMARKS ARE TO BE PROTECTED DURING CONSTRUCTION.
14. ANY PUBLIC LAND CORNER WITHIN THE LIMITS OF CONSTRUCTION IS TO BE PROTECTED. IF A CORNER MONUMENT IS IN DANGER OF BEING DESTROYED AND HAS NOT BEEN PROPERLY REFERENCED, THE CONTRACTOR IS TO NOTIFY THE COUNTY SURVEYOR.
15. ANY VERTICAL DATUM MONUMENT WITHIN THE LIMITS OF CONSTRUCTION IS TO BE PROTECTED. IF IN DANGER OF DAMAGE, THE PROJECT ENGINEER SHOULD NOTIFY:

    GEODETIC INFORMATION CENTER
    ATTN: MARK MAINTENANCE SECTION
    ATTN: N/CG-162
    6001 EXECUTIVE BOULEVARD
    ROCKVILLE, MARYLAND 20852
    TELEPHONE NO. (301) 443-8319

16. CONTRACTOR SHALL UTILIZE CONSTRUCTION METHODS AND DEVICES AS INDICATED IN FDOT STANDARD INDEXES WHERE NECESSARY IN ORDER TO COMPLY WITH ALL STATE, LOCAL AND NPDES WATER QUALITY STANDARDS AND SHALL INSTALL POLLUTION PREVENTION MEASURES AS SHOWN ON THE PLANS.
17. THE CONTRACTOR SHALL PROVIDE A WALKABLE PATHWAY THROUGHOUT THE PROJECT AT ALL TIMES.
18. ALL VEGETATION, DEBRIS, CONCRETE OR OTHER UNSUITABLE MATERIAL SHALL BE DISPOSED LEGALLY OFF SITE IN AREAS PROVIDED BY THE CONTRACTOR AT CONTRACTOR'S EXPENSE.
19. THE CONTRACTOR IS TO USE CAUTION WHEN WORKING IN OR AROUND AREAS OF OVERHEAD TRANSMISSION LINES AND UNDERGROUND UTILITIES AND ASSUMES RESPONSIBILITY OF ANY DAMAGES OR PERSONAL INJURY SHOULD AN ACCIDENT OCCUR.
20. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJOINING PROPERTIES AT ALL TIMES AND SCHEDULE WORK TO EXPEDITE DRIVEWAY DRAINAGE STRUCTURE INSTALLATION IN THE VICINITY OF ABUTTING PROPERTIES.
21. THE CONTRACTOR IS RESPONSIBLE FOR OBTAINING DEWATERING APPROVAL FROM THE SOUTH FLORIDA WATER MANAGEMENT DISTRICT PRIOR TO CONSTRUCTION. THE DEWATERING PLAN SHALL ALSO BE SUBMITTED FOR APPROVAL BY THE ENGINEER.
22. THE CONTRACTOR ASSUMES ALL RESPONSIBILITY FOR ANY DAMAGES OR PERSONAL INJURY DUE TO ACCIDENT WORKING IN OR AROUND AREAS OF OVERHEAD TRANSMISSIONS AND/OR UNDERGROUND UTILITIES.
23. WHEN DISSIMILAR MATERIAL CONNECTIONS ARE MADE, SUCH AS CONCRETE TO METAL, THE METAL MATERIALS SHALL BE SEPARATED BY COATING THE CONTACT SURFACES WITH BITUMASTIC MATERIAL.
24. IN REFERENCE TO THE PROPOSED DRAINAGE STRUCTURES AND PIPES:
    A. ALL PIPES TO BE PER FDOT INDEX 430. UNLESS OTHERWISE NOTED.
    B. ALL STORM STRUCTURE TOPS SHALL BE ADJUSTED AT THE TIME OF FINAL PAVEMENT. FINAL ADJUSTMENT OF ALL TOPS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. THE ENGINEER SHALL BE NOTIFIED OF ANY DEVIATIONS FROM THE PLAN PRIOR TO IMPLEMENTATION OF FINAL ADJUSTMENTS.
    C. THE LENGTHS OF PIPE SHOWN HAVE BEEN DETERMINED BY CALCULATING THE DISTANCE BETWEEN THE "CENTERLINE" OF THE INLETS AND/OR MANHOLES.
    D. ALL DITCH BOTTOM INLETS SHALL HAVE AN EYEBOLT AND CHAIN IN ACCORDANCE WITH FOOT INDEX 425-001.
    E. THE CONTRACTOR SHALL VERIFY THE EXISTING INVERT ELEVATIONS AND DIMENSIONS OF ALL EXISTING DRAINAGE STRUCTURES PRIOR TO FABRICATION OF PROPOSED DRAINAGE STRUCTURES.
    F. OFFSETS TO MANHOLES ARE MEASURED FROM THE CENTERLINE OF CONSTRUCTION TO THE CENTERLINE OF THE STRUCTURE.
    G. ALL NEW DRAINAGE STRUCTURES SHALL HAVE 2' SUMP.
25. MAINTENANCE OF TRAFFIC SHALL BE IN ACCORDANCE WITH CURRENT FLORIDA DOT STANDARDS AND THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

Repair / Replace Notes

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Path\Name : P:\PALME\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\GNNTR001.dwg
Acad Version : R24.1s (LMS Tech)
User Name : sgrossinger

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Seal:
Jeffrey G. Hiscock, P.E.
FL. No. 43984

NO.		BY	DATE

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: MARCH 2023

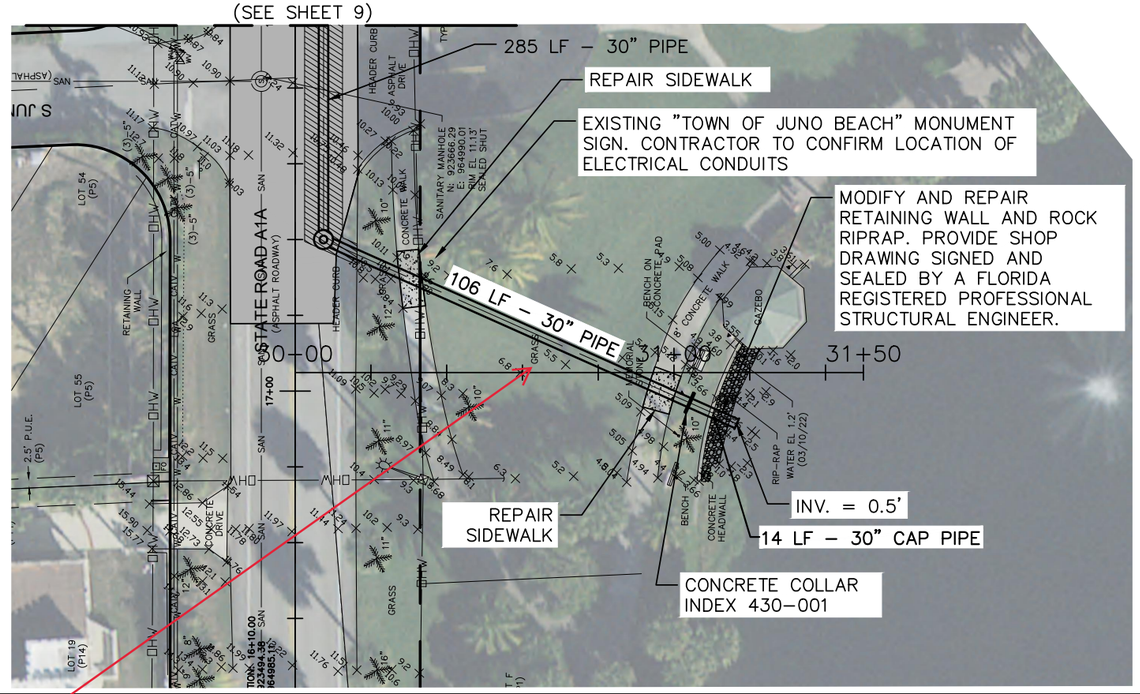
PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

GENERAL NOTES

DESIGN FILE NAME
DRAWING NO. G-6

SHEET: 6
OF: 20
PROJECT NO. 2019-

FOR CONTINUATION
(SEE SHEET 9)



D–19
STA 17+40.00 (7.50 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425–001
RIM EL. = 11.13
INV. = 0.70 SE 30" PIPE
INV. = 0.70 N 30" PIPE

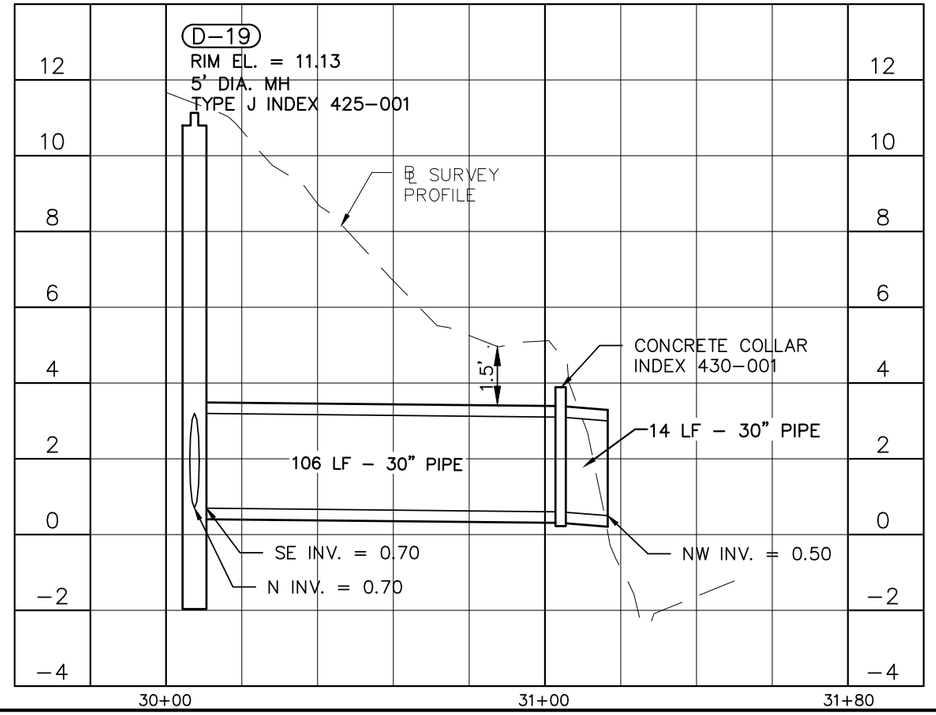
NORTH

0 20' 40'
HORIZ SCALE

LEGEND:

- —T— EXISTING TELEPHONE
- —W— EXISTING WATER MAIN
- —E— EXISTING ELECTRICAL
- —SAN— EXISTING SANITARY SEWER
- XXXXXXX STORM PIPE TO BE REMOVED
- OPEN CUT PAVEMENT TRENCH REPAIR (SEE DETAIL ON SHEET 20)
- REPLACE CONCRETE SIDEWALK PER FDOT INDEX 522–001
- PROPOSED SWALE (SEE DETAIL ON SHEET 21)
- PROPOSED 1.5" MILL AND SP 12.5 OVERLAY

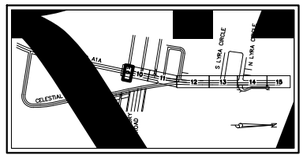
Restoration / Easement



* APPROXIMATE ELEVATION BASED ON 36" OF COVER

NOTE:
CONTRACTOR SHALL FIELD VERIFY DEPTH & LOCATION OF ALL EXISTING UTILITIES PRIOR TO DIGGING.

0 2' 4'
VERT SCALE



KEY MAP

96% DESIGN

BAXTER & WOODMAN
Consulting Engineers
477 S. Rosemary Avenue, Suite 330, West Palm Beach, Florida 33401
Phone: 561-655-6175 ● Fax: 561-655-6179
www.baxterwoodman.com EB-31795

Seal:
Jeffrey G. Hiscock, P.E.
FL. No. 43984

NO.		BY	DATE

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

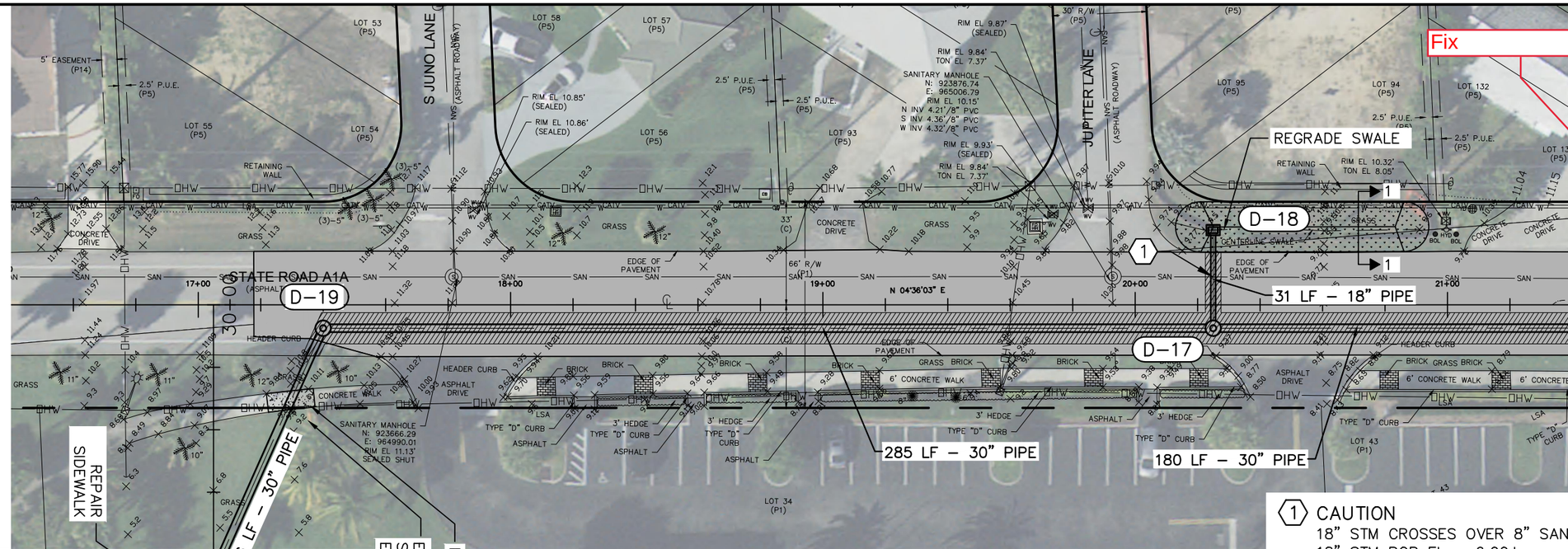
PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

STORMWATER OUTFALL
PLAN AND PROFILE

DESIGN FILE NAME | DRAWING NO.

SHEET: 8
OF: 33
PROJECT NO. 2019

Acad Version : R24.1s (LMS Tech) User Name : sgrossinger
Date\Time : Thu, 22 Jun 2023 – 2:34pm Path\Name : P:\PALMER\190657–A1A Don Ross Drainage\00–Misc\CAD\00_Working Folder\PLPRR001.dwg
Current Plotstyle : ByColor Layout Tab: C–1



0 20' 40'
HORIZ SCALE

D-17
STA 20+25.00 (7.50 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425-001
RIM EL. = 9.74
INV. = 0.80 S 30" PIPE
INV. = 6.10 W 18" PIPE
INV. = 0.80 N 30" PIPE
ELEVATION PRIOR TO SHOP DRAWING SUBMITTAL

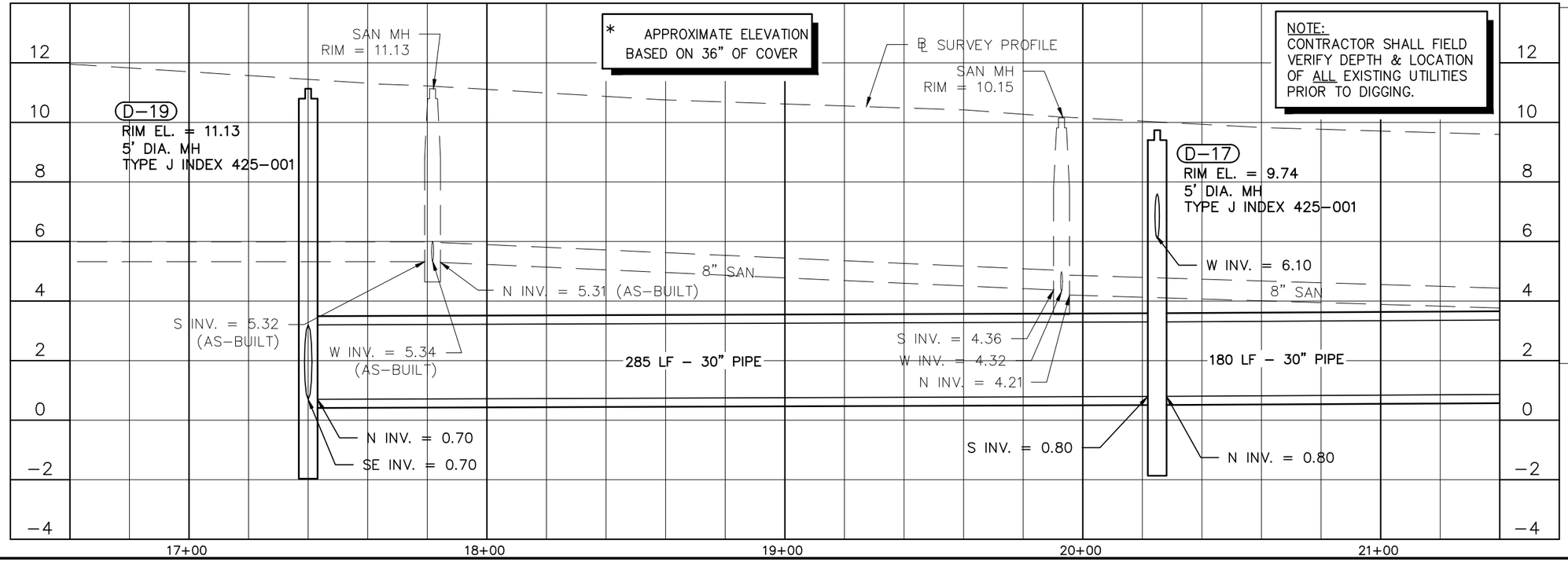
D-18
STA 20+25.00 (23.93 LT)
CONST. TYPE C RAISED INLET
INDEX 425-052
GRATE EL. = 9.49
INV. = 6.30 E 18" PIPE

D-19
STA 17+40.00 (7.50 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425-001
RIM EL. = 11.13
INV. = 0.70 SE 30" PIPE
INV. = 0.70 N 30" PIPE

1 CAUTION
18" STM CROSSES OVER 8" SAN
18" STM BOP EL = 6.00±
8" SAN TOP EL = 4.96±
CLEARANCE = 1.04 FEET

FOR CONTINUATION
(SEE SHEET 8)

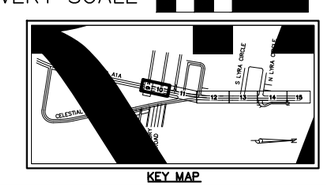
SEE SHEET 21 FOR SWALE SECTIONS



LEGEND:

—T—	EXISTING TELEPHONE
—W—	EXISTING WATER MAIN
—E—	EXISTING ELECTRICAL
—SAN—	EXISTING SANITARY SEWER
XXXXXXX	STORM PIPE TO BE REMOVED
	OPEN CUT PAVEMENT TRENCH REPAIR (SEE DETAIL ON SHEET 20)
	REPLACE CONCRETE SIDEWALK PER FDOT INDEX 522-001
	PROPOSED SWALE (SEE DETAIL ON SHEET 21)
	PROPOSED 1.5" MILL AND SP 12.5 OVERLAY

0 2' 4'
VERT SCALE



KEY MAP

96% DESIGN

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Seal:
Jeffrey G. Hiscock, P.E.
FL. No. 43984

NO.		BY	DATE

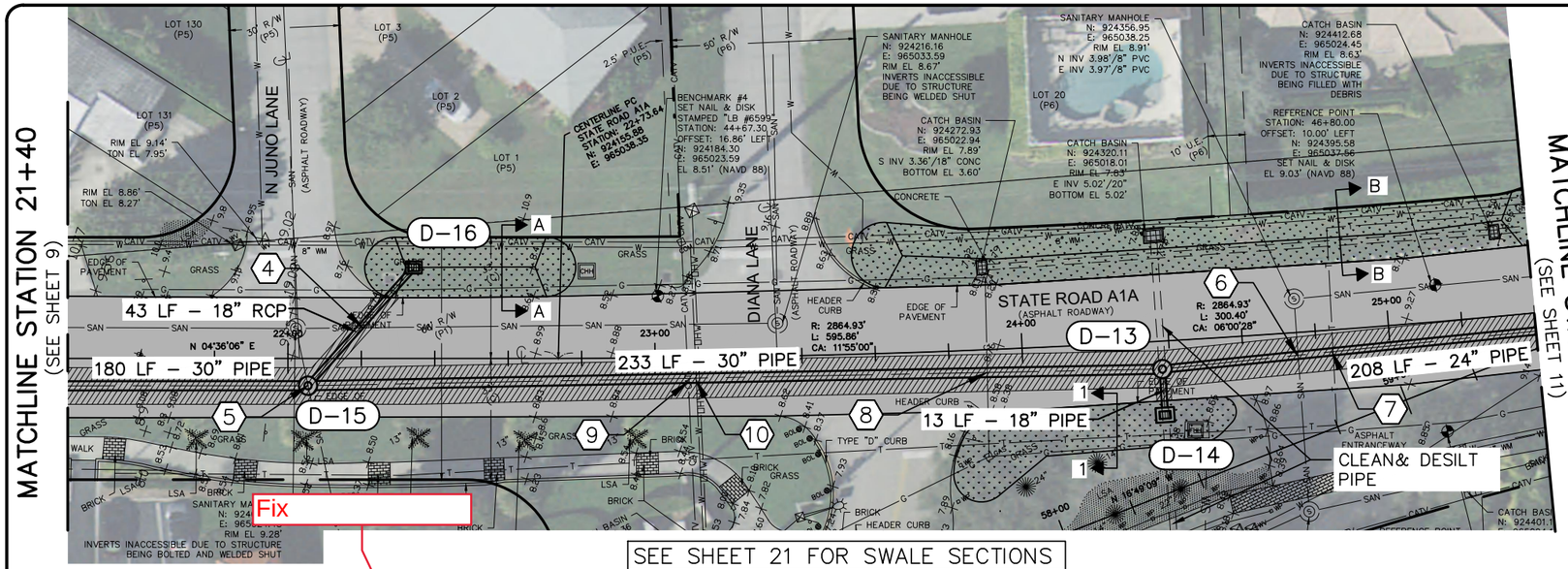
PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD
STATE ROAD A1A
PLAN AND PROFILE
STA. 16+20 TO STA. 21+40
DESIGN FILE NAME | DRAWING NO.

SHEET: 9
OF: 33
PROJECT NO. 2019-

Date\Time : Thu, 22 Jun 2023 – 2:34pm Current Plotstyle : ByColor Layout Tab: C-2
Path\Name : P:\PALME\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\PLPRR001.dwg
Acad Version : R24.1s (LMS Tech)
User Name : sgrossinger



SEE SHEET 21 FOR SWALE SECTIONS

D-13
STA 24+37.87 (7.61 RT)
CONST. 5' DIA. MH
(DOGHOUSE)
TYPE J INDEX 425-001,
425-010, 425-080
RIM EL. = 8.87
INV. = 1.00 N 24" PIPE
INV. = 3.40 E 18" PIPE
INV. = 1.00 S 24" PIPE
INV. = 5.02 W 20" PIPE
(EXIST)
CONTRACTOR TO FIELD
CONFIRM EXISTING INVERT

D-14
STA 24+37.89 (20.11 RT)
CONST. TYPE E INLET
INDEX 425-052
GRATE EL. = 7.88
INV. = 3.50 W 18" PIPE
INV. = 5.02 E 20" PIPE (EXIST)

Conflicts with plan & profile view

Item #6.

0 20' 40'
HORIZ SCALE

D-15
STA 22+05.47 (7.42 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425-001
CONFLICT STRUCTURE
INDEX 425-080
RIM EL. = 9.10
INV. = 0.90 S 30" PIPE
INV. = 0.90 N 30" PIPE
INV. = 5.50 NW 18" PIPE
INV. = 3.50 N & S 8" SAN

D-16
STA 22+34.29 (24.78 LT)
CONST. TYPE C RAISED INLET
INDEX 425-052
GRATE EL. = 8.45
INV. = 5.70 SE 18" PIPE

4 CAUTION
18" STM CROSSES OVER 8" SAN
18" STM BOP EL = 5.40±
8" SAN TOP EL = 4.30±
CLEARANCE = 1.10 FEET

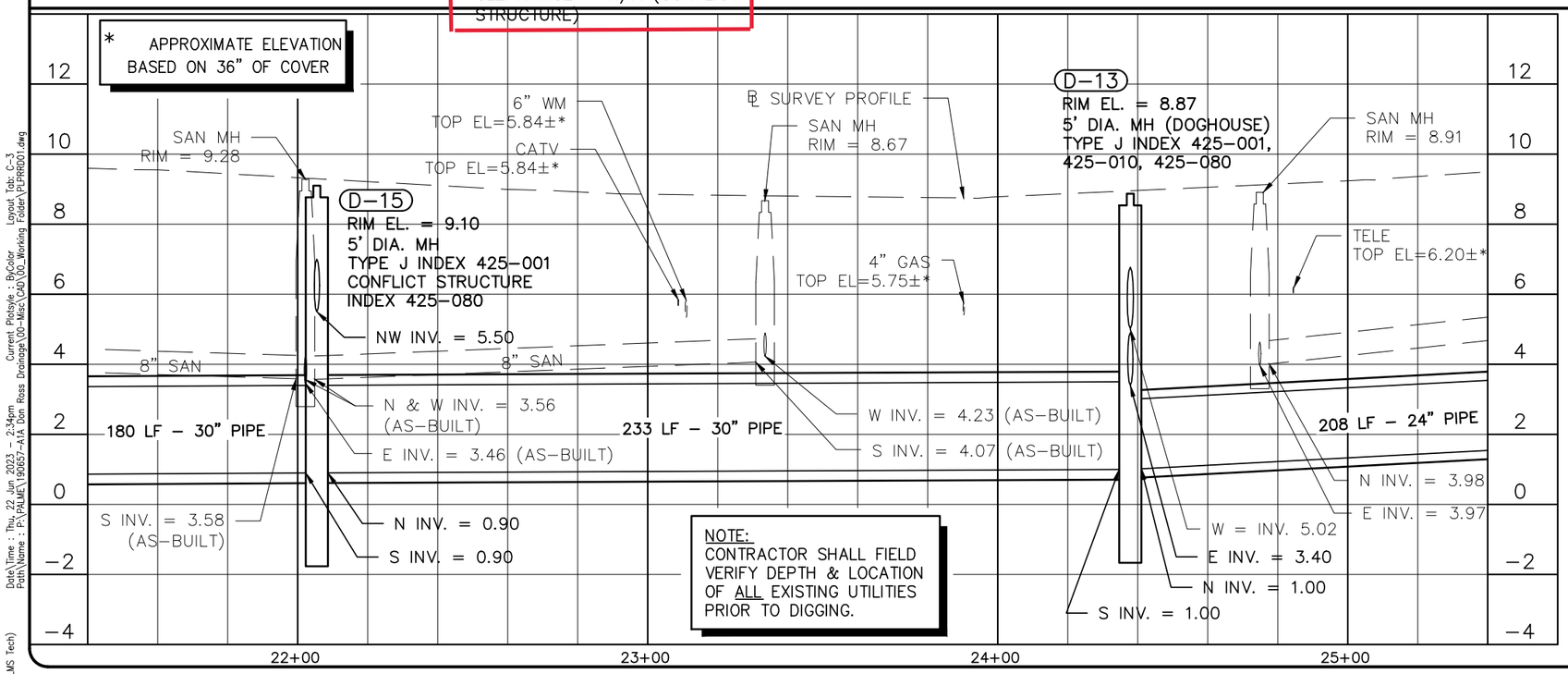
5 CONFLICT
30" STM CROSSES 8" SAN
8" SAN BOP EL = 3.40±
30" STM TOP EL = 3.65±
CLEARANCE = N/A (CONFLICT STRUCTURE)

6 CAUTION
24" STM CROSSES UNDER 8" SAN
8" SAN BOP EL = 3.89±
24" STM TOP EL = 3.42±
CLEARANCE = 6 INCHES

7 CAUTION
24" STM CROSSES UNDER TELE
TELE BOP EL = 6.03±*
24" STM TOP EL = 3.49±
CLEARANCE = 2.54 FEET

8 CAUTION
30" STM CROSSES UNDER 4" GAS
4" GAS BOP EL = 5.41±*
30" STM TOP EL = 3.73±
CLEARANCE = 1.68 FEET

9 CAUTION
30" STM CROSSES UNDER CATV
CATV BOP EL = 5.67±*
30" STM TOP EL = 3.62±
CLEARANCE = 2.05 FEET



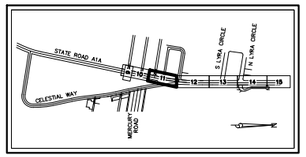
NOTE:
CONTRACTOR SHALL FIELD VERIFY DEPTH & LOCATION OF ALL EXISTING UTILITIES PRIOR TO DIGGING.

10 CAUTION
30" STM CROSSES UNDER 6" WM
6" WM BOP EL = 5.34±*
30" STM TOP EL = 3.62±
CLEARANCE = 1.72 FEET

LEGEND:

—T—	EXISTING TELEPHONE
—W—	EXISTING WATER MAIN
—E—	EXISTING ELECTRICAL
—SAN—	EXISTING SANITARY SEWER
XXXXXXX	STORM PIPE TO BE REMOVED
	OPEN CUT PAVEMENT TRENCH REPAIR (SEE DETAIL ON SHEET 20)
	REPLACE CONCRETE SIDEWALK PER FDOT INDEX 522-001
	PROPOSED SWALE (SEE DETAIL ON SHEET 21)
	PROPOSED 1.5" MILL AND SP 12.5 OVERLAY

0 2' 4'
VERT SCALE



KEY MAP

96% DESIGN

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Seal:
Jeffrey G. Hiscock, P.E.
FL. No. 43984

NO.		BY	DATE

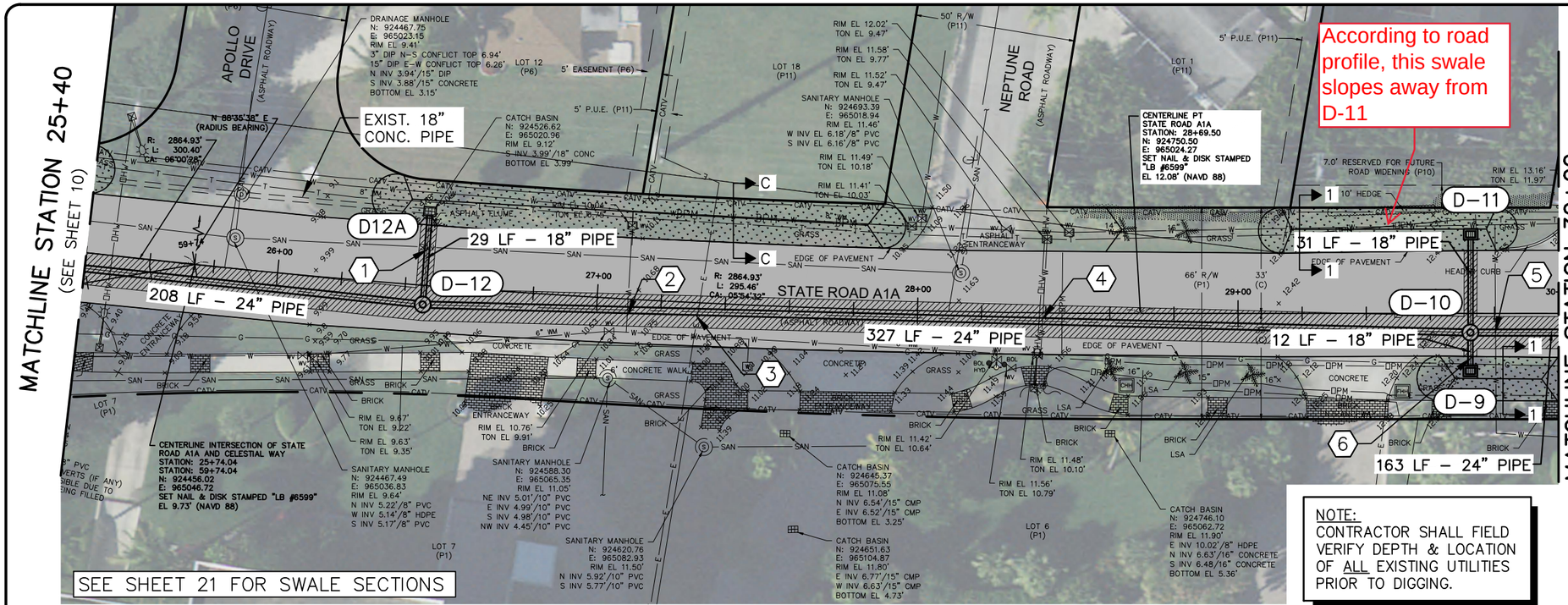
PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD
STATE ROAD A1A
PLAN AND PROFILE
STA. 21+40 TO STA. 25+40
DESIGN FILE NAME | DRAWING NO.

SHEET: 10
OF: 33
PROJECT NO. 2019-

Acad Version : R24.1s (LMS Tech) User Name : sgrossinger
Date\Time : Thu, 22 Jun 2023 - 2:34pm Path\Name : P:\PALME\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\PLPRR001.dwg
Current Plotstyle : ByColor Layout Tab: C-3



NOTE:
CONTRACTOR SHALL FIELD VERIFY DEPTH & LOCATION OF ALL EXISTING UTILITIES PRIOR TO DIGGING.

D–9
STA 29+72.46 (17.98 RT)
CONST. TYPE C RAISED INLET
INDEX 425–052
GRATE EL. = 12.20
INV. = 6.20 W 18" PIPE

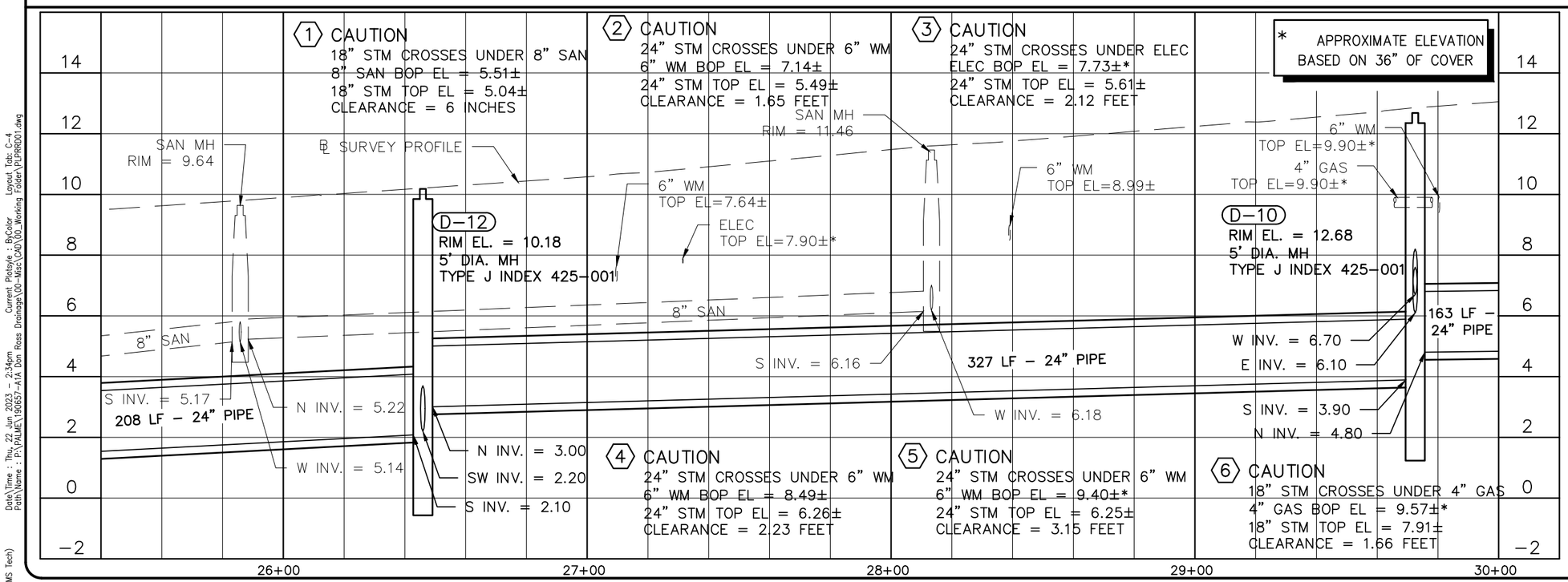
D–10
STA 29+72.49 (5.96 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425–001
RIM EL. = 12.68
INV. = 4.80 N 24" PIPE
INV. = 6.70 W 18" PIPE
INV. = 6.10 E 18" PIPE
INV. = 3.90 S 24" PIPE

D–11
STA 29+72.54 (24.69 LT)
CONST. TYPE C RAISED INLET
INDEX 425–052
GRATE EL. = 12.25
INV. = 6.80 E 18" PIPE

D–12
STA 26+45.91 (5.98 RT
CONST. 5' DIA. MH
TYPE J INDEX 425–001
RIM EL. = 10.18
INV. = 3.00 N 24" PIPE
INV. = 2.20 W 18" PIPE
INV. = 2.10 S 24" PIPE

D–12A
EXISTING INLET
GRATE EL. = 9.12
INV. = 3.99 S 18" PIPE (EXIST)
INV. = 3.99 E 18" PIPE
(CORE & CONNECT TO EXISTING STRUCTURE PER FDOT

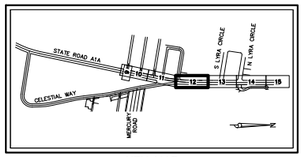
0 20' 40'
HORIZ SCALE



LEGEND:

- EXISTING TELEPHONE
- EXISTING WATER MAIN
- EXISTING ELECTRICAL
- EXISTING SANITARY SEWER
- STORM PIPE TO BE REMOVED
- OPEN CUT PAVEMENT TRENCH REPAIR (SEE DETAIL ON SHEET 20)
- REPLACE CONCRETE SIDEWALK PER FDOT INDEX 522–001
- PROPOSED SWALE (SEE DETAIL ON SHEET 21)
- PROPOSED 1.5" MILL AND SP 12.5 OVERLAY

0 2' 4'
VERT SCALE



KEY MAP

96% DESIGN

BAXTER & WOODMAN
Consulting Engineers
477 S. Rosemary Avenue, Suite 330, West Palm Beach, Florida 33401
Phone: 561-655-6175 ● Fax: 561-655-6179
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Seal:
Jeffrey G. Hiscock, P.E.
FL. No. 43984

NO.		BY	DATE

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

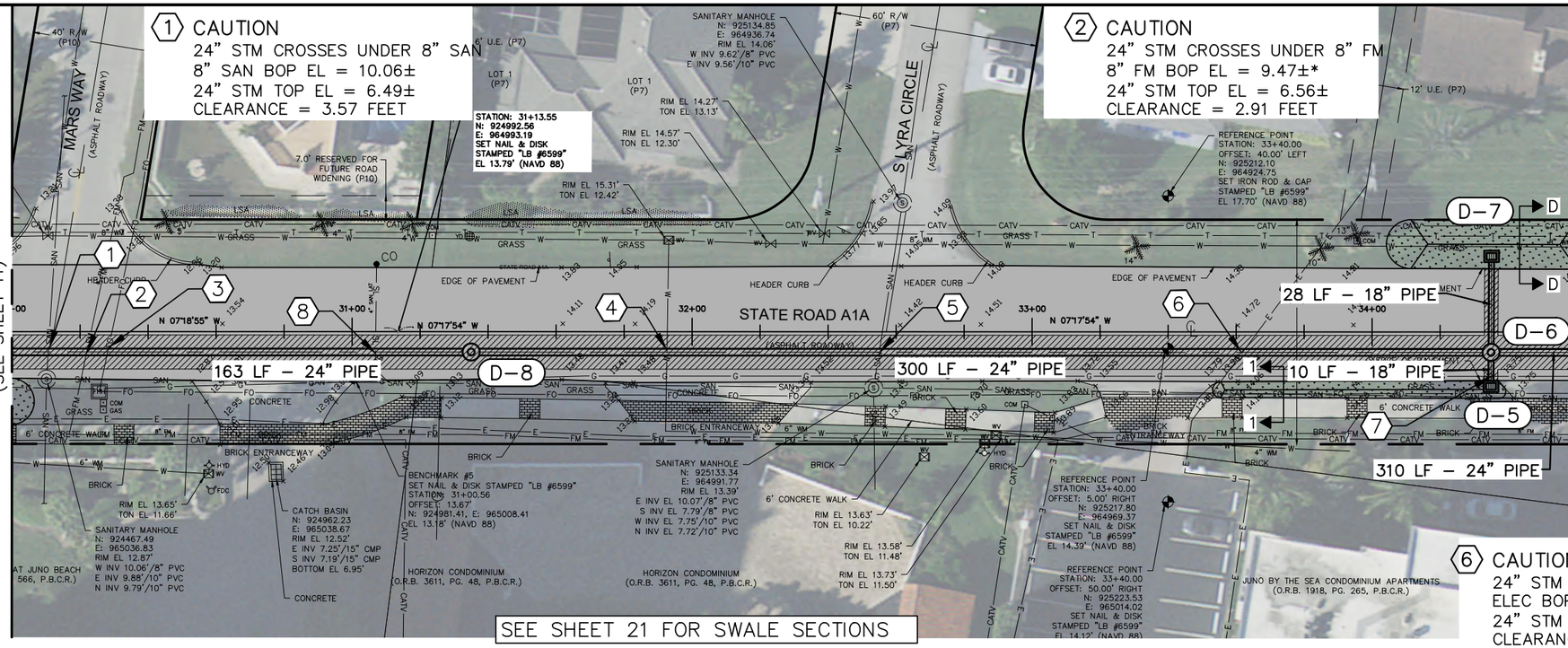
PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD
STATE ROAD A1A
PLAN AND PROFILE
STA. 25+40 TO STA. 30+00
DESIGN FILE NAME | DRAWING NO.

SHEET: 11
OF: 33
PROJECT NO. 2019-

Acad Version : R24.1s (LMS Tech) User Name : sgrossinger
Date\Time : Thu, 22 Jun 2023 – 2:34pm Path\Name : P:\PALME\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\PLPRR001.dwg
Current Plotstyle : ByColor Layout Tab: C-4

Item #6.

MATCHLINE STATION 30+00 (SEE SHEET 11)



MATCHLINE STATION 34+60 (SEE SHEET 13)

1 CAUTION
24" STM CROSSES UNDER 8" SAN
8" SAN BOP EL = 10.06±
24" STM TOP EL = 6.49±
CLEARANCE = 3.57 FEET

2 CAUTION
24" STM CROSSES UNDER 8" FM
8" FM BOP EL = 9.47±*
24" STM TOP EL = 6.56±
CLEARANCE = 2.91 FEET

D-5
STA 34+34.94 (15.99 RT
CONST. TYPE C INLET
INDEX 425-052
GRATE EL. = 13.75
INV. = 9.20 W 18" PIPE

D-6
STA 34+34.98 (6.00 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425-001, 425-010
RIM EL. = 14.40
INV. = 5.80 N 24" PIPE
INV. = 8.60 W 18" PIPE
INV. = 9.10 E 18" PIPE
INV. = 5.80 S 24" PIPE

D-7
STA 34+35.11 (22.25 LT)
CONST. TYPE C RAISED INLET
INDEX 425-052
GRATE EL. = 14.07
INV. = 8.70 E 18" PIPE

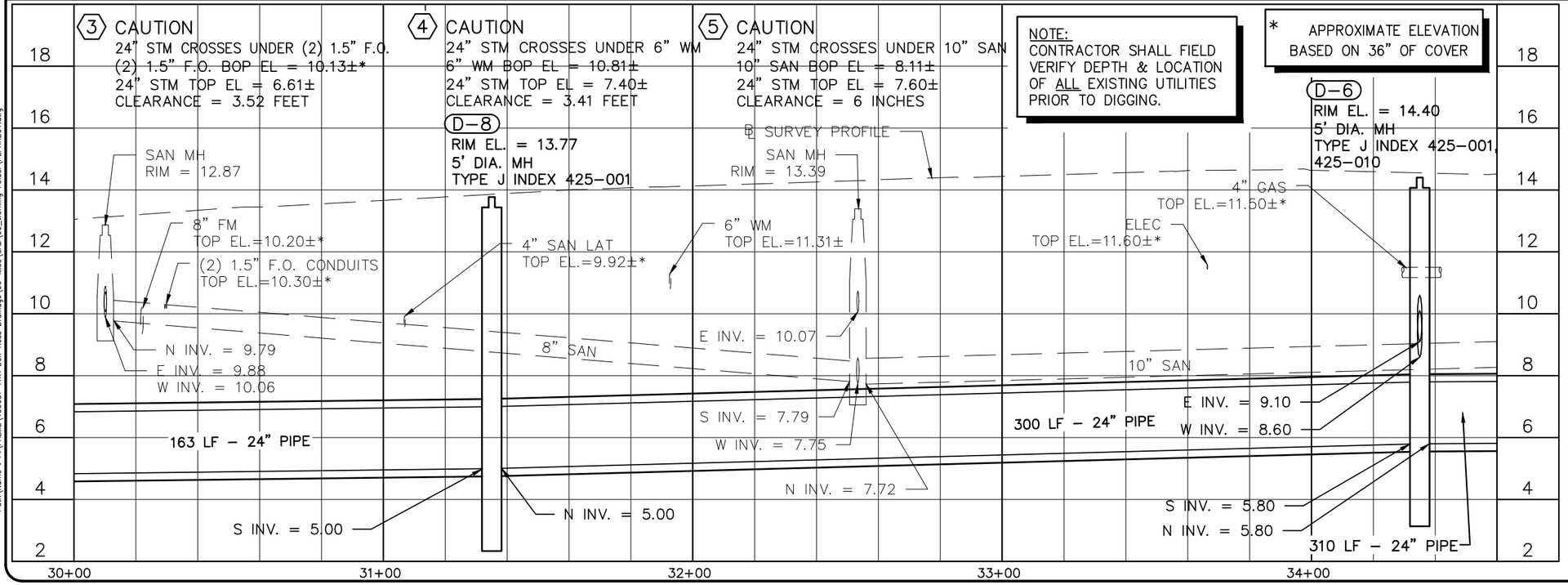
D-8
STA 31+35.02 (6.00 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425-001
RIM EL. = 13.77
INV. = 5.00 N 24" PIPE
INV. = 5.00 S 24" PIPE

Lower D5 invert to gain separation

0 20' 40'
HORIZ SCALE

6 CAUTION
24" STM CROSSES UNDER ELEC
ELEC BOP EL = 11.43±*
24" STM TOP EL = 7.87±
CLEARANCE = 3.56 FEET

7 CAUTION
18" STM CROSSES UNDER 4" PE GAS MAIN
4" PE GAS MAIN BOP EL = 11.17±*
18" STM TOP EL = 10.81±
CLEARANCE = 4 INCHES



NOTE:
CONTRACTOR SHALL FIELD VERIFY DEPTH & LOCATION OF ALL EXISTING UTILITIES PRIOR TO DIGGING.

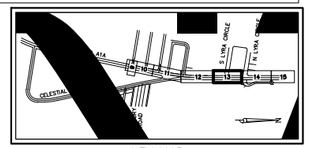
* APPROXIMATE ELEVATION BASED ON 36" OF COVER

8 CAUTION
24" STM CROSSES UNDER 4" SAN LAT
4" SAN LAT BOP EL = 9.59±*
18" STM TOP EL = 7.08±
CLEARANCE = 2.51 FEET

LEGEND:

—T—	EXISTING TELEPHONE
—W—	EXISTING WATER MAIN
—E—	EXISTING ELECTRICAL
—SAN—	EXISTING SANITARY SEWER
XXXXXXX	STORM PIPE TO BE REMOVED
	OPEN CUT PAVEMENT TRENCH REPAIR (SEE DETAIL ON SHEET 20)
	REPLACE CONCRETE SIDEWALK PER FDOT INDEX 522-001
	PROPOSED SWALE (SEE DETAIL ON SHEET 21)
	PROPOSED 1.5" MILL AND SP 12.5 OVERLAY

0 2' 4'
VERT SCALE



KEY MAP

96% DESIGN

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ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

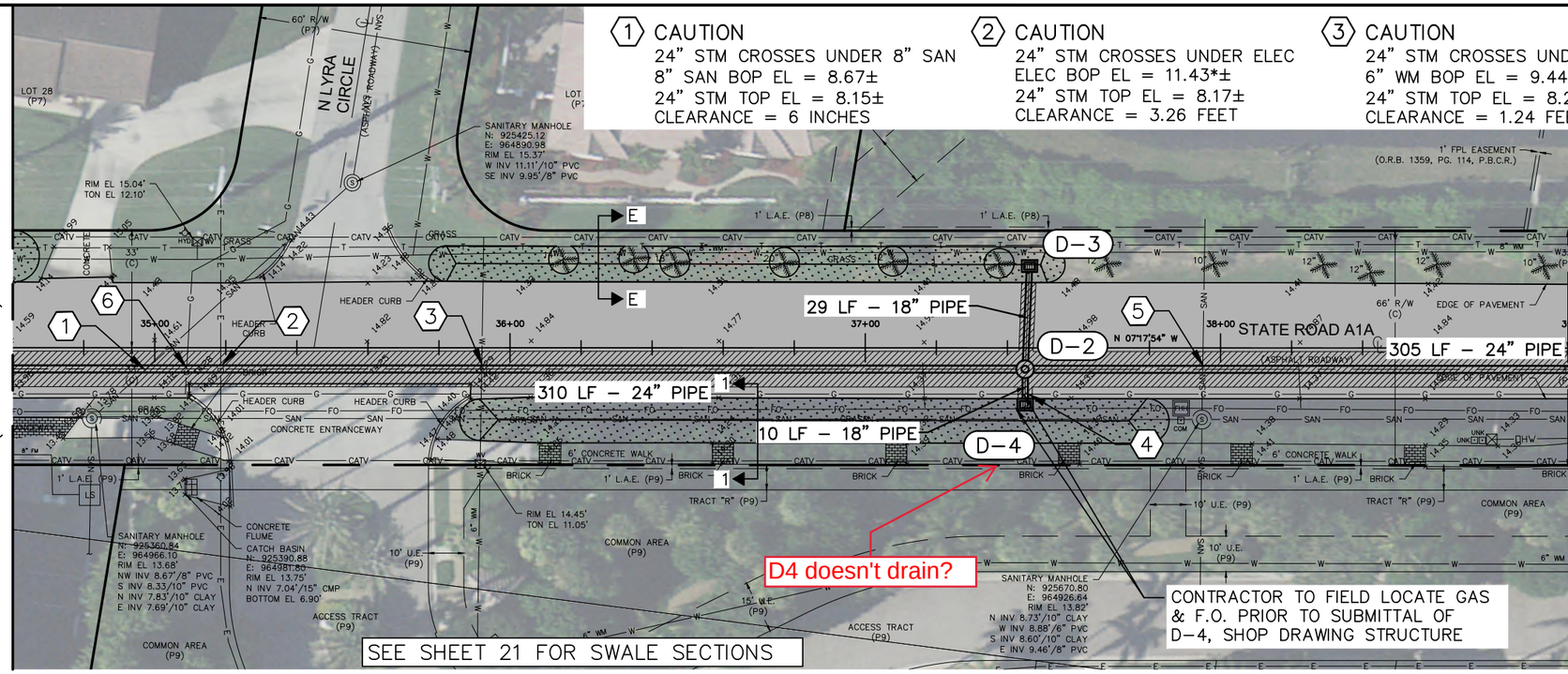
SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD
STATE ROAD A1A
PLAN AND PROFILE
STA. 30+00 TO STA. 34+60
DESIGN FILE NAME | DRAWING NO.

SHEET: 12
OF: 33
PROJECT NO. 2019-

Date/Time : Thu, 22 Jun 2023 - 2:35pm Path\Name : P:\PALMBCH\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\PLPRR001.dwg Current Plotstyle : ByColor Layout Tab: C-5
Acad Version : R24.1s (LMS Tech) User Name : sgrossinger

MATCHLINE STATION 35+00 (SEE SHEET 12)



MATCHLINE STATION 39+00 (SEE SHEET 14)

1 CAUTION
24" STM CROSSES UNDER 8" SAN
8" SAN BOP EL = 8.67±
24" STM TOP EL = 8.15±
CLEARANCE = 6 INCHES

2 CAUTION
24" STM CROSSES UNDER ELEC
ELEC BOP EL = 11.43*±
24" STM TOP EL = 8.17±
CLEARANCE = 3.26 FEET

3 CAUTION
24" STM CROSSES UNDER 6" WM
6" WM BOP EL = 9.44±
24" STM TOP EL = 8.20±
CLEARANCE = 1.24 FEET

4 CAUTION
18" STM CROSSES UNDER 4" GAS
4" GAS BOP EL = 11.27±
18" STM TOP EL = 10.26±
CLEARANCE = 12 INCHES

5 CAUTION
24" STM CROSSES UNDER 6" SAN
6" SAN BOP EL = 8.88±
24" STM TOP EL = 8.35±
CLEARANCE = 6 INCHES

6 CAUTION
24" STM CROSSES UNDER GAS
GAS BOP EL = 11.2±
24" STM TOP EL = 8.16±
CLEARANCE = 3.04 FEET

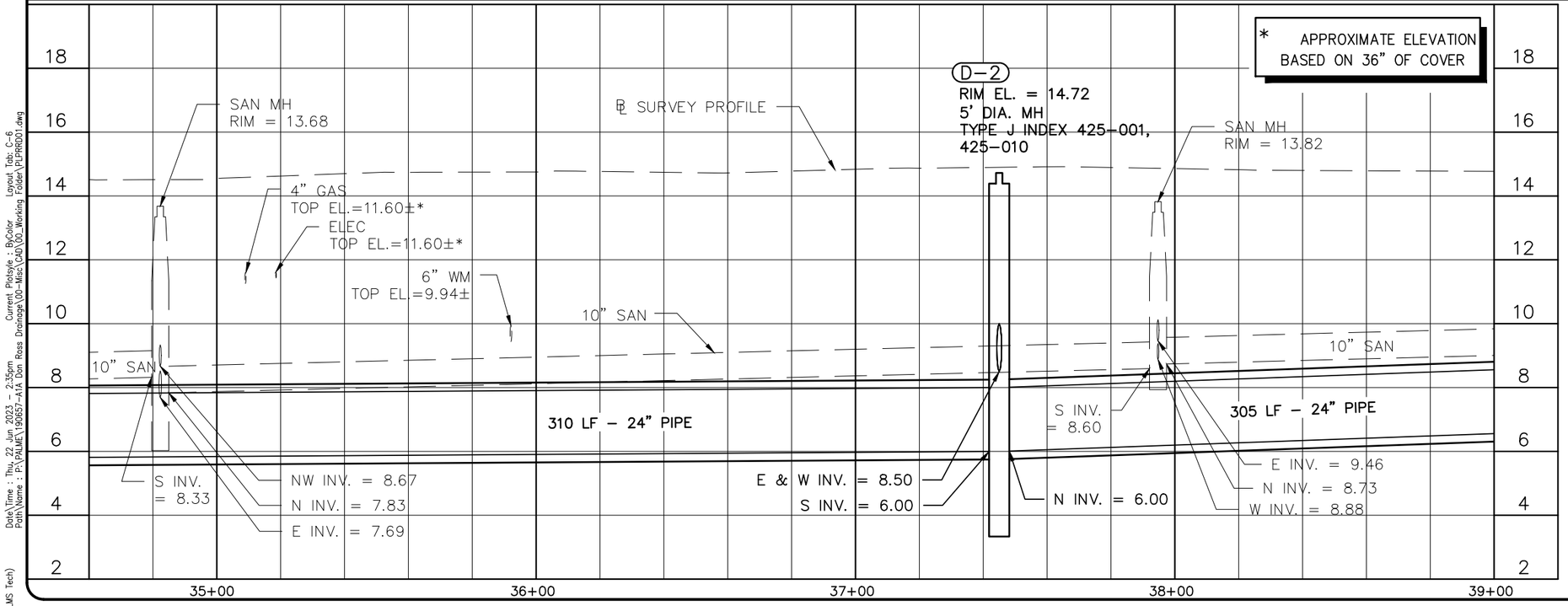
NORTH

0 20' 40'
HORIZ SCALE

D–2
STA 37+45.00 (6.00 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425–001, 425–010
RIM EL. = 14.72
INV. = 6.00 N 24" PIPE
INV. = 8.50 E 18" PIPE
INV. = 8.50 W 18" PIPE
INV. = 6.00 S 24" PIPE

D–3
STA 37+46.21 (23.03 LT)
CONST. TYPE C INLET
INDEX 425–052
GRATE EL. = 14.15
INV. = 8.60 E 18" PIPE

D–4
STA 37+45.00 (15.94 RT)
CONST. TYPE C RAISED INLET
INDEX 425–052
GRATE EL. = 14.34
INV. = 8.60 W 18" PIPE

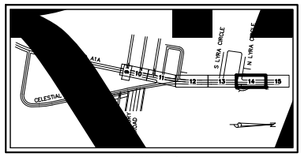


LEGEND:

- EXISTING TELEPHONE
- EXISTING WATER MAIN
- EXISTING ELECTRICAL
- EXISTING SANITARY SEWER
- STORM PIPE TO BE REMOVED
- OPEN CUT PAVEMENT TRENCH REPAIR (SEE DETAIL ON SHEET 20)
- REPLACE CONCRETE SIDEWALK PER FDOT INDEX 522–001
- PROPOSED SWALE (SEE DETAIL ON SHEET 21)
- PROPOSED 1.5" MILL AND SP 12.5 OVERLAY

NOTE:
CONTRACTOR SHALL FIELD VERIFY DEPTH & LOCATION OF ALL EXISTING UTILITIES PRIOR TO DIGGING.

0 2' 4'
VERT SCALE



KEY MAP

96% DESIGN

Date\Time : Thu, 22 Jun 2023 – 2:35pm Path\Name : P:\PALMEL\190657–A1A Don Ross Drainage\00–Misc\CAD\00_Working Folder\PLPRR001.dwg Current Plotstyle : ByColor Layout Tab: C–6
Acad Version : R24.1s (LMS Tech) User Name : sgrossinger

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Seal:
Jeffrey G. Hiscock, P.E.
FL. No. 43984

NO.		BY	DATE

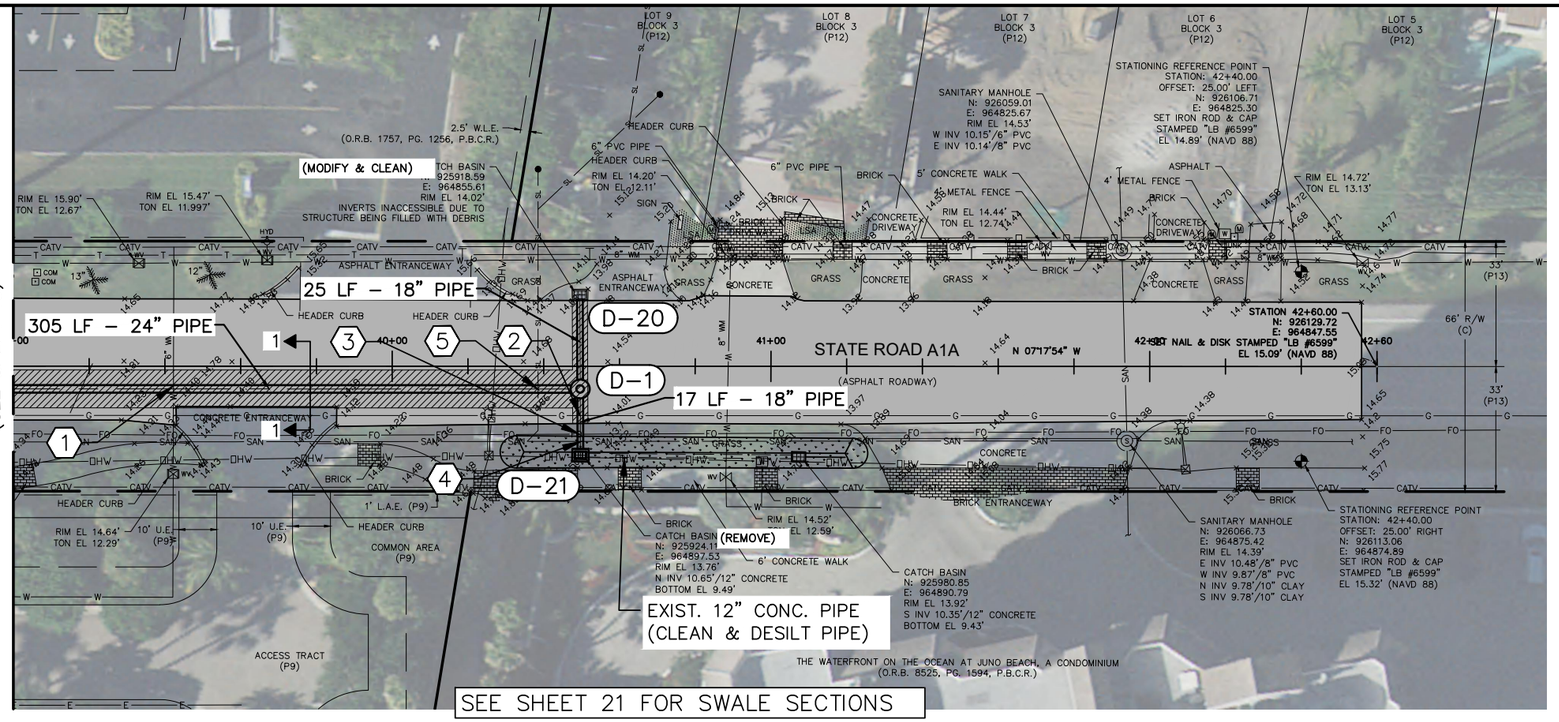
PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD
STATE ROAD A1A
PLAN AND PROFILE
STA. 34+60 TO 39+00
DESIGN FILE NAME | DRAWING NO.

