



**VILLAGE COUNCIL MEETING  
MINUTES, COUNCIL CHAMBERS  
226 CYPRESS LANE  
VILLAGE OF PALM SPRINGS, FLORIDA  
FEBRUARY 8, 2024 AT 6:30 PM**

**CALL TO ORDER**

Mayor Bev Smith called the Village Council Regular Meeting to order at 6:30 p.m.

**ROLL CALL**

Present: Vice Mayor Joni Brinkman, Mayor Pro Tem Patti Waller, Council Member Kim Schmitz, Council Member Gary Ready and Mayor Bev Smith.

Absent: None

Also Present was Assistant Village Manager Kim Glas-Castro, Village Attorney Christy Goddeau, Village Clerk Kimberly Wynn, Police Captain Jacob Ruiz as Sergeant in Arms, Planning, Building, and Zoning Director Iramis Cabrera, Public Works Assistant Director Timothy Crespo, Utilities Assistant Director Paul Ward and Parks and Recreation Director Juan Ruiz.

**INVOCATION**

Assistant Village Manager Mrs. Glas-Castro led in the Invocation.

**PLEDGE OF ALLEGIANCE**

The Council led in the Pledge of Allegiance

**ADDITIONS, DELETIONS OR MODIFICATIONS, AND APPROVAL OF AGENDA**

The Assistant Village Manager, Mrs. Glas-Castro requested that Item #6 Resolution No. 2024-04, Interlocal Agreement-Wastewater Services and Wastewater Facilities Cost Sharing - Amendment No. 1 be postponed to the March 14, 2024, Village Council Meeting. She also requested to move Item #11 Recognize Palm Beach Preparatory Charter Academy Panther Day Proclamation be moved to the Presentations agenda. Lastly, Work Authorization No. EG-PZB24-2024 Consulting Services for Plan Review and Inspection Services - Engenuity Group was added to the Public Hearings as an Addendum to the agenda.

Mayor Pro Tem Waller made a motion to approve the Agenda as Amended, and it was seconded by Council Member Ready. The said motion carried 5-0.

**CONSENT AGENDA**

1. **January 11, 2024, Village Council Regular Meeting Minutes:** Motion for the approval of the January 11, 2024, Village Council Regular Meeting Minutes.  
Staff: Kimberly Wynn, Village Clerk

**FISCAL IMPACT:**

2. **Approval of Employee Medical, Dental & Other Benefits (FY 2024) Budget Funded):** Motion for the approval of staff's recommendation to transition to Cigna Health Insurance for medical benefits other insurance benefits. Funding is available from the FY24 Budget.  
Staff: Ashley Saingilus, Human Resources Director

**SUMMARY:** Effective April 1, 2024, the Village's Health Insurance carrier Humana will no longer participate in group health insurance benefits. As a result, the Gehring Group, the Village's

contracted benefits broker, went out to bid for a new Health Insurance carrier.

Staff recommends that the Village transition to Cigna with no increase in costs to the Village or employees for the upcoming plan year effective April 1, 2024. The only change will be regarding EAP service cost from \$.95 to \$2.22 (annual premium \$2,348 to \$5,488), which is a cost the Village will incur. All other Village benefits will remain the same. The Village will continue to offer two different plan options for employees for medical insurance.

If approved, the Village would transition to Cigna (1) beginning April 1, 2024, and ending March 31, 2025, for medical benefits. Funding to support the proposed annual premiums is included within the approved FY 2024 Budget (and will be presented for approval within the FY 2025 Budget). The Village will not expend more than the amount in the approved Budget as it may be adopted/amended each year for these goods and services over the term of this contract.

Medical Insurance: Transition from Humana to Cigna  
Dental and Vision: Remains with Humana

**FISCAL IMPACT:**

The proposed cost/rates for employee benefit premiums are included within the FY 2024 Budget. Funding will be proposed within the FY 2025 Budget to be considered by the Village Council during the upcoming budget process. The Village will not expend more than the amount in the approved Budget as it may be adopted/amended each year for these goods and services over the term of this contract.

Our employees will continue to be provided with a high level of insurance benefits.

3. **Resolution No. 2024-03 Palm Springs Community Redevelopment Agency (CRA) - FY 2024 Budget Amendment:** This motion is to approve Resolution No. 2024-03 amending the FY24 operating budget to allow Palm Springs Community Redevelopment Agency (CRA) to increase its budget by \$445,644 to reflect remaining fund balances by September 30, 2023 (FY23), resulting in a proposed increase of \$2,851,367.

Staff: Kimberly Glas-Castro, Assistant Village Manager

**SUMMARY:** The proposed Resolution recommends an amendment to the annual budget for the Palm Springs Community Redevelopment Agency (CRA) to increase the total budget by \$445,644.

