

Monday, February 25, 2019  
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 Gil Gilgallon  
Commissioner Bob Stanton  
Commissioner Brian Tyler

Town Attorney Keith Davis  
Town Clerk Evyonne Browning  
Assistant Clerk Gaudy Quesada

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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. January 28, 2019 Regular Commission Meeting Minutes.
- b. Special Event permit SP19-02: Sailfish Marina Fishing Tournament March 14, 15, & 16, 2019 with 750 participants from 4:00 pm to 9:00 pm.
- c. Special Event Permit SP19-03: Riviera Beach/North Palm Beach/Palm Beach Shores Triathlon March 23, 2019 with 300 participants from 6:00 am to 12:00 noon.

4. **PRESENTATIONS/UPDATES**

- a. Update on Undergrounding Project (*Presented by Danny Brannon*)

5. **DEPARTMENT AND BOARD REPORTS**

- a. Financials
  - 1. Approval of Financial Report for Period ending January 31, 2019
- 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)**

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

- a. Update on Long Range Planning Workshops (*Commissioners Brian Tyler and Robert Stanton*)
- b. Discussion: Move P & Z Regular Scheduled meetings from the 4<sup>th</sup> Tuesday to the 4<sup>th</sup> Wednesday of each month starting April 2019 (*Myra Koutzen, Mayor*)

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

- a. FEMA height overview in District “A and recommendations (*Josh Nichols, Zoning Official*)

10. **ORDINANCES AND RESOLUTIONS**

- a. Ordinance O-14-19: Amend Chapter 14, Buildings and Building Regulations to create a new Article XIII entitled “Abandoned and Vacant Structures.” (**2<sup>nd</sup> Reading**) (*Presented by Town Attorney*)

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.

**TOWN OF PALM BEACH SHORES, FLORIDA  
REGULAR COMMISSION MEETING MINUTES  
January 28, 2019**

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

1. **CALL TO ORDER**

**Mayor Koutzen** called the meeting to order at 6:02 pm. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

**Town Clerk Browning** called the roll and those present were Mayor Myra Koutzen, Vice Mayor Roby DeReuil, Commissioner Gil Gilgallon, and Commissioner Brian Tyler. Commissioner Bob Stanton was not present. Also present were Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, Town Attorney Davis, and Town Treasurer Wendy Wells.

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

**MOTION:** Commissioner Tyler moved to approve the meeting agenda as printed.

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

**VOTE:**   **Gilgallon: YES**  
             **DeReuil: YES**  
             **Tyler: YES**  
             **Stanton: Not present**  
             **Koutzen: YES       The Motion Passed Unanimously by those present**

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

a. December 17, 2018 Regular Commission Meeting Minutes.

**MOTION:** Commissioner Gilgallon moved to approve the consent agenda as printed.

**SECOND:** Vice Mayor DeReuil seconded the motion.

**VOTE:**   **Gilgallon: YES**  
             **DeReuil: YES**  
             **Tyler: YES**  
             **Stanton: Not present**  
             **Koutzen: YES       The Motion Passed Unanimously by those present**

4. **PRESENTATIONS/UPDATES**

a. Update on Undergrounding Project as presented by Danny Brannon. A copy of the power point presentation is attached herewith.

5. **DEPARTMENT AND BOARD REPORTS**

a. Financials

1. Approval of Financial Report for Period ending December 31, 2018

**MOTION:** Commissioner Gilgallon moved to approve the financial report as prepared.

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

**VOTE:**     **Gilgallon: YES**  
              **DeReuil: YES**  
              **Tyler: YES**  
              **Stanton: Not present**  
              **Koutzen: YES**         **The Motion Passed Unanimously by those present**

- a. Written Staff Reports: Police Department, Fire Department, Public Works, Town Clerk.
- b. Planning & Zoning Report (verbal): Janet Kortenhaus, Chairman of the Planning and Zoning Board, stated that the board has been busy with many new projects coming to the Town. She reminded everyone that the next meeting is February 26<sup>th</sup>. She also stated that the Building Official will be reinstating a timeline report on all current projects for future meetings, which will also give the Commission a further update on where the projects stand on a monthly basis.

6. **COMMISSION REPORTS**

Mayor Koutzen stated that Riviera Beach is having an election with 4 open positions: Mayor and 3 Council seats, with 19 candidates.

The Army Corp of Engineers are to inspect the wall at the inlet on February 4<sup>th</sup>, which hopefully means they will be moving forward with the repairs.

The Town's Comp Plan is in the cycle to be updated, so this will be coming before us in the near future.

7. **PUBLIC COMMENTS**

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

Janet Kortenhaus stated that on behalf of the POA she wanted to thank the Town Hall staff for their support volunteering with the Chowder fest. The Fire Department won the chili cook-off between the Fire and Police Departments. She presented Police Chief Langevin with a "bronze" ladle for "honorable mention" in the contest.

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

- a. Update on Long Range Planning Workshops (*Commissioners Brian Tyler and Robert Stanton*)

Commissioner Tyler stated that they have met with the Fire Chief and the next meeting will be February 1<sup>st</sup> at 10:00 am where they will meet with the Public Works Director.



Also, resident Jim Homberger has agreed to be a committee member. He also stated the meetings are open to the public.

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

- a. Request to purchase a new Emergency Backup Generator for the Lake Drive Lift Station (*Presented by Public Works Director*)

**MOTION:** Commissioner Tyler moved to approve the purchase as presented.

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

**VOTE:**   **Gilgallon: YES**  
             **DeReuil: YES**  
             **Tyler: YES**  
             **Stanton: Not present**  
             **Koutzen: YES**       **The Motion Passed Unanimously by those present**

- b. Approval to adopt Palm Beach County's Beach Wheelchair Rules and Regulations for the purchase of a Town Beach Wheelchair. (*Thank you to the Seasideers for their future donation*)

**MOTION:** Commissioner Gilgallon moved to accept the donation and purchase the wheelchair as presented.

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

**VOTE:**   **Gilgallon: YES**  
             **DeReuil: YES**  
             **Tyler: YES**  
             **Stanton: Not present**  
             **Koutzen: YES**       **The Motion Passed Unanimously by those present**

10. **ORDINANCES AND RESOLUTIONS**

- a. Resolution R-19-19: Revision to the Town's Fee Schedule to amend the Building Departments required surcharge on all permit fees associated with the enforcement of the Florida Building Code pursuant to Section 468.631 in the Florida Statutes. (*Presented by Town Attorney*)

**MOTION:** Commissioner Gilgallon moved to adopt Resolution R-19-19 as presented.

**SECOND:** Vice Mayor DeReuil seconded the motion.

**VOTE:**   **Gilgallon: YES**  
             **DeReuil: YES**  
             **Tyler: YES**  
             **Stanton: Not present**  
             **Koutzen: YES**       **The Motion Passed Unanimously by those present**

- b. Resolution R-20-19: Approval of an updated Ethics Policy for training as required by the Palm Beach County Commission on Ethics (*Presented by Town Attorney*)

**MOTION:** Commissioner Gilgallon moved to adopt Resolution R-20-19 as presented.

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

**VOTE:**   **Gilgallon: YES**  
          **DeReuil: YES**  
          **Tyler: YES**  
          **Stanton: Not present**  
          **Koutzen: YES**       **The Motion Passed Unanimously by those present**

- c. Ordinance O-14-19: Amend Chapter 14, Buildings and Building Regulations to create a new Article XIII entitled “Abandoned and Vacant Structures.” (*1<sup>st</sup> Reading*) (*Presented by Town Attorney*)

**MOTION:** Commissioner Gilgallon moved to approve the first reading of Ordinance O-14-19 as presented and requested a revision to the size of signs permitted (section 14-342(5) for the 2<sup>nd</sup> reading of the ordinance.

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

**VOTE:**   **Gilgallon: YES**  
          **DeReuil: YES**  
          **Tyler: YES**  
          **Stanton: Not present**  
          **Koutzen: YES**       **The Motion Passed Unanimously by those present**

- d. Ordinance O-12-18: Amend Appendix A. Zoning at Section II Definitions to provide cross-reference to definitions in Chapter 82. (*2<sup>nd</sup> Reading*) (*Presented by Town Attorney*)

**MOTION:** Commissioner Gilgallon moved to approve the second reading and adoption of Ordinance O-12-19 as presented.

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

**VOTE:**   **Gilgallon: YES**  
          **DeReuil: YES**  
          **Tyler: YES**  
          **Stanton: Not present**  
          **Koutzen: YES**       **The Motion Passed Unanimously by those present**

- e. Ordinance O-13-18: Amend Chapter 82 (creating an entirely new section 82-50 and Amend Section 82-51) (2<sup>nd</sup> Reading) (*Presented by Town Attorney*)

**MOTION:** Commissioner Gilgallon moved to approve the second reading and adoption of Ordinance O-13-19 as presented.

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

**VOTE:**     **Gilgallon: YES**  
              **DeReuil: YES**  
              **Tyler:     YES**  
              **Stanton: Not present**  
              **Koutzen: YES       The Motion Passed Unanimously by those present**

11. **ADJOURNMENT**

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

**VOTE:**     **Gilgallon: YES**  
              **DeReuil: YES**  
              **Tyler:     YES**  
              **Stanton: Not present**  
              **Koutzen: YES**

**The Motion Passed Unanimously by those present and Mayor Koutzen adjourned the meeting at 7:19 pm.**

Approved this 25<sup>th</sup> day of February 2019.

ATTEST:

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

\_\_\_\_\_  
Myra Koutzen, Mayor

(Seal)



DATE SUBMITTED

JAN 28 2019

PERMIT NO.

