

Monday, January 22, 2018
6:00 pm



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

**TOWN COMMISSION
REGULAR MEETING AGENDA**

Mayor Myra Koutzen
Vice Mayor Roby DeReuil

Commissioner Lisa Tropepe
Commissioner Gil Gilgallon
Commissioner Bob Stanton

Town Attorney Keith Davis

Town Clerk Evyonne Browning

1. CALL TO ORDER

- a. Pledge of Allegiance
- b. Roll Call

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

3. CONSENT AGENDA (Items that do not need discussion, but require a vote)

- a. Approval of the December 19, 2017 Regular Commission Minutes

4. PRESENTATIONS/UPDATES

- a. Fire Department Pinning Ceremony

5. DEPARTMENT AND BOARD REPORTS

- a. Financials
 - 1. Financial Report
- b. Staff Reports:
 - 1. Police Department
 - 2. Fire Department
 - 3. Public Works
 - 4. Town Clerk
 - 5. Town Attorney
- c. Planning & Zoning Report (*verbal*)

6. COMMISSION REPORTS

7. PUBLIC COMMENTS

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

GENERALLY. The Town of Palm Beach Shores, Florida, welcomes comments from the public who shall be given a reasonable opportunity to be heard on items placed on the agenda as provided for below in accordance with Section 286.0114, Florida Statutes. Each speaker is only allowed one (1) opportunity per topic to speak for a maximum of three (3) minutes unless allowed additional time by the presiding officer. By way of example, a citizen may not give his or her allotted three (3) minutes to another person in order to

allow them to speak for six (6) minutes. Any citizen desiring to speak at a public meeting in accordance with these rules shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he should so state. Citizen comments will be directed to the Commission or Board, as a body through its presiding officer. Remarks shall not be addressed to a single member of the Commission or Board, the Attorney, or the Manager unless a majority of the members present for the Commission or Board shall so agree. The members of the Commission or Board are free to ask questions to clarify the citizen's comment. Citizens shall not attempt to engage members of the Commission or Board or staff in debate over the issue raised, but shall simply make their statement and request that the Commission or Board consider the matter.

8. **PROJECT UPDATES/DISCUSSIONS** *(Non-voting items)*

- a. Undergrounding update *(Verbal by Mayor Koutzen)*
- b. FEMA Update *(Mayor Koutzen/Alan Welch, PW Dir.)*
- c. Citations: Civil/Code Enforcement *(Keith Davis, Town Attorney)*

9. **ORDINANCES AND RESOLUTIONS**

- a. None at this time

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

- a. Appoint new member to Planning and Zoning Board (Resignation email from Jason Prince) *(Mayor Koutzen)*

11. **ADJOURNMENT**

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

GoToMeeting Access
Mon, Jan 22, 2018 6:00 PM

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/173294029>

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United States: +1 (646) 749-3112

Access Code: 173-294-029

Joining from a video-conferencing room or system?

Dial: 67.217.95.2##173294029

Cisco devices: 173294029@67.217.95.2

First GoToMeeting? Let's do a quick system check:<https://link.gotomeeting.com/system-check>

**TOWN OF PALM BEACH SHORES, FLORIDA
REGULAR MEETING MINUTES
December 19, 2017**

Mayor Koutzen called the meeting to order at 6:00 pm. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

Town Clerk Evyonne Browning called the roll and those present were Mayor Myra Koutzen, Vice Mayor Roby DeReuil joined the meeting at 6:12pm, Commissioner Lisa Tropepe, Commissioner Gil Gilgallon, and Commissioner Bob Stanton. Also present were Town Attorney Keith Davis, Police Chief Steve Langevin, Fire Chief Trevor Steedman, Public Works Director Alan Welch, and Town Clerk Evyonne Browning.

APPROVAL OF MEETING AGENDA (Additions, substitutions, deletions)

MOTION: Commissioner Tropepe moved to approve the meeting agenda with the addition of item 10d – Credit Card Fees.

SECOND: Commissioner Gilgallon seconded the motion.

VOTE:
Gilgallon: **Yes**
DeReuil: **Not present at time of the vote**
Tropepe: **Yes**
Stanton: **Yes**
Koutzen: **Yes**

The motion passed unanimously by those present at the time of the vote.

CONSENT AGENDA (Items that do not need discussion, but require a vote)

a. Approval of the November 20, 2017 Regular Commission Minutes

MOTION: Commissioner Stanton moved to approve the Consent Agenda as presented.

SECOND: Commissioner Tropepe seconded the motion.

VOTE:
Gilgallon: **Yes**
DeReuil: **Not present at time of the vote**
Tropepe: **Yes**
Stanton: **Yes**
Koutzen: **Yes**

The motion passed unanimously by those present at the time of the vote.

PRESENTATIONS/UPDATES: None

DEPARTMENT AND BOARD REPORTS

a. Financials
1. Financial Report

MOTION: Commissioner Gilgallon to approve the Financial Report as presented.

SECOND: Commissioner Stanton seconded the motion.

VOTE: Gilgallon: **Yes**
DeReuil: **Not present at time of the vote**
Trobepe: **Yes**
Stanton: **Yes**
Koutzen: **Yes**

The motion passed unanimously.

NOTE: Vice Mayor DeReuil joined the meeting during the Police Chief's report at 6:12 pm.

- b. Staff Reports: Police Department, Fire Department, Public Works, Town Clerk, and Town Attorney.
- c. Planning and Zoning Report: There was none.

COMMISSION REPORTS

Commissioner Trobepe read a letter she wrote to the Mayor, Commission, and Town Residents (a copy of which is herewith attached and is a part of these minutes). Commissioner Trobepe stated she will be stepping down from her commission seat at the end of this current term in March of 2018.

Vice Mayor DeReuil discussed HB 521 and SB 574 which preempt local municipalities' ability to protect trees. There is a petition circulating to stop these types of bills in order to keep "home-rule" for our communities. He encouraged all residents to review these bills and to sign the petition.

Mayor Koutzen:

- 1. Indicated the 3 Waste Management bins in the back of the room which represent the 3 options for each individual home. The middle size bin will be delivered to all homes in order to give everyone an opportunity to use it and determine if you need a larger or smaller bin. After a few months, Waste Management will allow anyone to change their bins to their desired size.
- 2. Our Volunteer Fire Fighter, Ashley Hahn was voted as the Fire Fighter of Year at their recent annual dinner. She received this from a unanimous vote among her peers. She is a single mom and she drives here to from the Miami area. The Mayor encouraged everyone to congratulate her when they get the opportunity.
- 3. Riviera Beach Utility District has stated they will do the work on the water mains around Ring Road. They will be make a presentation to us in the future to show us their plans.

PUBLIC COMMENTS

None

PROJECT UPDATES/DISCUSSIONS

- a. Undergrounding update (*Mayor Koutzen*)

FPL has completed their preliminary plan for the Transformers. The FPL Consultants will now give it to their Engineers to work on and we should have financial numbers in the near future. The hurricane put them and everyone behind schedule. Once we have the plan and the financial part, we will have a community meeting where everything will be shared with our residents.

- b. FEMA update memo from Wendy Wells (*Mayor Koutzen*)

FEMA has provided a representative to our Town and we will be working with him on the process for several months to get our reimbursements. We get 90% reimbursement because we met the 3 week removal deadline.

ORDINANCES AND RESOLUTIONS

- a. Resolution R-26-17: Proposal 61 – Local Decisions

MOTION: Commissioner Gilgallon moved to approve Resolution R-26-17 which was read “title only” by Town Attorney Davis.

SECOND: Commissioner Tropepe seconded the motion.

VOTE:
Gilgallon: **Yes**
DeReuil: **Yes**
Tropepe: **Yes**
Stanton: **Yes**
Koutzen: **Yes**

The motion passed unanimously.

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

- a. Vacation time accrual for Town employees to coincide with new PBA contract to be retroactive for any Town employees hired in calendar year 2017. (1 week vacation earned after 3 month probation period)

MOTION: Commissioner Gilgallon moved to approve the item as proposed.

SECOND: Commissioner Stanton seconded the motion.

VOTE:
Gilgallon: **Yes**
DeReuil: **Yes**
Tropepe: **Yes**
Stanton: **Yes**
Koutzen: **Yes**

The motion passed unanimously.

- b. Potential date change for January 15, 2018 due to Martin Luther King Day

MOTION: Commissioner Tropepe moved to hold the January, 2018 Commission Meeting on the January 22, 2018 due to the MLK holiday on the 15th.

SECOND: Commissioner Stanton seconded the motion

VOTE:
Gilgallon: **Yes**
DeReuil: **Yes**
Tropepe: **Yes**
Stanton: **Yes**
Koutzen: **Yes**

The motion passed unanimously.

c. Potential date change for February 19, 2018 due to President's Day

MOTION: Vice Mayor DeReuil moved to hold the February, 2018 Commission Meeting on the February 26, 2018 due to the President's Day holiday on the 19th.