SHEET: 13
OF: 33
PROJECT NO. 2019

MATCHLINE STATION 39+00
(SEE SHEET 13)



D–1
STA 40+49.65 (6.00 RT)
CONST. 5' DIA. MH
TYPE J INDEX 425–001, 425–010
RIM EL. = 14.33
INV. = 9.40 W 18" PIPE
INV. = 7.10 E 18" PIPE
INV. = 7.10 S 24" PIPE

D–21
STA 40+49.71 (23.45 RT)
CONST. TYPE C RAISED INLET
INDEX 425–052
RIM EL. = 13.65
INV. = 7.30 W 18" PIPE
INV. = 10.65 N 12" PIPE (CONNECT EXISTING PIPE TO NEW STRUCTURE)

(EXIST) D–20
EXISTING INLET
GRATE EL. = 14.02
INV. = 9.50 E 18" PIPE
(CORE & CONNECT TO EXISTING STRUCTURE PER FDOT INDEX 430–001)

Does this need to be a type J structure? Looks like P can suffice. Please Verify. Typical (all sheets)

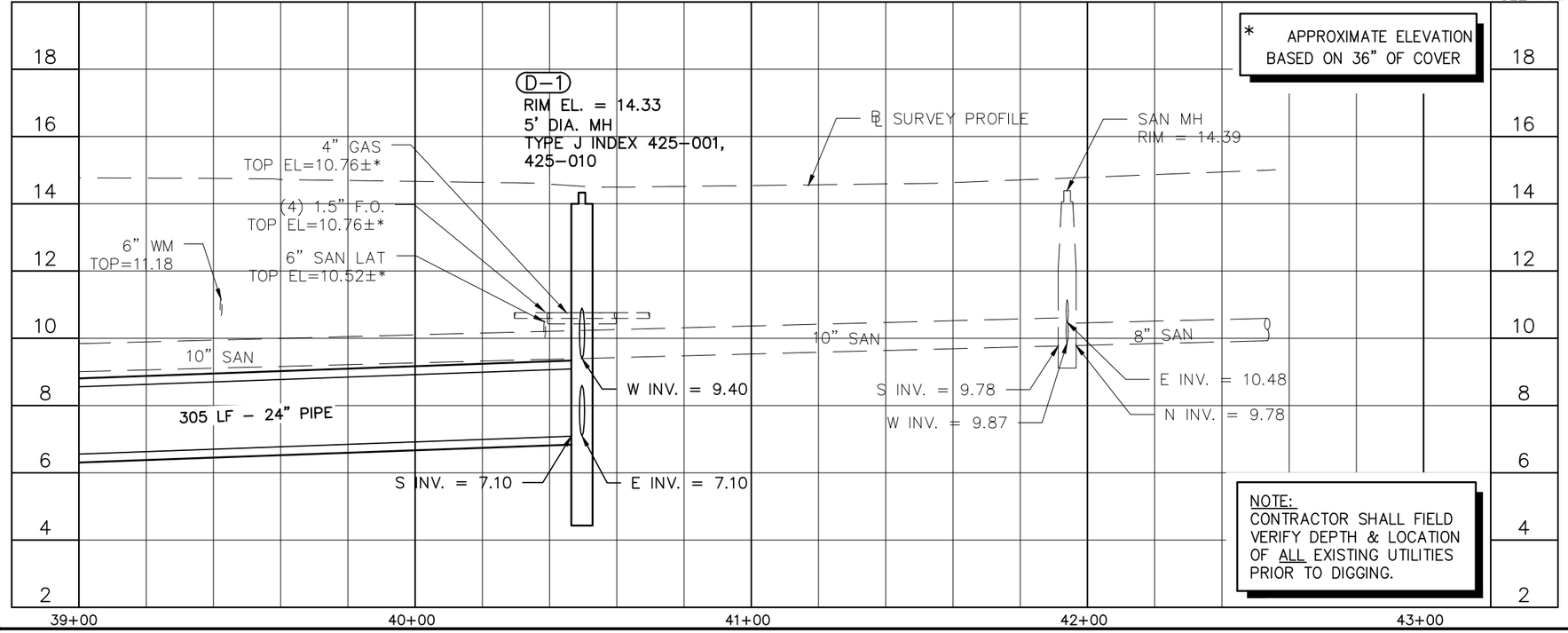
3 CAUTION
18" STM CROSSES UNDER (4) 1.5" F.O.
(4) 1.5" F.O. BOP EL = 10.57±*
18" STM TOP EL = 8.90±
CLEARANCE = 1.67 FEET

5 CAUTION
24" STM CROSSES UNDER 6" SAN LAT
6" SAN LAT BOP EL = 10.02±*
24" STM TOP EL = 9.32±
CLEARANCE = 8 INCHES

1 CAUTION
24" STM CROSSES UNDER 6" WM
6" WM BOP EL = 10.68±
24" STM TOP EL = 9.05±
CLEARANCE = 1.63 FEET

2 CAUTION
18" STM CROSSES UNDER 4" GAS
4" GAS BOP EL = 10.41±*
18" STM TOP EL = 9.35±
CLEARANCE = 1.06 FEET

4 CAUTION
18" STM CROSSES UNDER 10" SAN
10" SAN BOP EL = 9.40±
18" STM TOP EL = 8.90±
CLEARANCE = 6 INCHES



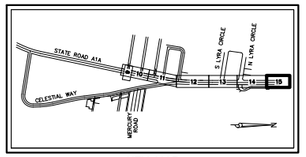
* APPROXIMATE ELEVATION BASED ON 36" OF COVER

NOTE:
CONTRACTOR SHALL FIELD VERIFY DEPTH & LOCATION OF ALL EXISTING UTILITIES PRIOR TO DIGGING.

LEGEND:

—T—	EXISTING TELEPHONE
—W—	EXISTING WATER MAIN
—E—	EXISTING ELECTRICAL
—SAN—	EXISTING SANITARY SEWER
XXXXXXX	STORM PIPE TO BE REMOVED
	OPEN CUT PAVEMENT TRENCH REPAIR (SEE DETAIL ON SHEET 20)
	REPLACE CONCRETE SIDEWALK PER FDOT INDEX 522–001
	PROPOSED SWALE (SEE DETAIL ON SHEET 21)
	PROPOSED 1.5" MILL AND SP 12.5 OVERLAY

0 2' 4'
VERT SCALE



KEY MAP

96% DESIGN

BAXTER & WOODMAN Consulting Engineers
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Seal:
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FL. No. 43984

NO.		BY	DATE

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD
STATE ROAD A1A
PLAN AND PROFILE
STA. 39+00 TO STA. 42+60
DESIGN FILE NAME | DRAWING NO.

SHEET: 14
OF: 33
PROJECT NO. 2019-

Date\Time : Thu, 22 Jun 2023 – 2:35pm Current Plotstyle : ByColor Layout Tab: C-7
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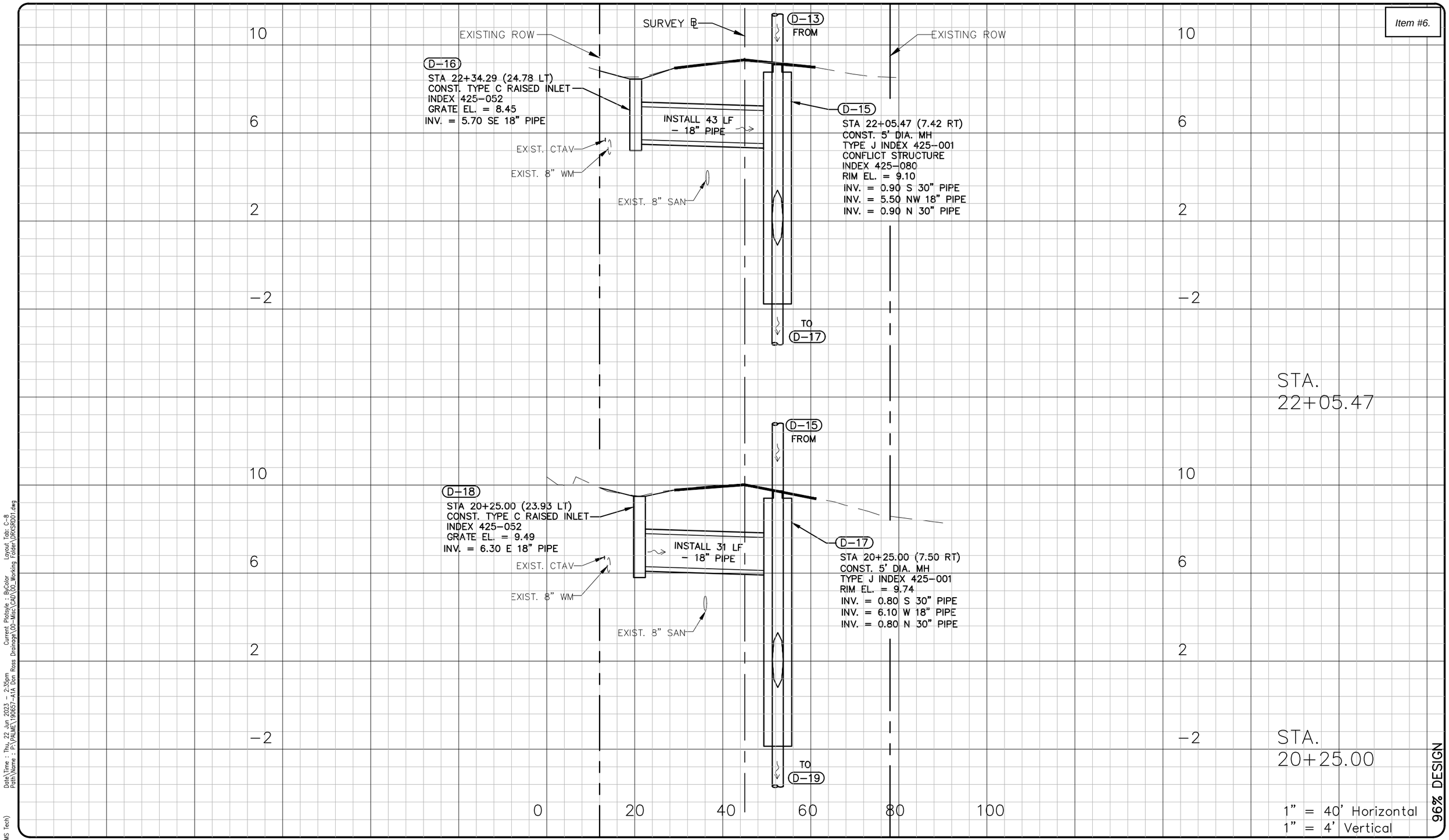
User Name : sgrossinger

Item #6.



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ROADWAY PRODUCTION
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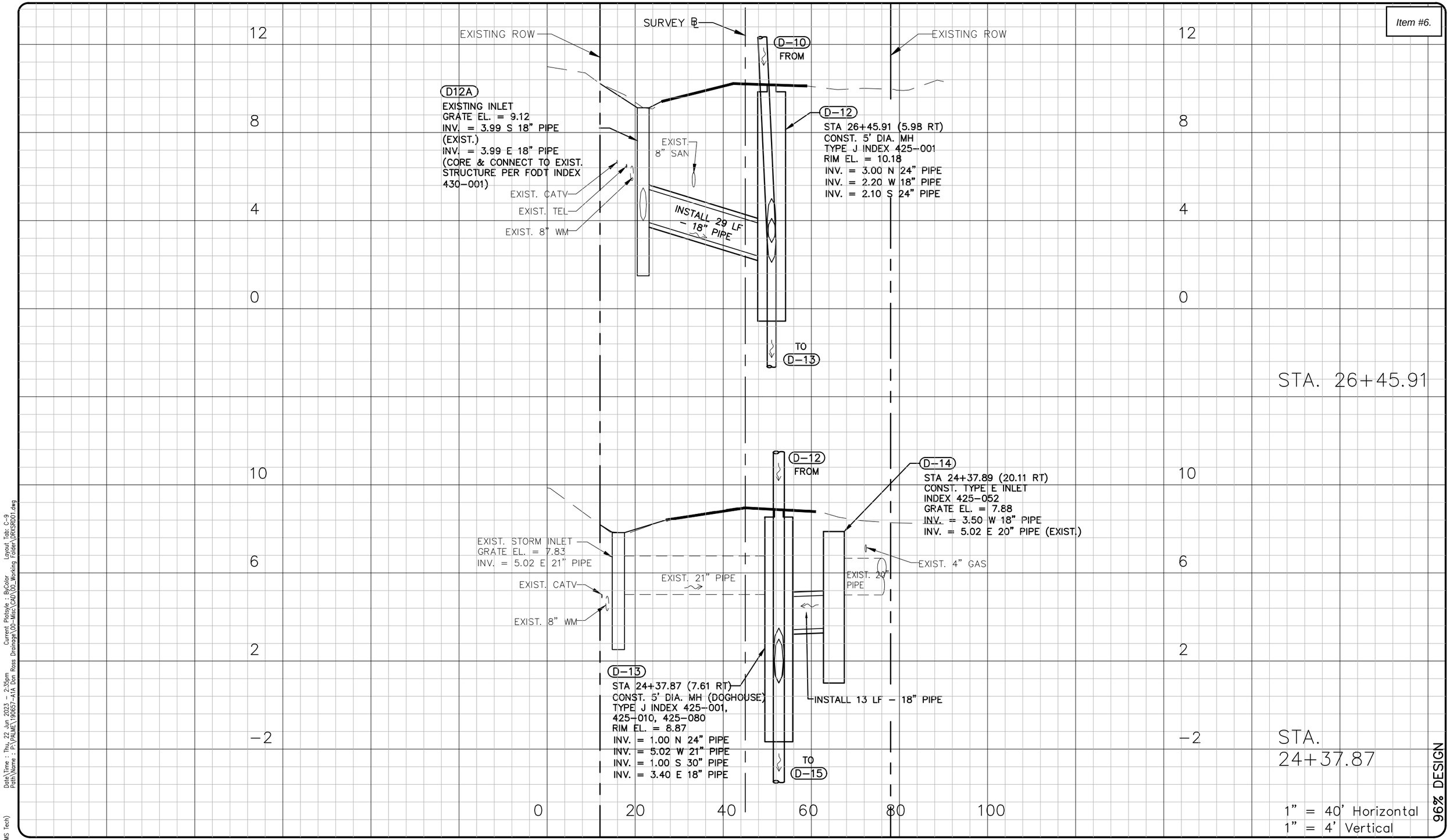
PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

DRAINAGE STRUCURES

DESIGN FILE NAME | DRAWING NO.

SHEET: 15
OF: 33
PROJECT NO. 2019



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ENGINEERING AND PUBLIC WORKS

ROADWAY PRODUCTION

P.O. BOX 2129, WEST PALM BEACH, FLORIDA

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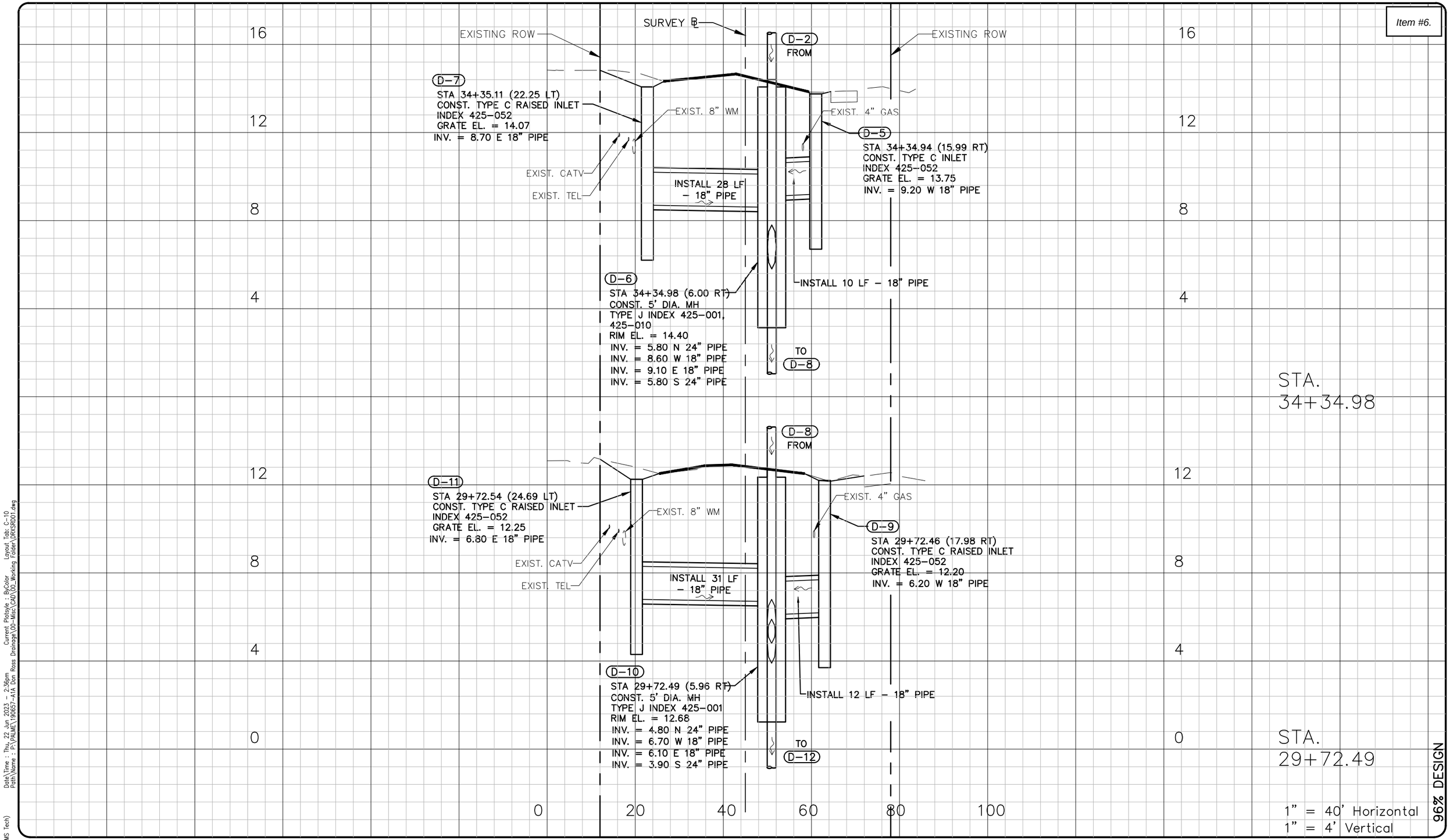
PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

DRAINAGE STRUCTURES

DESIGN FILE NAME | DRAWING NO.

SHEET: 16
OF: 33
PROJECT NO. 2019



96% DESIGN

Acad Version : R24.1s (LMS Tech) User Name : sgrossinger
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Current Plotstyle : ByColor Layout Tab: C-10

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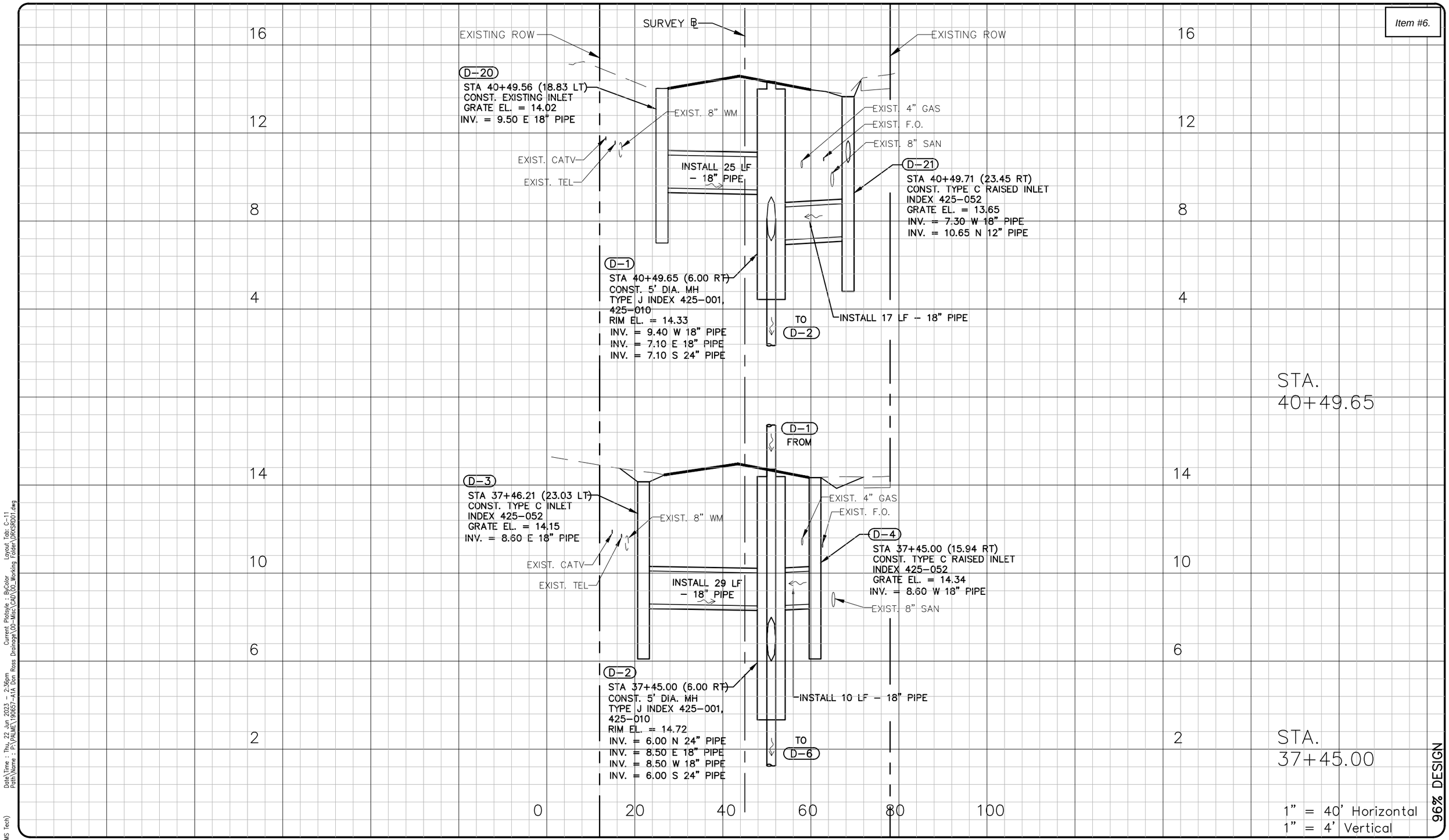
PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

DRAINAGE STRUCTURES

DESIGN FILE NAME | DRAWING NO.

SHEET: 17
OF: 33
PROJECT NO. 2019

Item #6.



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PALM BEACH COUNTY
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P.O. BOX 2129, WEST PALM BEACH, FLORIDA

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APPROVED: J.G.H.
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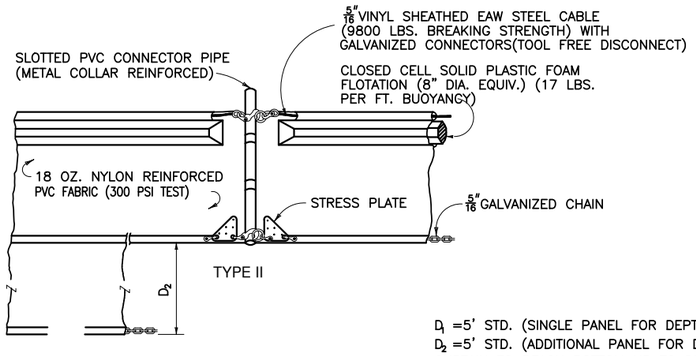
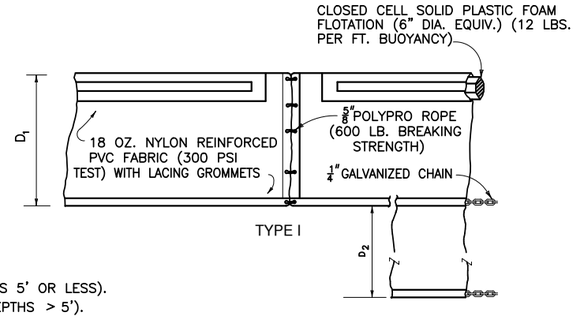
PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD
DRAINAGE STRUCTURES
DESIGN FILE NAME | DRAWING NO.

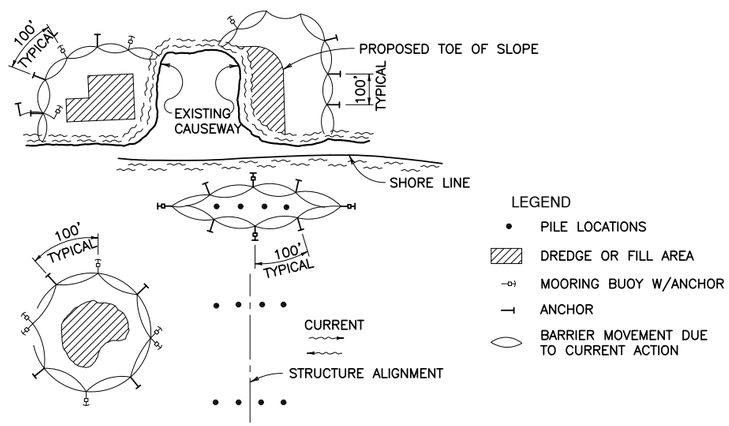
SHEET: 18
OF: 33
PROJECT NO. 2019
80

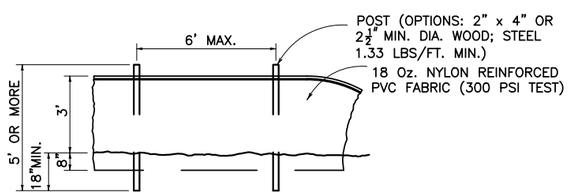




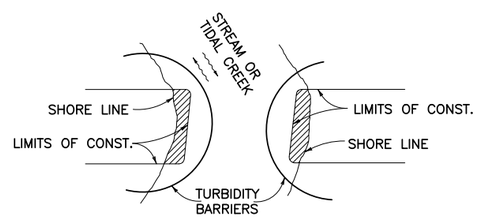
D_1 =5' STD. (SINGLE PANEL FOR DEPTHS 5' OR LESS).
D_2 =5' STD. (ADDITIONAL PANEL FOR DEPTHS > 5').
CURTAIN TO REACH BOTTOM UP TO DEPTHS OF 10 FEET. TWO(2) PANELS TO BE USED FOR DEPTHS GREATER THAN 10 FEET UNLESS SPECIAL DEPTH CURTAINS SPECIFICALLY CALLED FOR IN THE PLANS OR AS DETERMINED BY THE ENGINEER.

NOTE:
COMPONENTS OF TYPES I AND II MAY BE SIMILAR OR IDENTICAL TO PROPRIETARY DESIGNS. ANY INFRINGEMENT ON THE PROPRIETARY RIGHTS OF THE DESIGNER SHALL BE THE SOLE RESPONSIBILITY OF THE USER. SUBSTITUTIONS FOR TYPES I AND II SHALL BE AS APPROVED BY THE ENGINEER.





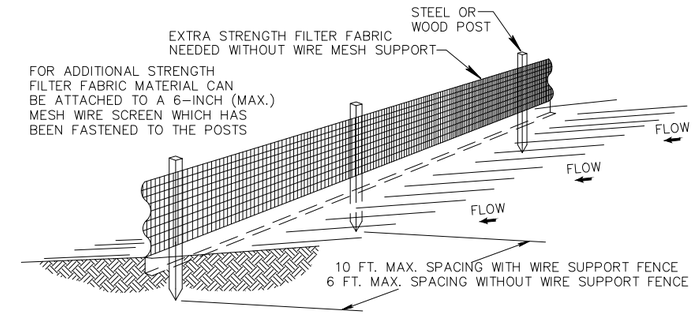
STAKED TURBIDITY BARRIER



FLOATING TURBIDITY BARRIERS

NOTES:

1. TURBIDITY BARRIERS FOR FLOWING STREAMS AND TIDAL CREEKS MAY BE EITHER FLOATING, OR STAKED TYPES OR ANY COMBINATION OF TYPES THAT WILL SUIT SITE CONDITIONS AND MEET EROSION CONTROL AND WATER QUALITY REQUIREMENTS. THE BARRIER TYPE(S) WILL BE AT THE CONTRACTORS OPTION UNLESS OTHERWISE SPECIFIED IN THE PLANS. POSTS IN STAKED TURBIDITY BARRIERS TO BE INSTALLED IN VERTICAL POSITION UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
2. TURBIDITY BARRIERS ARE TO BE USED IN ALL PERMANENT BODIES OF WATER REGARDLESS OF WATER DEPTH.
3. NUMBER AND SPACING OF ANCHORS DEPENDENT ON CURRENT VELOCITIES.
4. DEPLOYMENT OF BARRIER AROUND PILE LOCATIONS MAY VARY TO ACCOMMODATE CONSTRUCTION OPERATIONS.
5. NAVIGATION MAY REQUIRE SEGMENTING BARRIER DURING CONSTRUCTION OPERATIONS.

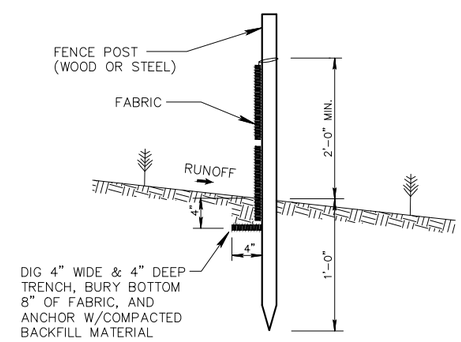


NOTES:

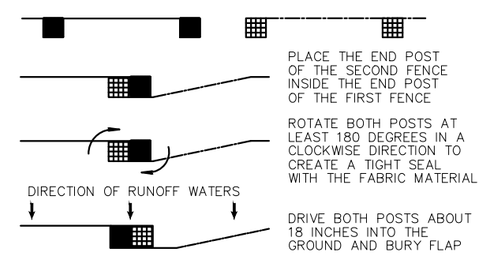
1. THE HEIGHT OF A SILT FENCE SHALL NOT EXCEED 36 INCHES (90 CM).
2. THE FILTER FABRIC SHALL BE PURCHASED IN A CONTINUOUS ROLL CUT TO THE LENGTH OF THE BARRIER TO AVOID THE USE OF JOINTS.
3. POSTS SHALL BE SPACED A MAXIMUM OF 10 FEET (3 M) APART AT THE BARRIER LOCATION AND DRIVEN SECURELY INTO THE GROUND A MINIMUM OF 12 INCHES (30 CM). WHEN EXTRA STRENGTH FABRIC IS USED WITHOUT THE WIRE SUPPORT FENCE, POST SPACING SHALL NOT EXCEED 6 FEET (1.8 M).
4. A TRENCH SHALL BE EXCAVATED APPROXIMATELY 4 INCHES (10 CM) WIDE AND 4 INCHES (10 CM) DEEP ALONG THE LINE OF POSTS AND UPSLOPE FROM THE BARRIER.
5. WHEN STANDARD STRENGTH FILTER FABRIC IS USED, A WIRE MESH SUPPORT FENCE SHALL BE FASTENED SECURELY TO THE UPSLOPE SIDE OF THE POSTS USING HEAVY DUTY WIRE STAPLES AT LEAST 1 INCH (25 MM) LONG, TIE WIRES, OR HOG RINGS. THE WIRE SHALL EXTEND INTO THE TRENCH A MINIMUM OF 2 INCHES (5 CM) AND SHALL NOT EXTEND MORE THAN 36 INCHES (90 CM) ABOVE THE ORIGINAL GROUND SURFACE.
6. THE STANDARD STRENGTH FILTER FABRIC SHALL BE STAPLED OR WIRED TO THE FENCE, AND 8 INCHES (20 CM) OF THE FABRIC SHALL BE EXTENDED INTO THE TRENCH. THE FABRIC SHALL NOT EXTEND MORE THAN 36 INCHES (90 CM) ABOVE THE ORIGINAL GROUND SURFACE.
7. THE TRENCH SHALL BE BACKFILLED AND THE SOIL COMPACTED OVER THE FILTER FABRIC.
8. ALL PROJECTS REQUIRE SUBMITTAL OF POLLUTION PREVENTION PLAN (PPP).
9. ALL PROJECTS 1 AC. OR MORE MUST SUBMIT NOTICE OF INTENT (NOI) TO FDEP.

SILT FENCE INSTALLATION DETAIL

N.T.S.



SILT FENCE SECTION
NOT TO SCALE



ATTACHING TWO SILT FENCES
NOT TO SCALE

SILT FENCE INSTALLATION DETAIL

N.T.S.

96% DESIGN

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Seal:
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NO.		BY	DATE

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ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

STANDARD DETAILS 1

DESIGN FILE NAME | DRAWING NO.

SHEET: 19
OF: 33
PROJECT NO. 2019

Date\Time : Thu, 22 Jun 2023 - 2:36pm Current Plotstyle : ByColor Layout Tab: D-1
Path\Name : P:\PALME\190657-A1A Dan Ross Drainage\00-Misc\CAD\00_Working Folder\SPDTR001.dwg
Acad Version : R24.1s (LMS Tech)
User Name : sgrossinger

FORM 3605.1

CONSTRUCTION PROCEDURES

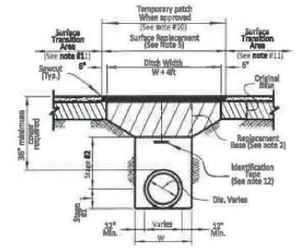
THE BACKFILL FOR THE FIRST AND SECOND STAGES SHALL BE PLACED IN 6" LAYERS (COMPACTED THICKNESS) AND SHALL BE COMPACTED TO 100% OF MAXIMUM DENSITY AS DETERMINED BY AASHTO T-99.

STAGE 1:

THE CONTRACTOR SHALL PROVIDE ADEQUATE COMPACTED FILL BENEATH THE HAUNCHES OF THE PIPE, USING MECHANICAL TAMPS SUITABLE FOR THIS PURPOSE. THIS COMPACTION APPLIES TO THE MATERIAL PLACED BENEATH THE HAUNCHES OF THE PIPE AND ABOVE ANY BEDDING REQUIRED.

STAGE 2:

THE CONTRACTOR SHALL OBTAIN A WELL-COMPACTED BED AND FILL ALONG THE SIDES OF THE PIPE AND TO A POINT INDICATING THE TOP OF SUB-GRADE MATERIAL.



REPLACEMENT OF FLEXIBLE PAVEMENT FOR PERMITTED PAVEMENT CUT

NOTES

1) BEDDING SHALL CONSIST OF IN-SITU GRANULAR MATERIAL OR WASHED AND GRADED LIMEROCK 3/8" - 7/8" SIZING WITH EQUAL OR GREATER STRUCTURAL ADEQUACY AS EXISTING. UNSUITABLE IN-SITU MATERIALS SUCH AS MUCK, DEBRIS AND LARGER ROCKS SHALL BE REMOVED.

2) REPLACED BASE MATERIAL OVER DITCH SHALL BE 16" LIMEROCK (LBR100) MINIMUM FOR THOROUGHFARE PLAN ROADS. ANY ALTERNATE BASE MATERIAL REQUESTED BY THE ENGINEER OF RECORD REQUIRES APPROVAL BY THE ROADWAY PRODUCTION DIVISION.

3) ASPHALT CONCRETE PAVEMENT JOINTS SHALL BE MECHANICALLY SAWED AND BUTT-JOINTED.

4) BASE MATERIAL (PER ROADWAY PRODUCTION DESIGN STANDARDS) SHALL BE PLACED IN TWO OR THREE LAYERS (6" MAX. PER LAYER) AND EACH LAYER THOROUGHLY ROLLED OR TAMPED TO THE SPECIFIED DENSITY. (MINIMUM 98% AASHTO - T-180)

5) 1" FRICTION COURSE FC-9.5 OVER 1-1/2" TYPE SP STRUCTURAL COURSE (TRAFFIC LEVEL C) WITH TACK COAT AT 0.05 GAL/SY AND RC-70 PRIME COAT AT 0.10 GAL/SY FOR LIMEROCK BASE. FOLLOW THE LATEST FDOT SPECIFICATIONS FOR APPLICATION RATES OF PRIME AND TACK COATS. CONTRACTOR TO SUBMIT MATERIALS AN D RATES TO ENGINEER FOR APPROVAL PRIOR TO BEGINNING WORK

6) PIPE SHALL BE PLACED IN A DRY TRENCH.

7) ALL ROADWAY REPAIR WORK SHALL BE PERFORMED IN CONFORMANCE WITH APPLICABLE FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION AND COUNTY PPM# EL-0-3605.

8) DENSITY TESTS SHALL BE TAKEN IN 1 FT LIFTS ABOVE THE PIPE AT INTERVALS OF 400 FT MAXIMUM (1 SET MINIMUM) OR AS DIRECTED BY THE CONSTRUCTION COORDINATION DIVISION. RESULTS SHALL BE SUBMITTED TO CONSTRUCTION COORDINATION DIVISION AS PART OF THEIR FIELD REVIEW.

9) ENGINEER-OF-RECORD SHALL PROVIDE FULL-TIME INSPECTION DURING THE ENTIRETY OF THE OPEN-CUT OPERATION, BEGINNING WITH THE EXCAVATION AND CONTINUING THROUGH THE COMPLETION OF THE PAVING.

10) IF THE PAVEMENT IS NOT COMPLETELY RESTORED IMMEDIATELY FOLLOWING THE OPEN CUT, A SMOOTH TEMPORARY PATCH (MINIMUM 1.5" SP 12.5 STRUCTURAL COURSE ASPHALT) SHALL BE INSTALLED, PROPERLY MATCHING THE EXISTING GRADING OF THE ROADWAY. THE TEMPORARY PATCH SHALL BE ALLOWED TO REMAIN IN PLACE AND BE MAINTAINED FOR A PERIOD NO LONGER THAN 45 DAYS. THE COUNTY RETAINS THE RIGHT TO USE POSTED SURETY TO COMPLETE ANY RESTORATION WORK THAT HAS NOT BEEN COMPLETED IN THE 45 DAY PERIOD. ALTERNATIVE TEMPORARY TRENCH PROTECTION (STEEL PLATES OR OTHERS) MAY BE APPROVED BY THE CONSTRUCTION COORDINATION DIVISION .

11) FOR FINAL RESTORATION (INCLUDES THE PATCHED/SURFACE REPLACEMENT AREA OVER THE TRENCH). THE ROAD SHALL BE MILLED/RESURFACED PER NOTE 5 ABOVE FOR A FULL LANE WIDTH OF THE TRAVEL LANES ENCROACHED BY THE TRENCH AREA, INCLUDING A TRANSITION AREA OF 50 FT ON EACH SIDE MEASURED FROM TOP OF TRENCH.

12) APPROVED MAGNETIC TAPE IS REQUIRED FOR ALL MAIN PRESSURE PIPES AND CONDUIT IN THE COUNTY'S RIGHT-OF-WAY. INSTALL TAPE 24" BELOW FINISHED GRADE.

13) CONTINUOUS 4" WIDE PAINT STRIPING IS REQUIRED FOR DIP/PCCP WATER MAINS (BLUE), SANITARY MAINS (GREEN), DIP RECLAIMED WATER MAINS (PURPLE), GAS MAINS (YELLOW), OR AS REQUIRED BY THE APWA.

FILEPATH: P:/DGN/ENG_SER/LAND DEVELOPMENT STANDARDS/2.DGN

PALM BEACH COUNTY DEPARTMENT OF ENGINEERING & PUBLIC WORKS				OPEN CUT DETAIL FOR THOROUGHFARE ROADS (PAVED AREAS)	DRAWING NO.
DRAWN BY:	DATE:	REVISED BY:	DATE:	APPROVED: EFFECTIVE:	2
K.L.	06/25/93	J.M.K.	02/01/2018	4/27/18 COUNTY ENGINEER OR DESIGNEE	

96% DESIGN

BAXTER & WOODMAN Consulting Engineers
477 S. Rosemary Avenue, Suite 330, West Palm Beach, Florida 33401
Phone: 561-655-6175 ● Fax: 561-655-6179
www.baxterwoodman.com EB-31795

Seal:
Jeffrey G. Hiscock, P.E.
FL. No. 43984

NO.		BY	DATE

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

STANDARD DETAILS 2

DESIGN FILE NAME | DRAWING NO.

SHEET: 20
OF: 33
PROJECT NO. 2019

Acad Version : R24.1s (LMS Tech) User Name : sgrossinger
Date\Time : Thu, 22 Jun 2023 - 2:36pm Current Pletyle : ByColor Layout Tab: D-2
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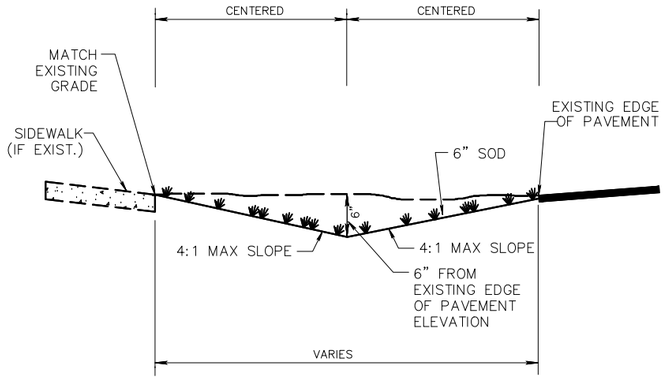
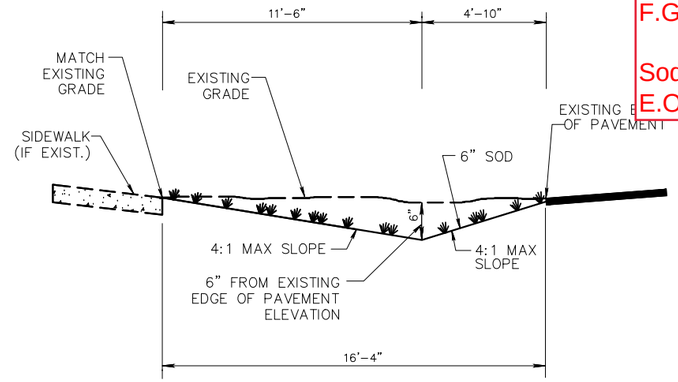


NOTE:

1. CONTRACTOR TO REPLACE ALL IRRIGATION, TREES & SHRUBBERY IN SWALES DAMAGED DURING CONSTRUCTION ON CELESTIAL WAY ONLY.
2. CONTRACTOR SHALL NOT CONSTRUCT SWALE AROUND FIRE HYDRANTS, POWER POLE, LARGE TREES/PALMS OR VALVE BOX.

SWALE REPLACEMENT SECTION (1–1)

N.T.S.



NOTE:

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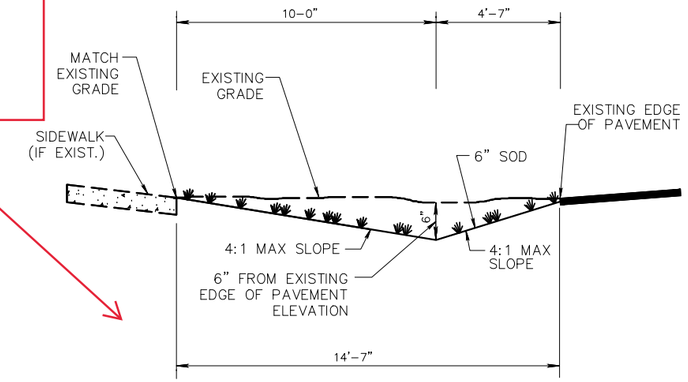
SWALE REPLACEMENT SECTION (A–A)

N.T.S.

Swale Note:
Min 2" E.O.P to F.G. for sod

Sod not overlap E.O.P

Sod shall not cause dam at E.O.P



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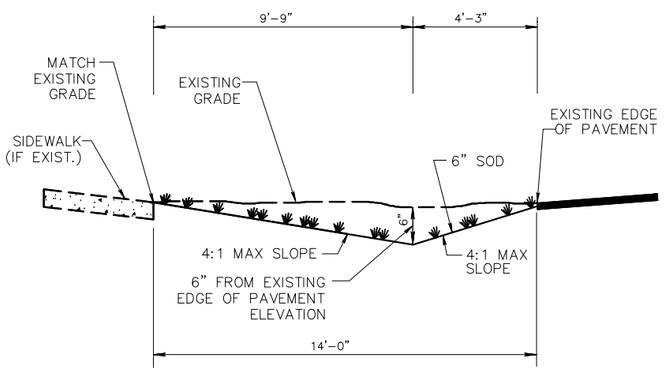
SWALE REPLACEMENT SECTION (B–B)

N.T.S.



NOTE:

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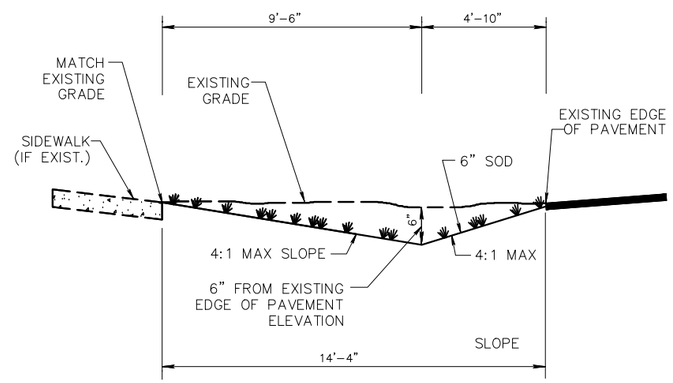
2. CONTRACTOR SHALL NOT CONSTRUCT SWALE AROUND FIRE HYDRANTS, POWER POLE, LARGE TREES/PALMS OR VALVE BOX.

SWALE REPLACEMENT SECTION (C–C)

N.T.S.



NOTE:

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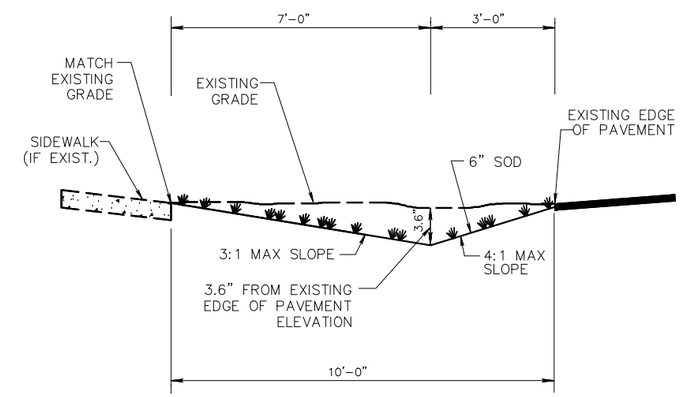
2. CONTRACTOR SHALL NOT CONSTRUCT SWALE AROUND FIRE HYDRANTS, POWER POLE, LARGE TREES/PALMS OR VALVE BOX.

SWALE REPLACEMENT SECTION (D–D)

N.T.S.



NOTE:

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2. CONTRACTOR SHALL NOT CONSTRUCT SWALE AROUND FIRE HYDRANTS, POWER POLE, LARGE TREES/PALMS OR VALVE BOX.

SWALE REPLACEMENT SECTION (E–E)

N.T.S.

96% DESIGN

BAXTER & WOODMAN Consulting Engineers
477 S. Rosemary Avenue, Suite 330, West Palm Beach, Florida 33401
Phone: 561-655-6175 ● Fax: 561-655-6179
www.baxterwoodman.com EB-31795

Seal:

Jeffrey G. Hiscock, P.E.
FL. No. 43984

NO.		BY	DATE

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS

ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

STANDARD DETAILS 3

DESIGN FILE NAME | DRAWING NO.

SHEET: 21
OF: 33
PROJECT NO. 2019

Date\Time : Thu, 22 Jun 2023 – 2:36pm Current Plotstyle : ByColor Layout Tab: D-3
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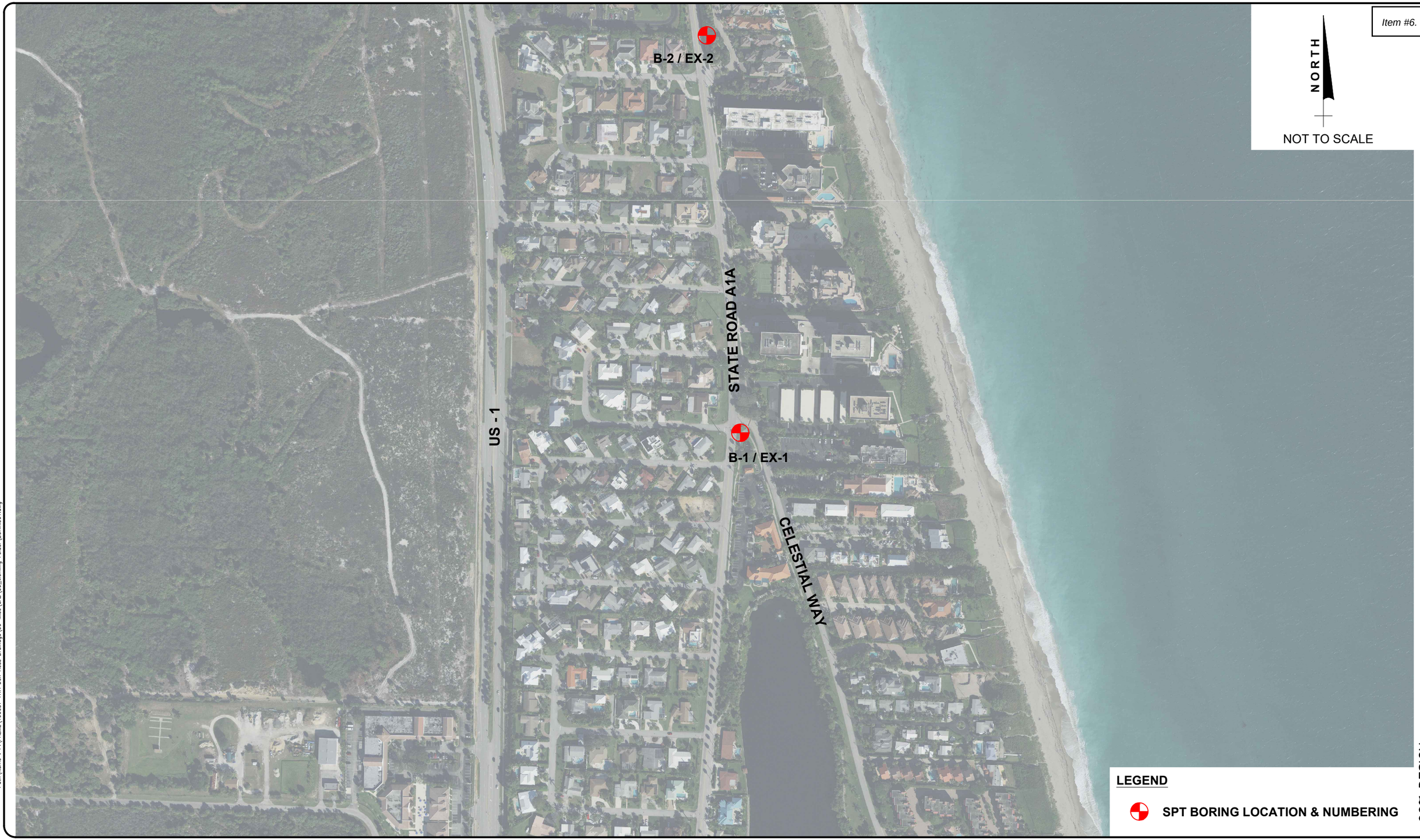
User Name : sgrossinger



96% DESIGN

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PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE:	AS SHOWN
APPROVED:	J.G.H.
DRAWN:	D.D.P.
CHECKED:	M.R.T.
DATE:	JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

BORING LOCATION PLAN

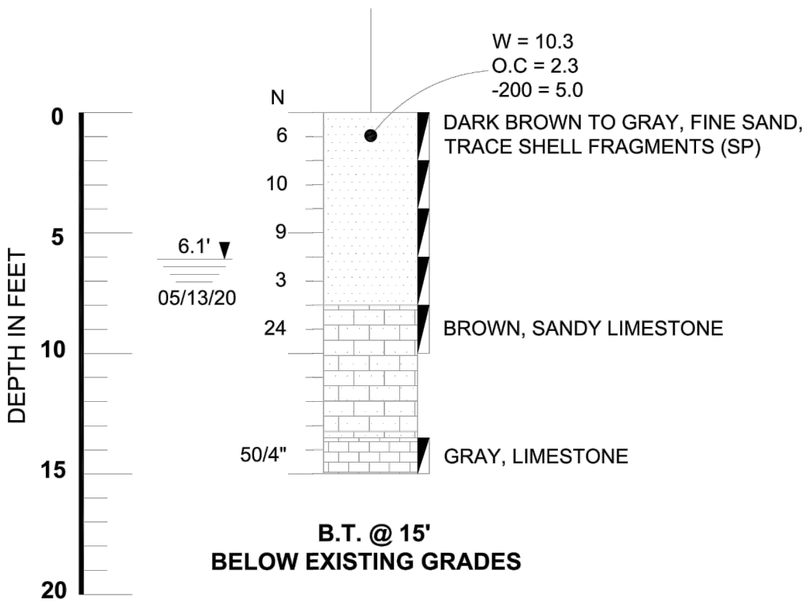
DESIGN FILE NAME | DRAWING NO.

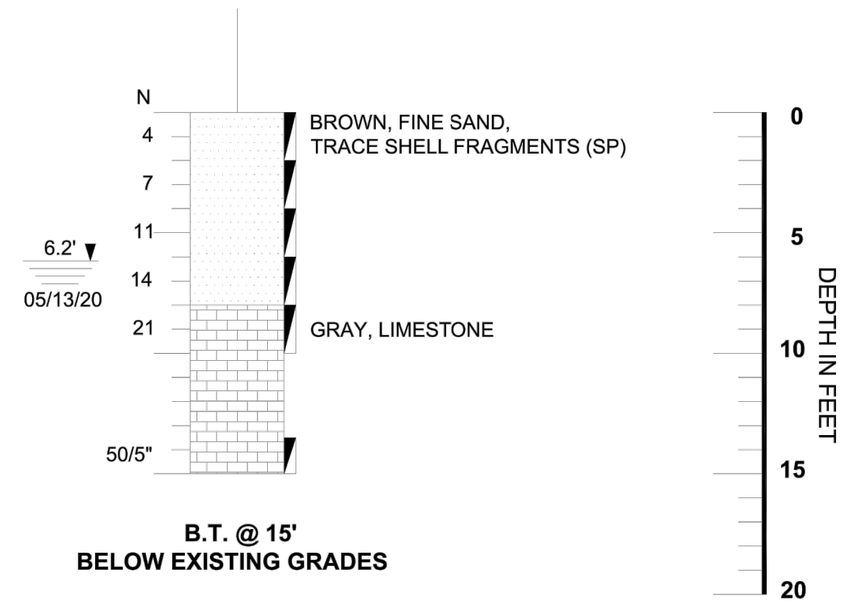
SHEET: 22
OF: 33
PROJECT NO. 2019

Acad Version : R24.1s (LMS Tech)
User Name : sgrossinger
Date\Time : Thu, 22 Jun 2023 – 2:36pm
Path\Name : P:\PALME\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\BORING01.dwg
Current Plotstyle : ByColor
Layout Tab: G-9

Item #6.

	B-1	B-2
BORING NO.	B-1	B-2
LONGITUDE:	W -80.0524°	W -80.0528°
LATITUDE:	N 26.8731°	N 26.8769°
RIG:	CME 45	CME 45
HAMMER:	AUTO	AUTO
DRILLER:	T.FICKLING	T.FICKLING
DATE:	05/13/2020	05/13/2020





LEGEND

SAND (SP, SP-SM)
LIMESTONE
SANDY LIMESTONE

B.T @ 15'	BORING TERMINATED AT 15 FEET BELOW THE EXISTING GROUND SURFACE
B-1	STANDARD PENETRATION TEST (SPT) BORING AND NUMBER
N	STANDARD PENETRATION RESISTANCE-BLOWS PER FOOT USING AUTOMATIC HAMMER
	SAMPLING INTERVAL
6.1' 05/13/20	GROUNDWATER LEVEL IN FEET AND DRILLING DATE
W	MOISTURE CONTENT (%)
OC	ORGANIC CONTENT (%)
-200	AMOUNT PASSING US STANDARD 200 SIEVE (%)
SP, SP-SM	UNIFIED SOIL CLASSIFICATION SYSTEM GROUP SYMBOL (ASTM D 2487)

NOTES:

1. BORING WAS DRILLED ON 05/13/2020. SPT BORINGS WERE PERFORMED USING A CME-45C AUTOMATIC DRILLING RIG (ASTM D1586)
2. STRATA BOUNDARIES ARE APPROXIMATE AND REPRESENT SOIL STRATA AT EACH TEST HOLE LOCATION ONLY. SOIL TRANSITIONS MAY BE MORE GRADUAL THAN IMPLIED.
3. GROUNDWATER LEVELS SHOWN ON THE SUBSURFACE PROFILES REPRESENT GROUNDWATER SURFACES ON THE DATES SHOWN. GROUNDWATER LEVEL FLUCTUATIONS SHOULD BE ANTICIPATED THROUGHOUT THE YEAR.
4. AFTER COMPLETION OF DRILLING, BOREHOLES WERE BACKFILLED WITH GROUT.

STANDARD PENETRATION TEST DATA *	
SPOON INSIDE DIA.	1.375 INCH
SPOON OUTSIDE DIA.	2 INCHES
AVG. HAMMER DROP	30 INCHES
HAMMER WEIGHT	140 POUNDS
GRANULAR MATERIALS	AUTOMATIC HAMMER SPT N - VALUE
RELATIVE DENSITY	BLOWS/FOOT
VERY LOOSE	LESS THAN 3
LOOSE	3 - 8
MEDIUM	8 - 24
DENSE	24 - 40
VERY DENSE	GREATER THAN 40
SILTS AND CLAYS	AUTOMATIC HAMMER SPT N - VALUE
CONSISTENCY	BLOWS/FOOT
VERY SOFT	LESS THAN 1
SOFT	1 - 3
FIRM	3 - 6
STIFF	6 - 12
VERY STIFF	12 - 24
HARD	GREATER THAN 24

*FDOT SOILS AND FOUNDATIONS HANDBOOK 2018

96% DESIGN

REVISIONS

Date.	By	Descriptions	Date.	By	Descriptions

	Names	Dates
Drawn by	AK	05/29/2020
Checked by	NK	05/29/2020
Designed by	AB	05/29/2020
Checked by	AB	05/29/2020
Approved by		

RADISE INTERNATIONAL
LICENSE NO. - 8901

ENGINEER OF RECORD
ANDREW NIXON (P.E.No. - 71458)
RADISE International
4152 West Blue Heron Boulevard, Suite 1114
Riviera Beach, Florida. 33404
TEL 561-841-0103 FAX 561-841-0104
URL : http:// www.radise.net

PALM BEACH COUNTY

COUNTY	CLIENT
PALM BEACH	BAXTER & WOODMAN, INC.

SCALE: VERTICAL N.T.S.
SCALE: HORIZONTAL N.T.S.

SHEET TITLE: SUBSURFACE PROFILES
SHEET NO. 3
PROJECT NAME: A1A FROM US1 TO DONALD ROSS ROAD
RADISE PROJECT NO: 200506

BAXTER & WOODMAN Consulting Engineers
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www.baxterwoodman.com EB-31795

Seal:
Jeffrey G. Hiscock, P.E.
FL. No. 43984

NO.		BY	DATE

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD
BORING PROFILES
DESIGN FILE NAME
DRAWING NO.

SHEET: 23
OF: 33
PROJECT NO. 2019-

Date\Time : Thu, 22 Jun 2023 - 2:36pm Current Plotsyle : ByColor Layout Tab: G-10
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Acad Version : R24.1s (LMS Tech)
User Name : sgrossinger

TOPOGRAPHIC SURVEY

FOR: BAXTER & WOODMAN, INC.

JUNO BEACH, PALM BEACH COUNTY, FLORIDA
Located in: Section 28, Township 41 South, Range 43 East

REPORT OF SURVEY:

1. The survey depicted hereon has been classified as a Topographic Survey, as defined in Rule 5J-17.050 of the Florida Administrative Code, pursuant to Chapter 472.027, Florida Statutes as amended.
2. This survey has been prepared in the office of Dennis J. Leavy & Associates, Inc. located at: 460 Business Park Way, Suite B, Royal Palm Beach, Florida, whose certificate of authorization number is LB #6599, and the certifying surveyor's (David A. Bower) license number is LS #5888.
3. The survey sketch shown hereon does not necessarily contain all of the information obtained or developed by the undersigned surveyor in his field work, office work, or research.
4. This survey does not address environmental matters, jurisdictional boundaries or hazardous waste concerns should any of the foregoing exist.
5. The elevations shown hereon are for the purpose of indicating the ground elevation only at the position shown and in no way indicate elevations at any other point than shown hereon and do not determine sub surface conditions.
6. This survey does not meet those standards established by the American Land Title Association.
7. Coordinates shown hereon are based on the North American Datum of 1983, on the 1990 adjustment for the Florida Transverse Mercator Projection-East Zone.
8. Underground apparent use and/or improvements have not been shown unless otherwise noted.
9. This instrument may not be reproduced in part or whole without the written consent of Dennis J. Leavy & Associates Inc.
10. Date of field survey: November 20th, 2020, as recorded in Field Book 492, Pages 37 through 48, 50, 52 and 53, Field Book 497, Pages 76 through 79 & Field Book 499, Pages 38 through 42.
11. This survey lies in Section 28, Township 41 South, Range 43 East, Juno Beach, Palm Beach County, Florida.
12. By graphic plotting only the subject property lies within Zone AE (EL 6 Feet) and Zone X, as shown on the U.S. Department of Homeland Security Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps, Map Numbers: 12099C0193F & 12099C0381F, Community: Town of Juno Beach, Number: 120208, Panels 0193 & 0381, Suffix: F, Effective date: October 5, 2017.
13. In some instances, graphic representations have been exaggerated to more clearly illustrate relationships between physical improvements and/or lot lines. In all cases, dimensions shown shall control the location of the improvements over scaled positions.
14. Measurements shown hereon are expressed in feet and decimal parts thereof unless otherwise noted.
15. All dates shown within the revision block hereon are for interoffice filing use only, and in no way affect the date of the field survey stated herein.
16. Benchmarks of Origin: Palm Beach County Benchmarks "DIANA 2" and "T 625 2006" whose published elevations are 8.506' and 25.470' respectfully, based on the North American Vertical Datum of 1988.
17. Elevations referenced hereon are based on the North American Vertical Datum of 1988 (NAVD 88).
18. THIS IS NOT A BOUNDARY SURVEY
19. The undersigned makes no representations or guarantees as to the information reflected hereon pertaining to easements, rights of way, setback lines, agreements and other matters, and further, this instrument is not intended to reflect or set forth all such matters. Such information should be obtained and confirmed by others through appropriate title verification. Lands shown hereon were not abstracted for rights of way and/or easements of record.