3P19-02

Town of Palm Beach Shores

ITEM 3b

February 25 2019

APPLICATION FOR  
SPECIAL EVENTS PERMIT  
(Section 18-27 of Town Code)

Type of event: Fishing Tournament Location: Sailfish Marina

Sponsor: Pelagic Telephone: 561-844-1724

Property owner's consent and acknowledgement of responsibility:

Signature: [Signature]

Date and Time 3/14 ? 3/16 Time it ends: \_\_\_\_\_

Number of participants: 150

Proof of insurance attached? Yes \_\_\_\_\_ No To follow

Copy of all required state and county permits if event will be held on or utilize state and/or county-controlled property.

Please indicate any traffic, fire-rescue, utilities impact, and/or mitigation plan:

Will need traffic detail 3/14 6:00-10:00

Will need traffic detail 3/16 6:00-10:00

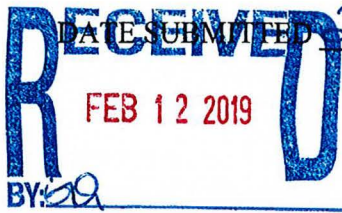
Permit fee \$50 ☒ (Untimely application \$150 \_\_\_\_\_) Receipt # \_\_\_\_\_

APPROVED:

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

Number of off-duty officers required: \_\_\_\_\_

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



DATE SUBMITTED 2/12/19

PERMIT NO. SP19-03

Town of Palm Beach Shores

ITEM 3c  
February 25 2019

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

Type of event: Triathlon Location: Riviera Beach, NPB, + PB Shores

Sponsor: Riviera Beach + Game On! Telephone: 561-845-4070

Property owner's consent and acknowledgement of responsibility:

Signature: [Signature]

Date and Time 3/23/19 6:00am Time it ends: 12:00pm or sooner

Number of participants: 300

Proof of insurance attached? Yes ☐ No ☒

Copy of all required state and county permits if event will be held on or utilize state and/or county-controlled property.

Please indicate any traffic, fire-rescue, utilities impact, and/or mitigation plan:

See attached pictures of the routes.

Permit fee \$50 ☒ (Untimely application \$150 ☐ ) Receipt # 11653

APPROVED:

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

Number of off-duty officers required: \_\_\_\_\_

Date of Commission Review: FEB. 25<sup>th</sup> 2019 Approved: \_\_\_\_\_



Run Route



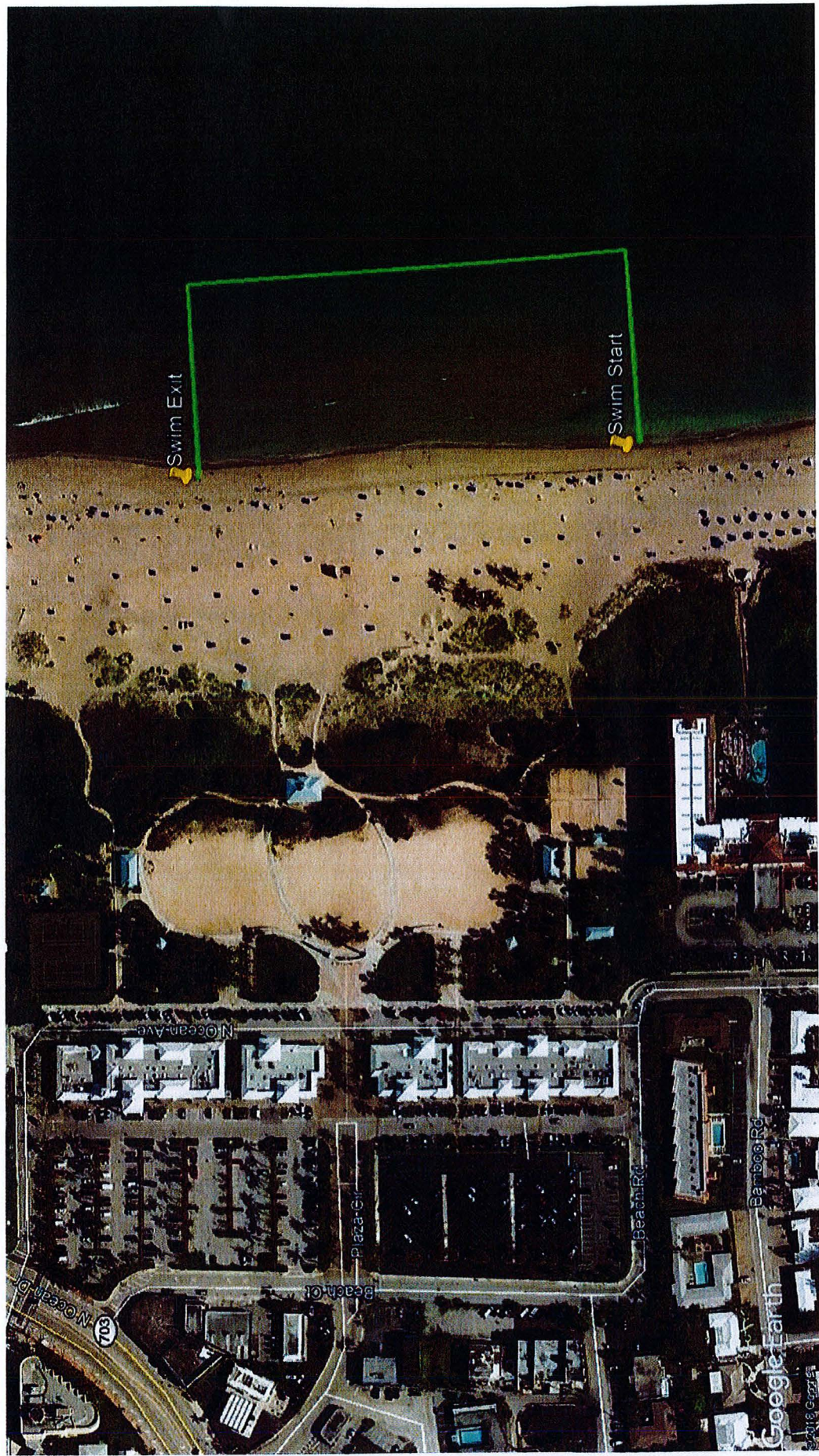


Total Route



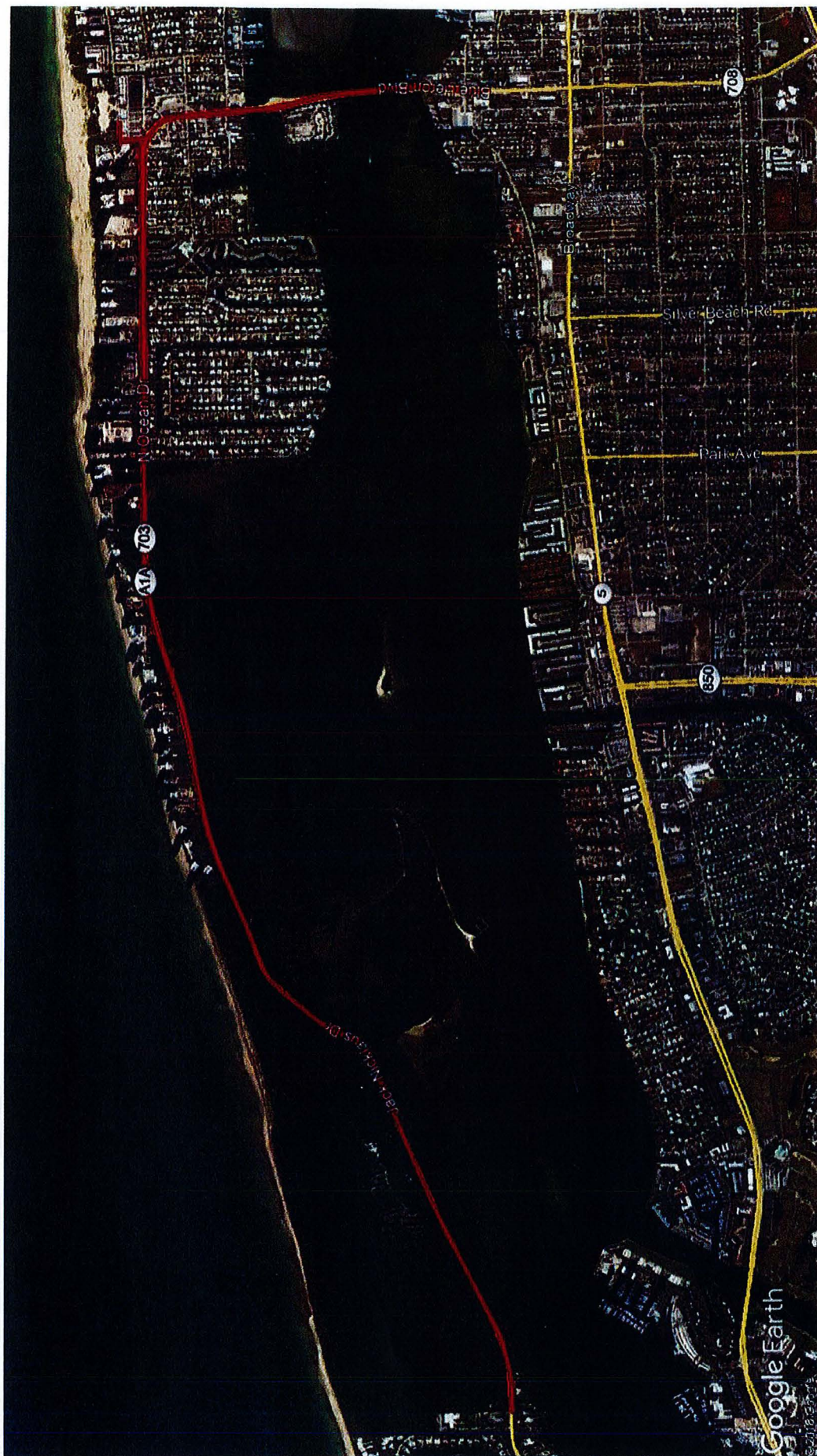


# Swim Route





# Bike Route





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

**ITEM 5a  
February 25 2019**

	CASH & INVESTMENTS		R E V E N U E			
			BUDGET	CURRENT	YEAR TO DATE	% OF BUDGET
9/30/2018	\$ 2,514,047		\$ 5,213,755	\$ 173,022	\$ 5,109,963	98%
10/31/2018	\$ 2,281,567		\$ 5,149,810	\$ 93,173	\$ 93,173	2%
11/30/2018	\$ 2,402,952		\$ 5,403,227	\$ 484,362	\$ 577,535	11%
12/31/2018	\$ 4,746,065		\$ 5,403,227	\$ 2,922,904	\$ 3,500,439	65%
1/31/2019	\$ 4,523,910		\$ 5,403,227	\$ 182,293	\$ 3,682,732	68%
1/31/2018	\$ 4,359,832		\$ 4,970,746	\$ 177,971	\$ 3,550,490	71%
2/28/2019						
3/31/2019						
4/30/2019						
5/31/2019						
6/30/2019						
7/31/2019						
8/31/2019						
9/30/2019						

	E X P E N D I T U R E S					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2018	\$ 5,213,775	\$ 384,580	\$ 143,793	\$ 528,374	\$ 4,984,535	96%
10/31/2018	\$ 5,149,810	\$ 362,599	\$ 15,184	\$ 377,782	\$ 377,782	7%
11/30/2018	\$ 5,403,227	\$ 291,715	\$ (9,054)	\$ 282,661	\$ 660,443	12%
12/31/2018	\$ 5,403,227	\$ 540,803	\$ (62,153)	\$ 478,650	\$ 1,139,093	21%
1/31/2019	\$ 5,403,227	\$ 430,457	\$ (20,648)	\$ 409,808	\$ 1,548,902	29%
1/31/2018	\$ 4,970,746	\$ 348,115	\$ 24,220	\$ 372,335	\$ 1,525,146	31%
2/28/2019						
3/31/2019						
4/30/2019						
5/31/2019						
6/30/2019						
7/31/2019						
8/31/2019						
9/30/2019						

*Budget Amendment #1 was adopted by the Town Commision on November 19, 2018.*

**Town of Palm Beach Shores**  
**Budget Summary Report**  
**January 2019**

				January Benchmark 33.3%	
	BUDGET		YTD	Favorable(Unfav)	%
<b>REVENUE</b>					
Revenue (without appr'd F/B)	\$ 5,037,066.00		\$ 3,682,732.56	\$ (1,354,333.44)	73.1%
Appropriated Fund Balance	366,161.00		-	(366,161.00)	
<b>TOTAL REVENUE</b>	<b>\$ 5,403,227.00</b>		<b>\$ 3,682,732.56</b>	<b>\$ (1,720,494.44)</b>	<b>68.2%</b>
<b>EXPENDITURES BY DEPARTMENT</b>					
		% of total		% of total	
Administration	\$ 417,049.00	8%	\$ 125,026.86	8%	\$ 292,022.14 30.0%
Legal	93,000.00	2%	28,025.60	2%	64,974.40 30.1%
Public Works	306,890.00	6%	99,596.31	6%	207,293.69 32.5%
Police	1,465,454.00	27%	476,387.82	31%	989,066.18 32.5%
Fire	693,791.00	13%	207,251.23	13%	486,539.77 29.9%
Building	215,425.00	4%	66,341.79	4%	149,083.21 30.8%
Emergency Disaster	-	0%	-	0%	- 0.0%
Solid Waste	191,000.00	4%	58,752.25	4%	132,247.75 30.8%
911 Dispatch	431,072.00	8%	127,025.36	8%	304,046.64 29.5%
Legislative	21,160.00	0%	2,476.45	0%	18,683.55 11.7%
Streets/Storm Sewers	20,525.00	0%	9,673.52	1%	10,851.48 <b>47.1%</b>
Parks	115,650.00	2%	22,948.06	1%	92,701.94 19.8%
Beach	93,745.00	2%	30,057.92	2%	63,687.08 32.1%
Lift Stations/Sewer Service	17,975.00	0%	5,797.82	0%	12,177.18 32.3%
Contingencies	85,000.00	2%	-	0%	85,000.00 0.0%
Debt Service	201,989.00	4%	-	0%	201,989.00 0.0%
Emergency Medical Services	321,995.00	6%	105,756.63	7%	216,238.37 32.8%
Community Center	49,350.00	1%	15,129.42	1%	34,220.58 30.7%
Risk Management	140,000.00	3%	64,426.00	4%	75,574.00 <b>46.0%</b>
Capital	522,157.00	10%	104,228.52	7%	417,928.48 20.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,403,227.00</b>		<b>\$ 1,548,901.56</b>	<b>\$ 3,854,325.44</b>	<b>28.7%</b>
<b>CHANGE IN FUND BALANCE</b>					
	-		2,133,831.00	2,133,831.00	

Explanations of variances:

Streets/Storms Drains - Road Maintenance is high due to paver repairs, pot hole repairs, and rebound posts.

Risk Management - Main policy is paid quarterly. First 2 invoices have been paid.

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

	<b>Electric</b> <i>FPL</i>	<b>Water</b> <i>Riviera Beach</i>	<b>Gas</b> <i>FPU</i>	<b>Total</b>
Oct-18	13,408.20	8,472.37	1,475.13	23,355.70
Nov-18	25,274.20	9,067.15	2,159.57	36,500.92
Dec-18	19,117.75	6,700.32	1,705.94	27,524.01
Jan-19				-
Feb-19				-
Mar-19				-
Apr-19				-
May-19				-
Jun-19				-
Jul-19				-
Aug-19				-
Sep-19				-
<b>YTD Total</b>	<b>57,800.15</b>	<b>24,239.84</b>	<b>5,340.64</b>	<b>87,380.63</b>

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

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

Current Year Receipts:

Date of Receipt	Period	
11/27/2018	October	\$ 5,907.91
12/24/2018	November	\$ 6,337.01
1/29/2019	December	\$ 6,569.40
Total current year receipts		\$ 18,814.32

Current Year Expenditures:

Accumulated (unspent) Discretionary Sales Tax as of 10/31/19	\$ 138,248.92
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**Town of Palm Beach Shores**  
**Building Department**

	Building Permits	Building Department	Net Building	Cumulative Net Bldg
10/31/2018	\$ 25,745	\$ (20,591)	\$ 46,336	\$ 46,336
11/30/2018	\$ 6,716	\$ 2,727	\$ 3,989	\$ 50,325
12/31/2018	\$ 18,662	\$ 66,729	\$ (48,067)	\$ 2,257
<b>1/31/2019</b>	<b>\$ 11,253</b>	<b>\$ 17,476</b>	<b>\$ (6,223)</b>	<b>\$ (3,966)</b>
2/28/2019				
3/31/2019				
4/30/2019				
5/31/2019				
6/30/2019				
7/31/2019				
8/31/2019				
9/30/2019				
	\$ 62,376	\$ 66,342	\$ (3,966)	

Note: Due to the timing of invoices from SafeBuilt, December includes October, November, and December service.

**Town of Palm Beach Shores**  
**Underground Utilities**  
**1/31/2019**

	<b>Cost Estimate</b>	<b>FYE 9/30/2019</b>	<b>Remaining Budget</b>
<b>Cash</b>		<b>\$ 5,723,106.00</b>	
<b>Expenditures:</b>			
Survey	\$ 38,000		\$ 38,000.00
Legal	\$ 4,000		\$ 4,000.00
Project Management/Administration	\$ 80,000	\$ 7,455.00	\$ 72,545.00
Construction - Town	\$ 4,336,460		\$ 4,336,460.00
Construction - Comcast	\$ 250,000		\$ 250,000.00
Construction - AT&T	\$ 450,000		\$ 450,000.00
Construction - FPL	\$ 254,386	\$ 254,386.00	\$ -
Landscape Restoration	\$ 16,300		\$ 16,300.00
Loan Acquisition	\$ 23,000	\$ 22,508.00	\$ 492.00
Contingency	\$ 547,854		\$ 547,854.00
<b>Total expenditures</b>	<b>\$ 6,000,000</b>	<b>\$ 284,349.00</b>	<b>\$ 5,715,651.00</b>
<b>Other Financing Sources:</b>			
Loan Proceeds	\$ 6,000,000	\$ 6,000,000.00	\$ -
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ 5,715,651.00</b>	<b>\$ 5,715,651.00</b>



**Accounts Payable Check Register Report - PNC Bank-12-0164-0172***For The Date Range From 1/1/2019 To 1/31/2019**For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck*