SECOND: Commissioner Stanton seconded the motion

VOTE: Gilgallon: **Yes**
 DeReuil: **Yes**
 Trobepe: **Yes**
 Stanton: **Yes**
 Koutzen: **Yes**

The motion passed unanimously

ADJOURNMENT

MOTION: Commissioner Gilgallon moved to adjourn the meeting. Mayor Koutzen adjourned the meeting at 7:05 pm.

Approved this 22nd day of January, 2018.

ATTEST:

Evyyonne Browning, Town Clerk

Myra Koutzen, Mayor

(seal)

TOWN OF PALM BEACH SHORES
MONTHLY FINANCIAL REPORT

	CASH & INVESTMENTS		REVENUE			
			BUDGET	CURRENT	YEAR TO DATE	% OF BUDGET
9/30/2017	\$ 2,233,055		\$ 4,614,156	\$ 168,246	\$ 4,800,372	104%
10/31/2017	\$ 1,980,228		\$ 4,718,030	\$ 40,079	\$ 40,079	1%
11/30/2017	\$ 2,153,456		\$ 4,970,746	\$ 538,559	\$ 578,638	12%
12/31/2017	\$ 4,476,734		\$ 4,970,746	\$ 2,793,881	\$ 3,372,519	68%
12/31/2016	\$ 4,140,192		\$ 4,452,288	\$ 2,649,520	\$ 3,116,269	70%
1/31/2018						
2/28/2018						
3/31/2018						
4/30/2018						
5/31/2018						
6/30/2018						
7/31/2018						
8/31/2018						
9/30/2018						

	EXPENDITURES					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2017	\$ 4,614,156	\$ 323,183	\$ 306,002	\$ 629,185	\$ 4,436,899	96%
10/31/2017	\$ 4,718,030	\$ 431,703	\$ (155,841)	\$ 275,861	\$ 275,861	6%
11/30/2017	\$ 4,970,746	\$ 363,352	\$ 110,787	\$ 474,139	\$ 750,000	15%
12/31/2017	\$ 4,970,746	\$ 477,938	\$ (75,127)	\$ 402,811	\$ 1,152,811	23%
12/31/2016	\$ 4,452,288	\$ 395,168	\$ (72,476)	\$ 322,693	\$ 892,484	20%
1/31/2018						
2/28/2018						
3/31/2018						
4/30/2018						
5/31/2018						
6/30/2018						
7/31/2018						
8/31/2018						
9/30/2018						

Budget Amendment #1 was adopted by the Town Commision on November 20, 2017.

Town of Palm Beach Shores
Budget Summary Report
December 2017

				December Benchmark	25.0%
	BUDGET		YTD	Favorable(Unfav)	%
REVENUE					
Revenue (without appr'd F/B)	\$ 4,656,277.00		\$ 3,372,519.24	\$ (1,283,757.76)	72.4%
Appropriated Fund Balance	314,469.00		-	(314,469.00)	
TOTAL REVENUE	\$ 4,970,746.00		\$ 3,372,519.24	\$ (1,598,226.76)	67.8%
EXPENDITURES BY DEPARTMENT					
		% of total		% of total	
Administration	\$ 389,232.00	8%	\$ 86,855.31	8%	\$ 302,376.69 22.3%
Legal	100,000.00	2%	17,232.04	1%	82,767.96 17.2%
Public Works	269,454.00	6%	83,220.54	7%	186,233.46 30.9%
Police	1,368,427.00	30%	365,539.45	32%	1,002,887.55 26.7%
Fire	653,931.00	14%	133,818.99	12%	520,112.01 20.5%
Building	171,050.00	4%	47,191.11	4%	123,858.89 27.6%
Emergency Disaster	-	0%	51,686.82	4%	(51,686.82) 0.0%
Solid Waste	198,000.00	4%	38,307.74	3%	159,692.26 19.3%
911 Dispatch	377,597.00	8%	95,558.80	8%	282,038.20 25.3%
Legislative	35,560.00	1%	6,359.47	1%	29,200.53 17.9%
Streets/Storm Sewers	23,025.00	0%	2,673.81	0%	20,351.19 11.6%
Parks	115,650.00	2%	26,544.76	2%	89,105.24 23.0%
Beach	92,941.00	2%	21,876.60	2%	71,064.40 23.5%
Lift Stations/Sewer Service	17,975.00	0%	6,536.84	1%	11,438.16 36.4%
Contingencies	85,000.00	2%	-	0%	85,000.00 0.0%
Emergency Medical Services	312,615.00	7%	76,434.00	7%	236,181.00 24.4%
Community Center	60,600.00	1%	14,070.55	1%	46,529.45 23.2%
Risk Management	115,000.00	2%	46,168.00	4%	68,832.00 40.1%
Capital	246,327.00	5%	32,736.10	3%	213,590.90 13.3%
TOTAL EXPENDITURES	\$ 4,632,384.00		\$ 1,152,810.93	\$ 3,479,573.07	24.9%
Transfer to UU Fund	\$ 85,646.00		\$ -	\$ 85,646.00	
REVENUE OVER (UNDER)					
EXPENDITURES	\$ 252,716.00		\$ 2,219,708.31	\$ 1,881,346.31	

Explanation of Variances

Public Works - Timing of transactions. Health ins paid 4 months, w/c ins paid 2 of 4 quarters, various accounts have used more of their budgeted funds than the benchmark but remain on track.

Police - Timing of transactions. Health ins paid 4 months, w/c ins paid 2 of 4 quarters, various accounts have used more of their budgeted funds than the benchmark but remain on track.

Building - Due to and offset by increased permit activity, these costs are running high.

Emergency Disaster - Costs associated with damage caused by Hurricane Irma.

Dispatch - Timing of transactions. Health ins paid 4 months, w/c ins paid 2 of 4 quarters

Lift Stations/Sewer Service - Due to repairs/maintenance and payment of annual service contract.

Risk Management - 2 of 4 quarterly payments have been made on the main insurance policy (~50%)

Town of Palm Beach Shores
Underground Utilities
as of 12/31/17

	FYE 9/30/2016	FYE 9/30/2017	FYE 9/30/2018	Project Costs To Date	Cost Estimate (by B&G 5/20/16)	Remaining Budget
Expenditures:						
Survey	\$ -	\$ 45,275.00	\$ -	\$ 45,275.00	\$ 74,788	\$ 29,513.00
Legal	-	6,942.50	-	\$ 6,942.50	53,420	46,477.50
Project Management/Administration	199.52	13,952.25	7,245.00	\$ 21,396.77	160,259	138,862.23
Engineering	-	-	-	\$ -	142,453	142,453.00
Utility Conversion	-	24,479.00	-	\$ 24,479.00	3,901,442	3,876,963.00
Landscape Restoration	-	-	-	\$ -	26,675	26,675.00
Feasibility Study & other misc costs	7,310.46	-	-	\$ 7,310.46	10,000	2,689.54
Construction Contingency	-	-	-	\$ -	871,807	871,807.00
Straw Ballot	6,305.90	-	-	\$ 6,305.90	-	(6,305.90)
Total expenditures	\$ 13,815.88	\$ 90,648.75	\$ 7,245.00	\$ 111,709.63	\$ 5,240,844	\$ 5,129,134.37
Other Financing Sources:						
Transfer In (from General Fund)	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00	\$ 90,000	\$ -
Loan Proceeds	-	-	-	-	5,150,844	5,150,844.00
Total other financing sources	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00	\$ 5,240,844	\$ 5,150,844.00
Net Change in Fund Balance	\$ 76,184.12	\$ (90,648.75)	\$ (7,245.00)	\$ (21,709.63)	\$ -	\$ 21,709.63

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

	Electric <i>FPL</i>	Water <i>Riviera Beach</i>	Gas <i>FPU</i>	Total
Oct-17	22,450.54	8,685.36	1,787.46	32,923.36
Nov-17	16,851.29	7,921.37	2,419.09	27,191.75
Dec-17				-
Jan-18				-
Feb-18				-
Mar-18				-
Apr-18				-
May-18				-
Jun-18				-
Jul-18				-
Aug-18				-
Sep-18				-
YTD Total	39,301.83	16,606.73	4,206.55	60,115.11

Town of Palm Beach Shores

1/15/2018 11:34am

General Ledger

Page: 1

General Fund (001)

For the Fiscal Year 2018 Periods 1-3 Ending December 31, 2017

							Debit		Credit
001-00-000-31260 Discretionary Sales Tax PBC							Beginning Balance		0.00
Trans action	Src	Typ	Date	Document Number	PO/Ref Number	Payor/ Vendor	Description	Debit	Credit
24685	GL	CR	10/27/17				EFT Discretionary Sales Tax	0.00	5,329.87
24976	GL	GJ	09/30/17				Record Due from ofther Govt - Discretionary Sales Tax PBC	5,329.87	0.00
25313	GL	CR	11/09/17				EFT Discretionary Sales Tax	0.00	1,889.90
25320	GL	CR	11/27/17				EFT Discretionary Sales Tax	0.00	5,343.00
25875	GL	CR	12/27/17				EFT Discretionary Sales Tax	0.00	6,014.37
							Ending Balance		13,247.27
Total Debits and Credits								5,329.87	18,577.14
Grand Total Debits and Credits								5,329.87	18,577.14