SYMBOL LEGEND:

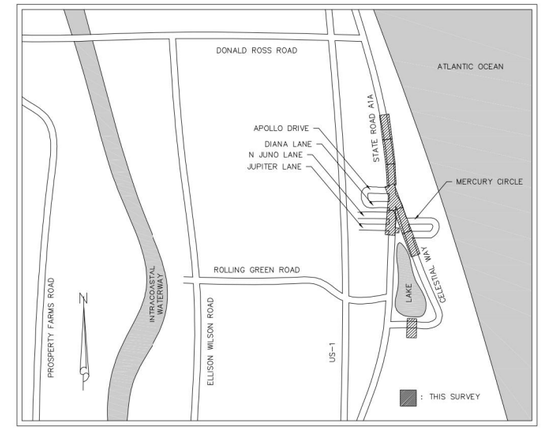
BS	BELL SOUTH RISER
	BENCHMARK
BOL	BOLLARD
	CATCH BASIN
℄	CENTERLINE
CO	CLEAN OUT
	COMMUNICATION HANDHOLE
COM	COMMUNICATION RISER
	CONCRETE POWER POLE
	CONCRETE POWER POLE WITH LIGHT
	DECORATIVE LIGHT POLE
	DRAINAGE MANHOLE
	ELECTRIC BOX
	ELECTRIC HANDHOLE
	FIBER OPTIC HANDHOLE
FO	FIBER OPTIC RISER
	FIRE DEPARTMENT CONNECTION
	FIRE HYDRANT
	FOUND MONUMENTATION
GAS	GAS RISER
	GROUND LIGHT
M	MAILBOX
x"	PALM WITH TRUNK DIAMETER
	POWER POLE GUIDE ANCHOR
S	SANITARY MANHOLE
	SIGN
x"	TREE WITH TRUNK DIAMETER
UNK	UNKNOWN RISER
W	WATER METER
	WATER VALVE
	WATER VALVE WITH CONCRETE APRON
WP	WOOD POST
	WOOD POWER POLE
YD	YARD DRAIN

LEGEND:

(C)	CALCULATED
(CFT)	CALCULATED FIELD TRAVERSED
CA	CENTRAL ANGLE
CMP	CORRUGATED METAL PIPE
D.E.	DRAINAGE EASEMENT
DIP	DUCTILE IRON PIPE
E	EAST
EL	ELEVATION
FPL	FLORIDA POWER & LIGHT
HDPE	HIGH DENSITY POLYETHYLENE
INV	INVERT
L	ARC LENGTH
L.A.E.	LIMITED ACCESS EASEMENT
LB	LICENSED BUSINESS
LS	LICENSED SURVEYOR
N	NORTH
NAVD	NORTH AMERICAN VERTICAL DATUM
NGVD	NATIONAL GEODETIC VERTICAL DATUM
O.R.B.	OFFICIAL RECORDS BOOK
P.B.C.R.	PUBLIC RECORDS OF PALM BEACH COUNTY
P.U.E.	PUBLIC UTILITY EASEMENT
PCN:	PARCEL CONTROL NUMBER
PG.	PAGE
PVC	POLYVINYL CHLORIDE
R	RADIUS
R/W	RIGHT-OF-WAY
S	SOUTH
U.E.	UTILITY EASEMENT
W	WEST
W.L.E.	WATER LINE EASEMENT
W.M.E.	WATER METER EASEMENT

PLAT LEGEND:

(P1)	PLAT OF JUNO BEACH (P.B. 22, PG. 49, P.B.C.R.)
(P2)	REPLAT OF LOTS 1 THRU 8 & 12 OF BEACHBOUND (P.B. 26, PG. 171, P.B.C.R.)
(P3)	PLAT OF ALICANTE (P.B. 61, PG. 146, P.B.C.R.)
(P4)	PLAT OF JUNO BEACH SHOPPING CENTER (P.B. 24, PG. 83, P.B.C.R.)
(P5)	FIRST ADDITION TO JUNO BEACH (P.B. 22, PG. 51, P.B.C.R.)
(P6)	PLAT OF SEA VIEW RIDGE (P.B. 25, PG. 126, P.B.C.R.)
(P7)	TOMKUS SUBDIVISION (P.B. 32, PG. 32, P.B.C.R.)
(P8)	PLAT OF OCEANVIEW UNITED METHODIST CHURCH (P.B. 61, PG. 180, P.B.C.R.)
(P9)	PLAT OF 700 OCEAN DRIVE (P.B. 62, PG. 161, P.B.C.R.)
(P10)	PLAT OF MALBO (P.B. 22, PG. 40, P.B.C.R.)
(P11)	PLAT OF JUNO HEIGHTS (P.B. 24, PG. 122, P.B.C.R.)
(P12)	NEW PALM BEACH HEIGHTS (P.B. 6, PG. 73, P.B.C.R.)
(P13)	PLAT OF SURFSIDE PARK NO. 3 (P.B. 23, PG. 40, P.B.C.R.)
(P14)	OCEAN VIEW RIDGE (P.B. 25, PG. 98, P.B.C.R.)



LOCATION MAP
NOT TO SCALE

TOPOGRAPHIC SURVEY CERTIFICATION:

This is to certify that this survey is classified as a Topographic Survey as defined in Rule 5J-17.050 of the Florida Administrative Code, pursuant to Chapter 472.027, Florida Statutes as amended. The fieldwork was completed on November 20th, 2020.

Dated: November 20th, 2020

David A Bower — Digitally signed by David A Bower Date: 2022.03.29 14:26:44 -04'00'

DAVID A. BOWER
STATE OF FLORIDA
PROFESSIONAL SURVEYOR & MAPPER No. LS 5888

DAVID A. BOWER · LICENSE NUMBER 5888 · STATE OF FLORIDA · PROFESSIONAL SURVEYOR AND MAPPER

SURVEY PREPARED BY:

DENNIS J. LEAVY & ASSOCIATES, INC.
PROFESSIONAL SURVEYORS & MAPPERS
460 BUSINESS PARK WAY, SUITE B, ROYAL PALM BEACH, FL 33411
PHONE: (561) 753-0650 EMAIL: SURVEY@DJLASURVEY.NET

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96% DESIGN

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Seal:

Jeffrey G. Hiscock, P.E.
FL. No. 43984

NO.		BY	DATE

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE:	AS SHOWN
APPROVED:	J.G.H.
DRAWN:	D.D.P.
CHECKED:	M.R.T.
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PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

TOPOGRAPHIC SURVEY

DESIGN FILE NAME | DRAWING NO.

SHEET: 24
OF: 33
PROJECT NO. 2019-

Date\Time : Thu, 22 Jun 2023 - 2:36pm Current Plotstyle : ByColor Layout Tab: S-1
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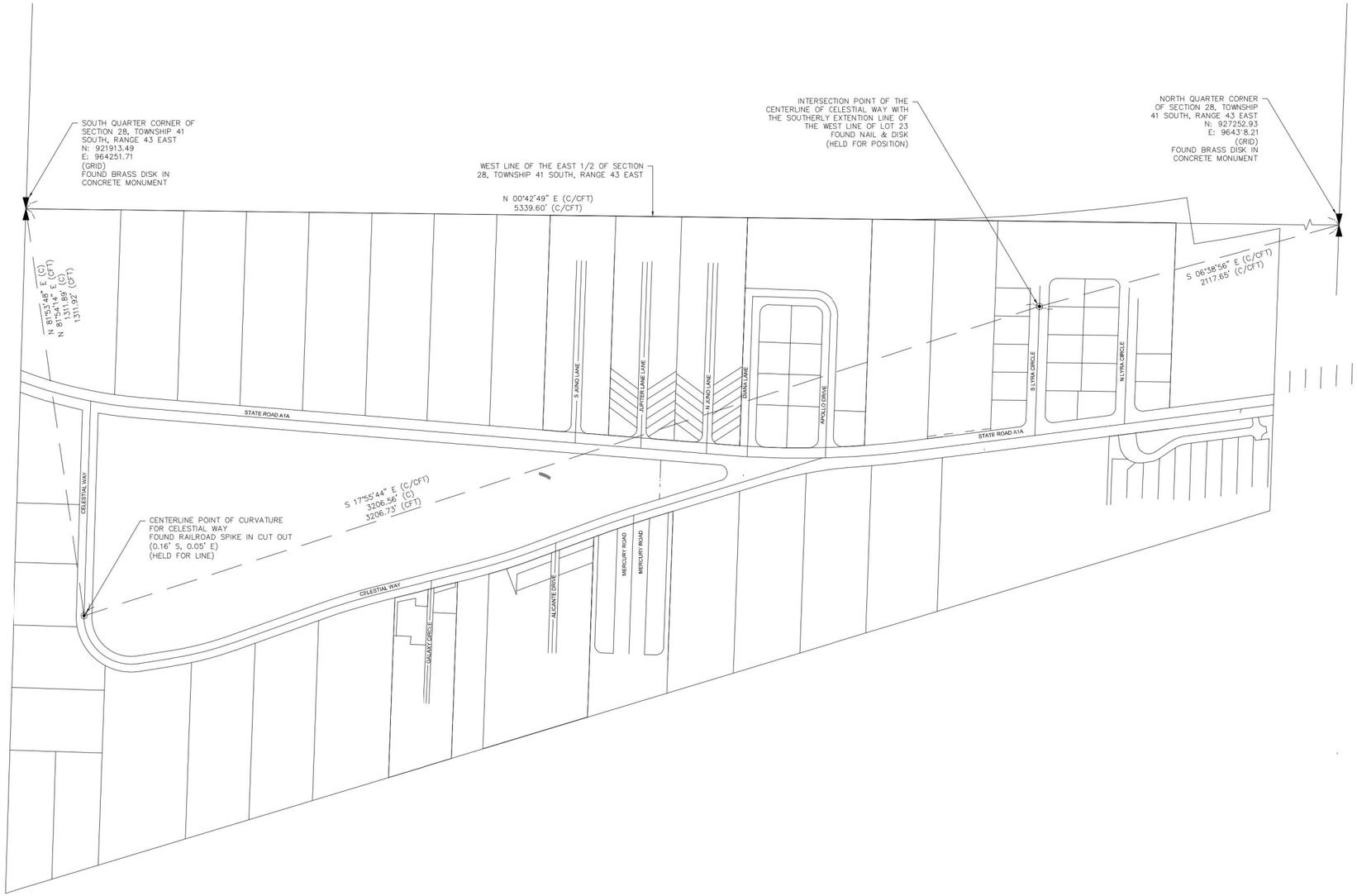
User Name : sgrossinger



SURVEY PREPARED BY:

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PROFESSIONAL SURVEYORS & MAPPERS
460 BUSINESS PARK WAY, SUITE B, ROYAL PALM BEACH, FL 33411
PHONE: (561) 753-0650 EMAIL: SURVEY@DJLASURVEY.NET

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N

200' 100' 0' 100' 200'
SCALE
1" = 200'

HORIZONTAL CONTROL DETAIL

96% DESIGN

BAXTER & WOODMAN
Consulting Engineers
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www.baxterwoodman.com EB-31795

Seal:

Jeffrey G. Hiscock, P.E.
FL. No. 43984

NO.		BY	DATE

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS

ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

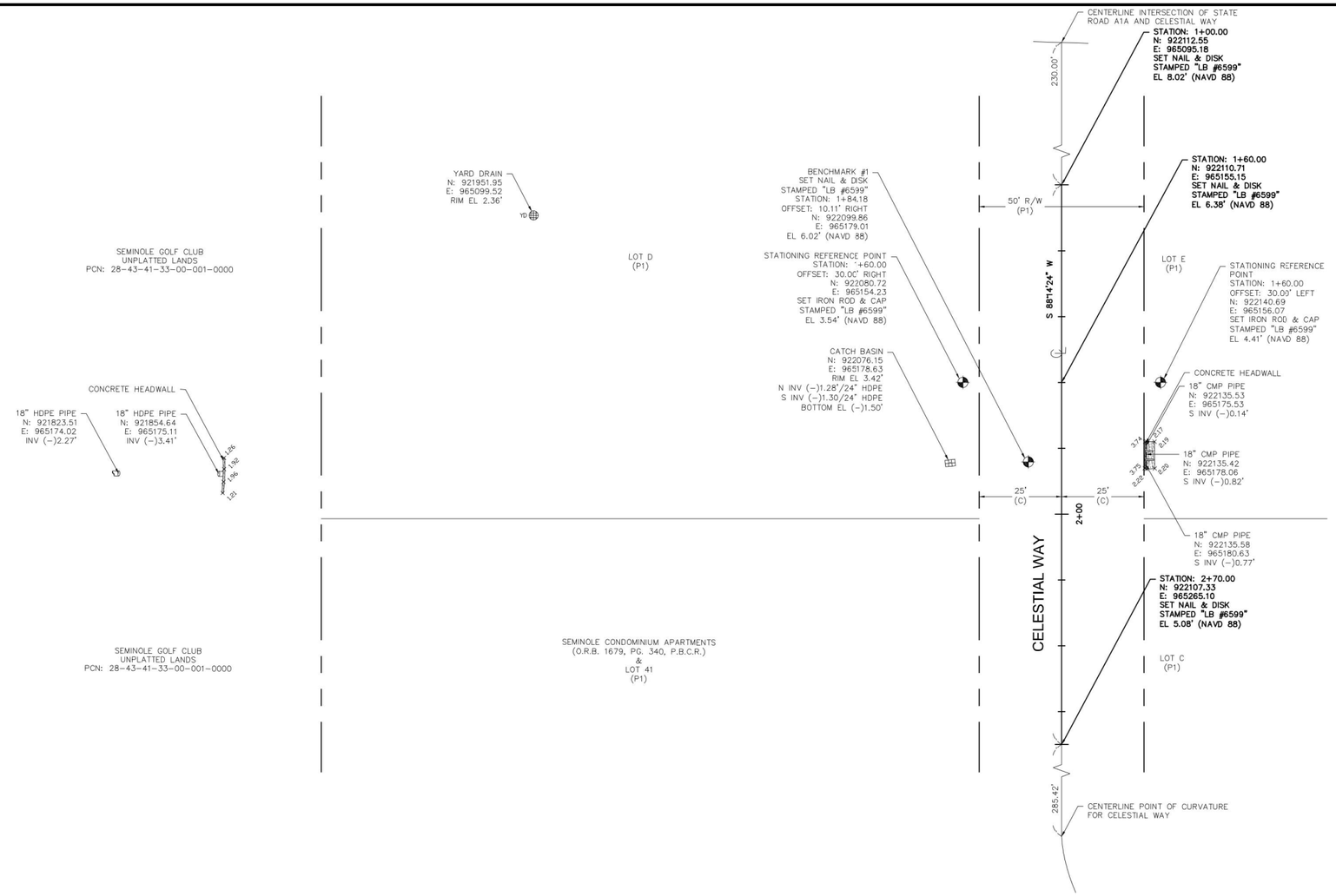
PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

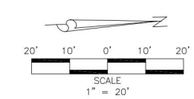
TOPOGRAPHIC SURVEY

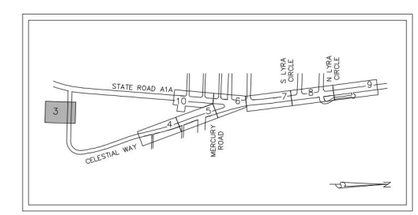
DESIGN FILE NAME | DRAWING NO.

SHEET: 25
OF: 33
PROJECT NO. 2019

Acad Version : R24.1s (LMS Tech) User Name : sgrossinger Date\Time : Thu, 22 Jun 2023 – 2:36pm Path\Name : P:\PALMEL\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\TOPOR001.dwg Current Plotstyle : ByColor Layout Tab: S-2







TOPOGRAPHIC SHEET KEY MAP
NOT TO SCALE

96% DESIGN

SURVEY PREPARED BY:

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PROFESSIONAL SURVEYORS & MAPPERS
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Seal:

Jeffrey G. Hiscock, P.E.
FL. No. 43984

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PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS

ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE:	AS SHOWN
APPROVED:	J.G.H.
DRAWN:	D.D.P.
CHECKED:	M.R.T.
DATE:	JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

TOPOGRAPHIC SURVEY

DESIGN FILE NAME	DRAWING NO.

SHEET: 26
OF: 33
PROJECT NO. 2019-

Date\Time : Thu, 22 Jun 2023 - 2:36pm Current Plotstyle : ByColor Layout Tab: S-3
Path\Name : P:\PALME\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\TOPOR001.dwg
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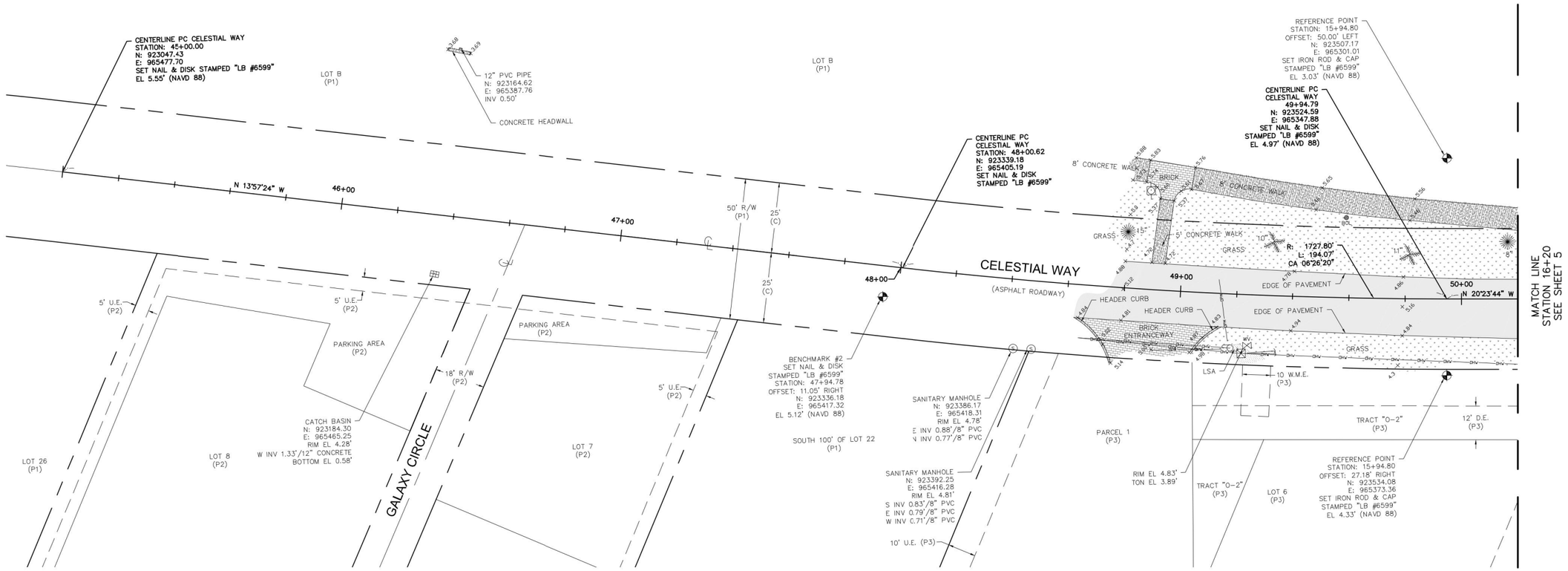

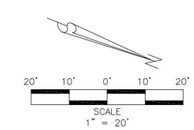

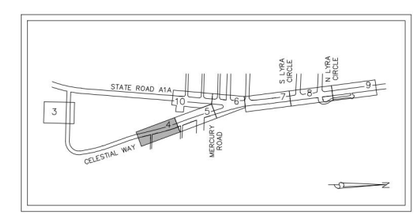

TOPOGRAPHIC SHEET KEY MAP
NOT TO SCALE

96% DESIGN

SURVEY PREPARED BY:

DENNIS J. LEAVY & ASSOCIATES, INC.
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Seal:

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FL. No. 43984

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ENGINEERING AND PUBLIC WORKS

ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

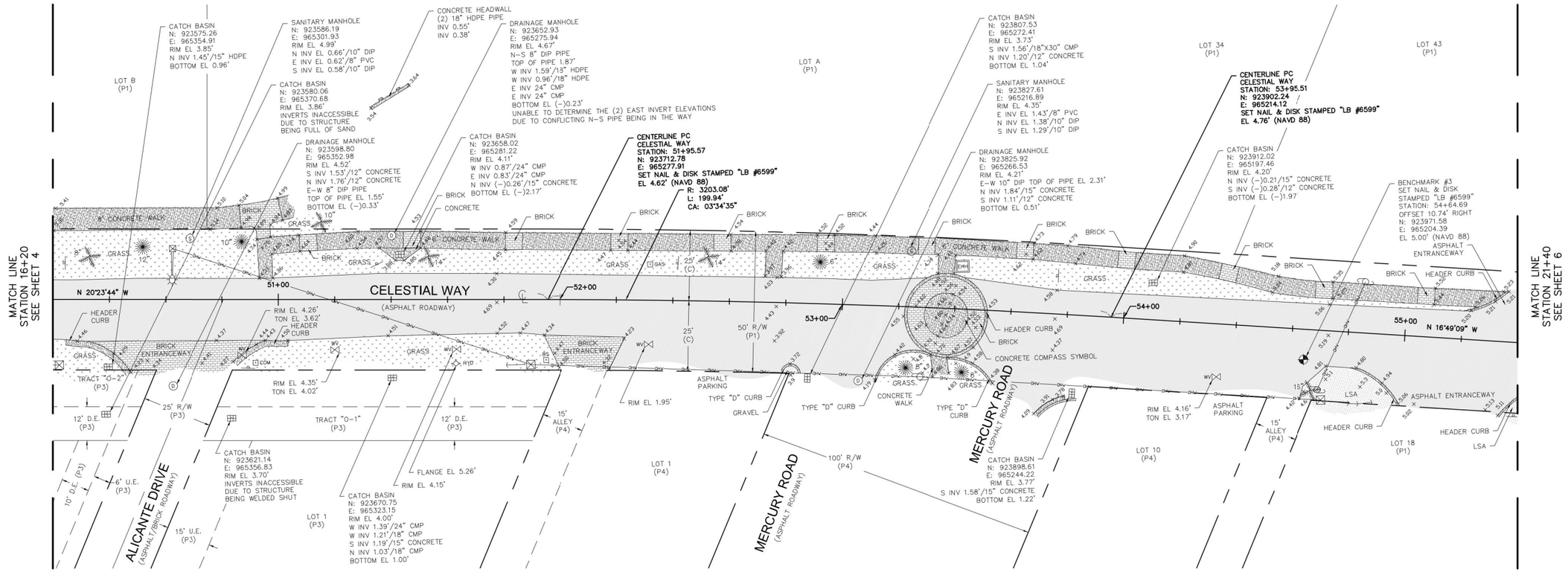
PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

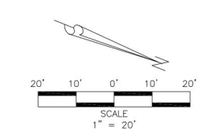
TOPOGRAPHIC SURVEY

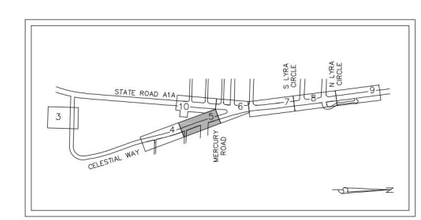
DESIGN FILE NAME | DRAWING NO.

SHEET: 27
OF: 33
PROJECT NO. 2019

Acad Version : R24.1s (LMS Tech) User Name : sgrossinger Date\Time : Thu, 22 Jun 2023 - 2:37pm Path\Name : P:\PALME\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\TOPOR001.dwg Current Plotstyle : ByColor Layout Tab: S-4







TOPOGRAPHIC SHEET KEY MAP
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FL. No. 43984

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ENGINEERING AND PUBLIC WORKS

ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

TOPOGRAPHIC SURVEY

DESIGN FILE NAME | DRAWING NO.

SHEET: 28
OF: 33
PROJECT NO. 2019-

Date\Time : Thu, 22 Jun 2023 - 2:37pm Current Plotstyle : ByColor Layout Tab: S-5
Path\Name : P:\PALME\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\TOPORD01.dwg
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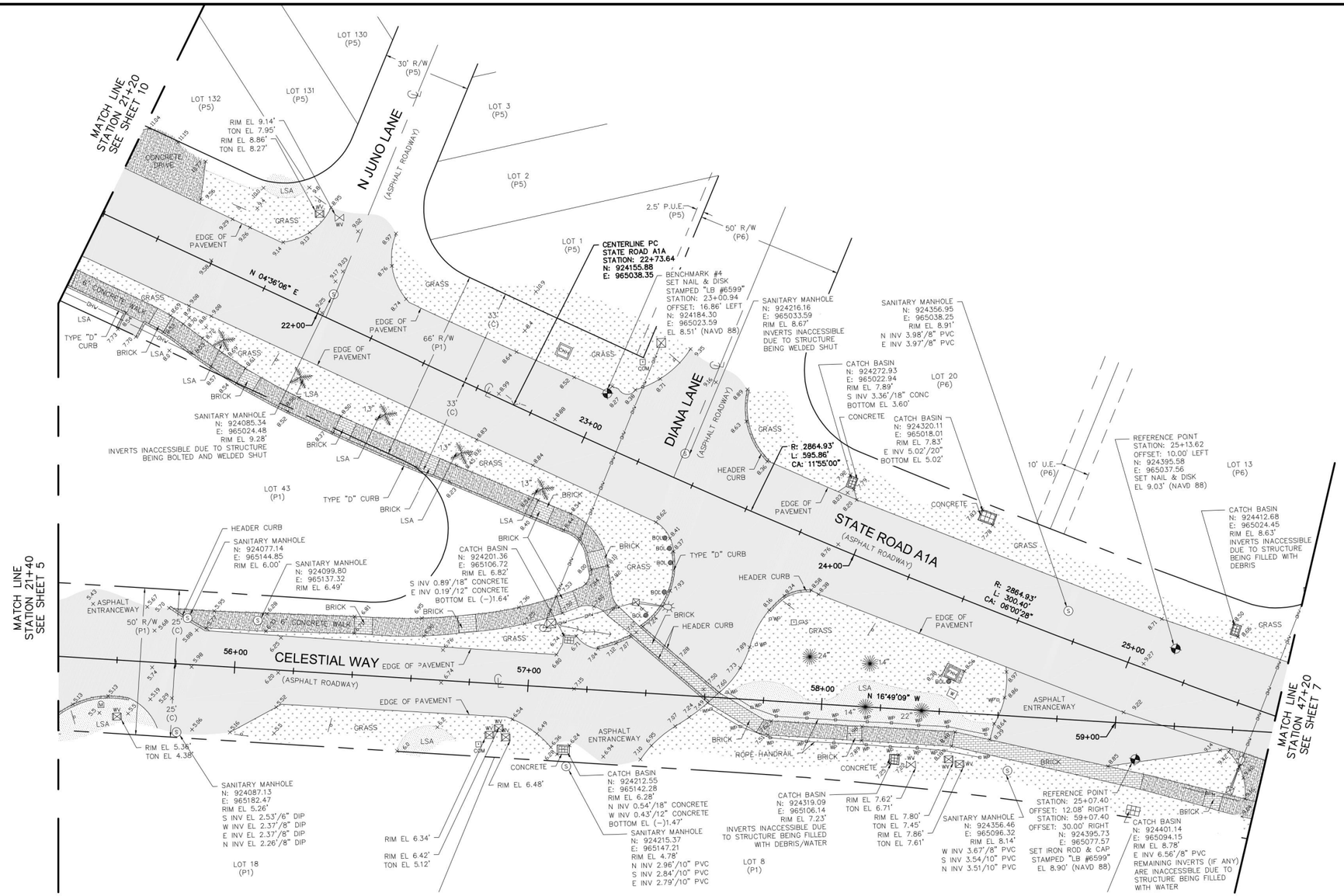
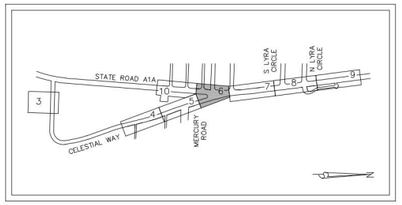
User Name : sgrossinger





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ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE:	AS SHOWN
APPROVED:	J.G.H.
DRAWN:	D.D.P.
CHECKED:	M.R.T.
DATE:	JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

TOPOGRAPHIC SURVEY

DESIGN FILE NAME	DRAWING NO.

SHEET: 29
OF: 33
PROJECT NO. 2019-[illegible]

Date\Time : Thu, 22 Jun 2023 - 2:37pm Current Plotstyle : ByColor Layout Tab: S-6
Path\Name : P:\PALME\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\TOPOR001.dwg
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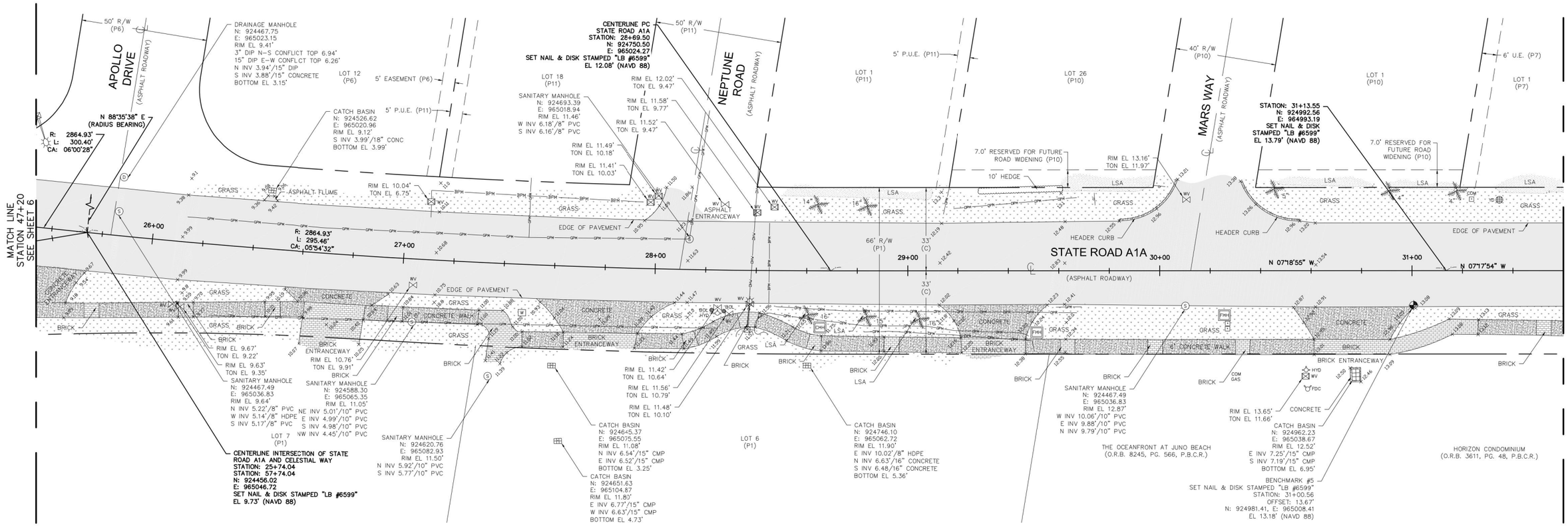
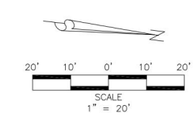
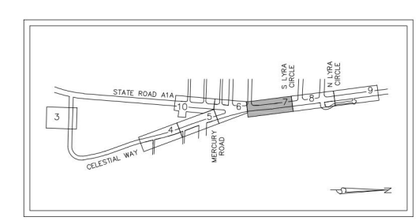
User Name : sgrossinger







TOPOGRAPHIC SHEET KEY MAP
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SURVEY PREPARED BY:

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FL. No. 43984

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PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS

ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE:	AS SHOWN
APPROVED:	J.G.H.
DRAWN:	D.D.P.
CHECKED:	M.R.T.
DATE:	JUNE 2023

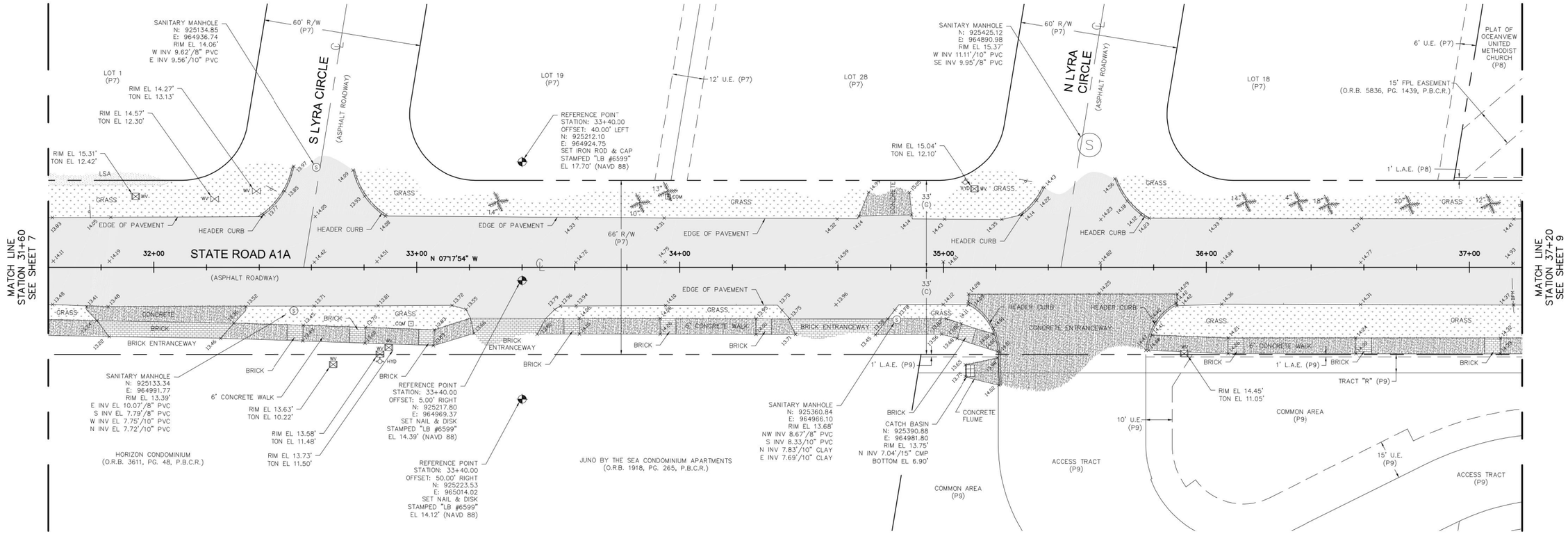
PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

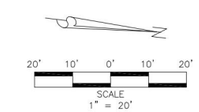
TOPOGRAPHIC SURVEY

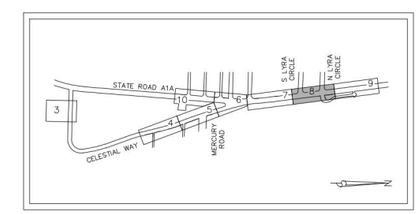
DESIGN FILE NAME	DRAWING NO.

SHEET: 30
OF: 33
PROJECT NO. 2019

Acad Version : R24.1s (LMS Tech) User Name : sgrossinger Date\Time : Thu, 22 Jun 2023 – 2:37pm Path\Name : P:\PALME\190657-A1A Dan Ross Drainage\00-Misc\CAD\00_Working Folder\TOPOR001.dwg Current Plotstyle : ByColor Layout Tab: S-7







TOPOGRAPHIC SHEET KEY MAP
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SURVEY PREPARED BY:

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FL. No. 43984

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PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS

ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE:	AS SHOWN
APPROVED:	J.G.H.
DRAWN:	D.D.P.
CHECKED:	M.R.T.
DATE:	JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

TOPOGRAPHIC SURVEY

DESIGN FILE NAME | DRAWING NO.

SHEET: 31
OF: 33
PROJECT NO. 2019

Date\Time : Thu, 22 Jun 2023 - 2:37pm Current Plotstyle : ByColor Layout Tab: S-8
Path\Name : P:\PALME\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\TOPOR001.dwg
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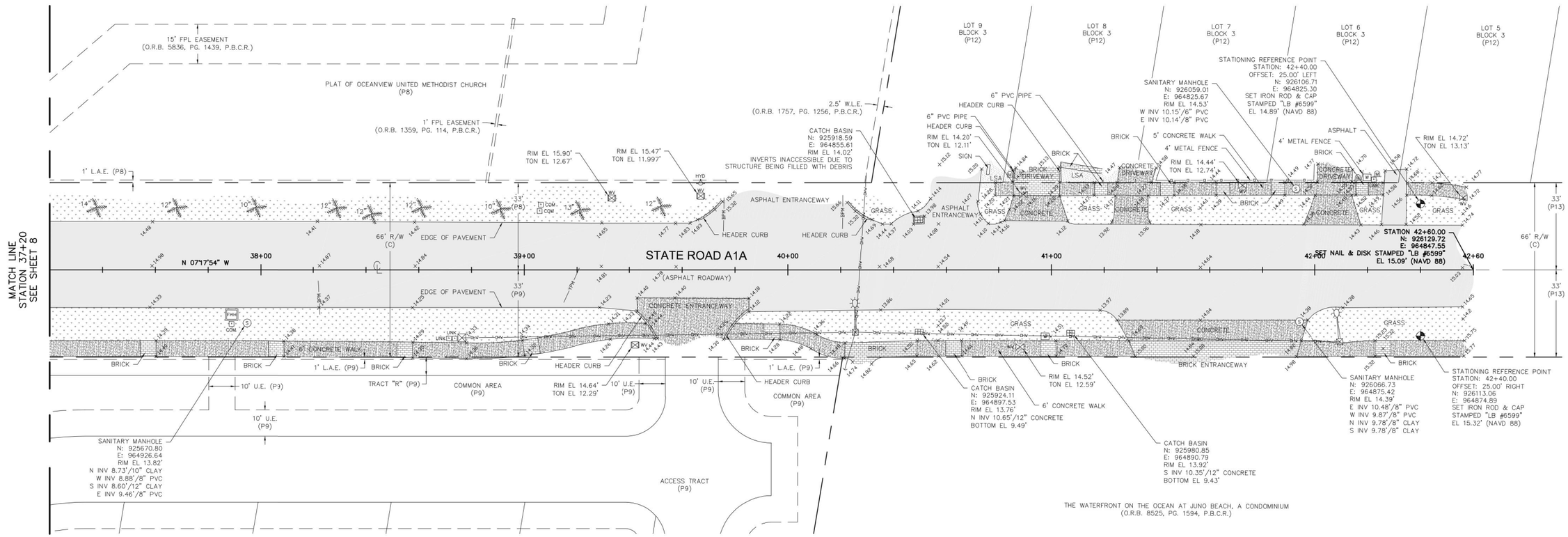
User Name : sgrossinger



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SCALE
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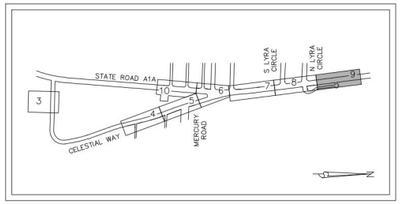

TOPOGRAPHIC SHEET KEY MAP
NOT TO SCALE

96% DESIGN

SURVEY PREPARED BY:

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NO.		BY	DATE

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE: AS SHOWN
APPROVED: J.G.H.
DRAWN: D.D.P.
CHECKED: M.R.T.
DATE: JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

TOPOGRAPHIC SURVEY

DESIGN FILE NAME | DRAWING NO.

SHEET: 32
OF: 33
PROJECT NO. 2019

Acad Version : R24.1s (LMS Tech)
User Name : sgrossinger
Date\Time : Thu, 22 Jun 2023 – 2:37pm
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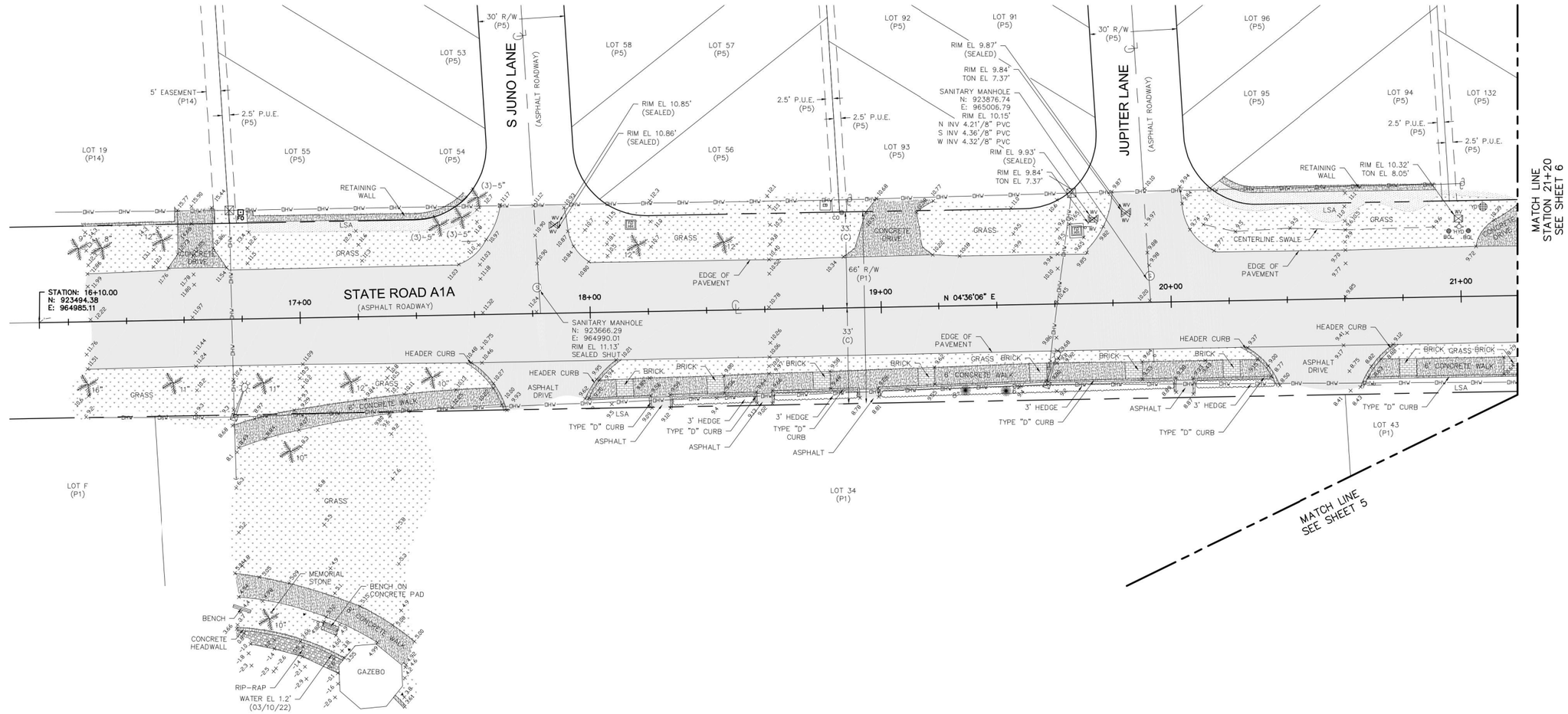
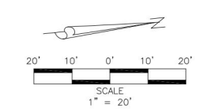
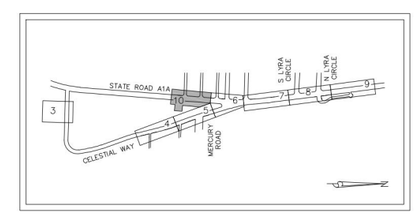
Current Plotstyle : ByColor
Layout Tab: S-9







TOPOGRAPHIC SHEET KEY MAP
NOT TO SCALE

96% DESIGN

SURVEY PREPARED BY:

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PROFESSIONAL SURVEYORS & MAPPERS
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BAXTER & WOODMAN
Consulting Engineers
477 S. Rosemary Avenue, Suite 330, West Palm Beach, Florida 33401
Phone: 561-655-6175 ● Fax: 561-655-6179
www.baxterwoodman.com EB-31795

Seal:

Jeffrey G. Hiscock, P.E.
FL. No. 43984

NO.		BY	DATE

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS

ROADWAY PRODUCTION
P.O. BOX 2129, WEST PALM BEACH, FLORIDA

SCALE:	AS SHOWN
APPROVED:	J.G.H.
DRAWN:	D.D.P.
CHECKED:	M.R.T.
DATE:	JUNE 2023

PALM BEACH COUNTY
ENGINEERING AND PUBLIC WORKS
A1A DRAINAGE FROM US 1 TO DONALD ROSS ROAD

TOPOGRAPHIC SURVEY

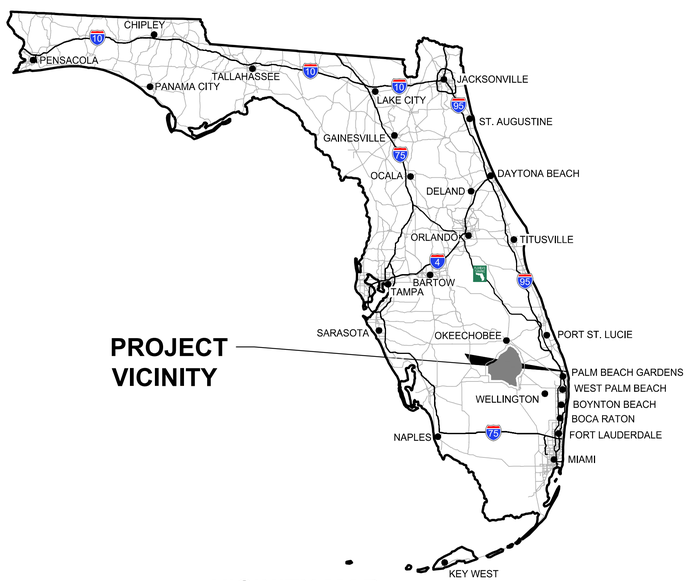
DESIGN FILE NAME	DRAWING NO.

SHEET: 33
OF: 33
PROJECT NO. 2019

Acad Version : R24.1s (LMS Tech) User Name : sgrossinger
Date\Time : Thu, 22 Jun 2023 – 2:37pm Current Plotstyle : ByColor Layout Tab: S-10
Path\Name : P:\PALME\190657-A1A Don Ross Drainage\00-Misc\CAD\00_Working Folder\TOPOR001.dwg

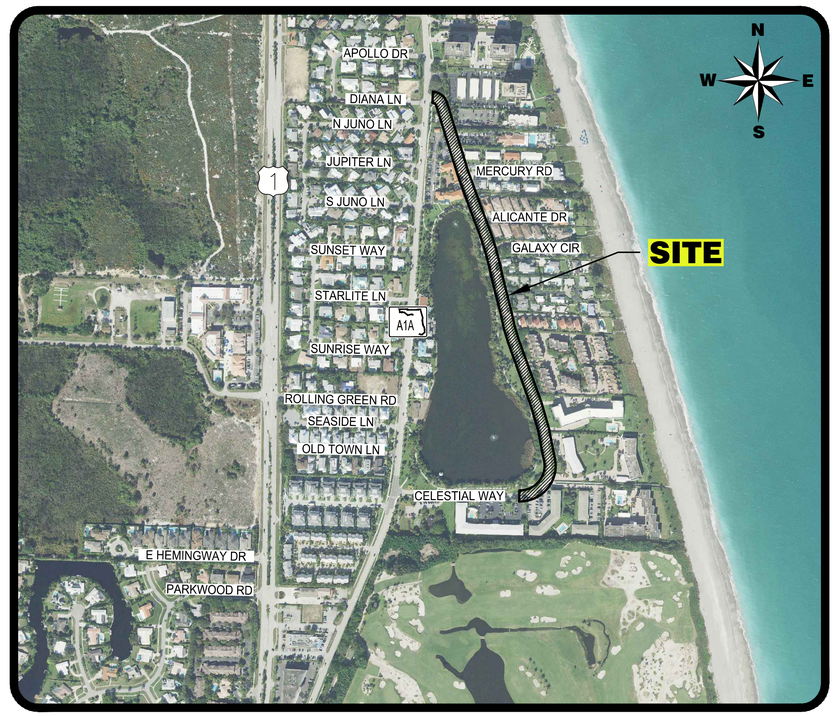
SITE DEVELOPMENT PLANS
CELESTIAL WAY DRAINAGE IMPROVEMENTS

SECTION 28, TOWNSHIP 41S., RANGE 43E.
THE TOWN OF JUNO BEACH, FLORIDA



VICINITY MAP

NOT TO SCALE



LOCATION MAP

NOT TO SCALE

INDEX OF SHEETS

SHEET NO.:	DESCRIPTION:
1	TITLE SHEET
2	MASTER PLAN
3-6	SITE DEVELOPMENT PLAN
7	SITE DEVELOPMENT DETAILS
8	POLLUTION PREVENTION PLAN

1/10/2024

90% COMPLETION

REVISIONS

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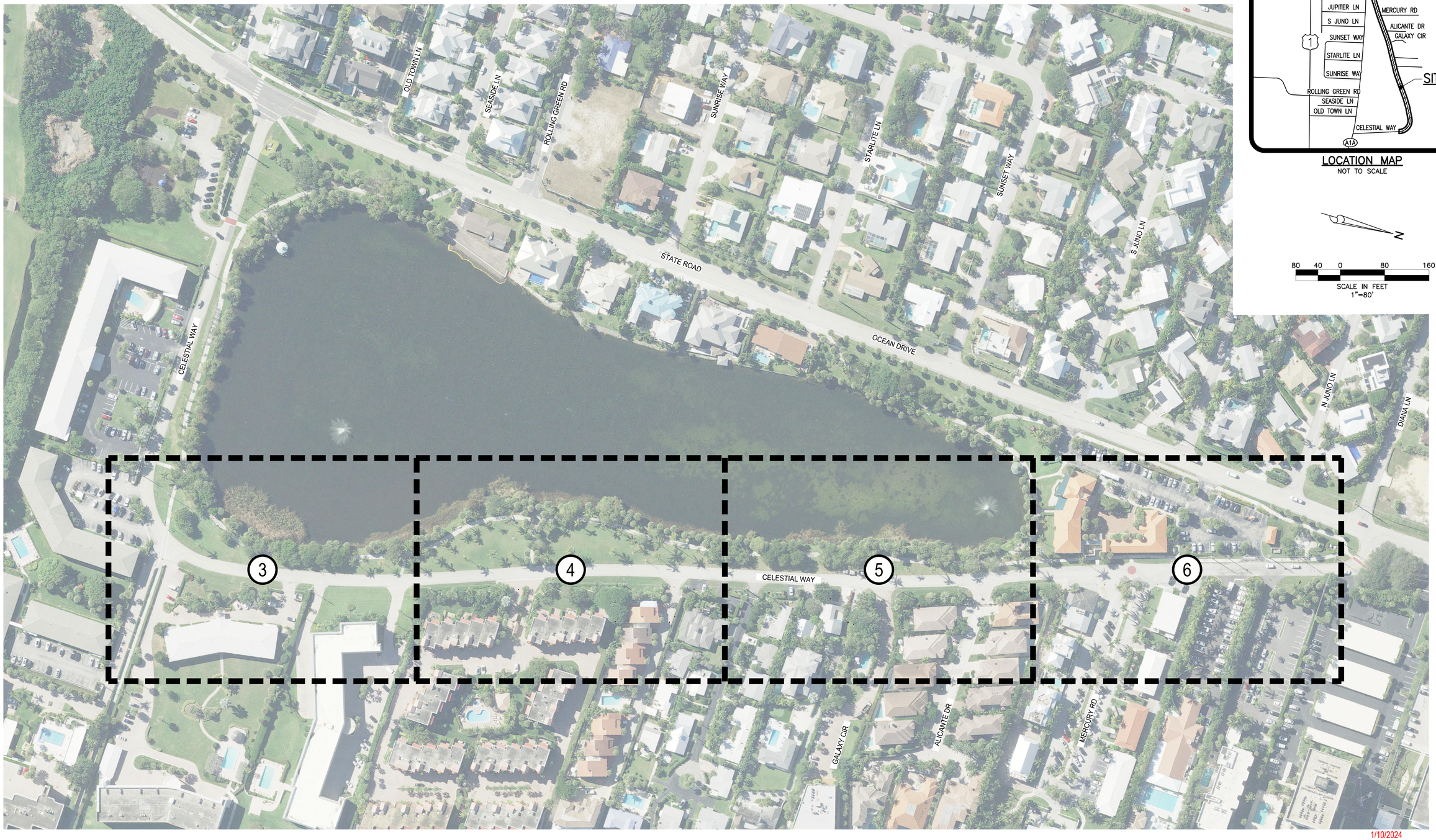
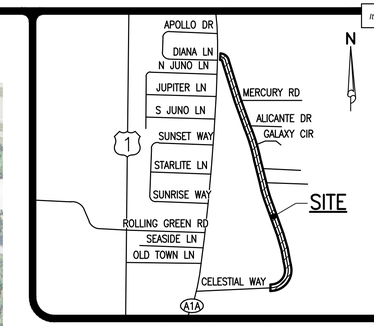
DESIGN	DRAWN	CHECKED	APPROVED	DATE
P.B.	R.W.			

CELESTIAL WAY
SECTION 28, TOWNSHIP 41S., RANGE 43E.
THE TOWN OF JUNO BEACH, FLORIDA
TITLE SHEET

JOB NO.	DRAWING NO.	SHEET	OF
22-004.21	22004.21S01	1	8

Y:\AUTOCAD_FILES\2022\22-004.21\CONSTRUCTION\22004.21S01_TS.dwg 1/10/2024 3:22 PM Robert Wyre





LOCATION MAP
NOT TO SCALE

N

80 40 0 80 160
SCALE IN FEET
1"=80'

1/10/2024

90% COMPLETION

48 HOURS BEFORE DIGGING
BROWARD • PALM BEACH • INDIAN RIVER
ST. LUCIE • MARTIN COUNTIES
CALL TOLL FREE
1-800-432-4770
SUNSHINE STATE 1 CALL
UNDERGROUND UTILITIES
NOTIFICATION CENTER

NOTE: ALL ELEVATIONS SHOWN HEREON ARE RELATIVE TO THE NORTH AMERICAN VERTICAL DATUM (N.A.V.D.) OF 1988 BASED ON A SURVEY PREPARED BY LIDBERG LAND SURVEYING, INC. (561) 746-8454.

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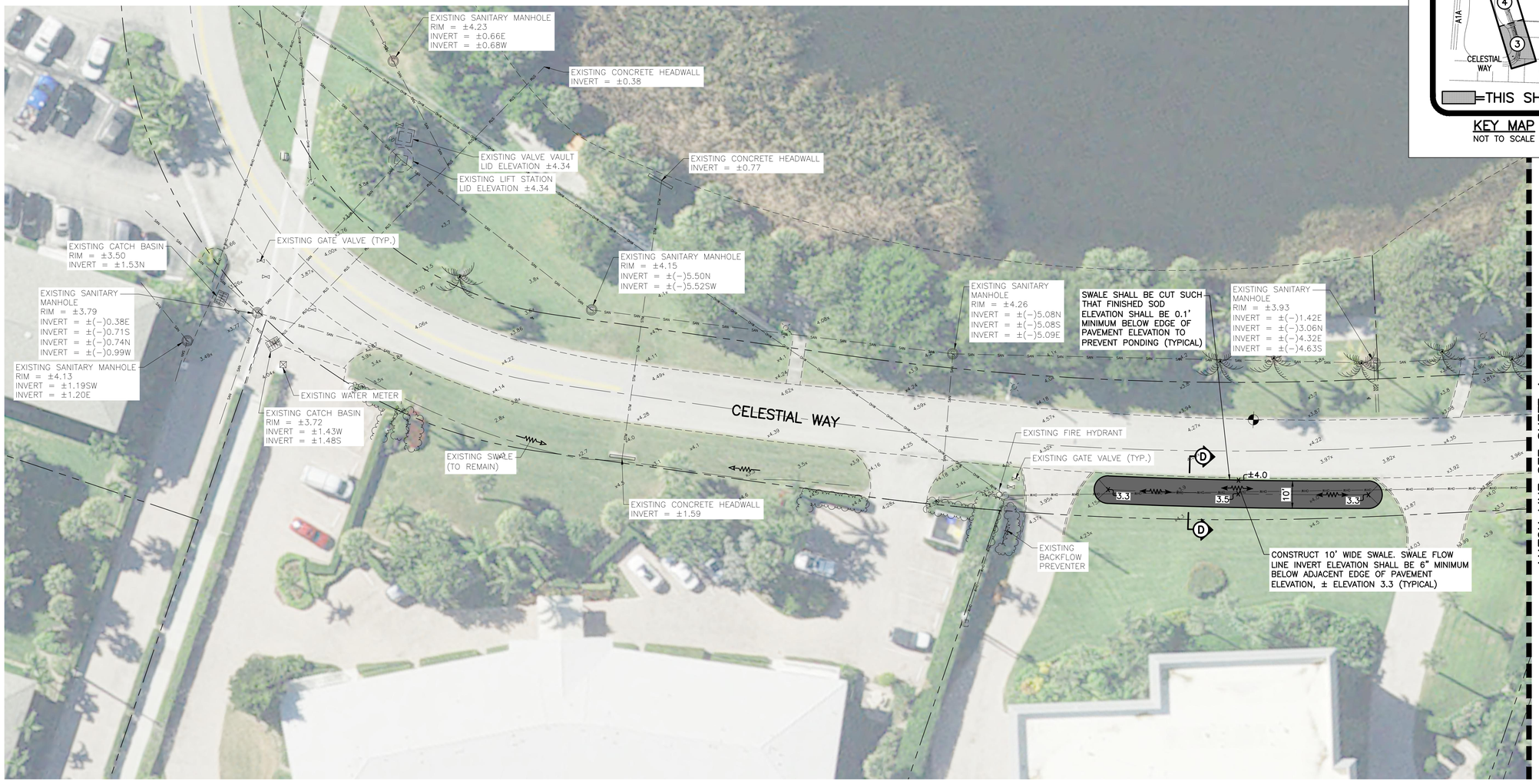
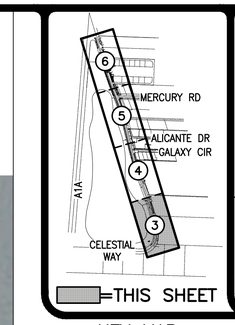
DESIGN	DRAWN	CHECKED	APPROVED	DATE
P.B.	R.W.			

CELESTIAL WAY
SECTION 28, TOWNSHIP 41S., RANGE 43E.
THE TOWN OF JUNO BEACH, FLORIDA
MASTER PLAN

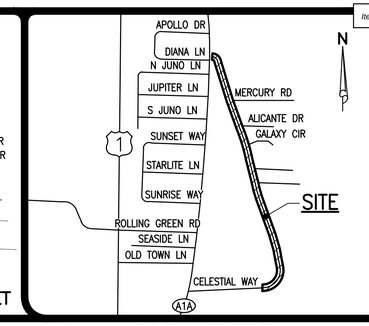
JOB NO.	DRAWING NO.	SHEET	OF
22-004.21	22004.21S02	2	8

Y:\AUTOCAD_FILES\2022\22-004.21\CONSTRUCTION\22004.21S02_MP.dwg 1/10/2024 3:22 PM Robert Wyre





KEY MAP
NOT TO SCALE



LOCATION MAP
NOT TO SCALE

N

20 10 0 20 40
SCALE IN FEET
1"=20'

LEGEND

A3–"C"	INLET NUMBER AND TYPE
19.5 / 16.0	INLET TOP ELEVATION / INVERT ELEVATION
	PROPOSED STORM SEWER AND CATCH BASIN
	PROPOSED SWALE
×19.0	PROPOSED GRADE ELEVATION
X13.96	EXISTING GRADE ELEVATION
	PROPOSED PERVIOUS PAVERS (SEE DETAIL SHEET 7)
	LIMITS OF SWALE
OE	EXISTING OVERHEAD POWER LINE & POWER POLE
STW	EXISTING STORM DRAINAGE PIPE
WTR	EXISTING WATER MAIN
SAN	EXISTING SEWER MAIN
FM	EXISTING FORCE MAIN

ABBREVIATIONS

H.D.P.E.	HIGH DENSITY POLYETHYLENE
P.V.C.	POLYVINYL CHLORIDE PIPE

NOTES:

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1/10/2024

90% COMPLETION

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ST. LUCIE • MARTIN COUNTIES
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SUNSHINE STATE 1 CALL
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NOTIFICATION CENTER

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DESIGN	DRAWN	CHECKED	APPROVED	DATE
P.B.	R.W.			

