



**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

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. March 19, 2018 Commission Meeting Minutes
  - b. March 26, 2018 Reorganization Meeting Minutes.
  - c. Special Event SP18-03: Wedding at the Community Center, May 26, 2018 with 60 participants.
  - d. Special Event SP18-03B: Wedding, May 26, 2018, use of Town Beach with 60 participants.
  - e. Special Event SP18-05: Wedding at the Community Center, October 20, 2018 with 80 participants.
  - f. Special Event SP18-05B: Wedding, October 20, 2018, use of Town Beach with 80 participants.
  - g. Special Event SP18-08: Engagement Party at the Community Center, May 5, 2018, with 100 participants.
  - h. Special Event SP18-10: Wedding Rehearsal dinner at Community Center, July 20, 2018, with 100 participants.
4. **PRESENTATIONS/UPDATES**
  - a. Presentation for Lisa Tropepe, former Commissioner.
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)

1. **COMMISSION REPORTS**

2. **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 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. Proposed Amendments to the Town Fee Schedule (**Mayor Koutzen**)
- b. Town Hall Generator Replacement (**Alan Welch, PW Director**)
- c. Announce Impact Fees Adjustment to 2.03 per s.f. effective 10/1/18

9. **ORDINANCES AND RESOLUTIONS**

- a. Ordinance O-1-18: Citation Method (**Second Reading**)

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

11. **ADJOURNMENT**

**Regular Commission Meeting**

Mon, Apr 16, 2018 6:00 PM

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

<https://global.gotomeeting.com/join/529063149>

**You can also dial in using your phone.**

United States: +1 (872) 240-3311

**Access Code: 529-063-149**

First GoToMeeting? Do a quick system check: <https://link.gotomeeting.com/system-check>

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 MEETING MINUTES  
March 19, 2018**

Item 3a  
April 16, 2018

**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: Mayor Myra Koutzen, Vice Mayor Roby DeReuil, Commissioner Gil Gilgallon, and Commissioner Bob Stanton. Commissioner Lisa Tropepe was not present. 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 and Assistant Clerk Gaudy Quesada.

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

**MOTION:** Commissioner Gilgallon moved to approve the meeting agenda

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

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

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

a. February 26, 2018 Commission Minutes.

**MOTION:** Commissioner Stanton moved to approve the consent agenda

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

**VOTE:**  
**Gilgallon: YES**  
**DeReuil: YES**  
**Tropepe: Not present**  
**Stanton: YES**  
**Koutzen: YES      The Motion passed unanimously by those present.**

3. **PRESENTATIONS/UPDATES**

- a. Attorney Maxine Cheesman announcing her candidacy for Circuit Court Judge.
- b. Gregory Lannelli with Enterprise Leasing to give a presentation on Fleet Management on Town Vehicles.



#### 4. **DEPARTMENT AND BOARD REPORTS**

- a. Financials
  - 1. Financial Report

**MOTION:** Commissioner Gilgallon moved to approve the Financial Statement

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

**VOTE:**  
**Gilgallon: YES**  
**DeReuil: YES**  
**Tropepe: Not Present**  
**Stanton: YES**  
**Koutzen: YES**

**The Motion passed unanimously by those present.**

- b. Staff Reports:
  - 1. Police Department
  - 2. Fire Department
  - 3. Public Works
  - 4. Town Clerk
  - 5. Town Attorney
- c. Planning & Zoning Report (None at this time)

#### 5. **COMMISSION REPORTS**

**Mayor Koutzen** stated we have reports of the first 2 turtle nests in the Town, which are the Leatherbacks.

Last Thursday she attended the ground breaking ceremony of a new park in Palm Beach County for a North County Park, which is north of PGA Blvd. on Shady Lane. Palm Beach Gardens had some money to invest and they went to Palm Beach County and asked about having the property set aside for a park. PB Gardens donated money to help develop this property into multi-use fields with picnic areas to be enjoyed by everyone.

#### 6. **PUBLIC COMMENTS**

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

**Resident Grace Sterrett** announced that the Arbor Day celebration will be held on the 23<sup>rd</sup> at 10:30. The Mayor will present a proclamation and the tree this year will be a Hong Kong Orchid.

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

- a. Impact Fees **(Mayor Koutzen and Attorney Davis)**

**ACTION:** After discussion, it was decided that each April the Town Accountant will recalculate the fees based on the CPI which will go into effect the 1<sup>st</sup> day of October of each year. Effective immediately, the fees will be raised from \$1.60 to \$1.98 per square foot.



9. **ORDINANCES AND RESOLUTIONS**

- a. Ordinance O-1-18: Citation Method (First Reading)

**Town Attorney Davis** read Ordinance O-1-18 by “title only.”

**MOTION:** Commissioner Gilgallon moved to approve the first reading of Ordinance O-1-18.

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

**VOTE:**  
**Gilgallon: YES**  
**DeReuil: YES**  
**Tropepe: Not Present**  
**Stanton: YES**  
**Koutzen: YES**

**The Motion passed unanimously by those present.**

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

None at this time

11. **ADJOURNMENT**

Mayor Koutzen adjourned the meeting at 7:17 pm.

APPROVED this 16<sup>th</sup> day of April, 2018

ATTEST:

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

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

(Seal)

**TOWN OF PALM BEACH SHORES, FLORIDA  
TOWN REORGANIZATION MEETING MINUTES  
March 26, 2018**

Item 3b  
April 16, 2018

**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: Mayor Myra Koutzen, Vice Mayor Roby DeReuil, Commissioner Gil Gilgallon, Commissioner Bob Stanton, and newly elected Commissioner Brian Tyler. Also present were Town Attorney Keith Davis, Police Chief Steve Langevin, Fire Chief Trevor Steedman, Public Works Director Alan Welch, Town Clerk Evyonne Browning and Assistant Clerk Gaudy Quesada.

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

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

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

**VOTE:**  
    **Gilgallon: YES**  
    **DeReuil: YES**  
    **Stanton: YES**  
    **Koutzen: YES**      **The Motion Passed Unanimously**

**2. INSTALLATION:**

Town Clerk Browning administered the following Oaths:

- a) Myra Koutzen as Mayor
- b) Gil Gilgallon as Commissioner
- c) Brian Tyler as Commissioner

**3. RESOLUTIONS:**

- a. Resolution R-1-18 Appointment of Vice Mayor

**MOTION:** Commissioner Stanton moved to reappoint Roby DeReuil as Vice Mayor.

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

**VOTE:**  
    **Gilgallon: YES**  
    **DeReuil: Abstained**  
    **Stanton: YES**  
    **Tyler: YES**  
    **Koutzen: YES**      **The Motion Passed Unanimously by those voting**

b. Resolution R-2-18 Appointment of Commissioner to Election Canvassing Board

**MOTION:** Commissioner Gilgallon moved to appoint Commissioner Brian Tyler to the Election Canvassing Board.

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

**VOTE:**        **Gilgallon: YES**  
                 **DeReuil: YES**  
                 **Stanton: YES**  
                 **Tyler: Abstained**  
                 **Koutzen: YES**        **The Motion Passed Unanimously by those voting**

c. Resolution R-3-18 Appointment of Members to the Planning and Zoning Board

**VOTE:** The Mayor and each Commissioner completed a tabulation sheet which listed the residents of the Town who had requested consideration on the Planning and Zoning Board. Town Clerk Browning and Attorney Davis reviewed the tabulations and the following were appointed to the Planning and Zoning Board:

**Members:** Janet Kortenhaus, Rick Ziegler, Mary Stanton, Nina Lammert and Jerald Cohn.

**Alternate Members:** Joan Bancroft-Grody and John B. Maffett.

d. Resolution R-4-18 Appointment of Evyonne Browning as Town Clerk and Wendy Wells as Town Treasurer.

**MOTION:** Commissioner Gilgallon moved to reappoint Evyonne Browning as Town Clerk and Wendy Wells as Town Treasurer.

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

**VOTE:**        **Gilgallon: YES**  
                 **DeReuil: YES**  
                 **Stanton: YES**  
                 **Tyler: YES**  
                 **Koutzen: YES**        **The Motion Passed Unanimously**

#### 4. MISCELLANEOUS BUSINESS:

a. Appoint a Commissioner to serve on DRC as Chairperson for a 1-year term.

**MOTION:** Commissioner Gilgallon moved to reappoint Mayor Koutzen to serve as Chairperson of the DRC.

**SECOND:** Commissioner seconded the motion.

**VOTE:**        **Gilgallon: YES**  
                 **DeReuil: YES**  
                 **Stanton: YES**  
                 **Tyler: YES**  
                 **Koutzen: YES**        **The Motion Passed Unanimously**



b. Appoint Resident Member(s) to DRC for a 1-year term.

**MOTION:** Commissioner Gilgallon moved to reappoint Elizabeth Kuechenmeister to serve as resident member of the DRC.

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

**VOTE:**        **Gilgallon: YES**  
                 **DeReuil: YES**  
                 **Stanton: YES**  
                 **Tyler: YES**  
                 **Koutzen: YES**        **The Motion Passed Unanimously**

c. Reappoint Brett Goodson as Resident Member to Civil Service Board to serve through March 31, 2020.

**MOTION:** Vice Mayor DeReuil moved to reappoint Brett Goodson to serve as resident member of the Civil Service Board.

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

**VOTE:**        **Gilgallon: YES**  
                 **DeReuil: YES**  
                 **Stanton: YES**  
                 **Tyler: YES**  
                 **Koutzen: YES**        **The Motion Passed Unanimously**

d. Reappoint Lawrence Gordon and Ira J. Raab to the Civil Service Board to serve through March 31, 2020.

**MOTION:** Vice Mayor DeReuil moved to Lawrence Gordon and Ira J. Raab to the Civil Service Board.

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

**VOTE:**        **Gilgallon: YES**  
                 **DeReuil: YES**  
                 **Stanton: YES**  
                 **Tyler: YES**  
                 **Koutzen: YES**        **The Motion Passed Unanimously**

e. Reappoint Karen Marcus as an alternate to the Civil Service Board to serve through March 31, 2020.

**MOTION:** Commissioner Gilgallon moved to reappoint Karen Marcus as an alternate to the Civil Service Board.

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

**VOTE:**        **Gilgallon: YES**  
                 **DeReuil: YES**  
                 **Stanton: YES**  
                 **Tyler: YES**  
                 **Koutzen: YES**        **The Motion Passed Unanimously**

f. Consideration to appoint Ben Falcigno as an alternate to the Civil Service Board to serve through March 31, 2020.

**MOTION:** Commissioner Stanton moved to appoint Ben Falcigno as an alternate to the Civil Service Board.

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

**VOTE:**  
    **Gilgallon: YES**  
    **DeReuil: YES**  
    **Stanton: YES**  
    **Tyler: YES**  
    **Koutzen: YES**      **The Motion Passed Unanimously**

**5. LEGAL UPDATE BY TOWN ATTORNEY**

See Attachment as provided by the Town Attorney, which was presented to the Mayor and Commissioners.

**6. ADJOURNMENT:** Commissioner Gilgallon moved to adjourn the meeting at 6:56 pm

**APPROVED** this 16<sup>th</sup> day of April, 2018.

Attest:

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Evyonne Browning, Town Clerk

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Myra Koutzen, Mayor

(Seal)

DATE SUBMITTED 01/09/2018

PERMIT NO. SP18-03

Item 3c

April 16, 2018

Town of Palm Beach Shores

APPLICATION FOR  
SPECIAL EVENTS PERMIT

(Section 18-27 of Town Code)

Type of event: Wedding Location: 90 Edwards Ln.

Sponsor: ARLONE KEATON Telephone: 561-649-1234

Property owner's consent and acknowledgement of responsibility:

Signature: [Signature]

Date and Time 5-26-18 9 AM Time it ends: 7 PM

Number of participants: 60

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit fee \$50 \_\_\_\_ (Untimely application \$150 \_\_\_\_ ) Receipt # 93105

APPROVED:

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

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

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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/02/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne, IN 46804		<b>CONTACT NAME:</b> Mass Merchandising <b>PHONE (A/C, No, Ext):</b> 866-267-5244 <b>FAX (A/C, No):</b> 260-459-5502 <b>E-MAIL:</b> weddings@kandkinsurance.com <b>ADDRESS:</b> <b>PRODUCER CUSTOMER ID:</b>	
<b>INSURED</b> APOLONE KEATON 3558 STATHAM DR APOPKA, FL 32712 A Member of the Sports, Leisure & Entertainment RPG		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Nationwide Mutual Insurance Company <b>NAIC #</b> 23787 <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER: W01172653

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		6BWED0000006261800	05/26/2018 12:01 AM EDT	05/27/2018 12:01 AM	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea Occurrence)	\$1,000,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$5,000,000
							PRODUCTS - COMPIOP AGG	\$1,000,000
							LEGAL LIAB TO PARTICIPANTS	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE	
							AGGREGATE	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EventType: Wedding; Wedding Couple: Apolone Keaton, Anthony De Souza; Event Date: 05/26/2018; Location: 90 Edwards Ln.  
If the event continues past 12:01 am at the location named on the certificate of insurance, such continuation shall be considered as the event date. The event includes set up and break down, at the event location, that occurs no more than 24 hours prior to the event or 24 hours after the event. The event also includes the rehearsal or rehearsal dinner if scheduled within 48 hours of the event, if the event is a wedding.  
Liquor Liability (as provided by CG 00 01 04 13) applies only if the insured is not in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages.  
Property Damage Liability, as provided by this policy (including Damage to Premises Rented to You), is subject to a \$1,000 per occurrence deductible.  
The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

## CERTIFICATE HOLDER

Town of Palm Beach Shores  
247 Edwards Lane  
Palm Beach Shores, FL 33404  
Owner, manager or lessor of the premises

**RECEIVED**  
**FEB 05 2018**  
BY:

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Scott Pemberton*



## RESIDENT RESERVATION APPLICATION

**IMPORTANT:** This form is the first step in reserving the Palm Beach Shores (PBS) Community Center. Only PBS Resident Property Owners or organizations as described on the Reservation Information and Fee Schedule are eligible to rent this facility. Requests will be reviewed in order of which they are received and the Resident will be notified of approval or denial. ~~Completing this form does not confirm or hold any dates.~~ Please type or print legibly especially the phone number and e-mail address. Request for Amplified Music made to Town Clerks attention. ~~A complete rental packet and all monies due are required to secure the rental.~~

### RESIDENT INFORMATION

Requested Date & Facility: May 5/26/18 1<sup>st</sup> Floor ☒ 2<sup>nd</sup> Floor ☒Name of Resident: Apolone Ann Keaton

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: 407-860-0803 Cell: 861-649-1234E-mail: apokea.30@gmail.comAlternate Contact: Shawn Ho-Hing-King

### Event Information

Type of event	<u>Wedding</u>	Using outside caterer	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Anticipated attendance	<u>60</u> (Max 120)	Alcoholic Beverages	Yes <input type="checkbox"/> No <input type="checkbox"/>
Requested access time		State & local laws apply to alcohol consumption; sale of alcohol must be permitted and sold by a licensed vendor.	
Time event will begin	<u>12:00pm</u>	Type of decorations:	
Time event will end	<u>7:00pm</u>	<u>Access 9am</u>	
Facility close time		Additional Considerations:	
Maximum 10 hour rental; \$100+tax per additional hour (preapproval required) No time after Midnight			

1 <sup>st</sup> Floor	2 <sup>nd</sup> Floor (Max Capacity 120)
<input checked="" type="checkbox"/> Reserve 1 <sup>st</sup> floor – open restrooms (\$50 + tax)	<input checked="" type="checkbox"/> # of 6' round tables (maximum 12)
<input type="checkbox"/> BBQ grill (\$25 + tax)	<input checked="" type="checkbox"/> # of chairs (maximum 130)
<input checked="" type="checkbox"/> 1 <sup>st</sup> floor kitchen (\$25 + tax)	<input checked="" type="checkbox"/> # of 6' rectangle tables (maximum 8)
<input checked="" type="checkbox"/> # of 6' rectangle tables (maximum 8)	<input type="checkbox"/> # of round bistro tables (maximum 8)
<input checked="" type="checkbox"/> Mandatory Cleaning Fee \$145	<input checked="" type="checkbox"/> # of card tables (maximum 6)
Additional set-up needs:	<input checked="" type="checkbox"/> Mandatory Cleaning Fee \$185
	Additional set-up needs:

Apolone Keaton  
Resident Printed Name[Signature]  
Resident Signature1-9-18  
Date

Town of Palm Beach Shores

247 Edwards Lane  
Palm Beach Shores FL 33404

Apolone Keaton  
Marriott TimeShare  
RE: Both FLs May 26, 2018 /1st FL Kitchen / Both FL Cleaning  
& Beach / SP Event Permits/Beach Beach Deposit

***Town of Palm Beach Shores***

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Receipt #: 9365	Date: 1/10/2018	From: Apolone Keaton	Register:	Operator ID: asystAdmin
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Miscellaneous Receipt	Comm Cntr Cleaning Fee Apolone Keaton	\$330.00	
			aton, Apolone / Both FLs May 26, 18 Balance:
Miscellaneous Receipt	Comm Cntr Deposit - Ke Apolone Keaton	\$550.00	
			ton, Apolone / Both FLs May 26, 18 Balance:
Miscellaneous Receipt	Comm Cntr Rental - Keat Apolone Keaton	\$26.75	
			st FL KITCHEN USE May 26, 2018 Balance:
Miscellaneous Receipt	Comm Cntr Rental - Keat Apolone Keaton	\$481.50	
			ton, Apolone / Both FLs May 26, 18 Balance:
Miscellaneous Receipt	Credit Card Conveneince Apolone Keaton	\$52.21	
			n, Apolone / C.C. Event May 26, 18 Balance:
Miscellaneous Receipt	Misc. Income - BEACH U Apolone Keaton	\$100.00	
			Keaton, Apolone / May 26, 18 Event Balance:
Miscellaneous Receipt	Misc. Income - BEACH U Apolone Keaton	\$250.00	
			Keaton, Apolone / May 28, 18 Event Balance:
Miscellaneous Receipt	Misc. Income - BEACH U Apolone Keaton	\$250.00	
			Keaton, Apolone / May 26, 18 Event Balance:
Miscellaneous Receipt	Special Permits / Keaton, Apolone Keaton	\$50.00	
			1, Apolone /C.C. Event May 26, 18 / Balance:
Miscellaneous Receipt	Special Permits BEACH / Apolone Keaton	\$50.00	
			on, Apolone / CC Event May 26, 18 Balance:

Total Receipts	\$2,140.46
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Credit Card - 800900500081	\$2,140.46
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Change Due:	\$0.00
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Thank you.

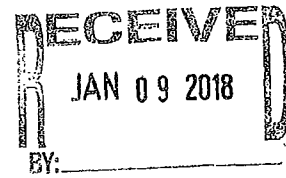




Town of Palm Beach Shores

Community Center Rental

Check List



Required Forms

Resident Reservation Form

Special Event Permit (Commission Approval)

Beach Special Permit (Commission Approval)

Community Center Rental Agreement

Community Center Rental Policies & Procedures

Event Insurance

Pre-approved floor plan layout

Amplified Music Request

✓  
✓  
✓  
✓  
✓  
✓  
✓

Required Fees

**First Floor:**

Security Deposit	\$50 (Refundable)
Rental Fee (10 Hours)	\$53.50 (Tax Included)
Additional Hours	\$53.50/hour (Tax Included)
Grill	\$26.75 (Tax Included)
Kitchen	\$26.75 (Tax Included)
Cleaning Fee	\$145.00
Special Permit (50+ Guests)	\$50.00

50-  
53.50  
-  
-  
26.75  
145.00  
-

**Second Floor:**

Security Deposit	\$500.00 (Refundable)
Rental Fee (10 Hours)	\$428.00 (Tax Included)
Additional Hours	\$107.00/hr (Tax Included)
Cleaning Fee	\$185.00
Special Permit (50+ Guests)	\$50.00

500.00  
428.00  
-  
185.00  
50.00



**Town of Palm Beach Shores**

**Community Center Rental**

**Check List**

**Beach Rental:**

Security Deposit	\$250.00 (Non-Refundable)	<u>250.00</u>
Rental Fee (10 Hours)	\$250.00	<u>250.00</u>
Cleaning Fee	\$100.00 (Refundable)	<u>100.00</u>
Special Beach Permit	\$50.00	<u>50.00</u>

**Total Due**

2088.25  
52.21 con. fee  
TT 2140.46

All scheduled events are required to have Event Insurance that can be purchased from a vendor of your choice. Please see your signed Community Center Rental/Use Agreement contract for minimum limits. The Town of Palm Beach Shores will need to be listed as the certificate holder with our address of 247 Edwards Lane Palm Beach Shores, Fl. 33404. Copy will need to be provided to the Town. AK

All scheduled events serving alcohol are required to have a licensed bartender or caterer. They must provide their license and insurance information at the time of the event booking. AK

The use of the Town Beach is NOT included in the rental of the Community Center. A separate Special Beach Permit, Rental, and Cleaning fee is required for the use of the Town Beach. Unauthorized use of the Towns' Beach will result in a fine of \$500.00. Rental of the beach is not exclusive and does not include the covered tiki area or walkway. The beach, tiki area, and walkway are NOT to be obstructed for public use during any event. AK

All renters are required to use the community center floor layouts that have been pre-approved by the Fire Marshall. If the renter wishes to alter the pre-approved floor plan, they must provide a diagram and seek approval by the Fire Marshall at their own expense. AK

Basic cleaning, removal of personal and catering items, and all guests and hired personnel must be vacated from the premises by midnight or by the tenth hour of rental. Whichever comes first. AK

By initialing and signing this form, you acknowledge that you have received and read all required paperwork for the rental of the Community Center and agree to pay all fees associated with the rental.