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
8394	C	1/10/2019	324	AC Enforcement, Inc.	\$1,015.00	O
8395	C	1/10/2019	5	AFLAC	\$262.36	O
8396	C	1/10/2019	737	AT&T	\$836.30	O
8397	C	1/10/2019	129	Barbara Hansen	\$50.00	O
8398	C	1/10/2019	37	Bass Property Maintenance, Inc.	\$5,690.83	O
8399	C	1/10/2019	673	Bishop's Water Company	\$569.00	O
8400	C	1/10/2019	48	Bug Stoppers	\$225.00	O
8401	C	1/10/2019	225	C&T Auto Care	\$395.24	O
8402	C	1/10/2019	13	City Maintenance Supply	\$1,811.84	O
8403	C	1/10/2019	116	Cox Media Group	\$299.28	O
8404	C	1/10/2019	538	CRS Max Consultants	\$500.00	O
8405	C	1/10/2019	107	Davis and Ashton, P.A.	\$5,932.00	O
8406	C	1/10/2019	746	Essential Net Solutions	\$12,302.30	O
8408	C	1/10/2019	80	FL Public Utilities	\$149.90	O
8409	C	1/10/2019	420	Gaudy Quesada	\$90.00	O
8410	C	1/10/2019	799	Goldstar Products, Inc.	\$1,187.97	O
8411	C	1/10/2019	676	Guardian	\$1,458.77	O
8412	C	1/10/2019	89	Home Depot Credit Svcs	\$849.65	O
8413	C	1/10/2019	90	Hulett Environmental Services	\$277.00	O
8414	C	1/10/2019	779	Laura Brown	\$154.38	O
8415	C	1/10/2019	95	Lowe's	\$303.24	O
8416	C	1/10/2019	476	Performance Napa LLC	\$44.34	O
8417	C	1/10/2019	11	Nationwide Retirement Solutions	\$160.00	O
8418	C	1/10/2019	15	Oceanside Beach Service Inc	\$1,200.00	O
8419	C	1/10/2019	16	Palmdale Oil Company, Inc.	\$1,677.55	O
8420	C	1/10/2019	758	Partsmaster	\$674.28	O
8421	C	1/10/2019	30	Poly Systems Company	\$884.50	O
8422	C	1/10/2019	655	PV Business Solutions	\$298.50	O
8423	C	1/10/2019	771	Rocky's Pool Service, Inc.	\$150.00	O
8424	C	1/10/2019	520	SAFEbuilt, LLC	\$8,850.25	O
8425	C	1/10/2019	797	Seacoast Uniforms	\$3,828.50	O
8426	C	1/10/2019	643	Suntrust Bank	\$3,277.98	O
8427	C	1/10/2019	281	The Parts House	\$37.68	O
8428	C	1/10/2019	586	The Standard Insurance Company	\$531.92	O
8429	C	1/10/2019	100	Toshiba Business Solutions	\$381.81	O



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

For The Date Range From 1/1/2019 To 1/31/2019

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

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
8430	C	1/10/2019	348	United Lighting Sales Inc.	\$253.90	O
8431	C	1/10/2019	134	United Systems Technology. Inc.	\$95.00	O
8432	C	1/10/2019	101	Verizon Wireless	\$546.45	O
8433	C	1/10/2019	104	Waste Management	\$13,522.63	O
8434	C	1/10/2019	290	Westside Reprographics, Inc.	\$561.68	O
8435	C	1/10/2019	112	Zimmerman Tree Service	\$942.00	O
8437	C	1/17/2019	804	Access Receivables Management	\$1,465.81	O
8438	C	1/17/2019	801	America's Office Source	\$79.17	O
8439	C	1/17/2019	702	Axon Enterprise, Inc.	\$7,344.00	O
8440	C	1/17/2019	47	Board of County Commissioners	\$2,153.87	O
8441	C	1/17/2019	225	C&T Auto Care	\$822.23	O
8442	C	1/17/2019	32	City of Riviera Beach	\$2,590.13	O
8443	C	1/17/2019	703	Community First National Bank	\$19,460.31	O
8444	C	1/17/2019	299	Executive Information Systems, Inc.	\$18,174.00	O
8445	C	1/17/2019	760	Kevin Drummond	\$521.70	O
8446	C	1/17/2019	802	Omni Orlando Resort	\$220.00	O
8447	C	1/17/2019	802	Omni Orlando Resort	\$220.00	O
8448	C	1/17/2019	312	Professional Images	\$164.00	O
8449	C	1/17/2019	797	Seacoast Uniforms	\$230.43	O
8450	C	1/17/2019	803	Taylor Demarino	\$37.79	O
8451	C	1/17/2019	290	Westside Reprographics, Inc.	\$778.58	O
8452	C	1/17/2019	108	Windstream Communications Inc.	\$168.21	O
8453	C	1/24/2019	121	Alan Welch	\$180.00	O
8454	C	1/24/2019	7	All Safe Safe & Lock	\$255.00	O
8455	C	1/24/2019	801	America's Office Source	\$38.88	O
8456	C	1/24/2019	737	AT&T	\$870.35	O
8457	C	1/24/2019	225	C&T Auto Care	\$614.10	O
8458	C	1/24/2019	71	FL Power & Light	\$2,792.35	O
8459	C	1/24/2019	806	Minuteman Press of North Palm Beach	\$559.24	O
8460	C	1/24/2019	623	National Rescue Consultants	\$3,000.00	O
8461	C	1/24/2019	11	Nationwide Retirement Solutions	\$160.00	O
8462	C	1/24/2019	16	Palmdale Oil Company, Inc.	\$1,722.52	O
8463	C	1/24/2019	30	Poly Systems Company	\$476.00	O
8464	C	1/24/2019	805	Stanley Steemer	\$144.25	O
8465	C	1/24/2019	101	Verizon Wireless	\$5.00	O

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

For The Date Range From 1/1/2019 To 1/31/2019

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

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
8466	C	1/24/2019	104	Waste Management	\$2,697.84	O
8467	C	1/24/2019	290	Westside Reprographics, Inc.	\$614.84	O
8468	C	1/24/2019	131	WEX BANK	\$401.58	O
8469	C	1/31/2019	5	AFLAC	\$337.36	O
8470	C	1/31/2019	665	Andrew Fenton	\$90.00	O
8471	C	1/31/2019	737	AT&T	\$159.46	O
8472	C	1/31/2019	564	Brannon & Gillespie LLC	\$7,455.00	O
8473	C	1/31/2019	116	Cox Media Group	\$791.20	O
8474	C	1/31/2019	746	Essential Net Solutions	\$3,642.30	O
8475	C	1/31/2019	277	Frank Stuparitz	\$120.00	O
8476	C	1/31/2019	676	Guardian	\$1,456.64	O
8477	C	1/31/2019	756	Kleppe's Auto Body	\$1,469.85	O
8478	C	1/31/2019	130	Manno's Public Safety Supply	\$390.91	O
8479	C	1/31/2019	11	Nationwide Retirement Solutions	\$160.00	O
8480	C	1/31/2019	19	PBC Police Benevolent Association	\$423.00	O
8481	C	1/31/2019	520	SAFEbuilt, LLC	\$8,850.25	O
8482	C	1/31/2019	516	Schmidt Nichols	\$437.25	O
8483	C	1/31/2019	797	Seacoast Uniforms	\$48.00	O
8484	C	1/31/2019	484	Shred-It	\$91.49	O
8485	C	1/31/2019	375	Simmons & White, Inc.	\$1,493.25	O
8486	C	1/31/2019	643	Suntrust Bank	\$5,000.01	O
8487	C	1/31/2019	586	The Standard Insurance Company	\$512.20	O
8488	C	1/31/2019	100	Toshiba Business Solutions	\$274.87	O
8489	C	1/31/2019	173	USPS-Hasler	\$1,000.00	O
8490	C	1/31/2019	103	Comp Benefits	\$118.24	O
8491	C	1/31/2019	770	W. S. Darley	\$21,383.00	O
8492	C	1/31/2019	290	Westside Reprographics, Inc.	\$355.50	O
ADP, LLC	E	1/11/2019	697	ADP, LLC	\$143.15	O
ADP, LLC	E	1/25/2019	697	ADP, LLC	\$137.90	O
Blue Cross Blue Shield of Florida, Inc.	E	1/31/2019	127	Blue Cross Blue Shield of Florida, Inc.	\$33,070.17	O
FRS	E	1/4/2019	172	FRS	\$27,987.67	O
PBS Payroll	E	1/4/2019	146	PBS Payroll	\$59,513.02	O
PBS Payroll	E	1/17/2019	146	PBS Payroll	\$54,845.76	O
PBS Payroll	E	1/31/2019	146	PBS Payroll	\$57,458.10	O

**Accounts Payable Check Register Report - PNC Bank-12-0164-0172***For The Date Range From 1/1/2019 To 1/31/2019**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	\$430,456.76
					Void	\$0.00



## **Palm Beach Shores Police Department**

247 Edwards Lane, Palm Beach Shores, Florida 33404

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

ITEM 5b1

February 25 2019

Steven Langevin  
Chief of Police

Sergeants Simmons and Pfefferkorn attended management training seminars which were hosted by South Palm Beach Police at their facility. As with several other smaller agencies, the training was at no cost to us. Both Sergeants reported it was very worthwhile.

Our active shooter forum continues to be a success. The most recent one was attended by approximately 25 persons who asked very good questions. We plan to have another one in March.

Our new security vendor; Vetted Security, installed the license plate reader cameras and they are working great. We are scheduled to have the CCTV/24-hour monitoring cameras installed between February 18 to 22.

We continue to complete background checks on several new applicants; however, only one part-time officer made it past our background checks. The new P/T Officer, Marco Garrancho, comes to us with 10 years of experience from Lake Clarke Shores. He left there on very good terms and wishes only to work part time with us.

I understand the additional construction work to the police department will begin again sometime after February 22<sup>nd</sup>. The bathrooms retrofit project will begin sometime after that date, which will be great since Hurricane season will rapidly be approaching.