The proposed amendment allocates the FY23 fund balance to the respective CRA district:

| CRA DISTRICT                       | FY24 Budget<br>Amendment | Proposed Budget<br>Total FY24 |
|------------------------------------|--------------------------|-------------------------------|
| Congress Avenue District<br>Budget | + \$238,040              | \$2,130,006                   |
| Lake Worth Road District<br>Budget | + \$207,604              | \$ 721,361                    |

**Note:** Per Chapter 163.387(7), Florida Statutes, any fund balance left at the end of the fiscal year must be "appropriated to a specific redevelopment project pursuant to an approved community

redevelopment plan" or must be used to reduce indebtedness or must be returned to each taxing authority.

The Palm Springs CRA Community Redevelopment Plan identifies five (5) key economic development strategies to promote investment and revitalization. One of these strategies is business attraction and recruitment. The proposed budget amendment allocates the FY23 fund balance to this effort and provides funding for:

- Catalyst Fund (property improvement grant) as an incentive and match for local investment to eliminate blighting conditions on properties;
- Land Acquisition to facilitate redevelopment of strategic parcels as a catalyst for the area; and
- Contractual services to assist CRA staff implement the CRA Community Redevelopment Plan workplan, including a Stakeholders/Investors showcase, placemaking to create a unique identity for each district, and to generate destination events to stimulate investment interest.

The proposed budget amendment was considered by the Palm Springs CRA Board on January 11, 2024 and was approved for Village Council consideration.

#### FISCAL IMPACT:

The proposed resolution recommends an amendment to the FY24 operating budget for the Palm Springs CRA to "true-up" the fund balance remaining on September 30, 2023 (FY23). The proposed increase of \$445,644 will bring the total Palm Springs CRA budget to \$2,851,367.

**Note:** The proposed amendment will produce an amended Village budget totaling \$90,130,874.

4. **Work Authorization No. KH-U22 - 2024 Water & Wastewater Rate Study, Revenue Sufficiency, and Capital Charges Analysis Update (FY 2024 Budget Funded - Water & Sewer Enterprise Fund) - Kimley-Horn and Associates.: Motion to approve the Work Authorization No. KH-U22 with Kimley-Horn Associates Inc. for \$123,000.00 for professional engineering services associated with the water & wastewater rate study and capital improvement program. Funding is available from the FY 2024 Water & Sewer Enterprise Fund.**

Staff: Paul Ward, Assistant Director of Utilities

**SUMMARY:** The Utilities Department is requesting approval of Work Authorization KH-U22 with Kimley-Horn and Associates for professional engineering services related to the development of a 5-year utility rate study and capital contribution fee analysis. The Water & Sewer Enterprise Fund was established by the Village Council as a separate accounting fund that is maintained in accordance with generally accepted accounting principles as prescribed by the Governmental Accounting Standards Board. As a proprietary fund, the Water & Sewer Enterprise Fund is self-supporting in that the services rendered by the fund are generally financed through user charges or on a cost reimbursement basis. As a result, timely and current analysis of the Village's utility revenues and expenses within the fund is necessary to ensure the sufficiency of revenues to cover current and future utility expenses, which include operating expenses, renewal and replacement expenses, transfers to the General Fund and capacity related expenses.

In 2018, the Village Council approved a rate ordinance which included a 5-year schedule-of-fees for

the water and sewer enterprise fund covering fiscal years 2019 through 2024 (Work Authorization KH-U01). With the pending expiration of the current schedule-of-fees, a new study and rate ordinance is required prior to the beginning of Fiscal Year 2025 (October 1, 2024).

As a result, the Village Council is requested to authorize funding to complete a Utility Rate Study, that includes all requisite professional engineering services and all related tasks, to be completed by Kimley-Horn, the Village's contracted engineering firm. The proposed tasks and associated costs to provide the professional engineering services to complete this project are as follows:

| <u>Task</u>                                            | <u>Cost</u>         |
|--------------------------------------------------------|---------------------|
| Water Supply and Other Infrastructure Plan Development | \$25,650.00         |
| Capital Improvement Plan Development                   | \$11,350.00         |
| Water and Wastewater Rate Study                        | \$84,500.00         |
| <b>Total</b>                                           | <b>\$123,000.00</b> |

Note: Kimley-Horn is expected to coordinate the professional services associated with the Village's 2024 Water & Wastewater Rate Study with Raftelis (formerly Public Resources Management Group (PRMG)) - the firm that completed the 2019 Water & Wastewater Rate Study - and will serve as a sub-consultant to Kimley-Horn for the rate analysis.

The Village Council has approved funding (\$125,000) within the FY 2024 Budget - Water & Sewer Enterprise Fund to support this project. The Village will not expend more than the amount in the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

If approved, it is estimated that the proposed study will take approximately six (6) months from the date that the work authorization is authorized for Kimley-Horn.