Accounts Payable Check Register Report - PNC Bank-12-0164-0172*For The Date Range From 12/1/2017 To 12/31/2017**For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck*

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
7077	C	12/7/2017	114	Albatross Supply	\$5,505.36	O
7078	C	12/7/2017	37	Bass Property Maintenance, Inc.	\$4,335.83	O
7079	C	12/7/2017	673	Bishop's Water Company	\$57.00	O
7080	C	12/7/2017	52	Comcast	\$234.46	O
7081	C	12/7/2017	116	Cox Media Group	\$168.56	O
7082	C	12/7/2017	107	Davis and Ashton, P.A.	\$6,163.60	O
7083	C	12/7/2017	491	Dilo Fire Sprinkler, Inc.	\$1,950.00	O
7084	C	12/7/2017	240	Everglades Farm Equipment	\$1,185.01	O
7085	C	12/7/2017	65	Federal Background Services, Inc.	\$50.00	O
7086	C	12/7/2017	81	Achieve	\$350.00	O
7087	C	12/7/2017	80	FL Public Utilities	\$153.96	O
7088	C	12/7/2017	424	Hinterland Group Inc	\$67,556.00	O
7089	C	12/7/2017	89	Home Depot Credit Svcs	\$1,461.23	O
7090	C	12/7/2017	693	J. Boyd	\$29.64	O
7091	C	12/7/2017	425	Jason's Arborcare Service Inc.	\$2,740.00	O
7092	C	12/7/2017	630	Jennifer Rivera	\$90.00	O
7093	C	12/7/2017	648	John Meskiel	\$210.00	O
7094	C	12/7/2017	681	Most Dependable Fountains, Inc.	\$3,940.00	O
7095	C	12/7/2017	10	Municipal Code Corporation	\$700.00	O
7096	C	12/7/2017	169	Neopost USA Inc	\$13.80	O
7097	C	12/7/2017	11	Nationwide Retirement Solutions	\$130.00	O
7098	C	12/7/2017	16	Palmdale Oil Company, Inc.	\$1,671.33	O
7099	C	12/7/2017	226	Palm Beach Embroidery	\$555.00	O
7100	C	12/7/2017	24	PBC Credit Union	\$50.00	O
7101	C	12/7/2017	695	PBC Municipal Clerk's Association	\$35.00	O
7102	C	12/7/2017	25	Palm Beach Shores Volunteer Fire Dept.	\$1,000.00	O
7103	C	12/7/2017	196	Performance NAPA	\$867.67	O
7104	C	12/7/2017	520	Safe Built, LLC	\$13,815.53	O
7105	C	12/7/2017	484	Shred-It	\$175.25	O
7106	C	12/7/2017	692	Thomas D. Adeimy Inc	\$4,485.00	O
7107	C	12/7/2017	100	Toshiba Business Solutions	\$399.91	O
7108	C	12/7/2017	101	Verizon Wireless	\$547.65	O
7109	C	12/7/2017	103	Comp Benefits	\$212.42	O
7110	C	12/7/2017	104	Waste Management of Palm Beach	\$10,515.02	O
7111	C	12/7/2017	290	Westside Reprographics, Inc.	\$611.45	O

Accounts Payable Check Register Report - PNC Bank-12-0164-0172

For The Date Range From 12/1/2017 To 12/31/2017

For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
7112	C	12/14/2017	673	Bishop's Water Company	\$10.00	O
7113	C	12/14/2017	47	Board of County Commissioners	\$13,997.44	O
7114	C	12/14/2017	52	Comcast	\$105.90	O
7115	C	12/14/2017	116	Cox Media Group	\$700.00	O
7116	C	12/14/2017	491	Dilo Fire Sprinkler, Inc.	\$334.51	O
7117	C	12/14/2017	606	Florida Municipal Insurance Trust	\$45,977.25	O
7118	C	12/14/2017	83	Gator Gun & Archery Center	\$15.19	O
7119	C	12/14/2017	420	Gaudy Quesada	\$150.00	O
7120	C	12/14/2017	488	Misty's Florist	\$95.60	O
7121	C	12/14/2017	15	Oceanside Beach Service Inc	\$900.00	O
7122	C	12/14/2017	312	Professional Images	\$322.00	O
7123	C	12/14/2017	33	Riviera Beach Water	\$2,657.71	O
7124	C	12/14/2017	677	S&S Alignment	\$60.00	O
7125	C	12/14/2017	520	Safe Built, LLC	\$9,289.25	O
7126	C	12/14/2017	516	Schmidt Nichols	\$1,063.75	O
7127	C	12/14/2017	685	Segway	\$13,427.00	O
7128	C	12/14/2017	365	Sherwin-Williams	\$266.58	O
7129	C	12/14/2017	375	Simmons & White, Inc.	\$1,370.00	O
7130	C	12/14/2017	41	Solid Waste Authority	\$496.32	O
7131	C	12/14/2017	40	Solutions Outside the Box	\$1,375.00	O
7132	C	12/14/2017	699	The Islander Grill	\$1,092.00	O
7133	C	12/14/2017	108	Windstream Communications Inc.	\$360.27	O
7134	C	12/21/2017	324	AC Enforcement, Inc.	\$140.00	O
7135	C	12/21/2017	5	AFLAC	\$262.36	O
7136	C	12/21/2017	213	All Around Fun	\$190.00	O
7137	C	12/21/2017	127	Blue Cross Blue Shield of Florida, Inc.	\$39,494.45	O
7138	C	12/21/2017	47	Board of County Commissioners	\$69.92	O
7140	C	12/21/2017	683	Cannonsport Condominiums	\$289.20	O
7141	C	12/21/2017	52	Comcast	\$351.66	O
7142	C	12/21/2017	538	CRS Max Consultants	\$462.00	O
7143	C	12/21/2017	71	FL Power & Light	\$2,401.31	O
7144	C	12/21/2017	420	Gaudy Quesada	\$53.48	O
7145	C	12/21/2017	676	Guardian	\$1,391.58	O
7146	C	12/21/2017	90	Hulett Environmental Services	\$113.00	O
7147	C	12/21/2017	693	J. Boyd	\$50.36	O

Accounts Payable Check Register Report - PNC Bank-12-0164-0172

For The Date Range From 12/1/2017 To 12/31/2017

For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
7148	C	12/21/2017	237	Lou's Police Distributors	\$8,218.40	O
7149	C	12/21/2017	130	Manno's Public Safety Supply	\$52.99	O
7150	C	12/21/2017	13	Neeld Paper & Supplies	\$1,232.60	O
7151	C	12/21/2017	11	Nationwide Retirement Solutions	\$130.00	O
7152	C	12/21/2017	16	Palmdale Oil Company, Inc.	\$1,783.18	O
7153	C	12/21/2017	24	PBC Credit Union	\$50.00	O
7154	C	12/21/2017	700	Phillips & Jordan Inc	\$8,813.86	O
7155	C	12/21/2017	516	Schmidt Nichols	\$776.25	O
7156	C	12/21/2017	701	Sunshine Shores Apartments	\$181.00	O
7157	C	12/21/2017	699	The Islander Grill	\$250.00	O
7158	C	12/21/2017	586	The Standard Insurance Company	\$499.43	O
7159	C	12/21/2017	532	United Rentals	\$3,791.51	O
7160	C	12/21/2017	134	United Systems Technology, Inc.	\$90.00	O
7161	C	12/21/2017	101	Verizon Wireless	\$2.01	O
7162	C	12/21/2017	131	WEX BANK	\$234.17	O
7163	C	12/21/2017	108	Windstream Communications Inc.	\$127.25	O
7164	C	12/21/2017	110	Xpert elevator Services, Inc.	\$750.00	O
7165	C	12/28/2017	564	Brannon & Gillespie LLC	\$7,245.00	O
7166	C	12/28/2017	225	C&T Auto Care	\$37.54	O
7167	C	12/28/2017	271	Evyonne Browning	\$227.94	O
7168	C	12/28/2017	87	Halsey & Griffith	\$81.63	O
7169	C	12/28/2017	90	Hulett Environmental Services	\$164.00	O
7170	C	12/28/2017	237	Lou's Police Distributors	\$3,169.56	O
7171	C	12/28/2017	95	Lowes	\$1,347.79	O
7172	C	12/28/2017	643	Suntrust Bank	\$5,616.77	O
7173	C	12/28/2017	592	Trevor Steedman	\$81.46	O
7174	C	12/28/2017	103	Comp Benefits	\$212.42	O
Fica and Federal Withholding	E	12/21/2017	147	Fica and Federal Withholding	\$16,542.14	O
FRS	E	12/5/2017	172	FRS	\$24,089.08	O
Payroll Services	E	12/15/2017	148	Payroll Services	\$133.78	O
Payroll Services	E	12/29/2017	148	Payroll Services	\$137.16	O
PBS Payroll	E	12/6/2017	146	PBS Payroll	\$53,808.26	O
PBS Payroll	E	12/21/2017	146	PBS Payroll	\$46,445.91	O
PNC Bank	E	12/8/2017	27	PNC Bank	\$20,314.25	O

Accounts Payable Check Register Report - PNC Bank-12-0164-0172*For The Date Range From 12/1/2017 To 12/31/2017**For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck*

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
				Cleared	\$0.00	
				Outstanding	\$477,938.11	
				Void	\$0.00	



Palm Beach Shores Police Department

247 Edwards Lane

Palm Beach Shores, Florida 33404

Phone (561) 844-3456 Fax (561) 844-9189

Steven Langevin
Chief of Police

I wanted to keep everyone updated on the last few months of the PD budget:

Some of the items that needed to be purchased from out department came out early of our budget year and some were purchased using impact fees and other by the Fleming foundation. Early in this year's budget are:

3 major repairs to patrol cars totaling **\$4.085.20** for AC fans cooling systems and a transmission. **(Budgeted but it takes an early chunk.)**

Parking Tickets, we had hoped to go through our laptops in printing the parking tickets but due to the age and capabilities of the laptops we decided to stay with the handwritten ones until our newer touchpads can be issued to all officers, right now we purchased 4 touchpads.