The St. Patrick's Day parade committee continues to work hard to make this a great event for everyone. Our meetings have ratcheted up as the day for the parade gets closer.

I attended the following monthly meetings, which I always come away with good information: NAMAC North County Chiefs meeting, County Chiefs meeting, LEPC Law Enforcement Planning Council consists of all PBC Police Chiefs, along with State and Federal partner representatives, the State Attorney's Office, FWC. State Attorney General, FBO and several others.

Two of our officers, along with Mayor Koutzen, were invited to participate in the MLK parade. We attended with one SUV and the large ATV.

As always, thank you for your help and support; please call me if you have any questions or concerns.

A handwritten signature in black ink, appearing to read "A. Langevin".

Steven Langevin



# 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

Date: February 2, 2019

To: Mayor Myra Koutzen

From: Chief Steven Langevin

RE: Police Activities for January 2019

Criminal Arrests	3	Town Ordinance Violations	2
Parking Citations	6	Segway Patrol Hours	24.0
Verbal Warnings	20	ATV Patrol Hours	2.6
Written Warnings	7	Bike Patrol Hours	13.9
Traffic Citations	5	Foot Patrol Hours	75.7
Radar and Traffic Control Hours	18	House Check Hours	21.1
Complaints/Calls for Assistance	60	Vehicle Patrol Hours	300.6
Patrol Mileage	4551	Lifeguard Assist	4
Lifeguard Major First Aid	0	Lifeguard Rescues	0
Lifeguard Double Red Flags	0	Lifeguard Minor First Aid	55

## Misc. Arrest Information:

Arrest Type	Number
Aggravated Domestic Battery / 115 Inlet Way #18	1900017
Domestic Battery by Strangulation / 107 Sandal Lane #1	1900032
Theft / Not paying bill / 98 Lake Drive	1900058

**PALM BEACH SHORES  
POLICE DEPARTMENT**

247 EDWARDS LANE  
PALM BEACH SHORES, FL 33404  
561-844-3456

**CASE REPORT SUMMARY BY  
DATE RANGE AND DISPOSITION**

REPORT DATE FROM  
01/01/2019 00:00

REPORT DATE TO  
01/31/2019 23:59

Case Number	Agency	Report Date	Case Type	Report Type	Disposition	PIN
1900017	PBSPD	01/07/2019 19:39	BATT	BATT	ARREST	7742
1900032	PBSPD	01/13/2019 14:43	DOMESTIC	DOMESTIC	ARREST	7725
1900058	PBSPD	01/27/2019 18:22	THEFT/PETIT	THEFT/PETIT	ARREST	7742

**TOTAL ITEMS: 3**

**PALM BEACH SHORES  
POLICE DEPARTMENT**  
247 EDWARDS LANE  
PALM BEACH SHORES, FL 33404  
561-844-3456

**CITATION LIST REPORT**

**CITATION LIST SEARCH**

Citation Report Date = 01/01/2019 to 01/31/2019,  
Agency = PBSPD

**CITATION LIST SEARCH RESULTS**

CITATION TYPE	1ST OFFENSE	CITATION NO	DATE	LOCATION	NAME	DOB
WARNING	316.123(2)(A)	ER[OIG]OI	01/30/2019	LAKE DRIVE	[REDACTED]	08/20/1966
WARNING	316.123(2)(A)	[N]ERN	01/08/2019	LAKE DRIVE	[REDACTED]	02/01/1953
WARNING		00000267	01/11/2019	OCEAN AVE / EDWARDS LN	[REDACTED]	07/15/1971
WARNING		00000268	01/12/2019	BAMBOO ROAD	[REDACTED]	08/10/1987
TRAFFIC	316.271(1)	A84IDDE	01/11/2019	OCEAN AVE / INLET WAY	[REDACTED]	05/29/1958
TRAFFIC		A84IDFE	01/12/2019	OCEAN AVE / EDWARDS LN	[REDACTED]	11/18/1993
TRAFFIC	320.0805	A84IDHE	01/21/2019	LAKE DR / BLOSSOM LN	[REDACTED]	8/10/1968
TRAFFIC		A84IDIE	01/25/2019	LAKE DRIVE AT BAMBOO	[REDACTED]	07/02/1950
TRAFFIC		A84IDJE	01/26/2019	OCEAN AVENUE AT	[REDACTED]	11/24/1962
WARNING	316.123(2)(A)	E[F]HE	01/30/2019	LAKE DRIVE	[REDACTED]	10/02/1973
WARNING		NO NUMBER	01/12/2019	OCEAN AVENUE	[REDACTED]	11/18/1993
WARNING		VERBAL	01/20/2019	LAKE DRIVE	[REDACTED]	04/20/1970

**TOTAL CITATION: 12**



**PALM BEACH SHORES  
POLICE DEPARTMENT**

247 EDWARDS LANE  
PALM BEACH SHORES, FL 33404  
561-844-3456

**PARKING LIST REPORT**

**PARKING LIST SEARCH**

Parking Report Date = 01/01/2019 to 01/31/2019,  
Agency = PBSPD

**PARKING LIST SEARCH RESULTS**

CITATION NO	ISSUED	VEHICLE	OWNER	LOCATION
10057	01/20/2019	873QIW, FL TOYT TRK		106 LINDA LN
10058	01/25/2019	DTH7144, MI		176 LAKE DR
10695	01/20/2019	IE81QT, FL		307 BLOSSOM LN
10696	01/25/2019	ADX254, FL		115 INLET WAY
10697	01/28/2019	992RFZ, FL CHEV SUV		200 LINDA LN
10881	01/25/2019	DEHV19, FL MERC		90 EDWARDS LN

**TOTAL PARKING: 6**



# PALM BEACH SHORES POLICE DEPARTMENT

247 EDWARDS LANE  
PALM BEACH SHORES, FL 33404  
561-844-3456

## CASE REPORT SUMMARY BY DATE RANGE AND DISPOSITION

REPORT DATE FROM  
01/01/2019 00:00

REPORT DATE TO  
01/31/2019 23:59

Case Number	Agency	Report Date	Case Type	Report Type	Disposition	PIN
1800812	PBSPD	01/09/2019 12:34	INFO	INFO	INFO	7744
1900001	PBSPD	01/01/2019 12:49	ALARM	ALARM	CE	7719
1900002	PBSPD	01/01/2019 19:47	CIVIL	CIVIL	CE	7720
1900003	PBSPD	01/01/2019 20:00	FIREWORKS	FIREWORKS	UNF	7740
1900004	PBSPD	01/02/2019 19:02	SUSPICIOUS	SUSPICIOUS	CE	7742
1900005	PBSPD	01/04/2019 16:11	CITY ORD VIO	CITY ORD VIO	CE	7719
1900006	PBSPD	01/04/2019 19:06	MEDICAL	MEDICAL	CE	7740
1900007	PBSPD	01/04/2019 22:41	BATT	BATT	NO LEADS	7720
1900008	PBSPD	01/05/2019 08:29	SUSPICIOUS	SUSPICIOUS	CE	7719
1900009	PBSPD	01/05/2019 11:43	FOUND PROPERTY	FOUND PROPERTY	INFO	7744
1900010	PBSPD	01/05/2019 20:59	DISTURB	DISTURB	CE	7740
1900011	PBSPD	01/05/2019 23:15	THEFT/GRAND	THEFT/GRAND	OPEN	7720
1900012	PBSPD	01/06/2019 00:17	DISTURB	DISTURB	CE	7740
1900013	PBSPD	01/06/2019 14:40	ALARM	ALARM	INFO	7744
1900014	PBSPD	01/06/2019 16:23	ALARM	ALARM	CE	7719
1900015	PBSPD	01/07/2019 14:59	FOUND PROPERTY	FOUND PROPERTY	INFO	7731
1900016	PBSPD	01/07/2019 13:55	SUSPICIOUS	SUSPICIOUS	OPEN	7725
1900017	PBSPD	01/07/2019 19:39	BATT	BATT	ARREST	7742
1900018	PBSPD	01/08/2019 15:38	INFO	INFO	CE	7707
1900019	PBSPD	01/08/2019 19:57	INFO	INFO	CE	7739
1900020	PBSPD	01/09/2019 14:33	ALARM	ALARM	INFO	7744
1900021	PBSPD	01/09/2019 18:12	SUSPICIOUS	SUSPICIOUS	UNF	7740
1900022	PBSPD	01/10/2019 09:16	INFO	INFO	CE	7719
1900023	PBSPD	01/10/2019 13:21	SUSPICIOUS	SUSPICIOUS	CE	7719
1900024	PBSPD	01/10/2019 17:48	DISTURB	DISTURB	CE	7742
1900025	PBSPD	01/10/2019 22:50	DISTURB	DISTURB	CE	7720
1900026	PBSPD	01/11/2019 00:34	ALARM	ALARM	CE	7742
1900027	PBSPD	01/11/2019 01:01	SUSPICIOUS	SUSPICIOUS	CE	7720
1900030	PBSPD	01/12/2019 23:04	MVSTOP	MVSTOP	CITATION	7742
1900032	PBSPD	01/13/2019 14:43	DOMESTIC	DOMESTIC	ARREST	7725
1900033	PBSPD	01/15/2019 15:41	INFO	INFO	CE	7719
1900034	PBSPD	01/15/2019 19:51	DISTURB	DISTURB	CE	7720
1900035	PBSPD	01/18/2019 15:51	ALARM	ALARM	CE	7719
1900036	PBSPD	01/19/2019 09:27	DAMAGED PROPERTY	DAMAGED PROPERTY	INFO	7731
1900037	PBSPD	01/19/2019 10:28	FOUND PROPERTY	FOUND PROPERTY	NO LEADS	7719
1900038	PBSPD	01/20/2019 04:20	SUSPICIOUS	SUSPICIOUS	CE	7720
1900039	PBSPD	01/20/2019 09:28	INFO	INFO	INFO	7731
1900040	PBSPD	01/20/2019 17:51	02 VIOLATION	02 VIOLATION	CIVIL	7740
1900041	PBSPD	01/20/2019 20:48	DISTURB	DISTURB	CE	7740
1900042	PBSPD	01/22/2019 08:50	THEFT/MV	THEFT/MV	OPEN	7719
1900043	PBSPD	01/22/2019 10:41	DAMAGED PROPERTY	DAMAGED PROPERTY	NO LEADS	7719
1900044	PBSPD	01/22/2019 11:56	THEFT/GRAND	THEFT/GRAND	OPEN	7719
1900046	PBSPD	01/23/2019 16:11	INFO	INFO	INFO	7744
1900047	PBSPD	01/24/2019 10:59	BURGLARY CONVEYANCE	BURGLARY CONVEYANCE	OPEN	7719
1900048	PBSPD	01/24/2019 21:31	LOST PROP	LOST PROP	INFO	7740