The proposed work authorization has been prepared by Kimley-Horn and reviewed by the Assistant Utilities Director, Utilities Director, the Finance Director, and the Village Attorney.

#### FISCAL IMPACT:

Funding to support the proposed work authorization is available within the FY 2024 Budget - Water & Sewer Enterprise Fund. The Village will not expend more than the amount in the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

5. **Equipment Purchase - Cooperative Purchase - Tradewinds Power Corp. - Utilities Department (FY 2024 Budget Funded):** Approve a Cooperative Agreement Purchase utilizing the Sheriff's Association & Florida Association of Counties Office that was completed through a competitive selection process (FSA23-EQU 21.0 – Equipment – October 1, 2023) to purchase one (1) portable generator for \$75,810.00 from Tradewings Power Corp. Funds to support this proposed purchase are available within the FY 2024 Budget - Water & Sewer Enterprise Fund.

Staff: Paul Ward, Assistant Director of Utilities

**SUMMARY:** The Utilities Staff needs to purchase a portable generator to support the daily operational utility services and activities that provide for our community. To ensure the lowest possible price, the staff recommends that the Village utilize cooperative purchasing of the current Sheriff's Association & Florida Association of Counties contract awarded to various vendors (including Tradewinds Power Corp.). During October 2023, the Sheriff's Association & Florida Association of Counties completed a competitive selection process for Equipment (Bid No. FSA23-EQU21.0). Bid documents are on file in the Office of the Village Clerk.

Within the FY 2024 Budget, the Village Council approved the purchase of one (1) portable generator for \$97,500.00. Utilizing the County Sheriffs' Association and Florida Association of Counties, staff was able to obtain a quote for \$75,810.00.

If approved, the Village would accept Tradewinds' pricing by utilizing the Sheriff's Association & Florida Association of Counties' cooperative purchasing contract, including all terms, conditions, and pricing. The term of the contract will expire on September 30, 2025.

Under Section 58-8 of the Purchasing Code, the Village may participate in, sponsor, conduct, or administer a cooperative purchasing agreement for purchasing. Such cooperative purchasing may include, but is not limited to, joint or multi-party contracts between government entities. Purchases through a cooperative purchasing agreement are exempt from this purchasing code's competitive selection purchase requirements. Village purchases that exceed \$35,000.00 from cooperative purchasing agreements require Council approval.

The Utilities Director, Assistant Utilities Director, and Finance Director reviewed the equipment purchase proposal. The vendor had previously provided quality products and services to the Village.

**FISCAL IMPACT:**

Funds to support this proposed equipment purchase are available within the FY 2024 Budget - Water & Sewer Enterprise Fund.

6. **Resolution No. 2024-04 - Interlocal Agreement - Wastewater Service and Wastewater Facilities Cost Sharing - Amendment 1 - Utilities Department:** Motion for the approval of Resolution 2024-04 of an Interlocal Agreement between The City of Lake Worth Beach and the Water and Sewer Enterprise Fund. The agreement provides wastewater service and facilities cost-sharing services from September 30, 2023, until September 30, 2033, with two renewal options.

Staff: Paul Ward, Assistant Director of Utilities

**SUMMARY:** The Utilities Department is requesting the Village to renew an Interlocal Agreement with The City of Lake Worth Beach to provide wastewater service and wastewater facilities cost-sharing services. The Village has been in an Interlocal Agreement for these services for ten (10) years.

The original Interlocal Agreement between the City of Lake Worth Beach and the Village went into effect on March 27, 2013, and expired on September 30, 2023. The City of Lake Worth Beach has proposed the attached first amendment to the existing Agreement, which the Lake Worth Sub-Regional Board reviewed during meetings on November 8, 2023, and December 13, 2023.

If approved, the Agreement will commence for a ten (10) year term, retroactively commencing on

September 30, 2023, and expiring on September 30, 2033, with two (2) additional ten (10) year renewal options remaining.

The amended agreement includes the following changes that take effect during the 2024-2025 fiscal year.

- The Capital/Repair & Restoration Reserve Fund has been tentatively set at \$2,500,000.00 by the board and shall be reviewed annually during budgeting.
- In case of emergency repairs to the shared wastewater collection system, a Catastrophic Fund will be established with a balance of \$1,000,000.00 and reviewed annually during budgeting.

The proposed Interlocal Agreement was prepared by the Village Attorney and reviewed by the Lake Worth Sub-Regional Board, Assistant Utilities Director, and Utilities Director.

**FISCAL IMPACT:**

Funds to support the proposed Interlocal Agreement are available within the FY 2024 Budget - Water & Sewer Enterprise Fund.