Apollone Keaton AK

Printed Name & Signature of Renter

1-9-18

Date

\_\_\_\_\_  
Signature of Community Center Coordinator

\_\_\_\_\_  
Date

DATE SUBMITTED 01/09/2018

PERMIT NO. SP18-03B

Town of Palm Beach Shores

Item 3d  
April 16, 2018

**APPLICATION FOR  
BEACH EVENT PERMIT**  
(Section 18-27 of Town Code)

Event Location: 90 Edwards Ln Comm. Center

Name: Apolone Keaton Telephone: 561-649-1234

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Date: 5-26-18 Hours (include setup/breakdown): 9:00 to 7pm

Number of expected attendees: 60

Proof of insurance attached? Yes \_\_\_\_\_ No (explain) \_\_\_\_\_

Please indicate required parking, traffic, fire-rescue, utilities impact, clean-up and mitigation plan: (Attach additional sheets as needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Deposit.** A non-refundable deposit of \$250.00 is required to hold the space/date/time for all special events on the beach.

**Fees.** The following fees will be charged per event: Set fee of \$500.00 including the deposit plus a refundable \$100 Beach Cleaning Fee.

**Penalty.** A penalty in the amount of \$500.00 will be imposed for any use of beach property owned by the Town for beach events without a special event permit.

**Application Deadline.** Written application with fee and all required documentation must be received by the Town Clerk's office **no less than 30 days prior to the Town Commission meeting** immediately preceding the date proposed for the special event. Application deadline can be waived for Resident Memorials with Town Hall Approval. Memorials are subject to the refundable cleaning fee of \$100.



**Late Submission.** An application received after the 30-day deadline may be accepted subject to an increased permit fee of three (3) times the regular permit fee amount had the application been submitted timely. No application will be eligible to be discussed at a Town Commission meeting if received less than five (5) days prior to the meeting.

**Sea Turtle Nesting Season.** Sea turtle nesting season in Palm Beach County is March 1<sup>st</sup> through October 31<sup>st</sup> each year. The following additional restrictions apply during the season:

- Event items may not be set up before 8:00am and must be removed from the beach by 7:30pm. This includes all chairs, tents, tables, etc.
- The use of heavy equipment and the use of street vehicles to transport event equipment is prohibited.
- No lighting associated with the event is authorized after 7:30 p.m.
- The event shall not disturb existing beach and dune topography and vegetation.
- Balloons, streamers, and other items potentially injurious to sea turtles are not permitted.
- Event items may not be left overnight (during nesting season or otherwise).
- There is a noise ordinance in effect throughout the entire year.

**ACKNOWLEDGEMENT:**

By signing below, I acknowledge that I have read and understand my responsibilities associated with use of Town property, including the Town beach areas. I agree that any such areas used or occupied in conjunction with this special event will be cleaned and returned to their pre-use conditions for the benefit of future users. Failure to abide by these responsibilities is sufficient cause for the Town to deny any future special event permit with which I am associated.



Applicant's Signature

**APPROVED:**

Fire Dept.: \_\_\_\_\_ Police Dept.: \_\_\_\_\_ Public Works Dept.: \_\_\_\_\_

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

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

DATE SUBMITTED 01/24/2018

PERMIT NO. SP18-05-

Item 3e

April 16 2018

Town of Palm Beach Shores

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

Type of event: Wedding Location: PBS Comm. Center 2nd floor

Sponsor: The Islander Grill & Tiki Bar Telephone: 561-842-8282

Property owner's consent and acknowledgement of responsibility:

Signature: Carol Meen

Date and Time 10-20-18 Time it ends: 10:00 PM

Number of participants: 80

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

APPROVED:

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

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

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



## SERVICE PROVIDER REQUEST

**IMPORTANT:** Requests must be submitted to Town Hall via fax or e-mail. Requests will be handled on a "first come first serve" basis. If approved, you will receive confirmation via fax or e-mail, the event date is not confirmed until you receive confirmation. You will then have 14 days to submit the \$500 non-refundable payment and set-up form. Special Events Application to be filled out for events with attendance of 50 or more guests for a fee of \$50. Beach Reservations require a separate Special Beach Event Permit Application and Fee. If payment is not received by the 14th day the date will be reopened. \* Police detail for anticipated attendance of 120 is required at a fee of \$45 an hour 3 hours minimum. **REQUIRED CLEANING FEES: \$185 2<sup>ND</sup> Floor; \$145 1<sup>st</sup> Floor; \$100 Beach (if necessary).**

Requested Date & Facility: 10-20-2018 1<sup>st</sup> Floor Beach X 2<sup>nd</sup> Floor X

Service Provider: The Islander Grill + Tiki

Contact: Carol Greer Phone: 561-727-9959

E-mail: Carol.greer@palmbeachschools.org Fax: 741-7350 attention Greer

Clients Name: Taryn Laver

Event Information - Attach selected pre-approved floor plan set up		
Type of event	<u>Wedding</u>	Alcoholic Beverages Yes <u>X</u> No <u>    </u>
Anticipated attendance	<u>80</u> (120 Max)	State & local laws apply to alcohol consumption; sale of alcohol must be permitted and sold by a licensed vendor, service provider must have license on premises available for review upon request.
Requested access time	<u>1:00 PM</u>	
Time event will begin	<u>5:00 PM</u>	Type of decorations:
Time event will end	<u>10:00 PM</u>	<u>Personal</u>
Facility close time	<u>11:00 PM</u>	Additional Considerations:
Maximum 10 hour rental; \$150 plus tax per additional hour (preapproval required) but not after midnight		

1 <sup>st</sup> Floor - \$100 (w/2 <sup>nd</sup> floor) or \$250 (only)		2 <sup>nd</sup> Floor - \$2100	
Reserve 1 <sup>st</sup> floor/open restrooms (\$100 or \$250)		# of 6' round tables (maximum 12)	
BBQ grill (\$100)		# of chairs (maximum 130)	
1 <sup>st</sup> floor kitchen (\$100)		# of 6' rectangle tables (maximum 8)	
# of 6' rectangle tables (maximum 8)		# of round bistro tables (maximum 8)	
		# of card tables (maximum 6)	
Additional set-up needs:		Additional set-up needs:	
		<u>To be Determined</u>	

Carol Greer  
Service Provider Representative  
Printed Name

Carol Greer  
Service Provider Representative  
Signature

1-4-18  
Date

Town of Palm Beach Shores

247 Edwards Lane  
Palm Beach Shores FL 33404

Islander Grill & Tiki Bar

Oct. 20 2018 Event - CLEANING FEES for CC & Beach -  
Special Event Permit for CC & Beach

***Town of Palm Beach Shores***

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Receipt #: 9422	Date: 1/23/2018	From: Islander Grill & Tiki Bar	Register:	Operator ID: asystAdmin
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Miscellaneous Receipt	Comm Cntr Cleaning Fee Islander Grill & Tiki Bar	\$285.00
		018 Event / CC \$185 & Beach \$100 Balance:
Miscellaneous Receipt	Comm Cntr Rental -Islander Grill & Tiki Bar	\$200.00
		Event / Taryn Lauer-Goss Wedding Balance:
Miscellaneous Receipt	Special Permits / Islander Grill & Tiki Bar	\$100.00
		: / CC \$50 & Beach \$50 Permit App Balance:
		<hr/>
	<b>Total Receipts</b>	<b>\$585.00</b>
	Check - 11700	<hr/>
		<b>\$585.00</b>
		<hr/>
	<b>Change Due:</b>	<b>\$0.00</b>

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Thank you.

Town of Palm Beach Shores

247 Edwards Lane  
Palm Beach Shores FL 33404

Islander Grill & Tiki Bar

BEACH RENTAL for EVENT on Oct 20, 2018 / Taryn Lauer-  
Gross Wedding

***Town of Palm Beach Shores***

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Receipt #: 9420	Date: 1/23/2018	From: Islander Grill & Tiki Bar	Register:	Operator ID: asystAdmin
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Miscellaneous Receipt	Comm Cntr Rental - BEA Islander Grill & Tiki Bar
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\$500.00

AL Oct 20 2018 Event / Islander Grill Balance:

Total Receipts	\$500.00
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Check - 11691	\$500.00
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Change Due:	\$0.00
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Thank you.



DATE SUBMITTED 01/24/2018

PERMIT NO. SP18-05B

Item 3f

April 16, 2018

Town of Palm Beach Shores

**APPLICATION FOR  
BEACH EVENT PERMIT**  
(Section 18-27 of Town Code)

Event Location: PB Shores Community Center

Name: Islander Grill + Tiki Bar <sup>Care</sup><sub>Greer</sub> Telephone: 561-842-8282

Address: Ocean Drive, P.B.S. Email: TheIslander1810AOL.Com

Requested Date: 10-20-18 Hours (include setup/breakdown): 1:00PM to 10:00PM

Number of expected attendees: 80

Proof of insurance attached? Yes ☒ No (explain) \_\_\_\_\_

Please indicate required parking, traffic, fire-rescue, utilities impact, clean-up and mitigation plan: (Attach additional sheets as needed)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Deposit.** A non-refundable deposit of \$250.00 is required to hold the space/date/time for all special events on the beach.

**Fees.** The following fees will be charged per event: Set fee of \$500.00 including the deposit plus a refundable \$100 Beach Cleaning Fee.

**Penalty.** A penalty in the amount of \$500.00 will be imposed for any use of beach property owned by the Town for beach events without a special event permit.

**Application Deadline.** Written application with fee and all required documentation must be received by the Town Clerk's office **no less than 30 days prior to the Town Commission meeting** immediately preceding the date proposed for the special event. Application deadline can be waived for Resident Memorials with Town Hall Approval. Memorials are subject to the refundable cleaning fee of \$100.

**Late Submission.** An application received after the 30-day deadline may be accepted subject to an increased permit fee of three (3) times the regular permit fee amount had the application been submitted timely. No application will be eligible to be discussed at a Town Commission meeting if received less than five (5) days prior to the meeting.

**Sea Turtle Nesting Season.** Sea turtle nesting season in Palm Beach County is March 1<sup>st</sup> through October 31<sup>st</sup> each year. The following additional restrictions apply during the season:

- Event items may not be set up before 8:00am and must be removed from the beach by 7:30pm. This includes all chairs, tents, tables, etc.
- The use of heavy equipment and the use of street vehicles to transport event equipment is prohibited.
- No lighting associated with the event is authorized after 7:30 p.m.
- The event shall not disturb existing beach and dune topography and vegetation.
- Balloons, streamers, and other items potentially injurious to sea turtles are not permitted.
- Event items may not be left overnight (during nesting season or otherwise).
- There is a noise ordinance in effect throughout the entire year.

**ACKNOWLEDGEMENT:**

By signing below, I acknowledge that I have read and understand my responsibilities associated with use of Town property, including the Town beach areas. I agree that any such areas used or occupied in conjunction with this special event will be cleaned and returned to their pre-use conditions for the benefit of future users. Failure to abide by these responsibilities is sufficient cause for the Town to deny any future special event permit with which I am associated.



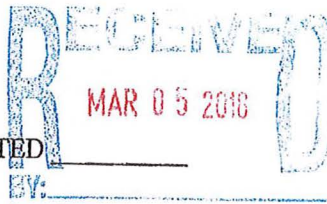
Applicant's Signature

**APPROVED:**

Fire Dept.: \_\_\_\_\_ Police Dept.: \_\_\_\_\_ Public Works Dept.: \_\_\_\_\_

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

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



DATE SUBMITTED \_\_\_\_\_

PERMIT NO. SP18-08Item 3g  
April 16, 2018

## Town of Palm Beach Shores

APPLICATION FOR  
SPECIAL EVENTS PERMIT  
(Section 18-27 of Town Code)Type of event: Engagement Party Location: Palm Beach Shores CCSponsor: Hugo's Gourmet Catering Telephone: 561.267.3966

Property owner's consent and acknowledgement of responsibility:

Signature: \_\_\_\_\_

Date and Time 05/05/2018 (2pm-12AM) Time it ends: 12:00AMNumber of participants: 100 guestProof of insurance attached? Yes ☒ We have on file. 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:

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Permit fee \$50 ☒ (Untimely application \$150 ☐) Receipt # 9621

## APPROVED:

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

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

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

Town of Palm Beach Shores

247 Edwards Lane  
Palm Beach Shores FL 33404

Hugo's Gourmet Catering, Inc.  
7535 Enterprise Dr #60  
RE: Special Event Permit / CC Event May 5, 2018  
Rivera Beach FL 33404  
561-881-5667

***Town of Palm Beach Shores***

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Receipt #: 9621	Date: 3/5/2018	From: Hugo's Gourmet Catering, In	Register: Front Desk	Operator ID: asystAdmin
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Miscellaneous Receipt	Special Permits / Hugos	Hugo's Gourmet Catering, Inc.	\$50.00
		ent Catering / CC Event May 5 2018 Balance:	
		<b>Total Receipts</b>	<b>\$50.00</b>
	Check - 3931		\$50.00
		<b>Change Due:</b>	<b>\$0.00</b>

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Thank you.



DATE SUBMITTED

3-23-18

PERMIT NO.

SP18-10



Town of Palm Beach Shores

Item 3h

April 16, 2018

APPLICATION FOR  
SPECIAL EVENTS PERMIT

(Section 18-27 of Town Code)

Type of event: wedding rehearsal dinner Location: community center 1st floor

Sponsor: Susan Kingcade Telephone: 561-588-0442

Property owner's consent and acknowledgement of responsibility:

Signature: Susan Kingcade

Date and Time July 20, 2018 2:00 PM Time it ends: midnight

Number of participants: 100

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit fee \$50 ☒ (Untimely application \$150 ☐ ) Receipt # 9738

APPROVED:

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

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

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

Town of Palm Beach Shores

247 Edwards Lane  
Palm Beach Shores FL 33404

Susan Kingcade  
120 Inlet Way #307  
RE: Special Event App / Comm. Center 1st FL Event on July 20,  
2018

561-588-0442

***Town of Palm Beach Shores***

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Receipt #:	9738	Date:	3/23/2018	From:	Susan Kingcade	Register:	Front Desk	Operator ID:	asystAdmin
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Miscellaneous Receipt	Special Permits / Kingca	Susan Kingcade	\$50.00
		Inlet Way #307 / CC Event 7.20.18 Balance:	
		Total Receipts	\$50.00
	Check - 2370		\$50.00
		Change Due:	\$0.00

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Thank you.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/25/2018

<b>PRODUCER</b> East Main Street Insurance Services, Inc. Will Maddux PO Box 1298 Grass Valley, CA 95945 Phone: (530) 477-6521 Email: info@theeventhelper.com		<b>THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
<b>INSURED</b>  Susan Kingcade 120 Inlet Way #307 Palm Beach Shores, FL 33404		<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
		INSURER A: Evanston Insurance Company	35378
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A Y	<b>GENERAL LIABILITY</b>				EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	3DS5466-M1219921	07/20/2018	07/21/2018	MED EXP (Any one person) \$ 5,000
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> Host Liquor Liability	3DS5466-M1219921	07/20/2018	07/21/2018	GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS - COMPIOP AGG \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				DEDUCTIBLE \$ 1,000
	<input type="checkbox"/> Retail Liquor Liability				\$
	<b>AUTOMOBILE LIABILITY</b>				COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$	
<input type="checkbox"/> HIRED AUTOS					
<input type="checkbox"/> NON-OWNED AUTOS					
	<b>GARAGE LIABILITY</b>				AUTO ONLY - EA ACCIDENT \$
	<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
					AUTO ONLY: AGG \$
	<b>EXCESS/UMBRELLA LIABILITY</b>				EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$
					\$
	<input type="checkbox"/> DEDUCTIBLE				\$
	<input type="checkbox"/> RETENTION \$				\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>				WC STATU-TORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT \$
	If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$
					E.L. DISEASE - POLICY LIMIT \$
	<b>OTHER</b>				

## DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.  
Attendance: 80, Event Type: Dinner.  
Event Location: 90 Edwards Lane

## CERTIFICATE HOLDER

Town of Palm Beach Shores 90 Edwards Ln Palm Beach Shores, FL 95959	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE
---------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

ACORD 25 (2001/08)

© ACORD CORPORATION 1988

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)
Town of Palm Beach Shores 90 Edwards Ln Palm Beach Shores, FL 95959
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



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

Item 5a1  
April 16, 2018

	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%
1/31/2018	\$ 4,359,832	\$ 4,970,746	\$ 177,971	\$ 3,550,490	71%
2/28/2018	\$ 4,209,790	\$ 4,970,746	\$ 178,689	\$ 3,729,179	75%
<b>3/31/2018</b>	<b>\$ 3,684,912</b>	<b>\$ 4,970,746</b>	<b>\$ 183,457</b>	<b>\$ 3,912,636</b>	<b>79%</b>
3/31/2017	\$ 3,232,578	\$ 4,452,288	\$ 96,728	\$ 3,491,969	78%
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%
1/31/2018	\$ 4,970,746	\$ 348,115	\$ 24,220	\$ 372,335	\$ 1,525,146	31%
2/28/2018	\$ 4,970,746	\$ 329,223	\$ (54,585)	\$ 274,638	\$ 1,799,784	36%
<b>3/31/2018</b>	<b>\$ 4,970,746</b>	<b>\$ 670,416</b>	<b>\$ (76,909)</b>	<b>\$ 593,507</b>	<b>\$ 2,393,291</b>	<b>48%</b>
3/31/2017	\$ 4,452,288	\$ 484,006	\$ (7,587)	\$ 476,419	\$ 2,038,093	46%
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 Commission on November 20, 2017.*

*Note: March disbursements and expenditures are higher than average because of the semi-annual EMS payment to Riviera Beach and this month included 3 payrolls.*

**Town of Palm Beach Shores**  
**Budget Summary Report**  
**March 2018**

				March Benchmark		50.0%	
	BUDGET		YTD		Favorable(Unfav)		%
<b>REVENUE</b>							
Revenue (without appr'd F/B)	\$ 4,656,277.00		\$ 3,912,636.21		\$ (743,640.79)		84.0%
Appropriated Fund Balance	314,469.00		-		(314,469.00)		
<b>TOTAL REVENUE</b>	<b>\$ 4,970,746.00</b>		<b>\$ 3,912,636.21</b>		<b>\$ (1,058,109.79)</b>		<b>78.7%</b>
<b>EXPENDITURES BY DEPARTMENT</b>							
		% of total		% of total			
Administration	\$ 389,232.00	8%	\$ 187,654.09	8%	\$ 201,577.91		48.2%
Legal	100,000.00	2%	39,508.84	2%	60,491.16		39.5%
Public Works	269,454.00	6%	165,025.82	7%	104,428.18		<b>61.2%</b>
Police	1,368,427.00	30%	721,281.21	30%	647,145.79		<b>52.7%</b>
Fire	653,931.00	14%	265,641.71	11%	388,289.29		40.6%
Building	171,050.00	4%	89,840.65	4%	81,209.35		<b>52.5%</b>
Emergency Disaster	-	0%	107,246.96	4%	(107,246.96)		0.0%
Solid Waste	198,000.00	4%	77,077.86	3%	120,922.14		38.9%
911 Dispatch	377,597.00	8%	199,168.69	8%	178,428.31		<b>52.7%</b>
Legislative	35,560.00	1%	11,258.34	0%	24,301.66		31.7%
Streets/Storm Sewers	23,025.00	0%	5,645.22	0%	17,379.78		24.5%
Parks	115,650.00	2%	55,876.13	2%	59,773.87		48.3%
Beach	92,941.00	2%	50,115.20	2%	42,825.80		<b>53.9%</b>
Lift Stations/Sewer Service	17,975.00	0%	8,559.91	0%	9,415.09		47.6%
Contingencies	85,000.00	2%	-	0%	85,000.00		0.0%
Emergency Medical Services	312,615.00	7%	155,161.02	6%	157,453.98		49.6%
Community Center	60,600.00	1%	23,077.98	1%	37,522.02		38.1%
Risk Management	115,000.00	2%	78,985.00	3%	36,015.00		<b>68.7%</b>
Capital	246,327.00	5%	152,166.54	6%	94,160.46		<b>61.8%</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,632,384.00</b>		<b>\$ 2,393,291.17</b>		<b>\$ 2,239,092.83</b>		<b>51.7%</b>
<b>Transfer to UU Fund</b>	<b>\$ 85,646.00</b>		<b>\$ 85,646.00</b>		<b>\$ -</b>		
<b>REVENUE OVER (UNDER)</b>							
<b>EXPENDITURES</b>	<b>\$ 252,716.00</b>		<b>\$ 1,433,699.04</b>		<b>\$ (3,297,202.62)</b>		

Explanation of Variances

Public Works - Timing of transactions: health ins paid 7 months, w/c ins paid 3 of 4 quarters. Plus major plumbing repairs to Town Hall.

Police - Timing of transactions, especially Maintenance Contracts (annual) and spending of Donations.

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

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

Dispatch - Timing of transactions: health ins paid 7 months, w/c ins paid 3 of 4 quarters.