The cost of 2.700 parking citations came to **\$994.76** this was the most economical way, it is also about the same price we paid in year 2011. We are **294.00 over budget on this.**

This is the second year of the Taser installment payments:
\$7.344.00. (Budgeted)

Our police radios were finally upgraded by the county to digital instead of analog which improved the quality 100 times, 7 of the old police radios were so old they could not make the change. The standard radio we carry costs about \$3900.00 dollars they were paid for a years back by the Fleming foundation 11 were purchased. But we had used old ones for spares and part time officer's totaling 7.

I opted to spend the lesser funds on the lower end radios due to the fact they would not be used on a daily basis. This reduced the total price for all 7 to **\$7.924.00.** Paid for by **impact fees** of 106 Inlet way.

The county charges each user city/town etc. to be on the county radio systems a fee generated by the amount of total radios in use, this is due yearly at a present cost of **\$13.122.60 (Budgeted)**



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Steven Langevin
Chief of Police

I enrolled the agency in the International association of chief of police on line training, which gives us heads up on possible grants but also is more interactive with procedure and policy making.

The yearly cost of this is **\$525.00. (In Budget)**

Each officer we hire costs **716.00 dollars** in medical and psychological testing (not including uniforms and vest) additionally we now use psychological testing procedures on all dispatch applicants, at a cost of **\$421.00** we do not require a physical for part time dispatchers. **(Budgeted, depends also on personnel staying or being hired)**

I also learned Officer Bumgardner was issued a bullet resistant vest that was not only in terrible shape but was **expired** in its warranty, that cost was not budgeted for and will cost about **\$700.00** Dollars, the grant that we used to apply for and receive finds was not done last year but will be completed next which year will mean a 50 percent return on all vest costs by the federal government. **(Still within budget but an early unknown hit)**

4 Panasonic tough pads replaced the more expensive but outdated laptops, the older laptops had cost around 8 thousand dollars each and were donated many years ago by the Fleming foundation but have more than reached their life span. We are replacing them with the better but less expensive models in the coming fiscal years.

We **budgeted \$13.040.00** for the touchpads and in car holders which will all be paid for in a week or so. (Budgeted)

The Segway was ordered and arrived the cost was **\$13.427.00 (budgeted)**

All of the equipment ordered for the patrol officers: new weapons flashlights storage and weapons storage and the ATV totaling about **\$40.913.00** has been arriving, all of it was purchased used **Donated funds** by the Fleming Foundation.

The yearly maintenance cost for the report writing and Dispatch CAD system software ordered by Chief young will be paid this week it is **\$18.174.00** (Budgeted but **\$789.00** over budget due to a clause we were not aware of.



Palm Beach Shores Police Department

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Steven Langevin
Chief of Police

Overtime: As you know hiring has been difficult for us and for all police departments in the county, PBSO is hiring 160, Palm Beach Gardens 20 and the smaller agencies are also having difficulties finding the right fit officers. I placed an ad state wide and have met with the director of law enforcement at the college and asked him to keep an eye out for experienced officers coming from out of State he assured me he would, but I am sure he made the same assurance to the other agencies!

Our department is lean on personnel, we have 11 officers including myself to fill 24 hours 7 days a week 365 days a year including sick and vacation time off. Riviera Beach Police has been very kind over the years in providing back up to our officers, especially on the midnight shift. We have been seeking part time officers but this also is difficult especially finding ones for the midnight shift.

With Officer Potter having worked for us for 5 months and then leaving for Iraq I moved an officer from days to nights temporarily until we can hire the proper officer, that took a position away from day shift which I have backfilled using part time officers when they are available and myself augmenting where I am needed.

However with special details along with sick and vacation time overtime has and will be used.

Our dispatch staff was downgraded about 4 years ago from 5 full time positions to 4 full time along with one part time dispatcher working 8 hours each Sunday has left us stretched thin. They have been very good about planning vacations and days off around each other, but overtime is needed to cover. We are seeking part time help but no one had come forward, we will interview our first part time candidate this week.

Thank you for your time, and if I can ever be of any help or answer any questions, please call, my cell is always best.



Palm Beach Shores Police

Item: 5b 1 *continued*
January 22 2018

247 Edwards Lane
Palm Beach Shores Fl. 33404
Office 561-844-9456
Fax: 561-844-9189

Steven J. Langevin
Chief of Police

Date: January 16, 2018

TO: Mayor Myra Koutzen
FM: Chief Steven J. Langevin
RE: Police Activities for December

Criminal Arrests	1	Town Ordinance Violations	0
Parking Citations	16	T3 Patrol Hours	4
Verbal Warnings	9	ATV Patrol Hours	2
Written Warnings	4	Bike Patrol Hours	3
Traffic Citations	8	Foot Patrol Hours	82
Criminal Complaints	6	Radar Hours	1
Complaints/Calls for Assistance	92		
Patrol Mileage	2696		

PALM BEACH SHORES POLICE DEPARTMENT ACTIVITY REPORT

2017 DECEMBER

	DEC	2017	DEC	2016	DEC	2015
A. Crimes Against Persons						
1. Assault						
a. Aggravated	2	3	0	6	0	4
b. Battery	0	3	0	5	0	3
c. Simple	0	1	0	3	0	2
d. Domestic Assault	0	0	0	2	0	0
e. Domestic Battery	0	8	0	2	0	3
2. Breach of Peace						
a. Disorderly Conduct	0	1	1	2	0	0
b. Disorderly Intoxication	0	2	0	2	0	1
c. Disturbing the Peace	0	0	0	0	0	0
3. Extortion	0	0	0	0	0	0
4. Manslaughter	0	0	0	0	0	0
5. Homicide	0	0	0	0	0	1
6. Suicide	0	0	0	0	0	0
a. Attempted Suicide	0	1	0	1	0	0
7. Obscene/Anon/Harassing Phone Calls	0	0	2	3	0	6
8. Resisting Arrest						
a. With Violence	0	0	0	0	0	0
b. Without Violence	0	1	0	0	0	0
9. Robbery						
a. Armed	0	0	0	0	0	0
b. Strong Armed	0	0	0	0	0	0
c. Purse Snatch	0	0	0	1	0	0
d. Pick Pocket	0	0	0	0	0	0
10. Sexual Assault	0	0	0	0	0	0
11. Sexual Battery	0	0	0	0	0	0
12. Threats	0	3	2	2	0	2
13. Intercepting Communications	0	0	0	0	0	0
14. Stalking	0	1	0	1	0	1

B. Crimes Against Property	DEC	2017	DEC	2016	DEC	2015
1. Arson	0	0	0	0	0	0
2. Burglary						
a. Structure	0	1	0	1	0	2
b. Conveyance	1	12	1	10	2	15
c. Dwelling	0	10	1	2	0	5
d. Attempted	0	2	0	0	0	1
1. Value	12000	106567	1080	6808	150	4648
2. Value Recovered	0	8000	1005	1005	0	451
3. Grand Theft	0	8	0	13	0	13
a. Value	0	12750	0	26176	0	25881
b. Value Recovered	0	9000	0	23452	0	2415
4. Criminal Mischief	0	4	0	7	2	12
5. Motor Vehicle Theft						
a. Auto	1	3	0	10	0	6
1. Attempted	0	0	0	0	0	0
b. Motorcycle/Moped	0	0	0	0	0	0
c. Boat/Motor	0	0	0	0	0	0
1. Value	20000	38000	0	80000	0	74200
2. Value Recovered	20000	38000	0	50000	0	62500
6. Bicycle Theft	0	2	0	3	0	7
1. Value	0	550	0	750	0	1089
2. Value Recovered	0	0	0	100	0	300
7. Loitering/Prowling	0	0	0	0	0	1
8. Petit Theft	2	9	0	8	0	9
1. Value	0	1055	0	664	1	454
2. Value Recovered	0	0	0	0	0	12
9. Stolen Property						
a. Buying	0	0	0	0	0	0
b. Receiving	0	0	0	0	0	0
c. Possessing	0	0	0	0	0	0
10. Trespassing Vehicle	1	3	0	4	0	4
11. Trespassing Person	0	16	2	34	2	44