CELESTIAL WAY
SECTION 28, TOWNSHIP 41S., RANGE 43E.
THE TOWN OF JUNO BEACH, FLORIDA
SITE DEVELOPMENT PLAN

JOB NO.	DRAWING NO.	SHEET	OF
22–004.21	22004.21S03	3	8

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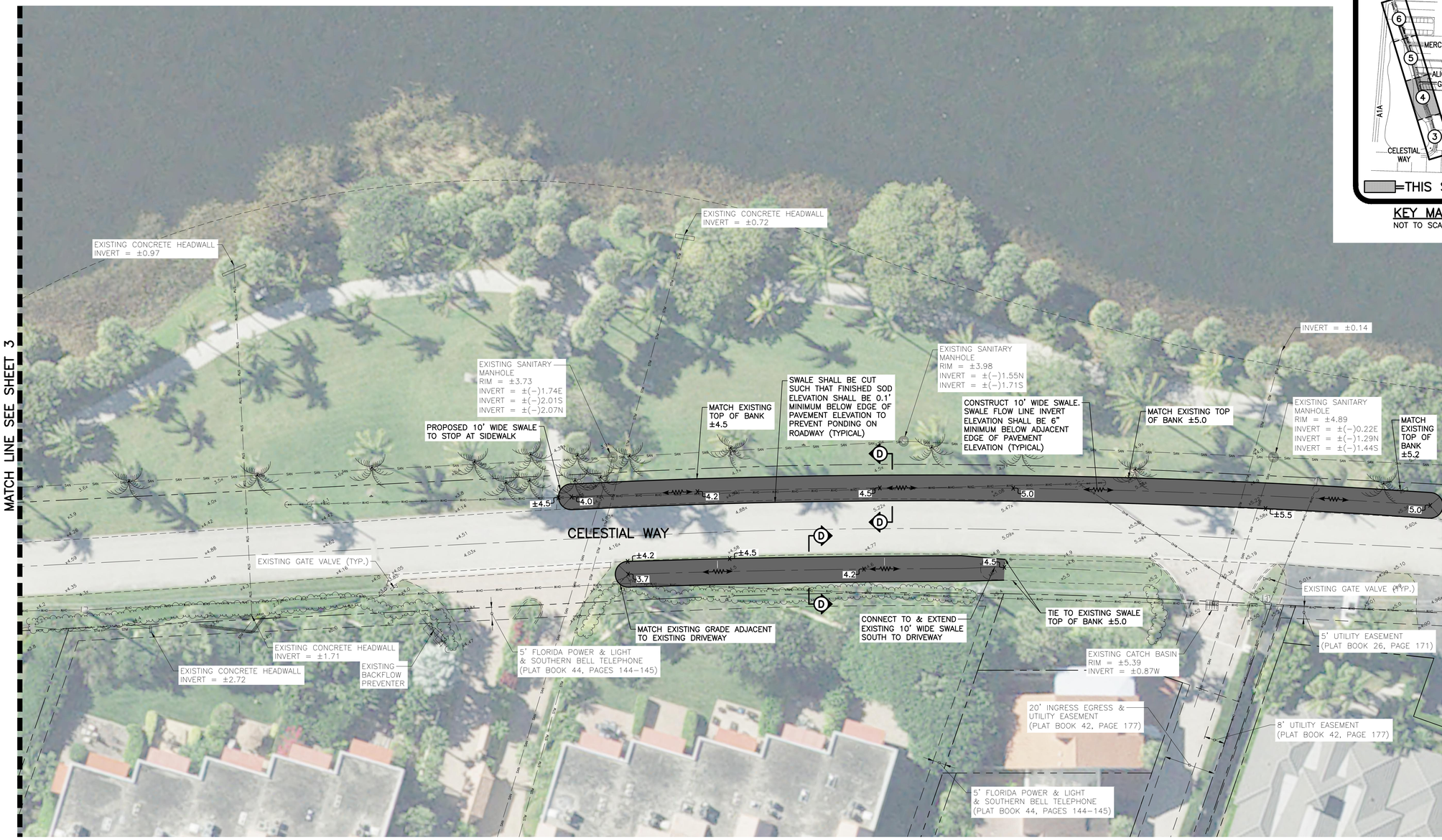
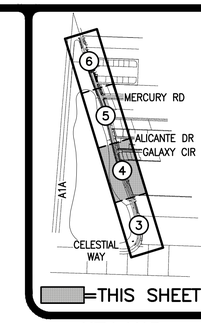
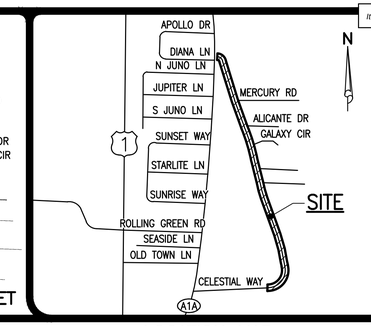




KEY MAP
NOT TO SCALE



LOCATION MAP
NOT TO SCALE

N

20 10 0 20 40
SCALE IN FEET
1"=20'

LEGEND

A3–"C"	INLET NUMBER AND TYPE
19.5 / 16.0	INLET TOP ELEVATION / INVERT ELEVATION
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DESIGN	DRAWN	CHECKED	APPROVED	DATE
P.B.	R.W.			

CELESTIAL WAY
SECTION 28, TOWNSHIP 41S., RANGE 43E.
THE TOWN OF JUNO BEACH, FLORIDA
SITE DEVELOPMENT PLAN

JOB NO.	DRAWING NO.	SHEET	OF
22–004.21	22004.21S04	4	8

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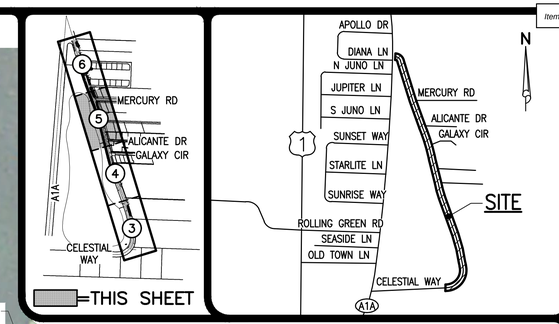

KEY MAP
NOT TO SCALE

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NOT TO SCALE

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20 10 0 20 40
SCALE IN FEET
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DESIGN	DRAWN	CHECKED	APPROVED	DATE
P.B.	R.W.			

CELESTIAL WAY
SECTION 28, TOWNSHIP 41S., RANGE 43E.
THE TOWN OF JUNO BEACH, FLORIDA
SITE DEVELOPMENT PLAN

JOB NO.	DRAWING NO.	SHEET	OF
22–004.21	22004.21S05	5	8

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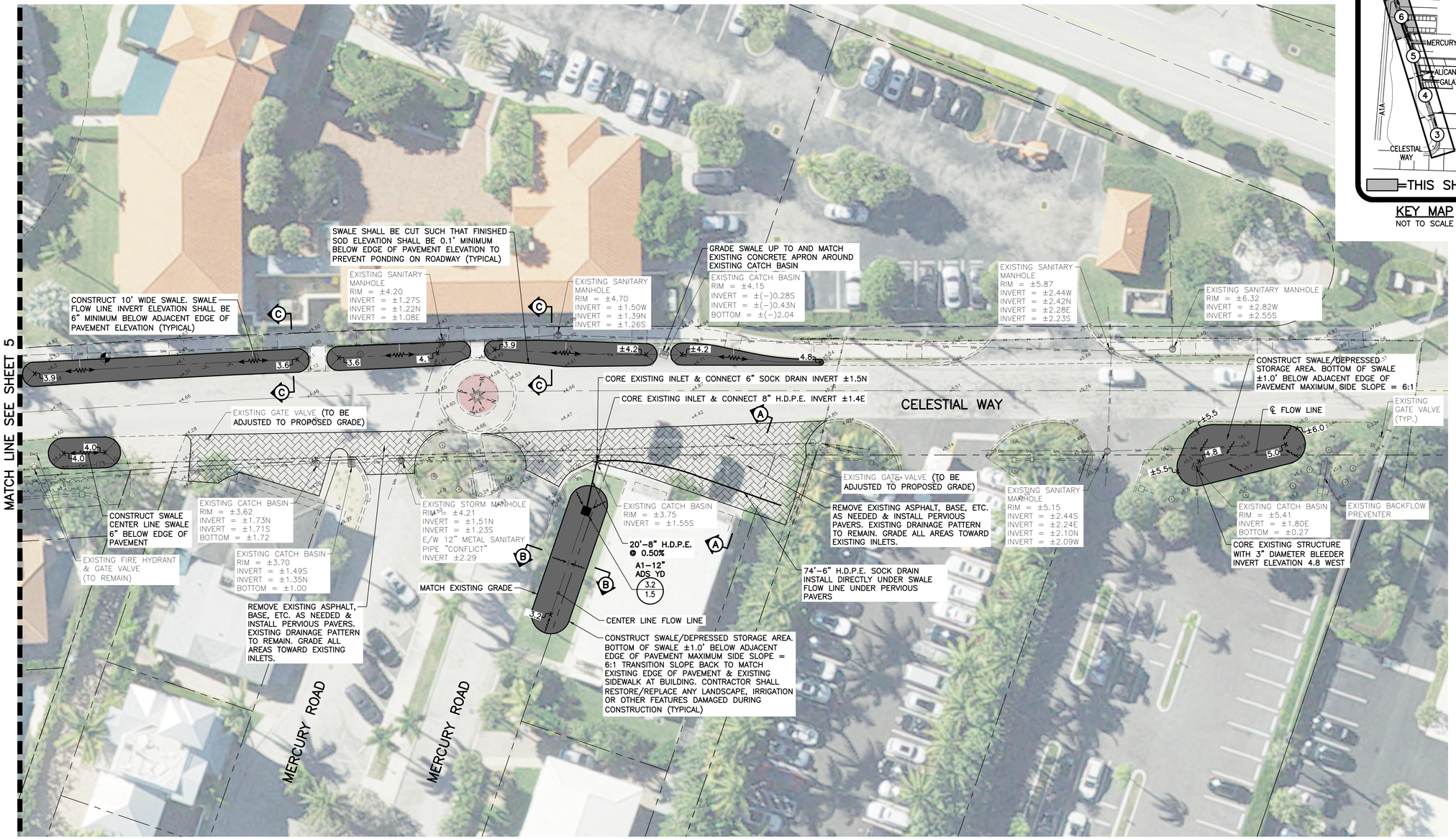
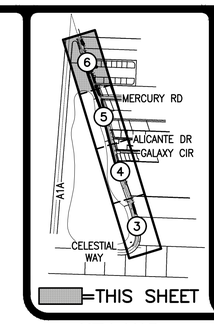
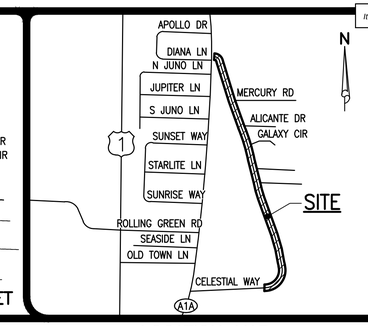




KEY MAP
NOT TO SCALE



LOCATION MAP
NOT TO SCALE

SCALE IN FEET
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A3−"C"	INLET NUMBER AND TYPE
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DESIGN	DRAWN	CHECKED	APPROVED	DATE
P.B.	R.W.			

CELESTIAL WAY
SECTION 28, TOWNSHIP 41S., RANGE 43E.
THE TOWN OF JUNO BEACH, FLORIDA
SITE DEVELOPMENT PLAN

JOB NO.	DRAWING NO.	SHEET	OF
22−004.21	22004.21S06	6	8

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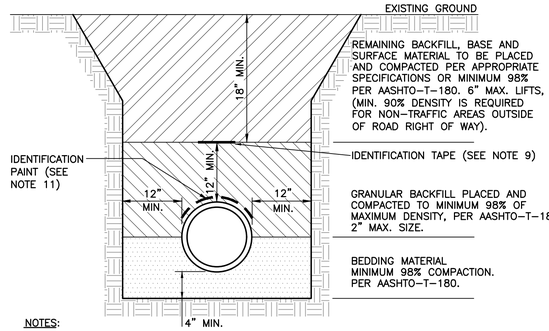
GENERAL NOTES:

1. NOTIFY ENGINEER OF IN-FIELD CONFLICTS OR DESIGN DISCREPANCIES PRIOR TO COMMENCEMENT OF WORK.
2. EXISTING WATER, SEWER AND DRAINAGE SYSTEMS ARE REPRESENTED AS DASHED LINES AND SHALL BE VERIFIED BY CONTRACTOR.
3. CONTRACTOR SHALL PROTECT ALL UTILITIES AND PUBLIC IMPROVEMENTS AND SHALL BE RESPONSIBLE FOR ALL DAMAGES CAUSED DURING CONSTRUCTION AND SHALL REPAIR SAID DAMAGES AT HIS EXPENSE. CONTRACTOR TO RESTORE ALL AREAS DISTURBED DURING CONSTRUCTION TO ORIGINAL OR BETTER CONDITION.
4. SUPPORT OR THE RELOCATION OF EXISTING STREET LIGHT POLES, POWER OR TELEPHONE POLES, EXISTING UTILITIES, IRRIGATION SYSTEMS, SIDEWALKS, WALLS, ETC. NECESSARY FOR COMPLETION OF THIS WORK ARE THE RESPONSIBILITY OF THE CONTRACTOR AT HIS EXPENSE.
5. INFORMATION SHOWN ON THESE DRAWINGS AS TO THE LOCATION OF EXISTING UTILITIES HAS BEEN PREPARED FROM THE MOST RELIABLE DATA AVAILABLE TO THE ENGINEER. THIS INFORMATION IS NOT BE GUARANTEED, HOWEVER, AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE LOCATION, CHARACTER AND DEPTH OF ANY EXISTING UTILITIES. ALL "AS-BUILT" INFORMATION INCLUDING LOCATION AND ELEVATION OF UTILITY STUB-OUTS TO BE FIELD VERIFIED BY CONTRACTOR PRIOR TO COMMENCEMENT OF CONSTRUCTION OR ORDERING OF STRUCTURES. NOTIFY ENGINEER OF DISCREPANCIES/CONFLICTS
6. THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS NOTIFY THE ENGINEER OF ANY DEVIATIONS PRIOR TO COMMENCING CONSTRUCTION.
7. SIDEWALKS TO BE FLUSH WITH YARD AREAS UNLESS OTHERWISE NOTED.
8. ALL DRAINAGE CONSTRUCTION SHALL CONFORM TO FLORIDA DEPT. OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION (LATEST EDITION) AND THE TOWN OF JUNO BEACH REQUIREMENTS.
9. GRADE ALL PAVEMENT AREAS TO CATCH BASINS. CONTRACTOR TO NOTIFY ENGINEER IF IN-FIELD CONDITIONS CHANGE, WILL CREATE CONFLICTS WITH DRAINAGE DESIGN SHOWN, POTENTIAL EROSION PROBLEMS ARISE OR STANDING WATER OCCURS.
10. ALL ELEVATIONS SHOWN HEREON REFER TO N.A.V.D. 1988 TOPOGRAPHIC AND BOUNDARY SURVEY PROVIDED BY LIDBERG LAND SURVEYING, INC. (561) 746-8454.
11. CONTRACTOR SHALL PROVIDE ADEQUATE EQUIPMENT FOR THE REMOVAL OF STORM, SURFACE AND/OR SUBSURFACE WATER WHICH MAY ACCUMULATE IN THE EXCAVATION AREAS SO THAT IT WILL BE SUITABLY DRY FOR WORK REQUIRED.
12. NO OFF-SITE DISCHARGE FROM DEWATERING OPERATIONS SHALL BE PERMITTED UNLESS THE CONTRACTOR SECURES WRITTEN PERMISSION FROM THE GOVERNING AUTHORITIES.
13. ALL SUB-BASE UNDER ROADWAYS, PARKING LOTS, CURBS, ETC. SHALL BE COMPACTED TO NOT LESS THAN 98% OF MAXIMUM DENSITY AS DETERMINED BY A.A.S.H.T.O. T-180 PROCTOR.
14. WHERE ENCOUNTERED (OR SPECIFIED IN THE GEOTECHNICAL REPORT), MUCK/UNSUITABLE MATERIALS SHALL BE COMPLETELY REMOVED FROM PROPOSED PAVING AND BUILDING AREAS 10 FEET BEYOND THE EDGE OF PAVEMENT/BUILDING PAD EACH SIDE.
15. CONTRACTOR TO PROVIDE TEST REPORTS FROM AN INDEPENDENT LABORATORY FOR PROCTORS AND DENSITIES ON BASE, SUBGRADE AND PIPE BACKFILL.
16. CONTRACTOR IS RESPONSIBLE FOR PROVIDING COMPLETE PAVING AND DRAINAGE, WATER AND SEWER CONSTRUCTION RECORD INFORMATION TO THE ENGINEER.
17. CONTRACTOR SHALL ARRANGE FOR THE ENGINEER TO OBSERVE:
    A. STORM SEWER AFTER GROUTING AND WHEN BACKFILL IS COMPLETED TO THE MIDPOINT OF THE PIPE.
    B. STRINGLINING OF SUBGRADE.
    C. STRINGLINING/BOARDING OF BASE.
18. THE CONTRACTOR SHALL FILL AND FINE GRADE ALL PLANTING AREAS, LEAVING THE FINISHED GRADE SMOOTH AND READY TO RECEIVE SOD OR OTHER PLANTING MATERIAL. WHERE SOD IS DESIRED, THE FINISHED GRADES SHALL BE TWO (2) INCHES LOWER TO ALLOW FOR THICKNESS OF THE GRASS. SPECIAL ATTENTION SHALL BE GIVEN ALONG EDGE OF PAVEMENT AND SIDEWALKS SO AS NOT TO TRAP WATER.
19. ANY SHELLROCK OR LIMEROCK PAVING BASE INSTALLED WITHIN PLANTING AREAS SHALL BE REMOVED IN ITS ENTIRETY PRIOR TO PLACING PLANTER AREA FILL.
20. ALL SWALE, RIGHT OF WAY AREAS AND YARD AREAS SHALL BE GRADED AND SEEDED OR SODDED IN ACCORDANCE WITH GOVERNING AGENCY STANDARDS. NO AREAS SHALL BE LEFT BARREN OR SUBJECT TO EROSION.
21. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO ADHERE TO ALL O.S.H.A. RULES AND FLORIDA LAWS RELATED TO TRENCH SAFETY.
22. CONTRACTOR SHALL ENSURE NO SEDIMENT OR DEBRIS LEAVES THE SITE DURING CONSTRUCTION IN ACCORDANCE WITH N.P.D.E.S. REQUIREMENTS (SILT FENCE, HAY BALES OR SOD APRONS AT INLETS, WASH ROCK EXIT, ETC. MAY BE REQUIRED TO MEET SAID REQUIREMENTS). CONTRACTOR SHALL BE RESPONSIBLE FOR THE PREPARATION, IMPLEMENTATION AND CERTIFICATION OF ALL N.P.D.E.S. POLLUTION PREVENTION RELATED MEASURES (i.e. FILING OF AN N.O.I. POLLUTION PREVENTION PLAN MONITORING REPORTS, ETC.)

DENSITY TESTING REQUIREMENTS:

A. PIPE TRENCHES SHALL BE TESTED AT RANDOMLY SELECTED LOCATIONS ALONG THE LENGTH OF EACH PIPE RUN WITHIN EACH 300' INTERVAL (MAXIMUM) AND BETWEEN EACH SET OF TWO STRUCTURES IF A PIPE RUN SEPARATING THE TWO IS LESS THAN 300' IN LENGTH.
B. ALL PIPE AND STRUCTURE TRENCHES SHALL BE BACKFILLED USING A MAX. OF 12" LIFTS. ALL BACKFILL MATERIAL SHALL BE CLEAN, DRY STRUCTURAL FILL, WITH NO DELETERIOUS OR ORGANIC MATERIAL PRESENT.
C. AT LEAST ONE TEST SHALL BE PERFORMED FOR EVERY 12" OF DEPTH, STARTING AT THE SPRINGLINE OF THE PIPE, COVERING THE 12" LAYER BELOW THE SPRINGLINE OF THE PIPE.
D. TESTS SHALL BE PERFORMED AT EVERY STRUCTURE BEGINNING AT THE BASE OF THE STRUCTURE (COVERING THE 12" BELOW THE BASE OF THE STRUCTURE) WITH ONE TEST FOR EVERY 12" LIFT. TESTS SHALL ALTERNATE FROM CORNER TO CORNER OR FROM SIDE TO SIDE AROUND THE STRUCTURE WITH EACH 12" LIFT.
E. ALL DENSITY TESTS SHALL BE SIGNED AND SEALED BY A REGISTERED PROFESSIONAL GEOTECHNICAL ENGINEER, LICENSED IN THE STATE OF FLORIDA.

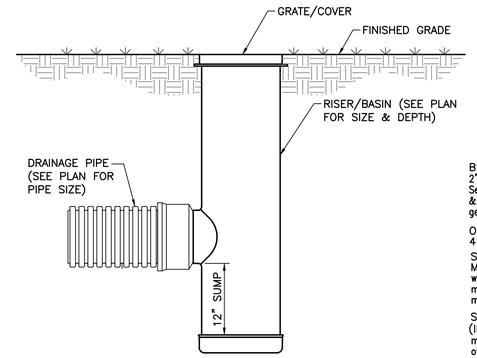
NOTE: ALL TESTS AND LOCATIONS ARE SUBJECT TO REVIEW BY REPRESENTATIVES OF OUR OFFICE AND ADDITIONAL TESTS MAY BE REQUIRED BASED ON FIELD OBSERVATIONS OF CONSTRUCTION TECHNIQUES OR MATERIALS USED ON SITE.



NOTES:

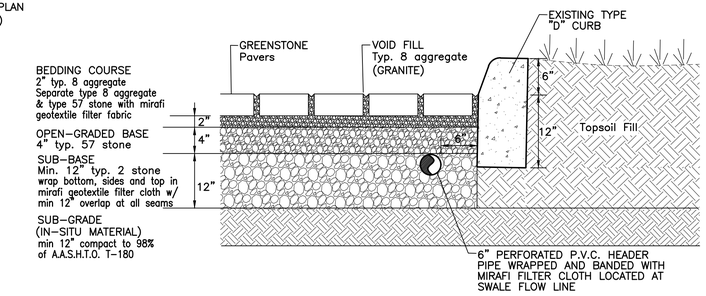
1. BEDDING SHALL CONSIST OF IN-SITU GRANULAR MATERIAL OR WASHED AND GRADED LIMEROCK 3/8"- 7/8" SIZING WITH EQUAL OR GREATER STRUCTURAL ADEQUACY AS EXISTING. UNSUITABLE IN-SITU MATERIALS SUCH AS MUCK, DEBRIS AND LARGER ROCKS SHALL BE REMOVED.
2. THE PIPE SHALL BE FULLY SUPPORTED FOR ITS ENTIRE LENGTH WITH APPROPRIATE COMPACTION UNDER THE PIPE HAUNCHES.
3. THE PIPE SHALL BE PLACED IN A DRY TRENCH.
4. BACKFILL SHALL BE FREE OF UNSUITABLE MATERIAL SUCH AS LARGE ROCK, MUCK AND DEBRIS.
5. DENSITY TESTS ARE TAKEN IN 1 FOOT LIFTS ABOVE THE PIPE AT INTERVALS OF 400' MAXIMUM, (MINIMUM 1 SET) OR AS DIRECTED BY THE CONSTRUCTION COORDINATION DIVISION. RESULTS SHALL BE SUBMITTED TO CONSTRUCTION COORDINATION AS PART OF THEIR FIELD REVIEW.
6. THE PERMITTEE/DEVELOPER/CONTRACTOR SHALL BE RESPONSIBLE TO COMPLY WITH ALL TRENCH SAFETY LAWS AND REGULATIONS.
7. SEE SEPARATE DETAIL FOR PAVED AREAS (OPEN CUT FOR THOROUGHFARE AND NON-THOROUGHFARE ROADS).
8. THE AFFECTED AREA SHALL BE RESTORED TO EQUAL OR BETTER CONDITION OR AS SPECIFIED IN PERMIT/CONTRACT DOCUMENTS.
9. APPROVED MAGNETIC TAPE IS REQUIRED FOR ALL MAIN PRESSURE PIPES AND CONDUIT IN THE COUNTY'S RIGHT-OF-WAY. INSTALL TAPE 18" BELOW FINISHED GRADE.
10. ROOT BARRIER IS REQUIRED FOR APPROVED PIPE INSTALLATION CLOSER THAN 10 FEET FROM AN EXISTING TREE. SEE SEPARATE DETAIL FOR ROOT BARRIER.
11. CONTINUOUS 4" WIDE PAINT STRIPING IS REQUIRED FOR DIP/PCCP WATER MAINS (BLUE), DIP SANITARY FORCE MAINS (GREEN), DIP RECLAIMED WATER MAINS (PURPLE), GAS MAINS (YELLOW), OR AS REQUIRED BY THE APWA.
12. PERMANENT ABOVE GROUND UTILITY MARKER SHALL BE INSTALLED IF REQUIRED.

TYPICAL TRENCH DETAIL (NON-PAVED AREAS)
NOT TO SCALE

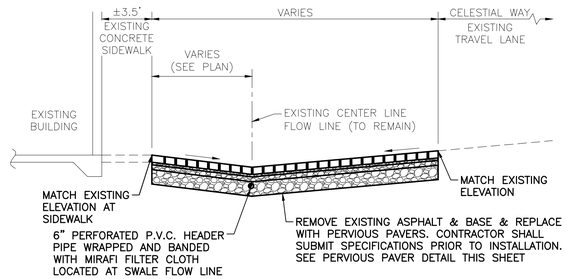


(NYLOPLAST, FITTINGS OR APPROVED EQUAL)

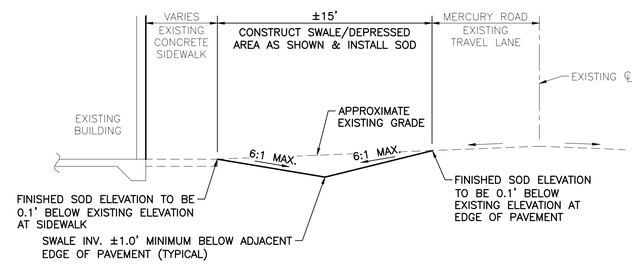
YARD DRAIN DETAIL
NOT TO SCALE



PERVIOUS PAVER DETAIL
NOT TO SCALE



TYPICAL SECTION A-A
NOT TO SCALE



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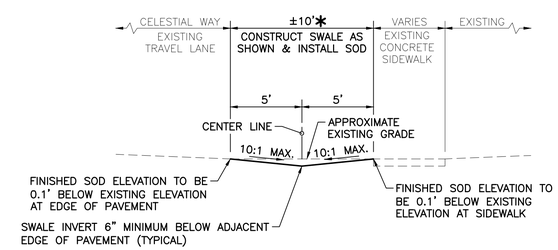
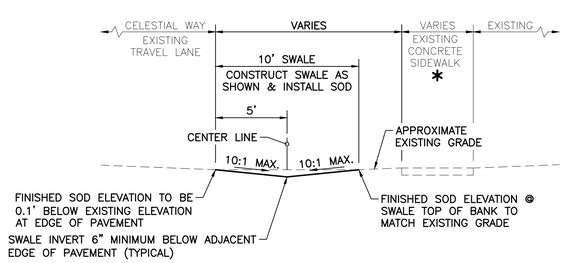
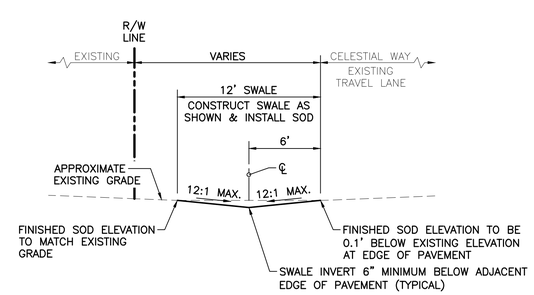


TYPICAL SECTION C-C
NOT TO SCALE



TYPICAL SECTION D-D
NOT TO SCALE



TYPICAL SECTION E-E
NOT TO SCALE

1/10/2024

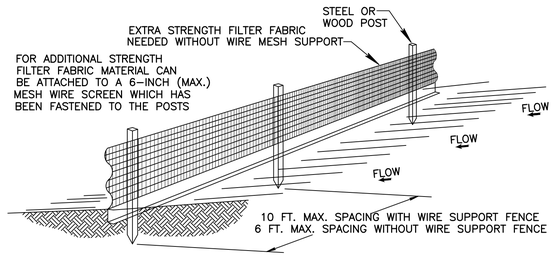
90% COMPLETION

SIMMONS & WHITE
ENGINEERING | PLANNING | CONSULTING | SINCE 1982
Authorization No. 3452
2581 Metrocentre Blvd West • Suite 3 • West Palm Beach, Florida 33407 • (561) 478-7848

CELESTIAL WAY
SECTION 28, TOWNSHIP 41S., RANGE 43E.
THE TOWN OF JUNO BEACH, FLORIDA
SITE DEVELOPMENT DETAILS

REVISIONS	DESIGN	DRAWN	CHECKED	APPROVED	DATE	JOB NO.	DRAWING NO.	SHEET	OF
	P.B.	R.W.				22-004.21	22004.21S07	7	8

Y:\AUTOCAD_FILES\2022\22-004.21\CONSTRUCTION\22004.21S07_SPD.dwg 1/10/2024 3:23 PM Robert Wyre



SILT FENCE INSTALLATION DETAIL

NOT TO SCALE.

SILT FENCE NOTES:

1.) THE HEIGHT OF A SILT FENCE SHALL NOT EXCEED 36 INCHES (90 CM).
2.) THE FILTER FABRIC SHALL BE PURCHASED IN A CONTINUOUS ROLL CUT TO THE LENGTH OF THE BARRIER TO AVOID THE USE OF JOINTS.
3.) POSTS SHALL BE SPACED A MAXIMUM OF 10 FEET (3 M) APART AT THE BARRIER LOCATION AND DRIVEN SECURELY INTO THE GROUND A MINIMUM OF 12 INCHES (30 CM). WHEN EXTRA STRENGTH FABRIC IS USED WITHOUT THE WIRE SUPPORT FENCE, POST SPACING SHALL NOT EXCEED 6 FEET (1.8 M).
4.) A TRENCH SHALL BE EXCAVATED APPROXIMATELY 4 INCHES (10 CM) WIDE AND 4 INCHES (10 CM) DEEP ALONG THE LINE OF POSTS AND UPSLOPE FROM THE BARRIER.
5.) WHEN STANDARD STRENGTH FILTER FABRIC IS USED. A WIRE MESH SUPPORT FENCE SHALL BE FASTENED SECURELY TO THE UPSLOPE SIDE OF THE POSTS USING HEAVY DUTY WIRE STAPLES AT LEAST 1 INCH (25 MM) LONG, TIE WIRES, OR HOG RINGS. THE WIRE SHALL EXTEND INTO THE TRENCH A MINIMUM OF 2 INCHES (5 CM) AND SHALL NOT EXTEND MORE THAN 36 INCHES (90 CM) ABOVE THE ORIGINAL GROUND SURFACE.
6.) THE STANDARD STRENGTH FILTER FABRIC SHALL BE STAPLED OR WIRED TO THE FENCE, AND 8 INCHES (20 CM) OF THE FABRIC SHALL BE EXTENDED INTO THE TRENCH. THE FABRIC SHALL NOT EXTEND MORE THAN 36 INCHES (90 CM) ABOVE THE ORIGINAL GROUND SURFACE.
7.) THE TRENCH SHALL BE BACKFILLED AND THE SOIL COMPACTED OVER THE FILTER FABRIC.
8.) PROPOSED SILT FENCE (REQUIRED DURING CONSTRUCTION PER N.P.D.E.S./F.D.E.P. REGULATIONS) TO BE PLACED AS NECESSARY BY CONTRACTOR BASED ON FIELD CONDITIONS AND CONSTRUCTION SEQUENCING.

POLLUTION PREVENTION NOTES:

1.) THIS PLAN SHOULD BE USED AS A GUIDE, A COMPLETE STORMWATER POLLUTION PLAN SHOULD BE DEVELOPED BY THE CONTRACTOR TO MEET OR EXCEED F.D.E.P. REQUIREMENTS.

2.) CONTRACTOR IS RESPONSIBLE TO ENSURE THAT NO DIRT BE TRACKED OFF-SITE OR LEAVES THE SITE BY WIND, RUNOFF, OR OTHER MEANS.

3.) CONTRACTOR SHALL BE RESPONSIBLE FOR ALL N.P.D.E.S. REQUIREMENTS INCLUDING FILING OF N.O.I., MONITORING REPORTS AND N.O.T.

4.) POLLUTION PREVENTION MEASURES SHALL CONSIST OF, BUT NOT LIMITED TO, THE FOLLOWING:

A. CONSTRUCT WASHROCK PAD AT ALL POINTS EGRESS FOR WASHDOWN OF TRUCK TIRES.

B. CONSTRUCT EROSION CONTROL FENCE AND/OR TURBIDITY SCREENS ALONG PROPERTY LINES AS NEEDED.

C. NO AREA SHALL BE LEFT BARREN OR SUBJECT TO EROSION DURING CONSTRUCTION. SEEDING AND MULCHING IS REQUIRED FOR ANY AREAS ANTICIPATED TO BE BARREN DURING CONSTRUCTION FOR MORE THAN 15 DAYS.

D. TURBIDITY BARRIERS TO BE UTILIZED AT PROJECT OUTFALL.

E. OTHER MEASURES AS DIRECTED BY THE ENGINEER OR THE TOWN OF JUNO BEACH.

5.) IT IS THE CONTRACTORS RESPONSIBILITY TO COMPLY WITH ALL LOCAL, STATE AND FEDERAL POLLUTION PREVENTION REQUIREMENTS. FOR AFFECTED AREAS GREATER THAN 1 ACRE, COMPLIANCE SHALL INCLUDE (BUT IS NOT LIMITED TO) THE FOLLOWING:

A. PREPARATION OF A STORMWATER POLLUTION PREVENTION PLAN (S.W.P.P.P.) IN ACCORDANCE WITH THE D.E.P. "GENERIC PERMIT FOR STORMWATER DISCHARGE FROM LARGE AND SMALL CONSTRUCTION ACTIVITIES" (D.E.P. DOCUMENT NO. 62-621.300(4)(A))

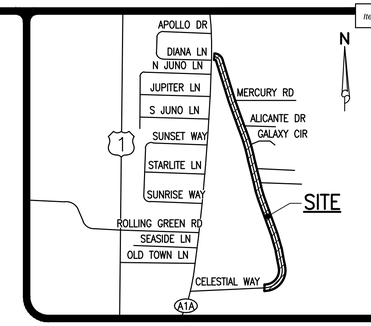
B. SUBMITTAL OF THE NOTICE OF INTENT (N.O.I.) TO THE D.E.P.

C. MAINTENANCE AND INSPECTION OF THE ELEMENTS OF THE S.W.P.P.P.

D. MAINTENANCE OF RECORDS (INSPECTION REPORTS, N.O.I, S.W.P.P.P., ETC.)

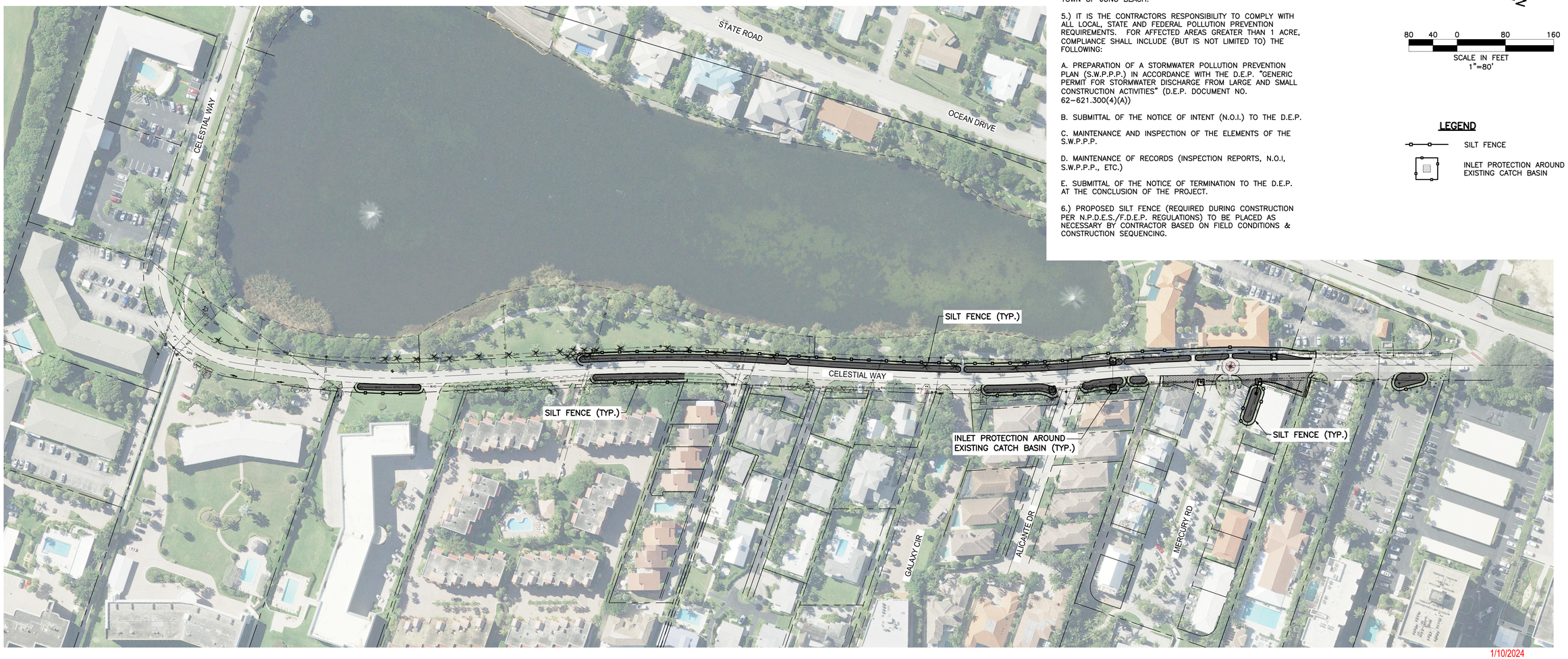
E. SUBMITTAL OF THE NOTICE OF TERMINATION TO THE D.E.P. AT THE CONCLUSION OF THE PROJECT.

6.) PROPOSED SILT FENCE (REQUIRED DURING CONSTRUCTION PER N.P.D.E.S./F.D.E.P. REGULATIONS) TO BE PLACED AS NECESSARY BY CONTRACTOR BASED ON FIELD CONDITIONS & CONSTRUCTION SEQUENCING.



LOCATION MAP

NOT TO SCALE



N

80 40 0 80 160

SCALE IN FEET
1"=80'

LEGEND

SILT FENCE

INLET PROTECTION AROUND EXISTING CATCH BASIN

1/10/2024

90% COMPLETION

48 HOURS BEFORE DIGGING
BROWARD • PALM BEACH • INDIAN RIVER
ST. LUCIE • MARTIN COUNTIES
CALL TOLL FREE
1-800-432-4770
SUNSHINE STATE 1 CALL
UNDERGROUND UTILITIES
NOTIFICATION CENTER

NOTE: ALL ELEVATIONS SHOWN HEREON ARE RELATIVE TO THE NORTH AMERICAN VERTICAL DATUM (N.A.V.D.) OF 1988 BASED ON A SURVEY PREPARED BY LIDBERG LAND SURVEYING, INC. (561) 746-8454.

REVISIONS

SIMMONS & WHITE
ENGINEERING | PLANNING | CONSULTING | SINCE 1982
Authorization No. 3452
2581 Metrocentre Blvd West • Suite 3 • West Palm Beach, Florida 33407 • (561) 478-7848

DESIGN	DRAWN	CHECKED	APPROVED	DATE
P.B.	R.W.			

CELESTIAL WAY
SECTION 28, TOWNSHIP 41S., RANGE 43E.
THE TOWN OF JUNO BEACH, FLORIDA
POLLUTION PREVENTION PLAN

JOB NO.	DRAWING NO.	SHEET	OF
22-004.21	22004.21S08	8	8

Town of Juno Beach

Item #6.

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #: PC DATE:

NAME: Donna Marin PHONE NO.:

REPRESENTING *(IF APPLICABLE)*:

ADDRESS:

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☐ I WISH TO SPEAK

☐ I WOULD LIKE MY COMMENT READ INTO THE RECORD:

Juno Beach Civic Association

"Enhancing the Quality of Life in Juno Beach"

JBCA is a non-profit 501©4 non-political, volunteer association living our mission to enhance the quality of life in Juno Beach. JBCA celebrated 50 years of service in 2023 and the following data represents our work from the past 16 years. JBCA has a one million dollar insurance policy that includes the Town of Juno Beach (at no cost to the Town).

VISIBILITY

- **Town of Juno Beach**—Sponsor-In-Kind
- Banners, Flyers, Invitations, JBCA Website, Printed Newsletter with Sponsor Directory
- **Florida Weekly Society Pages**—Print + Digital (5–6 Times per year)
- **Introduce Council and Sponsor of the Event at Each program**
- **What's New?** Flyers **Promote New Sponsors** and New Additions in Town, ie; Gazebo, Town Park, Historical Society's Maps and Landmark Places
- **JBCA Film**—A Special Place
- **SHRED FEST**—All donations from residents were given to our local Veterans
- **Each Fest brought in $500 to $1,000**, and each year we chose one of the charities: Fort Freedom; Believe With Me—Gold Star Families; Force Blue

OPTICS

- Photos of JBCA events in every newsletter
- Every effort is made to capture photos of Council, Town Manager, Sponsors, VIP's and Members

INCLUSION

- Through the JBCA Network we secured a sponsor who allowed us to use their model home in Frenchman's Reserve and provided gourmet catering, an open bar, and live music poolside. **In one night $50,000 was raised for the 911 Remembrance Sculpture! JBCA donated the graphics, signage, decorations and photographer. JBCA also donated $1,000.**
- **JBCA Recognition** with the **Key To The City from Mayor Mort Levine and Council Members in 2011.**
- **Fire Fighters Station 15 at Frenchman's Creek** to introduce "Trade Show Style" the State of the Art equipment, demonstration of Fire Rescue, prizes and a Gourmet Breakfast for all of our guests—approximately 65.
- **Relay For Life spearheaded by Bill Greene**—we promoted and participated in the event.
- **Rooney's Golf Foundation** led the effort to **raise money for Veterans**. I was on the planning committee, our Board attended the breakfast and Ceremony at Trump National Golf Club (each paying their own way).
- **Arbor Day Celebration** and Breakfast Buffet.
- **Sponsor Appreciation Breakfasts**—with brilliant speakers—9 Events.
  Town Chamber—Two events catered breakfasts at tables —successful and needed more space so found new sources.
  Frenchman's Beach Club Breakfast.
  Jupiter Beach Resort in private dining room.
- **Monthly. Movie Night in the Chamber.**
- **Beach Clean-Ups** and **Buffet Breakfast at Frenchman's Creek**. 2024 was the first year that we made it for Members Only because of an uncomfortable experience in the past.
- **New Years Day Soiree** on the beach for RSVP's only. Bon fire, champagne, desserts, live music. Three months prior to the event we went before Council—permission granted with permits. Permits required and paid for by JBCA.

CONCERTS

- Frank Sinatra Tribute
- Dean Martin
- Neil Diamond "Neil Zarconia"
- Country Western
- MargaritaVille
- Piano Recital
- Piano & Violin
- Piano & Cello
- American Songbook
- Bluegrass
- Barbara Shoppe Quartet
- Monique McCall

CONTRIBUTIONS

Approximately **$2,000 each year at the Annual Meeting are donated** to the following:

- Friends of the Arts
- Officer of the Year
- Ryan D. Kollmer Foundation
- Loggerhead MarineLife Center
- American Cancer Society

MISCELLEANOUS Donations:

- 911 Remembrance: $1,000
- Beer for Ocktoberfest
- Brownies for Town Picnic
- Relay For Life
- Ecology's Tilapia Rodeo Roundup

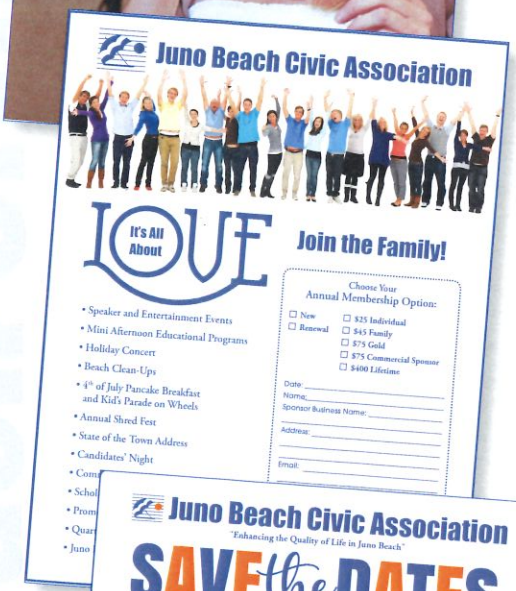
EDUCATION

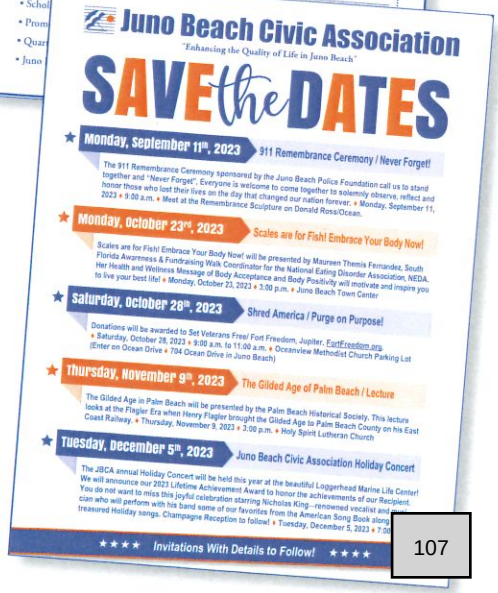
Joy of Life Speaker Series—Historical presentations, Scientific, Meditation, Wine Tastings, etc.

The FORUM – Four programs each year with Buffet Breakfast sponsored by SouthState Bank. For HOA Condominium Board Members.

Topics are chosen by the demand for information such as:

- ►Certification
- ►Legislative Update
- ►Panel of Experts on Current Issues
- ►Insurance panel with Agent, Lawyers and Property Management.





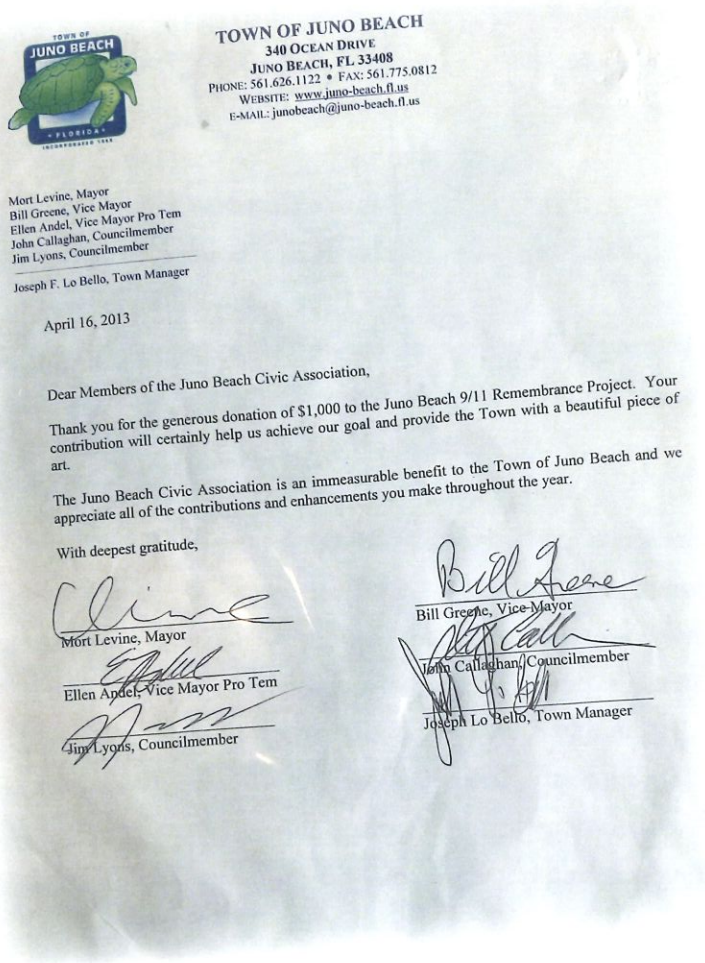
Benchmarking Group—Attend monthly meetings for HOA Condominium Presidents and Officers to discuss urgent issues, share experiences, problem solving, and learn from each other.

The Juno Beach Civic Association is dedicated to serving our community with **enthusiasm**, **honor** and **respect**, and we remain steadfastly devoted to its mission of enhancing the quality of life in Juno Beach.

We believe in human kindness knowing that we are stronger and inspired when we work together in a unified spirit. We believe in courage to try new things and experience the wisdom of others that allows us to be open to new Ideas and new ways of thinking. We believe in mutual respect realizing that we will not always agree. We believe that life is a gift. Most of all, we believe in love—the love that honors the individual, knowing that we are all connected.

"The ancient and eternal values of human life—Truth, Unity, Goodness, Justice, Beauty and Love—all statements of true belonging."

—John O'Donohue



TOWN OF JUNO BEACH
340 OCEAN DRIVE
JUNO BEACH, FL 33408
PHONE: 561.626.1122 • FAX: 561.775.0812
WEBSITE: www.juno-beach.fl.us
E-MAIL: junobeach@juno-beach.fl.us

Mort Levine, Mayor
Bill Greene, Vice Mayor
Ellen Andel, Vice Mayor Pro Tem
John Callaghan, Councilmember
Jim Lyons, Councilmember

Joseph F. Lo Bello, Town Manager

April 16, 2013

Dear Members of the Juno Beach Civic Association,

Thank you for the generous donation of $1,000 to the Juno Beach 9/11 Remembrance Project. Your contribution will certainly help us achieve our goal and provide the Town with a beautiful piece of art.

The Juno Beach Civic Association is an immeasurable benefit to the Town of Juno Beach and we appreciate all of the contributions and enhancements you make throughout the year.

With deepest gratitude,

Mort Levine, Mayor

Bill Greene, Vice Mayor

Ellen Andel, Vice Mayor Pro Tem

John Callaghan, Councilmember

Jim Lyons, Councilmember

Joseph Lo Bello, Town Manager

Town of Juno Beach

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #: Comments from Public DATE: 2/28/24

NAME: David Cox PHONE NO.:

REPRESENTING *(IF APPLICABLE)*:

ADDRESS:

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☒ I WISH TO SPEAK

☐ I WOULD LIKE MY COMMENT READ INTO THE RECORD:

Town of Juno Beach

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #: DATE: 2/28/24

NAME: Susan Van Lindt PHONE NO.: 561-512-2138

REPRESENTING *(IF APPLICABLE)*:

ADDRESS: 504-B3 Sea Oats Dr, Juno Beach

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☑ I WISH TO SPEAK

☐ I WOULD LIKE MY COMMENT READ INTO THE RECORD:

Town of Juno Beach

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #: DATE: 2/28/24

NAME: Andy Spilos PHONE NO.: 561-685-5845

REPRESENTING *(IF APPLICABLE)*:

ADDRESS: 140 Ocean DR

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☒ I WISH TO SPEAK

☐ I WOULD LIKE MY COMMENT READ INTO THE RECORD:

Town of Juno Beach

Public Comment Card for Town Council and Planning & Zoning Board Meetings

Any citizen wishing to speak should complete this card and give it to the Town Clerk prior to the start of the meeting.

AGENDA ITEM# PC DATE 2/28/

Name: NANCY LODISE Phone#: 561-676-7019

Representing: (*if applicable*) PRPOA

Address:

Check what may apply:

- o Support
- o Oppose
- o I wish to speak
- o I would like my comment read into the record

Comments: like to speak

Town of Juno Beach

Public Comment Card for Town Council and Planning & Zoning Board Meetings

Any citizen wishing to speak should complete this card and give it to the Town Clerk prior to the start of the meeting.

AGENDA ITEM# _____ DATE 2/28/2024

Name: Ando Rovere Phone#: 631-335-4147

Representing: (*if applicable*) Uno Lago

Address: 400 Uno Lago Dr.

Check what may apply:

- Support
- Oppose
- I wish to speak ✓
- I would like my comment read into the record

Comments: _____

Town of Juno Beach

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #: 16 DATE: 2-28-24

NAME: Kevin O'Reilly PHONE NO.: (312) 310-5157

REPRESENTING (*IF APPLICABLE*): self

ADDRESS: ~~[illegible]~~ 451 Ocean Ridge Way

CHECK WHAT MAY APPLY:

☒ SUPPORT ☐ OPPOSE ☐ I WISH TO SPEAK

☐ I WOULD LIKE MY COMMENT READ INTO THE RECORD:

Town of Juno Beach

Item #6.

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

Ocean Ridge Wa

AGENDA ITEM #: DATE:

NAME: David Ca PHONE NO.:

REPRESENTING *(IF APPLICABLE)*:

ADDRESS:

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☐ I WISH TO SPEAK

☐ I WOULD LIKE MY COMMENT READ INTO THE RECORD:

Town of Juno Beach

1

PUBLIC COMMENT CARD

ANY CITIZEN WISHING TO SPEAK SHOULD COMPLETE THIS CARD AND GIVE IT TO THE TOWN CLERK PRIOR TO THE START OF THE MEETING.

AGENDA ITEM #: 1e DATE:

NAME: Jan Green PHONE NO.: 561 313 8133

REPRESENTING *(IF APPLICABLE)*: 469 Ocean Ridge Way

ADDRESS:

CHECK WHAT MAY APPLY:

☐ SUPPORT ☐ OPPOSE ☑ I WISH TO SPEAK

☐ I WOULD LIKE MY COMMENT READ INTO THE RECORD:

Town of Juno Beach

Public Comment Card for Town Council and Planning & Zoning Board Meetings

Any citizen wishing to speak should complete this card and give it to the Town Clerk prior to the start of the meeting.

AGENDA ITEM# 24 18A DATE 2/28/24

Name: Diana Davis Phone#:

Representing: (*if applicable*)

Address: 440 Sunset Way

Check what may apply:

- Support
- Oppose
- I wish to speak
- I would like my comment read into the record

Comments: Speak in support of local volunteer organizations

Town of Juno Beach

Public Comment Card for Town Council and Planning & Zoning Board Meetings

Any citizen wishing to speak should complete this card and give it to the Town Clerk prior to the start of the meeting.

AGENDA ITEM# 18A + 18B 23 DATE 2/28/24

Name: Nancy Wolf Phone#:

Representing: (*if applicable*)

Address:

Check what may apply:

- Support
- Oppose
- I wish to speak
- I would like my comment read into the record

Comments:

P: 2 recommendations

Town of Juno Beach

Public Comment Card for Town Council and Planning & Zoning Board Meetings

Any citizen wishing to speak should complete this card and give it to the Town Clerk prior to the start of the meeting.

AGENDA ITEM# 20 DATE 2/28/24

Name: Diana Davis Phone#:

Representing: (*if applicable*)

Address: 440 Sunset Way

Check what may apply:

- Support
- Oppose
- I wish to speak
- I would like my comment read into the record

Comments: Ord. 782 Live Local Act language

2023 PRESENTATION OF AUDIT RESULTS TO: TOWN OF JUNO BEACH, FLORIDA

Presented by:
Daniel Anderson

MAULDIN & JENKINS

Agenda

- Information about Mauldin & Jenkins
- Overview of Audit Opinions and Annual Comprehensive Financial Report
- Required Communications under *Government Auditing Standards*
- Questions and Comments

MAULDIN & JENKINS

Mauldin & Jenkins, LLC

- Founded 1918
- Large regional audit organization
- We provide professional services to over 700 governments in the Southeast, including 155 governments receiving the GFOA's Certificate of Achievement for Excellence in Financial Reporting
- Firm is considered to be in the top 20 of all firms conducting single audits in the United States.
- Offer Free CPE Quarterly to our clients on an annual basis

MAULDIN & JENKINS

Mauldin & Jenkins, LLC

INSIDE PUBLIC ACCOUNTING TOP 100 FIRMS 2021

accountingTODAY 2022 Top 100 Firms

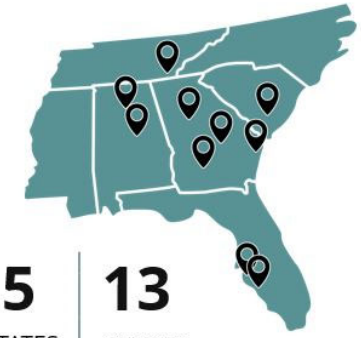
CONSISTENTLY RANKED AS A TOP ACCOUNTING FIRM IN THE U.S.

100+ year
HISTORY
OF QUALITY SERVICE

Serve 700+
GOVERNMENT CLIENTS

GOVERNMENTAL PARTNERS **16**

140+ TEAM MEMBERS DEDICATED TO SERVING THE GOVERNMENTAL INDUSTRY



5 STATES | **13** OFFICES

225+
SINGLE AUDITS PERFORMED LAST YEAR COVERING OVER $4 BILLION OF FEDERAL GRANTS

135,000+
HOURS ANNUALLY PROVIDED TO GOVERNMENTAL CLIENTS

150+ CURRENT CLIENTS AWARDED THE GFOA CERTIFICATE OF EXCELLENCE

NATIONALLY RECOGNIZED

Presentation of Audit Results
February 28, 2024

TOWN OF JUNO BEACH FLORIDA

MAULDIN & JENKINS

General Information About the Annual Comprehensive Financial Report

Introductory Section

- Letter of Transmittal; Organizational Chart; Directory of Officials; Certificate of Achievement for Excellence in Financial Reporting

Financial Section

- Independent Auditor's Report; Management Discussion & Analysis (MD&A); Financial Statements and Footnotes

Statistical Section

- Financial Trends Information; Revenue Capacity Information; Debt Capacity Information; Operating Information

MAULDIN & JENKINS

General Information About the Annual Comprehensive Financial Report

Dxglw#Rslqlrq

Our Responsibility Under Auditing Standards Generally Accepted in the United States of America (GAAS)

- We considered the internal control structure for the purpose of expressing our opinion on the Town's basic financial statements and not for the purpose of providing an opinion on the effectiveness of internal controls.
- Our audit was performed in accordance with GAAS and *Government Auditing Standards*.
- Our objective is to provide reasonable—not absolute—assurance that the basic financial statements are free of material misstatement.
- The basic financial statements are the responsibility of the Town's management.

Report on Basic Financial Statements

- Unmodified ("clean") opinion on basic financial statements.
- Presented fairly in accordance with accounting principles generally accepted in the United States of America.
- Our responsibility does not extend beyond financial information contained in our report.

MAULDIN & JENKINS

General Information About the Annual Comprehensive Financial Report

Compliance Report

- The financial report package contains a report on our tests of the Town's internal controls and compliance with laws, regulations, etc. The report is not intended to provide an opinion on internal controls and compliance with applicable rules and regulations.
- This report and the procedures performed are required by *Government Auditing Standards*.
- No findings were reported in the current year.

Single Audit

- The Town did not expend greater than $750,000 in Federal or State Funds, thus a Single Audit was not performed.

MAULDIN & JENKINS

Required Communications

Significant Accounting Policies

- Management is responsible for the selection and use of appropriate accounting policies.
- The significant accounting policies used by the Town are described in Note 1 to the basic financial statements.
- During the current year, the Town implemented Governmental Accounting Standards Board (GASB) Statement No. 96, *SBITAs*. There was no significant effect on the Town's financials as a result of this standard.
- The policies used by the Town are in accordance with generally accepted accounting principles.
- In considering the qualitative aspects of its policies, the Town is not involved in any controversial or emerging issues for which guidance is not available.

Management Judgment/Accounting Estimates

- Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events.
- The Town uses various estimates as part of its financial reporting process – including actuarial assumptions.

Relationship with Management

- We received full cooperation from the Town's management and staff.
- There were no disagreements with management on accounting issues or financial reporting matters.

MAULDIN & JENKINS

Required Communications

Management Representation

- We requested, and received, written representations from management relating to the accuracy of information included in the financial statements and the completeness and accuracy of various information requested by us.

Consultation with Other Accountants

- To the best of our knowledge, management has not consulted with, or obtained opinions from, other independent accountants during the year, nor did we face any issues requiring outside consultation.

Significant Issues Discussed with Management

- There were no significant issues discussed with management related to business conditions, plans, or strategies that may have affected the risk of material misstatement of the financial statements.

Audit Adjustments

- There were no audit adjustments or passed audit adjustments.

Financial Statement Disclosures

- The footnote disclosures to the financial statements are also an integral part of the financial statements and the process used by management to accumulate the information included in the disclosures was the same process used in accumulating the statements. The overall neutrality, consistency, and clarity of the disclosures was considered as part of our audit.

MAULDIN & JENKINS

Required Communications

Information in Documents Containing Audited Financial Statements

- Our responsibility for other information in documents containing the Town's basic financial statements and our report thereon does not extend beyond the information identified in our report. If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, we must be provided with printers' proof for our review and approval before printing. You must also provide us with a copy of the final reproduced material for our approval before it is distributed.

Auditor Independence

- In accordance with AICPA professional standards, M&J is independent with regard to the Town and the financial reporting process.

MAULDIN & JENKINS

Other Information in Auditor's Discussion & Analysis

Additional report Issued by our Firm Annually Which Documents the Following:

- All Auditor Required Communications
- Summary of Current Year Findings:
  - None
- Summary of Current Year Recommendations for Improvement:
  - Cybersecurity
  - Disaster Preparedness & Including Finance Department as Part of DP
  - Operational Strategy
- Listing of All Upcoming GASB Standards and Pronouncements

MAULDIN & JENKINS

Questions & Comments

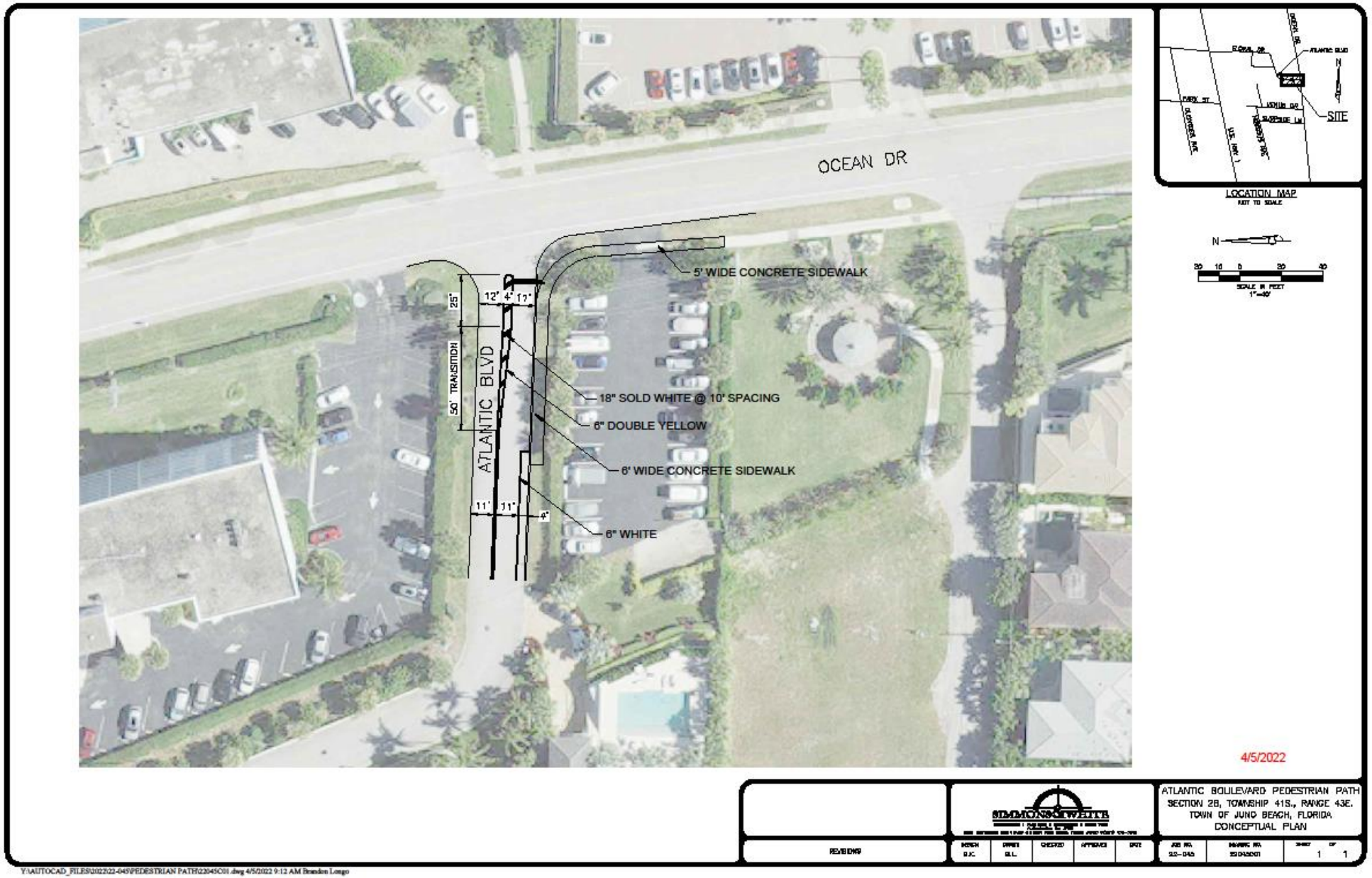
Thank you for your time!