7. **Work Authorization No. KH-U21 - Water Treatment Plant Facilities Plan (FY 2024 Budget Funded - Water & Sewer Enterprise Fund) - Kimley-Horn and Associates:** Motion to approve Work Authorization No. KH-U21 with Kimley Horn and Associates for the amount of \$98,650.00 for professional engineering services related to a Water Treatment Plant Facilities Plan. Funding to support the WTP Facilities Plan is available within the FY24 Water & Sewer Enterprise Fund.

Staff: Paul Ward, Assistant Director of Utilities

**SUMMARY:** The Utilities Department is requesting approval of Work Authorization KH-U21 with Kimley-Horn and Associates for professional engineering services related to a Water Treatment Plant Facilities Plan. The Main and R.L. Pratt Water Treatment plants had their last major renovations in 2001, and as such, many of the components and facilities have either reached the end of their useful life or need additional renovations. The Water Treatment Plant Facilities plan would identify future facility needs and prioritize future capital projects related to water treatment facilities.

As a result, the Village Council is requested to authorize funding to complete a Water Treatment Plant Facilities Plan, that includes all requisite professional engineering services and all related tasks, to be completed by Kimley-Horn, the Village's contracted engineering firm. The proposed tasks and associated costs to provide the professional engineering services to complete this project are as follows:

| <b><u>Task</u></b>                                             | <b><u>Cost</u></b> |
|----------------------------------------------------------------|--------------------|
| Existing Water Supply, Treatment, Storage, and Pump Evaluation | \$79,750.00        |
| Water Treatment Plan Facility Plan Report                      | \$18,900.00        |
| <b>Total</b>                                                   | <b>\$98,650.00</b> |

**Note:** The Village Council has approved funding (\$60,000) within the FY 2024 Budget - Water & Sewer Enterprise Fund to support this project. Although the full cost for this project was not included within the FY 2024 Budget - Water & Sewer Enterprise Fund due to the engineer's cost proposal being slightly above the Village's budget, funding to support the proposed Water Treatment Plant Facilities Plan is available within the Water & Sewer Enterprise Fund. An internal budget transfer or amendment to support this proposed cost above the budgeted amount will be completed within the Water & Sewer Enterprise Fund at a later date, if necessary.

If approved, it is estimated that the proposed study will take approximately six (6) months from the date that the work authorization is authorized for Kimley-Horn & Associates.

The proposed work authorization has been prepared by Kimley-Horn & Associates and reviewed by the Assistant Utilities Director, Utilities Director, the Finance Director, and the Village Attorney.

**FISCAL IMPACT:**

Funding to support the proposed work authorization is available within the FY 2024 Budget - Water & Sewer Enterprise Fund. An internal budget transfer or amendment to support this proposed cost above the budgeted amount will be completed within the Water & Sewer Enterprise Fund at a later date, if necessary.

8. **Authorize Motor and Pump Repair Agreement - Piggyback - Utilities Department (FY 2024 Budget Funded - Water & Sewer Enterprise Fund) - Tripp Electric Motors, Inc:** Motion to approve a piggyback agreement through Martin County to Tripp Electric Motors to employ the services of a vendor to assist in the repair of motors and pumps throughout the Village's wastewater collection system (i.e. lift station pumps to pump sewage) and two (2) water treatment plants (i.e. high service pumps to deliver drinking water to our customers. Funding to support purchases under this proposed authority to purchase is available within the FY 2024 Budget - Water & Sewer Enterprise Fund. The Village will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

Staff: Paul Ward, Assistant Director of Utilities

**SUMMARY:** The Utilities Department throughout the year has a need to employ the services of a vendor to assist in the repair of motors and pumps throughout the Village's wastewater collection system (i.e. lift station pumps to pump sewage) and two (2) water treatment plants (i.e. high service pumps to deliver drinking water to our customers).

To ensure the lowest possible price, staff is recommending the Village piggyback Martin County's current contract awarded to Tripp Electric Motors. This selection by Martin County was completed through a competitive selection process - Motor & Pump Repair (RFB #2023-3545 - November 7, 2023).

If approved, the Village would accept Tripp Electric Motors' pricing by piggybacking the Martin County contract including all terms, conditions and pricing therein. The term of the contract is set to expire on November 6, 2026, and may be renewed for two (2) additional one (1) year renewal options. The Village will not expend more than the amount in the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

The Village's Purchasing Code, Section 58-9, Accessing contracts of other government agencies, provides that the Village may award a contract by piggybacking or accessing the goods and/or services from any State of Florida contract; contracts of any Florida political subdivision; or from any other governmental entity (other than the Federal government); provided that the same or substantially similar goods and/or services were competitively solicited.

The proposed agreement was prepared by the Village Attorney and has been review by the Assistant Utilities Director, Utilities Director, and the Finance Director.

The Village has worked with the proposed vendor in the past and has received excellent service.