Case Number	Agency	Report Date	Case Type	Report Type	Disposition	PIN
1900049	PBSPD	01/25/2019 01:34	SUSPICIOUS	SUSPICIOUS	CE	7740
1900050	PBSPD	01/25/2019 02:18	02 VIOLATION	02 VIOLATION	CITATION	7740
1900051	PBSPD	01/25/2019 02:20	DISTURB	DISTURB	CE	7720
1900052	PBSPD	01/25/2019 03:59	INFO	INFO	CITATION	7720
1900053	PBSPD	01/25/2019 14:14	INFO	INFO	CE	7719
1900054	PBSPD	01/26/2019 17:27	CITIZEN REQUEST	CITIZEN REQUEST	CE	7742
1900055	PBSPD	01/26/2019 22:22	DISTURB	DISTURB	CE	7742
1900056	PBSPD	01/27/2019 15:46	INFO	INFO	INFO	7731
1900057	PBSPD	01/27/2019 17:01	DOMESTIC	DOMESTIC	INFO	7746
1900058	PBSPD	01/27/2019 18:22	THEFT/PETIT	THEFT/PETIT	ARREST	7742
1900059	PBSPD	01/29/2019 19:17	AOA	AOA	CE	7742
1900060	PBSPD	01/31/2019 12:17	SUSPICIOUS	SUSPICIOUS	CE	7725
1900061	PBSPD	01/31/2019 16:41	INFO	INFO	CE	7719
1900062	PBSPD	01/31/2019 21:00	LOST PROP	LOST PROP	OPEN	7742
1900063	PBSPD	01/31/2019 22:28	CRIM MISCHIEF	CRIM MISCHIEF	OPEN	7742

**TOTAL ITEMS: 60**



## MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

### TOWN OF PALM BEACH SHORES FIRE DEPARTMENT **ITEM 5b2**

23 January 2019 – 20 February 2019

**February 25 2019**

**TO:** Mayor Myra Koutzen  
Town Commissioners

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

**DATE:** 20 February 2019

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#### Current Action List Items for the Palm Beach Shores Fire Department

##### OPERATIONS

- Staffing
  - Career Staff.
    - All Full-Time positions are currently filled
    - A full-time vacancy is expected to occur in March 2019. A hiring list, valid for 12 months, was created during the last Firefighter / Paramedic hiring process. The first candidate on the hiring list was notified of the upcoming vacancy and began orientation on a part-time basis prior to the departure of the Full-time employee to Palm Beach County Fire Rescue. The candidate will fill the full-time vacancy immediately, negating the need to pay overtime to cover the shifts during another hiring process.



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

**23 January 2019 – 20 February 2019**

- Volunteer Staff
  - Recruitment and Retention efforts remain a priority. The entry versus attrition rate (mainly due to full-time employment opportunities with other area departments) remains constant. There are 24 volunteer members certified to State Minimum Standards on the “Active” rolls at the time of this report.
- General Operations
  - Apparatus Replacement Schedule for capital purchase planning
    - Projected apparatus replacement in FY 2020
    - Partial funding source: Fanning Public Safety Bequest
    - Donations, unless otherwise specified, are directed toward replacement fund
- Daily/Weekly/Monthly Duties for On-Duty Personnel
  - Operational, Administrative & Training initiatives are ongoing.
- Workforce & Officer Development
  - Training & Education
    - The PBSFD in partnership with the West Palm Beach Fraternal Order of Firefighters hosted “The First Five Minutes” class with instructors from Colorado Springs, CO. This class covered initial attack line selection, water-flow requirements, ventilation and search & rescue priorities. PBSFD members received this class free of charge and received continuing education credit with the Florida Fire College Department of Insurance Continuing Education - State of Florida Bureau of Fire Standards and Training.





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

23 January 2019 – 20 February 2019

- *Fire Department Instructor's Conference (FDIC) International 2019*
  - World's Largest Fire Service Training Conference with over 34,000 personnel in attendance from 58 countries represented.
  - Held in Indianapolis, Indiana April 8-12, 2019
  - Chief Steedman is a featured instructor representing Palm Beach Shores. *FDIC International* provides all related travel and lodging.
- The Performance Objectives (PO's) in the Volunteer Member Orientation Program are undergoing revision to coincide with current operational policies and practices.
- Standards Compliance Initiative
  - Adopted *National Fire Service Professional Qualifications Board* standards or equivalent for Line, Staff and Command level Officers, Fire Apparatus Driver Operator (FADO) and Firefighters to include:
    - NFPA 1001 *Standard for Fire Fighter Professional Qualifications*
    - NFPA 1002 – P *Standard for Fire Apparatus Driver/Operator (FADO) Professional Qualifications.*
  - PBSFD FADO program was implemented in September 2017.

Chief Steedman asked Wendy Wells to forward the FADO program information 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.*



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

23 January 2019 – 20 February 2019

- NFPA 1021: *Standard for Fire Officer Professional Qualifications*
- Validate rank structure for integration into County NIMS/ICS model.
- NFPA 1720 *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments*
  - This standard specifies requirements for effective and efficient organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by volunteer and combination fire departments to protect citizens and the occupational safety and health of fire department employees. The NFPA 1720 Standard has been in existence since 2001.
- Fleet Deployment & Maintenance
  - All suppression apparatus is in service at the time of this report
  - Ocean Rescue 80 (Old Police Department Can-Am)
    - ATV for deployment to Beach and water-related emergencies for direct and more expedient access to related calls-for service.
    - Initial Operator and Safety Training has been completed
    - Response policy, training and Standard Operating Guideline (SOG) are completed. “OR80” is in the County dispatch queue for Palm Beach Shores and will go live when the unit is placed in service.
    - Final emergency equipment installation is underway.



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

23 January 2019 – 20 February 2019

### COMMUNITY RISK REDUCTION (CRR) INITIATIVES

- The *Insurance Service Office (ISO), Inc.* will conduct a review of the Town of Palm Beach Shores at the end of February 2019 to set the *Fire Suppression Rating Schedule (FSRS)*. The FSRS calculates risk to communities using multiple data sets, resulting in a numerical rating of one (best) to ten (worst). Palm Beach Shores has a current FSRS designation of “2”.
- Special Secondary Certificate of Public Convenience & Necessity (COPCN)
  - Provide immediate Advanced Life Support (ALS) service for Palm Beach Shores
    - This service is achievable and sustainable within the current budget and subsequent comparable budgetary allocations.
  - Reviewed proposal from *Safety Pad* (Vendor for Patient Care Reporting (PCR) System used extensively in Palm Beach County). Recommend purchase from existing budget.
- *Community CPR & AED* – Presented twice annually
- *Courtesy Home Fire Safety Surveys* – (Implemented: November 2017)
  - Value-added initiative supports the quality of life and safety for our PBS Community.
  - Residents voluntarily request surveys. PBSFD is working with PBSPD (Chief Langevin) to offer a combined home safety and security survey in a cooperative effort of both public safety agencies.
  - Smoke alarms are available through the PBSFD (Grant Funded)





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

23 January 2019 – 20 February 2019

- 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* - Presented as a hands-on opportunity to community members at the Property Owner's Association meeting on October 16, 2018. PBSFD Firefighters worked side-by-side with members of the community to utilize fire extinguishers to put out incipient-stage fires in a controlled setting.
- Public Service Announcements (PSA's) and *Helpful Links* additions will be made to the Town's Fire Department webpage following the transition to the new website. Working with the *Drowning Prevention Coalition of Palm Beach County* on a water safety initiative.





**MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**  
**TOWN OF PALM BEACH SHORES FIRE DEPARTMENT**  
**23 January 2019 – 20 February 2019**

<b>TOTAL CALLS FOR SERVICE</b>	<b>40 – ( Fire: 08) (Medical: 32)</b>
<b>LAST REPORTING PERIOD</b>	<b>24 – ( Fire: 10) (Medical: 14)</b>
<b>PERCENTAGE OF INCREASE / DECREASE</b>	<b>+ 67 % - (Fire: -20 %) (Medical: +129 %)</b>

<b>TRAINING &amp; DRILLS</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>	<b>TYPE</b>			<b>NATURE</b>	<b>STAFFING</b>	<b>NOTES</b>
				<b>FIRE</b>	<b>RESCUE</b>	<b>EMS</b>			
	29 Jan 2019	1830	90 Edwards	X	X	X	<i>Elevator Emergencies</i>	15	Hands-On
	08 Feb 2019	0900	90 Edwards	X			<i>First Five Minutes</i>	06	Classroom
	12 Feb 2019	1830	90 Edwards	X	X	X	<i>Functional Fitness</i>	11	Hands-On
	19 Feb 2019	1800	90 Edwards	X	X	X	<i>Functional Fitness</i>	14	Hands-On
	<b>Formal Training Drills – 04</b>								
	<b>Personnel Participation (Formal) –46</b>								
	<b>Personnel Training Hours – 168</b>								

**Inter-Departmental Training**

PBSFD scheduled to provide training to the PBS Police Department on February 25, 2019 on the following topics:

- CPR / AED Refresher
- Combat Application Tourniquet
- Narcan® (Naloxone) Administration
- Natural Gas Emergencies



## ***Public Works Department***

**Item #: 5 b 3.**

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

***February 2019***

#### **Community Center:**

1. Receiving quotes to repair the Parking Lot Post Light located North West of the Beach Bathroom Building. The damaged was caused by a large truck. The Post Light will be relocated a little South of the original location to prevent future costly damage.
2. Receiving Quotes to replace the bread warmer in the 2<sup>nd</sup> floor kitchen.
3. Receiving Quotes to replace the video equipment.
4. The projects listed is funded through the approved general budget.

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

1. The Parkway, Inlet Park, and Fountain Landscaping Beautification Project is in the planning stages with the assistance of the Environmental Committee and Bass Landscaping. A landscaping plan will be presented to the Environmental Committee for review and approval.
2. Scheduling to pressure clean and paint the Gazebos located at the Town Hall and Inlet Park.
3. Scheduling to perform the necessary maintenance and staining of all the park benches located along the Parkway.
4. The New Beach Playground Equipment installation project is underway. Project began Monday, January 14, 2019 and expected to be completed Friday, February 22, 2019 with Final Inspection Report.
5. The projects listed is funded through the approved capital and general budget.

#### **Streets:**

1. Scheduling to replace the storm grates that no longer meet DOT requirements and repair the concrete Aprons surrounding the storm grates and basins on Lake Drive and Ocean Ave.
2. Receiving quotes to Reline the Storm Drain Pipe located at the intersection of Lake Drive and Bamboo Road along with the installation of the Outfall Tidal Valve. Inquiring for Grant assistance.
3. Installed on Thursday, January 31, 2019 the new white reflective posts in the center of the streets in various locations. Installed the Parkway Stop Sign on the Parkway and Inlet Way. Per Police Chief.
4. Underground Utilities Project with contractor Viking Electric was underway starting Monday, January 7, 2018. The concentrated work location is on Linda lane and Bravado Lane and Atlantic Ave proceeding North of Town.
5. The projects listed are funded through the approved capital and general budget.



**Lift Stations:**

1. Scheduling to reline the streets sewer manholes located on Atlantic Ave and Linda Lane due to ground water intrusion. Receiving new quotes to piggyback from.
2. Scheduling to perform the required pump and controller maintenance to Lake Drive and Ocean Ave Lift Stations. Scheduled for Tuesday, January 29, 2019. Maintenance completed on Tuesday, February 8, 2019. Found Lake Drive Lift Station North Pump needs repairs waiting for proposals.
3. In the process to present the required documentation for the Bid Process to purchase a new Emergency Backup Generator for the Lake Drive Lift Station. The existing Emergency Generator is 12 plus years in service and due to climate location and normal wear it has failed on several occasions to perform the required operational efficiency.
4. The projects listed are funded through the approved capital and general budget.

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

1. The Police Departments renovations for the new bathroom and Dispatch area is still in progress. The Commissioners approved the contractor, Crawford Construction who meet all the requirements and was awarded the contract. The work was scheduled to begin the last week of October 2018, unfortunately Crawford Construction has not responded to phone calls or emails therefore breaching the contract with the Town awarding the company the bid for the project. I have reached out to several contractors to provide a proposal for the Bathroom Renovations. I have received two proposed bids with one contractor's proposal under the \$25,000.00 Procurement. The next step is to present the Contract and RFP to the Town Lawyer for review and a Town contract generated for approved signatures. The Public Works Department Staff will complete all of the remaining renovation projects except the Bathroom Renovations. The renovations have been a group effort between the Police Department Staff and the Public Works Department Staff.
2. Receiving quotes to repair the exterior stucco and perform the required repairs of the Beach Bathroom Building. I have received two quotes waiting on the third quote for review and or approval.
3. The resurfacing of the Fire Bay floor was completed on Friday, February 15, 2019. Scheduling to restripe the vehicle indicating lines on the new floor surface.
4. The projects listed is funded through the approved capital and general budget.

**Foot Note:****Training / Certificates:**

1. The next training courses begin in March, 2019 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. OSHA'S Model Training Program for multiple certifications & continuing education credits.
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. This is a continuing education program as needed.

**TOWN CLERK REPORT**  
**February 25, 2019 Commission Meeting**  
**(Data Period January 2019)**

ITEM 5b4  
February 25 2019

TASKS	STATUS
<b>Upcoming Meetings</b>	<ul style="list-style-type: none"> <li>➤ DRC March 6, 2019 at 2:00 pm (deadline to submit is Feb. 25, 2019)</li> <li>➤ Commission Meeting March 18, 2019 at 6:00 pm</li> <li>➤ P &amp; Z Regular meeting February 26, 2019 at 6:30 pm.</li> <li>➤ Long Range Planning Workshops: <ul style="list-style-type: none"> <li>• February 28, 2019 at 10:00 am (Josh Nichols, Zoning Official, discussion on benefits of an overlay district)</li> <li>• March 7, 2019 at 10:00 am (Evyonne Browning, Administration and Building Department)</li> </ul> </li> </ul>
<b>Building Department Updates</b>	<p>January 2019:</p> <ul style="list-style-type: none"> <li>• Total Permits issued: 18</li> <li>• Total Permit Fees Paid: \$10,746.71</li> <li>• Total Construction Value: \$697,457.59</li> <li>• Total Permits issues in 2019 to date: 18</li> <li>• Total Permit Fees in 2019 to date: \$10,746.71</li> <li>• Total Construction Value in 2019 to date: \$697,457.59</li> </ul> <p>➤ <b>NEW HOURS FOR THE BUILDING DEPARTMENT!</b>  We are open Monday, Wednesday, and Friday from 9:00 am to 1:00 pm.  The change in hours for the Building Department has NOT slowed anything down! We are still processing 50 + permits a month.</p>
<b>Code Compliance</b>	<p>New/ongoing open Code Violations January 2019: <b>25</b></p> <ul style="list-style-type: none"> <li>• 11 Yard debris, bulk and trash/garbage collections times (Code Sec. 38-9)</li> <li>• 9 Property Maintenance (Code Sec. 14-329)</li> <li>• 1 Expired Tags/prohibited vehicles (Code Sec. 70-75)</li> <li>• 1 Temporary Signs (For Sale/Rent) (Code Sec. 58-53)</li> <li>• 2 No Business Tax/Certificate of Use (Code Sec 18-16)</li> <li>• 1 Working without a permit (Code Sec. 14-81)</li> </ul>
<b>Going green in 2019!!</b>	<ul style="list-style-type: none"> <li>• As many of you know, we have been scanning our lot files and creating individual pdf files of each lot in the Town. We are well on our way and hope that by the end of 2019 every lot file will be completed.</li> <li>• The Town is partnering with our Building Department Contractors, Safebuilt/Calvin, Giordano &amp; Associates, to implement on-line permit, plan review and approvals. This will allow the building official to review plans and permits from anywhere and approve in “real time.” We hope to have this process in place within 3 months or sooner. Stay tuned for future updates!</li> </ul>
<b>Community Center</b>	<p>15 events January 2019: 2 Town/Misc.; 8 Civic; 1 Resident; 4 Church</p>

*From all of us... Laura, Gaudy, Wendy, and Evyonne... Stop in and say “hi!”*

**ORDINANCE NO. O-14-19**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING CHAPTER 14. BUILDINGS AND BUILDING REGULATIONS. OF THE CODE OF ORDINANCES OF THE TOWN OF PALM BEACH SHORES TO ADD AN ENTIRELY NEW ARTICLE XIII. TO BE ENTITLED "ABANDONED AND VACANT STRUCTURES"; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 14. BUILDINGS AND BUILDING REGULATIONS. 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**, it has come to the attention of the Town Commission of the Town of Palm Beach Shores that there is an increase in the number of abandoned and vacant properties located throughout the Town; and

**WHEREAS**, in many instances the owners, lenders and trustees responsible for these abandoned and vacant properties fail to provide for adequate maintenance and security; and

**WHEREAS**, the presence of abandoned and vacant properties can lead to neighborhood decline, can contribute to lower property values, and can create public nuisances; and

**WHEREAS**, the Town Commission believes that these unmaintained and unsecured abandoned and vacant properties threaten and endanger the public health, safety or welfare; and

**WHEREAS**, the Town Commission has an interest in protecting its residential neighborhoods and business communities from these public nuisances, and the decline and devaluation caused by such abandoned and vacant properties; and

**WHEREAS**, the Town Commission believes this amendment to its Code of Ordinances is 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 14. Buildings and Building Regulations. of the Code of Ordinances of the Town of Palm Beach Shores is hereby amended to add an entirely new Article XIII. to be entitled “Abandoned and Vacant Structures”; providing that Article XIII shall hereafter read as follows:

### **ARTICLE XIII. ABANDONED AND VACANT STRUCTURES.**

#### **Sec. 14-339. - Purpose and intent.**

It is the purpose and intent of the town to establish a process to address the abandoned and vacant structures located within the town in order to prevent blight associated with the lack of adequate maintenance and security of these structures, and to protect the health, safety and welfare of the general public.