Contact Information
1401 Manatee Avenue West, Suite 1200
Bradenton, Florida 34205
941.747.4483

Daniel Anderson danderson@mjcpa

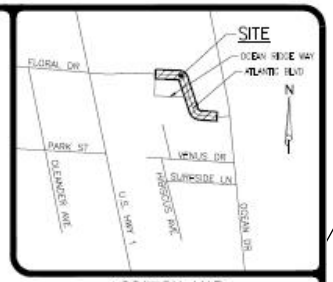
OCEAN RIDGE WAY AND ATLANTIC BOULEVARD IMPROVEMENTS

Town Council Meeting - February 28, 2024

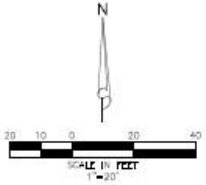


Sidewalk

Estimated cost
$20,000
MOT
Signage
Engineering
Permitting



LOCATION MAP
NOT TO SCALE



ALTERNATIVE 1
PEDESTRIAN PATH ON SOUTH SIDE OF ROAD

7/13/2023

SIMMONS & WHITE

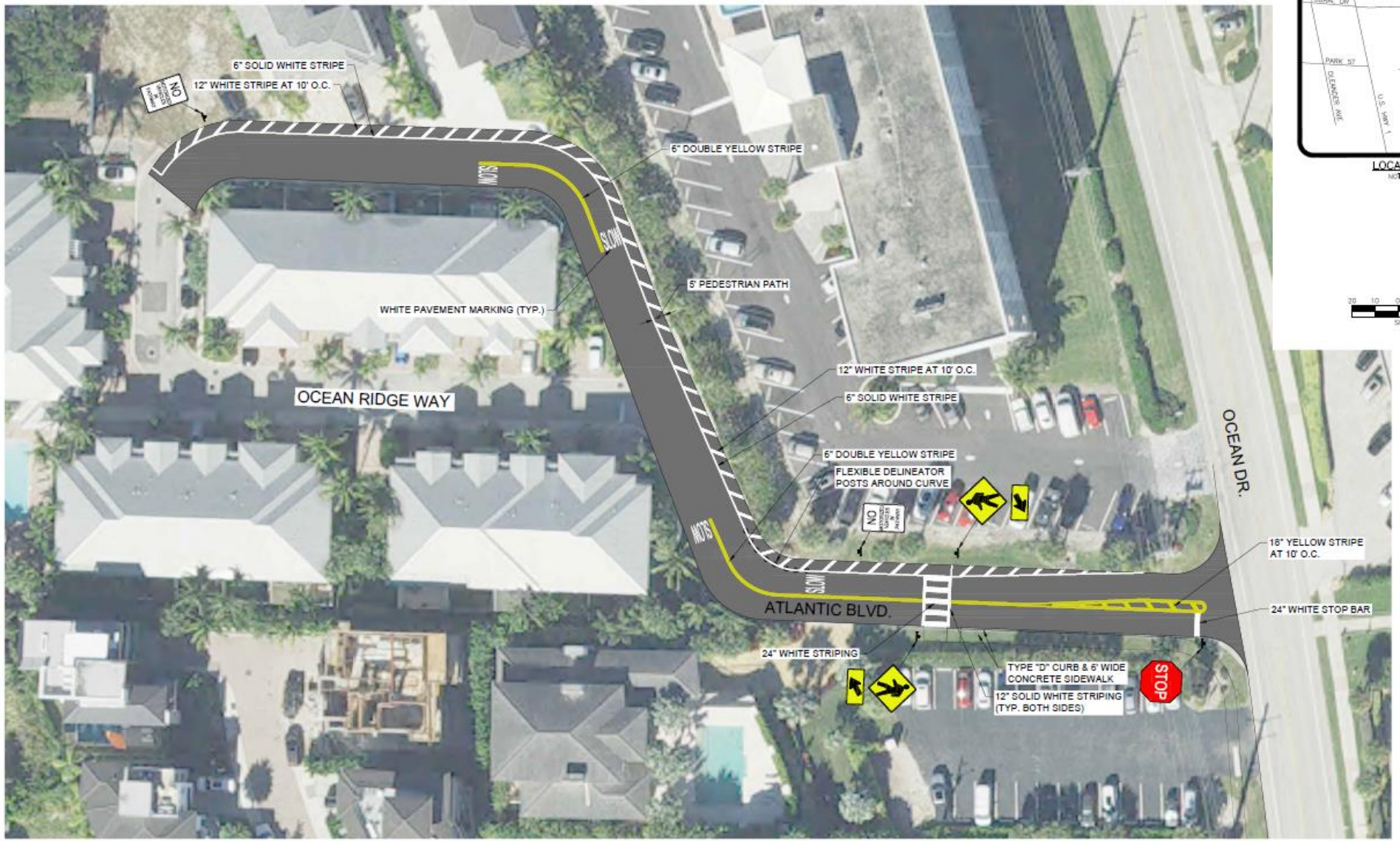
OCEAN RIDGE
SECTION 28, TOWNSHIP 41S., RANGE 43E.
TOWN OF JUNO BEACH, FLORIDA
PEDESTRIAN PATH IMPROVEMENTS

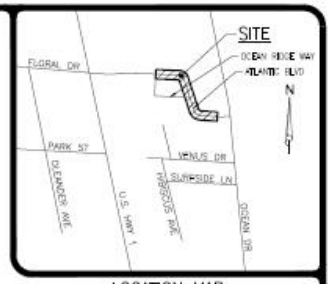
REVISIONS

DESIGN	DRAWN	CHECKED	APPROVED	DATE	JOB NO.	DRAWING NO.	SHEET
B.K.	D.B.				22-045	22045Z02-1	1 OF 3

1

Estimated cost
$20,000
MOT
Striping
Signage
Engineering





LOCATION MAP
NOT TO SCALE

N

20 10 0 20 40
SCALE IN FEET
1" = 20'

ALTERNATIVE 2
PEDESTRIAN PATH ON NORTH SIDE OF ROAD.
MID BLOCK CROSSING

7/13/2023

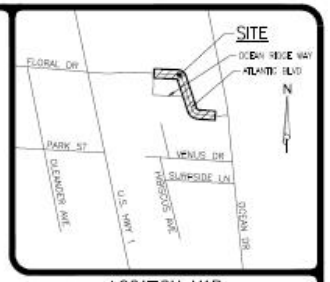
SIMMONS & WHITE

OCEAN RIDGE
SECTION 28, TOWNSHIP 41S., RANGE 43E.
TOWN OF JUNO BEACH, FLORIDA
PEDESTRIAN PATH IMPROVEMENTS

REVISIONS | DESIGN D.K. | DRAWN D.B. | CHECKED | APPROVED | DATE | JOB NO. 22-045 | DRAWING NO. 22045202-2 | SHEET 2 OF 3

2

Estimated cost
$20,000
MOT
Striping
Signage
Engineering



LOCATION MAP
NOT TO SCALE

N

20 10 0 20 40
SCALE IN FEET
1"=20'

ALTERNATIVE 3
PEDESTRIAN PATH ON
NORTH SIDE OF ROAD.
CROSSING AT OCEAN DR.

7/13/2023

SIMMONS & WHITE

OCEAN RIDGE
SECTION 28, TOWNSHIP 41S., RANGE 43E.
TOWN OF JUNO BEACH, FLORIDA
PEDESTRIAN PATH IMPROVEMENTS

REVISIONS

DESIGN B.K.	DRAWN D.B.	CHECKED	APPROVED	DATE

JOB NO. 22-045 | DRAWING NO. 22045202-3 | SHEET 3 OF 3

3

Estimated cost
$50,000
Survey
MOT
Striping
Signage
Engineering

TOWN OF
JUNO BEACH
• FLORIDA •
INCORPORATED 1953

Town of Juno Beach

340 Ocean Drive
Juno Beach, FL 33408

RECUSAL FORM

I, Peggy O'Neill *(Please Print Full Name)*, *holding the position of* Vice Mayor *(Please print title and name of board/commission)*, *hereby under oath depose and say:*

1. A matter involving Ocean Ridge Way and Atlantic Blvd sidewalk and Pedestrian Path improvement *is presently before the* Town Council *(Please print name of board/commission)*.

2. I have the following interest in the matter noted in paragraph 1 above:

Incured to my special gain or loss

3. {Please select one of the following}

(X) *A. In compliance with RIGL §36-14-6(1), I hereby recuse myself from participating in the discussion of or taking official action relating to said matter.*

( ) *B. In compliance with RIGL §36-14-6(1), I hereby state that despite the Interest described above, I believe I am able to participate fairly, objectively and in the public interest regarding said matter for the following reasons:*

Signed under the penalties of perjury on this 28th *day of* February, *2024*.

Peggy O'Neill
Signature

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Peggy Wheeler	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Town Council
MAILING ADDRESS 460 Atlantic Blvd	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☑ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY
CITY Juno Beach FL COUNTY	NAME OF POLITICAL SUBDIVISION: Town of Juno Beach
DATE ON WHICH VOTE OCCURRED 2/28/24	MY POSITION IS: ☑ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Peggy Wheeler, hereby disclose that on feb 28, 2024:

(a) A measure came or will come before my agency which (check one or more)

✓ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____;

___ inured to the special gain or loss of my relative, _____;

___ inured to the special gain or loss of _____, by whom I am retained; or

___ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Ocean Ridge Way and Atlantic Blvd Sidewalk and Pedestrian Path Improvement.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

feb 28, 2024
Date Filed

Peggy Wheeler
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

Town of Juno Beach

340 Ocean Drive
Juno Beach, FL 33408

RECUSAL FORM

I, Peggy Wheeler *(Please Print Full Name)*, *holding the position of* Vice Mayor *(Please print title and name of board/commission)*, *hereby under oath depose and say:*

1. A matter involving 844 Oceanside Dr - Building Permit Extension Request *is presently before the* Town Council *(Please print name of board/commission)*.

2. I have the following interest in the matter noted in paragraph 1 above:

incured to my special gain or loss

3. {Please select one of the following}

(X) *A. In compliance with RIGL §36-14-6(1), I hereby recuse myself from participating in the discussion of or taking official action relating to said matter.*

( ) *B. In compliance with RIGL §36-14-6(1), I hereby state that despite the Interest described above, I believe I am able to participate fairly, objectively and in the public interest regarding said matter for the following reasons:*

Signed under the penalties of perjury on this 28 *day of* Feb, *2024*.

Peggy Wheeler
Signature

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Peggy Wheeler	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
MAILING ADDRESS 460 Atlantic Blvd	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: ☑ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY
CITY Juno Beach, FL COUNTY	NAME OF POLITICAL SUBDIVISION: Town of Juno Beach
DATE ON WHICH VOTE OCCURRED 2/28/24	MY POSITION IS: ☑ ELECTIVE ☐ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also MUST ABSTAIN from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * * * * * * * * * * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * * * * * * * * * * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Peggy Wheeler, hereby disclose that on Feb 28, 20 24:

(a) A measure came or will come before my agency which (check one or more)

___ inured to my special private gain or loss;

___ inured to the special gain or loss of my business associate, _____;

___ inured to the special gain or loss of my relative, _____;

___ inured to the special gain or loss of _____, by whom I am retained; or

___ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

844 Oceanside Dr - Building Permit Extension Request.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Feb 28, 2024
Date Filed

Peggy Wheeler
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED $10,000.

Provided by CM Halpern at the 2/28/24 Town Council Mee

RESOLUTION NO. 61-17

A RESOLUTION OF THE VILLAGE COUNCIL OF THE VILLAGE OF TEQUESTA, FLORIDA, AMENDING RESOLUTION 3-11, THE WEBSITE AND EVENT SPONSORSHIP POLICY, REGARDING THE POSTING OF CERTAIN THIRD PARTY INFORMATION AND SITE LINKS; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Village Council of the Village of Tequesta desires to amend the Resolution 3-11 that allows certain third party information or off-site links to be posted on the Village of Tequesta website and social media sites under specific circumstances; and

WHEREAS, the Village Council believes that amending such policy will serve the interests of the public and will benefit both residents and businesses in the Village of Tequesta, and allow for more internal office efficiency.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF THE VILLAGE OF TEQUESTA, PALM BEACH COUNTY, FLORIDA, AS FOLLOWS:

Section 1 The Village Council hereby amends and adopts the "Third Party Postings/Links to Third Party Sites" policy attached hereto as Exhibit A.

Section 2 The Village of Tequesta website webmaster is directed to implement this policy by posting same at the appropriate location on the Village of Tequesta website, and by administering the policy according to its own terms.

Section 3 This Resolution shall take effect immediately upon adoption.

Third Party Postings/Links to Third Party Sites

The Village of Tequesta will only post information from, or provide hyperlinks to, public schools, Village sponsored events, organizations that offer government provided services, and those organizations that have qualified and been accepted as sponsors for Village programs and/or events. Postings and/or hyperlinks shall remain active for no longer than thirty (30) days.

The above referenced third party postings contained within this site are provided by the Village of Tequesta as a courtesy to the above referenced entities and organizations. The postings are not to be construed as endorsements by the Village of Tequesta.

The above referenced links contained within this site will allow you to leave the Village of Tequesta web site. The linked sites are not under the control of the Village of Tequesta and the Village is not responsible for the contents of any linked site or any link contained in a linked site. This Village of Tequesta is providing these links only as a convenience and the inclusion of any link is in no way an endorsement by the Village of Tequesta. By utilizing this portal to access other off-site web pages or other web sites you are doing so at your own risk and are willingly accepting same.

Listed below are annual events the Village has deemed appropriate to automatically post each year without further Council approval necessary:

- Tequesta Fire-Rescue Chili Cook-off
- Tequesta Business Association events
- Wreaths Across America
- Memorial Day Veterans Salute
- American Legion Poppy Day
- JTAA Holiday Parade
- Busch Wildlife events (in Tequesta)
- Lighthouse Art Center Gallery and School of Arts Exhibits (in Tequesta)

RESOLUTION

61-17

Date

12/14/2017

Motion Vice-Mayor Frank D'Ambra

Second Council Member Tom Paterno

VOTE

	FOR ADOPTION	AGAINST ADOPTION	ABSENT
Mayor Abigail Brennan	☑	☐	☐
Vice-Mayor Frank D'Ambra	☑	☐	☐
Council Member Tom Paterno	☑	☐	☐
Council Member Vince Arena	☑	☐	☐
Council Member Steve Okun	☑	☐	☐

The Mayor thereupon declared the Resolution duly passed and adopted.

MAYOR OF TEQUESTA

Abigail Brennan

ATTEST:

Lori McWilliams, MMC
Village Clerk

VILLAGE OF TEQUESTA CORPORATE SEAL INCORPORATED JUNE 4, 1957 STATE OF FLORIDA

Provided by Cm Rosenwarden at the 2/28/24 Town Council Meeting

Item #6.

CARETTA
(FKA JUNO POINTE)
CONCURRENCY TRAFFIC IMPACT ANALYSIS

Prepared for

JDL JUNO, LLC

PINDER TROUTMAN CONSULTING, INC.
Certificate of Authorization Number: 7989
2005 Vista Parkway, Suite 111
West Palm Beach, FL 33411
(561) 296-9698

ANDREA M. TROUTMAN LICENSE No.45409 STATE OF FLORIDA PROFESSIONAL ENGINEER

Digitally signed by Andrea M Troutman
Date: 2022.06.30 10:44:19 -04'00'

#PTC21-105
January 13, 2022
Revised February 21, 2022
Revised March 15, 2022
Revised June 30, 2022

Andrea M. Troutman, State of Florida, Professional Engineer, License No. 45409

This item has been electronically signed and sealed by Andrea M. Troutman, P.E. on 6/30/22 using a Digital Signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

intersection of Donald Ross Road and Ellison Wilson Road is programmed for construction in Fiscal Year 2024.

Background Traffic

Historic growth trends and committed development traffic must be analyzed in the projection of future background traffic volumes. Historic growth data is provided on **Exhibit 4** for the impacted roadway links.

Committed development data, compiled by Palm Beach County, was reviewed. Committed development data is provided in **Appendix C**. Total traffic includes existing traffic, background growth and Project traffic. The higher of the historic growth or the committed development traffic plus 1% growth was used for background growth.

Traffic Performance Standards Analysis

Test 1 (Intersection Analysis)

Major intersections at the termini of the significantly impacted project-accessed link and major intersections for which a proposed development adds more than 10% of the total traffic on any link connecting a major intersection are required to be analyzed. The intersections of Donald Ross Road/Ellison Wilson Road and Donald Ross Road /US 1 were analyzed and are included in **Appendix D** with the results summarized on **Exhibit 5**. The intersections are projected to meet the adopted standards with the programmed improvement at the intersection of Donald Ross Road and Ellison Wilson Road. Therefore, the Test 1 intersection improvements are met.

Test 1 (Link Analysis)

The second part of Test 1 examines if any roadway links required to be analyzed are projected to operate below adopted level of service standards. Roadway links with a project impact greater than 1% of the LOS D are required to be analyzed. **Exhibit 6** shows future PM peak hour directional traffic conditions for the analyzed roadway links showing operation at the adopted standard. Therefore, the link requirements of Test 1 are met.

Exhibit 4
Caretta
Historic Growth

Roadway	Link	Peak Season Daily Traffic Volumes		Growth Rate per Year
		2017	2020	
Donald Ross Rd	Alt. A1A to Prosperity Farms Rd	28,069	31,257	3.65%
	Prosperity Farms Rd to Ellison Wilson Rd (1)	28,009	29,871	2.17%
US 1	Marcinski Rd to Donald Ross Rd (1)	31,586	30,225	-1.46%
	Donald Ross Rd to Universe Blvd (1)	26,208	23,190	-4.00%
Areawide		113,872	114,543	0.20%

(1) Utilized available 2016-2019 counts.

Input Data

ROAD NAME: Donald Ross Rd
CURRENT YEAR: 2019
ANALYSIS YEAR: 2027
GROWTH RATE: 2.17%

STATION: 1801
FROM: Midpoint
TO: Ellison Wilson Rd
COUNT DATE: 2/19/2019
PSF: 1

Report Created
6/29/2022

ORIGINAL

Link Analysis

Time Period	AM			PM		
Direction	2-way	NB/EB	SB/WB	2-way	NB/EB	SB/WB
Existing Volume	2442	1497	1105	3037	1134	1903
Peak Volume	2442	1497	1105	3037	1134	1903
Diversion(%)	0	0	0	0	0	0
Volume after Diversion	2442	1497	1105	3037	1134	1903

Committed Developments							Type	% Complete
Parcel 4.03/4.06	0	0	0	0	0	0	Res	100%
Life Time Fitness at Downtown at the Gardens	2	0	2	5	3	2	NR	93%
Legend at the Gardens	0	0	0	0	0	0	NR	100%
Donald Ross Village	0	0	0	0	0	0	NR	100%
Legacy Place Commercial	0	0	0	0	0	0	NR	100%
Parcel 32	0	0	0	0	0	0	Res	100%
Holy Spirit Lutheran Church	35	20	15	23	11	12	NR	0%
Abacoa DRI	31	16	15	43	22	21	NR	85%
FAU Jupiter	28	5	23	27	22	5	NR	40%
Briger West	16	12	4	26	11	16	Res	0%
Briger East	95	26	69	108	73	35	NR	40%
Bay Colony	0	0	0	0	0	0	Res	100%
Azure	0	0	0	0	0	0	Res	100%
Total Committed Developments	207	79	128	232	142	91		
Total Committed Residential	16	12	4	26	11	16		
Total Committed Non-Residential	191	67	124	206	131	75		
Double Count Reduction	4	3	1	7	3	4		
Total Discounted Committed Developments	203	76	127	225	139	87		

Input Data

ROAD NAME: Donald Ross Rd
CURRENT YEAR: 2019
ANALYSIS YEAR: 2027
GROWTH RATE: 2.17%

STATION: 1801
FROM: Palmwood Rd
TO: Midpoint
COUNT DATE: 2/19/2019
PSF: 1

Report Created
6/29/2022

Link Analysis

Time Period	AM			PM		
Direction	2-way	NB/EB	SB/WB	2-way	NB/EB	SB/WB
Existing Volume	2442	1497	1105	3037	1134	1903
Peak Volume	2442	1497	1105	3037	1134	1903
Diversion(%)	0	0	0	0	0	0
Volume after Diversion	2442	1497	1105	3037	1134	1903

Committed Developments							Type	% Complete
Parcel 4.03/4.06	0	0	0	0	0	0	Res	100%
Life Time Fitness at Downtown at the Gardens	2	0	2	5	3	2	NR	93%
Legend at the Gardens	0	0	0	0	0	0	NR	100%
Donald Ross Village	0	0	0	0	0	0	NR	100%
Legacy Place Commercial	0	0	0	0	0	0	NR	100%
Parcel 32	0	0	0	0	0	0	Res	100%
Holy Spirit Lutheran Church	35	20	15	23	11	12	NR	0%
Abacoa DRI	31	16	15	43	22	21	NR	85%
FAU Jupiter	28	5	23	27	22	5	NR	40%
Briger West	16	12	4	26	11	16	Res	0%
Briger East	95	26	69	108	73	35	NR	40%
Bay Colony	0	0	0	0	0	0	Res	100%
Azure	0	0	0	0	0	0	Res	100%
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Total Committed Residential	16	12	4	26	11	16		
Total Committed Non-Residential	191	67	124	206	131	75		
Double Count Reduction	4	3	1	7	3	4		
Total Discounted Committed Developments	203	76	127	225	139	87		

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: March 27, 2024

Prepared By: C. Copeland-Rodriguez, Town Clerk

Item Title: Proclamation – Arbor Day 2024

DISCUSSION:

Arbor Day brings to mind that all plants, trees, shrubs, grass, and even chlorophyll-bearing phytoplankton in the oceans are essential to life on this planet. It is common knowledge that oxygen, one of photosynthesis's side products, allows us to breathe.

Trees are an intrinsic part of the web of life and are worthy of a day of acknowledgment and celebration. J. Sterling Morton is the founder of Arbor Day. The first Arbor Day was celebrated in Nebraska in 1872 in response to a state proclamation urging settlers and homesteaders to plant trees to provide shade, shelter, fruit, fuel, and beauty for residents of the largely treeless plains.

Staff has scheduled an Arbor Day celebration to recognize a newly planted tree for Friday, April 26, 2024 at 9am.

RECOMMENDATION:

The Town Staff recommends Town Council approve the Proclamation for National Arbor Day.

PROCLAMATION
Town of Juno Beach of Palm Beach County, Florida

NATIONAL ARBOR DAY

WHEREAS, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, all permissible trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees wherever they are planted, are a source of joy and spiritual renewal, and

NOW, THEREFORE, the Mayor of the Town of Juno Beach, Florida does hereby proclaim Friday, April 26, 2024 as

NATIONAL ARBOR DAY

in the Town of Juno Beach, and I urge all citizens to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees and promote the well-being of present and future generations.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the Town of Juno Beach, Florida, to be affixed this 27th day of March, 2024.

TOWN OF JUNO BEACH, FLORIDA

_____
, Mayor

ATTEST:

_____
Caitlin E. Copeland-Rodriguez, MMC, Town Clerk

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: March 27, 2027

Prepared By: C. Copeland-Rodriguez, Town Clerk

Item Title: Proclamation – Water Conservation Month 2024

DISCUSSION:

South Florida Water Management District in partnership with the State of Florida and the Florida Section of the American Water Works Association will be highlighting **April as Water Conservation Month**. Water conservation is an important component of a dependable water supply. The District and its Governing Board support this initiative, and invite theirr local government and utility partners to adopt their own version of the attached proclamation.

RECOMMENDATION:

Town Staff recommends Town Council approve the Proclamation for Water Conservation Month.

Proclamation

Town of Juno Beach of Palm Beach County, Florida

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 Juno Beach are working together to increase awareness about the importance of water conservation; and

WHEREAS, The Town of Juno Beach 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 Juno Beach has always encouraged and supported water conservation, through various educational materials; and

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

WHEREAS, every business, industry, school 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 Mayor of the Town of Juno Beach do hereby proclaim the month of April as

Water Conservation Month

The Town of Juno Beach, 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.

PASSED AND DULY ADOPTED in regular session this 27th day of March, 2024.

TOWN OF JUNO BEACH, FLORIDA

_____

, Mayor

ATTEST:

_____

Caitlin E. Copeland-Rodriguez, MMC, Town Clerk

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: March 27, 2027

Prepared By: C. Copeland-Rodriguez, Town Clerk

Item Title: Proclamation – Water Reuse Week 2024

DISCUSSION:

South Florida Water Management District has informed their local government and utility partners that Water Reuse Florida, the state section of the Water Reuse Association, has proclaimed the week of May 19-25, 2024, as Florida Water Reuse Week.

RECOMMENDATION:

Town Staff recommends Town Council approve the Proclamation for Water Reuse Week.

Proclamation

Town of Juno Beach of Palm Beach County, Florida

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 continues 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's permitted reuse capacity is more than 1.8 billion gallons per day (approximately 70 percent of Florida's total permitted capacity for all domestic wastewater treatment facilities); and

WHEREAS, Florida has risen to be the national leader in water reuse -- reusing nearly 820 million gallons of reclaimed water per day to conserve freshwater supplies and recharge our freshwater resources; and

WHEREAS, May, typically a dry month when water demands are high, is a good time to educate residents about how they can help save Florida's precious water resources through water reuse; and

WHEREAS, WateReuse Florida, the state section of the WateReuse Association, has proclaimed the week of May 19-25, 2024 as Florida Water Reuse Week; and

WHEREAS, Town of Juno Beach has joined with WateReuse 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 Juno Beach encourages efficient and effective use of reclaimed water; and

NOW, THEREFORE, be it resolved that by virtue of the authority vested in me as Mayor of the Town of Juno Beach hereby supports WateReuse Florida and proclaims May 19-25, 2024, as

WATER REUSE WEEK

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

PASSED AND DULY ADOPTED in regular session this 27th day of March, 2024.

TOWN OF JUNO BEACH, FLORIDA

_____

, Mayor

ATTEST:

_____

Caitlin E. Copeland-Rodriguez, MMC, Town Clerk

AGENDA ITEM

Meeting Name: Town Council

Meeting Date: March 27, 2024

Prepared By: I. Hickey

Item Title: Special Event Request – Town of Jupiter Turtle Trot 5K Run

DISCUSSION:

Staff received a request for a special event from Michael Frabotta, Recreation Coordinator with the Town of Jupiter, for the Turtle Trot 5K Run/Walk. The entire event will take place within the Town of Jupiter, but will require the roadway closure of Ocean Drive, starting at Donald Ross Road. Participants will start at Marcinski Road, head north on Ocean Drive, then turn around just north of Beach Access #48, and finish at Ocean Cay Park. The closure of Ocean Drive starting at Donald Ross Road was recommended by the Juno Beach Police Department for added safety to participants and vehicular traffic during the event. **This event is a recurring event in Town at the same location along Ocean Drive, therefore it is being placed on the consent portion of the agenda**. **As a note, staff is working with the applicant (Town of Jupiter) and recommends waiving all fees due to the applicant being the Town of Jupiter.**

The location of this event will take place at Ocean Cay Park, located in the Town of Jupiter (along Marcinski Road and Ocean Drive) and extends into the Town via Ocean Drive with only the road closure north of Donald Ross Road. The event will require the roadway (Ocean Drive) to be closed during the event (Saturday, May 4, 2024, from 6:30am to 10:00am). The event is expected to attract up to 700 athletes. The Town of Jupiter is both producing and managing this event with a support staff of 50 employees/volunteers.

Staff recommends the Town of Jupiter not be charged the Permit Fee of $100 and a $500 Security Deposit for this event as they are an adjacent Municipality seeking an Off-Site Special Event. Staff also recommend that the required costs for outside assistance by Juno Beach Police, or any other necessary support also be waived based on mutual aid. Based on the event type the applicant will be responsible for providing all required items and Staff will apply all the regular conditions for such an event plus any identified by the Town Council.

RECOMMENDATION:

Staff recommends that the Town Council consider the request for the Off-Site Special Event proposed in Juno Beach as stated above, subject to all conditions and requirements of the application, including any additional agency reviews and approvals.

2024 Turtle T

Item #10.

TOWN OF JUNO BEACH
RECEIVED
2024 FEB -6 P 4: 30

Town of Juno Beach
340 Ocean Drive; Juno Beach, FL 33408
Phone: (561) 626-1122; Fax: (561) 775-0812

Application for Off-Site Special Event

***Note:** The issuance of any Special Event permit from the Town of Juno Beach does not exempt the applicant from obtaining the appropriate Business Tax License (occupational license) and temporary liquor license from the State of Florida, Division of Alcoholic Beverages and Tobacco under Florida Statute, or, any other county or state required permits.*

Fee Schedule:

Event Type	Deadlines Application/ Obligations	Application Fee	Permit Fee*	Security Deposit	Deadline Late Fee
Low-Impact (Up to 999 attendees)**	60/14 days prior to event	$100	$100/day	$500	$200
Medium-Impact (1000-4999 attendees)	120/45 days prior to event	$200	$500/day	$1,000	$400
High-Impact (5000+ attendees)	120/45 days prior to event	$300	$1,000/day	$5,000	$600

*Permit Fee will be determined by the Town Council for off-site events lasting 4 or more consecutive days.
**Low-Impact events consisting of 25 attendees or less will be approved administratively.

Notes: Please initial each item below to confirm your understanding:

MF Application Fee is due at time of Application submittal and is not refundable.

MF Deadline Late Fee is an additional charge and is not refundable.

MF Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Director outlining obligations and fees.

MF Permit Fees and Security Deposit are due 14/45 days prior to the event. These fees may be refunded if the event is canceled or postponed at least 7/14 days prior to the event date.

MF After the event, Security Deposit, or a portion of, may be returned after an inspection is completed by Town Staff. The Town shall determine what portion of the Security Deposit may be returned.

MF Failure to comply with restrictions imposed automatically forfeits the Security Deposit.

MF Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.

MF Failure to provide the required obligations, fees and deposits 14 or 45 days prior to the event date, as indicated above, will subject the applicant to the Late Fee and/or cancelation of event.

MF Additional charges may apply for Police and/or Public Works services, Town Staff will determine what services are required. Please read Sections III and IV. Deadline for these fees are 14 or 45 days prior to the event date, as indicated above, subject to Late Fee and/or cancellation of event.

Section I Instructions for Applicant

1. Applicant shall complete Section II of this application. (Town Staff will review the Applicants submittal and complete other sections as required.)

2. Attach the following with this application:
   a) Attach Application Fee, and Late Fee if applicable. (All fees are Payable to the Town of Juno Beach.)
   b) Plot/Site Plan (drawing/sketch), showing the site upon which you are proposing your special event, identifying parking areas, adjacent roadways, existing structures, proposed (temporary) structures/items, road closures, barricades/fences, etc.;
   c) Attach letter(s) of approval from all outside agencies: (i.e. Palm Beach County (PBC) Parks and Recreation, PBC-Traffic Division, PBC-Fire Rescue, Florida Department of Transportation, Department of Environmental Protection, Environmental Resources Management, Coast Guard, etc.)
   d) Copy of current insurance certification(s) with the **Town of Juno Beach** listed as **"Additionally Insured" with a minimum amount of $1,000,000.00 liability coverage**; (or state your ability to provide it with all other obligations).
   e) Notarized Letter of approval from property owner(s).
   f) Copy of Driver License.

3. Sign and date this application at the end of Section II.

Section II Required Information

- ***Regarding the Applicant:***

Name of Applicant/Sponsor: Town of Jupiter Phone: 561-741-2400

Relationship to Organization Represented; Michael Frabotta - Recreation Coordinator

Address of Applicant/Sponsor: 200 Military Trail
Jupiter, FL 33458

Name, Address, Phone of Organization Represented: Town of Jupiter
Parks and Recreation
200 Military Trail, Jupiter FL 33458

Principal contact person on Event Day/Phone: Michael Frabotta 561-313-6783

Alternate contact person on Event Day/Phone: Ned Massee
203-767-3649

- ***Regarding the Subject Location (where the proposed special event is being requested):***

Address/Location: Ocean Cay Park, 2188 Marcinski Rd Jupiter, FL 33477

Name of Subdivision: N/A

- ***Regarding the Special Event Specifics:***

Please describe the special event being requested: 5K Run/walk

Indicate roadway(s) to be closed: A1A (Beach Road) closed at Juno Beach Park/Pier

Indicate if amusement rides (type/quantity) are part of the event: none

Indicate if alcohol will be served at the event and who will serve: none

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: none - All equipment will be located at Ocean Cay Park

Number of employees/volunteers working the event: 50

Number of anticipated attendees for the event: 700

Length of time proposed for the event to take place, including set-up and tear down, **(dates/times):** Road Closed approx. 6:30 AM - 10:00 AM

- ***Regarding other Town Services:***

If Police and/or Public Works services are being requested, please indicate your anticipated duties: *(Regardless of your anticipated need, Town staff may determine that Police and/or Public Works services are required for your event, refer to letter of approval):*
Police Detail at entrance of Juno Beach Park / A1A to divert traffic to US1

Please initial to confirm attachments:

NA Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
MF Plot/Site Plan
MF Outside agency letter(s) of approval
MF Insurance Certificate
MF Notarized Letter from property owner
MF Copy of Driver License

Indicate items not submitted and reasons for non-submittal:_____

Hold Harmless Agreement:

In accordance with the Town of Juno Beach Code of Ordinances, in permitting any special event, the applicant shall meet all requirements set forth in Chapter 34 and is subject to Town Council approval. In addition, Town Staff shall prescribe appropriate conditions and safeguards and obligations and fees as required.

By submittal of this application, the sponsor agrees to indemnify and hold harmless the Town of Juno Beach, its officers, employees and agents from and against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by sponsor, its officers, employees, and agents under any of the terms of this Special Event Application.

If any unforeseen circumstance(s) occur and/or the sponsor fails to meet the requirements the Town has set forth, the Town Manager or Police Chief shall have the right to cancel or stop the event either before commencement of the event and/or during the event.

Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Director outlining obligations and fees.

Applicant/Sponsor Signature

1/16/24
Date

Michael Fraboltta
Print Name

TOWN OF JUNO BEACH
RECEIVED
2024 FEB -6 P 4: 30

Office Use Only:

Isabella Hickey
Received By

Date (Please Date Stamp)

Town Calendar has been reviewed and event "Tentatively" Scheduled with 2 day alert.

Completed By

Date

Event status shall be updated when approved. Completed by:_____

Section III Police Department-Special Event Requirements

The following are additional obligations your organization may have to meet. As part of the Special Event review process the Police Department may impose fees for services as deemed appropriate for the type and impact of the proposed event. The Police Department may schedule a meeting to review the event specifics and Police Operational or Action Plan as determined by the Town. Items reviewed in the Plan include, but are limited to, the following:

- Operations Command Post needs, Incident Management;
- Traffic Control Plan, Road Closures, Parking Plan, Event Route management;
- Staffing needs, Day and Night patrol, Coordination with other agencies;
- Vendor setup and security;
- Attendee/Pedestrian access, security, monitoring and control;
- Equipment needs motorized and non-motorized, Communications;
- Providing of adequate volunteers, Volunteer meeting(s) with Police representative prior to, or on event day(s);
- The Principal of the event shall remain accessible to the Police Supervisor at all times during the event to provide necessary event management and control.

The Police Department will attempt to place officers during the requested dates and hours. Because of unforeseen circumstances, this application may not be filled when requested. Juno Beach Police Officers will not work in the capacity of a "bouncer" at a bar or other establishment where alcohol is served.

Rates

Regular Staff - $35.00 *Officer - $55.00* *Supervisor (if required) - $65.00*

(Rates are subject to a $15.00 an hour premium on Town designated Holidays.)

- ***THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.***
- ***IF MORE THAN THREE (3) OFFICERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.***
- ***ALL CANCELLATIONS OF POLICE SERVICES MUST BE MADE 48-HOURS IN ADVANCE OR A THREE (3)-HOUR, PER OFFICER CHARGE WILL BE FORFEITED. PLEASE CONTACT FDAVILA@JUNO-BEACH.FL.US AND PFERTIG@JUNOBEACHPD.COM.***

Office Use Only:

_____ Officers @ $55.00/hour: total of _____ hours = $_____

_____ Supervisors @ $65.00/hour: total of _____ hours = $_____

Additional Fee(s): _____ $_____

Payment Due Date:_____ Total Amount Due: $_____ Payment Received: Y / N

** Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.*

Reviewed By: _____

Approved by Police Chief/Designee:_____

Turtle T

Item #10.

Section IV Public Works Department-Special Event Requirements

As part of the Special Event review process the Public Works Department may impose fees for services as deemed appropriate for the type and impact of the proposed event.

Public Works services include, but are not limited to, the following:

- Delivery, set-up and removal of traffic or parking control devices including portable message boards, barricades, signs, stakes, traffic cones and/or any other devices requested by the Town's Police Department.
- Random event site inspections to insure the Applicant removes trash/litter or debris from the event site as needed. Event usage area final inspection of public properties to insure adequate cleaning at event's end/closing and prior to release of security deposits, if applicable.
- Public Works staff time to clean, remove and dispose of any and all residual debris, trash or to repair damaged property incurred by the Applicant or Applicant's agents on the event site public property.

Rates

Regular Staff	*$35.00*
Supervisor (if required)	*$45.00*

- ***THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.***
- ***IF MORE THAN THREE (3) STAFF MEMBERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.***
- ***ALL CANCELLATIONS OF PUBLIC WORKS SERVICES MUST BE MADE 48-HOURS IN ADVANCED OR A THREE (3)-HOUR, PER STAFF MEMBER CHARGE WILL BE FORFEITED. PLEASE CONTACT FDAVILA@JUNO-BEACH.FL.US AND AMERIANO@JUNO-BEACH.FL.US.***

Office Use Only:

_____ Regular Staff @ $35.00/hour: total of _____ hours = $_____
_____ Supervisors @ $45.00/hour: total of _____ hours = $_____

Payment Due Date:_____ Total Amount Due: $_____ Payment Received: Y / N

**** Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.***

Reviewed By: _____

Approved by Director of Public Works/Designee:_____

Turtle Trot 2024

Section V Application Review

Director of Planning & Zoning — Date 3/14/24

Police Chief — Date

Public Works Director — Date

Finance Director — Date

Town Manager — Date

Section VI Post Event Inspection and Security Deposit Status

Post event Comments, Issues List and recommended Security Deposit withheld:

* _____ _____ ***Amount and Date Returned of the Security Deposit.***

Amount *Date*

Director of Planning & Zoning — Date

Police Chief — Date

Public Works Director — Date

Finance Director — Date

Town Manager — Date

Department of Engineering and Public Works
P.O. Box 21229
West Palm Beach, FL 33416-1229
(561) 684-4000
FAX: (561) 684-4050
www.pbcgov.com

Palm Beach County Board of County Commissioners
Maria Sachs, Mayor
Maria G. Marino, Vice Mayor
Gregg K. Weiss
Michael A. Barnett
Marci Woodward
Sara Baxter
Mack Bernard

County Administrator
Verdenia C. Baker

"An Equal Opportunity Affirmative Action Employer"

printed on sustainable and recycled paper

February 2, 2024

Michael Frabotta
200 Military Trail
Jupiter, FL 33458

SUBJECT: 32nd ANNUAL TURTLE TROT 5K RUN

Dear Mr. Frabotta

The Palm Beach County Traffic Engineering Division has reviewed your request to close S. A1A from south of Marcinski Road to south of Ocean Way on Saturday, May 4, 2024 from approximately 6:30 am to 10:30am.

It is our understanding that Jupiter Police Department will assume responsibility for traffic control and will coordinate with other emergency departments.

This permit is only valid with the presence of the Jupiter Police Department to oversee the traffic control.

If you have any further questions, please contact Graciela M'Causland at 684-4030.

Sincerely,

Graciela M'Causland

Graciela M'Causland
Chief Traffic Inspector
Traffic Division

GM:jb
Attachment: Special Event Application, Route Map,
ec: Motasem Al-Turk, Ph.D., P.E., Director – Traffic Division
Melissa Ackert, P.E., Assistant Director – Traffic Division
Hossam Eldeen Abdel All, P.E., Traffic Signal Systems Manager – Traffic Division
Lee Gao, P.E., Senior Professional Engineer – Traffic Division
Fattoush Jafar, Ph.D., P.E., Traffic Engineer Ops Manager – Traffic Division
Sean Reilly, Chief Traffic Inspector – Traffic Division
Vacant, Office Manager – Traffic Division
Adam Faustini, Director – Road & Bridge
Thomas A. Coppini, Public Works Superintendent – Road & Bridge
Chase Miller, Construction Project Manager – Road & Bridge
Kathleen Farrell, Division Director III – Roadway Production
Kristine Frazell-Smith, Senior Professional Engineer – Roadway Production
Lisa De La Rionda, Director – Department of Public Affairs
Heather C. Shirm, Manager Digital Marketing and Communications – Public Affairs
Javier H. Lopez, Digital Marketing Coordinator – Public Affairs
Kara Dery, Supervisor Special Facilities -- Parks & Recreation Division
Yash Nagal, Director of Transit Planning – Palm Tran
Captain Marc Bujnowski – Jupiter Police Department – 1104@jupiter.fl.us
Jose M. Gonzalez – PBC Fire Rescue - FIRE-FOO@pbcgov.org and JMgonzal@pbcgov.org

File: General - Special Events
Roads –
N:\TRAFFIC\SPECIAL EVENTS\2024 Special events approved\Turtle Trot\Special Event Form Letter-Graciela M'Causland (north of Southern Blvd).docx

PARKS AND RECREATION DEPARTMENT

January 19, 2024

PBC Dept. of Engineering Traffic Division
Attn: Ms. Graciela M'Causland
2300 N. Jog Rd.
West Palm Beach, FL 33411-2745

Dear Ms. M'Causland,

On May 4, 2024, the Town of Jupiter Parks and Recreation Department will be hosting its 32nd Annual Turtle Trot 5K Run at Ocean Cay Park. This run will begin just south of the traffic light at A1A and Marcinski Road, run north on A1A to just south of Ocean Way, the turnaround will be just before Jupiter By the Sea development, then run back south to Ocean Cay Park (Marcinski Road) for the finish.

I am requesting a permit to close County Road A1A from just north of Donald Ross Road to Ocean Way on May 4, 2024, beginning at 6:30am and until 10:30am. We utilize the Ocean Cay parking areas and the park is accessible to us at 5:00am. The 5K race begins at 7:15am. Enclosed you will find a run layout/route including placement of the Town's Police Officers and barricades.

I'm working with Kevin Lawler of the County Parks and Recreation Department to coordinate another successful event in the Jupiter area. Thank you in advance for your consideration. I look forward to working with you and can be reached at (561) 741-2310 should you need any additional information.

Sincerely,

Michael Frabotta
Recreation Coordinator

Cc: Kevin Lawler Special Events

PALM BEACH COUNTY ENGINEERING AND PUBLIC WORKS DEPARTMENT
TRAFFIC DIVISION
2300 North Jog Road
West Palm Beach, Florida 33411
(561) 684-4030

Special Event Application for Temporary Minor Road Closure – *Less Than 12 Hours*
(Submit 10 days prior to event)

APPLICANT INFORMATION

Contact Name: Michael Frasotta Email: michaelf@jupiter.fl.us
Applicant Address: 200 Military Trail Jupiter Fl Telephone: 561-741-2310
Anticipated Number of Attendance: 750

DESCRIPTION OF SPECIAL EVENT

Event Title: Turtle Trot 5k Event Location: Ocean Cay Park
Date of Event: May 4, 2024 Event Hours: 6:30AM - 10:30AM

LAW ENFORCEMENT AGENCY RESPONSIBLE FOR TRAFFIC CONTROL (If applicable)

Name of Agency: Town of Jupiter Telephone: 561-741-2417
Contact Name: Captain Marc Bujnowski Email: 1104@jupiter.fl.us

Provide/Confirm the following:

✓ Event Location/Detour Route (attach map)
✓ Maintenance of Traffic Plan (attach map)
✓ Consent of the applicable police department having jurisdiction over the subject roadway(s)

The Applicant shall protect, defend, reimburse, indemnify and hold the Palm Beach County Board of County Commissioners, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, costs, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance due to the acts or omissions of the Applicant.

The Applicant will assume all risk of and indemnify, defend and save harmless the Palm Beach County Board of County Commissioners from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Applicant shall be responsible for maintaining the portion of the County road it occupies for the duration of this event and providing a safe environment to the public.

The Applicant shall provide general insurance in an amount of not less than $1,000,000 and shall name Palm Beach County as both certificate holder and additional insured.

Signature of Applicant: _____ Date: 1/26/24

Approved by Traffic Division: _____ Date: _____

N:\TRAFFIC\SPECIAL EVENTS\Special Event Forms\Special Event Application for Temporary Minor Road Closure Less than 12 Hours REV 4-17-19.docx

CERTIFICATE OF COVERAGE

ISSUED ON: 01/29/2024

COVERAGE PROVIDED BY: **PREFERRED GOVERNMENTAL INSURANCE TRUST**

PACKAGE AGREEMENT NUMBER: PK FL1 0502011 23-21

COVERAGE PERIOD: 10/01/2023 TO 10/01/2024 12:01 AM

COVERAGES: This is to certify that the agreement below has been issued to the designated member for the coverage 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 coverage afforded by the agreement described herein subject to all the terms, exclusions and conditions of such agreement.

Mail to: Certificate Holder
Town of Juno Beach
340 Ocean Drive
Juno Beach , FL 33408

Designated Member
Town of Jupiter
210 Military Trail
Jupiter , FL 334585784

LIABILITY COVERAGE

X Comprehensive General Liability, Bodily Injury, Property Damage and Personal Injury:
Limit $2,000,000 — $25,000 Deductible

X Employee Benefits Liability
Limit $2,000,000 — $25,000 Deductible

X Employment Practices Liability
Limit $1,000,000 — $50,000 Deductible

X Public Officials Liability
Limit $1,000,000 — $50,000 Deductible

X Law Enforcement Liability
Limit $1,000,000 — $25,000 Deductible

WORKERS' COMPENSATION COVERAGE

WC AGREEMENT NUMBER:

Self Insured Workers' Compensation

Statutory Workers' Compensation

Employers Liability
$ Each Accident
$ By Disease
$ Aggregate Disease

PROPERTY COVERAGE

X Buildings & Personal Property
Limit: Per schedule on file with Trust — $25,000 Deductible
Note: See coverage agreement for wind, flood, and other deductibles.

X Rented, Borrowed and Leased Equipment
Limit: $ 250,000 TIV — See Schedule for Deductible

X Total All other Inland Marine
Limit: $ 3,936,129 TIV — See Schedule for Deductible

CRIME COVERAGE

X Employee Dishonesty
Limit $250,000 — $1,000 Deductible

X Forgery or Alteration
Limit $250,000 — $1,000 Deductible

X Theft Disappearance & Destruction
Limit $250,000 — $1,000 Deductible

X Computer Fraud
Limit $250,000 — $1,000 Deductible

AUTOMOBILE COVERAGE

X Automobile Liability
Limit $1,000,000 — $25,000 Deductible
X All Owned
Specifically Described Autos
X Hired Autos
X Non-Owned Autos

X Automobile Physical Damage
X Comprehensive See Schedule for Deductible
X Collision See Schedule for Deductible
X Hired Auto with limit of $35,000

Garage Keepers
Liability Limit
Liability Deductible
Comprehensive Deductible
Collision Deductible

NOTE:Additional Covered Party status is excluded for non-governmental entities. The most we will pay is further limited by the limitations set forth in Section 768.28(5), Florida Statutes (2010) or the equivalent limitations of successor law which are applicable at the time of loss.

Description of Operations/ Locations/ Vehicles/Special Items-(*This section completed by member's agent, who bears complete responsibility and liability for its accuracy*):
Certificate Holder included as an Additional Covered Party with respect to the Turtle Trot at Ocean Cay Park, held on May 4th, 2024 from 5am to 5pm.

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the agreement above.

Administrator
Public Risk Underwriters®
P.O. Box 958455
Lake Mary, FL 32795-8455

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

Producer
Risk Management Associates, Inc.

300 North Beach Street ,

Daytona Beach , FL 32114

Margaret E. Gross

AUTHORIZED REPRESENTATIVE

PGIT-CERT (1/19) *PRINT FORM*

01/29/2024

JUPITER POLICE DEPARTMENT

RECEIVED
JAN 10 REC'D
CHIEF OF POLICE

INTER-OFFICE MEMORANDUM

DATE: January 10th, 2023

TO: Chief David England

FROM: Captain Marc Bujnowski

SUBJECT: 2024 Turtle Trot Operational Plan

In accordance with General Order 16.6 (Special Events), the following plan will address officers' locations and duties/responsibilities, operational and criminal concerns, logistics, and any other anticipated problems that may occur during this event. The Police Special Event Supervisor may amend this plan as needed to respond to unforeseen issues.

The 32nd Annual Turtle Trot 5K Race will be on Saturday, May 4, 2024. Furthermore, this operational plan is to ensure that everyone within the community are kept safe and secure during this event. This plan is generic in nature and is subject to changes, which are deemed necessary by the event supervisor and/or event coordinator.
One (1) supervisor and six (6) officers, including one Juno Beach Police Officer, are scheduled to work this event. Individual assignments will be made by the event supervisor and/or their designee. The supervisor and officers will arrive to their detail locations 15 minutes prior to the start of the race. This event starts at approximately 7:00 AM and lasts approximately ninety (90) minutes. The event is a 5K race that starts at Ocean Cay Park, proceeds north on A1A, and returns to Ocean Cay Park.

LOGISTICS:

All officers are to wear the class B uniform. In addition, all officers will need to bring reflective traffic vests, whistles, flashlights, red flashlight cone, and a spare radio battery (fully charged). Officers assigned to a post will be responsible for placing traffic cones as show in the diagrams and will remove them at the conclusion of the event. The supervisor and officers need to be at their assigned post at least 15 minutes prior to the start of the race. Officers will not be allowed to leave their post, so it is suggested that detail officers bring food and water during the race. A briefing will be held at the South Parking Pod (across from the Ocean Cay Park entrance/exit) at 6:00 AM. Primary channel for this event will be Jupiter TAC-2.

Race volunteers will be at designated roadway entrances and exits. They will place barricades/traffic cones at access points and monitor them during the race. Race

volunteers will also have radio communication with the race coordinator to advise of any problems at their locations.
The Palm Beach County Fire-Rescue will be notified of the road closure one (1) day prior to the event.

TACTICAL AND OPERATIONAL CONCERNS:

Contingent upon traffic volume and attendance, officers should be attentive to any hazardous situations that may develop, parking and/or observation areas, and take the necessary measures to prevent or mitigate any incidents. As always, professionalism and discretion should be used in addressing these issues. Additionally, Officers need to remain vigilant and on the lookout for any suspicious/criminal activity during the event. Due to incidents in other parts of the state and country, be aware of suspicious packages left unattended near crowds as well as the potential of vehicles being driven into a crowd.

CRIME AND ARREST(S) REPORTS:

When possible, if an arrest is made, officers will issue a notice to appear for misdemeanor charges. For a felony arrest or when force is used, officers will complete the necessary paperwork to have the arrestee(s) booked into the county jail and complete the remaining paperwork after the detail. Any prisoners needing transport to the Palm Beach County Jail will be transported by an on-duty road patrol officer.

AFTER ACTION REPORT:

After the event, the Event Supervisor will be responsible for completing an after-action report, which will be forwarded to the Chief of Police (via chain of command) within 15 days of the event. This report will include noted problems, concerns, attendance, incidents, and other information that might be used to enhance future events of this nature.

OFFICER LOCATIONS AND RESPONSIBILITIES:

Event Supervisor: _____
(6:00 AM – 9:00 AM)

The supervisor will maintain a command post at Ocean Cay Park and coordinate with race officials on the event status and advise when to close and open roadways. The supervisor will ensure that officers are at their assigned posts by 6:30 AM and all traffic cones are in place prior to the start of the race. In addition, the supervisor is responsible for assisting with traffic control for this event as well. Within 15 days of the conclusion of this event, the supervisor needs to submit an after-action report to Captain Marc Bujnowski.

Note: One (1) Juno Beach Police Officer will control northbound A1A and will have radio communication to maintain accountability for this event.

Motor Officer: (Officer #1) _____
(6:00 AM – 9:00 AM)

The officer will be responsible for configuring traffic cones along A1A from Marcinski Road to the runners' turnaround. In addition, the officer will make contact with all attended vehicles along A1A, from Marcinski Road to the runners' turnaround to request people to leave and if unwilling, remind them that there will be a two (2) hour road closure and vehicles will not be permitted to use A1A.

The officer will ensure all traffic control measures (cones/barricades) are in place at all noted locations prior to the race starting. Once the race starts, the officer will stay ahead of the lead runner until he or she re-enters Ocean Cay Park. Once the lead runner finishes, the officer will patrol the course and assist in keeping the race course free of any unauthorized vehicles or pedestrians that may impede or jeopardize the runners' safety.

Post #1: (Officer #2)
Juno Beach Police Officer (6:00 AM – 9:00 AM)

This post is located at the entrance of Juno Beach Park and A1A.

It requires one (1) uniformed police officer and one (1) marked police vehicle. Primary responsibilities: The officer will control traffic at this location. When advised, the officer will close the roadway to all traffic attempting to use A1A northbound by placing a marked police vehicle and configuring water barriers (Diagram #1). All barriers will be removed from the roadway and placed to the side as found when advised to open the road at the end of the event.

Post #2: (Officer #3)
(6:00 AM – 9:00 AM)

This post is located near the entrance/exit of Ocean Cay Park.

It requires one (1) uniformed police officer and one (1) marked police vehicle. Primary responsibilities: The officer will control traffic at this location. When advised, the officer will close the roadway to all traffic eastbound on Marcinski Road by placing a marked police vehicle and configuring traffic cones (Diagram #3). All traffic cones will be removed from the roadway and placed to the side as found when advised to open the road at the end of the event.

Post #3: (Officers #4 & #5)

(6:00 AM – 9:00 AM)

This post is located at the intersection of US Highway 1 and Marcinski Road.

It requires two (2) uniformed police officers and two (2) marked police vehicles. Primary responsibilities: The officers will assist with the safe crossing of pedestrians in the crosswalks of the intersection as permitted by the crossing signals as well as traffic control.

Post #4: (Officer #6) (6:00 AM – 9:00 AM)

This post is located near the area of Walkover #47.

It requires one (1) uniformed police officer and one (1) marked police vehicle. Primary responsibilities: This officer will control traffic at this location. When advised, the officer will close the roadway to all traffic attempting to use southbound A1A by utilizing a marked police vehicle and configuring traffic cones (Diagram #12). Traffic will be redirected from southbound to a northbound direction on A1A. All traffic cones will be removed from the roadway and placed to the side as found when advised to open the road at the end of the event.

VARIBLE MESSAGE BOARDS (VMB):
Jupiter Police Department will be responsible for the placement of three (3) VMBs: One (1) will be placed eastbound on Marcinski Road east of US Highway 1, another will be placed northbound on A1A south of Marcinski Road, and the third will be placed southbound on A1A south of Ocean Way – one (1) week prior to the event. The displayed message for all VMBs should read: "Turtle", "Trot", "Race"; "Saturday", "MAY 4th"; "A1A", "Closed", "6AM – 9AM".

Respectfully,

Captain Marc Bujnowski
District 3 Commander

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: March 27, 2024

Prepared By: Michael Ventura, Finance Director

Item Title: Resolution 2024-3; Purchasing policies and procedures

DISCUSSION:

The purchasing policy has not been updated since 2010. This is an entire change of the policy and procedure manual to comply with law and common practices. This policy will apply to all purchases of the Town irrespective of the funding source. This directive is designed to ensure that the Town procures all items at the lowest and best price consistent with the quality of materials, workmanship, or level of service performance required.

The redlined version from last month is attached for your review.

RECOMMENDATION:

Recommend the council approve resolution 2024-3 adopting the new purchasing policies and procedures.

RESOLUTION 2024-03

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING THE TOWN PROCEDURES FOR THE PROCUREMENT OF SERVICES AND COMMODITIES AS ADOPTED BY RESOLUTION 2010-07; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council is aware of its responsibility to establish standards and procedures for the procurement of services and commodities to be used by the Town for public purposes; and

WHEREAS, the Town Council wishes to amend the Town's current standards and procedures as adopted by Resolution 2010-07; and

WHEREAS, the Town Council determines that the adoption of this Resolution is in the best interests of the residents and citizens of the Town of Juno Beach.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA as follows:

Section 1. The foregoing whereas claused are ratified as true and incorporated herein.

Section 2. The Town Council hereby amends the Town of Juno Beach Purchasing Policy as set forth in Exhibit "A" attached hereto and incorporated herein by reference.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. This Resolution shall become effective immediately upon adoption.

RESOLVED AND ADOPTED this 27th day of March, 2024.

_____
, Mayor

ATTEST:

_____
Caitlin E. Copeland-Rodriguez, MMC, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

_____Leonard G. Rubin, Town Attorney

EXHIBIT A

TOWN OF JUNO BEACH, FLORIDA
PURCHASING POLICIES AND PROCEDURES

Adopted By Resolution 2024-3

Effective Date February 28, 2024

Table of Contents

I. OBJECTIVE 4
II. EXCEPTION 4
III. RESPONSIBILITY 4
IV. DEFINITIONS 4
V. ETHICAL CONDUCT 9
VI. AUTHORITY AND RESPONSIBILITY 10
- A. User Department 10
- B. Finance Department 11
- C. Designees 11

VII. PURCHASE REQUISITION/PURCHASE ORDERS 11
- A. Purchase Requisitions 11
- B. Purchase Orders 12

VIII. LEASE AGREEMENTS 13
IX. PROCUREMENT THRESHOLDS 13
- A. Discretionary Procurement 13
- B. Informal Procurement 13
- C. Formal Procurement 13
- D. Competitive Procurement 14

X. COMPETITIVE PROCUREMENT - METHODS OF ACQUISITION AND PROCESS 14
- A. Sealed Competitive Bids 14
- B. Request for Proposals/Requests for Qualifications 14
- C. Requests for Information (RFI) 15
- D. Public Notice Requirements 15
- E. Submissions 15
- F. Evaluation Procedures 15
- G. Town's Reservation of Rights 17

XI. ADDITIONAL REQUIREMENTS 18
XII. EXCEPTIONS 18
- A. General Exceptions from Procurement Threshold Requirements 18
- B. Utilization of Other Governmental Entities' Contracts 19

C. Cooperative Acquisitions 19
D. Sole Source and Town Standard 19
E. Emergency Acquisitions 20
F. Best Interest Acquisitions 20
XIII. TOWN COUNCIL APPROVAL 20
XIV. CHANGE ORDERS 20
A. Town Council Approved Contracts 20
B. Town Manager approved contracts 21
XV. REVENUE GENERATING CONTRACTS 21
XVI. CONE OF SILENCE 21
A. Prohibited Communication 21
B. Effective Dates. 22
C. Notice. 22
D. Permitted Communication 22
E. Violations. 23
XVII. FEDERAL AND STATE PROJECTS; FEDERAL GRANTS 23
XVIII. PRE-QUALIFICATION OF BIDDERS – CONSTRUCTION PROJECTS; BONDS 23
XIX. PAYMENT 24
XX. CREDIT MEMOS 24
XXI. ADVANCING PERSONAL FUNDS 24
XXII. FISCAL YEAR-END PROCEDURES 25
XXIII. CREDIT CARDS 25
XXIV. CHECK SIGNING AND FACSIMILE SIGNATURES 25

Town of Juno Beach, Florida

PURCHASING POLICIES AND PROCEDURES

I. OBJECTIVE

To establish policies and procedures for the selection of vendors to procure goods and/or services for the Town. This policy will apply to all purchases of the Town irrespective of the funding source. This directive is designed to ensure that the Town procures all items at the lowest and best price consistent with the quality of materials, workmanship, or level of service performance required. No purchase of items shall be authorized unless adequate funds have been appropriated.

II. EXCEPTION

Grant agreements may contain provisions or requirements related to purchasing procedures, the disposition of fixed assets, etc., that differ from the Town's procedures. In the event that there is a conflict between a grant provision/requirement and a Town procedure, the grant provision/requirement will take precedence over the Town procedure.

III. RESPONSIBILITY

It shall be the responsibility of the Town Manager and all employees involved in the purchasing process to comply with all procedures, guidelines and instructions as set forth in this policy.

IV. DEFINITIONS

APPROPRIATION: An act by the Town Council that authorizes the expenditure of specific dollar amounts for various purposes including the purchase of items.

AUTHORIZATION: An act by an authorized officer approving the expenditure of Town funds. For the originating department, the authorizing officer is the Department Director or designee. For the Finance Department, the authorizing officer is the Finance Director or designee. For all purchases over $3,000, authorization must also come from the Town Manager or designee.

AWARD: Award means the acceptance of a bid, offer, or proposal by the applicable governmental authority.

BID: A price offered by a vendor to furnish specific goods and/or services in response to an invitation for bids, written request for quotation, or verbal request for quotation.

BLANKET PURCHASE ORDER: A single purchase order which allows for multiple releases of funds, issued as a confirmed long-term order for specified goods or services over a period not to exceed one fiscal year.

CHANGE ORDER: A modification to an original contract or change in contract scope, which occurs during the provision of contractual services, which may result in an increase or decrease in contract cost and/or contract time.

CONE OF SILENCE: The Cone of Silence prohibits certain oral communications regarding a particular RFP, RFQ or bid during the period the Cone is in effect. The Cone of Silence is designed to protect the professional integrity of the procurement process by shielding it from undue influences prior to the recommendation of contract award.

COMPETITIVE SOLICITATION: The process of requesting and receiving two or more sealed bids, proposals, or replies submitted by responsive vendors in accordance with the terms of a competitive process, regardless of the method of procurement.