Beach - new sign for lifeguard stand and emergency plumbing repairs at bathroom

Risk Management - 3 of 4 quarterly payments have been made on the main insurance policy (~75%)

Capital - due to the timing of projects

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

<b>Accumulated (unspent) Discretionary Sales Tax as of 9/30/17</b>	<b>\$ 49,955.01</b>
--------------------------------------------------------------------	---------------------

**Current Year Receipts:**

<b>Date of Receipt</b>	<b>Period</b>	
11/9/2017	3Q adjustment	\$ 1,889.90
11/27/2017	October	\$ 5,343.00
12/27/2017	November	\$ 6,014.37
1/29/2018	December	\$ 6,486.66
2/8/2018	4Q adjustment	\$ 2,056.88
2/27/2018	January	\$ 7,640.03
3/27/2018	February	\$ 6,477.08
<b>Total current year receipts</b>		<b>\$ 35,907.92</b>

<b>Accumulated (unspent) Discretionary Sales Tax as of 2/28/18</b>	<b>\$ 85,862.93</b>
--------------------------------------------------------------------	---------------------

**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-17	22,450.54	8,685.36	1,787.46	32,923.36
Nov-17	16,851.29	7,921.37	2,421.56	27,194.22
Dec-17	16,452.86	8,909.00	3,470.78	28,832.64
Jan-18	16,030.72	6,390.77	3,329.08	25,750.57
Feb-18	16,552.17			16,552.17
Mar-18				-
Apr-18				-
May-18				-
Jun-18				-
Jul-18				-
Aug-18				-
Sep-18				-
<b>YTD Total</b>	<b>88,337.58</b>	<b>31,906.50</b>	<b>11,008.88</b>	<b>131,252.96</b>



**Town of Palm Beach Shores**  
**Underground Utilities**  
as of 3/31/18

	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
<b>Expenditures:</b>						
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	22,948.60	\$ 37,100.37	160,259	123,158.63
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)
<b>Total expenditures</b>	<b>\$ 13,815.88</b>	<b>\$ 90,648.75</b>	<b>\$ 22,948.60</b>	<b>\$ 127,413.23</b>	<b>\$ 5,240,844</b>	<b>\$ 5,113,430.77</b>
<b>Other Financing Sources:</b>						
Transfer In (from General Fund)	\$ 90,000.00	\$ -	\$ 85,646.00	\$ 175,646.00	\$ 90,000	\$ (85,646.00)
Loan Proceeds	-	-	-	-	5,150,844	5,150,844.00
<b>Total other financing sources</b>	<b>\$ 90,000.00</b>	<b>\$ -</b>	<b>\$ 85,646.00</b>	<b>\$ 175,646.00</b>	<b>\$ 5,240,844</b>	<b>\$ 5,065,198.00</b>
<b>Net Change in Fund Balance</b>	<b>\$ 76,184.12</b>	<b>\$ (90,648.75)</b>	<b>\$ 62,697.40</b>	<b>\$ 48,232.77</b>	<b>\$ -</b>	<b>\$ (48,232.77)</b>

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

For The Date Range From 3/1/2018 To 3/31/2018

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

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
7367	C	3/2/2018	665	Andrew Fenton	\$100.00	O
7368	C	3/2/2018	129	Anthony Lembo	\$500.00	O
7369	C	3/2/2018	37	Bass Property Maintenance, Inc.	\$3,995.83	O
7370	C	3/2/2018	225	C&T Auto Care	\$517.05	O
7371	C	3/2/2018	49	CDW Government	\$489.31	O
7372	C	3/2/2018	32	City of Riviera Beach	\$157,454.04	O
7373	C	3/2/2018	52	Comcast	\$22.66	O
7374	C	3/2/2018	116	Cox Media Group	\$419.68	O
7375	C	3/2/2018	61	EAP/Center for Family Services	\$162.15	O
7376	C	3/2/2018	676	Guardian	\$1,301.93	O
7377	C	3/2/2018	658	Guardian Hawk Security	\$330.95	O
7378	C	3/2/2018	90	Hulett Environmental Services	\$164.00	O
7379	C	3/2/2018	529	Joe Olivera	\$400.00	O
7380	C	3/2/2018	95	Lowes	\$1,257.89	O
7381	C	3/2/2018	16	Palmdale Oil Company, Inc.	\$1,584.15	O
7382	C	3/2/2018	516	Schmidt Nichols	\$1,346.25	O
7383	C	3/2/2018	494	Signs by Tomorrow	\$570.00	O
7384	C	3/2/2018	643	Suntrust Bank	\$5,659.69	O
7385	C	3/2/2018	592	Trevor Steedman	\$81.46	O
7386	C	3/2/2018	103	Comp Benefits	\$212.42	O
7387	C	3/2/2018	290	Westside Reprographics, Inc.	\$9.24	O
7388	C	3/2/2018	108	Windstream Communications Inc.	\$535.88	O
7389	C	3/9/2018	114	Albatross Supply	\$762.42	O
7390	C	3/9/2018	213	All Around Fun	\$190.00	O
7391	C	3/9/2018	29	Alphagraphics of the Palm Beaches	\$295.59	O
7392	C	3/9/2018	665	Andrew Fenton	\$30.52	O
7393	C	3/9/2018	614	Art By Nature Garden Center, Inc.	\$135.96	O
7394	C	3/9/2018	37	Bass Property Maintenance, Inc.	\$821.50	O
7395	C	3/9/2018	673	Bishop's Water Company	\$555.50	O
7396	C	3/9/2018	47	Board of County Commissioners	\$2,265.88	O
7397	C	3/9/2018	564	Brannon & Gillespie LLC	\$14,261.10	O
7398	C	3/9/2018	704	BRP US Inc	\$17,178.98	O
7399	C	3/9/2018	225	C&T Auto Care	\$760.46	O
7400	C	3/9/2018	338	City Electric Supply	\$2,405.23	O
7401	C	3/9/2018	52	Comcast	\$317.70	O

**Accounts Payable Check Register Report - PNC Bank-12-0164-0172***For The Date Range From 3/1/2018 To 3/31/2018**For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck*

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
7402	C	3/9/2018	538	CRS Max Consultants	\$462.00	O
7403	C	3/9/2018	107	Davis and Ashton, P.A.	\$9,126.00	O
7404	C	3/9/2018	726	EMS Providers of Palm Beach County	\$100.00	O
7405	C	3/9/2018	65	Federal Background Services, Inc.	\$300.00	O
7406	C	3/9/2018	67	Ferrellgas	\$81.24	O
7407	C	3/9/2018	606	Florida Municipal Insurance Trust	\$45,977.25	O
7408	C	3/9/2018	81	Achieve Agency LLC	\$350.00	O
7409	C	3/9/2018	80	FL Public Utilities	\$146.09	O
7410	C	3/9/2018	277	Frank Stuparitz	\$30.52	O
7411	C	3/9/2018	420	Gaudy Quesada	\$183.18	O
7412	C	3/9/2018	87	Halsey & Griffith	\$36.88	O
7413	C	3/9/2018	89	Home Depot Credit Svcs	\$593.82	O
7414	C	3/9/2018	659	Image Companies	\$1,150.00	O
7415	C	3/9/2018	425	Jason's Arborcare Service Inc.	\$2,000.00	O
7416	C	3/9/2018	529	Joe Olivera	\$1,170.00	O
7417	C	3/9/2018	457	Lightning Electric	\$862.05	O
7418	C	3/9/2018	689	Main Drain Plumbing LLC	\$275.00	O
7419	C	3/9/2018	130	Manno's Public Safety Supply	\$67.20	O
7421	C	3/9/2018	169	Neopost USA Inc	\$13.80	O
7422	C	3/9/2018	11	Nationwide Retirement Solutions	\$130.00	O
7423	C	3/9/2018	24	PBC Credit Union	\$50.00	O
7424	C	3/9/2018	19	PBC Police Benevolent Association	\$423.00	O
7425	C	3/9/2018	312	Professional Images	\$278.00	O
7426	C	3/9/2018	520	Safe Built, LLC	\$12,198.75	O
7427	C	3/9/2018	365	Sherwin-Williams	\$36.61	O
7428	C	3/9/2018	484	Shred-It	\$84.00	O
7429	C	3/9/2018	100	Toshiba Business Solutions	\$336.71	O
7430	C	3/9/2018	101	Verizon Wireless	\$547.65	O
7431	C	3/9/2018	104	Waste Management of Palm Beach	\$10,515.02	O
7432	C	3/9/2018	108	Windstream Communications Inc.	\$383.26	O
7433	C	3/9/2018	210	Woodlake Phychological Associates	\$290.00	O
7434	C	3/15/2018	13	Neeld Paper & Supplies	\$1,794.88	O
7435	C	3/22/2018	5	AFLAC	\$262.36	O
7436	C	3/22/2018	7	All Safe Safe & Lock	\$435.20	O
7437	C	3/22/2018	29	Alphagraphics of the Palm Beaches	\$227.18	O

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Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
7438	C	3/22/2018	524	BAUSCH Enterprises Inc	\$822.50	O
7439	C	3/22/2018	673	Bishop's Water Company	\$110.00	O
7440	C	3/22/2018	49	CDW Government	\$575.00	O
7441	C	3/22/2018	115	Clean & Treat Co.	\$85.00	O
7442	C	3/22/2018	52	Comcast	\$351.66	O
7443	C	3/22/2018	708	Dilo Fire Alarms Inc	\$200.00	O
7444	C	3/22/2018	580	Fence Crafters, Inc	\$1,650.00	O
7445	C	3/22/2018	729	Florida Association of City Clerks	\$75.00	O
7446	C	3/22/2018	71	FL Power & Light	\$2,335.05	O
7447	C	3/22/2018	728	Gordon Lerner	\$18.26	O
7448	C	3/22/2018	529	Joe Olivera	\$975.00	O
7449	C	3/22/2018	709	Layne inliner	\$23,665.00	O
7450	C	3/22/2018	457	Lightning Electric	\$6,314.00	O
7451	C	3/22/2018	237	Lou's Police Distributors	\$1,700.28	O
7452	C	3/22/2018	689	Main Drain Plumbing LLC	\$6,511.41	O
7453	C	3/22/2018	130	Manno's Public Safety Supply	\$159.97	O
7454	C	3/22/2018	682	Meyers Turf LLC	\$84.00	O
7455	C	3/22/2018	256	Michael Simmons	\$125.00	O
7456	C	3/22/2018	11	Nationwide Retirement Solutions	\$130.00	O
7457	C	3/22/2018	266	Onsolve Intermediate Holding Company	\$2,117.00	O
7458	C	3/22/2018	16	Palmdale Oil Company, Inc.	\$1,673.50	O
7459	C	3/22/2018	24	PBC Credit Union	\$50.00	O
7460	C	3/22/2018	196	Performance NAPA	\$138.89	O
7461	C	3/22/2018	30	Poly Systems Company	\$522.60	O
7462	C	3/22/2018	312	Professional Images	\$376.00	O
7463	C	3/22/2018	33	Riviera Beach Water	\$2,439.90	O
7464	C	3/22/2018	727	Sailfish Marina	\$86.19	O
7465	C	3/22/2018	494	Signs by Tomorrow	\$250.00	O
7466	C	3/22/2018	375	Simmons & White, Inc.	\$1,920.00	O
7467	C	3/22/2018	40	Solutions Outside the Box	\$3,312.50	O
7468	C	3/22/2018	118	Steve Langevin	\$77.02	O
7469	C	3/22/2018	586	The Standard Insurance Company	\$443.41	O
7470	C	3/22/2018	348	United Lighting Sales Inc.	\$7,667.20	O
7471	C	3/22/2018	101	Verizon Wireless	\$4.76	O
7472	C	3/22/2018	290	Westside Reprographics, Inc.	\$439.26	O

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

For The Date Range From 3/1/2018 To 3/31/2018

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

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
7473	C	3/22/2018	131	WEX BANK	\$303.08	O
7474	C	3/22/2018	108	Windstream Communications Inc.	\$127.19	O
7475	C	3/22/2018	269	Wright National Flood Insurance Co.	\$2,730.00	O
7476	C	3/29/2018	29	Alphagraphics of the Palm Beaches	\$630.10	O
7477	C	3/29/2018	582	Bartow Ford	\$71,090.00	O
7478	C	3/29/2018	127	Blue Cross Blue Shield of Florida, Inc.	\$34,623.86	O
7479	C	3/29/2018	116	Cox Media Group	\$423.12	O
7480	C	3/29/2018	725	HP	\$486.68	O
7481	C	3/29/2018	90	Hulett Environmental Services	\$164.00	O
7482	C	3/29/2018	565	Jodi Novella	\$70.69	O
7483	C	3/29/2018	648	John Meskiel	\$270.00	O
7484	C	3/29/2018	95	Lowes	\$143.70	O
7485	C	3/29/2018	11	Nationwide Retirement Solutions	\$130.00	O
7486	C	3/29/2018	226	Palm Beach Embroidery	\$1,386.50	O
7487	C	3/29/2018	24	PBC Credit Union	\$50.00	O
7488	C	3/29/2018	19	PBC Police Benevolent Association	\$423.00	O
7489	C	3/29/2018	27	PNC Bank	\$20.17	O
7490	C	3/29/2018	650	Property & Evidence Association of Florida	\$25.00	O
7491	C	3/29/2018	730	PV Productions LLC	\$2,894.31	O
7492	C	3/29/2018	516	Schmidt Nichols	\$1,495.00	O
7493	C	3/29/2018	118	Steve Langevin	\$26.76	O
7494	C	3/29/2018	643	Suntrust Bank	\$4,049.84	O
7495	C	3/29/2018	592	Trevor Steedman	\$81.46	O
7496	C	3/29/2018	103	Comp Benefits	\$212.42	O
7497	C	3/29/2018	108	Windstream Communications Inc.	\$535.88	O
7498	C	3/29/2018	269	Wright National Flood Insurance Co.	\$3,795.00	O
ADP, LLC	E	3/2/2018	697	ADP, LLC	\$135.47	O
ADP, LLC	E	3/16/2018	697	ADP, LLC	\$137.16	O
ADP, LLC	E	3/30/2018	697	ADP, LLC	\$133.78	O
Fica and Federal Withholding	E	3/6/2018	147	Fica and Federal Withholding	\$16,123.71	O
Fica and Federal Withholding	E	3/30/2018	147	Fica and Federal Withholding	\$15,796.66	O
Fica and Federal Withholding	E	3/30/2018	147	Fica and Federal Withholding	\$15,198.13	O
FRS	E	3/6/2018	172	FRS	\$22,930.12	O
PBS Payroll	E	3/30/2018	146	PBS Payroll	\$50,045.83	O



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Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
PBS Payroll	E	3/30/2018	146	PBS Payroll	\$48,309.42	O
Cleared					\$0.00	
Outstanding					\$670,416.47	
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

April 16, 2018

Steven Langevin  
Chief of Police

Aril 2018 Commission meeting

The lifeguard personnel have been busy again with 6 saves recently with the assistance of 2 Riviera beach Lifeguards 6 folks have been pulled from the ocean due to the rip current. The recently donated ATV proved invaluable once again in taking the victims and medics to awaiting ambulances.

County wide reports of vehicle burglaries have increased again, the round we had experienced has stopped for now. Currently we have an operation in place and ongoing to attempt to interdict the suspects.

The armed robbery at 115 Inlet way continues to be investigated with help from other agencies in identifying potential suspects.

I have met with about 3 vendors regarding the CCTV cameras and upgrading the License plate reading cameras at the 3 entrances to town. In the next 2 weeks I will meet with another vendor and the police chief of lighthouse point to view their newly installed town system.

The transfer over to AT&T phone provider was completed at the end of March. Shortly after a town wide power failure occurred, the generator to town hall failed which is where the AT&T main equipment is housed., This caused a cascading event to the phone systems at the police Fire and Town hall all phone lines were out, due to an internal error on AT&T's part our account could not be found after a 12 hour down time I found the AT&T router had lost power and the back up power to it had also failed it was corrected and the account found.

As of now we have a new account representative and all is working fine, any missteps by the previous rep is being looked into and corrected. We are looking into ways to protect the AT&T housed equipment better, a meeting with all will occur next week and together with Alan a solution will be found.

The new Comcast Fiber optics line being installed by the State and county to operate our NCIC FCIC equipment came to a halt due to space and over load questions by Harris and Comcast communications and their installers. Alan had the electrician install a new UPS backed outlet to the equipment, the vendor installed new backing and if all goes well we will be serviced by the fiber optic line in a few weeks.

I continue to attempt to look for contractors to make the refurbishments to the door and bathroom of the police department along with other areas of concern, to date it has been difficult although next week I meet with another vendor.



# Palm Beach Shores Police

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

Steven J. Langevin  
Chief of Police

Date: 4/11/2018

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

---

2018			
Criminal Arrests	0	Town Ordinance Violations	10
Parking Citations	38	T3 Patrol Hours	1
Verbal Warnings	12	ATV Patrol Hours	7
Written Warnings	3	Bike Patrol Hours	5
Traffic Citations	1	Foot Patrol Hours	67
Criminal Complaints	31	Radar Hours	4
Complaints/Calls for Assistance	183		
Patrol Mileage	2545		

# PALM BEACH SHORES POLICE DEPARTMENT ACTIVITY REPORT

## 2018 MARCH

	MAR	2018	MAR	2017	MAR	2016
<b>A. Crimes Against Persons</b>						
1. Assault						
a. Aggravated	0	2	0	0	1	2
b. Battery	0	1	0	1	0	2
c. Simple	0	1	0	1	0	0
d. Domestic Assault	0	0	0	0	0	1
e. Domestic Battery	0	3	1	3	2	2
2. Breach of Peace						
a. Disorderly Conduct	0	0	0	0	0	0
b. Disorderly Intoxication	0	0	0	0	0	0
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	0
6. Suicide	0	0	0	0	0	0
a. Attempted Suicide	0	0	0	0	0	0
7. Obscene/Anon/Harassing Phone Calls	0	0	0	0	0	0
8. Resisting Arrest						
a. With Violence	0	0	0	0	0	0
b. Without Violence	0	0	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	0	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	1	0	0	0	0
13. Intercepting Communications	0	0	0	0	0	0
14. Stalking	0	0	0	0	0	0

## B. Crimes Against Property

	MAR	2018	MAR	2017	MAR	2016
1. Arson	0	0	0	0	0	0
2. Burglary						
a. Structure	1	1	0	0	0	0
b. Conveyance	11	11	0	2	1	1
c. Dwelling	0	1	3	4	0	1
d. Attempted	0	0	0	0	0	0
1. Value	637	1637	64753	69474	0	0
2. Value Recovered	400	1400	0	0	0	0
3. Grand Theft	1	2	0	4	2	4
a. Value	400	1460	0	3350	836	12536
b. Value Recovered	800	800	0	0	0	0
4. Criminal Mischief	1	2	1	1	0	2
5. Motor Vehicle Theft						
a. Auto	0	0	0	0	0	0
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	0	0	0	0	0	0
2. Value Recovered	0	0	0	0	0	0
6. Bicycle Theft	0	0	2	2	0	0
1. Value	0	0	550	550	0	0
2. Value Recovered	0	0	0	0	0	0
7. Loitering/Prowling	0	0	0	0	0	0
8. Petit Theft	1	1	0	1	1	1
1. Value	26	26	0	20	175	175
2. Value Recovered	0	0	0	0	0	0
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	0	0	0	1	0	0
11. Trespassing Person	4	5	1	2	8	12



**C. Crimes Against Nature/Vice**

	MAR	2018	MAR	2017	MAR	2016
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	1	1	0	1	0	0
5. Possession of Controlled Substance	1	2	0	1	2	2
6. Possession of Paraphernalia	0	0	0	0	0	0

**D. Weapons Offenses**

1. Carry Concealed Firearm	0	0	0	0	0	0
2. Carry Concealed Weapon	0	0	0	0	0	0
3. Bomb Threat	0	0	0	0	0	0
4. Discharge Firearm/Public	0	0	0	0	0	0
5. Fireworks	0	0	1	1	0	0

**E. Fraud Offenses**

1. Credit Cards/Stolen/Possession	1	1	0	0	0	0
2. Defraud Innkeeper	0	0	0	0	0	0
3. Embezzlement	0	0	0	0	0	0
4. Worthless Checks	0	0	0	0	0	0
5. Theft of Service	0	0	0	0	0	0
6. Forgery	0	0	0	0	0	0
7. Consumer Fraud	1	1	0	0	0	0

**F. Town Ordinance Violations**

1. Dogs						
a. At Large	1	1	0	0	0	0
b. On Beach	1	1	0	0	0	0
2. Noise						
a. Construction	0	2	1	1	0	3
b. Machinery	0	3	0	1	0	1
3. Fire Lane	0	0	0	0	0	0
5. Parking	1	4	4	6	0	6
6. Miscellaneous	7	7	1	1	4	10

	MAR	2018	MAR	2017	MAR	2016
G. Warrant Arrests	0	0	1	1	4	5
Total Criminal Complaints	31	55	15	35	25	56
Total Criminal Arrests	0	10	8	15	7	14
Total Amount Stolen Property	663	2723	65303	73394	836	12536
Total Amount Recovered Property	800	1800	0	0	0	0

## II. Police Service Calls

### A. General Complaints

1. Animals						
a. Cats	0	0	0	1	0	0
b. Dogs	4	5	1	3	0	2
c. Sharks	0	1	0	0	0	0
d. Snakes	0	0	0	0	0	0
e. Others	1	3	0	0	0	0
2. Domestic	2	4	1	1	6	7
3. Found Property	6	9	0	3	1	4
4. Landlord/Tenant	1	1	0	0	2	3
5. Lost or Stolen Property	0	1	0	0	0	0
a. Value	0	0	0	0	0	0
b. Value Recovered	0	0	0	0	0	0
6. Disturbance	12	18	5	15	3	4
7. Noise	0	2	3	9	2	3
8. Nuisance	0	0	0	0	0	0
9. Open Door or Window	4	5	0	0	1	2
10. Police Information	18	46	14	24	10	29
11. Prowler	0	0	0	0	0	0
12. Suspicious Person	2	6	2	6	0	2
13. Suspicious Vehicle	1	2	6	7	0	0
14. Suspicious Incident	6	13	3	9	0	3

**D. Juvenile Complaints**

	<b>MAR</b>	<b>2018</b>	<b>MAR</b>	<b>2017</b>	<b>MAR</b>	<b>2016</b>
1. General	2	2	1	1	0	2
2. Lost Child	2	2	0	3	3	3
3. Child Abuse or Neglect	0	0	0	1	0	0
4. Arrests	0	0	0	0	0	0
5. Trespassing	0	0	0	0	0	0
6. Runaways	0	0	0	0	0	0
<b>Total Police Service/Assistance Calls</b>	121	230	81	191	61	159
<b>Total Gross Complaints</b>	183	385	106	230	112	272



## MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION

### TOWN OF PALM BEACH SHORES FIRE DEPARTMENT

15 March 2018 – 11 April 2018

Item 5b2

April 16, 2018

TO: Mayor Myra Koutzen  
Town Commissioners

FROM: Trevor L. Steedman, Fire Chief

DATE: 11 April 2018

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

##### OPERATIONS

- Staffing
  - Career Staff
    - All Full-Time Firefighter / EMS provider positions are currently filled
  - 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.
- 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



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

**15 March 2018 – 11 April 2018**

- 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
  - *Fire Department Instructor's Conference (FDIC) International 2018*
    - World's Largest Fire Service Training Conference with over 34,000 personnel in attendance from 58 countries represented.
    - Held in Indianapolis, Indiana April 23-28, 2018
    - Chief Steedman is a featured instructor representing Palm Beach Shores.
  - Operations orientation training program initiated with new Volunteer members.
  - Training and Education opportunities for Officers and Members of the Department:
    - PBSFD crews attended Vehicle Extrication Training twice with Riviera Beach Fire Rescue the week of April 2<sup>nd</sup>.
    - PBSFD crews are attending Live Fire Training at the PBCFR HQ Training Academy on April 11<sup>th</sup> and 19<sup>th</sup>.
    - 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**  
**15 March 2018 – 11 April 2018**

- 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.  
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.



**MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**  
**TOWN OF PALM BEACH SHORES FIRE DEPARTMENT**  
**15 March 2018 – 11 April 2018**

- Fleet Deployment & Maintenance
  - Engine 80 will be out of service for repairs and routine maintenance beginning April 11<sup>th</sup>.
  - Acquisition of Can-Am from Police Department
    - ATV for deployment to Beach and water-related emergencies
    - Direct and more expedient access to related calls-for service
    - Initial operator training to be given by Sgt. Simmons
    - Response policy, training and Standard Operating Guideline (SOG) shall be implemented prior to initiating deployment model.
    - Initial Operator and Safety Training began March 26<sup>th</sup>.

**COMMUNITY RISK REDUCTION (CRR) INITIATIVES**

- *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.
  - Chief Steedman has met with the local American Red Cross Representative regarding funding availability for this program.
  - *Community CPR & AED*
    - Hands-Only CPR demonstration presented to the *PBS Property Owner's Association* at their April 9 meeting. A date will be



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

**15 March 2018 – 11 April 2018**

selected to provide Community-Based training in the form of a CPR Marathon / CPR Rodeo format. This format offers a full day of back-to-back classes (Morning – Afternoon - Evening) to provide maximum accessibility for participants. Each session lasts approximately two hours.

- 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.
- 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



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

**15 March 2018 – 11 April 2018**

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.
- 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





**MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION**  
**TOWN OF PALM BEACH SHORES FIRE DEPARTMENT**  
**15 March 2018 – 11 April 2018**

**CALLS FOR SERVICE**

<b>TOTAL CALLS FOR SERVICE</b>	<b>41</b> <b>(Fire: 13 ) (Medical: 28)</b>
<b>LAST REPORTING PERIOD</b>	<b>36</b> <b>(Fire: 08 ) (Medical: 28)</b>
<b>PERCENTAGE</b> <b>INCREASE / DECREASE</b>	<b>+13.9 %</b> <b>(Fire +62.5 %) (Medical – 0.00 %)</b>

**TRAINING & DRILLS**

DATE	TIME	LOCATION	TYPE			NATURE	STAFFING	NOTES
			FIRE	RESCUE	EMS			
20 Mar 2018	18:30	90 Edwards	X			SCBA	11	Hands-On
27 Mar 2018	18:30	90 Edwards		X		Rope/Rigging	09	Hands-On
03 Apr 2018	19:00	247 Edwards Ln				Meeting	10	Admin.
03 Apr 2018	1400	Dyer & Military Trail		X	X	Vehicle Extrication	03	Hands-On
04 Apr 2018	1400	Dyer & Military Trail		X	X		03	Hands-On
TOTALS:			05					
Formal Training Drills – 04								
Personnel Participation – 26								
Personnel Training Hours – 65.0								





## *Public Works Department*

**Item #: 5 b 3.**  
**April 16, 2018**

### *Monthly Status Report*

*April 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 still in process due to upgrading electrical wiring and junction boxes. All exterior lighting fixture are LED and Turtle friendly. All the parts have finally arrived to complete the project.
3. Scheduling to paint the exterior of the Community Center. This project is still in the paint selection stage more paint samples will be reviewed. **Note:** color samples will be applied on color wood pallets for review. Please submit to Town Hall your paint color ideas for consideration.
4. Receiving quotes to replace the BBQ grill and gas components on the first floor.
5. Receiving quotes to install a second new faucet on the large sink located in the second floor kitchen. The purpose for the new faucet is for washing smaller items without the use of the large sink spray handle to reduce the water spray on the walls and floor and the handler for safety concerns.
8. The projects listed is funded through the approved capital and 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. Public Works staff has completed the pressure washing of the Parkway sidewalks, pavers, and retaining wall blocks.
3. Scheduling contractors for the Beach Playground new swing set and ground cover in compliance with ADA requirements.
4. In the process to convert all the Inlet Park walkway post lights to LED turtle friendly lighting and to replace the in ground electrical boxes that were damaged during the High King Tides. This project is to be scheduled for April 23, 2018 until completion.
5. The contracted tree trimming on the Parkway and Inlet Park and the Beach has been completed. The majority of the tree stumps around town and the Parkway has been grinded down to ground level. The stump grinding project was due to fallen or damaged trees caused by Hurricane Irma. Some stumps remain and will be attended to when the equipment from the contractor has been repaired.

6. Public Works Staff has been working hard to keep the irrigation system in working order. This includes the Parkway, Inlet Park, and the Beach. Everyone is experiencing the effects of lack of rain fall concerning all types of vegetation. I assure you that the Parkway, Inlet Park, and the Beach Park will be closely monitored for areas experiencing lack of water and attended to. The rainy season will be approaching soon we can hope.
7. The projects listed are funded through the approved capital budget and general budget.

### **Streets & Street Lights:**

1. Scheduling to replace the white marble drainage rock in all the streets culverts intersecting the interior streets and Parkway. This project is to be scheduled for April 16, 2018 until completion.
2. Receiving quotes to restripe the stop bars and rumble strips in front of all the towns 56 Stop Signs. This project is to increase the safety for the Pedestrian foot traffic and vehicle traffic.
3. The projects listed are funded through the approved general budget and capital budget.

### **Lift Stations:**

1. Scheduling to have the annual cleaning of the wet well holding tanks. The pumps to be serviced and the electrical control panel components to be tested and or replaced for routine maintenance.
2. The projects listed are funded through the approved general budget.

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

1. Receiving quotes to replace the four exterior fire proof metal doors to the Fire Annex Building and to the Police Building due to Hurricane Irma Damage.
2. Scheduling contractors for estimates with the Police Departments remodel.
3. The projects listed is funded through the approved capital budget 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. All site inspections have been completed.**

### **Training / Certificates:**

1. The next training courses begin in April 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. 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.
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.

**TOWN CLERK REPORT**  
**April 16, 2018 Commission Meeting**

<b>TASKS</b>	<b>STATUS</b>
<b>Upcoming Meetings</b>	<ul style="list-style-type: none"><li>➤ Special Magistrate Hearing, April 18, 2018 at 2:00 pm</li><li>➤ P &amp; Z Regular Meeting, April 24, 2018 at 6:30 pm</li><li>➤ May 2, 2018: DRC (2:00 pm)</li></ul>
<b>Building Department Fiscal Year 2017/18</b>	<ul style="list-style-type: none"><li>• Total Permits issued in March – 34</li><li>• Total Permit Fees in March - \$20,452.62</li><li>• Total Construction Value in March - \$485,788.50</li><li>• Total Permits issues YTD - 165</li><li>• Total Permit Fees YTD - \$77,597.79</li><li>• Total Construction Value YTD - \$2,598,797.21</li></ul>
<b>Code Compliance</b>	New/ongoing open Code Violations this month to date: 44 <ul style="list-style-type: none"><li>• 9 Yard debris, bulk and trash/garbage collections times (Code Sec. 38-9)</li><li>• 3 Prohibited parking on property (Code Sec. 70-75)</li><li>• 27 Property Maintenance (Code Sec. 14-329)</li><li>• 3 Temporary Signs (Code Sec 58-53)</li><li>• 2 Working without a permit (Code Sec 14-81)</li></ul>
<b>Community Center</b>	10 events this month: 2 Town/Misc; 1 POA; 3 Civic; 0 Resident; 4 Church

It is with much respect, but sadness, that we say farewell tonight to Commissioner Lisa Tropepe. Lisa has served the Town for 15 years as a public servant on the Commission. She also served many years with the Palm Beach County League of Cities, and served as the President from 2011 to 2012.

Before becoming a Commissioner, Lisa was the Town's Engineer and gave professional insight for many Town projects that we benefit from today.

We wish her nothing but happiness and much success in whatever adventures she and her daughter, Gina embark on!!!



To: Palm Beach Shores Town Commission  
From: Mayor Myra Koutzen  
Re: Proposed Fee Changes  
Date: April 16, 2018

**Introduction:**

The purpose of this report is to provide material for a conversation towards revising the Town's fee structure for building permits, plan review and the planning approval process (DRC and P&Z.)

**Staff Recommendation:**

Staff recommends that we revise our fee structure to cover the staff costs of reviewing and overseeing building projects in Town.

**Discussion:**

Listed below are a number of recommendations for consideration by the Commission. The only mandated change is the first one. The others are open to discussion and modification.

**Recommendation #1:**

Lower Florida Building Code charge from 3% to 2.5% as mandated by Florida State Statutes 468.631 and 553.721. The minimum collected should remain at \$4.00.

Florida mandates that we assess and collect a 2.5% fee on all permits issued. This fee is a percentage of the cost of the permit. This is then distributed to the State. Our current fee schedule requires a 3% charge and should be modified to reflect current requirements.

For example:

\$1,000 Project

\$30 Permit Fee + \$4 minimum = \$34.00

\$100,000 Project

\$3,000 Permit Fee + \$75 (2.5% x \$3,000) = \$3,075

**Recommendation #3:**

Revise the fees for applicants to go to the DRC and P&Z on a sliding scale similar to Manalapan. (See attached)

**Recommendation #4:**

Revise the fees for variances and special exceptions to recover costs. For example, each variance request requires advertising twice at \$250 each.

Recommend that we keep the \$250 base costs plus require applicant to reimburse Town for both advertising and consultant review expenses.

**Recommendation #5:**

Revise the fees for meeting with the Building Official, Code Officer and other consultants such as the Town Planner, Engineer or Attorney. Set the fee schedule to accurately reflect their hourly rate.

**Budget / Staff Impact:**

These recommended changes will ensure that the Town is adequately compensated for staff and consultant time spent on review and oversight of building projects.

**Attachments:**

- 1) Current Palm Beach Shores Fee Schedule
- 2) List of Permits fees paid during March, 2018
- 3) For reference, relevant fee schedules from Juno Beach, Jupiter Inlet Colony, Manalapan, Ocean Ridge, Tequesta
- 4) Comparison of our building fees and other fees to above municipalities
- 5) Manalapan Architectural Review Application Pricing Schedule
- 6) Consultants' Hourly Fees



**Town of Palm Beach Shores  
Fee Schedule  
Exhibit "A" to Resolution R-4-17  
Adopted March 20, 2017**

Item 8a1  
April 16 2018

TYPE OF FEE	AMOUNT
<b><u>ADMINISTRATIVE FEES</u></b>	
Certified Copies	\$5 each
Lien Search	\$15
Lot File Review	\$15
Meeting with Building Official, Code Official, and/or Zoning Official	\$50 Code official/1 hour max \$75 Building official/1 hour max \$75 Zoning official/1 hour max
Open Records:	
Search/Retrieval	See Open Record Rate Schedule (Exhibit A)
CD copies	\$15 each
Copies	\$ .10/page (black/white) \$ .15/page (color)
Electronic copies	N/C (if available - Hourly rate applies to transfer to electronic format)
Business Tax Receipt (administrative fees)	
Code Compliance Inspections	\$50
Building Official Inspections	\$50
Re-Inspections	\$25
Transfer (to new owner)	10% of annual license tax up to \$25.00; minimum \$3.00 (per Sec. 205.033(2), F.S.)
Transfer (to new location)	10% of annual license tax up to \$25.00; minimum \$3.00 (per Sec. 205.033(3), F.S.)
Transfer (to new name)	\$15
Duplicate	\$15
Solicitor Fees for all commercial activity (See Sec. 18-42 of the Town Code of Ordinances)	
Annual Fee	\$300
Monthly (30 day) Fee (minimum required)	\$50
Garage Sale Permit	\$10

Beach Parking Permit	
Resident (annual)	\$10
Hotel/Motel Guest Pass	\$10
Non-Resident (annual; limited to # of permits issued per year – set by Commission)	\$150
Special Event Permit (Town Beach or on any Town Property)	
Timely Application	\$50 (plus all costs necessitated by conditions of approval imposed by Town Commission)
Untimely Application	\$150 (plus all costs necessitated by conditions of approval imposed by Town Commission)
No Special Event Permit on Beach or any Town Property	\$500 (Police Dept. to issue fine)
Underground Utility Waiver Application	\$50
Unauthorized Sewer Connection; Per Incident	\$500 (See Sec. 74-91 of the Town Code of Ordinances)
Sewer System Usage Rates	
(See Sec. 74-131 of the Town Code of Ordinances)	
Single unit/vacant single unit lot accounts	\$32.00
Multiple units w/ facilities for meal preparation	\$26.00
Multiple units w/o facilities for meal preparation	\$23.58
Each seat in restaurants, lounges or bars	\$ 3.93
Each marina boat slip	\$ 2.62
Proportionate Fair-Share Program Application	\$50.00
Special Meetings/Hearings	\$75.00 (plus the cost of any/all advertising)

### **POLICE DEPARTMENT**

Police Reports	\$10
Recorded Copies	
Voice Copies	\$20
Hourly Rate for Record Search	\$25
Impoundment	
Towing	\$150 \$123.00
Storage	\$35/day \$25.00/day

### Parking Penalties

Obstructing Traffic	\$25
Parallel parking (w/in 10 ft. of fire hydrant)	\$50
Parking w/in 15 ft. of a "STOP" sign	\$35
Parking on wrong side of street	\$25
Double-parking	\$25
Parking in prohibited area	\$25
Blocking driveway, public or private	\$35
Parking on private property w/out permission	\$35 (trespassing)
Parking at beach parking lot w/out permit	\$50
Parking at beach parking lot with expired permit	\$25
Parking in handicapped parking space w/o permit	\$250
Parking in fire lane or zone	\$75
Parking in any manner as to block any portion of a sidewalk and/or bicycle path or cross walk	\$25
Parking outside of designated lines	\$25

### Other Penalties

Littering	\$200.00
Animals (Chapter 10) Violations	
First violation	written or verbal warning citation
Second violation	\$100.00
Subsequent violations	\$200.00 each
Illegal use of bicycles, roller-skates, rollerblades, Skateboards, quadricycles on Parkway or Inlet Park	\$25.00

## **PLANNING AND ZONING**

### Development Orders \*

Comprehensive Plan Amendment	\$750
Variance	\$250
Special Exception	\$250
Re-zoning	\$750
Plat Approval	\$600
Site Plan Review or Modification	\$50
Telecom Site plan Review of Modification	\$500
Building Plan Review & Inspections	\$150
Administrative Appeal	\$15

\*All development orders are subject to the fees listed herein in addition to any legal fees associated with the Town's review/processing of the development application, any costs associated with the Town's consultants' review of the development application, postage and advertising, which may exceed the fee amount listed herein.

## **BUILDING PERMIT FEES**

Building permit fees are determined based on the cost of the structure for which a permit is being applied and are as follows:

<i>Structure Cost Over:</i>	<i>But Not Over:</i>	<i>Permit Fee:</i>
\$ 0	\$ 1,000.00	\$30
1,000.00	100,000.00	\$30 + 3% of amount over \$1,000.00
100,000.00	250,000.00	\$2,500 + 2 % of amount over \$100,000
250,000.00	500,000.00	\$5,000 + 1.5 % of amount over \$250,000
500,000.00	---	\$7,000 + 1 % of amount over \$500,000

### **IMPORTANT NOTE:**

Effective October 1, 2010 and pursuant to Florida Statutes, Sections 468.631 and 553.721, the Building Department is required to assess and collect a **3% surcharge** on all permit fees associated with the enforcement of the Florida Building Code. **The minimum amount collected on any permit will be \$4.00**

### **Additional Fees:**

Re-Inspection fee  
Electrical Permit  
Demolition Permit  
Telecom or Utilities Registration

Final adoption Resolution R-4-17  
March 20, 2017

$\$99K \times 3\% = \$2970$   
 $\$150K \times 2\% = \$3000$   
 $\$250K \times 1.5\% = \$3750$   
 $\$2500 - \$2970 = (\$470)$   
 $\$5000 - \$5970 = (\$970)$   
 $\$7000 - \$9720 = (\$2720)$   
DRC      \$ 100,000.01  
            250,000.01



**CURRENT TOWN OF PALM BEACH SHORES BUILDING PROJECTS**  
**COSTS OF CONSTRUCTION AND FEES**

Item 8a2  
 April 16 2018

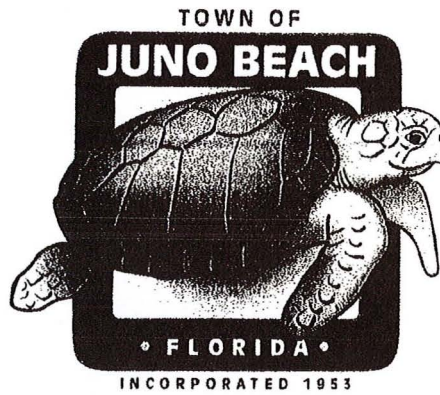
Job Description	Cost of Construction	Fees Paid	Date Sent for Review	Date Review Completed	Permit Issue Date	Permit Final Approved Date
Replace two (2) impact windows size for size	\$3,725.00	\$115.75	03/01/18	03/15/18	03/16/18	
Replace 6 impact windows and 1 impact door, size for size	\$15,051.00	\$465.07	03/01/18	03/15/18	03/16/18	
Demolish one (1) story house	\$11,700.00	\$361.53	03/01/18	03/05/18	03/06/18	
Replace existing tankless water heater with same	\$5,148.96	\$159.10	03/01/18	03/12/18	03/15/18	
Replace chain link fence on West side of property. Replace wood fence on rear (South) side of property	\$5,458.00	\$168.65	03/05/18	03/02/18	03/05/18	03/23/18
Routing Electrical Circuits as per plan	\$2,400.00	\$76.00	03/05/18	03/07/18	03/08/18	
Total remodel of existing structure- new addition sq. ft. 22'8" x 13	\$254,000.00	\$5,211.80	03/05/18			
HVAC Install 2.5 ton 16 seer & 1.5 ton 16 seer carrier.	\$0.00	\$0.00	03/05/18			
Rewire kitchen, lighting, plugs & HVAC relocation. Door lighting exhaust fan bathrooms. Re-wire bedroom.	\$0.00	\$0.00	03/05/18			
Pool with paver deck & gas heater.	\$40,000.00	\$1,236.00	03/05/18	03/05/18	03/06/18	
Wire pool equipment.	\$0.00	\$0.00	03/05/18	03/05/18	03/06/18	
Replace seven (7) windows	\$10,000.00	\$309.00	03/06/18	03/22/18	03/24/18	
Window replacement two (2) windows; material & labor	\$1,215.00	\$40.45	03/06/18	03/12/18	03/15/18	
Install one (1) door.	\$2,000.00	\$64.00	03/06/18	03/14/18	03/16/18	
Install acrylic room	\$9,600.00	\$296.64	03/06/18	03/14/18	03/15/18	
Install one (1) impact sliding glass door.	\$4,262.00	\$131.86	03/07/18	03/15/18	03/16/18	
Demo interior of house. Remove all plaster off walls and ceiling.	\$10,000.00	\$309.00	03/07/18	03/14/18	03/15/18	
Roof on new addition	\$5,100.00	\$0.00	03/08/18			
Remove existing driveway & Replace w/ Pavers, Install paver walkway & Paver Patio	\$19,469.10	\$601.60		03/12/18	03/15/18	
Replace 2000A Busway w/ Conduit. Six(6) sets of 3 1/2 Conduit w/ Four(4) MCM + 250MCM (2010 AMPs)	\$94,600.00	\$2,923.14		03/12/18	03/15/18	
Install eight(8) impact windows w/ Turtle tint as per code	\$9,630.00	\$297.57	03/16/18	03/17/18	03/19/18	
Water Heater Change Out w/ Electric Hardwire & Switch	\$1,125.00	\$37.75	03/16/18	03/17/18	03/22/18	
Water Heater Hardwire w/ Switch	\$0.00	\$0.00		03/17/18	03/22/18	