C. Crimes Against Nature/Vice	DEC	2017	DEC	2016	DEC	2015
1. Prostitution	0	0	0	0	0	0
2. Indecent Exposure	0	0	0	0	0	0
3. Lewd and Lascivious	0	0	0	0	0	0
4. Liquor Laws	0	1	0	0	0	0
5. Possession of Controlled Substance	0	3	2	10	0	5
6. Possession of Paraphernalia	0	1	2	6	0	3
D. Weapons Offenses						
1. Carry Concealed Firearm	0	1	0	0	0	2
2. Carry Concealed Weapon	0	0	0	1	0	0
3. Bomb Threat	0	0	0	0	0	0
4. Discharge Firearm/Public	0	0	0	0	0	0
5. Fireworks	0	1	0	5	0	3
E. Fraud Offenses						
1. Credit Cards/Stolen/Possession	1	1	2	3	0	3
2. Defraud Innkeeper	0	3	1	1	0	1
3. Embezzlement	0	0	0	0	0	2
4. Worthless Checks	0	0	1	1	0	1
5. Theft of Service	0	1	0	0	0	1
6. Forgery	0	0	0	0	0	0
7. Consumer Fraud	0	2	1	2	1	5
F. Town Ordinance Violations						
1. Dogs						
a. At Large	0	1	0	1	0	0
b. On Beach	0	0	0	0	0	0
2. Noise						
a. Construction	0	6	1	5	0	11
b. Machinery	0	2	0	3	0	1
3. Fire Lane	0	0	0	0	0	0
5. Parking	0	12	9	39	1	20
6. Miscellaneous	0	10	0	17	5	20

	DEC	2017	DEC	2016	DEC	2015
G. Warrant Arrests	0	2	0	12	1	5
Total Criminal Complaints	6	128	28	234	16	224
Total Criminal Arrests	1	35	5	59	1	35
Total Amount Stolen Property	20000	135922	1080	114173	151	104471
Total Amount Recovered Property	20000	47100	1005	125191	0	65678

II. Police Service Calls

A. General Complaints

1. Animals						
a. Cats	0	1	0	0	0	0
b. Dogs	0	10	1	6	2	12
c. Sharks	0	1	0	0	0	1
d. Snakes	0	0	0	0	0	0
e. Others	0	3	0	2	0	1
2. Domestic	1	17	1	14	1	11
3. Found Property	1	22	1	24	2	28
4. Landlord/Tenant	0	1	0	4	0	6
5. Lost or Stolen Property	1	9	0	9	2	16
a. Value	1400	1622	0	1596	140	10421
b. Value Recovered	0	0	0	51136	241	691
6. Disturbance	8	46	4	41	1	48
7. Noise	0	19	1	26	5	38
8. Nuisance	0	0	0	0	0	2
9. Open Door or Window	2	7	0	8	0	11
10. Police Information	9	145	16	149	8	83
11. Prowler	0	0	0	0	0	1
12. Suspicious Person	0	28	2	19	1	15
13. Suspicious Vehicle	0	13	1	8	0	7
14. Suspicious Incident	5	36	2	24	1	35

B. Requests For Assistance	DEC	2017	DEC	2016	DEC	2015
1. Assistance Rendered	0	11	0	19	1	9
3. Deaths	0	8	1	8	1	5
5. False Alarms						
a. Burglary	3	25	1	28	0	29
b. Fire	4	46	3	28	3	34
6. Fire	1	2	1	6	0	4
7. Fire Hazard	1	1	0	14	2	4
8. Assist Other Agency	0	16	0	17	2	21
9. Sick/Injured Person/Ambulance	1	24	5	33	2	215
10. Marchman or Baker Act	0	6	0	5	1	5
11. Missing Persons	0	3	1	2	0	4
12. Lifeguard						
a. Rescues	0	5	0	0	0	4
b. First-Aid	40	426	68	631	46	636
13. Welfare Checks	2	30	3	12	0	8
C. Traffic Complaints						
1. Abandoned Vehicle or Boat	0	3	0	0	0	6
2. Accident						
a. Automobile	2	22	0	11	2	24
b. Boat	0	4	0	3	1	3
c. Private Property	0	3	0	1	0	0
3. Careless Driving	1	3	0	0	0	2
4. DUI	0	2	0	4	0	0
5. Improper Parking	0	3	0	4	0	5
6. Speeding	1	2	0	0	0	1
7. Street Light Out	0	0	0	0	0	0
8. Traffic Hazard	0	0	0	0	0	0
9. Criminal Citations	0	7	0	8	1	3

D. Juvenile Complaints

	DEC	2017	DEC	2016	DEC	2015
1. General	1	9	0	9	0	1
2. Lost Child	0	5	3	9	0	3
3. Child Abuse or Neglect	1	4	0	5	0	4
4. Arrests	0	0	0	0	0	0
5. Trespassing	0	11	1	6	0	13
6. Runaways	1	6	1	1	0	0
Total Police Service/Assistance Calls	52	753	76	812	54	922
Total Gross Complaints	92	1143	144	1388	100	1580



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES FIRE DEPARTMENT
19 December 2017 – 17 January 2018

TO: Mayor Myra Koutzen
Town Commissioners
FROM: Trevor L. Steedman, Fire Chief
DATE: 17 January 2018

Current Action List Items for the Palm Beach Shores Fire Department

OPERATIONS

- Staffing
 - Career Staff
 - Firefighter/Paramedic Jonas Stephens resigned to take a full-time employment opportunity with Palm Beach Gardens Fire Rescue. His Resignation was effective 04 January 2018.
 - Two (2) Full-Time vacancies (Approved in current budget) are filled effective 22 January 2018. Lt. David Aguirre, Jr. and FF Ashley Hahn (Both are PBSFD Volunteers), sworn-in as full-time Firefighter/EMS providers on 22 January 2018
 - Volunteer Staff
 - Recruitment and Retention efforts remain a priority. The entry versus attrition rate (due to full-time employment opportunities with other area departments) remains constant.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

TOWN OF PALM BEACH SHORES FIRE DEPARTMENT

19 December 2017 – 17 January 2018

- General Operations
 - Naloxone (*Narcan*) is on PBSFD apparatus for response to Opiate overdoses
 - Apparatus Replacement Schedule for capital purchase planning
 - Projected apparatus replacement in FY 2020
 - Partial funding source: Fanning Public Safety Bequest
 - Standard Operating Guidelines (SOG's) sections 201 – 205 & 220, 705-711, and 450 have been implemented..
 - General Orders and Special Orders are issued as necessary.
- Daily/Weekly/Monthly Duties for On-Duty Personnel
 - Operational, Administrative & Training templates – implemented and ongoing.
- Workforce & Officer Development
 - Operations orientation training program initiated with new Volunteer members.
 - Training and Education opportunities for Officers and Members of the Department
 - Florida Fire Symposium – Five (5) PBSFD personnel attended a two-day Hands-On Training symposium January 11-12 in Lake City, Florida. The Symposium Coordinator granted free tuition to all five PBSFD members via a training endowment from *National Rescue Consultants*.
 - Enhancement of current Officers to assist them in achieving recommended Industry Standard levels.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

TOWN OF PALM BEACH SHORES FIRE DEPARTMENT

19 December 2017 – 17 January 2018

- Standards Compliance Initiative
 - Adoption of *National Fire Service Professional Qualifications Board* standards or equivalent for various levels of Line, Staff and Command level Officers, Fire Apparatus Driver Operator (FADO) and Firefighters to include:
 - NFPA 1001 *Standard for Fire Fighter Professional Qualifications*
 - NFPA 1002 – P *Standard for Fire Apparatus Driver/Operator (FADO) Professional Qualifications.*
 - PBSFD FADO program was implemented in September 2017. Wendy Wells will review and forward to the Town's insurance carriers for consideration of lowering our premium costs. The FADO program incorporates *Safe Driving Practices, Roadway Incident Safety*, Seatbelt compliance and Apparatus Backing / Collision Prevention modules.
 - NFPA 1021: *Standard for Fire Officer Professional Qualifications*
 - Validate rank structure for integration into County NIMS/ICS model.
- Fleet Deployment & Maintenance
 - All apparatus is in service at the time of this report
 - Palm Beach County Fire Rescue has supplied one of two Mobile Data Terminals (MDT's) under our current radio contract at no additional cost to the Town.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES FIRE DEPARTMENT
19 December 2017 – 17 January 2018

COMMUNITY RISK REDUCTION (CRR) INITIATIVES

- *Courtesy Home Fire Safety Surveys* – (Implementation: November 2017)
 - Value-added initiative supports the quality of life and safety for our PBS Community.
 - Residents voluntarily request surveys. PBSFD is working with PBSPD (Chief Langevin) to offer a combined home safety and security survey in a cooperative effort of both public safety agencies.
 - Chief Steedman has met with the local American Red Cross Representative regarding funding availability for this program.
 - *Community CPR & AED*
 - (Fall 2017 / Winter 2018) – AHA *Heartsaver* Course offered to our PBS Community in cooperation with the American Red Cross. The Town of Palm Beach Shores will incur zero expense for this training.
 - NFPA 1720 *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments*
 - This standard specifies requirements for effective and efficient organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by volunteer and combination fire departments to protect citizens



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

19 December 2017 – 17 January 2018

and the occupational safety and health of fire department

employees. The NFPA 1720 Standard has been in existence since 2001.