CONSULTANTS' COMPETITIVE NEGOTIATION ACT or (CCNA): The common name for F.S. §287.055, as may be amended, concerning the procurement of architectural, professional engineering, landscape architecture, and registered land surveying and mapping services, as defined by state law.

CONTINUING CONTRACT: A contract for professional services entered into in accordance with all the procedures of the CCNA between an agency and a firm whereby the firm provides professional service to the agency for projects in which the estimated construction cost of each individual project under the contract does not exceed $4 million, for study activity of the fee for professional services for each individual study under the contract does not exceed $500,000, or for work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause. Firms providing professional services under continuing contracts shall not be required to bid against one another.

CONTRACT/AGREEMENT: A legally binding agreement between parties usually exchanging goods or services for money or other consideration. These contracts can be price specific, volume specific, or for a specified construction project.

CONTRACTOR: Any person or entity currently under contract with the Town.

DESIGNEE: An individual appointed by an authorized officer to approve expenditures.

ELECTRONIC: Relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

ELECTRONIC SIGNATURE: A manual or electronic identifier or the electronic result of an authentication technique attached to, or logically associated with, a record that is intended by the person using it to have the same full force and effect as a manual signature.

EMERGENCY PURCHASE: Emergency purchases are the procurement of goods, services, consultant services and/or construction made non-competitively because in the judgment of the Town Manager/ Department Director such acquisition is necessary to remedy or mitigate the harmful effects of any actual or threatened occurrence which may pose an imminent or existing threat to the life, health, welfare, or safety of Town employees, citizens, or Town property.

ENCUMBRANCE: Reservation of Town funds that have been authorized for a purchase that has not yet been completed.

EVALUATION COMMITTEE: A group of 3-5 persons appointed as provided for herein to recommend a vendor or vendors to provide goods or services, or both, for a particular project by ranking them in preferential order or by some other method. The Evaluation Committee is subject to the Cone of Silence provisions.

FLORIDA STATE CONTRACT: An agreement or contract with the State of Florida or any Florida State agency or any quasi-public agency or other Florida government entities' purchasing contract as long as the contract is current and was procured with the same level of formality as the Town would have otherwise required.

FISCAL YEAR: The period beginning on October 1 of any year and ending September 30 of the following year.

INVITATION TO BID (ITB): A competitive method of soliciting bids which is used when there is no substantial difference between the products or services that meet the specifications of the Town; the only real difference between the submissions is the price.

LAW ENFORCEMENT TRUST FUNDS (Forfeiture Funds): Those funds governed as to their use by Chapter 932, F.S. These funds may only enter the purchasing process after a recommendation of funding use is provided by the Chief of Police.

MINOR IRREGULARITY: A variation from the sealed competitive method, which does not affect the proposed price or give the proposer an advantage or benefit not enjoyed by other proposers or does not adversely affect the fundamental fairness of the sealed competitive method.

OFFEROR: A bidder, proposer, vendor, or other person or entity who submits a response to a sealed competitive method or written quotations method.

PERSON: Any natural person or entity including, but not limited to, a corporation,

partnership, sole proprietorship, an estate, trust, a political subdivision, a public or private agency of any kind, a utility, a successor or assign of any of the foregoing, or any other legal entity.

PIGGYBACK CONTRACT: A contract which makes use of the practice of procuring goods and/or services through the utilization of a State of Florida public entity's award of an Invitation to Bid or Request for Proposals.

PROFESSIONAL SERVICES (PS): Services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.

PREPAYMENT: Payment of an agreed upon sum before receiving the item(s).

PURCHASE: The acquisition of goods or services: generally, an exchange transaction where the Town procures these goods or services one time from an individual, firm, or corporation.

PURCHASE ORDER: A legal document issued by a buyer to a seller indicating descriptions, types, quantities, agreed prices, date of performance or shipment for items and other associated terms and conditions the seller will provide to the buyer over time. A purchase order is utilized to help ensure that the Town gets the number of items promised, at the price promised, for as long as it has been promised, and to monitor the ongoing spending for contracted items.

PURCHASE REQUISITION: A request to proceed with a purchase. It is also called a purchase order request. It is originated and approved by the department requiring the items. A purchase requisition is owned by the originating department and should not be changed without obtaining approval from the originating department. A purchase requisition is not a purchase order and should not be used to purchase items or be used as an authorization to pay an invoice from a supplier or service provider.

RESPONSE: A bid, proposal, statement of qualifications or other type of response submitted by a proposer in response to a sealed competitive method or written quotations method issued by the Town.

RESPONSIVE BIDDER OR PROPOSER: A proposer who has submitted a response which conforms in all material respects to a competitive solicitation. A response of a responsive proposer must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the competitive solicitation by the due date and time.

REQUEST FOR PROPOSAL (RFP): An invitation for providers of a product or service to bid on the right to supply that product or service to the individual or entity that issued the RFP.

REQUEST FOR QUALIFICATION (RFQ): A process that requests interested consultants to submit a letter of interest and a statement of their qualifications. Consultants are evaluated upon their qualifications, expertise, and references.

REQUEST FOR QUOTATION: An informal request, either oral or written, to solicit prices for specific goods and/or services.

SEALED COMPETITVE METHOD: A method to obtain responses and submissions from qualified vendors which conforms in all material respects to a competitive solicitation. Various methods include Invitation to Bid (ITB), Request for Proposals (RFP), Request for Qualifications (RFQ) and Request for Information (RFI).

SERVICES: The furnishing primarily of labor, time and/or effort by a vendor, wherein the provision of goods or other specific end products other than documents relating to the required performance is incidental or secondary.

SINGLE SOURCE: A supply source for goods or services to which purchases are directed because of issues related to standardization, warranty, or other factors, even though competitive sources may be available. All Single Source purchases must have a written justification (memo) and supporting documentation. Single Source Memos will be approved by the Town Manager prior to goods/servicing being purchased and shall be reevaluated and reapproved by the Town Manager on an annual basis at minimum.

SOLE SOURCE: A Sole Source company means that only one supplier, to the best of the requester's knowledge and belief, based upon thorough research, is capable of providing the required product or service.

A Sole Source company may provide a sole source letter to use for backup. If there is a need to verify the accuracy of the sole source vendor, the Town may place the request on Demand Star or a similar procurement website for five days.

SUSPENSION: Action taken by the Town to temporarily disqualify a vendor from Town contracts.

TOWN: The Town of Juno Beach.

UNAUTHORIZED PURCHASE: Any purchase that commits the Town financially which is made by an individual or individuals who lack the authority to do so or is made without following established Town purchasing policies and procedures. Unauthorized purchases may be the responsibility of the purchaser.

VENDOR: A person or entity that is currently supplying any goods or services to the Town; that has supplied any goods or services to the Town within the current or prior

two fiscal years; or has, by submitting a response to a currently open sealed competitive solicitation method, expressed an interest in supplying any goods or services to the Town.

WRITTEN QUOTATION METHOD: The method of obtaining (3) three written quotes from vendors who meet all the specifications and/or qualifications as set forth by the purchaser.

V. ETHICAL CONDUCT

A. Any attempt by Town employees to realize personal gain by conduct inconsistent with proper discharge of their duties is a breach of public trust. Any effort to influence any public employee to breach the standards of ethical conduct set forth in this Policy is also a breach of ethical standards. The provisions of Town ordinances, county ordinances and state statutes shall be strictly enforced to preserve the public trust. Town personnel shall comply with the Palm Beach County Code of Ethics as well as the State of Florida Code of Ethics.

B. The Town shall not execute a contract if there has been a violation of this section, any ethics provision of a procurement solicitation, or any local, state, or federal law, including, but not limited to:

1. Conflicts of interest.
2. Kickbacks.
3. Solicitation of procurement by payment of a gratuity or offer of employment.
4. Acceptance of a gratuity or offer of employment resulting from solicitation of procurement.
5. Violations of the cone of silence.
6. Any other improper or unlawful attempt to influence the outcome of a procurement.

C. Unauthorized purchasing practices. An unauthorized purchase occurs when any employee of the Town orders, contracts for, or purchases any services, materials or supplies outside the purview of the Town Charter and/or this Policy. Any individual making an unauthorized purchase may be subject to disciplinary action as appropriate, which may include termination and/or prosecution. The following are unauthorized purchasing practices:

1. Intentionally and knowingly artificially dividing purchases into multiple segments to issue single orders below the dollar threshold requirements as established herein (also known as "stringing" or "splitting purchases”).
2. Intentionally and knowingly purchasing any supplies or services above the thresholds delineated herein directly from a vendor.
3. Obtaining items available on an existing Town term contract when one is required.

4. Providing false information, such as false quotations (without contacting and obtaining a quotation, bid, or proposal from a vendor).
5. Adding unauthorized purchases to previously approved purchase orders without approval of the appropriate approval authority and subsequent modification of the purchase order.

D. Any contracting entity, including subcontractors, who are involved with developing or drafting specifications, requirements, statements of work, invitations to bid or requests for proposals shall be excluded from competing for such procurements.

E. Consistent with the Purchasing Procedures detailed above, if any purchase is determined to be unauthorized, that purchase may be the responsibility of the purchaser.

VI. AUTHORITY AND RESPONSIBILITY

The Town has determined that purchasing and contracting decisions are managed most effectively by the end-user of the items. This approach requires that employees involved at every stage of the purchasing process take responsibility for understanding the Town's policies and procedures regarding purchasing and vendor relations.

Employees must be authorized to commit the Town's resources to make a purchase and are subject to disciplinary action up to and including the termination of employment if proper authorization is not obtained.

The Finance Department has the right to review and question any purchasing transaction.

A. **User Department**

Department personnel are responsible for the following:

1. Ascertaining needs and determining whether the purchase or contract has a public purpose.
2. Conducting price or cost analysis to ensure the Town is making the most efficient, effective, and economical purchases reasonably possible.
3. Monitoring the department’s budget and verifying that funding is available prior to committing to the purchase.
4. Selecting a vendor in a fair, impartial, and consistent manner when competitive procurement is not required.
5. Initiating a purchase requisition/purchase order, if required.
6. Verifying that all purchases for their department follow the Town's purchasing policies and procedures.
7. Ensuring the proper receipt of ordered items.

8. Reviewing invoices or purchases and verifying that the receipt of ordered purchases agrees with the contract, purchase order, or quotes.
9. Forwarding invoices and/or receipts to the Finance Department in a timely manner for payment.
10. Negotiating and resolving disputes with vendors.

B. **Finance Department**

The Finance Department is responsible for:

1. Reviewing all purchases for completeness and for proper usage of accounts as well as ensuring that funding is available in the applicable budget.
2. Reviewing all purchases to ensure compliance with current purchasing policies and procedures.
3. Preparing purchase orders from completed purchase requisitions for issuance to vendors.
4. Paying invoices.

C. **Designees**

Department Directors are ultimately responsible for the purchasing activities of their departments and must sign all purchase requisitions. Directors may delegate requisition approval authority to another employee within their department by completing a Delegation of Authority Form and sending it to the Finance Department where it will be kept on file. Directors are responsible for ensuring that their designees have access to and are knowledgeable of current purchasing policies and procedures.

VII. PURCHASE REQUISITION/PURCHASE ORDERS

Purchase requisitions and purchase orders are required for purchases greater than $35,000 for acquisitions on continuing contracts which are not one-time purchases of items which will be delivered over time and purchased in allotments or pursuant to construction contracts or continuing contracts such as landscaping, cleaning, etc.

Vendors may request a purchase order for any item, for any amount, and it is the discretion of the department director or designee to issue the purchase requisition.

A. **Purchase Requisitions**

1. The originating department will be responsible for completely and accurately preparing the requisition. The purchase requisition must include descriptions, prices, quantities, terms, delivery, vendor, contract numbers, charge (account) codes and any other standard or special instructions or explanations.

2. Purchase requisitions may not be approved for any purchase that would result in spending in excess of amounts authorized in the annual budget.
3. Departments may take advantage of and "piggyback" a State of Florida or another Florida government entity's purchasing contract as long as the contract is current and was procured with the same level of formality as the Town would have otherwise required. Purchase requisitions for piggyback contract items must comply with the specifications of the piggyback contract listing.
4. If circumstances do not allow for or require competitive procurement (e.g.: emergencies, sole-source, piggyback, etc.), reasons for the exception to the directive must be fully documented and approved by the Town Manager. Emergency purchases may be documented after the fact and receive formal approval after the need for the emergency has been rectified. Prior verbal approval by the Town Manager is highly recommended.

B. **Purchase Orders**

1. All purchase orders are to be processed prior to the purchase of goods or services from outside vendors, when necessary.
2. Blanket Purchase Orders - Blanket purchase orders permit multiple purchases from the same vendor using the same price index, and may be used when the originating department:
    a. Needs to purchase specific items or services repetitively over a specified time period, usually one (1) fiscal year; or
    b. Needs to frequently purchase low-dollar goods or services and can obtain more favorable pricing through volume commitments.
3. Blanket purchase orders should not be used when:
    a. A price agreement or business terms are not negotiated with the vendor; or
    b. Control over the department's expenditures would be weakened significantly.
4. The Finance Department will generate the purchase order once the Town Manager and the appropriate directors or designees have approved the requisition. Orders must be placed only for items included on the approved requisition.
5. Splitting orders, or even failing to combine orders when this logically should be done in the interest of economy, for the purpose of keeping total cost of each order below purchase order and/or bid limits will be construed as a deliberate evasion of this Policy, subjecting the violator to discipline per

Town policy.

6. Purchase orders for which contracts have been signed and goods or services have been ordered will rollover (carry forward) into the following year.

VIII. LEASE AGREEMENTS

Department Directors are required to submit a copy of all lease agreements associated with their department to the Finance Department at the beginning of each fiscal year or when executed during the fiscal year. No lease agreement invoice will be processed without this supporting documentation. The originating department will prepare an annual requisition and the Finance Department will create and issue purchase orders from properly approved purchase requisitions. Lease invoices will then be paid by the Finance Department each month as detailed in the signed lease agreement.

IX. PROCUREMENT THRESHOLDS

In order to ensure that all items are procured in the most efficient, effective, and economical manner available, the Town of Juno Beach uses a four (4) tier procurement process:

A. **Discretionary Procurement**

1. Purchases of less than $3,000 must be within the budget constraints and authorized by a Supervisor and/or Department Director or designee.
2. The department staff member making the purchase is required to make a reasonable attempt to ensure that the Town receives the lowest and best price that is consistent with the desired quality of items, physical convenience/distance, workmanship, and/or level of performance.

B. **Informal Procurement**

1. Purchases amounts from $3,000 to $34,999 must be within the budget constraints and authorized by a Department Director or designee and the Town Manager.
2. Requires at least three written quotes (“Written Quotation Method”), which must be on the company’s letterhead or from the company’s email system.
3. Must forward quotations to Finance Department with the Department Director’s and Town Manager approval on the quotation utilized.

C. **Formal Procurement**

1. Purchase amounts from $35,000 to $75,000 must be within the budget constraints and authorized by a Department Director or designee, Town Manager, and Finance Director.

2. Requires advertised public notice on the Town's website, Palm Beach County's public notice website or a local newspaper, and open to receive quotes for at least ten (10) days.
3. Provide at least three written quotes, which will be on company letterhead and attached to the purchase requisition as necessary.
4. A purchaser may use acquisition methods as outlined in Section X in order to more accurately outline the scope and requirements of the Town.

D. **Competitive Procurement**

1. Purchases greater than $75,000 must be within the budget constraints and authorized by the Town Council.
2. Requires the use of a Competitive Procurement as outlined in Section X.
3. Prior to the purchase of any goods or service, a Purchase Order shall be issued by the Finance Department.
4. A purchase order requires proof of Town Council approval and procurement procedures as outlined below along with Supervisor/Department Director approval.
5. The purchase order requires two signatures (Town Manager, Finance Director, or authorized designee).
6. The original purchase order shall be sent to the vendor, a copy of the purchase order and supporting documentation shall be retained at the Town Center, and a copy of the purchase order shall be given to the requestor.
7. All applicable invoices shall state the corresponding purchase order number.

X. COMPETITIVE PROCUREMENT - METHODS OF ACQUISITION AND PROCESS

Acquisitions of or contracts for non-real property, goods, or services where the annual expenditure by the Town (excluding expenditures relating to change orders) is estimated to be greater than $75,000 shall be subject to a sealed competitive method.

A. **Sealed Competitive Bids**

Sealed competitive bids are utilized where price, responsiveness, and responsibility are the sole determining factors.

B. Request for Proposals/Requests for Qualifications

Requests for proposals and requests for qualifications are utilized where price, responsiveness, and responsibility are not the sole determining factors. An evaluation committee, appointed by the Town Manager, shall review the submissions received by the Town in response to requests for proposals and

requests for qualifications and make a recommendation to the Town Council. The evaluation committee shall terminate upon the award of the contract, cancellation of the sealed competitive method, or such other time as determined by the Town Council.

C. Requests for Information (RFI)

When it is deemed necessary by the Town Manager to assess the market, feasibility of a proposed project, service, or commodity, or when vendor input to specifications or a scope of work would result in a more competitive and fair sealed competitive method, a request for information (RFI) may be issued requesting submission of unpriced offers, products, or scopes of services, which may be followed by subsequent sealed competitive method that is not limited to those firms who responded to the RFI.

D. Public Notice Requirements

Requires advertised public notice on the Town's website, Palm Beach County's public notice website or a local newspaper. Public notice may also be placed on a recognized procurement platform. Time periods to receive bids will be indicated in the bid documents.

Construction notice time periods will comply with Florida Statute 255.0525.

E. Submissions

It shall be the sole responsibility of the bidder, proposer, or responder to have the bid, proposal, or response submitted to the Town as required in the solicitation document before the specified closing date and time. Bids, proposals, or responses received after the closing date and time shall not be considered. The time specified in the solicitation documents shall govern. All bids, proposals, and responses submitted pursuant to a sealed competitive method shall remain sealed until they are opened publicly on the date and time and location stated in the notice to bidders, proposers, or responders, or as may be amended by addendum.

F. Evaluation Procedures

1. All timely submitted responses will be reviewed for responsiveness/responsibility, which may include the following:
    a. Whether the bidder/proposer has the required licenses or certifications.
    b. Litigation history.
    c. Contractual disputes; and
    d. Whether all required forms have been submitted.
2. An evaluation committee appointed by the Town Manager or designee

shall be established consisting of the Town Manager or designee, at least one member from the user department, and at least one other person not of the user department who may have expertise that will assist in the necessary evaluation of responses. To the extent a committee member becomes unable to serve, the Town Manager may appoint a replacement member. The evaluation committee shall have a minimum of three members and no more than five members. All meetings of the evaluation committee shall be conducted in compliance with the Sunshine Law and all proposers shall receive notice of public evaluation meetings by electronic communication and shall be posted on the Town's. A quorum of the committee must be present at scheduled evaluation meetings where official acts are to be taken. A majority of the committee members shall constitute a quorum, except that in no event shall a quorum be fewer than three members. All members shall be free of any conflicts of interest as set forth in the State Code of Ethics and the Palm Beach County Code of Ethics.

Construction or repairs on a public building or a public work must be opened at a public meeting conducted in compliance with the Sunshine Law (Section 255.0518, Florida Statute).

3. The evaluation committee shall evaluate all responses deemed responsive to the solicitation based on the evaluation criteria, which shall be stated in the sealed competitive method document. If the evaluation criteria is weighted, such information shall also be included in the solicitation document. The procedure for reviewing and scoring the responses shall provide for an initial independent evaluation by each evaluation committee member. Each evaluation committee member has equal weight in the scoring and ranking of the responses. The evaluation committee shall discuss the responses at publicly held evaluation committee meetings and the members may amend their initial scores based on the discussions held.

4. The evaluation committee may reduce the number of firms after the initial evaluation and ranking to a short list of a minimum of three (provided at least three firms applied) based on the ranking. The evaluation committee may hold discussions, interviews, presentations, or other similar proceedings with all short-listed firms at a subsequent meeting. The evaluation committee reserves the right to amend their scores and re-rank short-listed firms based on the discussions, interviews, presentations, or other proceedings held. In re-ranking the short-listed firms, the evaluation committee shall attempt to select the best qualified firm(s) for the particular project based upon the information provided during the discussions or interviews with the proposers or the presentations given by the proposers, and the materials presented and the responses.

5. In addition to price (where applicable), the evaluation criteria shall, at a minimum, include the following:

    a. The ability, capacity, and scale of the bidder/proposer to perform the contract;

    b. Whether the bidder/proposer can perform the contract in the time specified, without delay or interference;

    c. The character, integrity, reputation, judgment and experience and efficiency of the bidder/proposer;

    d. The quality of performance on previous public or private contracts of a similar nature;

    e. The previous and existing compliance by the bidder/proposer with laws and ordinances relating to the contract.

    f. Alternate or additional criteria may be used in the discretion of the Town Manager based upon his/her determination of the factors that will enable the Town to obtain the goods or services requested at the best value and in the most efficient and cost-effective manner. This section does not apply to sealed competitive methods issued pursuant to the CCNA. For CCNA solicitations, the criteria shall be consistent with the requirements of F.S. § 287.055.

6. The evaluation committee's rankings and recommendations shall be reported to the Town Council. The Town Council, by majority vote, has the option to: (1) approve the evaluation committee's ranking/evaluation and recommendation; (2) re-rank the firms (3); reject all submittals based upon a stated reason; or (4) send the ranking/evaluation back to the evaluation committee to conduct further evaluations consistent with the requirements of the sealed competitive method. The evaluation committee may either ratify the ranking/evaluation or re-rank the firms.

G. <u>Town's Reservation of Rights</u>

The Town may utilize a sealed competitive method for any acquisition that the Town deems appropriate regardless of the estimated cost of the acquisition. The Town Manager may waive minor irregularities in the sealed competitive method process. The Town, in its discretion, reserves the right to reject all proposals at any point in the process prior to the full execution of an agreement with the selected vendor.

XI. ADDITIONAL REQUIREMENTS

All contracts shall be approved by the Town Attorney as to form and legal sufficiency. Purchases with a value less than the Competitive Procurement threshold amounts set by this Policy of the Town Council may be signed and executed by the Town Manager.

All contracts exceeding the threshold amount as set by this Policy of the Town Council must be approved by the Town Council before being signed and executed by the Town Manager.

The procurement of engineering, architecture, landscape architecture and surveying services that exceed thresholds set by state law for planning and construction activities shall be pursuant to the requirements of the Consultants Competitive Negotiations Act ("CCNA") (287.055, F.S.).

It is an express violation of this directive (policy) to intentionally "split" contracts or purchase orders or otherwise manipulate them for the purpose of avoiding dollar limitations or any of the Town's purchasing policies.

XII. EXCEPTIONS

A. General Exceptions from Procurement Threshold Requirements

The following procurements shall be exempt from the Town's various procurement threshold requirements:

Contracts for utilities (water, sewer, gas, electrical and other utility services); artistic services; academic program reviews; lectures; legal services; travel, education and training; health services; services for persons with mental or physical disabilities; Medicaid services; family placement services; prevention services (mental health, child abuse, drug abuse and runaway services); workers' compensation related training services; contracts entered into with other government agencies; and contracts with other persons possessing a high degree of professional skill shall be exempt from the Town's various procurement threshold requirements.

The Finance Director's and Town Manager's authorization, as evidenced by a manual signature, shall not be required for any normal and customary payroll-related expenditure.

The approval by the Town Council shall not be required when the cost has previously been approved in the Town's Adopted or Amended Budget. Changes to purchases previously approved by the Town Council may be authorized by the Town Manager provided the total dollar amount and other substantive matters do not exceed previously authorized maximum

limits granted by the Town Council.

B. **Utilization of Other Governmental Entities' Contracts**

1. The Town may acquire or contract for non-real property, goods, or services without utilizing a sealed competitive method where the desired non-real property, goods, or services are the subject of a contract with the State of Florida, their political subdivisions, or other local governmental entities within the State of Florida, with associations affiliated with state and/or local governmental entities or departments (such as the Florida Sheriffs Association) or with the United States government, provided that the contract was awarded based strictly on competitive bidding, and provided that the form of the contract is acceptable to the Town Attorney.
2. Utilization of other government entities' contracts shall only be permitted during the term of the other governmental entity's contract. The term of the Town's contract shall extend no more than twelve months from the expiration date, including expiration of any renewals of the other governmental entity's contract.

C. **Cooperative Acquisitions**

The Town may acquire or contract for non-real property, goods, or services where the Town participates in joint procurement of non-real property, goods, or services with other public entities, including, but not limited to, acquisitions made pursuant to inter-local agreements entered into with other governmental entities in accordance with F.S. Ch. 163.

D. **Sole Source and Town Standard**

A. ***Sole source***. The Town may acquire or contract for non-real property, goods, or services that are available to the Town from only one source without utilizing the sealed competitive method or written quotations method. Sole source acquisitions where the annual expenditure by the Town (excluding expenditures relating to change orders) is estimated to be $75,000 or greater shall be subject to prior approval by the Town Council.

B. ***Town standard***. Where the Town has determined that a particular style, brand, make, or model is the only type that meets the Town's requirements for performance, consistency, compatibility, or other salient characteristics, and the Town Council has approved such standard, and such determination has resulted in there being only one source available to the Town, the Town may acquire or contract for such goods without utilizing a sealed competitive method. Town standard acquisitions where the annual expenditure by the Town (excluding expenditures relating to change orders) is estimated to be $75,000 or greater shall be subject to prior approval by the Town

Council.

E. **Emergency Acquisitions**

It is the intent of the Town Council to grant the Town Manager the authority to act during an emergency to protect the public health, safety and welfare, in certain circumstances, without the prior approval of the Town Council, including the execution of required contracts. For the purposes of this subsection a non-declared emergency shall mean an adverse condition or circumstance in which the public health, safety or welfare is immediately and significantly threatened. A significant interruption or delay in the provision of municipal services shall be deemed an immediate threat to the public welfare. A declared emergency shall be an emergency as declared by the appropriate federal, state or local official.

F. **Best Interest Acquisitions**

The Town may acquire or contract for non-real property, goods, or services without utilizing a sealed competitive method or the other purchasing methods prescribed herein where the Town Council determines by a majority affirmative vote that the sealed competitive method or the other procurement methods (i.e., obtaining written quotations) are not in the best interest of the Town, and that such acquisition without utilizing a sealed competitive method or the written quotations method will not result in the financial disadvantage of the Town. Such contracts shall be placed on the regular Town Council agenda.

XIII. TOWN COUNCIL APPROVAL

Acquisitions greater than $75,000. Acquisitions of or purchases for non-real property, goods, or services where the expenditure by the Town (excluding expenditures relating to change orders) is estimated to be greater than $75,000 during the initial contract term, shall be subject to prior approval by the Town Council.

Multiple acquisitions from a vendor exceeding $75,000 in any fiscal year. Acquisitions of or contracts for non-real property, goods, or services from the same person or entity exceeding the aggregate sum of $75,000 (whether by a single department or multiple departments) during the course of any fiscal year shall be subject to prior approval by the Town Council.

XIV. CHANGE ORDERS

A. **Town Council Approved Contracts**

1. ***Beyond the scope of work.*** Any change order that materially expands or alters the scope of the work in a Town Council approved contract shall be subject to prior approval by the Town Council, unless the Town Council approved contract authorizes the Town Manager to approve such expansion or alteration of the scope of work.

2. ***Within the scope of work.*** The Town Manager may approve a change order provided that it does not materially expand or alter the scope of the work or result in an increase in the contract amount of $50,000 or more in a Town Council approved contract.

3. ***Construction contracts.*** Notwithstanding subparagraphs (1) and (2) above, the Town Manager may approve a change order increasing the cost of a construction contract up to $50,000 or ten percent of the original construction contract amount, whichever is greater, provided that sufficient budgeted funds are available.

4. ***Extension of project completion dates.*** Any change order that extends the original substantial or final completion date of a project of a Town Council approved contract may be approved by the Town Manager for up to 60 days, unless the Town Council approved contract authorizes the Town Manager to extend the completion date of the contract beyond the 60 days.

B. **Town Manager approved contracts.**

The Town Manager is authorized to approve a change order to a contract that did not require Town Council approval, provided that the change order does not cause the total acquisition from the vendor to exceed the aggregate sum of $75,000.00 during the course of any fiscal year.

XV. REVENUE GENERATING CONTRACTS

Contracts with any person where the Town estimates the Town will receive revenue in the amount of $75,000.00 or greater over the term of the contract shall require approval by the Town Council and shall be subject to a sealed competitive method. This section shall not apply to the purchase, sale, or lease of the Town's real or personal property or Town-sponsored events.

XVI. CONE OF SILENCE

A. **Prohibited Communication.**

Except as set forth in subsection (d), during the course of a sealed competitive method, a cone of silence shall be in effect between:

1. Any person or entity that seeks a contract, contract amendment, contract renewal, award, recommendation, or approval related to a sealed competitive method or that is subject to being evaluated or having its response evaluated in connection with a sealed competitive method, including a person or entity's representative; and

2. Any Town Council member, the Town Manager or any person or group of persons appointed or designated by the Town Council or the Town Manager to evaluate, select, or make a recommendation to the Town Council or the Town Manager regarding a sealed competitive method,

including any member of the evaluation committee.

B. **Effective Dates.**

A cone of silence shall begin and shall end for a sealed competitive method as follows:

1. A cone of silence shall be in effect during a sealed competitive method process beginning upon the advertisement for the sealed competitive method or during such other procurement activities as declared by the Town Council.
2. The cone of silence shall terminate at the time the Town Council takes final action or gives final approval of a contract, rejects all bids or responses to the sealed competitive method, or takes other action that ends the sealed competitive method process.

C. **Notice.**

When the cone of silence becomes effective for a particular sealed competitive method, the Town Manager or designee shall provide notice of the cone of silence to the Town Council. The solicitation document for the goods or services shall generally disclose the requirements of this section.

D. **Permitted Communication.**

1. The cone of silence shall not apply to written or oral communications with legal counsel for the Town or Town staff acting in the capacity as purchasing agent for the Town.
2. Nothing contained in this section shall prohibit any person or entity subject to this section from:
    a. Making public presentations at pre-bid conferences or at an evaluation or negotiation meeting related to the sealed competitive method.
    b. Engaging in contract negotiations with the individual or entity selected to negotiate the terms of the agreement.
    c. Engaging in contract negotiations with the Town Council during a public meeting.
    d. Making a public presentation to the Town Council during any public meeting related to the sealed competitive method.
    e. Communicating with the person or persons designated in the sealed competitive method as the contact person for clarification or information related to the sealed competitive method. The contact person shall not be a member of the evaluation committee or the person designated to negotiate the agreement, except as otherwise provided for in subsection (D) (1) above.

3. The Town's purchasing agent (Finance Department staff) and the Town Attorney shall accept written communications from persons or entities subject to this section during the time a cone of silence is applicable to a sealed competitive method.

E. **Violations.**

Any action in violation of this section shall be cause for disqualification of the bid or the proposal. The determination of a violation and the penalty shall be made by the Town Council.

XVII. FEDERAL AND STATE PROJECTS; FEDERAL GRANTS

FEMA grant and cooperative agreement requirements ($25,000.00 or more). Contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Non-procurement Debarment and Suspension). These regulations restrict awards, sub-awards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II, Paragraph I; and Chapter IV, Paragraph 6.d and Appendix C, Paragraph 2. A contract award must not be made to parties listed in the SAM Exclusions (www.sam.gov). SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

XVIII. PRE-QUALIFICATION OF BIDDERS – CONSTRUCTION PROJECTS; BONDS

The Town Manager, with the recommendation of the department head in charge of the construction project, shall make a determination as to whether the construction project should be bid using the two-step prequalification process. If such a determination is made, the prequalification of bidders shall follow the request for qualifications process.

The recommended list of pre-qualified bidders shall include, at a minimum, the three top ranked bidders, assuming three responded to the RFQ. Upon approval of the pre-qualified list of bidders by the Town Council, Town staff may issue an invitation to bid to the pre-qualified bidders. Only those bidders who have been so prequalified may then bid on the project. The Town Council may award the bid to the prequalified bidder who submits the lowest responsive, responsible bid.

Bonds. Contractor shall be required to provide a payment and performance

bond as provided in Sec. 255.05, F.S., as amended.

XIX. PAYMENT

By issuing a purchase order in advance of ongoing contracts and purchases of goods or services utilizing a blank purchase, or over time, funds are properly encumbered and set-aside to pay these obligations. The encumbrance ensures that the required funding is available to meet the Town's financial obligations. Accounts payable pays invoices/detailed receipts which prove and validate each and every transaction (providing information on what was purchased, how many was purchased, for how much for each item, when it was purchased and the total of the purchase) for the Town including those for external vendor purchases, employee business travel and entertainment reimbursements, and payments to non-employee independent contractors.

It is the originating department's responsibility to approve invoices or detailed receipts submit them to the Finance Department/Accounts Payable within the proper timeframe.

Every vendor's invoice/receipt is due for payment within some period of time after it is generated. This is normally computed as a number of days after the invoice date. The Town's standard for payment of vendor's invoices is within thirty days of the invoice date.

The Town must pay its obligations in a timely manner. Failure to comply with payment terms often leads to:

- Credit holds, where a vendor refuses to fill any subsequent order until the outstanding obligation has been paid; or
- Stiffer terms where the vendor may even demand payment in advance; or higher prices on future purchases.
- Payment on Construction Service Contracts shall be paid pursuant to the Florida Prompt Payment Act (F.S. 218.735).

XX. CREDIT MEMOS

If a department believes it is entitled to a credit from a vendor or receives a credit memorandum that is deemed to be valid, the department should notify accounts payable and send all credit memos to the Finance Department for processing.

XXI. ADVANCING PERSONAL FUNDS

As a general rule, individuals should not advance their own funds to purchase supplies and services on behalf of the Town. Purchases should be made through established purchasing policies and procedures. The Town should deal directly with vendors to arrange for the receipt of items and the payment of

obligations.

In limited instances, most often related to business travel and entertainment expenses, the department or individual may pay for the item and be reimbursed. If it is necessary that an individual advance money to purchase items for Town business, the immediate supervisor must first authorize the purchase. The reimbursement request must be supported by the business purpose of the transaction, bona-fide proof of payment AND must include the signatures of the purchaser AND of a direct supervisor who can attest to the receipt of the supplies or services by the department. Requests for reimbursement lacking these signatures will be returned to departments. The immediate supervisor should always review and approve a reimbursement request. This is a basic financial control pursuant to Generally Accepted Accounting Principles.

XXII. FISCAL YEAR-END PROCEDURES

The Finance Department seeks to close the fiscal year, complete rate change calculations and prepare the Town of Juno Beach's financial statements in a timely manner. In order to accomplish this goal, all purchase orders must be received in the Finance Department by August 31 in order to be processed in the fiscal year ending September 30. Any purchase orders received after August 31 will be held and processed in the following fiscal year and encumbered against the following fiscal year budget.

XXIII. CREDIT CARDS

The Town utilizes and issues credit cards as a means of efficiently conducting official Town duties and responsibilities. Cards may be issued to individual employees or kept in a central location to be obtained for use. A record or copy of all credit cards is kept by the Finance Department. Issued credit cards are the sole responsibility of the cardholder and any misuse or fraudulent activity may result both in disciplinary action, up to and including termination, and referral to the appropriate law enforcement agency for criminal prosecution. The Department Director will be responsible for providing invoices (receipts) or other acceptable documentation to the Finance Department with the monthly credit card billing as supporting documentation for payment.

XXIV. CHECK SIGNING AND FACSIMILE SIGNATURES

Two facsimile signatures of the Town Manager and the Finance Director may be used on any check of $3,500.00 or less. All checks between $3,501.00 and $10,000.00 must have two signatures and one of the signatures must be an original signature of a member of Town Council, the Town Manager or the Finance Director. All checks in excess of $10,000.00 must be issued with two original signatures and one of the signatures must be a signature of a member of the Town Council.

EXHIBIT A

TOWN OF JUNO BEACH, FLORIDA
PURCHASING POLICIES AND PROCEDURES

Adopted By Resolution 2024-3

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Effective Date February 28, 2024

Table of Contents

I. OBJECTIVE 4
II. EXCEPTION 4
III. RESPONSIBILITY 4
IV. DEFINITIONS 4
V. ETHICAL CONDUCT 9
VI. AUTHORITY AND RESPONSIBILITY 10
- A. User Department ..... 11~~10~~
- B. Finance Department 11
- C. Designees 11

VII. PURCHASE REQUISITION/PURCHASE ORDERS ..... 12~~11~~
- A. Purchase Requisitions ..... 12~~11~~
- B. Purchase Orders 12

VIII. LEASE AGREEMENTS 13
IX. PROCUREMENT THRESHOLDS 13
- A. Discretionary Procurement 13
- B. Informal Procurement ..... 14~~13~~
- C. Formal Procurement ..... 14~~13~~
- D. Competitive Procurement 14

X. METHODS OF ACQUISITION – COMPETITIVE PROCUREMENT ..... 15~~14~~
- A. Sealed Competitive Bids ..... 15~~14~~
- B. Public Notice Requirements ..... 15~~14~~
- C. Request for Proposals/Requests for Qualifications 15
- D. Requests for Information 15
- E. Submissions ..... 16~~15~~
- F. Evaluation Procedures ..... 16~~15~~
- G. Town's Reservation of Rights ..... 18~~17~~

XI. ADDITIONAL REQUIREMENTS ..... 18~~17~~
XII. EXCEPTIONS ..... 19~~18~~
- A. General Exceptions from Procurement Threshold Requirements ..... 19~~18~~
- B. Utilization of Other Governmental Entities' Contracts ..... 19~~18~~

DRAFT

C. Cooperative Acquisitions ..... 20~~19~~
D. Sole Source and Town Standard ..... 20~~19~~
E. Emergency Acquisitions ..... 20~~19~~
F. Best Interest Acquisitions ..... 21~~20~~
XIII. TOWN COUNCIL APPROVAL ..... 21~~20~~
XIV. CHANGE ORDERS ..... 21~~20~~
A. Town Council Approved Contracts ..... 21~~20~~
B. Town Manager approved contracts. ..... 22~~21~~
XV. REVENUE GENERATING CONTRACTS ..... 22~~21~~
XVI. CONE OF SILENCE ..... 22~~21~~
A. Prohibited Communication. ..... 22~~21~~
B. Effective Dates. ..... 22~~21~~
C. Notice. ..... 23~~22~~
D. Permitted Communication. ..... 23~~22~~
E. Violations. 23
XVII. FEDERAL AND STATE PROJECTS; FEDERAL GRANTS ..... 24~~23~~
XVIII. PRE-QUALIFICATION OF BIDDERS – CONSTRUCTION PROJECTS; BONDS ..... 24~~23~~
XIX. PAYMENT 24
XX. CREDIT MEMOS ..... 25~~24~~
XXI. ADVANCING PERSONAL FUNDS ..... 25~~24~~
XXII. FISCAL YEAR-END PROCEDURES ..... 26~~25~~
XXIII. CREDIT CARDS ..... 26~~25~~
XXIV. CHECK SIGNING AND FACSIMILE SIGNATURES ..... 26~~25~~

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Town of Juno Beach, Florida

PURCHASING POLICIES AND PROCEDURES

I. OBJECTIVE

To establish policies and procedures for the selection of vendors to procure goods and/or services for the Town. This policy will apply to all purchases of the Town irrespective of the funding source. This directive is designed to ensure that the Town procures all items at the lowest and best price consistent with the quality of materials, workmanship, or level of service performance required. No purchase of items shall be authorized unless adequate funds have been appropriated.

II. EXCEPTION

Grant agreements may contain provisions or requirements related to purchasing procedures, the disposition of fixed assets, etc., that differ from the Town's procedures. In the event that there is a conflict between a grant provision/requirement and a Town procedure, the grant provision/requirement will take precedence over the Town procedure.

III. RESPONSIBILITY

It shall be the responsibility of the Town Manager and all employees involved in the purchasing process to comply with all procedures, guidelines and instructions as set forth in this policy.

IV. DEFINITIONS

APPROPRIATION: An act by the Town Council that authorizes the expenditure of specific dollar amounts for various purposes including the purchase of items.

AUTHORIZATION: An act by an authorized officer approving the expenditure of Town funds. For the originating department, the authorizing officer is the Department Director or designee. For the Finance Department, the authorizing officer is the Finance Director or designee. For all purchases over $~~25~~3,000, authorization must also come from the Town Manager or designee.

AWARD: Award means the acceptance of a bid, offer, or proposal by the ~~proper~~ applicable governmental authority.

BID: A price offered by a vendor to furnish specific goods and/or services in response to an invitation for bids~~/advertisement~~, written request for quotation, or verbal request for quotation.

BLANKET PURCHASE ORDER: A single purchase order which allows for multiple releases of funds, issued as a confirmed long-term order for specified goods or services over a period not to exceed one fiscal year.

CHANGE ORDER: A modification to an original contract or change in contract scope, which occurs during the provision of contractual services which may result in an increase or decrease in contract cost and/or contract time.

CONE OF SILENCE: The Cone of Silence prohibits certain oral communications regarding a particular RFP, RFQ or bid during the period the Cone is in effect. The Cone of Silence is designed to protect the professional integrity of the procurement process by shielding it from undue influences prior to the recommendation of contract award.

COMPETITIVE SOLICITATION: The process of requesting and receiving two or more sealed bids, proposals, or replies submitted by responsive vendors in accordance with the terms of a competitive process, regardless of the method of procurement.

CONSULTANTS' COMPETITIVE NEGOTIATION ACT or ("CCNA"): The common name for F.S. §287.055, as may be amended, concerning the procurement of architectural, professional engineering, landscape architecture, and registered land surveying and mapping services, as defined by state law.

CONTINUING CONTRACT: A contract for professional services entered into in accordance with all the procedures of the CCNA between an agency and a firm whereby the firm provides professional service to the agency for projects in which the estimated construction cost of each individual project under the contract does not exceed $4 million, for study activity of the fee for professional services for each individual study under the contract does not exceed $500,000, or for work of a specified nature as outlined in the contract required by the agency, with the contract being for a fixed term or with no time limitation except that the contract must provide a termination clause. Firms providing professional services under continuing contracts shall not be required to bid against one another.

CONTRACT/AGREEMENT: A legally binding agreement between parties usually exchanging goods or services for money or other consideration. These contracts can be price specific, volume specific, or for a specified construction project.

CONTRACTOR: Any person or entity currently under contract with the Town.

DESIGNEE: An individual appointed by an authorized officer to approve expenditures.

ELECTRONIC: Relating to technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities.

ELECTRONIC SIGNATURE: A manual or electronic identifier or the electronic result

of an authentication technique attached to, or logically associated with, a record that is intended by the person using it to have the same full force and effect as a manual signature.

EMERGENCY PURCHASE: Emergency purchases are the procurement of goods, services, consultant services and/or construction made non-competitively because in the judgment of the Town Manager/ Department Director such acquisition is necessary to remedy or mitigate the harmful effects of any actual or threatened occurrence which may pose an imminent or existing threat to the life, health, welfare, or safety of Town employees, citizens, or Town property.

~~As used in these purchasing polices and procedures, an emergency is a circumstance in which damage to Town facilities or personnel or serious damage to Town programs will result if prompt action is not taken. An emergency purchase would be required by a sudden and unexpected turn of events (acts of God, weather events, or other uncontrollable unexpected circumstances) which involves, or could involve, a threat to the health, safety, and welfare of citizens, and which can be rectified in whole or in part by the immediate purchase of items or services.~~

~~Emergency purchase orders are considered on their individual merits. They will be processed as emergencies only when the Town Manager determines that it is necessary, and will not be utilized unless the situation poses an imminent risk to health, life, property, or the environment and requires immediate action.~~

ENCUMBRANCE: Reservation of Town funds that have been authorized for a purchase that has not yet been completed.

EVALUATION COMMITTEE: A group of 3-5 persons appointed as provided for herein to recommend a vendor or vendors to provide goods or services, or both, for a particular project by ranking them in preferential order or by some other method. The Evaluation Committee is subject to the Cone of Silence provisions.

FLORIDA STATE CONTRACT: An agreement or contract with the State of Florida or any Florida State agency or any quasi-public agency or other Florida government entities' purchasing contract as long as the contract is current and was procured with the same level of formality as the Town would have otherwise required.

FISCAL YEAR: The period of time beginning on October 1 of any year and ending September 30 of the following year.

INVITATION TO BID ("ITB"): A competitive method of soliciting bids which is used when there is no substantial difference between the products or services that meet the specifications of the Town; the only real difference between the submissions is the price.

LAW ENFORCEMENT TRUST FUNDS (Forfeiture Funds): Those funds governed as to their use by Chapter 932, F.S. These funds may only enter the purchasing process after a recommendation of funding use is provided by the Chief of Police.

MINOR IRREGULARITY: A variation from the sealed competitive method, which does not affect the proposed price or give the proposer an advantage or benefit not enjoyed by other proposers, or does not adversely affect the fundamental fairness of the sealed competitive method.

OFFEROR: A bidder, proposer, vendor, or other person or entity who submits a response to a sealed competitive method or written quotations method.

PERSON: Any natural person or entity including, but not limited to, a corporation, partnership, sole proprietorship, an estate, trust, a political subdivision, a public or private agency of any kind, a utility, a successor or assign of any of the foregoing, or any other legal entity.

PIGGYBACK CONTRACT: A contract which makes use of the practice of procuring goods and/or services through the utilization of a State of Florida public entity's award of an Invitation to Bid or Request for Proposals.

PROFESSIONAL SERVICES (PS): Services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the state, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice.

PREPAYMENT: Payment of an agreed upon sum before receiving the item(s).

PURCHASE: The acquisition of goods or services; generally an exchange transaction where the Town procures these goods or services one time from an individual, firm, or corporation.

PURCHASE ORDER: A legal document issued by a buyer to a seller indicating descriptions, types, quantities, agreed prices, date of performance or shipment for items and other associated terms and conditions the seller will provide to the buyer over time. A purchase order is utilized to help ensure that the Town gets the number of items promised, at the price promised, for as long as it has been promised, and to monitor the ongoing spending for contracted items.

PURCHASE REQUISITION: A request to proceed with a purchase. It is also called a purchase order request. It is originated and approved by the department requiring the items. A purchase requisition is owned by the originating department and should not be changed without obtaining approval from the originating department. A purchase requisition is not a purchase order and should not be used to purchase items or be used as an authorization to pay an invoice from a

supplier or service provider.

RESPONSE: A bid, proposal, statement of qualifications or other type of response submitted by a proposer in response to a sealed competitive method or written quotations method issued by the Town.

RESPONSIVE BIDDER OR PROPOSER: A proposer who has submitted a response which conforms in all material respects to a competitive solicitation. A response of a responsive proposer must be submitted on the required forms, which contain all required information, signatures, notarizations, insurance, bonding, security, or other mandated requirements required by the competitive solicitation by the due date and time.

REQUEST FOR PROPOSAL (RFP): An invitation for providers of a product or service to bid on the right to supply that product or service to the individual or entity that issued the RFP.

REQUEST FOR QUALIFICATION (RFQ): A process that requests interested consultants to submit a letter of interest and a statement of their qualifications. Consultants are evaluated upon their qualifications, expertise, and references.

REQUEST FOR QUOTATION: An informal request, either oral or written, to solicit prices for specific goods and/or services.

SEALED COMPETITVE METHOD: A method to obtain responses and submissions from qualified vendors which conforms in all material respects to a competitive solicitation. Various methods include Invitation to Bid, Request for Proposals, Request for Qualifications and Request for Information.

SERVICES: The furnishing primarily of labor, time and/or effort by a vendor, wherein the provision of goods or other specific end products other than documents relating to the required performance is incidental or secondary.

SINGLE SOURCE: A supply source for goods or services to which purchases are directed because of issues related to standardization, warranty, or other factors, even though competitive sources may be available. All Single Source purchases must have a written justification (memo) and supporting documentation. Single Source Memos will be approved by the Town Manager prior to goods/servicing being purchased and shall be reevaluated and reapproved by the Town Manager on an annual basis at minimum.

~~A Single Source company is one in which two or more vendors can supply the commodity, technology, and/or perform the services required by the Town, but the department selects one vendor over another. The acquisition of items that for all practical purposes can only be obtained from a single vendor, usually because of limiting technology, technological compatibility with existing systems or items already in use by the Town or other unique qualities of the items that preclude a~~

~~competitor's price comparison. The Town Manager must approve all single source purchases.~~

SOLE SOURCE: A Sole Source company means that only one supplier, to the best of the requester's knowledge and belief, based upon thorough research, is capable of providing the required product or service.

A Sole Source company may provide a sole source letter to use for backup. If there is a need to verify the accuracy of the sole source vendor, the Town may place the request on Demand Star or a similar procurement website ~~page~~ for five days.

SUSPENSION: Action taken by the Town to temporarily disqualify a vendor from Town contracts.

TOWN: The Town of Juno Beach.

UNAUTHORIZED PURCHASE: Any purchase that commits the Town financially which is made by an individual or individuals who lack the authority to do so or is made without following established Town purchasing policies and procedures. Unauthorized purchases may be the responsibility of the purchaser.

VENDOR: A person or entity that is currently supplying any goods or services to the Town; that has supplied any goods or services to the Town within the current or prior two fiscal years; or has, by submitting a response to a currently open sealed competitive solicitation method, expressed an interest in supplying any goods or services to the Town.

WRITTEN QUOTATION METHOD: The method of obtaining (3) three written quotes from vendors who meet all the specifications and/~~-~~or qualifications as set forth by the purchaser.

V. ETHICAL CONDUCT

A. Any attempt by Town employees to realize personal gain by conduct inconsistent with proper discharge of their duties is a breach of public trust. Any effort to influence any public employee to breach the standards of ethical conduct set forth in this Policy is also a breach of ethical standards. The provisions of Town ordinances, county ordinances and state statutes shall be strictly enforced to preserve the public trust. Town personnel shall comply with the Palm Beach County Code of Ethics as well as the State of Florida Code of Ethics.

B. The Town shall not execute a contract if there has been a violation of this section, any ethics provision of a procurement solicitation, or any local, state, or federal law, including, but not limited to:

1. Conflicts of interest;

2. Kickbacks;
3. Solicitation of procurement by payment of a gratuity or offer of employment;
4. Acceptance of a gratuity or offer of employment resulting from solicitation of procurement;
5. Violations of the cone of silence;
6. Any other improper or unlawful attempt to influence the outcome of a procurement.

C. Unauthorized purchasing practices. An unauthorized purchase occurs when any employee of the Town orders, contracts for, or purchases any services, materials or supplies outside the purview of the Town Charter and/or this Policy. Any individual making an unauthorized purchase may be subject to disciplinary action as appropriate, which may include termination and/or prosecution. The following are unauthorized purchasing practices:

1. Intentionally and knowingly artificially dividing purchases into multiple segments to issue single orders below the dollar threshold requirements as established herein (also known as "stringing" or "splitting purchases").
2. Intentionally and knowingly purchasing any supplies or services above the thresholds delineated herein directly from a vendor.
3. Obtaining items available on an existing Town term contract when one is required.
4. Providing false information, such as false quotations (without contacting and obtaining a quotation, bid, or proposal from a vendor).
5. Adding unauthorized purchases to previously approved purchase orders without approval of the appropriate approval authority and subsequent modification of the purchase order.

D. Any contracting entity, including subcontractors, who are involved with developing or drafting specifications, requirements, statements of work, invitations to bid or requests for proposals shall be excluded from competing for such procurements.

E. Consistent with the Purchasing Procedures detailed above, if any purchase is determined to be unauthorized, that purchase may be the responsibility of the purchaser.

VI. AUTHORITY AND RESPONSIBILITY

The Town has determined that purchasing and contracting decisions are managed most effectively by the end-user of the items. This approach requires that employees involved at every stage of the purchasing process take responsibility for understanding the Town's policies and procedures regarding purchasing and vendor relations.

Employees must be authorized to commit the Town's resources to make a purchase and are subject to disciplinary action up to and including the termination of employment if proper authorization is not obtained.

The Finance Department has the right to review and question any purchasing transaction.

A. **User Department**

Department personnel are responsible for the following:

1. Ascertaining needs and determining whether the purchase or contract has a public purpose.
2. Conducting price or cost analysis to ensure the Town is making the most efficient, effective, and economical purchases reasonably possible.
3. Monitoring the department's budget and verifying that funding is available prior to committing to the purchase.
4. Selecting a vendor in a fair, impartial, and consistent manner when competitive procurement is not required.
5. Initiating a purchase requisition/purchase order, if required.
6. Verifying that all purchases for their department follow the Town's purchasing policies and procedures.
7. Ensuring the proper receipt of ordered items.
8. Reviewing invoices or purchases and verifying that the receipt of ordered purchases agrees with the contract, purchase order, or quotes.
9. Forwarding invoices and/or receipts to the Finance Department in a timely manner for payment.
10. Negotiating and resolving disputes with vendors.

B. **Finance Department**

The Finance Department is responsible for:

1. Reviewing all purchases for completeness and for proper usage of accounts as well as ensuring that funding is available in the applicable budget.
2. Reviewing all purchases to ensure compliance with current purchasing policies and procedures.
3. Preparing purchase orders from completed purchase requisitions for issuance to vendors.
4. Paying invoices.

C. **Designees**

Department Directors are ultimately responsible for the purchasing

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activities of their departments and must sign all purchase requisitions. Directors may delegate requisition approval authority to another employee within their department by completing a Delegation of Authority Form and sending it to the Finance Department where it will be kept on file. Directors are responsible for ensuring that their designees have access to and are knowledgeable of current purchasing policies and procedures.

VII. PURCHASE REQUISITION/PURCHASE ORDERS

Purchase requisitions and purchase orders are required for purchases greater than $35,000 for acquisitions on continuing contracts which are not one-time purchases of items which will be delivered over time and purchased in allotments or pursuant to construction contracts or continuing contracts such as landscaping, cleaning, etc.

Vendors may request a purchase order for any item, for any amount, and it is the discretion of the department director or designee to issue the purchase requisition.

A. Purchase Requisitions

1. The originating department will be responsible for completely and accurately preparing the requisition. The purchase requisition must include descriptions, prices, quantities, terms, delivery, vendor, contract numbers, charge (account) codes and any other standard or special instructions or explanations.
2. Purchase requisitions may not be approved for any purchase that would result in spending in excess of amounts authorized in the annual budget.
3. Departments may take advantage of and "piggyback" a State of Florida or another Florida government entity's purchasing contract as long as the contract is current and was procured with the same level of formality as the Town would have otherwise required. Purchase requisitions for piggyback contract items must comply with the specifications of the piggyback contract listing.
4. If circumstances do not allow for or require competitive procurement (e.g. emergencies, sole-source, piggyback, etc.), reasons for the exception to the directive must be fully documented and approved by the Town Manager. Emergency purchases may be documented after the fact and receive formal approval after the need for the emergency has been rectified. Prior verbal approval by the Town Manager is highly recommended.

B. Purchase Orders

1. All purchase orders are to be processed prior to the purchase of goods or services from outside vendors, when necessary.

2. Blanket Purchase Orders - Blanket purchase orders permit multiple purchases from the same vendor using the same price index, and may be used when the originating department:
    a. Needs to purchase specific items or services repetitively over a specified time period, usually one (1) fiscal year; or
    b. Needs to frequently purchase low-dollar goods or services and can obtain more favorable pricing through volume commitments.
3. Blanket purchase orders should not be used when:
    a. A price agreement or business terms are not negotiated with the vendor; or
    b. Control over the department's expenditures would be weakened significantly.
4. The Finance Department will generate the purchase order once the Town Manager and the appropriate directors or designees have approved the requisition. Orders must be placed only for items included on the approved requisition.
5. Splitting orders, or even failing to combine orders when this logically should be done in the interest of economy, for the purpose of keeping total cost of each order below purchase order and/or bid limits will be construed as a deliberate evasion of this Policy, subjecting the violator to discipline per Town policy.
6. Purchase orders for which contracts have been signed and goods or services have been ordered will rollover (carry forward) into the following year.

VIII. LEASE AGREEMENTS

Department Directors are required to submit a copy of all lease agreements associated with their department to the Finance Department at the beginning of each fiscal year or when executed during the fiscal year. No lease agreement invoice will be processed without this supporting documentation. The originating department will prepare an annual requisition and the Finance Department will create and issue purchase orders from properly approved purchase requisitions. Lease invoices will then be paid by the Finance Department each month as detailed in the signed lease agreement.

IX. PROCUREMENT THRESHOLDS

In order to ensure that all items are procured in the most efficient, effective, and economical manner available, the Town of Juno Beach uses a four (4) tier procurement process:

A. **Discretionary Procurement**

1. Purchases of less than $3,000 must be within the budget constraints and authorized by a Supervisor and/or Department Director or designee.
2. The department staff member making the purchase is required to make a reasonable attempt to ensure that the Town receives the lowest and best price that is consistent with the desired quality of items, physical convenience/distance, workmanship, and/or level of performance.

B. **Informal Procurement**

1. Purchases ~~of~~ amounts from $3,000 ~~but less than~~to $3~~45~~,999~~000~~ must be within the budget constraints and authorized by a Department Director or designee and the Town Manager.
2. Requires at least three written quotes ("W~~w~~ritten Q~~q~~uotation~~s~~ M~~m~~ethod"), which must be on the company's letterhead or from the company's email system.
3. Must forward quotations to Finance Department with the Department Director's and Town Manager approval on the quotation utilized.

C. **Formal Procurement**

1. Purchase ~~of~~ amounts from $35,000 ~~but less than~~to $75,000 must be within the budget constraints and authorized by a Department Director or designee, Town Manager, and Finance Director.
2. Requires advertised public notice on the Town's website, Palm Beach County's public notice website or a local newspaper, and open to receive quotes for at least ten (10) days.
3. Provide at least three written quotes, which will be on company letterhead and attached to the purchase requisition as necessary.
4. A purchaser may use acquisition methods as outlined in Section X in order to more accurately outline the scope and requirements of the Town.

D. **Competitive Procurement**

1. Purchases greater than $75,000 must be within the budget constraints and authorized by the Town Council.
2. Requires the use of a Competitive Procurement process as outlined in Section X.
3. Prior to the purchase of any good or service, a Purchase Order shall be issued by the Finance Department.
4. A purchase order requires proof of Town Council approval and procurement procedures as outlined below along with Supervisor/Department Director approval.

5. The purchase order requires two signatures (Town Manager, Finance Director, or authorized designee).

6. The original purchase order shall be sent to the vendor, a copy of the purchase order and supporting documentation shall be retained at the Town Center, and a copy of the purchase order shall be given to the requestor.

7. All applicable invoices shall state the corresponding purchase order number.

X. METHODS OF ACQUISITION – COMPETITIVE PROCUREMENT

Acquisitions of or contracts for non-real property, goods, or services where the annual expenditure by the Town (excluding expenditures relating to change orders) is estimated to be $75,000 or greater shall be subject to a sealed competitive method.

A. Sealed Competitive Bids

Sealed competitive bids are utilized where price, responsiveness, and responsibility are the sole determining factors.

B. ~~Public Notice Requirements~~

~~Requires advertised public notice on the Town's website, Palm Beach County's public notice website or a local newspaper. Public notice may also be placed on a recognized procurement platform. Time periods to receive bids will be indicated in the bid documents.~~

~~Construction notice time periods will comply with Florida Statute 255.0525.~~

B~~C~~. Request for Proposals/Requests for Qualifications

Requests for proposals and requests for qualifications are utilized where price, responsiveness, and responsibility are not the sole determining factors. An evaluation committee, appointed by the Town Manager, shall review the submissions received by the Town in response to requests for proposals and requests for qualifications and make a recommendation to the Town Council. The evaluation committee shall terminate upon the award of the contract, cancellation of the sealed competitive method, or such other time as determined by the Town Council.

C~~D.~~ Requests for Information (RFI)

When it is deemed necessary by the Town Manager to assess the market, feasibility of a proposed project, service, or commodity, or when vendor input to specifications or a scope of work would result in a more competitive and fair sealed competitive method, a request for information ("RFI") may be issued requesting submission of unpriced offers, products, or scopes of services, which may be followed by subsequent sealed competitive method that is not

limited to those firms who responded to the RFI.

Sealed Competitive Process

A. Public Notice Requirements

Requires advertised public notice on the Town's website, Palm Beach County's public notice website or a local newspaper. Public notice may also be placed on a recognized procurement platform. Time periods to receive bids will be indicated in the bid documents.

Construction notice time periods will comply with Florida Statute 255.0525.

B~~E~~. Submissions

It shall be the sole responsibility of the bidder, proposer, or responder to have the bid, proposal, or response submitted to the Town as required in the solicitation document before the specified closing date and time. Bids, proposals, or responses received after the closing date and time shall not be considered. The time ~~clock~~ specified in the solicitation documents shall govern. All bids, proposals, and responses submitted pursuant to a sealed competitive method shall remain sealed until they are opened publicly on the date and time and location stated in the notice to bidders, proposers, or responders, or as may be amended by addendum.

C.~~F.~~ Evaluation Procedures

1. All timely submitted responses will be reviewed for responsiveness/responsibility, which may include the following:
    a. Whether the bidder/proposer has the required licenses or certifications;
    b. Litigation history;
    c. Contractual disputes; and
    d. Whether all required forms have been submitted.
2. An evaluation committee appointed by the Town Manager or designee shall be established consisting of the Town Manager or designee, at least one member from the user department, and at least one other person not of the user department who may have expertise that will assist in the necessary evaluation of responses. To the extent a committee member becomes unable to serve, the Town Manager may appoint a replacement member. The evaluation committee shall have a minimum of three members and no more than five members. All meetings of the evaluation committee shall be conducted in compliance with the Sunshine Law and

all proposers shall receive notice of public evaluation meetings by electronic communication and shall be posted on the Town's. A quorum of the committee must be present at scheduled evaluation meetings where official acts are to be taken. A majority of the committee members shall constitute a quorum, except that in no event shall a quorum be fewer than three members. All members shall be free of any conflicts of interest as set forth in the State Code of Ethics and the Palm Beach County Code of Ethics.

Construction or repairs on a public building or a public work must be opened at a public meeting conducted in compliance with the Sunshine Law (Section 255.0518, Florida Statute).

3. The evaluation committee shall evaluate all responses deemed responsive to the solicitation based on the evaluation criteria, which shall be stated in the sealed competitive method document. ~~and i~~If the evaluation criteria is weighted, such information shall also be included in the solicitation document. The procedure for reviewing and scoring the responses shall provide for an initial independent evaluation by each evaluation committee member. Each evaluation committee member have equal weight in the scoring and ranking of the responses. The evaluation committee shall ~~may~~ discuss the responses at publicly held evaluation committee meetings and the members may amend their initial scores based on the discussions held.