Job Description	Cost of Construction	Fees Paid	Date Sent for Review	Date Review Completed	Permit Issue Date	Permit Final Approved Date
Trash Bin Corral	\$1,500.00	\$49.00	03/16/18			
Install of Windows & block up existing opening	\$10,329.02	\$319.17	03/16/18			
Install of twelve(12) Impact Windows	\$9,426.00	\$291.26	03/16/18	03/17/18	03/19/18	03/28/18
Remove Kitchen Cabinets, Bathroom Vanity, Closet & Wall	\$600.00	\$170.00	03/16/18			
Replace Existing Gas Heater for Pool	\$4,575.00	\$141.37	03/16/18			
Install of a New Fence	\$500.00	\$34.00	03/16/18	03/15/18	03/16/18	
Alterations as per plan -Includes mechanical, plumbing and electrical.	\$100,000.00	\$2,575.00	03/08/18	03/09/18	03/19/18	
More Z vents as per plans.	\$800.00	MP-11684	03/08/18	03/09/18	03/19/18	
Plumbing as per plans	\$0.00	MP-11684	03/08/18	03/09/18	03/19/18	
Electric Contractors	\$0.00	MP-11684	03/08/18	03/09/18	03/19/18	
Replace Front Entry Doors Two(2)	\$8,826.00	\$272.72	03/19/18	04/06/18	04/09/18	
Door Install?	\$2,124.00	\$67.72	03/19/18	04/06/18	04/09/18	
Remove & Replace two(2) windows & one(1) door	\$6,608.00	\$204.19	03/19/18	04/06/18	04/09/18	
Replacement of front Entry doors two(2)	\$5,256.00	\$162.41	03/19/18	04/06/18	04/09/18	
Remove & Replace two(2) Windows	\$2,124.00	\$67.72	03/19/18	04/06/18	04/09/18	
Replace windows in guest bedroom w/ Hurricane proof product	\$3,276.00	\$102.28	03/19/18	04/06/18	04/09/18	
Replace one(1) door	\$4,484.00	\$138.56	03/19/18	04/06/18	04/09/18	
One(1) sliding glass door	\$8,100.00	\$250.29	03/19/18	04/06/18	04/09/18	
One(1) SH Window & one(1) sliding glass door	\$8,100.00	\$250.29	03/19/18	04/06/18	04/09/18	
Install of pavers around pool area	\$63,282.50	\$1,955.43	03/19/18			
Replace 3 ton package unit 8 kw heat	\$5,671.00	\$175.23	03/20/18	03/20/18	03/21/18	
Replacement of 1.5 ton system with 5 kw	\$3,620.00	\$112.60	03/20/18	03/22/18	03/24/18	
Gypsum wall board ceiling grid & replace carpet/pad for 1218 sq ft of laminate	\$8,142.00	\$251.59	03/20/18	03/20/18	03/21/18	
Building a new addition, fence, electrical re-wiring, new plumbing & A/C, new roof & driveway, New landscaping.	\$235,000.00	\$5,356.00	03/20/18	03/19/18	03/21/18	
Plumbing per plans. Sub to Master 11698-BLDG	\$0.00	\$0.00	03/20/18	03/19/18	03/21/18	
Electrical as per plans. Sub to Master 11698-BLDG	\$0.00	\$0.00	03/20/18	03/19/18	04/11/18	
A/C per plans. Sub to Master 11698-BLDG.	\$0.00	\$0.00	03/20/18	03/19/18	03/21/18	
Cobia Evac-electrical connection as per plans. Sub to Master 18PBS-11657-MECH - per contractor valuation included with Master.	\$10,465.15	\$0.00	03/22/18	03/22/18	03/24/18	
Electrical generator and transfer switch replacement.	\$47,274.00	\$1,460.77	03/23/18			
Electrical generator and transfer switch replacement.	\$0.00	\$0.00	03/23/18			
Electrical generator and transfer switch replacement	\$0.00	\$0.00	03/23/18			
Electrical generator and transfer switch replacement.	\$0.00	\$0.00	03/23/18			

Job Description	Cost of Construction	Fees Paid	Date Sent for Review	Date Review Completed	Permit Issue Date	Permit Final Approved Date
Install new 1" back flow preventer	\$600.00	\$34.00	03/23/18	04/05/18	04/06/18	
Install new gas line for water heater & two (2) existing stoves per plans.	\$1,600.00	\$48.00	03/23/18	04/05/18	04/06/18	
A/C change out.	\$2,400.00	\$76.00	03/23/18			
A/C change out	\$2,400.00	\$76.00	03/23/18			
A/C change out	\$2,400.00	\$76.00	03/23/18			
A/C change out	\$2,400.00	\$76.00	03/23/18			
Repairs to sundeck as per attached plans	\$10,000.00	\$309.00	03/20/18	03/20/18	03/27/18	
Temporary electric to meter. Sub to Master 11698-BLDG	\$650.00	\$34.00	03/27/18			
Window replacement two (2) windows material & labor	\$1,215.00	\$40.45	03/27/18	04/05/18	04/06/18	
Replace five (5) electrical FPE 125 AMP breaker panel. Like for like w/ new 125 AMP GE Breaker panel.	\$3,500.00	\$109.00	03/28/18	04/09/18	04/11/18	
Exact change out of a/c system.	\$4,550.00	\$140.60	03/28/18			
Replacement of six (6) windows and one (1) entry door without altering any openings.	\$8,750.00	\$270.38	03/28/18	04/18/49	04/11/18	
Reframe existing roof for covered patio & entry. New metal roof.	\$90,000.00	\$2,781.00	04/02/18			
Install one (1) impact sliding glass door.	\$4,262.00	\$131.86	04/02/18			
Same for Same Change Out of 4TON System	\$6,191.00	\$191.30	04/04/18	04/09/18	04/11/18	
Replace existing 200 AMP service & challenger panels and misc. electrical as per plans.	\$5,000.00	\$154.50	04/03/18	04/09/18	04/09/18	
Complete interior & roof demo.	\$5,000.00	\$154.50	04/03/18	04/09/18	04/11/18	
Install one (1) impact sliding glass door.	\$5,000.00	\$154.50	04/05/18			
Install approx. 180' of 4' high pool code aluminum picket fencing around pool as pool barrier.	\$2,400.00	\$76.00	04/06/18			
Automatic door installation.	\$47,557.05	\$1,469.51		04/09/18	04/09/18	
Automatic door installation-electric.	\$0.00	\$0.00		04/09/18	04/09/18	
Extend the prior installed underground conduit for both gas & electric to the pool columns to plan for future fire bowls. This will require extension of 5-15 feet to the respective columns.	\$300.00	\$34.00	04/09/18			
Extend the prior installed underground conduit for both gas & electric to the pool columns to plan for future fire bowls. This will require extension of 5-15 feet to the respective columns.	\$0.00	\$0.00	04/09/18			
Remove dry wall due to mold.	\$13,050.00	\$403.25	04/09/18			
Repair a sewer line in back yard. Cut 15 feet under the concrete to make repair on 4" pipe.	\$5,214.28	\$161.12	04/09/18			

Job Description	Cost of Construction	Fees Paid	Date Sent for Review	Date Review Completed	Permit Issue Date	Permit Final Approved Date
Change out 150 AMP panel to a new 200 AMP meter can combo and a 200 AMP main lug panels with a manual transfer switch. Sub to Master 17PBS-11536-BLDG	\$2,380.00	\$75.40	04/10/18			
Changing out air handler and changing out condenser and connecting to existing duct work and refrigerant lines. Same for same.	\$8,860.00	\$273.77	04/10/18			



## TOWN OF JUNO BEACH

### FEE BOOKLET

Approved by Town Council: May 27, 2009  
Last Amended: March 30, 2016

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I. Building Permit Fees:

A. MINIMUM BUILDING & UPFRONT FEES:

**Minimum Permit Fee:** \$75.00  
**Upfront Fees:** (See Upfront Fee Sheet)

DCA 1.50%  
 DPBR 1.50%

New or Replacement of: *Commercial, Multi-Family, or Duplexes* \$3,000.00 + \$35.00 for each \$1,000 of cost or fraction thereof

New or Replacement of: *conventional single-family residences* \$1,500.00 + \$30.00 for each \$1,000 of cost or fraction thereof

B. BUILDING PERMIT FEES:

BASE FEES

**Accessory structure additions, enclosures, garages, balconies, canopies, sheds & insulated roof panels over screen enclosures:**

Residential \$75 + \$30.00 (each 100 SF or fraction thereof)

Commercial \$75 + \$35.00 (each 100 SF or fraction thereof)

**Seal coat parking lot; re-stripping, asphalt, blacktop, resurfacing roadways:**

Residential \$75 + \$30.00 (each \$1,000 cost or fraction thereof up to first \$100,000) & \$15.00 (each \$1,000 cost or fraction thereof beyond first \$100,000)

Commercial \$75 + \$40.00 (each \$1,000 cost or fraction thereof)

**Interior remodels or additions (adding new floors / stories to existing):**

Residential \$75 + \$30.00 (each \$1,000 cost or fraction thereof)

Commercial \$75 + \$35.00 (each \$1,000 cost or fraction thereof)

**Antennas:**

Residential \$75 + \$30.00 (each \$1,000 cost or fraction thereof)

Commercial \$75 + \$30.00 (each \$1,000 cost or fraction thereof)

**Flatwork, concrete repairs, flat decks on grade & pavers:**

Residential	\$75 + \$35.00 (each 1,000 SF or fraction thereof)
Commercial	\$75 + \$45.00 (each 1,000 SF or fraction thereof)

**Fences & walls (all types):**

Residential	\$75 + \$35.00 (each 100 LF or fraction thereof)
Commercial	\$75 + \$45.00 (each 100 LF or fraction thereof)

**Tile & metal roofing (includes repairs, re-roofs & new roofs):**

Residential	\$75 + \$7.00 (each 100 SF or fraction thereof)
Commercial	\$75 + \$8.00 (each 100 SF or fraction thereof)

**Modified, built-up, shingle roofing (includes repairs, re-roofs & new roofs):**

Residential	\$75 + \$6.00 (each 100 SF or fraction thereof)
Commercial	\$75 + \$7.00 (each 100 SF or fraction thereof)

**Solar panels:**

Residential	\$75 + \$30.00 (each \$1,000 cost or fraction thereof)
Commercial	\$75 + \$45.00 (each \$1,000 cost or fraction thereof)

**Air condition stands, solar roofing & waterproofing on roofed areas:**

Residential	\$35.00 (each)
Commercial	\$45.00 (each)

**Swimming pools including three feet wide deck surround & resurfacing  
(plumbing and electrical excluded):**

Residential	\$300.00 (each)
Commercial	\$600.00 (each)

**Spa and hot tubs (up to 12' diameter - decks, plumbing & electrical excluded):**

Residential	\$100.00 (each)
Commercial	\$200.00 (each)

<b>Concrete Restorations</b>	\$75.00 + \$20.00 (per every \$1,000 of work or fraction thereof)
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**Cisterns (non-portable):**

Residential	\$250.00 (each)
Commercial	\$350.00 (each)

**Mobile home installation, tie downs, blocking, setbacks & stairs:**

Residential	\$300.00 (each)
Commercial	\$500.00 (each)

**Temporary construction / sales trailer annual fee** *(removal required before certificate of occupancy will be issued):*

Residential	\$200.00 (each)
Commercial	\$250.00 (each)

**Tents** *(temporary only – 3 day maximum special events – additional tent \$25 each):*

Residential	\$75.00 (each)
Commercial	\$100.00 (each)

**Tank** *(all types – both above & below ground):*

Residential	\$75 + \$9.00 (each 1,000 gallons of capacity)
Commercial	\$75 + \$10.00 (each 1,000 gallons of capacity)

**Moving building:**

Residential	\$350.00 (each)
Commercial	\$600.00 (each)

**Demolition interior - non structural:**

Residential	\$150.00 (flat)
Commercial	\$250.00 (per 50,000 SF area or increment)

**Demolition exterior or interior-structural:**

Residential	\$250.00 (flat)
Commercial	\$250.00 or \$ 90.00 (each 1,000 SF or fraction thereof - <i>whichever is greater</i> )

**Accessory buildings & vacant lot landscaping**

\$150.00 or \$ 80.00 (each 1,000 SF or fraction thereof - <i>whichever is greater</i> )
-----------------------------------------------------------------------------------------

**Gutters, downspouts, French drains:**

Residential	\$75 + \$35.00 (each 100 LF or fraction thereof)
Commercial	\$75 + \$45.00 (each 100 LF or fraction thereof)

**Awnings or canopies:**

Residential	\$75 + \$35.00 (each 100 SF or fraction thereof)
Commercial	\$75 + \$45.00 (each 100 SF or fraction thereof)

**Hurricane shutters (per each opening):**

Residential	\$20.00 (each)
Commercial	\$25.00 (each)

**Garage doors (up to 3 openings):**

Residential	\$100.00 (flat)
Commercial	\$100.00 (flat)

**Wood lattice/screening including framing & material, hardi-plank & stucco (no roofing allowed):**

Residential	\$75 + \$25.00 (each 100 SF or fraction thereof)
Commercial	\$75 + \$35.00 (each 100 SF or fraction thereof)

**Window removal & replacement:**

Residential	\$20.00 (each)
Commercial	\$25.00 (each)

**New signs:**

Residential	\$75 + \$25.00 (each 40 SF or fraction thereof)
Commercial	\$75 + \$35.00 (each 40 SF or fraction thereof)

**Political signs:** *(Please see Section 34-1054(h) of the Town of Juno Beach Code of Ordinances)*

**Seawalls:**

Residential	\$75 + \$35.00 (each 50 LF or fraction thereof)
Commercial	\$75 + \$50.00 (each 50 LF or fraction thereof)

**Docks - (Juno Beach Pier commercial):**

Residential	\$75 + \$35.00 (each 10 SF or fraction thereof)
Commercial	\$75 + \$50.00 (each 10 SF or fraction thereof)

**Dock piling (wood piling & concrete - Juno Beach Pier commercial):**

Residential	\$25.00 (each)
Commercial	\$35.00 (each)

**Boat davit:**

Residential	\$45.00 (each)
Commercial	\$60.00 (each)

**Boat lift:**

Residential	\$100.00 (each)
Commercial	\$200.00 (each)

**Retaining and rip rap walls:**

Residential	\$75 + \$60.00 (each 100 LF or fraction thereof)
Commercial	\$75 + \$80.00 (each 100 LF or fraction thereof)

**Land filling:**

Residential	\$35.00 (each 100 cubic yards or fraction thereof)
Commercial	\$60.00 (each 100 cubic yards or fraction thereof)

**Land clearing (invasive exotics):**

*Reference Zoning Code*

**Fire suppression, sprinkler, or Standpipes**

0.4% of total job cost

**Stand pipe**

\$75.00

**Supply connection**

\$55.00

**C. ELECTRICAL PERMIT FEES:**

**Minimum Base Permit Fee:**

\$75.00

**Site work:**

Residential	\$75 + \$50.00 (each \$1,000 or fraction thereof)
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Commercial	\$75 + \$60.00 (each \$1,000 or fraction thereof)
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**Outlets, receptacles, switches, lighting, telephones, computer, TV, etc:**

Residential	\$75 + \$11.00 (each 100 SF or fraction thereof)
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Commercial	\$75 + \$12.00 (each 100 SF or fraction thereof)
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**Each appliance outlet including ceiling fans:**

Residential	\$11.00 (each)
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Commercial	\$12.00 (each)
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**Each exterior light-exclusive of sign lighting:**

Residential	\$10.00 (each)
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Commercial	\$15.00 (each)
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**Temporary electrical service:**

Residential	\$100.00 (each)
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Commercial	\$200.00 (each)
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**Single phase service (0-300 amps):**

Residential	\$80.00 (each)
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Commercial	\$100.00 (each)
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**Single phase service (over 300 amps to 400 amps):**

Residential	\$95.00 (each)
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Commercial	\$110.00 (each)
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**Single phase service (over 400 amps to 600 amps):**

Residential	\$120.00 (each)
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Commercial	\$135.00 (each)
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**Single phase service (over 600 amps):**

Residential	\$300.00 (each)
-------------	-----------------

Commercial	\$400.00 (each)
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**Three phase service (0 to 300 amps):**

Residential	\$95.00 (each)
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Commercial	\$135.00 (each)
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**Three phase service (over 300 amps to 400 amps):**

Residential	\$110.00 (each)
-------------	-----------------

Commercial	\$150.00 (each)
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**Three phase service (over 400 amps to 600 amps):**

Residential	\$160.00 (each)
Commercial	\$195.00 (each)

**Three phase service (over 600 amps):**

Residential	\$250.00 (each)
Commercial	\$350.00 (each)

**\*\*Note: Sub-feeds to be charged by amps at the same rate as services**

**Each motor throughout the project (0 to 10 hp):**

Residential	\$60.00 (each)
Commercial	\$75.00 (each)

**Each motor (over 10 to 25 hp):**

Residential	\$125.00 (each)
Commercial	\$145.00 (each)

**Each motor (over 25 hp):**

Residential	\$165.00 (each)
Commercial	\$180.00 (each)

**Generators, transformers & transfer switches (0 to 25 kw):**

Residential	\$60.00 (each)
Commercial	\$75.00 (each)

**Generators, transformers & transfer switches (over 25 kw to 50 kw):**

Residential	\$120.00 (each)
Commercial	\$180.00 (each)

**Generators, transformers & transfer switches (over 50 kw):**

Residential	\$160.00 (each)
Commercial	\$180.00 (each)

**X-ray machines:** \$500.00 (each)

**Welding machines:** \$300.00 (each)

**Air conditioner, window or wall unit if new service is needed:**

Residential	\$70.00 (each)
Commercial	\$95.00 (each)

**Central systems (up to 20 tons):**

Residential	\$75.00 (each)
Commercial	\$85.00 (each)

**Central systems (over 20 tons):**

Residential	\$85.00 (each)
Commercial	\$120.00 (each)

**Refrigeration system (up to 20 tons):**

Residential	\$95.00 (each)
Commercial	\$95.00 (each)

**Refrigeration system (over 20 tons):**

Residential	\$5.00 (per ton)
Commercial	\$5.00 (per ton)

**Heat pump, Heat Strips:** \$75.00 (each)

**Elevators:** \$200.00 (each)

**Dumbwaiters, chairlifts:** \$200.00 (each)

**Signage first connection:** \$75.00 (flat)

**Signage each additional sign connection:** \$30.00 (each)

**Plug mold and track lighting:**

Residential	\$75 + \$60.00 (each 100 LF or fraction thereof)
Commercial	\$75 + \$85.00 (each 100 LF or fraction thereof)

**Low voltage alarm system:**

Residential	\$100.00 (flat)
Commercial	\$75 + \$35.00 (each \$1,000.00 or fraction thereof)

**Swimming pools, spas & hot tubs (lights, pump, bonding, grounding and timer):**

Residential	\$200.00 (each)
Commercial	\$300.00 (each)

**Miscellaneous electrical work:**

Residential	\$75 + \$30.00 (each \$1,000 or fraction thereof)
Commercial	\$75 + \$45.00 (each \$1,000 or fraction thereof)

**\*\*Commercial vent hoods (price per motors)**

<b>D. MECHANICAL PERMIT FEES:</b>	
<b>Minimum base permit fee:</b>	\$75.00
<b>AC Systems &amp; Refrigeration (<i>excluding window</i>) per system:</b>	
<b>0-2 tons:</b>	
Residential & Commercial	\$55.00
<b>2-5 tons:</b>	
Residential & Commercial	\$70.00
<b>5-10 tons:</b>	
Residential & Commercial	\$85.00
<b>10-25 tons:</b>	
Residential & Commercial	\$100.00
<b>25-50 tons:</b>	
Residential & Commercial	\$130.00
<b>50-100 tons:</b>	
Residential & Commercial	\$210.00
<b>Over 100 tons:</b>	
Residential & Commercial	\$320.00
<b>Duct work per drop (<i>including return air plenums</i>) &amp; exhaust ducts:</b>	
Residential	\$10.00 (each)
Commercial	\$12.00 (each)
<b>Vent hoods:</b>	
Residential	\$50.00 (each)
Commercial	\$100.00 (each)
<b>Heat pumps or heat strips:</b>	
Residential	\$50.00 (each)
Commercial	\$70.00 (each)
<b>Miscellaneous mechanical work:</b>	
Residential	\$75 + \$35.00 (each \$1,000 or fraction thereof)
Commercial	\$75 + \$70.00 (each \$1,000 or fraction thereof)