**FISCAL IMPACT:**

Funding to support purchases under this proposed authority to purchase is available within the FY 2024 Budget - Water & Sewer Enterprise Fund. The Village will not expend more than the amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

9. **Request to Authorize Police Forfeiture Fund Expenditure – Computer Voice Stress Analyzer (CVSA) System and Officer Training: Provide authorization for staff to utilize Forfeiture Funds to purchase one CVSA system and to train two officers for its use for a total expenditure of \$9,995. Funding is available from the Police Forfeiture Fund.**

Staff: Thomas Ceccarelli, Police Chief

**SUMMARY:** One of the legal requirements to be employed as a police officer in the State of Florida is to be of good moral character, which is determined by a background investigation. Background investigations for police officer candidates are a thorough and intricate process. Some of the components of a background investigation require outsourcing services, such as a physical exam, a psychological evaluation, and a truth verification or Polygraph test, which makes the process more costly and untimely. Transitioning any of these components to be conducted internally would greatly benefit the agency and improve the background investigation process.

To improve proficiency and cost-effectiveness within the hiring process for both sworn and civilian positions, for the Palm Springs Police Department, consideration should be given to internally administering the truth verification part of the process instead of outsourcing it. Currently, the cost of outsourcing one Polygraph/truth verification examination is at least \$125, and to date, for 2023, this agency has outsourced 33 of these examinations at a cost of over \$4,000.

The recruiting and applicant background process will significantly increase as the department grows and new positions are added. Therefore, applying strategies that will lower costs and increase efficiency in the process will be significant. While developing an in-house truth verification process will be more costly during the initiation year due to training and the cost of equipment, the long-term effects will save the agency money and give background investigators increased flexibility and availability to perform these examinations.

Training and certifying our investigators to perform these tasks will also provide the agency with an additional investigative tool for criminal investigations by having the ability to offer truth verification interviews to subjects of an investigation, when applicable.

The two applications for truth detection services available to law enforcement are the Polygraph and

the Computer Voice Stress Analyzer (CVSA). In comparing the two options for equipment cost and training, Polygraph would have a much higher cost to initiate, the training is significantly longer, and unlike the CVSA, we would have to dedicate office space for its use.

It is, therefore, the Police Department's request to utilize Forfeiture Funds to purchase one CVSA system and to train two officers for its use for a total expenditure of \$9,995.

This expenditure complies with Florida State Statute 932.7055 (5a), which specifically states, in part, that these funds shall be used for "law enforcement purposes, which include...providing additional equipment or expertise."

**FISCAL IMPACT:**

Funds for this expenditure are available and have been planned for through the police department's Forfeiture Fund account.

10. **Work Authorization No. CT-S02 – Bermuda Road Drainage Improvements - Public Works Department (FY 2024 - Stormwater Enterprise Fund) - Craven Thompson & Associates, Inc.:** Motion for the approval of Work Authorization No. CT-S02 with Craven Thomas & Associates, Inc. in the amount of \$88,015.00 for professional engineering services and related tasks associated with Bermuda Road Drainage Improvements. Funding is available from the Stormwater Enterprise Fund.

Staff: Andrew Klausner, Project Coordinator

**SUMMARY:** Bermuda Road has experienced drainage and standing water concerns for several years prior to this area being annexed into the Village from Palm Beach County. It has been identified by Village staff, the Village's Stormwater System Evaluation and Improvement Plan, and the Village of Palm Springs Community Redevelopment Agency as an area where stormwater improvements and conveyance are needed.

In 2016, Keshavarz and Associates was contracted by the Village to conduct, study and prepare the Village's Stormwater System Evaluation and Improvement Plan. Bermuda Road was identified as project Number 13 in the Village's Stormwater Master Plan as a potential project to implement solutions through LWDD to alleviate the drainage issues within this area.

As a result, the Village Council is requesting to approve Work Authorization CT-S0-2 for professional engineering services and related tasks associated with Bermuda Road Drainage Improvements by Craven Thompson & Associates, Inc., the Village's contracted engineering firm, in the amount of \$88,015.00. The proposed tasks and associated costs to provide the professional engineering services to complete this project are listed in the attached Work Authorization proposal. If approved, the Village would accept Craven Thompson & Associates, Inc. pricing as outlined within the previously approved General Consulting Services Continuing Contract with Craven Thompson & Associates, Inc. including all terms, conditions, and pricing therein.

**Note:** The Village issued a Request for Qualifications (RFQ) for Professional Engineering Services (RFQ #2019R-001 - Engineering Services Continuing Contracts) in accordance with the Consultants Competitive Negotiation Act (CCNA) - Section 287.55, Florida Statutes.

The Village Council has approved \$1,030,00.00 for Bermuda Road Drainage Improvements with the FY 2024 Budget - Stormwater Enterprise Fund. The Village will not expend more than the

amount within the approved budget as it may be adopted/amended each year for these goods and services over the term of this contract.