4. The evaluation committee may reduce the number of firms after the initial evaluation and ranking to a short list of a minimum of three (provided at least three firms applied) based on the ranking. The evaluation committee may hold discussions, interviews, presentations, or other similar proceedings with all short-listed firms at a subsequent meeting. The evaluation committee reserves the right to amend their scores and re-rank short-listed firms based on the discussions, interviews, presentations, or other proceedings held. In re-ranking the short-listed firms, the evaluation committee shall attempt to select the best qualified firm(s) for the particular project based upon the information provided during the discussions or interviews with the proposers or the presentations given by the proposers, and the materials presented and the responses.

5. In addition to price (where applicable), the evaluation criteria shall, at a minimum, include the following:

    a. The ability, capacity, and scale of the bidder/proposer to perform the contract;

    b. Whether the bidder/proposer can perform the contract in the time specified, without delay or interference;

c. The character, integrity, reputation, judgment and experience and efficiency of the bidder/proposer;

d. The quality of performance on previous public or private contracts of a similar nature;

e. The previous and existing compliance by the bidder/proposer with laws and ordinances relating to the contract.

f. Alternate or additional criteria may be used in the discretion of the Town Manager based upon his/her determination of the factors that will enable the Town to obtain the goods or services requested at the best value and in the most efficient and cost-effective manner. This section does not apply to sealed competitive methods issued pursuant to the CCNA. For CCNA solicitations, the criteria shall be consistent with the requirements of F.S. § 287.055.

6. The evaluation committee's rankings and recommendations shall be reported to the Town Council. The Town Council, by majority vote, has the option to: (1) approve the evaluation committee's ranking/evaluation and recommendation; (2) re-rank the firms (3); reject all submittals based upon a stated reason; or (4) send the ranking/evaluation back to the evaluation committee to conduct further evaluations consistent with the requirements of the sealed competitive method. ~~and t~~The evaluation committee may either ratify the ranking/evaluation or re-rank the firms.

D.~~C.~~ **Town's Reservation of Rights**

The Town may utilize a sealed competitive method for any acquisition that the Town deems appropriate regardless of the estimated cost of the acquisition. The Town Manager may waive minor irregularities in the sealed competitive method process. The Town, in its discretion, reserves the right to reject all proposals at any point in the process prior to the full execution of an agreement with the selected vendor.

XI. ADDITIONAL REQUIREMENTS

All contracts shall be approved by the Town Attorney as to form and legal sufficiency. Purchases with a value less than the Competitive Procurement threshold amounts set by this Policy of the Town Council may be signed and executed by the Town Manager.

All contracts exceeding the threshold amount as set by this Policy of the Town Council must be approved by the Town Council before being signed and executed by the Town Manager.

The procurement of engineering, architecture, landscape architecture and surveying services that exceed thresholds set by state law for planning and construction activities shall be pursuant to the requirements of the Consultants Competitive Negotiations Act ("CCNA") (287.055, F.S.).

It is an express violation of this directive (policy) to intentionally "split" contracts or purchase orders or otherwise manipulate them for the purpose of avoiding dollar limitations or any of the Town's purchasing policies.

XII. EXCEPTIONS

A. General Exceptions from Procurement Threshold Requirements

The following procurements shall be exempt from the Town's various procurement threshold requirements:

Contracts for utilities (water, sewer, gas, electrical and other utility services); artistic services; academic program reviews; lectures; legal services; travel, education and training; health services; services for persons with mental or physical disabilities; Medicaid services; family placement services; prevention services (mental health, child abuse, drug abuse and runaway services); workers' compensation related training services; contracts entered into with other government agencies; and contracts with other persons possessing a high degree of professional skill shall be exempt from the Town's various procurement threshold requirements.

The Finance Director's and Town Manager's authorization, as evidenced by a manual signature, shall not be required for any normal and customary payroll-related expenditure.

The approval ~~of~~ by the Town Council shall not be required when the cost has previously been approved in the Town's Adopted or Amended Budget. Changes to purchases previously approved by the Town Council may be authorized by the Town Manager provided the total dollar amount and other ~~substantial~~ substantive matters do not exceed previously authorized maximum limits granted by the Town Council.

B. Utilization of Other Governmental Entities' Contracts

1. The Town may acquire or contract for non-real property, goods, or services without utilizing a sealed competitive method where the desired non-real property, goods, or services are the subject of a contract with the State of Florida, their political subdivisions, or other local governmental entities within the State of Florida, with associations affiliated with state and/or local governmental entities or departments (such as the Florida Sheriffs Association) or with the United States

government, provided that the contract was awarded based strictly on competitive bidding, and provided that the form of the contract is acceptable to the Town Attorney.

2. Utilization of other government entities' contracts shall only be permitted during the term of the other governmental entity's contract. The term of the Town's contract shall extend no more than twelve months from the expiration date, including expiration of any renewals of the other governmental entity's contract.

C. **Cooperative Acquisitions**

The Town may acquire or contract for non-real property, goods, or services where the Town participates in joint procurement of non-real property, goods, or services with other public entities, including, but not limited to, acquisitions made pursuant to inter-local agreements entered into with other governmental entities in accordance with F.S. Ch. 163.

D. **Sole Source and Town Standard**

A. ***Sole source.*** The Town may acquire or contract for non-real property, goods, or services that are available to the Town from only one source without utilizing the sealed competitive method or written quotations method. Sole source acquisitions where the annual expenditure by the Town (excluding expenditures relating to change orders) is estimated to be $75,000 or greater shall be subject to prior approval by the Town Council.

B. ***Town standard***. Where the Town has determined that a particular style, brand, make, or model is the only type that meets the Town's requirements for performance, consistency, compatibility, or other salient characteristics, and the Town Council has approved such standard, and such determination has resulted in there being only one source available to the Town, the Town may acquire or contract for such goods without utilizing a sealed competitive method. Town standard acquisitions where the annual expenditure by the Town (excluding expenditures relating to change orders) is estimated to be $75,000 or greater shall be subject to prior approval by the Town Council.

E. **Emergency Acquisitions**

It is the intent of the Town Council to grant the Town Manager the authority to act during an emergency to protect the public health, safety and welfare, in certain circumstances, without the prior approval of the Town Council, including the execution of required contracts. For the purposes of this subsection a non-declared emergency shall mean an adverse condition or circumstance in which the public health, safety or welfare is immediately and significantly threatened. A significant interruption or delay in the provision of

municipal services shall be deemed an immediate threat to the public welfare. A declared emergency shall be an emergency as declared by the appropriate federal, state or local official.

F. **Best Interest Acquisitions**

The Town may acquire or contract for non-real property, goods, or services without utilizing a sealed competitive method or the other purchasing methods prescribed herein where the Town Council determines by a majority affirmative vote that the sealed competitive method or the other procurement methods (i.e., obtaining written quotations) are not in the best interest of the Town, and that such acquisition without utilizing a sealed competitive method or the written quotations method will not ~~inure to~~result in the financial disadvantage of the Town. Such contracts shall be placed on the regular Town Council agenda.

XIII. TOWN COUNCIL APPROVAL

Acquisitions of $75,000 or greater. Acquisitions of or purchases for non-real property, goods, or services where the expenditure by the Town (excluding expenditures relating to change orders) is estimated to be $75,000 or greater during the initial contract term, shall be subject to prior approval by the Town Council.

Multiple acquisitions from a vendor exceeding $75,000 in any fiscal year. Acquisitions of or contracts for non-real property, goods, or services from the same person or entity exceeding the aggregate sum of $75,000 (whether by a single department or multiple departments) during the course of any fiscal year shall be subject to prior ~~not be permitted, unless the acquisition is first~~ approv~~ed~~al by the Town Council.

XIV. CHANGE ORDERS

A. **Town Council Approved Contracts**

1. ***Beyond the scope of work.*** Any change order that materially expands or alters the scope of the work in a Town Council approved contract shall be subject to prior approval by the Town Council, unless the Town Council approved contract authorizes the Town Manager to approve such expansion or alteration of the scope of work.

2. ***Within the scope of work.*** The Town Manager may approve a change order provided that it does not materially expand or alter the scope of the work or result in an increase in the contract amount of $50,000 or more in a Town Council approved contract.

3. ***Construction contracts.*** Notwithstanding subparagraphs (1) and (2) above, the Town Manager may approve a change order increasing the cost of a construction contract up to $50,000 or ten percent of the original construction contract amount, whichever is greater, provided that

sufficient budgeted funds are available.

4. ***Extension of project completion dates.*** Any change order that extends the original substantial or final completion date of a project of a Town Council approved contract may be approved by the Town Manager for up to 60 days, unless the Town Council approved contract authorizes the Town Manager to extend the completion date of the contract beyond the 60 days.

B. **Town Manager approved contracts.**

The Town Manager is authorized to approve a change order to a contract that did not require Town Council approval, provided that the change order does not cause the total acquisition from the vendor to exceed the aggregate sum of $75,000.00 during the course of any fiscal year.

XV. REVENUE GENERATING CONTRACTS

Contracts with any person where the Town estimates the Town will receive revenue in the amount of $75,000.00 or greater over the term of the contract shall require approval by the Town Council and shall be subject to a sealed competitive method. This section shall not apply to the purchase, sale, or lease of the Town's real or personal property or Town-sponsored events.

XVI. CONE OF SILENCE

A. **Prohibited Communication.**

Except as set forth in subsection (d), during the course of a sealed competitive method, a cone of silence shall be in effect between:

1. Any person or entity that seeks a contract, contract amendment, contract renewal, award, recommendation, or approval related to a sealed competitive method or that is subject to being evaluated or having its response evaluated in connection with a sealed competitive method, including a person or entity's representative; and
2. Any Town Council member, the Town Manager or any person or group of persons appointed or designated by the Town Council or the Town Manager to evaluate, select, or make a recommendation to the Town Council or the Town Manager regarding a sealed competitive method, including any member of the evaluation committee.

B. **Effective Dates.**

A cone of silence shall begin and shall end for a sealed competitive method as follows:

1. A cone of silence shall be in effect during a sealed competitive method process beginning upon the advertisement for the sealed competitive method or during such other procurement activities as declared by the

Town Council.

2. The cone of silence shall terminate at the time the Town Council takes final action or gives final approval of a contract, rejects all bids or responses to the sealed competitive method, or takes other action that ends the sealed competitive method process.

C. **Notice.**

When the cone of silence becomes effective for a particular sealed competitive method, the Town Manager or designee shall provide notice of the cone of silence to the Town Council. The solicitation document for the goods or services shall generally disclose the requirements of this section.

D. **Permitted Communication.**

1. The cone of silence shall not apply to written or oral communications with legal counsel for the Town or Town staff acting in the capacity as purchasing agent for the Town.
2. Nothing contained in this section shall prohibit any person or entity subject to this section from:
    a. Making public presentations at pre-bid conferences or at an evaluation or negotiation meeting related to the sealed competitive method.
    b. Engaging in contract negotiations with the individual or entity selected to negotiate the terms of the agreement.
    c. Engaging in contract negotiations with the Town Council during a public meeting.
    d. Making a public presentation to the Town Council during any public meeting related to the sealed competitive method.
    e. Communicating with the person or persons designated in the sealed competitive method as the contact person for clarification or information related to the sealed competitive method. The contact person shall not be a member of the evaluation committee or the person designated to negotiate the agreement, except as otherwise provided for in subsection (D) (1) above.
3. The Town's purchasing agent (Finance Department staff) and the Town Attorney shall accept written communications from persons or entities subject to this section during the time a cone of silence is applicable to a sealed competitive method.

E. **Violations.**

Any action in violation of this section shall be cause for disqualification of the bid or the proposal. The determination of a violation and the penalty shall

be made by the Town Council.

XVII. FEDERAL AND STATE PROJECTS; FEDERAL GRANTS

FEMA grant and cooperative agreement~~s~~ requirements ($25,000.00 or more). Contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Non-procurement Debarment and Suspension). These regulations restrict awards, sub-awards and contracts with certain parties that are debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II, Paragraph I; and Chapter IV, Paragraph 6.d and Appendix C, Paragraph 2. A contract award must not be made to parties listed in the SAM Exclusions (www.sam.gov). SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

XVIII. PRE-QUALIFICATION OF BIDDERS – CONSTRUCTION PROJECTS; BONDS

The Town Manager, with the recommendation of the department head in charge of the construction project, shall make a determination as to whether the construction project should be bid using the two-step prequalification process. If such a determination is made, the prequalification of bidders shall follow the request for qualifications process.

The recommended list of pre-qualified bidders shall include, at a minimum, the three top ranked bidders, assuming three responded to the RFQ. Upon approval of the pre-qualified list of bidders by the Town Council, Town staff may issue an invitation to bid to the pre-qualified bidders. Only those bidders who have been so prequalified may then bid on the project. The Town Council may award the bid to the prequalified bidder who submits the lowest responsive, responsible bid.

Bonds. Contractor shall be required to provide a payment and performance bond as provided in Sec. 255.05, F.S., as amended.

XIX. PAYMENT

By issuing a purchase order in advance of ongoing contracts and purchases of goods or services utilizing a blank purchase, or over time, funds are properly encumbered and set-aside to pay these obligations. The encumbrance ensures that the required funding is available to meet the Town's financial

obligations. Accounts payable pays invoices/detailed receipts which prove and validate each and every transaction (providing information on what was purchased, how many was purchased, for how much for each item, when it was purchased and the total of the purchase) for the Town including those for external vendor purchases, employee business travel and entertainment reimbursements, and payments to non-employee independent contractors.

It is the originating department's responsibility to approve invoices or detailed receipts submit them to the Finance Department/Accounts Payable within the proper timeframe.

Every vendor's invoice/receipt is due for payment within some period of time after it is generated. This is normally computed as a number of days after the invoice date. The Town's standard for payment of vendor's invoices is within thirty days of the invoice date.

The Town must pay its obligations in a timely manner. Failure to comply with payment terms often leads to:

- Credit holds, where a vendor refuses to fill any subsequent order until the outstanding obligation has been paid; or
- Stiffer terms where the vendor may even demand payment in advance; or ~~H~~higher prices on future purchases.
- Payment on Construction Service Contracts shall be paid pursuant to the Florida Prompt Payment Act (F.S. 218.735).

XX. CREDIT MEMOS

If a department believes it is entitled to a credit from a vendor or receives a credit memorandum that is deemed to be valid, the department should notify accounts payable and send all credit memos to the Finance Department for processing.

XXI. ADVANCING PERSONAL FUNDS

As a general rule, individuals should not advance their own funds to purchase supplies and services on behalf of the Town. Purchases should be made through established purchasing policies and procedures. The Town should deal directly with vendors to arrange for the receipt of items and the payment of obligations.

In limited instances, most often related to business travel and entertainment expenses, the department or individual may pay for the item and be reimbursed. If it is necessary that an individual advance money to purchase items for Town business, the immediate supervisor must first authorize the purchase. The

reimbursement request must be supported by the business purpose of the transaction, bona-fide proof of payment AND must include the signatures of the purchaser AND of a direct supervisor who can attest to the receipt of the supplies or services by the department. Requests for reimbursement lacking these signatures will be returned to departments. The immediate supervisor should always review and approve a reimbursement request. This is a basic financial control pursuant to Generally Accepted Accounting Principles.

XXII. FISCAL YEAR-END PROCEDURES

The Finance Department seeks to close the fiscal year, complete rate change calculations and prepare the Town of Juno Beach's financial statements in a timely manner. In order to accomplish this goal, all purchase orders must be received in the Finance Department by August 31st in order to be processed in the fiscal year ending September 30th. Any purchase orders received after August 31st will be held and processed in the following fiscal year and encumbered against the following fiscal year budget.

XXIII. CREDIT CARDS

The Town utilizes and issues credit cards as a means of efficiently conducting official Town duties and responsibilities. Cards may be issued to individual employees or kept in a central location to be obtained for use. A record or copy of all credit cards is kept by the Finance Department. Issued credit cards are the sole responsibility of the cardholder and any misuse or fraudulent activity may result both in disciplinary action, up to and including termination, and referral to the appropriate law enforcement agency for criminal prosecution. The Department Director will be responsible for providing invoices (receipts) or other acceptable documentation to the Finance Department with the monthly credit card billing as supporting documentation for payment.

XXIV. CHECK SIGNING AND FACSIMILE SIGNATURES

Two facsimile signatures of the Town Manager and the Finance Director may be used on any check of $3,500.00 or less. All checks between $3,501.00 and $~~35~~10,000.00 must have two signatures and one of the signatures must be an original signature of a member of Town Council, the Town Manager or the Finance Director. All checks in excess of $~~35~~10,000.00 must be issued with two original signatures and one of the signatures must be a signature of a member of the Town Council.

DRAFT

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: March 27, 2024

Prepared By: M. Ventura, Finance Director

Item Title: Year to Date (YTD) Financial Statements

DISCUSSION:

Please find attached the YTD financial reports for your review.

RECOMMENDATION:

This is an informational report to Town Council only and no action is required.

TOWN OF JUNO BEACH
MONTH ENDING FEBRUARY 29, 2024

GENERAL FUND	Original FISCAL YEAR 2023-2024	Actual YTD 2/29/24	Difference	% To Budget	VARIANCE
REVENUES					
Ad Valorem Taxes	$3,966,863	$3,620,391	$346,472	91%	
Local Option, Use & Fuel Taxes	$57,283	19,128	$38,155	33%	
One-Cent Discretionary Surtax	$305,851	124,395	$181,456	41%	
Utility Services Taxes	$953,364	355,064	$598,300	37%	
Local Business Tax	$70,000	49,346	$20,654	70%	
Building Permits	$1,040,000	477,555	$562,445	46%	
Franchise Fees	$100,000	44,474	$55,526	44%	
Permits, Fees & Special Assessments	$159,950	148,145	$11,805	93%	
Grants	$274,500		$274,500	0%	
Intergovernmental Revenue	$533,180	191,988	$341,192	36%	
Charges for Services	$40,000	47,370	($7,370)	118%	
Fines and Forfeitures	$25,500	87,691	($62,191)	344%	
Investment Earnings	$150,000	264,953	($114,953)	177%	
Miscellaneous	$97,000	497,296	($400,296)	513%	Project Contributions
From Impact Fees-Restricted	$75,000	0	$75,000	0%	
From One-Cent Surtax-Restricted	$18,200	0	$18,200	0%	
From Assigned Fund Balance	$705,399	0	$705,399	0%	
From Unassigned Fund Balance	$2,942,500	0	$2,942,500	0%	
TOTAL REVENUES	**$11,514,590**	**$5,927,796**	**$5,586,794**	51%	
EXPENDITURES BY DEPARTMENT					
LEGISLATIVE					
Salaries	16,200	$3,850	$12,350	24%	
Employee Benefits	1,239	295	$945	24%	
Operating Expenses	12,500	589	$11,911	5%	
TOTAL LEGISLATIVE	**29,939**	**4,734**	**25,206**	16%	
FINANCE & ADMINISTRATION					
Salaries	674,302	276,677	397,625	41%	
Employee Benefits	187,478	77,098	110,380	41%	
Professional Fees	87,000	35,546	51,454	41%	
Operating Expenses	161,650	83,625	78,025	52%	
Capital Outlay	55,000	0	55,000	0%	
TOTAL FINANCE & ADMINISTRATION	**1,165,430**	**472,946**	**692,484**	41%	

TOWN OF JUNO BEACH
MONTH ENDING FEBRUARY 29, 2024

	FISCAL YEAR 2023-2024	Actual YTD 2/29/24	Difference	
COMPREHENSIVE PLANNING				
Salaries	554,981	197,047	357,934	36%
Employee Benefits	161,676	56,950	104,726	35%
Professional Fees	475,500	193,034	282,466	41%
Operating Expenses	67,556	27,780	39,776	41%
Capital Outlay	110,000	0	110,000	0%
TOTAL COMPREHENSIVE PLANNING	**1,369,713**	**474,811**	**894,902**	35%
LAW ENFORCEMENT				
Salaries	1,853,310	649,730	1,203,580	35%
Employee Benefits	940,979	447,484	493,495	48%
Professional Fees	37,700	9,558	28,142	25%
Operating Expenses	392,646	147,301	245,345	38%
Capital Outlay	375,000	42,537	332,463	11%
TOTAL LAW ENFORCEMENT	**3,599,635**	**1,296,610**	**2,303,025**	36%
PUBLIC WORKS				
Salaries	344,949	134,006	210,943	39%
Employee Benefits	126,543	53,171	73,372	42%
Professional Fees	5,000	3,137	1,863	63%
Operating Expenses	524,694	211,122	313,572	40%
Capital Outlay	3,378,250	1,481,155	1,897,095	44%
TOTAL PUBLIC WORKS	**4,379,436**	**1,882,591**	**2,496,845**	43%
GENERAL GOVERNMENT				
Insurance	332,115	168,139	163,976	51%
Town Debt Service	0		0	
Contingency	638,322	0	638,322	0%
TOTAL GENERAL GOVERNMENT	**970,437**	**168,139**	**802,298**	17%
TOTAL EXPENDITURES	**$11,514,590**	**$4,299,831**	**$7,214,760**	**37%**
Net Income YTD	**($0)**	**$1,627,965**		

TOWN OF JUNO BEACH

BALANCE SHEET FOR 2024 5

FUND: 01 GENERAL FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	01	10101	GENERAL FUND CHECKING	-88,379.31	-106,746.67
	01	10102	PAYROLL CHECKING	.00	1,000.00
	01	10106	CREDIT CARD ACCOUNT	39,835.06	588,238.54
	01	10201	PETTY CASH	.00	600.00
	01	10202	PETTY CASH-PD	.00	250.00
	01	10410	WELLS FARGO-MM SWEEP	79,693.47	3,823,673.68
	01	10412	MONEY MARKET	10,308.41	2,620,123.11
	01	10420	POOLED CASH-STATE BD OF A	2,874.40	655,149.54
	01	10421	FL PALM INVESTMENT	.71	2,088,330.77
	01	10424	FMIT-0-2 HQ BOND FUND	951.91	235,022.42
	01	10425	FMIT-SHORT TERM BOND	-432.50	446,830.19
	01	10426	FMIT-INTERMEDIATE TERM BD	-5,867.54	541,485.72
	01	10435	CERTIFICATES OF DEPOSIT	.00	2,081,572.15
	01	11510	ACCOUNTS RECEIVABLE	-10,500.00	-9,684.29
	01	11590	AR-RETIREE INSURANCES	-15.22	-456.27
	01	13310	DUE FROM OTHER GOV'T UNIT	.00	741,771.54
	01	13501	ACCRUED INTEREST RECEIVABLE	18,135.29	101,035.39
	01	15500	PREPAID EXPENSES	.00	1,345.48
		TOTAL ASSETS		46,604.68	13,809,541.30
LIABILITIES					
	01	20200	ACCOUNTS PAYABLE	.00	897.96
	01	20205	FRIENDS OF THE ARTS	.00	-2,860.80
	01	20210	PENSION PAYABLE-FRS	-16,847.33	-75,002.66
	01	20211	RETIRE-GEN. EMP. PAYABLE	.00	-2,383.79
	01	20241	125-CAFE.HEALTH INSURANCE	-33.97	9,079.58
	01	20242	125-CAFE. MEDICAL FSA	3,225.03	3,800.37
	01	20245	ALLSTATE VOLUNTARY INSURANCE	-.03	-330.12
	01	20247	PIC-VOLUNTARY INSURANCES	66.46	66.46
	01	20250	125-CAFE. VISION CARE	-4.59	-3.63
	01	20295	PD-TAKE HOME CAR	-970.00	-3,150.00
	01	20810	DUE TO PALM BEACH COUNTY	2,019.00	-5,354.09
	01	20830	DUE TO STATE-BLDG PERMIT FEES	-4,910.91	-7,144.15
	01	21600	ACCRUED PAYROLL	.00	-40,703.08
	01	21700	WITHHOLDING TAXES	-14,037.30	-6,422.42
	01	21720	SOCIAL SECURITY TAXES	-18,722.07	-40,265.67
	01	22300	UNEARNED REVENUE	.00	-31,818.70
		TOTAL LIABILITIES		-50,215.71	-201,594.74
FUND BALANCE					
	01	17200	REVENUE CONTROL	-837,199.52	-5,928,245.20
	01	24200	EXPENDITURE CONTROL	840,810.55	4,300,531.40
	01	24500	RESERVE FOR ENCUMBRANCE	.00	-87,500.00
	01	28000	NON-SPENDABLE PREPAID ITEMS	.00	-76,028.84
	01	28100	RESTRICTED-IMPACT FEE	.00	-81,892.60
	01	28101	RESTRICTED-IMPACT FEE LAW ENFO	.00	-8,831.01
	01	28102	RESTRICTED-CAPITAL PROJECTS	.00	-23,562.39
	01	28103	RESTRICTED ONE-CENT SURTAX	.00	-1,304,452.95
	01	28115	BUILDING CODE ENFORCEMENT	.00	-2,290,118.45

Report generated: 03/14/2024 08:49
User: 953mventura
Program ID: glbalsht

TOWN OF JUNO BEACH

BALANCE SHEET FOR 2024 5

FUND: 01 GENERAL FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND BALANCE					
	01	28120	RESTRICTED-LAW ENFORCEMENT	.00	-13,581.25
	01	28121	RESTRICTED-STATE/LOCAL FORFEIT	.00	-109,314.40
	01	28300	ASSIGNED-SUBSEQUENT YEAR	.00	-2,942,500.00
	01	28400	UNASSIGNED-FUND BALANCE	.00	-5,001,879.55
	01	28410	UNASSIGNED-CONTRIBUTIONS	.00	-40,571.32
		TOTAL FUND BALANCE		3,611.03	-13,607,946.56
TOTAL LIABILITIES + FUND BALANCE				-46,604.68	-13,809,541.30

** END OF REPORT - Generated by Michael Ventura **

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: March 27, 2024

Prepared By: C. Copeland-Rodriguez, Town Clerk

Item Title: Organizations for Council Participation & Selection of Voting Delegates for Florida League of Cities and Palm Beach County League of Cities

DISCUSSION:
The Town belongs to many organizations that Council Members participate in *(see attached Organizations List for 2023-2024)*. There are numerous benefits in being a part of these organizations, however, it is voluntary to participate.

For the past few years, members of the Council have been attending organization meetings, workshops, events, etc. of whom were not assigned as the Primary or Alternate members. Therefore, Staff has prepared a newly proposed list of voluntary organizations for the Council's review and approval.

Please note that when two (2) or more Council members are present at a meeting they must abide by the Sunshine Law.

Also, every year, the Florida League of Cities requests a voting delegate from the Town for their Annual League Conference. The Palm Beach County League of Cities also requests a voting delegate and alternate from the Town to vote at any League of Cities general membership meetings, special general membership meetings and\or functions of the general membership. In the past, Council had requested staff to combine these two requests into one agenda item.

The selected voting delegate from the Town will cast their vote at the Conference's Annual Business Session. Traditionally, Town Council would select the Mayor as the voting delegate for both the FLC League of Cities and PBC League of Cities.

The Palm Beach County League of Cities, however, requests for both a voting delegate and an alternate from the Town.

RECOMMENDATION:

Town Staff recommends Town Council approve the proposed Organizations List; and designate the Mayor as the voting delegate and the Vice Mayor as the alternate voting delegate for both the 2024 Florida League of Cities Conference and Palm Beach County League of Cities membership meetings.

Town of Juno Beach Organizations for Council Participation
April 1, 2023 - March 31, 2024

Organization Name	Primary Persons	Alternates	Comments
Business Development Board	Vice Mayor Wheeler	Mayor Cooke	Quarterly Lunch Meetings and Annual Gala
Florida League of Cities Annual Conference	*Entire Council		In August of each year, FLC holds a conference in Orlando and the entire Council is invited to attend
Florida League of Cities Voting Delegate	Mayor Cooke	Vice Mayor Wheeler	
Florida League of Mayors	Mayor Cooke		
Florida League of Cities - Legislative Conferences	*Entire Council		FLC will email Council & Town staff of upcoming conferences
Friends of the Arts	Councilmember Halpern	Vice Mayor Wheeler	Members will be notified of Meetings by Patrice Cheviot.
Issues Forum	Town Manager David Dyess	Mayor Cooke	The Forum will notify Town staff of membership approvals and upcoming meetings/events
Juno Beach Historical Society	Vice Mayor Wheeler	Councilmember Halpern	Staff will notify Council when Meetings are scheduled.
Loggerhead Marinelife Center	Vice Mayor Wheeler	Councilmember Halpern	Go Blue Awards Luncheon (October); will notify Town staff of other events
Palm Beach County League of Cities - District 1	~~Councilmember Cotronakis~~	Councilmember Halpern	Monthly Lunch Meetings - 1st Wednesday
Palm Beach County League of Cities Voting Delegate	Mayor Cooke	Vice Mayor Wheeler	
Palm Beach County League of Cities Monthy Meetings and Workshops	*Entire Council		Monthly Lunch Meetings and Workshops
Palm Beach North Chamber of Commerce - Business After Hours	*Entire Council		Chamber will notfiy Council & Town staff of events
Palm Beach North Chamber of Commerce - Business Before Hours	*Entire Council		Chamber will notfiy Council & Town staff of events

**PLEASE NOTE THAT WHEN 2 OR MORE COUNCIL MEMBERS ARE PRESENT AT A MEETING THEY MUST ABIDE BY THE SUNSHINE LAW.*

Town of Juno Beach Organizations for Council Participation
April 1, 2023 - March 31, 2024

Palm Beach North Chamber of Commerce - Economic Development Board	Vice Mayor Pro Tem Hosta	Mayor Cooke	4th Thursday of the Month from 8AM - 9AM Via Zoom
Palm Beach North Chamber of Commerce- Government Affairs	Vice Mayor Pro Tem Hosta	~~Councilmember Cotronakis~~	2nd Friday of the Month from 8AM - 9AM Via Zoom
Palm Beach North Chamber - Sustainability Sub-Committee	Councilmember Halpern	Vice Mayor Pro Tem Hosta	3rd Tuesday of the Month from 2PM-3PM

**PLEASE NOTE THAT WHEN 2 OR MORE COUNCIL MEMBERS ARE PRESENT AT A MEETING THEY MUST ABIDE BY THE SUNSHINE LAW.*

Town of Juno Beach
Voluntary Organizations for Council Participation April 1, 2024 - March 31, 2025

Organization Name	Primary Persons	Alternates	Comments
Florida League of Cities Annual Conference	*Entire Council		In August of each year, FLC holds a conference in Orlando and the entire Council is invited to attend
Florida League of Cities Voting Delegate	Mayor	Vice Mayor	
Florida League of Mayors	Mayor		
Florida League of Cities - Legislative Conferences	*Entire Council		FLC will email Council & Town staff of upcoming conferences
Issues Forum	Town Manager and/or Designee		The Forum will notify Town staff of membership approvals and upcoming meetings/events.
Loggerhead Marinelife Center	Mayor	Vice Mayor	Go Blue Awards Luncheon (October); will notify Town staff of other events
Palm Beach County League of Cities - District 1	*Entire Council		Monthly Lunch Meetings - 1st Wednesday
Palm Beach County League of Cities Voting Delegate	Mayor	Vice Mayor	
Palm Beach County League of Cities Monthy Meetings and Workshops	*Entire Council		Monthly Lunch Meetings and Workshops
Palm Beach North Chamber of Commerce - Business After Hours	*Entire Council		Chamber will notfiy Council & Town staff of events
Palm Beach North Chamber of Commerce - Business Before Hours	*Entire Council		Chamber will notfiy Council & Town staff of events
Palm Beach North Chamber of Commerce - Economic Development Board	*Entire Council		4th Thursday of the Month from 8AM - 9AM Via Zoom
Palm Beach North Chamber of Commerce- Government Affairs	Project Coordinator/Risk Manager	*Entire Council	2nd Friday of the Month from 8AM - 9AM Via Zoom
Palm Beach North Chamber - Sustainability Sub-Committee	*Entire Council		3rd Tuesday of the Month from 2PM-3PM

PLEASE NOTE THAT WHEN 2 OR MORE COUNCIL MEMBERS ARE PRESENT AT A MEETING THEY MUST ABIDE BY THE SUNSHINE LAW.

98th Annual Conference
Florida League of Cities, Inc.
August 15-17, 2024
Hollywood, Florida

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of their officials to cast their votes at the Annual Business Session. League By-Laws require each municipality to select one person to serve as the municipality's voting delegate. *Municipalities do not need to adopt a resolution to designate a voting delegate.*

Please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2024.**

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Delegate Email: _____

Municipality of: _____

AUTHORIZED BY:

_____
Name

_____
Title

Return this form to:
Eryn Russell
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Email: *erussell@flcities.com*

Designation of Voting Delegate & Alternate(s) to the Palm Beach County League of Cities, Inc.

In accordance with Article Four of the Bylaws of the Palm Beach County League of Cities, Inc., as amended January 25, 2017, the governing body of (City, Town, or Village name):

_____

Took the official action and designated the following voting delegate and alternate(s) to vote on behalf of the above named municipality at any League of Cities general membership meeting, special general membership meeting and/or function of the general membership. This designation applies **ONLY** to weighting voting items for the General Membership.

Voting Delegate: _____ *Email:* _____

Alternate(s): _____ *Email:* _____

Alternate(s): _____ *Email:* _____

Alternate(s): _____ *Email:* _____

Alternate(s): _____ *Email:* _____

Alternate(s): _____ *Email:* _____

Alternate(s): _____ *Email:* _____

Action taken this _____ day of_____, 2024

_____ *Mayor Signature*

Attest:

_____ *Clerk Signature* (SEAL)

www.palmbeachcountyleagueofcities.org | rradcliffe@pbcgov.org
Tel. 561-355-4484 · Fax 561-355-6545
P.O. Box 1989, Gov. Center, West Palm Beach, FL 33402
Office: Governmental Center, 301 North Olive Ave., West Palm Beach, FL 33401

AGENDA ITEM

Meeting Name: Town Council

Meeting Date: March 27, 2024

Prepared By: Davila, F. CFM

Item Title: Planning and Zoning Board Appointments

BACKGROUND:

The process for appointing Planning & Zoning (P&Z) Board members requires the Town Council to appoint the regular and alternate members of the Board on an annual basis at the first Town Council meeting after the Town general election and the swearing in of any newly elected Mayor or Council Members.

The new procedure, established by the Town Council, requests that any person interested in serving as a member of an advisory board or committee apply for the position.

For the Council's review and consideration, please find attached the applications that have been received for the Planning and Zoning Board.

At the March 27, 2024, Town Council meeting, the Council will select five regular members and one alternate member to the Planning and Zoning Board. Out of the pool of applicants, Council will select six members, the top 5 picks will become regular members and the latter will become the alternate member.

RECOMMENDATION:

Staff recommends the Town Council proceed with the process of appointing the Planning & Zoning Board along with the Alternate for a one-year term.

Attachments:

1. Copy of Planning and Zoning Board member applications.

Councilmember Ballot

Please put an X next to the name of the applicant you wish to appoint. (6 total)

The names below are in alphabetical order.

Applicant Name	
Jonathan Brennan Butler	
A. Marie Ecton	
James L. Ehret, P.E.	
James Ferguson	
John Gonzales	
Gloria Kanahele	
Carol Rudolph	
Laure Shearer	
Michael Stern	
Erich Zlanabitnig	

TOWN OF JUNO BEACH
340 OCEAN DRIVE
JUNO BEACH, FL 33408
PHONE: 561.775.0922 • FAX: 561.775.0812
WEBSITE: www.juno-beach.fl.us
E-MAIL: junobeach@juno-beach.fl.us

TOWN OF JUNO BEACH
RECEIVED
2024 FEB 23 P 2:08

Alexander Cooke, Mayor
Peggy Wheeler, Vice Mayor
Marianne Hosta, Vice Mayor Pro Tem
Elaine K. Cotronakis, Councilmember
DD Halpern, Councilmember

David Dyess, Town Manager

APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

NAME Jonathan Brennan Butler HOME PHONE 561-512-7261

ADDRESS 13839 Cocoanut Avenue, Juno Beach, FL 33408

OCCUPATION (current or most recent) Attorney BUSINESS PHONE 561-512-7261

BUSINESS ADDRESS 4114 Northlake Blvd, P.B.G., FL 33410

E-MAIL ADDRESS junobeachnole@gmail.com

Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime other than minor traffic infraction?
☐ YES ☑ NO If so, explain _____

Have you ever been found to have violated a code of ethics for public officers and employees?
☐ YES ☑ NO If "Yes", please provide the following information: Date: _____ Nature of Violation: _____
Disposition: _____

Resume attached? (optional) Yes ☑ No ☐ Brief Description of Education/Experience See attached CV

Are you a registered voter? Yes ☑ No ☐ Do you live in the Town year-round? Yes or seasonally? _____

How long have you lived in Juno Beach? 20 years

Please list any current or prior experience as a volunteer on a board, committee, association, etc.
Charter Review Committee, 2023

Do you currently serve on a Town Board? Yes ☐ No ☑ If yes, which one? _____

Please indicate the board or committee on which you wish to serve. If more than one, number for preference, with first choice being #1.

☑ Planning & Zoning Board ☐ Audit/Finance Committee ☐ Charter Review Committee

Why are you interested in serving on this board/committee? To protect our unique quality of life in Juno Beach.

Signature _____ Date 2-23-2024

ALL MEMBERS OF TOWN ADVISORY BOARDS ARE REQUIRED TO COMPLETE TRAINING BY READING THE PALM BEACH CODE OF ETHICS, VIEWING THE ETHICS VIDEO AND THE SUNSHINE LAW PRESENTATION.

Please Note: Under Florida law, this document is a public record. If you do not want your email address released in response to a public-records request, do not include your email address. If your home address and phone number are exempt under Florida Statutes, please advise the Clerk's office when submitting this form.

rev 10-25-2023

JONATHAN BRENNAN BUTLER, ESQUIRE

•13839 Cocoanut Avenue, Juno Beach, FL 33408•
•junobeachnole@gmail.com•
•561-512-7261•

PROFESSIONAL EXPERIENCE

- Gordon & Partners – Partner (October 2022 to present)
- Butler Law Group – Founder and President (August 2017 to October 2022)
- Ciklin Lubitz – Partner (August 2017 to May 2022)
- Akerman, LLP – Partner (July 2011 to August 2017)
- Fowler White Burnett – Partner (2007 to 2011)
- Steel, Hector & Davis – Partner (2002 to 2007)

EDUCATION

- University of Colorado at Boulder, College of Business
  - Bachelor of Science in Business and Entrepreneurship, Magna Cum Laude

- Florida State University, College of Law
  - Juris Doctorate, Highest Honors
  - Order of the Coif
  - Law Review, Associate Editor

ADMISSIONS

- Florida Bar
- Georgia Bar
- U.S. Court of Appeals – Eleventh Circuit
- U.S. District Court – Southern, Middle and Northern District of Florida
- U.S. District Court – Middle and Northern District of Georgia

PROFFESIONAL ASSOCIATIONS & RECOGNIZATIONS

- The Florida Bar, Member
  - Business Law Section
- Palm Beach County Bar Association, Member
  - Securities Law Committee, Past Chair
  - Business Law Committee
- Super Lawyers – Securities Litigation
- Peer Review Rated 5.0 out of 5.0 - AV Preeminent by Martindale-Hubbell

TOWN OF JUNO BEACH
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PHONE: 561.626.1122 • FAX: 561.775.0812
WEBSITE: www.juno-beach.fl.us
E-MAIL: junobeach@juno-beach.fl.us

Alexander Cooke, Mayor
Peggy Wheeler, Vice Mayor
Marianne Hosta, Vice Mayor Pro Tem
Elaine K. Cotronakis, Councilmember
DD Halpern, Councilmember

David Dyess, Town Manager

APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

NAME A. Marie Ecton HOME PHONE 202.809.1723

ADDRESS 51 Uno Lago Drive, Juno Beach, FL. 33408

OCCUPATION (current or most recent) Sr. Policy Analyst BUSINESS PHONE 202.701.6681

BUSINESS ADDRESS 51 Uno Lago Drive, Juno Beach, FL. 33408

E-MAIL ADDRESS

Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime other than minor traffic infraction?
☐ YES ☑ NO If so, explain

Have you ever been found to have violated a code of ethics for public officers and employees?
☐ YES ☑ NO If "Yes", please provide the following information: Date: 2/22/2024 Nature of Violation:
Disposition:

Resume attached? (optional) Yes ☐ No ☐ Brief Description of Education/Experience M.S. and 20+ yrs
Responsible for the review of overseas infrastructure development projects compliance with World Bank safeguards and good industry international practices to identify and manage environmental and social risks. Previous experience on infrastructure development projects in the

Are you a registered voter? Yes ☑ No ☐ Do you live in the Town year-round? Y or seasonally?

How long have you lived in Juno Beach? Since 2023

Please list any current or prior experience as a volunteer on a board, committee, association, etc.
None

Do you currently serve on a Town Board? Yes ☐ No ☑ If yes, which one?

Please indicate the board or committee on which you wish to serve. If more than one, number for preference, with first choice being #1.

☑ Planning & Zoning Board ☐ Audit/Finance Committee ☐ Charter Review Committee

Why are you interested in serving on this board/committee? Seeking an opportunity to volunteer in my new community as part of my pre-retirement phase. I review proposed developments as a normal part o

Signature Date 2/22/2024

ALL MEMBERS OF TOWN ADVISORY BOARDS ARE REQUIRED TO COMPLETE TRAINING BY READING THE PALM BEACH CODE OF ETHICS, VIEWING THE ETHICS VIDEO AND THE SUNSHINE LAW PRESENTATION.

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A. Marie Ecton

Ms. Ecton is a Senior Environmental and Social Risk Officer in the Office of Development Policy's Environmental and Social Risk Division. Ms. Ecton provides technical review of DFC projects for compliance with the International Finance Corporation Performance Standards on Environmental and Social Sustainability, World Bank Group Environmental, Health and Safety Guidelines and the DFC Environmental and Social Policy and Procedures. Ms. Ecton develops environmental and social risk policy clearances and contract provisions for inclusion in DFC finance and insurance agreements. Prior to joining DFC (formerly OPIC) in 2015, Ms. Ecton was a Senior Environmental Specialist in the Office of Sustainability, Department of Homeland Security headquarters where she coordinated departmental efforts on a Climate Change Policy and developed a new scorecard for component agency performance on implementing NEPA. Other federal service includes the Army Corps of Engineers, USEPA and USFWS. Ms. Ecton has also worked in the private sector for large engineering firms providing technical support on both domestic and international infrastructure development projects.

Item #14.

TOWN OF JUNO BEACH
340 OCEAN DRIVE
JUNO BEACH, FL 33408
PHONE: 561.626.1122 • FAX: 561.775.0812
WEBSITE: www.juno-beach.fl.us
E-MAIL: junobeach@juno-beach.fl.us

Alexander Cooke, Mayor
Peggy Wheeler, Vice Mayor
Marianne Hosta, Vice Mayor Pro Tem
Elaine K. Cotronakis, Councilmember
DD Halpern, Councilmember

David Dyess, Town Manager

TOWN OF JUNO BEACH RECEIVED 2024 JAN 19 P 3:37

APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

NAME James L Ehret PE HOME PHONE 302-540-7600

ADDRESS 450 Ocean Drive Unit 802 Juno Ocean Club Juno Beach 33408

OCCUPATION (current or most recent) Construction Consultant BUSINESS PHONE same as above / cell

BUSINESS ADDRESS Same as above

E-MAIL ADDRESS Jim@Ehret-Consulting.com

Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime other than minor traffic infraction?
☐ YES ☑ NO If so, explain _____

Have you ever been found to have violated a code of ethics for public officers and employees?
☐ YES ☑ NO If "Yes", please provide the following information: Date: 1/19/24 Nature of Violation: _____
Disposition: _____

Resume attached? (optional) Yes ☑ No ☐ Brief Description of Education/Experience Attached
Master Of Business Adminstration (MBA) Widener Univ - Penna.
Vanderbilt University - Civil Engineer 1980 Cum Luade & 2 National Engr Honorary - Tau Beta Pi
2018- now Ehret Consulting doing Planning for CC / 1993- 2018 Ehret Constr Co - GC doing >$40

Are you a registered voter? Yes ☑ No ☐ Do you live in the Town year-round? ____ or seasonally? Oct-May

How long have you lived in Juno Beach? 5 Years

Please list any current or prior experience as a volunteer on a board, committee, association, etc.
Vanderbilt Univ Alumni Board & Engineering Ambassador ; Carpentar Co. of Phila f 1724 Master
SEE ATTACHED RESUME (2PGS) PLUS 4 PGS ON EHRET CONSULTING

Do you currently serve on a Town Board? Yes ☐ No ☑ If yes, which one? _____

Please indicate the board or committee on which you wish to serve. If more than one, number for preference, with first choice being #1.

☑ Planning & Zoning Board ☐ Audit/Finance Committee ☐ Charter Review Committee

Why are you interested in serving on this board/committee? I love being a resident Concern of over Building
Having built >40 yrs comm bldgs Inc >$300M of CC) want to make IF APPROVED it is done right

Signature James L Ehret Date 1/19/24

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rev 10-25-2023

James L. (Jim) Ehret, P.E.
450 Ocean Dr Juno Ocean Club 802 Juno Beach FL 33408
302-540-7600
Jim@Ehret-Consulting.com

Profile

In 1997, I started Ehret Construction Company after building many large complex projects for a large Philly GC firm. My GC firm ended up building over $500M worth of projects and worked for some of the region's most demanding customers. My customers knew me as a President who knew the details of a project - the details of the estimate, the schedule, and the pros and cons of each subcontractor. Most importantly, I knew my customer's expectations.

Professional Experience

Ehret Club Consulting – Juno Beach Fl & Avalon NJ (summers) (2018-now)

Founder and solo consulting to very high end Country Clubs now in 10 States on Planning, Designing & Building $ M to $ MM sized projects . Most of times Club hire Jim first with a "need"

Clubs Include on 2 month to 2 year assignments

- Lost Tree Club (FL)
- Congressional CC (MD)
- Indian Creek CC (FL)
- Valhalla GC (KY)
- Jonathan Landing Gc (FL)

Apogee Club (FL)
Union League – 3 locations (PA & NJ)
Cobbs Creek GC (PA)
Rehoboth Beach CC (DE)
Manufacturer G&CC (PA)

www.ehret-consulting.com

President of Ehret Construction Co, Wilmington DE & Mt Laurel NJ(1993-2017)

Founder & Owner of a 4-state regional Commercial GC/CM with an average annual volume of 40M. Our work spanned diverse sectors, and included many repeat customers: www.ehretconstructionco.com

- **Private Clubs:** 24 Country Club with many projects worth over $ 300M ranging including for:
  - Merion Golf Club (5)
  - Gulph Mills Golf Club (3)
  - Sunnybrook Golf Club (3)
  - Philadelphia Country Club (3)
  - Rumson Country Club
  - Philadelphia Cricket Club (3)

- **Health Care**: 12 projects including Hospital Renovations; large interior fit-out for a Medical Imaging Center; new large-scale dental facility; new drug storage facility.

- **Hotels and Hospitality:** 18 New or major expansion projects for Hotels & Restaurants over $100M
  - Courtyard by Marriott (2)
  - Hampton Inns & Suites (2)
  - Denny's; Ruby Diners, Blues Bar
  - Wingate Inn (3)
  - Springhill Suites by Marriott (3)
  - Holiday Inn Express

- **Senior Living:** 10 new, additions, and renovation projects over $75M
  - 98 Sr Apt Senior Living Facility Building LEED Silver $16M
  - Three new >100 bed Assisted Living Building.
  - Two new Nursing & Rehab Facilities

- **Commercial Office, Retail, Multi Family, Institutional and Industrial:** > **30** projects including:
  - Corporate HQ Fit-out for a Natl Co
  - 12-story office common area reno
  - 4 Church Additions / Renovations
  - College Facility Renovations
  - 2 New Shopping Centers - 110ksf
  - 3 Large New Department Store
  - New 34-unit Multi-Family (whole city block)
  - 5 new Branch Banks
  - Misc. Plant Renovations and Port renovations

Senior Project Manager: R. M. Shoemaker Co – W. Conshohocken, Pa *1983- 1993*

Before starting my company, I provided Project Management for a large $150M/year GC/CM – working from the estimate phase thru construction & turnover for 10 projects with repeat clients ranging $6M -$40M including:

- 4 Major Mall Renovation & Addition Projects for the same Owner who wanted Jim >$40M
- New Pilot Plant & World Headquarters Expansion for Campbell Soup Company $34M
- High Rise 24 story Condos in downtown Phila.;
- Mid Rise Senior Housing for H.U.D. and 2 Hotels Projects
- Biomedical Research Building 11 story for an Ivy League University.

Project Engineer Foster & Creighton - Nashville TN 1980-1982.

Vanderbilt University – Vanderbilt Stadium – Project Engineer on an intense "in between season" total renovation where 70% of the old stadium was demolished; the steel stands raised 12 feet and new precast structure for the new seats were set. Much coordination was done 7 months in advance to assure the radius precast was properly made and ready to go Day #1.

Personal Information:

Education

- Vanderbilt University – BE in Civil Engineering 1980, Cum Laude with 2 honorary societies
- Widener University - Master of Business Administration (night school)
- Professional Engineer – State of Pennsylvania since 1986

Interests and Involvements

- Carpenter Company of Philadelphia (F 1724) – Board Member 2006 – 2012; Master Builder Assoc – **325 members in its 300 year history – Must be an Owner of large Builder or Architect Firm**
- 2007 & 2011 –Associated Builders & Contractors (ABC) SEPa. General Contractor of the Year
- Vanderbilt University Alumni Committee & Tower Hill School Class Agent ; Rotary Club
- Wilmington Country Club – Building Committee for 20 years, various golf committees
- Married with 3 Children – all grown, working & out of college
- **SUMMER HOUSE – 124 10th Street Avalon NJ 08202**

Jim Ehret
302-5047600
Jim@EhretConstructionCo.com

Ehret Club Consulting

We help Private Clubs undertake new construction, expansion and renovation projects.

With confidence.

EHRET CONSULTING
plan better, build better

What we do:

- Facility Evaluations
- Owner Representation
- Planning
- Conceptual Budgets
- Design Development Review
- Cost Estimates
- Schedules and Phasing
- Design Team Evaluations / Selection
- Bid and Award of Projects
- Project Management

Our Clients:

- Country Clubs
- Private Golf Clubs
- City and Dining Clubs
- Yacht & Polo Clubs
- Condo Assoc. / Development

Areas of Expertise:

- Clubhouses – Reno or New
- 3 & 4-Season Pavilions
- Dining and Food Service
- Fitness & Wellness Centers
- Outdoor / Terrace Dining
- Small Business Centers
- Maintenance Facilities
- Pool and Pool Houses
- Entry, Parking and Site
- Golf Learning Centers
- Golf Simulation and Gaming
- Tennis, & Pickleball courts
- Meeting and Board Rooms
- Stables and Shooting Lodges
- Golf Course Renovations

Ehret Club Consulting – Constructio

Country Clubs | City Clubs | Golf and Racquet Clubs | Y

Juno Beach, Palm Beach County, Florid

EHRET CONSULTING
club construction advising

James L. Ehret P.E.
President

302.540.7600
Jim@Ehret-Consulting.com
www.Ehret-Consulting.com

Who we are, What we do

James L. Ehret, P.E. is a seasoned Private Club Construction Consultant helping Private Clubs undertake renovations, expansion and new building programs...with confidence.

Jim learned his craft as the founder and owner of a General Construction company with niche expertise in Private Clubs— planning, budgeting and building over 25 of private club capital projects worth over $300M through 2017. Jim brings over 35 years of engineering, planning, estimating, and construction expertise to his assignments. Today as Ehret Club Consulting, Jim's clients include private country and city clubs; golf clubs, racquet and yacht clubs.. Since 2018, Jim has consulted to over 30 high end clubs in 12 states. His services included short assignments such as cost studies and conceptual budgets, to full-scale project management of the design, bidding and construction management. At all times, Jim represented the Client. Best interest in a transparent manner.

Armed with accurate and timely information, our Club Clients are given the confidence to communicate with Membership, and the reassurance of a plan that they can depend on.

Where we work

From our offices in Juno Beach, Florida and Avalon, NJ we are positioned to help our Clients with capital projects, facility evaluations, project management / owner representative, and cost planning needs.

Some of our Consulting Club Clients

- Congressional CC (MD): Budgeting & design oversight Early & now Mid Design - New Maint & Dorm 55ksf
- Apogee Golf Club (FL): Schematic to final design input for 3-course development with 2 clubhouse & amenities
- Manufacturers CC (PA): Master planning; then Management of 2 major capital projects Start to finish 3 Years
- Valhalla GC (KY), Troon (US), Indian Creek (FL):, Club at Nevillewood (PA) Conceptual Studies w/bgts. & scopes
- Cobbs Greek GC Foundation (PA): Project Mgt. for $40M restoration of 2 courses & building facilities 2 Years
- Union League of Philadelphia (NJ, PA): Various facility assignments at multiple locations Studies, Scope Bidding
- Numerous Confidential Clubs in the Mid-Atlantic and Florida region: Evaluations and new facility cost studies

South East Office

450 Ocean Drive
Suite 802
Juno Beach Florida,
33408

North East Office

124 Tenth Street
Suite E
Avalon, NJ
08202

James L. Ehret, P.E
302-540-7600
Jim@Ehret-Consulting.com

EHRET CONSULTING
plan better, build better

Ehret Consulting Services for Clubs Considering Capital Improvements

List of Services by Jim L Ehret PE (former Club GC Builder)

1. **Facility Evaluations**
   - Assessment or your facilities
   - Recommendations on how
   - Renovating or tear all down

2. **Estimating Studies with Budgets – all stages**
   - Studies with budgets & scope at Pre-Concept level on through
   - Uses a large Club experience database
   - New Amenities have many examples
   - Overall Schedule / Possible Phasing

3. **Design Team Assembly**
   - Assist Club to hire right Designers
   - Prioritize what needs to be done in a phased manner

4. **Design Assist / Constructability from Schematic thru Final Design**
   - Input to design from 70 club projects as the builder or now consultant
   - Value Engineering
   - Check for best building practices

5. **Procurement Options/Advising**
   - Review options in procurement including FF&E
   - Request for Proposals with much detail being asked
   - Custom bid form; Milestone schedule; General scope clarifications
   - Assure the Awarded contract is detailed and as negotiated

6. **Project Management/ Owner Rep by a Former Club Builder**
   - Hands-on project management- cost and schedule
   - Committed time to project throughout construction
   - Managing issues, coordination, change order evaluation, schedule
   - Design stage and on through construction completion

Refer to the back for Clubs who have used these services

Please Contact Jim Ehret PE at 302-540-7600 or Jim@Ehret-Consulting.com

Ehret Club Consulting - Some of the Club Clients & Survives Provided 2019-2023 Jim Ehret PE

Club Bold 4-24 mos *Multiple Assignments		Facility Evaluations	Estimating / Budgeting / Cost Studies	Design Team Assembly	Design Assist Construct-ability	Procurement Options / Advising	Project Mngt / Owner's Rep
Apogee Club*	**FL**	O	O	O	O	O	O
Berkeley Hall Club *	**SC**		O		O	O	
Bidermann GC	**DE**	O	O				
Congressional CC	**MD**		O	O	O	O	
Cobbs Creek GC*	**PA**	O	O	O	O	O	O
12 Other Clubs in Mid Atl	**US**	O	O	O	O	O	O
Indian Creek CC *	**FL**	O					
Jonathan's Landing FL *	**FL**	O	O	O			
Manufacturers G&CC *	**PA**	O	O	O	O	O	O
No. River CC (Troon)	**AL**	O	O				
6 Other Clubs in Fl	**FL**	O	O		O	O	O
Paxon Hallow GC (Muni)	**PA**	O	O	O	O	O	O
Rehoboth Beach CC *	**DE**	O	O	O	O	O	O
Spring Lake GC	**NJ**	O	O		O		
The Club at Nevillewood*	**PA**		O	O	O	O	
Union League Natl & Tors*	**NJ**	O	O	O	O	O	
Union League Torresdale*	**PA**	O	O	O	O		
Valhalla GC	**KY**	O	O	O			
Wexford Club *	**SC**		O				
Western Hills CC	**OH**	O	O				

TOWN OF JUNO BEACH
340 OCEAN DRIVE
JUNO BEACH, FL 33408
PHONE: 561.775.0812 FAX: 561.775.0812
WEBSITE: www.juno-beach.fl.us
E-MAIL: junobeach@juno-beach.fl.us

TOWN OF JUNO BEACH
RECEIVED
2024 MAR -5 A 10:55

Alexander Cooke, Mayor
Peggy Wheeler, Vice Mayor
Marianne Hosta, Vice Mayor Pro Tem
Blaine K. Cotronakis, Councilmember
DD Halpern, Councilmember

David Dyess, Town Manager

APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

NAME James Ferguson HOME PHONE 561.762.7251

ADDRESS 391 Sunrise Way, Juno Beach, FL 33408

OCCUPATION (current or most recent) school principal BUSINESS PHONE

BUSINESS ADDRESS American School of Paris, 41 rue Pasteur, 92210 Saint-Cloud, FR

E-MAIL ADDRESS jimferguson001@gmail.com

Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime other than minor traffic infraction?
☐ YES ☑ NO If so, explain

Have you ever been found to have violated a code of ethics for public officers and employees?
☐ YES ☑ NO If "Yes", please provide the following information: Date: Nature of Violation:
Disposition:

Resume attached? (optional) Yes ☑ No ☐ Brief Description of Education/Experience
See details in resume.

Are you a registered voter? Yes ☑ No ☐ Do you live in the Town year-round? yes or seasonally?

How long have you lived in Juno Beach? year-round 7 y; seasonal 17

Please list any current or prior experience as a volunteer on a board, committee, association, etc.
See details in attached statement.

Do you currently serve on a Town Board? Yes ☑ No ☐ If yes, which one? Planning & Zoning

Please indicate the board or committee on which you wish to serve. If more than one, number for preference, with first choice being #1.

☑ Planning & Zoning Board ☐ Audit/Finance Committee ☐ Charter Review Committee

Why are you interested in serving on this board/committee? Since my parents first moved here in 1968, I have had a strong attachment to the town and wish to support it as it faces new challenges.

Signature Jim Ferguson Date Mar 5, 2024

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rev 10-25-2023

Jim Ferguson

Application to the Juno Beach Planning & Zoning Board

March 5, 2024

Juno Beach is my home

Laura and I made Juno Beach our principal home beginning in 2012. My relationship with the town began when my parents chose to settle here, having first bought their apartment at the Greenbrier in 1968.

I understand first-hand how owners of condominiums and private homes have unique concerns.

Community engagement

- Served as Chair, Vice-Chair, and Member of the Planning and Zoning Board since 2018
- Curator and past President, Juno Beach Historical Society, cataloging and growing the town's historical archives, and working with a dedicated team to create educational programs and promote the public image of the town
- Volunteer Archivist, Historical Society of Palm Beach County
- President, Bonsai Society of the Palm Beaches; Regional Trustee (Palm Beach, Martin, St. Lucie Counties) for the Bonsai Societies of Florida
- Secretary, Juno Beach Ecology Group
- Past Treasurer, Greenbrier Condominium Association

Commendations

- Juno Beach Citizen of the Year, 2019
- Co-recipient, the 2023 Fannie James Pioneer History Award of the Historical Society of Palm Beach County

Education

- BA Philosophy and Social Sciences, Fordham University
- MS Education, City University of New York
- Extensive further graduate certification in Economics, Psychology, and modern languages

Professional background

- Administrative leader as a Principal, Academic Dean, and Department Chair at secondary schools in New York, London, and Paris
- Coordinator and Examiner for the Advanced Placement and International Baccalaureate Diploma programs
- Teacher in the AP and IB programs of Economics, Psychology, History, and International Relations

Jim's thoughts on the future direction of the Planning and Zoning Board

Some areas of concern. We know that the scope of P&Z Planning oversight is broad, including zoning, conservation, coastal management, traffic, recreation areas, and more. Areas that need to be reviewed and addressed more closely include those that negatively affect quality of life, including noise, intrusive lighting, congestion, and livability at street level.

Proactive development vision. Rather than wait for developers to move far along in planning major new projects, it serves the town's interest for Boardmembers and Councilors to coordinate proactively to encourage designs that are distinctive, in harmony with our town's scale and character, and that create an appropriate balance between commercial and residential features.

Architectural standards. Our standards for residential architecture, in particular, have been evolving significantly. These need to be further refined.

Longer-term planning. While the Town Council sets annual, short-term goals, I would like to see the Planning and Zoning Board more actively collaborate with them in this endeavor.

Latitude in agenda setting. The Board currently has very limited scope to determine its own agendas. It could be more effective in carrying out its mission if the Council would grant it greater latitude.

Role of the Chair. For the Planning and Zoning Board to achieve its potential, the Chair should strive to build common ground among the members. To achieve this, the Chair must be a balanced arbiter, establish decorum and civility, and ensure that all members feel free to express their views.

Item #14.

TOWN OF JUNO BEACH
340 OCEAN DRIVE
JUNO BEACH, FL 33408
PHONE: 561.626.1122 • FAX: 561.775.0812
WEBSITE: www.juno-beach.fl.us
E-MAIL: junobeach@juno-beach.fl.us

Alexander Cooke, Mayor
Peggy Wheeler, Vice Mayor
Marianne Hosta, Vice Mayor Pro Tem
Elaine K. Cotronakis, Councilmember
DD Halpern, Councilmember

David Dyess, Town Manager

APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

NAME John Gonzales HOME PHONE 772 545 2601

ADDRESS 605 Universe Blvd.Apt. T411; Juno Beach, Florida 33408

OCCUPATION (current or most recent) Miami Harbor Pilot BUSINESS PHONE 7725452601

BUSINESS ADDRESS 605 Universe Blvd.Apt. T411; Juno Beach, Florida 33408

E-MAIL ADDRESS biscpilot@crnet.net

Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime other than minor traffic infraction?

☐ YES ☑ NO If so, explain _____

Have you ever been found to have violated a code of ethics for public officers and employees?

☐ YES ☑ NO If "Yes", please provide the following information: Date: 12/13/2023 Nature of Violation: _____

Disposition: _____

Resume attached? (optional) Yes ☑ No ☐ Brief Description of Education/Experience BS Marine economic, MBA, Juris Doctor, PhD Psychology

Unlimited Ocean Master, MBA, JD, PhD

Are you a registered voter? Yes ☑ No ☐ Do you live in the Town year-round? yes or seasonally? _____

How long have you lived in Juno Beach? _____

Please list any current or prior experience as a volunteer on a board, committee, association, etc.

Chairman Miami Beach Waterfront Board, President Marine Counsel of Florida, Military Affairs Committee Miami Chamber of Commerce

Do you currently serve on a Town Board? Yes ☐ No ☑ If yes, which one? _____

Please indicate the board or committee on which you wish to serve. If more than one, number for preference, with first choice being #1.