**Pool heaters:**

Residential	\$75 + \$30.00 (each \$1,000 or fraction thereof)
Commercial	\$75 + \$35.00 (each \$1,000 or fraction thereof)

**Gas equipment & piping:**

Residential	\$45.00 (each)
Commercial	\$60.00 (each)

**Mechanical elevators (*up to two floors*), dumbwaiters, moving sidewalks, escalators:**

Residential / Commercial	\$150.00 (each)
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**Mechanical elevators (*over two floors*):**

Residential / Commercial ( <i>Additional</i> )	\$75.00 (per floor)
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**E. PLUMBING PERMIT FEES:**

<b>Minimum Base Permit Fee:</b>	\$75.00
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**Roughed in & set fixtures:**

Residential	\$25.00 (each)
Commercial	\$35.00 (each)

**Sewer/drainage (*building interior lines and connection*):**

Residential	\$70.00 (each)
Commercial	\$80.00 (each)

**Outside sanitary & storm lines (*site work*):**

Residential	\$75 + \$70.00 (each \$1,000 or fraction thereof)
Commercial	\$75 + \$90.00 (each \$1,000 or fraction thereof)

**Manholes:**

Residential	\$70.00 (each)
Commercial	\$70.00 (each)

**Floor or Roof Drain:**

Residential	\$10.00 (each)
Commercial	\$10.00 (each)

**Connection to supply system:**

Residential	\$35.00 (each)
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Commercial	\$55.00 (each)
<b>Connection to any appliance or fixture</b> <i>(not covered by fixture roughed in &amp; set):</i>	
Residential	\$35.00 (each)
Commercial	\$45.00 (each)

**Irrigation Systems** *(Residential & Commercial)*      *Reference Zoning Code*

**Water main, distribution line, backflow system:**

Residential	\$75 + \$30.00 (each \$1,000 or fraction thereof)
Commercial	\$75 + \$40.00 (each \$1,000 or fraction thereof)

**Swimming pools, spas, hot tubs:**

Residential	\$75.00 (each)
Commercial	\$200.00 (each)

**Solar water heater / new complete installation:**

Residential	\$75.00 (each)
Commercial	\$85.00 (each)

**Jobsite Temporary Toilet** *(valid for length of job):*

Residential	\$75.00 (each)
Commercial	\$85.00 (each)

**Miscellaneous plumbing not covered:**

Residential	\$75 + \$30.00 (each \$1,000 or fraction thereof)
Commercial	\$75 + \$45.00 (each \$1,000 or fraction thereof)

**F. ADDITIONAL SERVICE FEES:**

**After the Fact Permit:**      Four (4) times the permit fee

**Review without applying for a permit:**

First Review	\$250.00 plus \$20.00 per page
Second Review & all thereafter, to be charged upon each re-submittal	\$100.00 plus \$10.00 per page

**Specialty Plan Review** *(shall apply for after-hour plan reviews on: weekends, holidays & other times, which are not considered to be within the typical business day):*

- a) \$75.00 per hour rounded up to the next hour
- b) \$150.00 minimum

<b>Resubmittal Fee</b> <i>(one resubmittal review):</i>	Free
<b>Second Resubmittal Review:</b>	\$50.00
<b>Third resubmittal &amp; all thereafter:</b>	Four (4) times plan review fee <i>(calculated by 1/3 of the primary permit fee)</i>

**Revision** *(per revision to either Residential or Commercial plans):*  
\$75.00 base plus \$15.00 additional per plan sheet or attachment after each.

**Transfer building permit** *(same owner new location):* \$100.00

**Change of contractor** *(from same location from one contractor or "To be announced" to another):* \$50.00

**Replacement cost:**  
Permitted Plans \$35.00 plus printing cost

**Re-inspections** *(for all trades, if the violation requires an additional inspection or the job is not ready for inspection):*

<b>1st Re-Inspection:</b>	\$50.00
<b>2nd Re-Inspection (Same type):</b>	\$50.00 + \$50.00 Penalty Fee
<b>3rd Re-inspection (Same type):</b>	\$50.00 + \$100.00 Penalty Fee
<b>4th Re-Inspection (Same type and all thereafter):</b>	\$50.00 + \$200.00 Penalty Fee

**After hours, weekends or holiday inspections** *(upon 3 days in written advanced & payment of fees upon request. Time includes 1 hour travel time for inspector):*

**Weekdays:** \$75.00 per hour (2 hour minimum)

**Weekends:** \$75.00 per hour (4 hour minimum)

**Holidays:** \$75.00 per hour (4 hour minimum)

<b>Renewal or extension of permit:</b>	
Master permit :	\$75.00
Sub -permits (only when attached to a master):	\$50.00

**Administrative appeal:** \$250.00

**Contractor registration fee:**

Non-State Certified Contractors	\$2.00
State Certified Contractors	Free

**Refunds** - only calculated upon the base permit fee for work that has **not started**. Specialty fees incurred on permits such as: re-submittal fees, revision fees, change of contractor, over-time reviews, etc. *(are NOT REFUNDABLE)*:

20% over \$100.00 of the base permit fee

**Temporary obstruction:** \$35.00

**Trimming native vegetation on the dune:** \$100.00

II. Business Taxes:

These fees are determined by the Town Council pursuant to Ordinance and can be found in Chapter 28 of the Town of Juno Beach Code of Ordinances.

III. Miscellaneous Fees:

A. **ADMINISTRATIVE FEES:**

Certified Copies:	\$1.00 per page
Subdivision Regulations:	\$10.00 per copy
Zoning Book:	\$50.00 per copy
Comprehensive Development Plan:	\$10.00 per copy
Support Documentation for Comprehensive	
Development Plan:	\$25.00 per copy
Building Plans:	\$7.50 plus the cost of reproduction
Maps (11x17):	\$5.00 per map
Maps (24x36):	\$15.00 per map
Video Reproduction:	\$0.50 (per disc)
Audio/Document Reproduction	\$0.60 (per disc)
Microfilm or Microfiche Copies:	\$2.50 per copy
Title/Lien Search Fee:	\$25.00
Miscellaneous Copies:	.15 cents per page
Return check charge:	\$30.00 or actual amount charged by bank ( <i>whichever is greater</i> )
Local Fax:	Free
Long Distance Fax:	Free
Notary Service (Resident):	Free
Notary Service (Non-Resident):	\$5.00
Extensive use of information technology resources Or labor cost of personnel (billed on quarter hour increments):	\$35.00 per hour
Beach Storage of Watercraft:	\$20.00

B. **POLICE FEES:**

Parking Citations (other than Parking in Space Reserved for Physically Disabled):	\$25.00
Parking in Space Reserved for Physically Disabled:	\$250.00
Late Penalty:	\$25.00
Police Reports (1-10 pages):	Free
Police Reports (10+ pages):	.15 cents per page

VIN Verifications:	Free
Fingerprinting (In-Town Applicant):	\$5.00
Fingerprinting (Out of Town Applicant):	\$15.00
Beach Fire Permit (Residents)	\$50.00
Beach Fire Permit (Non-Residents)	\$300.00
Beach Fire Deposit (Residents and Non-Residents)	\$100.00
Refundable if all permit conditions are met	

**C. TOWN CENTER RENTAL FEES:**  
(Subject to the Application Process)

Non-Food Events – Residents and Employees	No Charge
Non-Food Events – Corporations/Organizations/ Non-Residents:	\$500.00 per day
Food Events – Residents and Employees	\$500.00 per day
Food Events – Corporations/Organizations/ Non-Residents:	\$1,000.00 per day
Reservation Deposit:	\$50.00
Security Deposit for Non-Food Event– Cash:	\$500.00 per day
Security Deposit for Food Events – Cash	\$1,000.00
Refundable after use at the discretion of the Town Manager	
Juno Beach Town Employee:	Current rate with a 3 hour minimum
Cleaning Service Fee:	Current rate
Condominium/Homeowners Association meetings:	No Charge

**D. SPECIAL EVENTS:**

On-Site Special Events

Event type:

Resident block party	Free
Local Business Limited Area Events	\$50.00

- Local Business Limited Area events shall only be issued to local businesses based on criteria specified in Chapter 34; Article IV, Division 9, Town of Juno Beach Code of Ordinances.



Off-Site Special Events:

<u>Event Type</u>	<u>Application Fee</u>	<u>Permit Fee</u>	<u>Security Deposit</u>	<u>Deadline Late Fee</u>
Low-Impact (25 to 999 attendees)	\$100	\$100	\$500	\$200
Medium-Impact (1000-4999 attendees)	\$200	\$500/day	\$1,000	\$400
High-Impact (5000+ attendees)	\$300	\$1,000/day	\$5,000	\$600

\* Fees will be determined by the Town Council for off-site events lasting 4 or more consecutive days

- Applications are required to be submitted in accordance with the deadlines established in the application for off-site special events and are subject to all conditions set forth therein.
- Deposits must be issued by a separate check and all checks must be made payable to the Town of Juno Beach.
- Applications with 0-24 attendees are administratively approved.

IV. Planning and Zoning Fees:

<b>Comprehensive Plan Amendment</b> (Change to the Future Land Use Map or Text):	\$2,750.00
<b>Zoning Code Text Amendment or Map Change</b> (Rezoning):	\$1,600.00
<b>Site Plan Review</b> for a single-family residential dwelling unit:	\$75.00
<b>Site Plan Review</b> for a two-family residential dwelling unit:	\$750.00
<b>Site Plan Revision</b> for a two-family residential dwelling unit:	\$250.00
<b>Site Plan Review or Major Amendment</b> for 3 to 99 residential units:	\$1,500.00
<b>Minor Amendment:</b>	\$500.00
<b>Minor Amendment which requires Engineering or Utility Plan review:</b>	\$1,000.00
<b>Site Plan Review or Major Amendment</b> for 100 residential units or more:	\$2,300.00
<b>Minor Amendment:</b>	\$500.00
<b>Minor Amendment which requires Engineering or Utility Plan review:</b>	\$1,000.00
<b>Site Plan Review or Major Amendment</b> for all non-residential sites:	\$2,000.00
<b>Minor Amendment:</b>	\$500.00
<b>Minor Amendment which requires Engineering or Utility Plan review:</b>	\$1,000.00
<b>Official Adoption of a Master Plan</b> for a Planned Unit Development:	\$2,800.00

**Amendment in the plan or conditions of a Planned Unit Development:**

Major Amendment:	\$1,850.00
Minor Amendment:	\$1,300.00

**Development of Regional Impact (DRI):** \$5,000.00

**Amendment to Development of Regional Impact:**

Substantial Deviation (as defined in Chapter 380.06, Florida Statutes):	\$2,500.00
Any changes other than Substantial Deviation:	\$1,500.00

**Application for Special Exception Use:** \$1,500.00

**Application for Accessory Use:** \$250.00

**Application for Hearing in front of "Zoning Board of Adjustment and Appeals" (Variance or administrative decision):** \$500.00

**Subdivision and Platting or revision:**

Base Fee:	\$1,500 (plus fees paid by the Town)
Per Parcel Fee:	\$45.00

**Abandonment of any street, road, alleyway or easement:** \$1,000.00

**Voluntary Annexation:** Free

No fee is charged for a rezoning or Comprehensive Plan amendment associated with a voluntary annexation.

**Adequate Facilities Determination:** \$200.00

**Initial Application for Sidewalk Café Fee** \$100.00

**Annual Permit Sidewalk Café Fee** \$250.00

**Initial Application for Doggie Dining Fee** \$100.00

**Annual Permit Doggie Dining** \$500.00

<b>Zoning Determination Letter Request</b>	\$45.00 (plus staff time after 1 <sup>st</sup> hour)
<b>Surety Deposit Projects Less than 1 Acre</b>	\$1,000.00
<b>Surety Deposit Projects Greater than 1 Acre</b>	\$2,000.00

**Note:** All applications for site plan and appearance review approval, including single-family homes, are subject to the Town's Professional Reimbursement Cost Policy as adopted by Ordinance Nos. 615 and 657. This Policy requires the applicant to reimburse the Town for professional fees and costs, such as legal fees and engineering fees, incurred by the Town during the review process.

V. Sewer Connection Fees:

These fees are determined by the Town Council pursuant to Ordinance and can be found in Chapter 32, Section 42 of the Town of Juno Beach Code of Ordinances.

VI. Water Capital Improvement Charges:

These fees are determined by the Town Council pursuant to Ordinance and can be found in Chapter 32, Section 42 of the Town of Juno Beach Code of Ordinances.



# Jupiter Inlet Colony Building Fees

## RESOLUTION NO. 2017 - 10

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF JUPITER INLET COLONY, FLORIDA, AMENDING ITS SCHEDULE OF PERMIT FEES IN ACCORDANCE WITH SECTION 4-1.1 OF THE CODE OF ORDINANCES TO ADOPT AND ESTABLISH A NEW SCHEDULE OF PERMIT FEES; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE, AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, Section 4-1.1 of the Code of Ordinances, Town of Jupiter Inlet Colony, Florida, provides that permit fees shall be established by Resolution duly adopted by the Town Commission; and

WHEREAS, the Town Commission hereby desires to adopt and establish a schedule of permit fees as set forth below.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE

TOWN OF JUPITER INLET COLONY, FLORIDA, that:

SECTION 1: Permit fees are hereby adopted and established pursuant to the following schedule:

(a) Building Permit Fees:

Amount is based on contract or the fair and reasonable construction value of the proposed work to be accomplished in the Town subject to adjustment as set forth in Section 4-10(d) of the Town's Code of Ordinances. For purposes of the issuance of a building permit for new construction, the construction value shall initially be estimated at \$350.00/ square foot of total floor area as defined in Appendix A-Zoning Code. For purposes of the issuance of a building permit for a major remodel or re-build (requiring a 12 month building permit), the construction value shall initially be estimated at \$350.00/square foot of proposed new floor area and \$150.00/square foot of existing floor area for proposed renovation.

AMOUNT

FEE

Up to \$2,000.00

\$60.00

Above \$2,000.00

3.0%

(b) Moving building:

\$1,000.00

(c) Demolition:

\$250.00

(d) Structural Pest Control:

\$50.00

(e) New construction processing fee of \$400.00 is required for all new construction projects. The fee is non-refundable and is credited to the permit fee at the time of permit issuance.

(f) Plan Revision Fee: \$50.00 per revision

(g) Re-inspection Fee(s):

First Re-inspection: \$ 50.00

Second Re-inspection: \$100.00

Third and Subsequent Re-inspection(s): \$150.00

(h) Plan Review Fee(s)

Initial review included in the price of the permit. There shall be no charge for the first hour for the second plan review. Thereafter, a fee of \$75.00 per hour shall be charged for all subsequent plan reviews.

(i) After Hour Inspection Fee(s)

In the event an inspection is requested to be performed beyond a standard 8 hour day, (8:00 a.m. to 4:00 p.m.), 40 hour (Monday – Friday, excluding holidays) week, a surcharge of \$250.00 shall be due for each such inspection performed during such overtime hours.

(j) Renewal Permit Fee(s) (To be charged in the event of the expiration of an initial or renewal permit due to non-completion of work). A fee of 1/3 of the fee for all permits issued for the subject construction shall be charged and paid at the time of the issuance of a renewal permit.

(k) Zoning Review fee. A zoning review fee in the amount of \$500.00 shall be required on all submittals of plans for a building permit that require review by the Building and Zoning Committee.

SECTION 2: All resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed.

SECTION 3: Should any section or provision of this Resolution or any portion thereof be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the remainder of this Resolution.

SECTION 4: This Resolution shall become effective on adoption.

PASSED AND ADOPTED this 11th day of December, 2017.

TOWN OF JUPITER INLET COLONY,  
FLORIDA

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Mayor Daniel J. Comerford, III

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Vice-Mayor Thomas M. DiSarno

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Commissioner Jerome A. Legerton

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Commissioner Milton J. Block

---

Commissioner Richard D. Busto

Attest:

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Town Clerk Jude M. Goudreau

**ORDINANCE NO. 01 - 2013**

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF JUPITER INLET COLONY, FLORIDA AMENDING CHAPTER 4 BUILDINGS AND BUILDING REGULATIONS, ARTICLE I. IN GENERAL, SECTION 4.2. TERM OF BUILDING PERMITS; LANDSCAPE PLANS; FILL, REMOVAL OR REGRADING PLANS; PLOT PLAN, MAXIMUM HEIGHT CERTIFICATION REQUIRED OF THE CODE OF ORDINANCES TO EXTEND THE LENGTH OF INITIAL BUILDING PERMITS FROM TWELVE (12) MONTHS TO EIGHTEEN (18) MONTHS; BY FURTHER AMENDING SAID SECTION TO PROVIDE THAT THE FEE PAYABLE FOR ISSUANCE OF A RENEWAL PERMIT SHALL BE ESTABLISHED BY RESOLUTION; BY AMENDING CHAPTER 4 BUILDINGS AND BUILDING REGULATIONS. ARTICLE I. IN GENERAL TO ADOPT ADDITIONAL ADMINISTRATIVE AMENDMENTS TO THE FLORIDA BUILDING CODE IN ORDER TO CREATE A NEW SECTION 105.4.1.5 TO PROVIDE THAT BUILDING PERMITS SHALL BE VALID FOR A PERIOD OF EIGHTEEN (18) MONTHS AND THAT RENEWAL PERMITS SHALL BE VALID FOR A PERIOD OF SIX (6) MONTHS; BY AMENDING SECTION 105.5 OF THE FLORIDA BUILDING CODE TO PROVIDE FOR THE EXPIRATION OF PERMITS FOLLOWING THE TIME PERIOD REFERENCED IN SECTION 105.4.1.5 OF THE FLORIDA BUILDING CODE; PROVIDING THAT THIS ORDINANCE SHALL BE TRANSMITTED TO THE FLORIDA BUILDING COMMISSION WITHIN THIRTY (30) DAYS AFTER ENACTMENT; PROVIDING THAT THIS ORDINANCE SHALL APPLY TO ALL BUILDING PERMITS ISSUED ON OR AFTER JANUARY 1, 2012: PROVIDING THAT ALL INITIAL BUILDING PERMITS ISSUED ON OR AFTER JANUARY 1, 2012 SHALL BE EXTENDED TO AN 18 MONTH TERM FROM THE DATE OF ITS ISSUANCE; PROVIDING AUTHORITY TO CODIFY; PROVIDING A CONFLICTS CLAUSE, A SEVERABILITY CLAUSE AND AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF JUPITER INLET COLONY, FLORIDA THAT

Section 1: Chapter 4. BUILDINGS AND BUILDING REGULATIONS, Article I. In General Section 4-2. Term of building permits; landscape plans; fill, removal or regarding plans; plot plan, maximum height certification required of the Code of Ordinances is hereby amended to read as follows:

- (a) Construction authorized by a building permit issued by the municipality shall be completed within ~~twelve (12)~~ eighteen (18) months from the date of issuance of the initial

permit. In no event shall the period of construction calculated from the date of the permit through the date of the issuance of the certificate of occupancy exceed ~~twelve (12)~~ eighteen (18) months under the permit. In the event of emergency construction, the commission, by majority vote, may shorten or extend this time period.

(b) If the holder of a building permit shall not have completed the requirements of the issuance of a certificate of occupancy as to the residence only, and not with regard to any landscaping, within the dates set forth above, then it shall be necessary to make application for and obtain a renewal permit to continue such construction. Said renewal permit shall be for the period of six (6) months and may be renewed as is necessary to conclude construction through the date of issuance of the certificate of occupancy. The fee payable for issuance of each renewal permit shall be ~~the cost of the original building permit established by resolution duly adopted by the town commission.~~ established by resolution duly adopted by the town commission. In the event the original building permit fee is adjusted pursuant to the provisions of section 4-10(d) of this Code, then the adjusted permit fee shall be applied to any renewal permit(s) issued hereunder.

(c) Unchanged.

(d) Unchanged.

(e) Unchanged.

(f) Unchanged.

(g) Unchanged.

Section 2: Chapter 4 BUILDINGS AND BUILDING REGULATIONS, Article I. In General Section 4-13. Administrative Amendments to the Florida Building Code of the Code of Ordinances is hereby amended to make additional amendments to the administrative section of the Florida Building Code which shall read as follows:

(A) Chapter 1 SCOPE AND ADMINISTRATION. Part 2 – Administration and Enforcement Section 105 Permits, Section 105.4 Conditions of the permit is hereby amended by creating a new Section 105.4.1.5 which shall read as follows:

Section 105.4.1.5. Construction authorized by a building permit issued by the Town shall be completed within eighteen (18) months from the date of the initial permit. If the holder of the building permit shall have not completed the requirements for issuance of a certificate of occupancy as to the residence only, and not with regard to any landscaping, in the eighteen (18) months allowed by the initial permit, then it shall be necessary to make application for and obtain a renewal permit to continue such construction. The renewal permit shall be for the period of six (6) months and may be renewed as is necessary to complete construction through the date of issuance of the certificate of occupancy. The fee payable for issuance of the initial and each renewal permit shall be established by resolution of the Town Commission.