Article XIII in no way abrogates the authority of the building official relating to unsafe structures under the Florida Building Code.

#### **Sec. 14-340. - Definitions.**

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Abandoned structure means a vacant structure or building or any portion thereof that is in such a condition so as to constitute a danger, nuisance, blighted condition, or hazard to the health, safety and welfare of the public. Abandonment also may be evidenced by any one or more of the following conditions:

(1) Failure of the legal owner, tenant, lessee or agent in charge to answer notices from the town, to pay taxes, or to make appearances at town code enforcement hearings; or

(2) Failure of the legal owner, tenant, lessee or agent in charge to properly board up or secure broken windows, open doors, gates, or other openings so as to prevent the structure, building or any portion thereof from being accessible to trespassers, criminals or other unauthorized persons; or

(3) Failure of the legal owner, tenant, lessee or agent in charge to reinforce and secure walls which may have caved-in or buckled in the structure, building or any portion thereof; or

(4) Failure of the legal owner, tenant, lessee or agent in charge to properly secure walls which are subject to buckling or caving onto adjacent or adjoining properties, as declared by the town code inspector, building official, building inspector, fire inspector or health department; or

(5) Failure of the legal owner, tenant, lessee or agent in charge to remove accumulated debris that is declared to be a health or fire hazard by the town code inspector, building official, building inspector, fire inspector or health department; or

(6) Failure of the legal owner, tenant, lessee or agent in charge to comply with orders of the town code enforcement special magistrate; or

(7) The structure, building or any portion thereof is regularly or repeatedly occupied or used by vagrants, transients, criminals or unauthorized persons; or

(8) The structure, building or any portion thereof is destroyed, or is deteriorated more than fifty (50) percent, and not rebuilt or repaired within six (6) months of the occurrence, damage or destruction; or

(9) The structure, building or any portion thereof is partially constructed or contains incomplete construction and the building permit authorizing such construction has expired, or there has been no inspection conducted under a valid building permit within the prior six (6) months; or

(10) Any other state or condition that may be identified as evidence of abandonment.

Accessible or unsecured property means a property that is accessible through a compromised/breached gate, fence, wall, etc., to trespassers, criminals or other unauthorized persons.

Accessible or unsecured structure means a structure/building that is unsecured and/or breached in such a way as to allow access to the interior space by trespassers, criminals or other unauthorized persons.

Blighted conditions mean conditions existing on a property that include, but are not limited to, an unsecured property, a property left open to the elements, a property without supervision by the owner or authorized agent, the exterior of the premises are in disrepair, the property contains an accumulation of litter or debris about the premises, or the value of the subject real property would be greater if the structure or building were removed.

Enforcement officer means any code inspector, code enforcement officer, law enforcement officer, building official or building inspector, fire inspector, or zoning inspector employed by the town.

Evidence of vacancy or abandonment means any condition that on its own, or combined with other conditions present would lead a reasonable person to believe that the property is vacant or abandoned. Such conditions may include, but not be limited to, overgrown and/or dead vegetation, stagnant and unsanitary pool water, nonfunctioning electric, water and/or gas utilities, accumulation of abandoned real and/or personal property, statements by neighbors, passers-by, delivery agents or government agents.

Nuisance structure means a deteriorated or deteriorating structure, building or portion thereof which contains conditions that endanger life or property by fire or other cause, are unsanitary or unsafe, constitute a menace, a blighted condition or may be injurious to life, property, public health, or the public welfare, or may constitute an attractive nuisance or otherwise endanger the public's safety while in the vicinity thereof.

Owner means those persons or legal entities owning or controlling an interest in real property or the structures or buildings located thereon, including but not limited to, real or contingent interests.

Property management company means a local property manager, property maintenance company or similar entity responsible for the maintenance of vacant real property.

Vacant means any structure, building or portion thereof that is not legally occupied, unattended, and is not actively used as a place of legal residence or business. Vacant properties include those occupied by vagrants, transients, squatters, trespassers or other persons having no legal right to occupy the premises.



**Sec. 14-341. - Public nuisance; enforcement and abatement procedures.**

(1) All abandoned structures are hereby declared to be public nuisances in violation of this chapter and shall be abated through repair, vacation and/or demolition in order to protect the health, welfare and safety of the residents of the town.

(2) All violations of this chapter shall be enforced or abated pursuant to chapter 2, article III, division 2 of the town code and chapter 162, F.S. The town also may pursue any other legal remedy available to it under the law for enforcement or abatement of the violation.

(3) If the town determines a structure, building or portion thereof is an abandoned structure within the standards set forth in this chapter, and constitutes a danger or hazard to the health, safety and welfare of the general public, the town shall serve the owner with notice of the violation. The notice shall identify the structure, building or portion thereof deemed abandoned; contain a statement of the particulars which made the structure, building or portion thereof abandoned and a danger or hazard to the health, safety and welfare of the general public; contain a statement requiring the owner to remedy the violation through repair, vacation or demolition within a certain time period; contain a statement advising that if the owner does not repair, vacate or demolish the structure, building or portion thereof within a certain time period, the town may cause it to be repaired, vacated or demolished; contain a statement that the repair, vacation or demolition may include the removal and disposal of all tangible personal property on the site; contain a statement that the owner has the right to appear before the town code enforcement special magistrate to contest the violation; and contain a hearing date before the town code enforcement special magistrate. If the notice prescribes the repair of any structure, building or portion thereof, the notice shall contain a statement that the owner shall have the option to demolish and remove the structure in lieu of making the repairs thereto within the time period provided.

(4) If the owner fails, neglects or refuses to comply with any notice to repair, vacate or demolish the structure, building or portion thereof, the town shall cause the matter to be set for hearing before the town code enforcement special magistrate. If, after a hearing, the town code enforcement special magistrate makes a finding that the structure, building or portion thereof constitutes an abandoned structure, and that such structure, building or portion thereof constitutes a danger or hazard to the health, safety and welfare of the general public, the town code

enforcement special magistrate may order the owner to repair the structure, building or portion thereof to make it safe, to secure the property, or to demolish the structure and clean the lot. All costs incurred in the repair, securing or demolition shall be the responsibility of the owner. If the owner fails, neglects or refuses to comply with the order of the town code enforcement special magistrate within the time specified in such order, the town may proceed with the repair, securing or demolition. If the town repairs, secures or demolishes the structure, building or portion thereof, the town may charge the cost of such repair, securing or demolition, including all administrative costs, to the owner and the town may have a lien placed against the property for these costs. Nothing herein shall prevent the town code enforcement special magistrate from ordering the town to immediately proceed with the repair, securing of the property or demolition after a hearing.

**Sec. 14-342. - Security requirements for vacant structures.**

(1) A vacant structure, building or a portion thereof in which windows, doors, gates and other openings are broken, missing, or open so as to allow access to the interior or are otherwise unsecured is hereby declared to be a public nuisance in violation of this chapter and shall be abated in order to protect the health, welfare and safety of the general public.

(2) All vacant structures shall be maintained in a secure manner so as not to be accessible to unauthorized persons.

(3) A "secure manner" shall include, but not be limited to, the closure and locking of windows, doors, gates and other openings of such size that may allow a child or other unauthorized persons to access the interior of the property and/or structure. Broken windows, doors, gates and other openings shall be secured by replacement, re-glazing or boarding so as to meet all applicable town codes and not create a nuisance or blighting condition to the community.

(4) If the property is owned by a corporation, limited liability company or other business entity and/or out of area mortgagee, a local property management company shall be contracted to perform bi-weekly inspections to verify compliance with the requirements of this section and any other applicable laws.

(5) The property shall be posted with the name, address and twenty-four (24) hour contact phone number of the local property management company. The posted sign shall be no less than eight-inches by ten-inches or any larger than eighteen-inches by twenty-four inches. All written information thereupon shall be clear, legible and updated as required.

The posting shall contain the following language:

THIS PROPERTY IS MANAGED BY: NAME & ADDRESS

TO REPORT PROBLEMS OR CONCERNS CALL: DIRECT PHONE NUMBER

The posting shall be placed on the interior of a window facing the street to the front of the property so it is visible, or secured to the exterior of the building/structure facing the street to the front of the property so it is visible or, if no such area exists, on a stake of sufficient size to support the posting in a location as close as possible to the main door entrance of the property. Exterior posting shall be constructed of and printed with weather-resistant materials.

(6) The local property management company shall inspect the property on a bi-weekly basis to ensure that the property is in compliance with this section and any other applicable laws. Upon the request of the town, the local property management company shall provide a copy of the inspection reports to the code compliance division.

(7) Failure to comply with the requirements of this section shall result in a violation of the town code. Such violation shall be enforced or abated pursuant to chapter 2, article III, division 2 of the town code and chapter 162, F.S. The town also may pursue any other legal remedy available to it under the law for enforcement or abatement of the violation.

**Section 2:** Each and every other article, section and subsection of Chapter 14. Buildings and Building Regulations. 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 28<sup>th</sup> day of January 2019.

SECOND AND FINAL READING this 25<sup>th</sup> day of February 2019.

**TOWN OF PALM BEACH SHORES**

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Myra Koutzen, Mayor

ATTEST:

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Evyyonne Browning, Town Clerk

Approved as to form and legal sufficiency.

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Keith Davis, Town Attorney

(Seal)