If approved, it is estimated that the proposed Bermuda Road Drainage Improvements will take approximately One Hundred Sixty-Five (165) days to complete, design, and ready to go out to bid (1st week of August 2024) and Three Hundred Forty-Five (345) days total to complete the project from the date the work authorization is issued to Craven Thompson & Associates, Inc. by the Village.

The proposed work authorization was prepared by Craven Thompson & Associates, Inc. and reviewed by the Assistant Public Works Director, Village Project Manager, Village Attorney and Finance Director.

The Village has worked with the proposed vendor previously and received excellent service and a quality product.

FISCAL IMPACT:

| <u><b>Allocated/Estimated Project Funding:</b></u>                             | <u><b>Amount</b></u> |
|--------------------------------------------------------------------------------|----------------------|
| FY 2024 Approved Funding - Stormwater Enterprise Fund (TO #333):               | \$ 1,030,00.00       |
|                                                                                |                      |
| <u><b>Expected Project Costs:</b></u>                                          | <u><b>Amount</b></u> |
| Projected Costs - Design & Engineering - Stormwater Enterprise Fund (TO #333): | \$ 88,015.00         |

Funding to support purchases under this proposed agreement is available within the FY 2024 Budget - Stormwater Enterprise Fund. The Village will not expend more than the amount in the approved Budget as it may be adopted/amended each year for those goods and services over the term of this contract.

11. **Recognize Palm Beach Preparatory Charter Academy Panther Day Proclamation - February 2, 2024**

Staff: Kimberly Wynn, Village Clerk

**Dr. Sherard Walker, along with PBPC faculty and students presented the Council with pictures from their 1st Annual Panther's Day celebration. Dr. Walker talked about Panther Day. The school offers Barbering, Nail Tech and Nursing. They are in the process of adding Gaming as a new career track for students. The school received a grant of \$100,000 which was spent on gaming equipment. The academy believes in preparing students for lifelong learning that helps them to become productive citizens of society. Dr. Walker thanked the Council for their support and the proclamation. The school has partnered with Palm Beach State and the Palm Beach School District to have a branch campus at the state college. They have 180 seniors that will attend their final year of the academy at Palm Beach State. He invited the Council to tour the main campus and the college campus. Mayor Smith read the proclamation into the record.**

FISCAL IMPACT:

**12. Proclamation Recognizing Crossing Guard Appreciation Day on February 9, 2024**

Staff: Kimberly Wynn, Village Clerk

**FISCAL IMPACT:****13. Proclamation Recognizing Women in Construction Week - March 3, 2024 - March 9, 2024**

Staff: Kimberly Wynn, Village Clerk

**FISCAL IMPACT:****End of Consent Agenda....**

Mayor Smith called for public comment. There were no comments from the public.

Mayor Pro Tem Waller made a motion to approve the Consent Agenda, and it was seconded by Council Member Schmitz. The said motion carried 5-0.

**PRESENTATIONS****PUBLIC COMMENT**

Chief Speigelhar (sp?) advised that there was a standard simplified pie graph report used for all cities. It restricts the information that is on the report to avoid problems with HIPPA and Public Records laws. Chief Speigh(?) reported 420 calls for the month of January. About 322 calls were Emergency Medical Service-related incidents. Forty-one were vehicle accidents, twenty-four were fire alarms; Twenty-one were investigations; eleven fires and one hazardous situation (power lines down). The total response time was five minutes and fifty seconds, which includes the time a call is dispatched to the call center to the travel time of crews. Council member Schmitz complimented PBCFR for their quick response to a fire in the neighborhood. He also reported 35 new employees that are now enrolled in the Fire Academy.

Mayor Smith moved to #11 on the agenda.

**PUBLIC HEARINGS****14. (First Reading) Ordinance No. 2024-03 - Village Code Amendment - Chapter 10 - Buildings and Building Regulations: Motion to approve Ordinance No. 2024-03 to amend Chapter 10 to the Village Code of Ordinances which provides that the Florida Building Code is revised every three (3) years by the state and these codes establish the minimum construction standards for buildings and structures to protect public health, safety, and general welfare.**

Staff: Iramis Cabrera, PZB Director

**SUMMARY:** Planning, Zoning & Building Staff is recommending an amendment to the Village's Code of Ordinances (Chapter 10 - Buildings and Building Regulations) by adopting, by reference, the new Florida Building Code, 8<sup>th</sup> Edition (2023), which will become effective within the State of Florida on January 1, 2024. The Florida Building Code is revised every three (3) years by the state and these codes establish the minimum construction standards for buildings and structures to protect public health, safety, and general welfare. The 7th Edition of the Florida Building Code was adopted by the Village in 2021 (Ordinance 2021-01).