(B) Chapter 1 SCOPE AND ADMINISTRATION. Part 2 – Administration and Enforcement, Section 105. Permits, Section 105.5 Expiration is amended to read as follows:

105.5 Expiration. ~~Reserved.~~ Permits issued by the Town shall expire as set forth in Section 105.4.1.5.

Section 3. This Ordinance shall be transmitted to the Florida Building Commission within thirty (30) days after enactment.

Section 4. This Ordinance shall apply to all building permits issued on or after January 1, 2012. The term of all initial building permits issued on or after January 1, 2012 shall be extended to eighteen (18) months from the date of the issuance of the initial permit. The permit fee in effect as of the date of the issuance of the initial permit shall govern, provided, however, the renewal permit fee as established by this Ordinance and accompanying Resolution shall govern the fee for the renewal of any permit.

Section 5. Specific authority is hereby granted to codify this Ordinance.

Section 6. All ordinances or parts of ordinances in conflict be and the same are hereby repealed.

Section 7. Should any section or provision of this Ordinance or any portion thereof be declared by the Jurisdiction to be invalid, such decision shall not effect the remainder of this Ordinance.

Section 8. This Ordinance shall become effective upon its passage and adoption.

FIRST READING this 19th day of February, 2013.

SECOND READING and FINAL PASSAGE this 11<sup>th</sup> day of March, 2013.

TOWN OF JUPITER INLET COLONY, FLORIDA

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MAYOR DANIEL J. COMERFORD, III

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VICE-MAYOR THOMAS M. DISARNO

---



COMMISSIONER DOUGLAS C. PIERSON

---

COMMISSIONER MILTON J. BLOCK

---

COMMISSIONER RICHARD D. BUSTO

ATTEST:

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TOWN CLERK GASPER TAORMINA

## **TIME FRAME FOR PERMITS**

### **3 Month Permits short term** **= 90 days**

A/C Change Outs

Water Heater Change-Outs

Shutters, exterior doors, windows, garage doors

Driveways, sidewalks of any approved materials

Decks, patios, pool decks of any approved materials

Low voltage (elec.) alarms, audio/video

Gas/LP tank, underground piping, interior piping, Pool heater/gas

Irrigation/drainage include backflow

Landscaping

Pool heater/electric

Skylight

Roof repair

Fence

### **6 Months Permits = 180 days**

Docks, seawall, rip rap

New Pools/SPA

### **6 - MONTH PERMIT** **= 180 DAYS**

Pool Enclosures

New Roof/Reroof

Pool Alterations

Retaining Walls

Additions/Alterations, interior remodel no change in foot print, to include all trades under main permit.

### **12 – MONTH PERMIT** **= 360 DAYS**

Major renovations, change of foot print, interior, exterior, additions, second stories, roof lines. To include all trades under master permit, upgraded to existing codes and zoning.

### **18 – MONTH PERMITS** **= 540 DAYS**

All new structures/ house, garage, to include all trades under master permit

**MANALAPAN BUILDING PERMIT FEES**  
**07/01/17**

**The following fees are cumulative for all jobs requiring a building permit:**

**Minimum Standard Fee-for cost valuation of project up to and including  
\$2,750.00.....\$75.00**

**Additional Fee- for cost valuation of project up to and including  
\$2,500,000.00.....2.7%**

**Additional Fee- for cost valuation of project over \$2,500,000.00 .....2%**

**BIF/DCA Building Permit Surcharge 2.5% added to Permit Fee**

**Construction Trailer.....\$100.00**

**Re-inspection Fees.....\$50.00**

**Revision Fees.....Base fee...\$100.00 plus, per plan sheet or  
attachment of \$20.00 each**

**Vegetation Removal Permit.....\$100.00**



# TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435  
 (561) 732-2635 Main ♦ (561) 737-8359 Fax  
 oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

## Building Permit Fee Schedule

Effective 10/1/08, Revised 10/1/10, Rev. 10/1/16, Rev. 5/1/17, Rev. 7/1/17, Rev. 1/1/18

Building Permit Fees are based on the estimated cost of the work rounded up (ex. \$7,200 = \$8,000) **plus** the BIF/DCA Building Surcharge, as follows.

Building Permit Fee Schedule	
Estimated cost of job less than \$1,000	\$50.00
Estimated cost of job between \$1,000 and up to \$3,000.00	\$125.00
Estimated cost of job over \$3,000.00 up to \$100,000.00	\$125.00 plus 1.5% of the amount exceeding \$3,000.00
Estimated cost of job over \$100,000.00	\$125.00 plus 1.5% of the amount exceeding \$3,000.00 up to \$100,000.00 plus 1% of the amount exceeding \$100,000.00
plus BIF/DCA Building Permit Surcharge	
BIF/DCA Building Permit Surcharge as per HB663.	2.5% of the permit fee with a minimum of \$4.00 per permit.
Other Charges	
Preliminary Plan Review by any Town Official before a Building Permit is submitted	\$100.00 per hour, and \$25 per ¼ hour after the first hour, with a minimum charge of \$100
Concept Plan Review by the Planning & Zoning Commission	\$250.00
Revisions	\$50.00
Revisions Requiring Re-Review by the Town Engineer	Charged at the current hourly rate of the Town Engineer
Re-inspection performed by the Building Official or Inspector	\$50.00
Re-inspection performed by the Town Engineer	\$150.00
Construction Parking Permits for Parking in the Right of Way, limit 2 per construction site (note parking in the right of way is prohibited unless approved by the Building Official)	\$50.00 each
Administratively Closing a Building Permit	\$50.00
Building Permit Renewal (after 6 month expiration)	\$50.00
Penalty Fees	See the Town Code Section 67-58(c)



# TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435

(561) 732-2635 Main ♦ (561) 737-8359 Fax

oceanridgeflorida.com ♦ info@oceanridgeflorida.com

## General Permitting Information

Below is a general guideline of the Town's building permit process and contractor responsibilities.

### Building Permits

The following are examples of work that require permitting with the Building Department in Ocean Ridge. This is not a complete list. If you are unsure of what type of job needs a permit or have any questions, please call Town Hall at 561-732-2635.

**/** Addition	**Fence/Temp Fence	Re-striping
Air Conditioner	*Fire Sprinkler System	**Remodel
Air Ducts/Handler	Flooring (multifamily)	**Renovation
Alarm System	Garage Door	Resurfacing
**Asphalt	*/**Gas/Propane	**/** Retaining Wall
Awnings	**Gates	Roof/Re-roofing
Balustrade	**Generator	**Screen Enclosure
Bathroom Remodel	Gutters (New)	Seal-coating
****Boatlift	Hurricane Mitigation	****Seawall
Central Vacuum	Irrigation System	Seawall Cap
**/** Concrete	Kitchen Cabinets/Counters	**Shed (permanent)
Construction Trailer	**/** Landscape	Shutters
**/** Decking	Light Fixtures (New)	Shower pan
Demolition	Lightning Protection	**/** Sidewalks
****Dock	Meter Can	**/** Slab
Doors (exterior)	**/** New Construction	**/** Spa
***Drainage/Fill/Landscaping	**/** Pavers	Stucco
**/** Driveways	Plumbing	Temporary Pole/Power
Drywall	**/** Pool	**/** Wall
Electrical	**Pool Fence	Water Heater
Elevator	Railings	Windows

\*Needs Boynton Fire approval. Permit/inspection in addition to our Building Department review/inspection

\*\*Needs Health Department approval.

\*\*\*To be reviewed by Town Engineer on case by case basis which may have impact on drainage.

\*\*\*\*Needs DEP Approval (or letter of exemption).

\*Please note: DEP Approval or Commission approval may be required for properties east of Coastal Construction Control Line

### Permit Package

Make sure to include the following applicable documents with your permit package. This list is not all inclusive and some additional documentation may be required.

- **Permit Application:** Submit one (1) original completed permit application and no-fee sub permit (if applicable). We **do not** accept the County's permit application. Owner & qualifier signatures must be notarized on permit application.
- **License/Insurance:** Copies of the Contractor's Florida State License, Palm Beach County Business Tax Receipt, Certificate of Competency, General Liability Insurance and Worker's Compensation or Exempt must be submitted with permit package (including No-Fee Sub Contractor's permits).
- **Construction Site Management Handbook:** Top page to be signed by contractor or owner and submitted to Town Hall prior to the release of a permit. The handbook is to be kept on the job site attached to the permit package at all times.



- **Plans:** Submit two (2) sets of plans (signed/sealed when required), current survey (if applicable), and/or any back-up material (including highlighted NOAs, etc.). Additional copy required if drainage is impacted.
- **Contract:** Submit two (2) copies of the contractor/proposal between contractor and owner as well as any sub-contractors showing all costs of construction (including labor, material, and any owner supplied materials).
- **Notice of Commencement:** Submit one (1) recorded copy of the Notice of Commencement (NOC) for jobs over \$2,500+ (\$7,500+ for A/C permits). Where to file NOC: County Court House, 205 N. Dixie Hwy. Room 4.2500, West Palm Beach. Phone: 561-355-2991. Hours: 8AM-5PM
- **Condo Approval:** Multi-family permits need condo association approval. Please include two (2) copies of the approval letter with permit package (minus exact a/c change-out).
- **Additional Forms:** See town's website for additional forms such as: Building Permit Checklist (for new structures and additions), Demolition Checklist, Generator Checklist, Owner/Builder Affidavit, Permit Revisions, Roofing Packets and more.
- **Additional Documentation:** Additional documentation may be required prior to submitting permit and/or after the initial zoning/building permit review.
- **Elevation Certificate:** New structures, additions (outside of the existing footprint), and substantially improved permits will need to submit an Elevation Certificate (finished construction) before a Final Building inspection/Certificate of Occupancy will be issued.
- **Proof of Ownership:** Submit Proof of Ownership if owner's name differs from Property Appraiser's website.

### **Permit Fees**

- Permit fees are based on the total cost of the project. Fees are paid at the time of submittal. We accept cash or check only.
- Please see the fee schedule on the town's website for a detailed description.

### **Permit Approval**

- Turnaround time for processing permits is generally 3-5 days for minor permits. However, additions and new structures may take up to 3-5 weeks.
- Owner/Builders and contractors/sub-contractors may not start work until their permit is approved and the permit is posted at the permitted work address.
- Should an owner and/or contractor begin work without a permit, additional fees will be imposed; see Ordinance No. 585 on the town's website.
- Walk-through permits are limited to exact a/c change-outs and exact water heater change-outs.

### **Inspections**

- Inspections required are marked on the front of the yellow permit card.
- The complete approved permit package must be posted and visible to the inspector or the inspection will fail.
- Call Town Hall between 8:30AM - 3:00PM at 561-732-2635 to schedule inspections for the next business day.
- Someone must be present if the inspector needs to access the home, backyard, etc.
- Please leave a secured ladder for inspections that requires a ladder to be there (ex. roofs, a/c units, etc.)
- Inspections must be called in by the contractor within 6 months of the issue date/last inspection or the permit will expire. Permits not under active construction expire after one year.
- If an inspection is at a multi-family unit, please inform Town Hall of unit number, building name, and gate code.
- Inspections typically begin between 8AM-12PM. On occasion, inspectors may run late due to lengthy inspections.
- Every failed inspections will result in a \$50 re-inspection fee to be paid before rescheduling.
- Engineering inspections will be charged \$150.00 each inspection after the first initial inspection.



< [F] Section 704. - Fire protection systems.

APPENDIX C - PERMIT FEES >

## APPENDIX C - PERMIT FEES<sup>[1]</sup>



### (A) BUILDING PERMIT FEES:

1. Application fee: ..... \$75.00

The application fee is nonrefundable and added to the permit fee.

A state surcharge of three percent shall be assessed for each permit issued; minimum \$4.00 per F.S. § 553.721.

2. Building permit applicants for new or replacement commercial buildings, new or replacement multi-family buildings and new or replacement duplexes shall pay a nonrefundable \$3,000.00 fee at the time of filing for a building permit.

Building permit applicants for new or replacement conventional single-family residence shall pay a non-refundable \$1,500.00 fee at the time of filing for a building permit.

Building permit applicants for new or replacement modular homes shall pay a non-refundable \$750.00 fee at the time of filing for a building permit.

Modular Office/Commercial—\$1,500.00 (non-refundable) minimum application fee.

3. Master permit fees shall be two percent of the valuation unless a fixed fee is listed herein. "Valuation" shall be based upon all project material costs whether furnished by the contractor or separately by the owner, direct and indirect labor costs, design professional service costs, and reasonable profit.

"Valuation" shall be considered the greater denomination of either:

- A. The notarized contract between the contractor and the owner of such project
- B. The valuation method as determined by the International Building Code (IBC) Section 109.3.

Subcontractors working under a master permit shall be issued a no fee permit to complete their work if the master permit issued included their proposal, the nonrefundable application fee of \$75.00 will be required. Subcontractors applying for "stand alone" permits shall be required to provide the required construction plans and documents. A non-refundable minimum application fee of \$75.00 will be required.

4. Permit fees based upon valuation shall be collected to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas, mechanical, plumbing system, fire protection system, accessible, or flood resistant site element, the installation of which is regulated by the Florida Building Code and Florida Fire Prevention Code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

Work requiring such a permit includes, but is not be limited to, the following examples.

New structures	Seawalls/dune walk-overs	Air conditioners
Renovation and demolition	Docks/boat lifts/davits	Heat pumps/pool heaters
Additions and sunrooms	Land filing and grading	Fire protection systems and alarms
Accessory structures (gazebos/sheds)	Land clearing and tree removal	Refrigeration systems
Moving buildings	Signs, new or modified	Gas equipment, tanks, and piping
Flatwork and decks on grade	Repair of existing signs	Gutter or downspouts

Seal coating of parking lot	Landscaping and lighting	French drains, pipe drains
Re-stripping of parking lot and ADA access	Lawn irrigation systems	Awnings or canopies, tents
Miscellaneous construction	Plumbing installations	Commercial exhaust vents and hoods
State approved modular units setup	Plumbing repairs	Solar water heaters and pool heaters
Foundations for modular units	Sewer/drainage and taps	Electrical installations and repairs
Driveways, patios, and sidewalks	Storm drainage lines	Service Panel changes
Fences and walls; flagpoles over 20 feet	Water heaters and boilers	Interior and exterior lighting and poles
Roofing (repairs and new roofs)	Water mains and protection	Generators and transfer switches
Hurricane protection and shutters	Swimming pools and Barriers	Transformers and vehicle protection
Floodproofing panels and flood vents	Fountains, spa and hot tubs	Fire sprinkler and alarm system
Retaining or rip rap walls	Screen enclosures/lanais	Elevators and platform lifts
Window/door removal and replacement	Water features and fountains	Dumbwaiters, chairlifts
Waterproofing of areas	Tanks (all types)	Utility work and public right-of-way

5. Plan reviews.

Non-refundable plan review fee and shop drawing fee to be added with the total permit fee; \$0.00125 times the valuation.

- Pre-submittal plan review—\$150.00 (non-refundable) minimum fee plus \$50.00 per hour or portion thereof.
- Stamp extra "job copy"—\$25.00 (non-refundable).

A \$50.00 minimum application fee shall be due upon submittal. Each subsequent plan review after the third plan review rejected for a previously noted violation shall be charged at four times the normal fee per F.S. § 553.80 (2)(b). Plans drawn by a licensed subcontractor, when not required to be drawn by a licensed architect or engineer, shall include the contractor's name, company name, business address, and license number per F.S. § 553.70.

6. Fixed fees.

Valuation system shall not be used if a fixed fee is set below.

Certificate of occupancy—Certificate of completion (included in permit price)

Temporary CO residential ..... \$50.00

Temporary CO or COC commercial and multi-family ..... \$150.00

Stocking Permit (no employee hiring or training activities allowed without temporary CO) ..... \$200.00

Temporary electrical service or power pole ..... \$125.00

Temporary construction trailer ..... \$200.00

Temporary sales trailer removal required before certificate of occupancy will be issued, annual fee ..... \$200.00

Change of contractor ..... \$75.00

Tents/canopies/membrane structures (temporary only—Three-day maximum) ..... \$50.00

FEMA trailers (during a declared disaster only), each ..... \$150.00

Plans revision fee (for substantially revised plans): Flat fee ..... \$75.00

Plans revision fee (for minor revisions to plans): Flat fee ..... \$45.00

Lost permit card or lost plans fee ..... \$40.00

Additional sign fees—First electrical connection ..... \$60.00  
each additional connection (Sec.78-736) ..... \$30.00

7. Work without permit.

After the fact permit fees for work done without benefit of a permit.

Price for after the fact permits will be assessed to each category, building, plumbing, electrical, mechanical, gas, and roofing at triple the regular permit fee.

8. Permit extensions (active permits only).

Extension of a permit if no new codes are in effect ..... \$75.00

Extension of a permit if new codes are in effect ..... One percent of valuation.

1. Permit extensions shall not exceed 90 days each maximum.
2. Demolition permits may be extended only once, and for a period not to exceed 30 days.
3. Extensions shall be requested in writing by the permit applicant and demonstrate justifiable cause.

Archived plan retrieval fee \$25.00 per request, copies priced per F.S. § 119.07(1)(a).

If a permit expires, renewal of the expired permit shall require the payment of the full permit fee in effect at the time of renewal. Subject to the approval of the building official, one or more, not to exceed four, requests for permit extensions can be made prior to the expiration of a

permit. However, in no event shall extensions be granted by the building official on projects which have received variances, special exceptions, and site plan reviews which have otherwise lapsed pursuant to chapter 78.

9. Inspections.

Reinspection fees for rejection of work due to faulty construction, work not ready, failure to call for inspection, work covered up, work not per plans, and/or no access (lifts/ladders) to jobsite:

Flat fee ..... \$100.00

Required inspections are included within regular building permit fees.

Partial inspections, each; must be paid prior to any further inspections being scheduled ..... \$50.00

Special (courtesy) inspections where no permit fee has been generated ..... \$50.00

After hour inspections, per hour; two-hour minimum ..... \$75.00

After an initial inspection and one subsequent reinspection for the same code violation specifically and continuously noted in each rejection, each subsequent reinspection shall be \$400.00 each per F.S. § 553.80(2)(c).

10. Refund policy.

Requests for refunds of permit fees paid must be submitted within 30 days of the date of issuance of the permit. There shall be no refunds of the plan submittal and review fee paid at the time of application for permit. There shall be no refunds once work has commenced. Eligible amounts will be refunded at 50%.

11. Emergency work.

Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official, without double

fee.

(B) FLOODPLAIN DEVELOPMENT FEES:

A floodplain development permit (FDP) is required for all development projects proposed within the limits of the floodplain. Development activities determined not to be in a floodplain are not assessed a fee. A completed floodplain application form should be submitted, along with all applicable supporting documentation, to the building department at village hall. Please check with the floodplain manager for a determination if a proposed development is within the community flood fringe. In order for a permit application to be initially accepted for review the appropriate fees must first be submitted. Checks are to be made payable to Village of Tequesta. Once the permit submittal is determined to be in compliance with the provisions of the flood damage prevention ordinance of the Village of Tequesta, the application is approved for permitting. Phased projects shall be charged separate fees for each phase requiring separate reviews. Fees collected are non-refundable.

1. Determination fees:

Initial flood zone determination ..... (no fee)

Letter of floodplain map determination for insurance purposes .....  
\$50.00

Floodplain determination requiring site visit ..... \$125.00

Flood elevation certificate and review ..... \$100.00

2. Residential permits:

New habitable structures—Single family detached dwellings, room additions, pools, flat fee ..... \$250.00

Accessory structures permit—Non-habitable sheds, garages, decks, pool houses, outdoor kitchens, fences, flat fee ..... \$75.00

Substantial improvement, or substantial repair, flat fee ..... \$250.00



The floodplain manager will use the market value of the building, less land, as determined by the tax office. Should the applicant disagree with this value, a certified appraisal that uses the cost approach method to determine the building's current value may be submitted. If the value of improvement is greater than 50 percent of market value the project is a substantial improvement by definition; requiring the structure be elevated to the design flood elevation.

3. Non-residential (commercial) permits:

New Commercial structures ..... \$350.00

plus \$75.00 per hour or portion thereof.

Substantial improvement, or substantial repair ..... \$350.00

plus \$75.00 per hour or portion thereof.

The floodplain manager will use the market value of the building, less land, as determined by the tax office. Should the applicant disagree with this value, a certified appraisal that uses the cost approach method to determine the building's current value may be submitted. If the value of improvement is greater than 50 percent of market value the project is a substantial improvement by definition; requiring the structure be elevated to the design flood elevation.

4. Small-scale development permits—residential single parcel landscaping, small ponds, minor fill/grading, retaining walls, utility crossings, culverts, sewer, debris removal, flat fee ..... \$125.00

Large-scale development permits—Floodplain studies; floodway encroachments; new or expanded subdivisions; watercourse alterations; bridges; flood control structures; multi-unit dwellings, other projects as determined by the floodplain manager ..... \$650.00

5. Inspections:

Floodplain site inspections (3):

initial inspection ..... \$125.00

each additional ..... \$75.00

Floodproofed structure inspection/certification (commercial only) .....  
\$175.00

6. Revisions:

Minor revision—Previously reviewed or approved floodplain  
permit/application ..... \$150.00

Code of Ordinances Major revision—Previously reviewed or approved floodplain  
permit/application requires applicant to reapply and pay new fees.