☑ Planning & Zoning Board ☐ Audit/Finance Committee ☐ Charter Review Committee

Why are you interested in serving on this board/committee? Civic Duty

Signature _____ Date 12/13/2023

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rev 10-25-2023

Captain John Gonzales, a former St. Lawrence Seaway Pilot and now a Juno Beach, Florida resident, graduated from Capella University's Social and Behavioral Sciences School of Psychology with a Ph.D. in general psychology. Captain Gonzales holds an Unlimited Ocean Master License, with United States Coast Guard pilotage endorsements for the Saint Lawrence Seaway and the Port of Miami, Florida; he is also a commercial aircraft pilot with an instrument rating by the FAA; he holds a Master Business Administration (M.B.A.) degree, and Juris Doctor (J.D.) After a long career, first, as a seagoing vessel officer, serving in every position from third mate to master, then as a pilot on the St. Lawrence Seaway, and a harbor pilot in the Port of Miami, Florida, Captain Gonzales retired in 1996 and started a program of continuing education in business, law, and the social sciences. Captain Gonzales is a graduate of the State of New York Maritime College. served as President of the St. Lawrence Seaway Pilot's Association, Marine Counsel of Florida, and Rotary Club of Miami Beach. He was Great Lakes Representative for the Masters', Mates', and Pilots' Union and a Miami Beach Waterfront Board Chairman. Captain Gonzales, now 91, wishes to continue learning new skills.

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E-MAIL: junobeach@juno-beach.fl.us

TOWN OF JUNO BEACH RECEIVED 2024 MAR 11 P 3:56

Alexander Cooke, Mayor
Peggy Wheeler, Vice Mayor
Marianne Hosta, Vice Mayor Pro Tem
Elaine K. Cotronakis, Councilmember
DD Halpern, Councilmember

David Dyess, Town Manager

APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

TOWN OF JUNO BEACH RECEIVED 2024 MAR 11 P 3:56

NAME Gloria Kanahele HOME PHONE (561)215-5005

ADDRESS 420 Celestial Way Apt 303

OCCUPATION (current or most recent) Realtor;RealEstateInvestor BUSINESS PHONE (561)215-5005

BUSINESS ADDRESS Same as above

E-MAIL ADDRESS gk8808@yahoo.com

Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime other than minor traffic infraction?
☑ YES ☐ NO If so, explain DUI; About 13 Years ago; Since then real estate license & Life Insurance

Have you ever been found to have violated a code of ethics for public officers and employees?
☐ YES ☑ NO If "Yes", please provide the following information: Date: 03/11/202 Nature of Violation: N/A
Disposition: N/A

Resume attached? (optional) Yes ☐ No ☑ Brief Description of Education/Experience Real Estate Investor;
realtor; work with developments & developers that I have brought onto projects; own commercial p
preparing to build multi-family condos on Amelia Island. Own rentals, beach property, and comme
property. Experience with renovations; and building multi-condos from start to finish which includes

will provide

Are you a registered voter? Yes ☑ No ☐ Do you live in the Town year-round? Yes or seasonally? ____

How long have you lived in Juno Beach? Owned property in Town sin

Please list any current or prior experience as a volunteer on a board, committee, association, etc.
Condo boards; Board of Directors Secretary for Park Place on Atlantic (New development on Am

Do you currently serve on a Town Board? Yes ☐ No ☑ If yes, which one? ____

Please indicate the board or committee on which you wish to serve. If more than one, number for preference, with first choice being #1.

☑ Planning & Zoning Board ☐ Audit/Finance Committee ☐ Charter Review Committee

Why are you interested in serving on this board/committee? Met with Frank Davila who brought this opportunity
to my attention due to my experience. Love real estate, development, procedures, and helping pec

Signature [signature] Date 03/11/2024

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Elaine K. Cotronakis, Councilmember
DD Halpern, Councilmember

David Dyess, Town Manager

APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

NAME Carol Rudolph HOME PHONE 561-315-1537

ADDRESS 840 Ocean Dr Apt 202, Juno Beach, FL 33408

OCCUPATION (current or most recent) GIS Specialist BUSINESS PHONE 561-917-0409

BUSINESS ADDRESS 500 Energy Lane, Dover, DE (working remotely)

E-MAIL ADDRESS pbgsoccer@aol.com

Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime other than minor traffic infraction?
☐ YES ☑ NO If so, explain _____

Have you ever been found to have violated a code of ethics for public officers and employees?
☐ YES ☑ NO If "Yes", please provide the following information: Date: 2-13-2024 Nature of Violation: _____
Disposition: _____

Resume attached? (optional) Yes ☐ No ☐ Brief Description of Education/Experience

Duke University - BS; University of Pennsylvania - JD & MD; FAU - MS in GIS (Geographic Information Systems). Corporate Attorney in Philadelphia; Ophthalmologist in Juno Beach, FL; currently a GIS Specialist for Florida Public Utilities

Are you a registered voter? Yes ☑ No ☐ Do you live in the Town year-round? X or seasonally? _____

How long have you lived in Juno Beach? 8 years

Please list any current or prior experience as a volunteer on a board, committee, association, etc.

President and Member of the Board of Directors, Easter Seals of Palm Beach County

Do you currently serve on a Town Board? Yes ☐ No ☑ If yes, which one? _____

Please indicate the board or committee on which you wish to serve. If more than one, number for preference, with first choice being #1.

☑ Planning & Zoning Board ☐ Audit/Finance Committee ☐ Charter Review Committee

Why are you interested in serving on this board/committee? To ensure a rational, consistent and transparent approach toward resolving planning and zoning issues for Juno Beach

Signature _____ Date 2-13-2024

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Elaine K. Cotronakis, Councilmember
DD Halpern, Councilmember

David Dyess, Town Manager

APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

NAME Laure Shearer HOME PHONE 561-386-4062

ADDRESS 431 S Juno Lane Juno Beach FL 33408

OCCUPATION (current or most recent) retired BUSINESS PHONE

BUSINESS ADDRESS

E-MAIL ADDRESS laureshearer@gmail.com

TOWN OF JUNO BEACH RECEIVED 2024 MAR -1 P 4:08

Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime other than minor traffic infraction?
☐ YES ☑ NO If so, explain

Have you ever been found to have violated a code of ethics for public officers and employees?
☐ YES ☑ NO If "Yes", please provide the following information: Date: Nature of Violation:
Disposition:

Resume attached? (optional) Yes ☐ No ☑ Brief Description of Education/Experience

Member of Juno Beach Planning & Zoning Board from October 2022 to present. Appointed by DD Halpern. Attended Town of Jupiter and Treasure Coast Regional Planning Counci Officials Trainin Workshop, November 2023.

Are you a registered voter? Yes ☑ No ☐ Do you live in the Town year-round? yes or seasonally?

How long have you lived in Juno Beach? 24 years

Please list any current or prior experience as a volunteer on a board, committee, association, etc.

Do you currently serve on a Town Board? Yes ☑ No ☐ If yes, which one? P&Z

Please indicate the board or committee on which you wish to serve. If more than one, number for preference, with first choice being #1.

☑ Planning & Zoning Board ☐ Audit/Finance Committee ☐ Charter Review Committee

Why are you interested in serving on this board/committee? We are in rapidly changing times. I would like to stay involved with Staff & Council as we work toward updated solutions for our town & its citizens.

Signature Laure Shearer Date 3/1/2024

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Elaine K. Cotronakis, Councilmember
DD Halpern, Councilmember

David Dyess, Town Manager

APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

NAME Michael Stern HOME PHONE 5616760493

ADDRESS 12 Grand Bay Circle, Juno Beach FL 33408

OCCUPATION (current or most recent) Retired BUSINESS PHONE 5616760493

BUSINESS ADDRESS 12 Grand Bay Circle, Juno Beach FL 33408

E-MAIL ADDRESS mstern100@gmail.com

Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime other than minor traffic infraction?
☐ YES ☑ NO If so, explain _____

Have you ever been found to have violated a code of ethics for public officers and employees?
☐ YES ☑ NO If "Yes", please provide the following information: Date: January 2 Nature of Violation: _____
Disposition: _____

Resume attached? (optional) Yes ☑ No ☐ Brief Description of Education/Experience
BA, Syracuse University, JD, State University of New York (Buffalo Law)

Are you a registered voter? Yes ☑ No ☐ Do you live in the Town year-round? ____ or seasonally? _____

How long have you lived in Juno Beach? 23 years

Please list any current or prior experience as a volunteer on a board, committee, association, etc.
Juno Beach Planning and Zoning Board, 18 years - various HOA Boards -In house volunteer counsel
Legal Aid Society of Palm Beach County 20 years. Eligible to practice law FL and NY

Do you currently serve on a Town Board? Yes ☑ No ☐ If yes, which one? P&Z (Juno Beach)

Please indicate the board or committee on which you wish to serve. If more than one, number for preference, with first choice being #1.

☑ Planning & Zoning Board ☐ Audit/Finance Committee ☐ Charter Review Committee

Why are you interested in serving on this board/committee? Contribute to the future vision and direction of Juno Beach. Policies that will protect property values.

Signature _____ Date January 26, 2024

ALL MEMBERS OF TOWN ADVISORY BOARDS ARE REQUIRED TO COMPLETE TRAINING BY READING THE PALM BEACH CODE OF ETHICS, VIEWING THE ETHICS VIDEO AND THE SUNSHINE LAW PRESENTATION.

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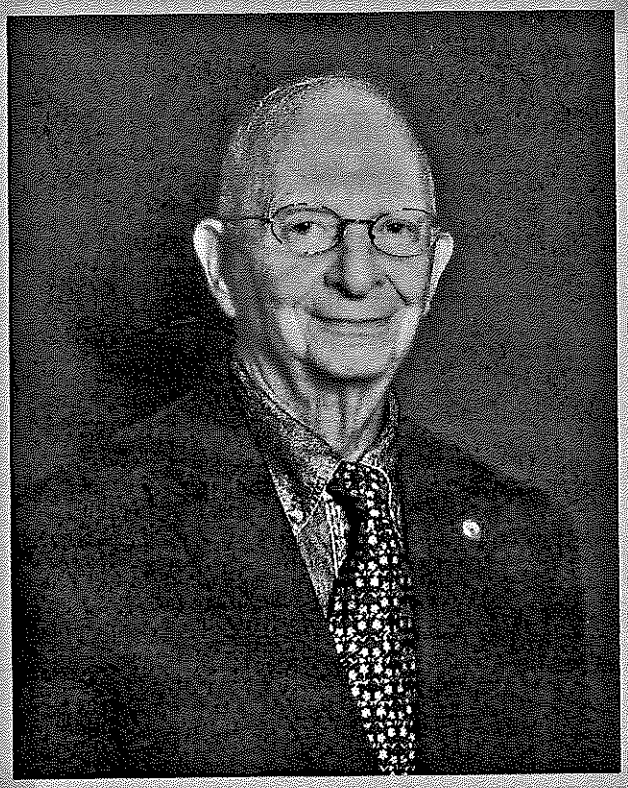
rev 10-25-2023

PRO BONO AWARD WINNERS

AND JUSTICE FOR ALL AWARD

Michael Stern, Esq.



Michael Stern, Esq.

After spending most of his childhood in Rome, Italy, Michael Stern returned to his roots in Upstate New York to attend Syracuse University. Upon receiving his Bachelor's Degree from Syracuse University, Michael earned his law degree at the Law School of the State University of New York. After law school, Michael embarked on a long and successful career in publishing. Michael served as the publisher of two daily newspapers in Syracuse, NY, with consulting duties with Advance Media Corporation, and served on various committees of the Newspaper Association of America. Michael retired in 2004 as the General Manager of the Syracuse Newspapers. Michael relocated to Palm Beach County, settling in Juno Beach where he serves as the Chair of the Juno Beach Planning and Zoning Board. In February 2007, Michael passed the Florida Bar exam and began volunteering at Legal Aid, so far donating over 12,000 hours of his time to provide civil legal assistance. Soon after the Covid-19 pandemic began, Legal Aid dramatically scaled back in-person contact with our clients. Nevertheless, Michael insisted on keeping up a caseload as close as possible to what he normally handled. A system was established that enabled Michael to handle cases virtually. Just since the advent of the pandemic, Michael has provided 200 hours of pro bono legal services to Legal Aid clients. Michael is now back to seeing clients in the office every Tuesday. In addition to handling cases, Michael provides analysis and pro bono referral recommendations about cases that normally would not be handled by Legal Aid staff, which greatly expands our reach and impact fullness in the community. For his many years of service and his ongoing commitment to access to justice Michael Stern is receiving the And Justice for All award.

Congratulations!

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Elaine K. Cotronakis, Councilmember
DD Halpern, Councilmember

David Dyess, Town Manager

APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

NAME ERICH ZLANABITNIG HOME PHONE 561-252-3555

ADDRESS 471 N LYRA CIRCLE

OCCUPATION (current or most recent) RETIRED BUSINESS PHONE

BUSINESS ADDRESS

E-MAIL ADDRESS ERICHZ@COMCAST.NET

Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime other than minor traffic infraction?
☐ YES ☑ NO If so, explain

Have you ever been found to have violated a code of ethics for public officers and employees?
☐ YES ☑ NO If "Yes", please provide the following information: Date: 3-16-2024 Nature of Violation:

Disposition:

Resume attached? (optional) Yes ☐ No ☑ Brief Description of Education/Experience
I HAVE BEEN ON JUNO'S PLANNING AND ZONING BOARD FOR TWO YEARS

TOWN OF JUNO BEACH RECEIVED 2024 MAR 18 A 10:08

Are you a registered voter? Yes ☐ No ☑ Do you live in the Town year-round? X or seasonally?

How long have you lived in Juno Beach? 1990

Please list any current or prior experience as a volunteer on a board, committee, association, etc.

Do you currently serve on a Town Board? Yes ☐ No ☑ If yes, which one?

Please indicate the board or committee on which you wish to serve. If more than one, number for preference, with first choice being #1.

☑ Planning & Zoning Board ☐ Audit/Finance Committee ☐ Charter Review Committee

Why are you interested in serving on this board/committee? TO HELP STAVE OFF POTENTIAL OUTSIDE DEVELOPERS CHANGING ZONING IN THE TOWN

Signature Date 3-16-2024

ALL MEMBERS OF TOWN ADVISORY BOARDS ARE REQUIRED TO COMPLETE TRAINING BY READING THE PALM BEACH CODE OF ETHICS, VIEWING THE ETHICS VIDEO AND THE SUNSHINE LAW PRESENTATION.

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rev 10-25-2023

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: March 27, 2024

Prepared By: C. Copeland-Rodriguez, Town Clerk

Item Title: Selection of Audit Oversight Committee

DISCUSSION:
The Audit Oversight Committee shall consist of five (5) members to serve at the pleasure of the Town Council. Each of the members shall be town residents with educational and/or practice experience in the fields of accounting, finance, auditing, or in related fields involving operational compliance or oversight.

The audit oversight committee shall have the following duties and responsibilities:

1) Serve as the auditor selection committee (when serving as the auditor selection committee a member of the town council shall be appointed to serve on the committee and shall assume the role of chairperson as required by state law);

2) Oversee and monitor the independent audits of the town' s financial statements from the selection of the independent auditor to the review and resolution of the audit findings, including assistance in ensuring any corrective actions are taken;

3) Serve as advisor to the town council and conduct any financial studies and analyses requested by the town council;

4) Present an annual written report to the town council demonstrating how the committee has discharged its duties and responsibilities;

5) Work with the town' s independent auditor and members of town staff to review internal controls; and

6) Perform such other duties as may be assigned by the town council.

The first meeting of the Audit Oversight Committee is scheduled for Wednesday, May 1, 2024 at 3pm.

RECOMMENDATION:
Town Staff recommends that the Town Council select members for the Audit Oversight Committee for the term April 1, 2024 – April 1, 2026.

TOWN OF JUNO BEACH
340 OCEAN DRIVE
JUNO BEACH, FL 33408
PHONE: 561.626.1122 • FAX: 561.775.0812
WEBSITE: www.juno-beach.fl.us
E-MAIL: junobeach@juno-beach.fl.us

Alexander Cooke, Mayor
Peggy Wheeler, Vice Mayor
Marianne Hosta, Vice Mayor Pro Tem
Elaine K. Cotronakis, Councilmember
DD Halpern, Councilmember

David Dyess, Town Manager

APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

NAME Anthony Pace HOME PHONE

ADDRESS 1607 E Hemingway Dr, Juno Beach, FL 33408

OCCUPATION (current or most recent) BUSINESS PHONE 561-323-2260

BUSINESS ADDRESS 3825 PGA Blvd, Plam Beach Gardens, FL 33410

E-MAIL ADDRESS atpace@gmail.com

Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime other than minor traffic infraction?
☐ YES ☑ NO If so, explain

Have you ever been found to have violated a code of ethics for public officers and employees?
☐ YES ☑ NO If "Yes", please provide the following information: Date: Nature of Violation:
Disposition:

Resume attached? (optional) Yes ☐ No ☑ Brief Description of Education/Experience
BS in Engineering, Vanderbilt University, MS Tax, Northeastern University
35 years in financial services industry, Managing Principal - Lindberg & Ripplle

Are you a registered voter? Yes ☑ No ☐ Do you live in the Town year-round? X or seasonally?

How long have you lived in Juno Beach? 7+ years

Please list any current or prior experience as a volunteer on a board, committee, association, etc.
Past President Hartford Financial Professionals, Past President CT FPA, Incoming President Pal
Palm Beach Estate Planning Council, Past Board Member Entrepreneurs Organization of South Florida.

Do you currently serve on a Town Board? Yes ☐ No ☑ If yes, which one?

Please indicate the board or committee on which you wish to serve. If more than one, number for preference, with first choice being #1.

☐ Planning & Zoning Board ☑ Audit/Finance Committee ☐ Charter Review Committee

Why are you interested in serving on this board/committee? I am interested in the long term financial soundness of the town

Signature Date

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rev 10-25-2023

NANCY WOLF
1613 EAST HEMINGWAY DRIVE
JUNO BEACH, FL 33408
NCWWMVNH@AOL.COM
203 912 9954

TOWN OF JUNO BEACH
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2024 FEB 12 A 11:04

Dear Juno Beach Town Council:

I am submitting my application for Audit Committee with a resume attached.

I regret that I cannot serve on Planning and Zoning for another term but having a family member on Town Council (Jacob Rosengarten) makes me ineligible to serve on a land use board in Florida in the same town.

My time serving on Planning and Zoning for the town has provided me with knowledge of town operations, needs of the community. funding and legal matters while working actively with staff, council and the public. I also served on the Charter Committee and have a deep understanding of the town Charter as well as the town Comprehensive Plan.

These experiences, combined with my business background and service in governance and compliance for non-profit organizations and municipalities, demonstrate the skills and the acumen to effectively serve on the Audit Committee. Please see the enclosed information.

Thank you for your consideration.

Nancy Wolf

Item #15.

TOWN OF JUNO BEACH
340 OCEAN DRIVE
JUNO BEACH, FL 33408
PHONE: 561.626.1122 • FAX: 561.775.0812
WEBSITE: www.juno-beach.fl.us
E-MAIL: junobeach@juno-beach.fl.us

TOWN OF JUNO BEACH
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2024 FEB 12 A 11:04

Alexander Cooke, Mayor
Peggy Wheeler, Vice Mayor
Marianne Hosta, Vice Mayor Pro Tem
Elaine K. Cotronakis, Councilmember
DD Halpern, Councilmember

David Dyess, Town Manager

APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

NAME Nancy Wolf HOME PHONE 203 912 9954

ADDRESS 1613 East Hemingway Drive Juno Beach FL 33408

OCCUPATION (current or most recent) Human Resource Consultant BUSINESS PHONE 203 869 9396

BUSINESS ADDRESS 731 Bay Colony Drive Juno Beach FL 33408 (primary) + 18 Pintail Lane Greenwich CT 06830

E-MAIL ADDRESS NCWMVNH@aol.com

Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime other than minor traffic infraction?
☐ YES ☑ NO If so, explain

Have you ever been found to have violated a code of ethics for public officers and employees?
☐ YES ☑ NO If "Yes", please provide the following information: Date: _____ Nature of Violation: _____
Disposition: _____

Resume attached? (optional) Yes ☑ No ☐ Brief Description of Education/Experience

Strong business background in financial services, served in government positions on policy issues, board service on public, private and non-profit boards. See resume for details on work experience.

Are you a registered voter? Yes ☑ No ☐ Do you live in the Town year-round? yes or seasonally? _____

How long have you lived in Juno Beach? nine years ↓ also have vacation homes in the northeast.

Please list any current or prior experience as a volunteer on a board, committee, association, etc.

Planning and Zoning Board member / Juno Beach, FL
Charter Review Committee / Juno Beach, FL
numerous others / See resume attached.

Do you currently serve on a Town Board? Yes ☑ No ☐ If yes, which one? P&Z

Please indicate the board or committee on which you wish to serve. If more than one, number for preference, with first choice being #1.

☐ Planning & Zoning Board ☑ Audit/Finance Committee ☐ Charter Review Committee

Why are you interested in serving on this board/committee? I believe that my business background, public service experience and deep knowledge of Juno Beach would provide valuable insight and direction.

Signature _____ Date 2/5/24

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rev 10-25-2023

Nancy Wolf
1613 East Hemingway Drive
Juno Beach, Florida 33408
203.869.9396 or 203.912.9954
nancywolf@aol.com

TOWN OF JUNO BEACH
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Professional Experience:

Founder and Managing Partner of The Wolf Group - from 1987 - Present.

- The Wolf Group successfully operated as a global human resource consulting firm 1987 – 2004 whose practice included research and consulting on executive search, cash and non-cash compensation package design and negotiation, succession planning and senior management development for the revenue producing areas of the world's largest investment, merchant and commercial banks and investment funds.

- Duties included business development, facilities management, hiring, payroll and benefits, financial management and tax planning.

- Since 2004, the Wolf Group provides management consulting and human capital management expertise to non-profit corporations and endowments.

Prior to The Wolf Group, Nancy worked as an Associate at Denney and Company, a mid-size merger and acquisition advisory firm based in Pittsburgh, PA where she specialized in financial institutions.

Non-Profit and Board Positions (2003 - present)

Israel Putnam House Association (IPHA) - President and Board Chair. IPHA is a non-stock corporation that owns income generating property and historic buildings in Put's Hill Historic District in Greenwich, CT. Buildings consist of income producing commercial property and Knapp Tavern, a historic tavern and present day museum depicting life in the Connecticut Colony from 1690 - 1820.

Responsible for oversight of all financial management, tax filings and compliance, building maintenance and operations, security, insurance and risk management and recruitment and training of board members. Served as chair of corporate bylaw review/amendment committee and ensured compliance with state and local statutes governing the finances and operations of non-profit corporations.

The Greenwich Point Conservancy - One of early founders and first Vice President for eight years, of this public-private partnership whose mission is to sustainably rehabilitate and re-purpose historic buildings located in Greenwich, CT. Involved in all aspects of fundraising for this multimillion dollar project. Served as chief liaison between this 501 (c) (3) and all branches of local and state government.

Coordinated with Federal government on compliance with FEMA regulations while pursuing best practices for landmark historic district preservation.

The Town of Greenwich, Connecticut – Appointed by Greenwich's First Selectman to The Selectman's Nominating Advisory Committee (SNAC) for seven years. During this tenure was responsible for identifying, screening and recruiting qualified private citizens to assume leadership positions on Town of Greenwich Boards and Commissions that collectively control $130,000,000 million dollars (one third) of the Town's operating budget through policy making and operating decisions. Boards and commissions included in personal "book" of business were Planning and Zoning, Inland Wetlands, Conservation Commission, Parks and Recreation Board and Historic District Commission. Overall SNAC work covered all statutory and advisory boards of Greenwich governance excluding Board of Education and Police and Fire Departments.

Loggerhead MarineLife Center, Juno Beach Florida - Education Docent in this state of the art marine life rescue and hospital facility. Focus is on threatened and endangered sea turtles in the second most densely populated nesting beach in the world.

Town of Juno Beach, Florida - Nominated by Town Council to serve as one of five Charter Review Committee members. Town Attorney guided process studies Town founding documents, writes proposed revisions and makes recommendations to governing Town Council for adoption or referendum.

Also, currently serving in my second term as a member of the Juno Beach Planning and Zoning Board which will finish in March of 2024.

Education:

Attended Chatham College in Pittsburgh, PA as an undergraduate and majored in English and minored in Drama. Post graduate coursework includes Organizational Theory and Micro and Macro Economics.

Personal Information:

Married to Jacob Rosengarten, recently retired Chief Risk Officer of XL Group. Prior to XL, Jacob was Managing Director and Chief Risk Officer for Goldman Sachs Asset Management. He was employed by Goldman Sachs for over 20 years. Nancy and Jacob have three children.

Activities include volunteering and supporting environmental education and land conservation efforts, exploring the Florida Everglades, studying and collecting American art, reading business journals daily and distance swimming. Proficient in speaking Spanish after living in Puerto Rico and extended visits to Venezuela. US Citizen.

TOWN OF JUNO BEACH
340 OCEAN DRIVE
JUNO BEACH, FL 33408
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WEBSITE: www.juno-beach.fl.us
E-MAIL: junobeach@juno-beach.fl.us

TOWN OF JUNO BEACH
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Alexander Cooke, Mayor
Peggy Wheeler, Vice Mayor
Marianne Hosta, Vice Mayor Pro Tem
Elaine K. Cotronakis, Councilmember
DD Halpern, Councilmember

David Dyess, Town Manager

APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

NAME Andrew Spilos HOME PHONE 561-685-5845

ADDRESS 140 Ocean Dr Juno Beach

OCCUPATION (current or most recent) Real Estate Photo BUSINESS PHONE 561-685-5845

BUSINESS ADDRESS

E-MAIL ADDRESS aspilos@comcast.net

Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime other than minor traffic infraction?
☐ YES ☒ NO If so, explain

Have you ever been found to have violated a code of ethics for public officers and employees?
☐ YES ☒ NO If "Yes", please provide the following information: Date: Nature of Violation:
Disposition:

Resume attached? (optional) Yes ☐ No ☒ Brief Description of Education/Experience
B.S. Florida State University - Public Administration
Retail Management 11yr. - all aspects of running a retail operation, including, personnel, financial responsibility of merchandise

Are you a registered voter? Yes ☒ No ☐ Do you live in the Town year-round? YES or seasonally?

How long have you lived in Juno Beach? 2 years

Please list any current or prior experience as a volunteer on a board, committee, association, etc.
None

Do you currently serve on a Town Board? Yes ☐ No ☒ If yes, which one?

Please indicate the board or committee on which you wish to serve. If more than one, number for preference, with first choice being #1.

☐ Planning & Zoning Board ☒ Audit/Finance Committee ☐ Charter Review Committee

Why are you interested in serving on this board/committee?
To make sure the town continues to maintain fiscal responsibility

Signature Andrew Spilos Date 3/19/2024

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WEBSITE: www.juno-beach.fl.us
E-MAIL: junobeach@juno-beach.fl.us

TOWN OF JUNO BEACH
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Alexander Cooke, Mayor
Peggy Wheeler, Vice Mayor
Marianne Hosta, Vice Mayor Pro Tem
Elaine K. Cotronakis, Councilmember
DD Halpern, Councilmember

David Dyess, Town Manager

APPLICATION FOR APPOINTMENT TO TOWN BOARD OR COMMITTEE

NAME William Viggiano HOME PHONE 561-818-3056

ADDRESS 420 Mars Way

OCCUPATION (current or most recent) Retired BUSINESS PHONE

BUSINESS ADDRESS

E-MAIL ADDRESS skidaddle7@yahoo.com

Have you ever been convicted of a crime or plead guilty or nolo contendere to a crime other than minor traffic infraction?
☐ YES ☑ NO If so, explain

Have you ever been found to have violated a code of ethics for public officers and employees?
☐ YES ☑ NO If "Yes", please provide the following information: Date: 3/19/2024 Nature of Violation:
Disposition:

Resume attached? (optional) Yes ☐ No ☑ Brief Description of Education/Experience
BS Accounting UF, Retired CPA
Worked in public aacounting as an auditor for eight years
Worked in private industry as a controller/cfo for about thirty years

Are you a registered voter? Yes ☑ No ☐ Do you live in the Town year-round? yes or seasonally?

How long have you lived in Juno Beach? since 2016

Please list any current or prior experience as a volunteer on a board, committee, association, etc.
none

Do you currently serve on a Town Board? Yes ☐ No ☑ If yes, which one?

Please indicate the board or committee on which you wish to serve. If more than one, number for preference, with first choice being #1.

☐ Planning & Zoning Board ☑ Audit/Finance Committee ☐ Charter Review Committee

Why are you interested in serving on this board/committee? To help the town oversee its financial operations, contribute to the town as a volunteer.

Signature William Viggiano Date 3/19/2024

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TOWN OF JUNO BEACH
AUDIT OVERSIGHT COMMITTEE
BALLOT
MARCH 27, 2024

Audit Oversight Committee – Term 2-Years *(March 2024 – March 2026)*

APPLICANT(S)	CHECK 5 BOXES
Anthony Pace	☐
Nancy Wolf	☐
Andrew Spilos	☐
William Viggiano	☐

_____

Signature of Council Member

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: March 27, 2024

Prepared By: C. Copeland-Rodriguez, Town Clerk

Item Title: Resolution No. 2024-06 - Sponsorship of Organizations

DISCUSSION:

For several years, the Town of Juno Beach has been sponsoring local organizations such as the Juno Beach Civic Association, Friends of the Arts, and Juno Beach Historical Society by being monetarily involved or contributing services. This sponsorship includes posting events on the Bulletin Board, Newsletter, Town Calendar, Marquee, and website; and assisting with event/meeting setup. These organizations have greatly benefitted the Town by increasing community participation and entertaining local residents.

At the February 28, 2024, Town Council Meeting, Council directed staff to prepare a Resolution to support the Town's continued sponsorship of these organizations.

RECOMMENDATION:

Staff recommends that the Town Council approve Resolution No. 2024-06.

RESOLUTION 2024-06

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, RECOGNIZING COMMUNITY ORGANIZATIONS AND THEIR BENEFITS TO THE TOWN; PROVIDING FOR SPONSORSHIPS AND CONSIDERATION IN RECOGNITION OF THEIR EFFORTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council desires to recognize long-standing nonprofit organizations that have built community, preserved the Town's history, and promoted the arts within the Town; and

WHEREAS, the Juno Beach Civic Association has promoted civic engagement to bring the citizens of Juno Beach together through events, education sessions, community forums on topics of concern to residents (e.g. insurance rates), and community activities such as beach clean ups; and

WHEREAS, the Juno Beach Historical Society has preserved historical artifacts, created and provided historical education presentations about the Town, created a history tour of the Town, and promoted the rich history of the Town of Juno Beach at various venues; and

WHEREAS, the Friends of the Arts has conducted art shows at Town Center for decades, with the art remaining on display in the Town Council chambers for the entire community to view and enjoy, thereby boosting connection to the community through access to art and culture.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA as follows:

Section 1. **Recitals.** The above recitals are true and correct and incorporated herein.

Section 2. **Sponsorship.** A Town sponsorship of a nonprofit organization allows for: limited use of storage space at the Town Center; Town notification of the organization's events; limited use of Town Staff as approved by the Town Manager; waiver of event permit fees as approved by the Town Council; and use of the Town Center for meetings activities at no charge. During the Town's budgetary process, the Town Council may approve a donation to a sponsored organization.

Section 3. **Sponsored Nonprofit Organizations.** The Town Council hereby approves the sponsorship of the Juno Beach Civic Association, the Juno Beach Historical Society, and the Friends of the Arts.

Section 4. **Effective Date.** This Resolution shall take effect immediately upon adoption.

RESOLVED AND ADOPTED this 27th day of March, 2024.

_____
, Mayor

ATTEST:

_____
Caitlin E. Copeland-Rodriguez, MMC
Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

_____
Leonard G. Rubin, Town Attorney

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: February 28, 2024

Prepared By: Davila, CFM.

Item Title: Ordinance No. 783 – Construction Site Standards

DISCUSSION:

At the July 2023, Town Council meeting, Town Council gave unanimous consensus to have staff review the establishment of Construction Site Standards as provide by Vice Mayor Wheeler. (see attachment #1).

Staff, including the Town's Building Official and Code Enforcement Officer, are proposing to amend Code Section 6-109. – Construction Site Standards to provide for the following:

- Modification to existing code regarding the conditions rights-of-way during construction;
- Modification to existing code regarding the parking of vehicles within the site or on adjacent rights-of-way;
- New language on requirements regarding proposed road closures;
- Modification to existing code regarding waste and construction material;
- Modification to existing code regarding wind mitigation and erosion control;
- Modification to existing code regarding pool discharges;
- New language on requirements regarding the screening of toilet facilities; and
- New language on requirements regarding the use of generators and temporary power.

RECOMMENDATION:

Staff recommends that the Town Council review and consider Ordinance No. 783 on first reading.

Attachment(s):

1. Vice Mayor Wheeler letter.
2. Ordinance No. 783.

TOWN OF JUNO BEACH

ORDINANCE NO. 783

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA, AMENDING ARTICLE V, "PROPERTY MAINTENANCE AND CONSTRUCTION SITE STANDARDS," OF CHAPTER 6, "BUILDINGS AND BUILDING REGULATIONS," OF THE TOWN CODE OF ORDINANCES BY AMENDING SECTION 6-109, "CONSTRUCTION SITE STANDARDS," TO MODIFY EXISTING STANDARDS AND ADD NEW REGULATIONS REGARDING PROPOSED ROAD CLOSURES, WIND MITIGATION, EROSION CONTROL, SCREENING OF TOILET FACILITIES, AND THE USE OF GENERATORS AND TEMPORARY POWER; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, the Town Council wishes to revise the construction site standards within the Town to modify existing regulations regarding the condition of rights-of-way during construction; the parking of vehicles within the site or on adjacent rights-of-way; waste and construction material; wind mitigation and erosion control; and pool discharges; and

WHEREAS, the Town Council wishes to adopt new construction site standards regarding proposed road closures; the screening of toilet facilities; and the use of generators and temporary power; and

WHEREAS, the Town Council determines that the adoption of this Ordinance is in the interests of the public health, safety and welfare of the residents and property owners of the Town of Juno Beach.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF JUNO BEACH, FLORIDA as follows:

Section 1. The foregoing recitals are hereby ratified as true and correct and incorporated herein.

Section 2. The Town Council hereby amends Article V, "Property Maintenance and Construction Site Standards," of Chapter 6, "Buildings and Building Regulations," of the Town Code of Ordinances by amending Section 6-109 to read as follows (additional language <u>underlined</u>):

ARTICLE V. PROPERTY MAINTENANCE AND CONSTRUCTION SITE STANDARDS

* * *

Sec. 6-109. Construction site standards.

(a) For the purposes of this section, the term "construction" shall include lot clearing, grading, stockpiling of soil, demolition, and building construction, reconstruction, alteration or addition.

(b) It shall be the joint responsibility of any owner of real property upon which construction is occurring, or any contractor responsible for said construction, to ensure that all rights-of-way remain free at all times of all construction waste, trash, or other materials, such as liquid or particulate matter associated with the construction activity.

(c) It shall be the joint responsibility of any owner of real property upon which construction is occurring, or any contractor responsible for said construction, to ensure that all construction vehicles are parked in such a manner so as to ensure the free flow of traffic utilizing generally accepted traffic maintenance techniques, the ingress and egress of emergency vehicles, and access to all driveways, mailboxes, and residences located along public and private rights-of-way. All vehicles belonging to personnel working on or visiting a construction site from the date of the issuance of a building permit to the date of the issuance of a certificate of occupancy/completion shall be parked on the construction site at all times. If the site cannot accommodate such vehicles, then the contractor may initiate car and/or truck pooling or may request to park the construction vehicles on the street in front of the construction site to prevent unnecessary congestion adjacent to the construction site. Requests to park construction vehicles on the street shall be made during building permit submittal and shall be reviewed and approved by the public works department and the police department. If vehicle and/or truck parking is expected to overflow beyond the parallel limits of the construction site, permission must first be obtained from the adjacent property owner(s) and must also be authorized by the public works department and the police department.

(d) All road closures requests shall be reviewed and approved by the public works department and the police department. All requests shall be made seventy-two (72) hours prior to the road closure, and all fees associated with the road closure shall be paid prior to the road closure. It shall be the joint responsibility of any owner of real property upon which construction is occurring, or any contractor responsible for said construction, to provide written notification of the upcoming road closure to affected residents.

(~~d~~ e) It shall be the joint responsibility of any owner of real property upon which construction is occurring, or any contractor responsible for said construction, to ensure that all waste, trash, or other materials, such as liquid or particulate matter associated with the construction activity is contained on the real property upon which the construction is occurring. Construction waste and trash shall be secured within an enclosed containment structure. In the case of stockpiled particulate materials, such materials shall be stabilized in a manner satisfactory to the building official.

(~~e~~ f) All areas surrounding the construction site which are affected by dust, dirt and debris from the construction site shall be swept clean of such dust, dirt and debris on a daily basis. The planning and zoning director or designee may require an erosion control plan and/or a construction screening plan. Adjacent or nearby catch basins shall be equipped with filtration media beneath the grate or other mechanisms to prevent the deposit of eroded sand, dirt, and other materials inside the basin. If there are high winds exceeding thirty (30) miles per hour or the building official otherwise determines that the conditions are unsafe, all work above the first floor shall cease until conditions improve.

(~~f~~ g) Any pool under construction shall be kept clean of any debris until such time as the pool is properly filtered. All sitting water in pools under construction must be properly treated to eliminate algae and insects. Where it is necessary to empty the water from an existing pool, the water may not be discharged directly into the street but shall be discharged on the property at a slow rate to allow percolation of the water to the greatest extent possible.

(~~g~~ h) In addition to other remedies for violation of this code, the building official or his designee may issue a stop work order for violation of this section. Prior to the issuance of a stop work

order, the building official or his designee shall, where practicable, attempt to provide a verbal or written notice to the owner of the real property upon which construction is occurring, or any contractor responsible for said construction. That notice shall specifically set a time period for correction of the violation. In the event the town takes emergency action to secure a property in violation of this section, the property owner shall be responsible for all costs associated therewith and shall be billed for all charges and expenses of the town.

(i) It shall be the joint responsibility of any owner of real property upon which construction is occurring, or any contractor responsible for said construction, to provide and have available on the premises where such construction is occurring sufficient toilet facilities for all workers during the entire construction period as deemed adequate by the building official. If a temporary structure/building is used for that purpose, its construction, location, and operation shall be approved by the building official. Such temporary structure/building shall not be placed in the public right-of-way. Additionally, temporary toilet facilities shall be effectively site screened from all roads, streets, and adjoining properties by walls, hedges, buildings, fences, or other methods as approved by the building official.

(j) The building official may issue a permit for the use of a portable generator for a period not to exceed four (4) days provided the permit applicant provides proof that neither permanent nor temporary electrical power is available at the work location. The portable generator shall be operated only during the times for permissible construction activities as set forth in section 12-127 of this code. No fee shall be required for the issuance of such a permit.

Section 3. The provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the Town of Juno Beach, Florida.

Section 4. If any section, paragraph, sentence, clause, phrase, or word of this Ordinance is for any reason held by a court of competent jurisdiction to be unconstitutional, inoperative or void, such holding shall not affect the remainder of the Ordinance.

Section 5. All ordinances or parts of ordinances of the Town of Juno Beach, Florida, which are conflict with this Ordinance, are hereby repealed to extent of such conflict.

Section 6. This Ordinance shall be effective immediately upon adoption.

FIRST READING this _____ day of _____, 2024.

SECOND, FINAL READING AND ADOPTION this _____ day of _____, 2024.

_____	_____	_____
AYE	NAY	, MAYOR
_____	_____	_____
AYE	NAY	, VICE MAYOR
_____	_____	_____
AYE	NAY	, VICE MAYOR PRO TEM
_____	_____	_____
AYE	NAY	, COUNCILMEMBER
_____	_____	_____
AYE	NAY	, COUNCILMEMBER

ATTEST:

_____
CAITLIN COPELAND-RODRIGUEZ
TOWN CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

_____
LEONARD G. RUBIN
TOWN ATTORNEY

Establishment of Construction Site Management Rules in Residential Neighborhoods
Study item for Planning and Zoning

Neighboring residents of new construction or significant remodels have to endure over a year of noise, debris, and stress during the construction of these homes. There are things the Town should enforce to provide neighboring residents some peace during this time period. Some of the things the P&Z Board could review and possibly have the Town Council implement are a contractor checklist and enforcement of:

- Construction screening
- Mandate Temporary Power so generators are not used to supply power and add to the construction noise.
- Maintenance and location of toilet facilities for workers
- Extra protection for the dust and debris from pool gunite work
- Erosion control measures for adjoining property protection
- Proper garbage cans for food disposal rather than in dumpster to prevent attracting rats and racoons.
- Ensure that dumpsters are emptied and building materials including roof tiles are secure in the event of a hurricane.
- Possible limitations on Saturday work (quiet work only and/or shorter times)

These rules could be enforced with warnings then fines for abuse.

AGENDA ITEM

Meeting Name: Town Council

Meeting Date: March 27, 2024

Prepared By: I. Hickey

Item Title: Special Event Request – Stoked on Life Ocean Therapy Sessions

DISCUSSION:

Staff received a request for a special event by Ms. Allison Bishop, owner of Stoked on Life, to hold Ocean Therapy Sessions which consist of meditation, sound baths, yoga, surfing activities, and other healing methods on the beach area of Juno Beach Access 20. Stoked on Life is a non-profit organization created in Palm Beach Florida, by Allison Bishop LCSW. The surf therapy sessions consist of small, ninety-minute groups facilitated by licensed clinicians and surf instructors using mindfulness and flow skills to engage in surfing/processing therapeutic session.

The application provided indicates an anticipated attendance of 15 participants at each session and 5 employees and volunteers working at each event. The dates and times requested are from March through October 31st, with varying session lengths from 8am-12pm (please see the attached list of dates). The public beach accesses are not being requested to be closed during the events, as to not to disturb beachgoers. Transportation to the event will be by privately owned vehicles of the attendees; the attendees will use the public parking areas located in the Juno Beach Park near the beach area. Equipment utilized for this event includes tents, feather flags, chairs, surfboards, and a trailer. The applicant has received a permit from Palm beach County to leave a trailer overnight at the Juno Beach Park.

Lastly, as with previous events, the applicant will be responsible during the permitting process to coordinate and pay for any police details or services required by that department.
Please note that the Permit Fee for off-site special events lasting 4 or more consecutive days is determined by the Town Council.

RECOMMENDATION:

Staff recommends that the Town Council consider the request for the Special Event proposed in Juno Beach as stated above, subject to the applicant being responsible for the application process for special events and all conditions and requirements following said application, including any additional agency, and department reviews/approvals/fees.

Stoked on Life non-profit

Town of Juno Beach
340 Ocean Drive; Juno Beach, FL 33408
Phone: (561) 626-1122; Fax: (561) 775-0812

Application for Off-Site Special Event

Note: The issuance of any Special Event permit from the Town of Juno Beach does not exempt the applicant from obtaining the appropriate Business Tax License (occupational license) and temporary liquor license from the State of Florida, Division of Alcoholic Beverages and Tobacco under Florida Statute, or, any other county or state required permits.

TOWN OF JUNO BEACH RECEIVED 2024 MAR -4 P 1:35

Fee Schedule:

Event Type	Deadlines Application/ Obligations	Application Fee	Permit Fee*	Security Deposit	Deadline Late Fee
Low-Impact (Up to 999 attendees)**	60/14 days prior to event	$100	$100/day	$500	$200
Medium-Impact (1000-4999 attendees)	120/45 days prior to event	$200	$500/day	$1,000	$400
High-Impact (5000+ attendees)	120/45 days prior to event	$300	$1,000/day	$5,000	$600

*Permit Fee will be determined by the Town Council for off-site events lasting 4 or more consecutive days.
**Low-Impact events consisting of 25 attendees or less will be approved administratively.

Notes: Please initial each item below to confirm your understanding:

AB Application Fee is due at time of Application submittal and is not refundable.

AB Deadline Late Fee is an additional charge and is not refundable.

AB Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Director outlining obligations and fees.

AB Permit Fees and Security Deposit are due 14/45 days prior to the event. These fees may be refunded if the event is canceled or postponed at least 7/14 days prior to the event date.

AB After the event, Security Deposit, or a portion of, may be returned after an inspection is completed by Town Staff. The Town shall determine what portion of the Security Deposit may be returned.

AB Failure to comply with restrictions imposed automatically forfeits the Security Deposit.

AB Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.

AB Failure to provide the required obligations, fees and deposits 14 or 45 days prior to the event date, as indicated above, will subject the applicant to the Late Fee and/or cancelation of event.

AB Additional charges may apply for Police and/or Public Works services, Town Staff will determine what services are required. Please read Sections III and IV. Deadline for these fees are 14 or 45 days prior to the event date, as indicated above, subject to Late Fee and/or cancellation of event.

Stoked on Life

Section I Instructions for Applicant

1. Applicant shall complete Section II of this application. (Town Staff will review the Applicants submittal and complete other sections as required.)

2. Attach the following with this application:
   a) Attach Application Fee, and Late Fee if applicable. (All fees are Payable to the Town of Juno Beach.)
   b) Plot/Site Plan (drawing/sketch), showing the site upon which you are proposing your special event, identifying parking areas, adjacent roadways, existing structures, proposed (temporary) structures/items, road closures, barricades/fences, etc.;
   c) Attach letter(s) of approval from all outside agencies: (i.e. Palm Beach County (PBC) Parks and Recreation, PBC-Traffic Division, PBC-Fire Rescue, Florida Department of Transportation, Department of Environmental Protection, Environmental Resources Management, Coast Guard, etc.)
   d) Copy of current insurance certification(s) with the **Town of Juno Beach** listed as **"Additionally Insured" with a minimum amount of $1,000,000.00 liability coverage**; (or state your ability to provide it with all other obligations).
   e) Notarized Letter of approval from property owner(s).
   f) Copy of Driver License.

3. Sign and date this application at the end of Section II.

Section II Required Information

- ***Regarding the Applicant:***

Name of Applicant/Sponsor: Allison Bishop Phone: 561.373.7994

Relationship to Organization Represented; Founder / CEO

Address of Applicant/Sponsor: 2640 Lake Shore Dr #312
Riviera Beach, Fl 33404

Name, Address, Phone of Organization Represented: Stoked on Life Palm Beach
2640 Lake Shore Dr #312
Riviera Beach, Fl 33404

Principal contact person on Event Day/Phone: Allison Bishop
561.373.7994

Alternate contact person on Event Day/Phone: David Berner
240.893.0101

Stoked on Life

Item #18.

- ***Regarding the Subject Location (where the proposed special event is being requested):***

Address/Location: Beach - south of guarded area
Beach access 20 from US Hwy 1

Name of Subdivision: Juno Beach Pier Park
(Permit for trailer)

- ***Regarding the Special Event Specifics:***

Please describe the special event being requested: Ocean & Surf Therapy non profit servicing the community by offering surf therapy clinics to help those struggling with mental health & addiction issues.

Indicate roadway(s) to be closed: none

Indicate if amusement rides (type/quantity) are part of the event: none

Indicate if alcohol will be served at the event and who will serve: none

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: 2 10x10 tents
2 feather flags
15/20 chairs / 15-20 surfboards

Number of employees/volunteers working the event: 5 employees & volunteers

Number of anticipated attendees for the event: 15 attendees

x AB amended dates x please see sep. sheet

Length of time proposed for the event to take place, including set-up and tear down, **(dates/times)**: 3/25 mon 8am-12 pm
4/8 mon 8am-12pm
Thurs 4/4 9am-12 pm
Sat 3/30 4/6 8am-12pm

- ***Regarding other Town Services:***

If Police and/or Public Works services are being requested, please indicate your anticipated duties: *(Regardless of your anticipated need, Town staff may determine that Police and/or Public Works services are required for your event, refer to letter of approval):*

none

Stoked on Life

Please initial to confirm attachments:

- ✓ Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
- ✓ Plot/Site Plan
- ✓ Outside agency letter(s) of approval
- ✓ Insurance Certificate
- Notarized Letter from property owner
- ✓ Copy of Driver License

Indicate items not submitted and reasons for non-submittal:_____

Hold Harmless Agreement:

In accordance with the Town of Juno Beach Code of Ordinances, in permitting any special event, the applicant shall meet all requirements set forth in Chapter 34 and is subject to Town Council approval. In addition, Town Staff shall prescribe appropriate conditions and safeguards and obligations and fees as required.

By submittal of this application, the sponsor agrees to indemnify and hold harmless the Town of Juno Beach, its officers, employees and agents from and against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by sponsor, its officers, employees, and agents under any of the terms of this Special Event Application.

If any unforeseen circumstance(s) occur and/or the sponsor fails to meet the requirements the Town has set forth, the Town Manager or Police Chief shall have the right to cancel or stop the event either before commencement of the event and/or during the event.

Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Director outlining obligations and fees.

Allison Bishop — Applicant/Sponsor Signature

2/27/24 — Date

Allison Bishop — Print Name

TOWN OF JUNO BEACH
RECEIVED
2024 FEB 29 A 10:48

Office Use Only:

Isabella Hickey — Received By

updated on March 4 2024 — Date (Please Date Stamp) see front page stamp

Town Calendar has been reviewed and event "Tentatively" Scheduled with 2 day alert.

Completed By _____ Date _____

Event status shall be updated when approved. Completed by:_____

Section III Police Department-Special Event Requirements

The following are additional obligations your organization may have to meet. As part of the Special Event review process the Police Department may impose fees for services as deemed appropriate for the type and impact of the proposed event. The Police Department may schedule a meeting to review the event specifics and Police Operational or Action Plan as determined by the Town. Items reviewed in the Plan include, but are limited to, the following:

- Operations Command Post needs, Incident Management;
- Traffic Control Plan, Road Closures, Parking Plan, Event Route management;
- Staffing needs, Day and Night patrol, Coordination with other agencies;
- Vendor setup and security;
- Attendee/Pedestrian access, security, monitoring and control;
- Equipment needs motorized and non-motorized, Communications;
- Providing of adequate volunteers, Volunteer meeting(s) with Police representative prior to, or on event day(s);
- The Principal of the event shall remain accessible to the Police Supervisor at all times during the event to provide necessary event management and control.

The Police Department will attempt to place officers during the requested dates and hours. Because of unforeseen circumstances, this application may not be filled when requested. Juno Beach Police Officers will not work in the capacity of a "bouncer" at a bar or other establishment where alcohol is served.

Rates

Regular Staff - $35.00 ***Officer - $55.00*** ***Supervisor (if required) - $65.00***

(Rates are subject to a $15.00 an hour premium on Town designated Holidays.)

- ***THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.***
- ***IF MORE THAN THREE (3) OFFICERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.***
- ***ALL CANCELLATIONS OF POLICE SERVICES MUST BE MADE 48-HOURS IN ADVANCE OR A THREE (3)-HOUR, PER OFFICER CHARGE WILL BE FORFEITED. PLEASE CONTACT FDAVILA@JUNO-BEACH.FL.US AND PFERTIG@JUNOBEACHPD.COM.***

Office Use Only:

_____ Officers @ $55.00/hour: total of _____ hours = $_____
_____ Supervisors @ $65.00/hour: total of _____ hours = $_____
Additional Fee(s): _____ $_____

Payment Due Date:_____ Total Amount Due: $_____ Payment Received: Y / N

**** Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.***

Reviewed By: _____

Approved by Police Chief/Designee:_____

Section IV Public Works Department-Special Event Requirements

As part of the Special Event review process the Public Works Department may impose fees for services as deemed appropriate for the type and impact of the proposed event.

Public Works services include, but are not limited to, the following:

- Delivery, set-up and removal of traffic or parking control devices including portable message boards, barricades, signs, stakes, traffic cones and/or any other devices requested by the Town's Police Department.
- Random event site inspections to insure the Applicant removes trash/litter or debris from the event site as needed. Event usage area final inspection of public properties to insure adequate cleaning at event's end/closing and prior to release of security deposits, if applicable.
- Public Works staff time to clean, remove and dispose of any and all residual debris, trash or to repair damaged property incurred by the Applicant or Applicant's agents on the event site public property.

Rates

Regular Staff	***$35.00***
Supervisor (if required)	***$45.00***

- ***THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.***
- ***IF MORE THAN THREE (3) STAFF MEMBERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.***
- ***ALL CANCELLATIONS OF PUBLIC WORKS SERVICES MUST BE MADE 48-HOURS IN ADVANCED OR A THREE (3)-HOUR, PER STAFF MEMBER CHARGE WILL BE FORFEITED. PLEASE CONTACT FDAVILA@JUNO-BEACH.FL.US AND AMERIANO@JUNO-BEACH.FL.US.***

Office Use Only:

_____ Regular Staff @ $35.00/hour: total of _____ hours = $_____
_____ Supervisors @ $45.00/hour: total of _____ hours = $_____

Payment Due Date:_____ Total Amount Due: $_____ Payment Received: Y / N

**** Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.***

Reviewed By: _____

Approved by Director of Public Works/Designee:_____

Stoked on Life

Section V **Application Review**

Director of Planning & Zoning	Date
Police Chief	Date
Public Works Director	Date
Finance Director	Date
Town Manager	Date

Section VI **Post Event Inspection and Security Deposit Status**

Post event Comments, Issues List and recommended Security Deposit withheld:

*_____ _____ ***Amount and Date Returned of the Security Deposit.***

Amount ***Date***

Director of Planning & Zoning	Date
Police Chief	Date
Public Works Director	Date
Finance Director	Date
Town Manager	Date

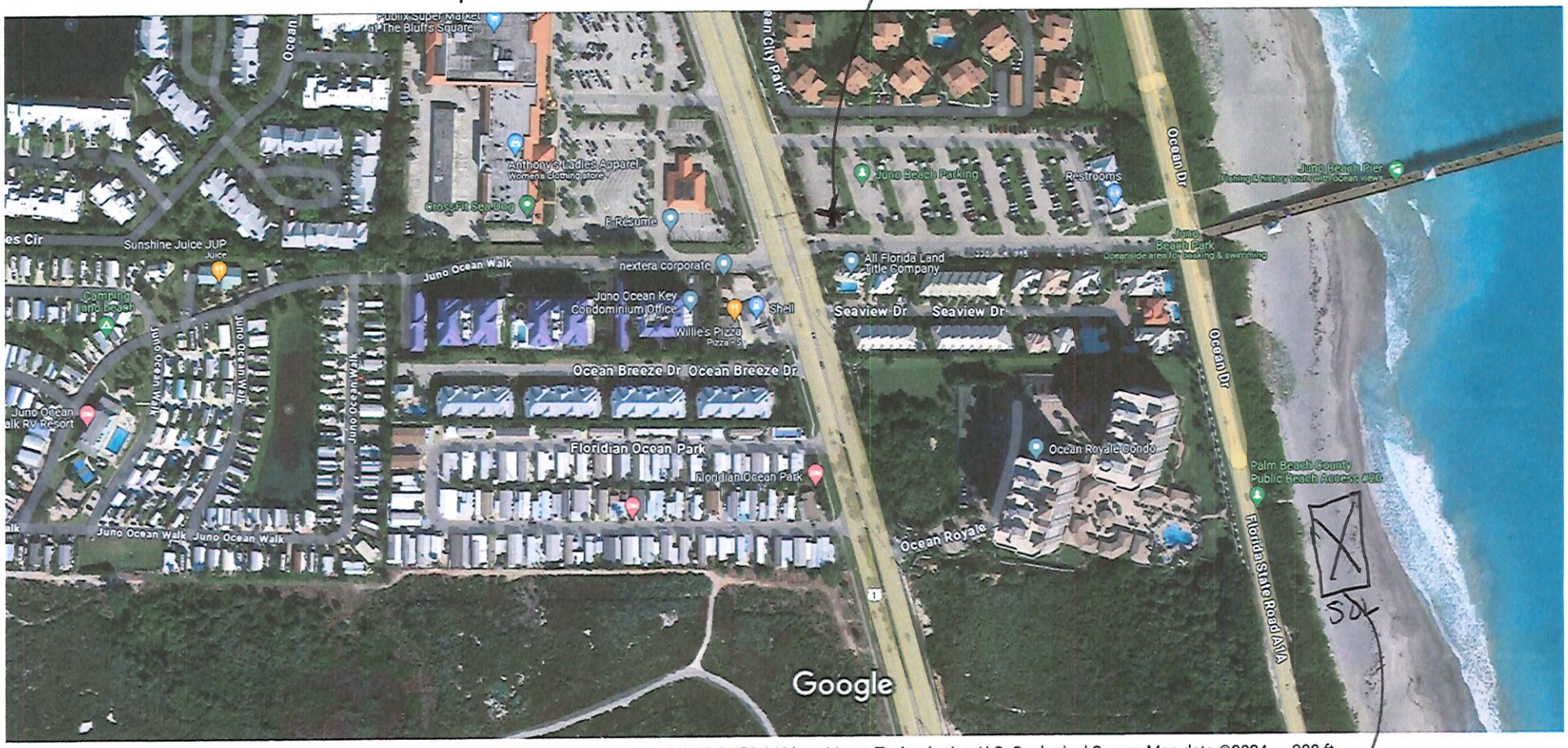
Item #18.

284

Stoked on Life Nonprofit Sitemap

Google Maps

trailer (as advised by PB County)



Imagery ©2024 CNES / Airbus, Maxar Technologies, U.S. Geological Survey, Map data ©2024 200 ft

- Volunteer & staff Cart or gear to & from our site on the beach
- our trailer has been approved by P.B County to park in Juno Beach Pier Lot.

SOL site location Beach Access 20 South of guarded area

PALM BEACH COUNTY PARKS AND RECREATION DEPARTMENT
AQUATICS DIVISION PERMIT

John Prince Park Administration Building
2700 6th Avenue South, Lake Worth, FL 33461
Phone: (561) 963-6761 Fax: (561) 242-7042

Revised location change from Ocean Reef Park to Juno Beach Park
PERMIT

Permittee: Stoked on Life

Contact Name: Allison Bishop Berner **Phone:** 561-373-7994 **Email:** allison@stokedonlifepb.com

Park: Juno Beach Park **Specific Location:** Beach

Activity: Permittee is using Juno Beach Park for Surf Therapy Program

Operating Permit is valid: Monday- Saturday, Jan 4, 2024 to Oct 1, 2024 Time: 8:00 am – 12:00 noon

- Maximum number of participants daily: 15 Adults only.
- Trailer (1 space) will be parked overnight at Juno Beach Park for (8) months January 4 – Sept 30, 2024. Palm Beach County BOCC is not liable for security of trailer. PARK TRAILER SW SIDE BY US1
- **Always swim near a lifeguard:** Swimming and snorkeling activities should take place in the guarded area. Kayaking, skim boarding, paddle boarding and **surfing must take place outside the guarded area**.
- Follow the direction of the lifeguards.
- Shelters can only be secured with the use of sandbags or buckets, not stakes. Check with lifeguards prior to setting up shelter.

The signature below acknowledges the Applicant's understanding of and agreement with the conditions of this Permit, and certifies that the information provided by the Applicant is complete and accurate. Applicant understands that failure to abide by the terms and conditions of this Permit may lead to the cancellation of this Permit, the denial of future permits, and/or other legal action by Palm Beach County.

Allison Bishop — Allison Bishop — 1/24/24
(Print) Name of Applicant or Authorized Representative — Signature of Applicant or Authorized Representative — Date

Return signed permit to: Parks and Recreation Department
Attn: Aquatics Division
2700 6th Avenue South; Lake Worth, FL 33461

THE FOLLOWING SECTION IS FOR PARK OFFICE USE ONLY:

Permit Valid From: January 4, 2024	**To: October 1, 2024**
Permit Number: Aqua_2024_Stoked	**Processed by: James Davis**

Jennifer Cirillo — Paul D Connell — 1/10/24
Director, Parks and Recreation Department — Signature — Date

Stoked on Life Nonprofit

We run 90 minute surf therapy sessions. (30 min in ocean – 60 min on land in therapy)

We service groups that are coming into our program at different times throughout the year.

Dates of events:

March 30 Sat 8am – 12pm

April 1 Mon 8am – 12pm

April 2 Tues 8am – 12pm

April 4 Thurs 8am - 12pm

April 6 Sat 8am – 12pm

April 9 Tues 8am – 12pm

April 13 Sat 8am - 12pm

April 15 Mon 8am – 12pm

April 16 Tues 8am - 12pm

April 18 Thurs 8am - 12pm

April 20 Sat 8am – 12pm

April 23 Tues 8am - 12pm

April 27 Sat 8am - 12pm

April 29 Mon 8am – 12pm

April 30 Tues 8am - 12pm

May 2 Thurs 8am – 12pm

May 4 Sat 8am – 12pm

May 5 Sun 8am -1pm

May 13 Mon 8am-12pmTue

May 14 Tues 8am-12pm

May 16 Thurs 8am-12pm

May 18 Sat 8am-12pm

May 21 Tues 8am-12pm

May 25 Sat 8am-12pm

Dates continued:

May 27 Mon 8am – 12pm

May 28 Tues 8am – 12pm

May 30 Thurs 8am - 12pm

June 4 Tues 8am - 12pm

June 8 Sat 8am – 12pm

June 10 Mon 8am – 12pm

June 11 Tues 8am - 12pm

June 13 Thurs 8am - 12pm

June 15 Sat 8am – 12pm

June 18 Tues 8am - 12pm

June 22 Sat 8am - 12pm

June 24 Mon 8am – 12pm

June 25 Tues 8am - 12pm

June 27 Thurs 8am - 12pm

June 29 Sat 8am – 12pm

TOWN OF JUNO BEACH • FLORIDA • INCORPORATED 1953

AGENDA ITEM

Meeting Name: Town Council Meeting

Meeting Date: March 27, 2024

Prepared By: C. Copeland-Rodriguez, MMC, Town Clerk

Item Title: Discussion on Date for Goal Planning Workshop, Items, & Facilitator Services

DISCUSSION:

Last year, the Town Council gave consensus to have Dr. Herbert Marlowe conduct the Goal Planning Workshop for the cost of $3,000; and have the meeting opened to the public for observation only.

Does the Town Council want to reach out to Dr. Marlowe again this year at the same cost; or direct staff to reach out to other facilitators for quotes and discuss at the April Town Council meeting?

The following items are left pending from the previous workshop:

- Renovation of Town Center Backyard Patio – Discussion item planned for April meeting.
- Create a master plan for town development and services – Workshop set for April 8th..
- Hire a consultant to Review the Zoning Code – Comes after master development plan.
- Establish paid parking and free parking for residents with decals - Discussion item planned for April meeting.

The following dates are available to schedule a Goal Planning Workshop:

- Wednesday, May 1, 2pm-5pm;
- Wednesday, May 8, 2pm-5pm;
- Wednesday, May 15, 2pm-5pm; or
- Monday, May 21, 2pm-5pm.

Which date works best for the Town Council?

RECOMMENDATION:

Staff recommends that the Town Council direct staff on how to proceed.