- Palm Beach Shores is a *Pulse Point* mobile application site – *Pulse Point* is a pre-arrival solution designed to support public safety agencies working to improve cardiac arrest survival rates through improved bystander performance.
- *Pre-Incident Planning* – This on-going initiative serves to familiarize first responders with high-risk occupancies, unique hazards and special properties in Palm Beach Shores and plan accordingly for potential emergencies.
- *File of Life* Program – Program initiated on 15 March 2017. Program materials funded through budgeted line item – Prevention. Kits are available at the Commission Meeting and during business hours at the Town Hall front office.
- *Residential Fire Extinguisher Selection, Use and Maintenance* (Initially delivered in cooperation with the Community Policing Initiative on 03 May 2017) to be offered again to residents in the near future.
- Currently working on Public Service Announcements (PSA's) and *Helpful Links* additions to the Town's Fire Department webpage.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES FIRE DEPARTMENT
19 December 2017 – 17 January 2018

CALLS FOR SERVICE

TOTAL CALLS FOR SERVICE	22 (Fire: 05) (Medical: 17)
LAST REPORTING PERIOD	28 (Fire: 10) (Medical: 18)
PERCENTAGE	- 21.43%
INCREASE / DECREASE	(Fire -50%) (Medical – 5.6%)

TRAINING & DRILLS

DATE	TIME	LOCATION	TYPE			NATURE	STAFFING	NOTES
			FIRE	RESCUE	EMS			
19 Dec 2017	18: 30	Phil Foster Park	X			Hydrant Ops.	08	<i>Humat</i> Valve
02 Jan 2018	18:30	247 Edwards				Meeting	12	Administrative
09 Jan 2018	18:30	90 Edwards	X			FADO	08	Hydraulics Review
11 Jan 2018	09:00	Lake City, FL	X	X	X	FL Fire Symposium	05	Hands-On
12 Jan 2018	09:00	Lake City, FL	X	X	X	FL Fire Symposium	05	Hands-On
16 Jan 2018	18:30	Phil Foster Park	X			FADO	11	Attack Line Ops.
TOTALS:			05					
Formal Training Drills – 05								
Personnel Participation – 49								
Personnel Training Hours – 147.5								



Public Works Department

January 2018 Monthly Status Report

Item: 5b 3
January 22 2018

Community Center:

1. Public Works Staff is continuing to perform the prep work necessary to repair and paint the damaged interior base boards, and trim, and drywall located on the second floor main room due to water intrusion caused by hurricane Irma.
2. Replacing exterior lights and fixtures due to damage caused by hurricane Irma.
3. The welding contractor completed the repairs to the 2nd floor east balcony canopy aluminum support rails due to Hurricane Irma damage.
4. Scheduling to paint the exterior of the Community Center. This project will be performed by the Public Works Staff. The process for this Town project will be as follows: Public Works will be receiving a detailed spec sheet from a Sherwin Williams Account Rep. including a digital cad design of the entire building representing the paint color schemes selected. There will be recommendations for the best product of paint and primer to be applied according to the approved millage thickness to obtain a ten year warranty of the paint product. There will also be multiple inspections by a certified painter consultant with Sherwin Williams for documentation to ensure the validation of the ten year product warranty. When all the information is collected Public Works present the paint project in front of the DRC for final approval. **Note:** color samples will be applied on the south side exterior wall of the building for review.
8. The projects listed is funded through the general budget.

Grounds & Parks:

1. Receiving quotes for the sidewalk repairs and for the installation of the park benches concrete pads located on the Parkway.
2. Scheduling to pressure wash the Parkway sidewalks, pavers, and retaining wall blocks.
3. The Inlet Park concerns: The Mayor and I have been in contact with the Army Core of Engineers and Palm Beach County concerning the seawall integrity and placing the granite rocks back along the seawall; and the repairs to the concrete wall; The Army Core and the County will notify the Town when the work is to be scheduled. The Florida Environmental Protection Agency is also taking lead concerning this cleanup project. **This project will be an ongoing frustrating process for all parties involved.**
4. The leveling of the sand leading to the sand pump transfer station and between the Inlet Park walkway and seawall is completed. **This task was completed due to the team work between Palm Beach County Staff and your Public Works Staff.** The next phase is to replace the damaged and missing park benches, and to install new vegetation, and complete the irrigation repairs.
5. The projects listed are funded through the approved general budget and capital budget.

Streets & Street Lights:

1. The contract has been signed for the emergency repairs to the storm drain outfall pipe located on the west corner of Lake Drive and Inlet Way that was compromised during hurricane Irma. The work is scheduled to be completed before the end of February this year. The Public Works Staff along with the town engineer firm Simmons & White has been monitoring the concerned area and will continue until the repairs are completed to specs. **Commissioners:** I will discuss in further detail when presenting the Monthly Report and answer any questions.
2. Scheduling to replace the white marble drainage rock in all the streets culverts intersecting the interior streets and Parkway.
3. The projects listed are funded through the approved general budget.

Lift Stations:

1. The same contractor for the storm drain outfall pipe repairs will be performing the repairs to the sewer line located on Inlet Way that was compromised during hurricane Irma. The Public Works Staff along with the town engineer firm Simmons & White has been monitoring the concerned area and will continue until the repairs are completed to specs. **Commissioners:** I will discuss in further detail when presenting the Monthly Report and answer any questions.
2. The projects listed are funded through the approved general budget.

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

1. The Public Works Staff will be installing an adequate exhaust system for the Fire Departments Annex Building.
2. Scheduling to pressure wash all town buildings and facilities.
3. The projects listed is funded through the approved capital and general budget.

Foot Note:

Hurricane Irma after the storm projects.

1. **The town staff is continuing to assist FEMA for Hurricane Irma Damage Reimbursements to the town.**

Training / Certificates:

1. The next training courses begin in January 2018 for all Public Works Staff. These courses will consist of waste water, pumps, and Storm Water Advanced Engineering looking to the future Level 1 & 2.
2. Florida Stormwater & Erosion Control Level 1 certificate.
3. Additional training for heavy equipment operation and safety will be provided for all Public Works Staff. The training is provided through United Rentals under the instruction of "City of Orlando" Heavy Equipment Training Level 1. A certificate of completion for 18 hours of training will be provided.
4. APWA (Public Works Association) Training for Public Works Directors and Supervisors. Sponsored by CCTI located at Indian River State College. A certificate of completion for 30 hours of training will be provided.



Item: 8b
January 22 2018

Memo

To: Mayor and Town Commission
From: Wendy Wells *Wells*
Date: 1/17/18
Re: **FEMA Update**

We continue to work with FEMA toward finalizing the Damage Inventory by our deadline of January 29, 2018. The Town's insurance company sent an inspector to review the damage to Town property. We are waiting for their report. A FEMA site inspector will look at the hurricane damage that has not yet been repaired on January 18, 2018. For damage that has been completely repaired, FEMA will be relying on invoices rather than site inspections. The Public Works Director has overseen all of these inspections. The Program Delivery Manager assigned to the Town by FEMA is working closely with the Town to ensure that we meet all of the deadlines and request all of the reimbursement we are eligible to receive.

Attached is our original estimate on the damage and what we have spent to date. The reports for FEMA will be in a different format.