Additionally, the Village can provide/approve local amendments ("Chapter One Amendments") that are more specific than the Florida Building Code and are adopted concurrently to create consistency. These proposed amendments provide for local administrative regulations and requirements (i.e., enforcement mechanisms, interpretation/appeal procedures, etc.).

The Building Officials Association of Florida (BOAF) developed the proposed Chapter One Amendments as a template for local governments within Palm Beach County to address local regulations and requirements better. The Village's Interim Building Official, Wayne Cameron, served on the Advisory Board Subcommittee to develop the proposed recommendations/revisions to Chapter One of the new Florida Building Code.

As a result, the Florida Building Code, 8<sup>th</sup> Edition (2023), and the proposed "Chapter One Amendments" include amendments to the following construction standards:

- Roofing
- Energy
- Fire
- Plumbing
- Electrical
- Code Administration

**Note:** The Florida Building Commission updates the Florida Building Codes every three (3) years. If approved, the proposed Chapter One Amendments will be submitted to the Building Official Commission within 30 days of adoption.

The Planning & Zoning Board considered the proposed ordinance at its January 9, 2024, meeting and recommended approval.

**Ms. Cabrera presented Ordinance No. 2024-03. She explained that the Village plans to adopt the new Florida Building Code, 8th Edition (2023) as its minimum construction standards for buildings and structures. The proposed "Chapter One Amendments" are for local administrative regulations and requirements. The Building Officials Association of Florida developed these amendments for Palm Beach County. The changes include the construction standards for Roofing, Energy, Fire, Plumbing, Electrical, and Code Administration. The code is revised every three years.**

**The Village Attorney, Ms. Goddeau, read the title of the caption to the record. Mayor Smith offered the public and Council an opportunity to comment and further discuss.**

**Vice-Mayor Brinkman motioned for the approval of Ordinance No. 2024-03, and it was seconded by Council Member Ready. The said motion carried 5-0.**

**FISCAL IMPACT:**

The proposed ordinance does not have a direct fiscal impact on the Village.

3. **Work Authorization No. EG - PZB24 - 2024 Consulting Services for Plan Review and Inspection Services - Engenuity Group, Inc.: Approve Work Authorization No. EG-PZB24-**

**2024 with Engenuity Group, Inc., for Consulting Services for Plan Review and Inspection Services. Funding to support Work Authorization No. EG - PZB24-2024. (ADDENDUM)**

Staff: Iramis Cabrera, PZB Director

**SUMMARY:** The Planning, Zoning and Building Department is requesting approval of Work Authorization No. EG - PZB24 - 2024 with Engenuity Group, Inc. for professional engineering services related to development and redevelopment projects which require professional engineering services.

Engenuity Group is authorized to provide engineering plan review and construction observation services and will continue to provide such reviews, oversight, approvals, observations and other necessary needs to address the Village's development applications and construction permits.

On December 16, 2015, the Village issued a Request for Qualifications (RFQ) for Professional Engineering, Architectural, and Surveying Consulting Services (RFQ 2016-002) under the Consultants Competitive Negotiation Act (CCNA) - Section 287.55, Florida Statutes.

As a result, on March 10, 2016, the Village selected four (4) firms to provide design, construction management, general engineering services, plat, plan review and inspection services, which included Engenuity Group, Inc.

The initial five-year term agreement expired in 2021, and it has been extended for all consequent years. The Fourth Amendment was approved on November 10, 2022, and extended the agreement until March 11, 2024.

Currently, the Planning, Zoning and Building Staff is requesting approval of work authorization in consideration of the ongoing projects we have with the firm and, if approved, would allow their services to be provided until September 30, 2024.

**Ms. Cabrera presented this item. She explained Work Authorization No. EG - PZB24 - 2024 provides approval of Engenuity Group, Inc. for professional engineering services related to development and redevelopment projects which require professional engineering services. The work authorization is for ongoing projects the Village has with the firm. It would allow their services to be provided until September 30, 2024. Funding to support the proposed work authorization is available through Cost Recovery and Escrow Deposits as approved by the Village Council via Ordinance No. 2017-03.**

There were no comments from the public.

**Vice-Mayor Brinkman made a motion to approve Work Authorization No. PZB24-2024 with Engenuity, and it was seconded by Council Member Schmitz. The said motion carried 5-0.**

**FISCAL IMPACT:**

Funding to support the proposed work authorization is available through Cost Recovery and Escrow Deposits as approved by the Village Council via Ordinance No. 2017-03.

**ACTIONS AND REPORTS**

15. **Discuss the Selection of a Design for the LED Messaging Signs:** The staff is seeking direction from the Council through a consensus about the design of the new Village LED Messaging Signs in keeping with the branding colors and themes approved in April 2022.

Staff: Kimberly Glas-Castro, Assistant Village Manager

**SUMMARY:** Ferrin Signs has been assisting Village staff in preparing concepts for a new electronic changeable message board prototype that utilizes the Village branding colors and themes.

The vertical monument sign concepts utilize the Village colors (purple and green), incorporate an embossed palm background on the sign base (in keeping with the theme of proposed building panels on the police department expansion), and contain the free-form Village logo, which illuminates internally. The conceptual monument signs can support a 7'4" display.

While similar in design, the three concepts have slight variations in width and flourishes:

- Concept #1 is a 3'11.75" x 10' sign base covered with a curved cap.
- Concept #2 is a 4'x10' sign base with green siding and a flat ridge top.
- Concept #3 is a 5'x10' sign base with a curved cap.

The staff is seeking Council consensus on the sign concept for final design specifications.

Once finalized, the new messaging sign will be displayed throughout the Village to announce Village events, emergency notices, and information benefiting the residents. Proposed locations include Davis Road (replacement of existing signs), Alameda Drive, Greenbrier Drive near Congress Avenue, and Davis Road near 10th Avenue North.

Message signs will be installed in phases as the annual budget allows. The existing electronic message sign on Davis Road is approximately 8' x 7.5' in dimensions.

Please note that the graphics include an example of a park identification sign. These concepts are not being discussed at this time.

**The Assistant Village Manager, Mrs. Glas-Castro spoke on this item. The Village has been working with Ferrin Signs to discuss concepts for the freestanding messaging board that will replace the one on Davis Road. She thanked resident, Mr. Ralph Lashells for his assistance with the project. She asked the Council to provide the staff with direction about three signs with similar concepts but slightly different.**

**Concept #1 is about 4 ft wide and 10 ft tall with a curved cap. The second sign has a flush ridge on top without a cap. There are lights on the side. The third sign is about 5 ft wide with the cap on top. All of them have an embossed emblem which is to keep in theme with the design of the park expansion project. She discussed the features of each. The board offers graphics and messaging.**

**Council Member Ready stated his preference for the third sign and asked if the signs would be hard-wired or solar. He was advised the signs are all hard-wired to support the monitor feature. Mayor Pro Tem Waller and Mayor Smith also prefer the third concept, but they would like to have color. She asked if a freeform seal could be placed on the green portion of the**

sign, and a purple eyebrow. As a visual for the concept, Mrs. Glas-Castro mentioned the landscaping may be taller. Vice-Mayor Brinkman preferred the third option. The height of the sign is more balanced. Council Member Schmitz also preferred option #3. She likes the idea of the emblem in the green portion.

Mr. Ruiz cationed that if the Council moves forward with color on the eyebrow of the sign, it may age quicker because of the South Florida saltwater air.

The consensus of the Council is Option #3, with the eyebrow (aluminum) as presented and the logo on the green portion on the sign.

The Council asked about the timing and placement of the signs. Mrs. Glas-Castro stated the first signs replacing the sign in front of the library. There was discussion about the sign dimensions. Mrs. Glas Castro and Mr. Ruiz stated that after the sign were placed at the library location, they would like to look at the Alameda location near Pathway Parkway. That sign would be a two-way board that is digitized. Another location for micro sign is on high traffic areas like 10th Avenue and Davis Boulevard. Mr. Ruiz explained that this is something that can be phased in and not completed at once. He explained this would be put out to bid for the spec and brought back before the Council for final.

Council likes item #3 with the aluminum brow. The new sign will be taller and more narrow. The Council discussed areas where the sign should be placed at Alameda. A suggestion from Mr. Ruiz is to have a sign placed at 10th and Davis. The goal is to keep the design consistent throughout the Village. Council Member Ready asked which department is responsible for the for keeping updating text on the message board He was advised that the Parks Department would spearhead the function.

#### FISCAL IMPACT:

The FY24 Budget includes \$80,000 for a new LED messaging sign. The final cost of the proposed sign(s) will vary depending on materials selected for the sign base to support the messaging display, and will need to be procured through competitive bidding.

#### VILLAGE MANAGER COMMENTS

There were no comments from the Assistant Village Manager.

#### VILLAGE COUNCIL COMMENTS

The Council invited residents to the Touch-a-Truck Event. The Council discussed the activities and events they each participated in over the past week. Mrs. Glas-Castro talked about the latest legislations bills and their status.

#### ADJOURNMENT

Hearing no further business, Mayor Smith adjourned the Village Council Meeting at 7:11 p.m.

The undersigned is the Village Clerk of Palm Springs, Florida, and the information provided herein is the Minutes of the Regular Council Meeting held on **February 8, 2024**. Which minutes were formally approved and adopted by the Village Council on **DATE**.

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Kimberly M. Wynn, Village Clerk

**NEXT REGULAR MEETING:  
THURSDAY, MARCH 14, 2024, AT 6:30 PM**