Hurricane Irma Costs

Estimate

Description	Estimate	Current	Projected	9/30/2017	12/31/2017	Total
				Actual	Actual	
PARKS						
Park bench replacement	\$ 5,784		\$ 5,784			\$ -
Irrigation systems	\$ 9,000	\$ 9,000			\$ 4,880.41	\$ 4,880.41
Lamp posts, junction boxes, wiring, LED bulbs, electrical c	\$ 6,500	\$ 6,500			\$ 140.00	\$ 140.00
Dog boxes & posts	\$ 1,440		\$ 1,440			\$ -
Signs "Dog must be on leash"	\$ 650		\$ 650			\$ -
Parkway fountain					\$ 161.73	\$ 161.73
equipment repairs					\$ 473.25	
Equipment rental, front loader	\$ 12,000	\$ 12,000		\$ 6,000.10	\$ 15,530.16	\$ 21,530.26
TOTAL PARKS	\$ 35,374	\$ 27,500	\$ 7,874	\$ 6,000.10	\$ 21,185.55	\$ 27,185.65
INLET PARK						
Sand removal from parkway asphalt path						\$ -
Restoring rock retaining wall						\$ -
Asphalt repairs from equipment and debris						\$ -
TOTAL INLET PARK	\$ 20,000	\$ 20,000		\$ -	\$ -	\$ -
PUBLIC WORKS						
Rain protective gear	\$ 250	\$ 250				\$ -
Safety gear	\$ 400	\$ 400			\$ 199.99	\$ 199.99
Chainsaw and miscellaneous equipment	\$ 3,500	\$ 3,500			\$ 4,358.84	\$ 4,358.84
Chevy parts					\$ 112.56	\$ 112.56
Lighting repairs throughout town					\$ 823.10	\$ 823.10
Hydration supplies	\$ 50	\$ 50		\$ 10.02		\$ 10.02
TOTAL PUBLIC WORKS	\$ 4,200	\$ 4,200	\$ -	\$ 10.02	\$ 5,494.49	\$ 5,504.51
TOWN HALL BUILDING						
Exterior lights, meeting room	\$ 240		\$ 240			\$ -
Exterior lights, copula	\$ 300		\$ 300			\$ -
Exterior door combination lock, Public Works east door	\$ 220	\$ 220				\$ -
Gutter damage, east side of building	\$ 1,300		\$ 1,300			\$ -
Entry door hardware, Sargent's office	\$ 500		\$ 500			\$ -
TOTAL TOWN HALL BUILDING	\$ 2,560	\$ 220	\$ 2,340	\$ -	\$ -	\$ -
FIRE DEPARTMENT						
Front entry metal door and combination lock, east side	\$ 2,800	\$ 220	\$ 2,580	\$ 217.60		\$ 217.60
Roof leaks, slate tiles	\$ 5,000		\$ 5,000			\$ -
TOTAL FIRE DEPARTMENT	\$ 7,800	\$ 220	\$ 7,580	\$ 217.60	\$ -	\$ 217.60
COMMUNITY CENTER						
Water extraction and carpet cleaning with deodorizer	\$ 2,000	\$ 2,000		\$ 795.00		\$ 795.00
Gutter replacement	\$ 5,000		\$ 5,000			\$ -
AC Condenser unit, exterior damage to coils and compon	\$ 13,106	\$ 13,106		\$ 6,552.85	\$ 7,462.20	\$ 14,015.05
Roof repairs, southeast tiles and soffit with wood repairs	\$ 2,000	\$ 2,000				\$ -
Fire alarm				\$ 390.00	\$ 3,022.50	\$ 3,412.50
TOTAL COMMUNITY CENTER	\$ 22,106	\$ 17,106	\$ 5,000	\$ 7,737.85	\$ 10,484.70	\$ 18,222.55
BEACH BATHROOM & STORAGE BUILDING						
Structrual damage to concrete block (SE, NE & NW)						
Roof damage					\$ 950.00	\$ 950.00
TOTAL BEACH BATHROOM & STORAGE BUILDING	\$ 11,000		\$ 11,000	\$ -	\$ 950.00	\$ 950.00
STORM DRAIN SYSTEM						
Clean, vacuum truck with camera and water jetting storm drain basins and pipes on Ocean and Inlet due to sand compaction and debris						
Possible repairs necessary						
Vacuum truck costs \$300/hr with 4 hour minimum	\$ 24,630	\$ 24,630		\$ 24,630.00		\$ 24,630.00
Ocean Ave outfall basin vacator services				\$ 1,200.00		\$ 1,200.00

Hurricane Irma Costs

Estimate

Description	Estimate	Current	Projected	9/30/2017	12/31/2017	Total
				Actual	Actual	
Outfall pipe at Inlet & Lake - failure/sinkhole needs repair	\$ 40,000	\$ 40,000			\$ 320.00	\$ 320.00
Water bill - used fire hose to try to clear storm drain					\$ 252.52	\$ 252.52
TOTAL STORM DRAIN SYSTEM	\$ 64,630	\$ 64,630	\$ -	\$ 25,830.00	\$ 572.52	\$ 26,402.52
STREET LIGHTS						
Street light globes	\$ 1,460	\$ 1,460				\$ -
LED bulbs	\$ 140	\$ 140				\$ -
BUSS fuses	\$ 1,200		\$ 1,200			\$ -
Electrical breakers	\$ 420		\$ 420	\$ 663.69		\$ 663.69
Lightening protection	\$ 108		\$ 108			\$ -
Fountain globes	\$ 480	\$ 480				\$ -
Miscellaneous wires and fuse connections	\$ 300		\$ 300		\$ 1,135.02	\$ 1,135.02
Replace wire and light fixtures	\$ 4,000	\$ 4,000				\$ -
TOTAL STREET LIGHTS	\$ 8,108	\$ 6,080	\$ 2,028	\$ 663.69	\$ 1,135.02	\$ 1,798.71
STREET SIGNS						
Street name signs with brackets	\$ 550		\$ 550			\$ -
Street name signs brackets	\$ 280		\$ 280			\$ -
Yeild signs and poles for Tacoma Circle	\$ 2,104	\$ 2,104				\$ -
Yeild signs and poles for Parkway	\$ 4,620		\$ 4,620			\$ -
Stop signs and poles with 3 and 4 way stops	\$ 2,880		\$ 2,880			\$ -
Warning signs sharp left/right at Inlet Way	\$ 970		\$ 970			\$ -
Warning signs Do Not Enter, Inlet gate and Police parking	\$ 820		\$ 820			\$ -
Speed limit signs with post	\$ 2,300		\$ 2,300			\$ -
Speed limit signs without post	\$ 1,540		\$ 1,540			\$ -
TOTAL STREET SIGNS	\$ 16,064	\$ 2,104	\$ 13,960	\$ -	\$ -	\$ -
WASTEWATER SYSTEM						
Ocean Ave. liftstation #2 - shellrock and sand flowing into station						\$ -
Need to camera pipe system to determine cause and rep:	\$ 65,000	\$ 65,000		\$ 42,926.00		\$ 42,926.00
\$32/linear foot for 10 inch sanitary sewer; clean camera &	\$ 50,000		\$ 50,000			\$ -
full reports; paper reports; pre and post video; lateral repairs \$5,000 each						\$ -
TOTAL WASTEWATER SYSTEM	\$ 115,000	\$ 65,000	\$ 50,000	\$ 42,926.00	\$ -	\$ 42,926.00
DEBRIS REMOVAL						
Parkway, remove 22 downed trees	\$ 19,350	\$ 19,350		\$ 19,350.00	\$ 1,760.00	\$ 21,110.00
Downed trees along streets	\$ 19,350	\$ 19,350		\$ 19,350.00	\$ 980.00	\$ 20,330.00
Vegetation along streets	\$ 10,000	\$ 10,000		\$ 11,885.00	\$ 9,310.18	\$ 21,195.18
TOTAL DEBRIS REMOVAL	\$ 48,700	\$ 48,700	\$ -	\$ 50,585.00	\$ 12,050.18	\$ 62,635.18
POLICE						
Report provided by Police Chief	\$ 12,450	\$ 12,450		\$ 2,968.71	\$ (185.64)	\$ 2,783.07
FIRE						
Report provided by Fire Chief	\$ 12,491	\$ 12,491		\$ 645.35		\$ 645.35
PUBLIC WORKS						
Overtime						
ADMINISTRATION						
Overtime	\$ 1,300	\$ 1,300				
GRAND TOTAL	\$ 381,783	\$ 282,001	\$ 99,782	\$ 137,584.32	\$ 51,686.82	\$ 189,271.14



Keith W. Davis, Esq.

*Florida Bar Board Certified Attorney
City, County and Local Government Law
Email: keith@davisashtonlaw.com*

January 5, 2018

MEMORANDUM

To: Mayor Koutzen, Vice Mayor DeReuil; Commissioners Gilgallon, Stanton and Tropepe
Cc: Clerk Browning
Fr: Attorney Davis

Re: Citation Method of Code Enforcement

Ordinance O-1-18 proposes to codify an alternative method of code enforcement known as the “citation method” of code enforcement. This method of code enforcement tends to lend itself to instances where either the violation, by its nature, is fleeting in nature, occurs off of private property, or may be committed by a non-resident of the Town. This method allows the Town to issue a citation to the violator that has a set fine associated with the particular violation. It provides the violator with an opportunity to pay a lower level fine, or to challenge the violation in county court.

The attached draft ordinance proposes a schedule of offenses and associated fines for which the “citation method” can be used.

Once adopted by the Town Commission as an alternative method of code enforcement, use of the “citation method” of code enforcement is at the sole discretion of the Town. It is another option or “another tool in the toolbox” so to speak.

ORDINANCE NO. O-1-18

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING CHAPTER 2. ADMINISTRATION. ARTICLE III. BOARDS AND COMMISSIONS. DIVISION 2. CODE ENFORCEMENT; SPECIAL MAGISTRATE. TO CREATE AN ENTIRELY NEW SECTION 2-76. ALTERNATE CODE ENFORCEMENT PROCEDURES. TO SPECIFICALLY ALLOW FOR THE USE OF THE CITATION METHOD OF CODE ENFORCEMENT WITHIN THE TOWN AT THE TOWN'S DISCRETION; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 2. ADMINISTRATION. SHALL REMAIN IN FULL FORCE AND EFFECT AS PREVIOUSLY ENACTED; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE, AND AUTHORITY TO CODIFY; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, Part II of Chapter 162, Florida Statutes provides for supplemental code enforcement procedures using the citation method of code enforcement; and

WHEREAS, the Town Commission of the Town of Palm Beach Shores desires to update its code enforcement regulations to allow for the use of the citation method of code enforcement within the Town; and

WHEREAS, the Town Commission has determined that such amendments to the Town's code are in the best interests of the citizens of the Town of Palm Beach Shores.

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

Section 1: Chapter 2. ADMINISTRATION. of the Code of Ordinances of the Town of Palm Beach Shores is hereby amended at Article III. BOARDS AND COMMISSIONS. Division 2. CODE ENFORCEMENT; SPECIAL MAGISTRATE. to create an entirely new Section 2-76. ALTERNATE CODE ENFORCEMENT PROCEDURES. to specifically allow for the use of the citation method of code enforcement within the Town; providing that Section 2-76 shall hereafter read as follows:

Sec. 2-76. – Alternate code enforcement procedures.

(a) Issuance of citations. A code inspector, code compliance officer or police officer is authorized to issue a citation to a person when, based on personal investigation, the code inspector, code compliance officer or police officer has reasonable cause to believe that the person has committed a civil infraction in violation of a duly enacted code or ordinance and this citation will be heard by the county court.

(b) Notice. Prior to issuing a citation, a code inspector, code enforcement officer or police officer shall provide notice to the person that has committed a violation of a code or ordinance and shall establish a reasonable time period within which the person must correct the violation. Such time period shall be no more than thirty (30) days. If, upon personal investigation, a code inspector, code compliance officer or police officer finds that the person has not corrected the violation within the time period allowed, the code inspector, code compliance officer or police officer may issue a citation to the person who has committed the violation. If the code inspector, code compliance officer or police officer has reason to believe that the violation presents a serious threat to the public health, safety, or welfare, or if the violation is irreparable or irreversible, the code inspector, code compliance officer or police officer is not obligated to provide the person with a reasonable time period within which to correct the violation prior to the issuance of the citation.

(c) Form of citation. The citation issued by the code inspector, code compliance officer or police officer shall be in the form prescribed by the town and shall contain the following:

(1) The date and time of issuance.

(2) The name and address of the person to whom this citation is issued.

(3) The date and time the civil infraction was committed and the facts constituting reasonable cause.

(4) The number or section of the code or ordinance violated.

(5) The name and authority of the code inspector, code compliance officer or police officer.

(6) The procedure for the person to follow in order to pay the civil penalty or contest the citation.

(7) The applicable civil penalty if the person elects to contest the citation.

(8) The applicable civil penalty if the person elects not to contest the citation.

(9) A conspicuous statement if the person fails to pay the civil penalty within the time allowed or fails to appear in court to contest the citation, he shall be deemed to have waived his right to contest the citation and that, in such case, judgment may be entered against the person for an amount up to the maximum civil penalty.

(d) *Disposition by county court.* After issuing a citation to an alleged violator, a code inspector, code compliance officer or police officer shall deposit the original citation and one copy of the citation with the county court for further disposition.

(e) *Schedule of violations and penalties.* The town has deemed the following sections of the Code to be enforceable through the citation method in addition to the code compliance special magistrate method and has provided a schedule of violations and penalties to be assessed in the event the citation method of code compliance is utilized, as follows:

Fine Amount

Class I offense.....\$50.00

Sec. 10-1—Keeping a nuisance.

Sec. 10-2—Keeping certain animals prohibited; limit on number; exceptions.

Sec. 10-26—Running at large prohibited; first offense.

Sec. 10-27—Prohibited on beaches; first offense.

Sec. 10-28—Removal of feces; first offense.

Sec. 10-30—County license required.

Sec. 42-41—Noise disturbances prohibited generally.

Sec. 42-42—Specific prohibitions (noise).

Sec. 42-43—Decibel measurement standards for noise other than operating motor vehicles.

Sec. 42-44—Amplified noise upon public streets prohibited.

Sec. 48-6—Behavior (Park property).

Sec. 54-27—Permit required (garage sale).

Sec. 54-29—Sign permitted (garage sale).

Sec. 54-30—Parking (garage sale).

Sec. 70-4—Identification of commercial vehicles.

Sec. 70-32—Parking prohibitions; penalties.

Sec. 74-173—Hours restricted (irrigation).

Fine Amount

Class II offense.....\$75.00

Sec. 10-26—Running at large prohibited; second offense.

Sec. 10-28—Removal of feces; second offense.

Sec. Pf. 9.2—Limitations (walls, fences, hedges).

Sec. Pf. 9.2—Permit required (walls, fences, hedges).

Sec. 18-16(b)—Levy of business tax; registration.

Sec. 18.42—Approved application required (solicitors).

Sec. 18-44—Issuance ; expiration of permit (solicitors).

Sec. 18-46—Prohibited acts (solicitors).

Sec. 58-31—Permit required (sign).

Sec. 58-51—Permissible sign; restriction on location, type.

Fine Amount

Class III offense.....\$125.00

Sec. 10-26—Running at large prohibited; third offense.

Sec. 10-28—Removal of feces; third offense.

Sec. 14-131—Times for construction restricted.

Sec. 38-3—Location of containers.

Sec. 38-5—Location and preparation of yard trash.

Sec. 38-7—Improper collection and placement.

Sec. 38-8—Building wastes, construction and demolition debris; failure to remove refuse after notice.

Sec. 38-9—Collection times; notice.

Sec. 48-4—Traffic.

Sec. 58-3—Prohibited signs.

Sec. 62-1—Obstruction prohibited.

Sec. 62-3—Damaging streets prohibited.

Sec. 70-52—Parking on streets unlawful.

Sec. 78-79—Maintenance (landscaping).

Sec. 82-32—Vehicles prohibited.

Fine Amount

Class IV offense.....\$250.00

Sec. 6-4—Hours of sale (alcoholic beverages).

Sec. 6-5—Possession or consumption in parking lots prohibited (alcoholic beverages).

Sec. 6-6—Consumption or possession in and upon public property prohibited; exceptions (alcoholic beverages).

Sec. 10-26—Running at large prohibited; fourth or subsequent offense.

Sec. 10-28—Removal of feces; fourth or subsequent offense.

Sec. 18-1—Annual certificate of use required.

Sec. 18-16(a)—Levy of business tax; registration.

Sec. 30-86—Florida Fire Prevention code incorporated by reference.

Sec. 14-106—Florida Building Code incorporated by reference.

Upon receipt of a citation, the person alleged to have violated the town code may request a court appearance. The county court judge may assess the maximum civil penalty not to exceed \$500.00 if contested. If the citation is not contested, the amount of fine is the face value of the citation plus costs.

(f) Code violations—Civil infractions. All violations of the Palm Beach Shores Code of Ordinances shall be considered as civil infractions with a maximum civil penalty not to exceed \$500.00.

(g) Citation contested—County court. Should any person receiving a citation desire to contest same, such person shall have the right to appear in county court in order to present his case and have the determined position made by the court.

(h) Failure to accept citation—Misdemeanor. Any person who willfully refuses to sign and accept a citation issued by a code inspector, code enforcement officer or police officer shall be guilty of a misdemeanor of the second degree, punishable as provided in F.S. § 775.082 or § 775.083.

(i) Citations not applicable to certain portions of building code. The provisions of this section shall not apply to enforcement pursuant to section 553.79 and 553.80 of the building codes adopted pursuant to 553.73 as they apply to construction, provided that a building permit is either not required or has been issued by the municipality. For the purpose of this subsection, "building" codes means only those codes adopted pursuant to 553.73.

(j) The provisions of this section are additional and supplemental means of enforcing municipal codes and ordinances and may be used for the enforcement of any code or ordinance or for the enforcement of all codes and ordinances except as set forth hereinabove. Nothing contained in this section shall prohibit the town from enforcing its codes or ordinances by any other means.

Section 2: Each and every other article, section and subsection of Chapter 2. ADMINISTRATION. Article III. BOARDS AND COMMISSIONS. Division 2. CODE ENFORCEMENT; SPECIAL MAGISTRATE. of the Code of Ordinances of the Town of Palm Beach Shores, shall remain in full force and effect as previously enacted.

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

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

Section 5: Specific authority is hereby granted to codify and incorporate this ordinance into the existing Code of Ordinances of the Town of Palm Beach Shores.

FIRST READING this ____ day of October, 2017.

SECOND AND FINAL READING this ____ day of November 2017.

TOWN OF PALM BEACH SHORES

Aye Nay

MAYOR

Aye Nay

VICE MAYOR

Aye Nay

COMMISSIONER

Aye Nay

COMMISSIONER

Aye Nay

COMMISSIONER

ATTEST:

(Seal)

TOWN CLERK

Approved as to form and
legal sufficiency.

TOWN ATTORNEY

Evyonne Browning

From: Jason Prince <princedevgroup@gmail.com>
Sent: Friday, January 12, 2018 12:41 PM
To: Evyonne Browning
Subject: Re: Stepping Down from P & Z

Hi Evyonne,

Yes, I would like to remove myself from the P & Z effective immediately. I enjoyed my time serving on the P & Z for Palm Beach Shores.

I won't be a stranger!

As an additional note, Mr. Prince said he would be willing to move to an alternate position on the P & Z if needed.

Thank you,

Jason Prince
President
Prince Development Group
O: [561-840-3300](tel:561-840-3300)
F: [561-855-4821](tel:561-855-4821)

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