Floodplain map revision (LOMR) application ..... \$1,200.00

Variance application (plus required advertising at cost) ..... \$1,500.00

7. Extensions: (90 days max.) ..... \$150.00

Must be requested in writing prior to expiration and demonstrating  
justifiable cause. Expired applications and permits shall require a new  
application and new fees shall apply.

Applications submitted after development activities have commenced  
shall be assessed a \$250.00 fine and permit fees shall be doubled.  
Violations may be fined up to \$250.00 each day the violation remains.

The floodplain manager may assess additional fees or require third  
party review, at cost, by a qualified professional of the village's  
choosing at the applicant's expense. Projects specifically owned and  
funded by the Village of Tequesta are exempt from fee charges.

(Res. No. 67-05/06, § 1, 4-13-2006; Res. No. 17-10, § 1, 6-10-2010; Res. No. 19-15, §§ 1(Exh. A), 2,  
6-11-2015; Ord. No. 8-17, § 2, 7-13-2017)

**Cross reference—** Permit fees, § 14-151 et seq.

< [F] Section 704. - Fire protection systems.

APPENDIX C - PERMIT FEES >

### **BUILDING FEE COMPARISONS**

#### **\$8,500 Project Cost (Renovation)**

PBS	$\$30 + 3\% \times \$7.5K$	\$255
Juno Beach	$\$75 + \$30/\$1K$	\$345
Jupiter Inlet Colony	$3\% \times \$8.5K$	\$255
Manalapan	$\$75 + 2.7\% \times \$8.5K$	\$305
Ocean Ridge	$\$125 + 1.5\% \times \$5.5K$	\$208
Tequesta	$\$75 + 2\% \times \$8.5K$	\$245

#### **\$254,000 Project Cost (New House)**

PBS (Proposed)	$\$6K + 1.5\% \times \$4K$	\$6,060
(Current)	$\$5K + 1.5\% \times \$4K$	\$5,060
JB	$\$1.5K + \$30/\$1K$	\$9,120
JIC	$3\% \times \$254K$	\$7,620
MAN	$\$75 + 2.7\% \times \$254K$	\$6,933
OR	$\$125 + 1.5\% \times \$97K + 1\% \times \$154K$	\$3,120
TEQ	$\$1.5K + 2\% \times \$254K$	\$6,655

### **PLAN REVIEW (DRC/P&Z)**

PBS	\$50
JB	\$75 Single Family; \$1500 Multi Family
JIC	\$500
MAN	Sliding Scale \$100 - \$1000 (see attached)
OR	\$250
TEQ	$\$50 + \$1.25/\$1K \text{ Project Cost}$

### **VARIANCES**

PBS	\$250
JB	Variance \$500; Special Exception \$1500
MAN	\$750
OR	\$500 non-refundable + \$400 for expenses
TEQ	\$300 SF; \$1000 Multi Family + Reimbursement of expenses

### **OTHER FEES**

Meeting	With Building Official, Zoning Official	\$75
	With Code Official	\$50
	(See attached schedule of hourly rates)	



**APPLICATION FEE SCHEDULE**  
Adopted by Resolution 10-2010

**LEVEL 1 (\$100)**

- A. Changes in exterior walls, generator applications, roofing, windows, doors, awnings, or columns, which are significantly different in color, texture, material, or appearance than those existing.
- B. Changes in exterior wall, roofing, window trim or door colors which do not require a building permit.
- C. Landscape improvements and/or removal involving less than 20% of onsite vegetation.

**LEVEL 2 (\$250)**

- A. Accessory structures, with the exception of any detached, habitable structures.
- B. Expansions or demolitions of existing primary or accessory structures of up to 10% of the existing total floor area on the property but not to exceed 300 square feet.
- C. Increases or decreases in impervious surface areas or changes in impervious surface materials.
- D. Walls, fences and gates.
- E. Landscape improvements and/or removal involving greater than 20% and no less than 50% of on site vegetation.
- F. Removal or modification of a dock and installation, removal, or modification of dock accessories.
- G. Statues and or Sculptures

**LEVEL 3 (\$500)**

- A. Detached, habitable, accessory structures.
- B. Installation of a dock.
- C. Expansions or demolitions of existing primary or accessory structures of greater than 300 square feet or 10% of the existing total floor area on the property but not more than 50%.
- D. Landscape improvements and/or removal involving equal to or greater than 50% of on site vegetation.
- E. Development proposals which would otherwise qualify under Level 1 and Level 2 but which also require a sign review.

**LEVEL 4 (\$1,000)**

- A. New primary structures.
- B. Expansion or demolition of existing primary or accessory structures equal to or greater than 50% of the existing total floor area on the property.
- C. Development proposals which are the subject of a development agreement.
- D. Development proposals which require an amendment to the official Zoning Map.
- E. Development proposals which require a comprehensive plan amendment.
- F. Development proposals which are deemed developments of regional impact pursuant to F.S. Section 380.06 or which are subject to review for extrajurisdictional impacts under the provisions of the intergovernmental coordination elements of the adopted comprehensive plan.

\*\*\* If any applicant for Arcom review submits a single application encompassing more than one of the items set forth in the fee structure, that applicant will only be subject to the fee chargeable for the highest "level" being reviewed on that application. However, if applications for multiple items are submitted separately, the applicant will be responsible for the individual fee for each item.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,

by \_\_\_\_\_ as \_\_\_\_\_ for \_\_\_\_\_

Personally known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

Type of Identification \_\_\_\_\_

\_\_\_\_\_  
Notary Signature

SEAL

\_\_\_\_\_  
Print Notary Name

**CHECK BELOW WHERE APPLICABLE**

(Payable by check only)

ARCHITECTURAL REVIEW – Level 1 \$100	PUD or PUD AMENDMENT \$750	
ARCHITECTURAL REVIEW – Level 2 \$250	SITE PLAN REVIEW \$750	
ARCHITECTURAL REVIEW – Level 3 \$500	SPECIAL EXCEPTION USE \$750	
ARCHITECTURAL REVIEW-Level 4 \$1,000	VARIANCE \$750	
PAVER AGREEMENT \$500	ZONING TEXT/MAP OR COMP PLAN AMENDMENT \$1500	

The owner, architect or other authorized agents are urged to attend the meeting. Each applicant must familiarize himself with the Architectural Commission criteria and procedure. If all required information is not presented with this application, the project will not be placed on the agenda for review and consideration. PLEASE NOTE: Although an application meets minimum zoning requirements the Architectural Commission may approve, approve with conditions, or disapprove a request not found to meet Architectural Review criteria as found in Town Code, Section 152.23. All residents are notified of applicant's request by mail.

**ALL APPLICATIONS MUST BE COMPLETE, SIGNED,  
NOTARIZED AND SUBMITTED BY THE DEADLINE DATE.**

1. This Application (pages 3-6)
2. Agent's Authorization Letter (Required if owner not presenting)
3. Application Fee (see page 7)
4. Model, if applicable (see page 8)
5. 11 set of Plans; 2 Signed and Sealed -  
We require two full size sets signed and sealed and the other nine can be 11"x17" in size
6. Narrative Letter Describing Project
7. Samples, renderings, pdf's, jpegs and Power Point photos are due 14 days prior to meeting.



TO: MAYOR AND TOWN COMMISSION  
FROM: Town Clerk  
DATE: April 16, 2018  
RE: Town Consulting Fees (current)

**Introduction:**

The purpose of this report is to show the actual per hour costs for each of the Town's consultants (Town Attorney, Town Engineer, Town Zoning/Planning Official/ Town Building Official). These consultants attend the DRC and Planning and Zoning Meetings, as well as attending various other meetings as requested. This process is outside of the Building permitting process.

The rates for our consultants as follows:

Town Attorney	\$180 per hour
Zoning Official	\$115 per hour
Town Engineer	\$160 per hour
Building Official	\$ 90 per hour

**1. SPECIAL MEETING REQUESTS**

We regularly have requests from residents, contractors, other consultants, etc. to meet with our Town consultants to discuss various aspects of a potential building project. Since all of our officials (i.e. Engineer, Building Official, Zoning Official, and Attorney) are all independent contractors, we must charge for these meetings since these costs are not included in the Town's budget. They are also not captured in any of the building permit fees, as these normally occur outside of the permitting process. Currently we charge a flat \$50 fee for up to a 1-hour meeting per official. This fee is collected upfront before the meeting is scheduled.

Example: For a 1-hour meeting with our Zoning and Building Official. We collect a \$100 total fee. The Town is charged a minimum of \$205 by the consultants to attend these meetings. We are often times also charged for travel time as well

**2. DEVELOPMENT REVIEW COMMITTEE MEETING**

For the DRC (Development Review Committee) Meetings, each of these consultants participate in the review process (i.e. they receive the plans in advance for review prior to the meeting). They also attend the DRC meeting and bring their comments for the individual projects. The applicant pays a \$50 application fee which gets them through the DRC process. If there are changes that need to be made and they are requested to return to DRC the next month, this same scenario is followed again, and the applicant pays an additional \$50 revised application fee. Depending on how many items are on the agenda, these meetings can run over 2 hours.

Example: For an average 2-hour meeting, we have collected a \$50 application fee per applicant. The Town is charged a minimum of \$1,090 by the consultants to attend a 2-hour meeting. Note: If there are 3 projects, the Town has only collected \$150. No additional fees are collected if the applicant is required to return for a 2<sup>nd</sup> DRC meeting.



3. **PLANNING AND ZONING MEETING**

These consultants also attend the Planning and Zoning Meetings. There are no additional fees collected to go to Planning and Zoning. The only other costs that are passed through to the applicants are the required advertising fees, which are added on the final bill when the project is completed and before they receive their Certificate of Occupancy. Depending on how many items are on the agenda, these meetings can also run over 2 hours.

Example: For an average 2-hour meeting, the Town is charged a minimum of \$1,090 by the consultants. Note: There are no additional fees collected from the applicant(s) to attend Planning and Zoning.

**Staff Recommendation:**

Staff recommends we amend our Fee Schedule to charge the current actual hourly rates for all of the Town consultants for requested meetings.

Staff recommends we amend the DRC Application Fee to cover all costs for outside consultants.

Staff recommends we incorporate a Planning and Zoning Fee to cover all costs of outside consultants.

Sincerely,

Evyyonne Browning, Town Clerk

**Town of Palm Beach Shores, Florida**  
**Commission Agenda Memorandum**  
Public Works Director  
April 26, 2018

**Subject:** RFP for Town Hall Emergency Generator

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**Request:** Please review the RFP presented for the replacement of the Town Hall emergency backup generator. This purchase is an approved Capital Budget item for this expenditure year.

**Background:** This equipment is vital to all departments for daily operations. The normal life span under these climate conditions is eight to ten years. The current generator is twelve years old and has been experiencing operational failures due to normal wear and tear. It is imperative that we move forward with the purchase of the emergency backup generator to provide continued support to all departments during times of emergency.

**Fiscal Impact:** It is included in the Town's current Capital Project List which was approved by the Mayor and Commission for the FY 2017/18 Budget.

Thank you for your consideration with this purchase request.

Alan Welch, Public Works Director



## **REQUEST FOR PROPOSALS**

### **Labor and Materials to Install Natural Gas Generator for Town Hall Facility Town of Palm Beach Shores**

The Town of Palm Beach Shores desires to engage the services of an individual or business entity to furnish all labor and material necessary to install a natural gas generator at the Town Hall Facility located at 247 Edwards Lane, Palm Beach Shores, FL. Qualified applicants should be prepared to provide necessary licensing and insurance documentation. The Town desires this work to commence immediately upon award of a services contract. Please indicate on your proposal your best commencement and completion dates for the requested services. Anyone desiring to provide the aforementioned services for the Town of Palm Beach Shores must submit their proposals to the Town of Palm Beach Shores Town Hall, 247 Edwards Lane, Palm Beach Shores, Florida 33404. The deadline for formal submission will be 2:00 pm, Wednesday, \_\_\_\_\_, 2018, at which time all submissions will be opened at Town Hall, read aloud and ranked by the Town's review committee.

The Town reserves the right to accept or reject any and/or all submissions and to select service providers which in the Town's sole discretion would best be able to meet the needs of the Town.

Any questions relative to any items or portions of this Request for Proposal should be directed to Alan Welch, Public Work Director at (561) 844-3457.

Posted: Wednesday, \_\_\_\_\_, 2018



**PROPOSAL OPENING RECAP**  
**NATURAL GAS GENERATOR FOR TOWN HALL LIFT STATION**  
**Town of Palm Beach Shores**  
**\_\_\_\_\_, 2018**

PRESENT: Public Works Director Alan Welch  
Town Attorney Keith W. Davis  
Town Clerk Evyonne Browning

The RFP opening meeting commenced at 2:00 pm

Proposals were requested for a natural gas powered generator to be installed at the Town Hall Facility at 247 Edwards Lane.

\_\_\_\_\_ Proposals were received:

- |    |       |          |                |
|----|-------|----------|----------------|
| 1. | _____ | \$ _____ | End Date _____ |
| 2. | _____ | \$ _____ | End Date _____ |
| 3. | _____ | \$ _____ | End Date _____ |
| 4. | _____ | \$ _____ | End Date _____ |
| 5. | _____ | \$ _____ | End Date _____ |

The RFP opening meeting adjourned at \_\_\_\_\_ pm



## **SCOPE OF WORK**

### **Labor and Materials to Install Natural Gas Generator for Town Hall Facility Town of Palm Beach Shores**

Supply all labor and materials necessary to disconnect and remove the existing defective 50-KW Katolight generator from the existing slab;

Supply all labor and materials necessary to replace the above described defective generator with a new natural gas industrial generator rated at 55 KW @ 0.8 pF, 1800-rpm, 120/240- VAc, single phase, 60-Hz with 150-Mph rated aluminum enclosure on the existing slab at the same location.

Supply all labor and materials necessary to reconnect the above described new generator to the existing electrical conductors, including feeding a new automatic transfer switch, and replacing the existing rusted and unreliable ASCO ATS and gas lines.

NOTE – The new generator is a replacement only, there will be no new loads involved.

The above described scope of work includes provision of the following specific hardware, materials and services:

1. One industrial Power System 55-KW, natural gas, 120/240=VAC, 60-Hertz, 1800-RPM stand by generator with General Motors EPA certified engine model 5.0 L.
2. One 225-ampere, 120/240-VAC, single phase automatic transfer switch with rain tight Polyresin enclosure.
3. One associated digital electronic controller and systems monitor.
4. GCU-100 engine control modules as needed.
5. One 150-MPH aluminum enclosure and skid base with critical silencer.
6. One electronic isochronous governor and control.
7. One 2-pole, 200-ampere line circuit breaker and voltage regulator.
8. One battery rack and cables as needed, one lead acid starting battery, one automatic float battery charger.
9. One remote annunciator panel.
10. Oil and antifreeze, heavy duty type air-cleaner, Tropicalized radiator mounted on unit, internal vibration isolators, engine and generator parts and maintenance manuals as needed.
11. Removal and disposal of existing generator and ATS.
12. New generator initial start-up and systems check, including load bank testing at job site.





## **GENERATOR SPECIFICATION REQUIREMENTS**

Labor and Materials to Install Natural Gas Generator for Town Hall Facility  
Town of Palm Beach Shores

1. Generator KW Output.
  - A. 55-70 KW
  - B. Industrial Application
  - C. 120/240-VAC, 60 Hertz
  - D. 1800-RPM
  - E. EPA Certified Engine Model 5.0 L
  - F. Natural Gas
  - G. Replace Electrical Transfer Switch Station
2. Unit Specifications
  - A. MPH-Rating
  - B. Aluminum Bas Channel Frame
  - C. Aluminum Sound Weather Proof Enclosure
  - D. Stainless Exhaust System and Hardware
  - E. Tropical Coating of Radiator to Enhance Protection from Corrosive Wear Caused by Salt in the Air due to Proximity to Atlantic Ocean
  - F. Heavy Duty Wet Lead 12 VDC Battery
  - G. Gas Installation Material and Labor
3. Unit Warranty
  - A. Factory Warranty
  - B. Labor Warranty
  - C. Parts Warranty
  - D. Electrical Installation Material and Labor
4. Installation of Unit
  - A. Delivery Time of Unit
  - B. Installation Time Once Unit is Received
  - C. Delivery, Off Loading, and Placement of Generator
5. Disposal of Existing Unit



Item 8c  
April 16, 2018

# Memo

**To:** Mayor Koutzen and the Town Commision  
**From:** Wendy Wells  
**Date:** 4/13/18  
**Re:** **Impact Fees**

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In accordance with Section 28-53 of the Town's Code, the impact fee schedule shall be adjusted by the January Consumer Price Index (CPI) each year in April and effective in October. Effective October 1, 2018, the impact fees shall increase to \$2.03 per square foot as described in the Code.

Parks Impact Fee	\$ 0.32
Fire Impact Fee	\$ 0.44
Police Impact Fee	\$ 0.46
Public Facilities Impact Fee	\$ 0.81
 Total Impact Fees	 \$ 2.03



**Town of Palm Beach Shores**  
**Impact Fees**  
**Automatic Update of Fee Schedule**  
**per Code Section 28-53**

			<b>Impact Fees - per sf of new air conditioned area</b>						
			<b>Public</b>						
<b>January</b>	<b>CPI</b>	<b>% Chg</b>	<b>October</b>	<b>Parks</b>	<b>Fire</b>	<b>Police</b>	<b>Facilities</b>	<b>Total</b>	
2006	198.300	n/a	2006	\$ 0.26	\$ 0.34	\$ 0.35	\$ 0.65	\$ 1.60	
2007	202.416	2.08%	2007	\$ 0.27	\$ 0.35	\$ 0.36	\$ 0.66	\$ 1.64	
2008	211.080	4.28%	2008	\$ 0.28	\$ 0.36	\$ 0.38	\$ 0.69	\$ 1.71	
2009	211.143	0.03%	2009	\$ 0.28	\$ 0.36	\$ 0.38	\$ 0.69	\$ 1.71	
2010	216.687	2.63%	2010	\$ 0.29	\$ 0.37	\$ 0.39	\$ 0.71	\$ 1.76	
2011	220.223	1.63%	2011	\$ 0.29	\$ 0.38	\$ 0.40	\$ 0.72	\$ 1.79	
2012	226.665	2.93%	2012	\$ 0.30	\$ 0.39	\$ 0.41	\$ 0.74	\$ 1.84	
2013	230.280	1.59%	2013	\$ 0.30	\$ 0.40	\$ 0.42	\$ 0.75	\$ 1.87	
2014	233.916	1.58%	2014	\$ 0.30	\$ 0.41	\$ 0.43	\$ 0.76	\$ 1.90	
2015	233.707	-0.09%	2015	\$ 0.30	\$ 0.41	\$ 0.43	\$ 0.76	\$ 1.90	
2016	236.916	1.37%	2016	\$ 0.30	\$ 0.42	\$ 0.44	\$ 0.77	\$ 1.93	
2017	242.839	2.50%	2017	\$ 0.31	\$ 0.43	\$ 0.45	\$ 0.79	\$ 1.98	
2018	247.867	2.07%	2018	\$ 0.32	\$ 0.44	\$ 0.46	\$ 0.81	\$ 2.03	

ORDINANCE NO. O-1-18

Item 9a  
April 16, 2018

**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, and will serve to promote the public health, safety and welfare.

**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 compliance 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:

Class I offenses.....\$50.00

Sec. 10-1—Keeping a nuisance (animals).

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

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

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

Sec. 10-30—County license required (dogs and cats).

Sec. 18-42—Approved application required (solicitors); first offense.

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

Sec. 42-2—Littering; first offense.

Sec. 42-41—Noise disturbances prohibited generally.

Sec. 42-42—Specific prohibitions (noise); first offense.

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

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

Sec. 48-6—Behavior (Intoxicating beverages, fireworks and explosives, loitering and boisterousness, vending and peddling, signs on Town park or beach property); first offense.

Sec. 54-30—Parking (garage sale).

Sec. 70-4—Identification of commercial vehicles.

Sec. 70-32—Parking prohibitions; penalties.

Class II offenses.....\$75.00

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

Sec. 10-27—Prohibited on beaches (dogs); second offense.

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

Sec. 18-42—Approved application required (solicitors); second offense.

Sec. 42-2—Littering; second offense.

Sec. 42-42—Specific prohibitions (noise); second offense.

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

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

Class III offense.....\$125.00

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

Sec. 10-27—Prohibited on beaches (dogs); third offense.

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

Sec. 18-42—Approved application required (solicitors); third offense.

Sec. 42-2—Littering; third offense.

Sec. 42-42—Specific prohibitions (noise); third offense.

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

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

Sec. 62-1—Obstruction prohibited.

Sec. 62-3—Damaging streets prohibited.

Sec. 70-52—Parking on streets unlawful.

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 (dogs); fourth or subsequent offense.

Sec. 10-27—Prohibited on beaches (dogs); fourth or subsequent offense.

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

Sec. 18-42—Approved application required (solicitors); fourth or subsequent offense.

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

Sec. 42-2—Littering; fourth or subsequent offense.

Sec. 42-42—Specific prohibitions (noise); fourth or subsequent offense.

Sec. 42-43—Decibel measurement standards for noise other than operating motor vehicles; fourth or subsequent offense.

Sec. 42-44—Amplified noise upon public streets prohibited; fourth or subsequent offense.

Sec. 48-4—Traffic (parks and parkway).

Sec. 82-32—Vehicles prohibited (beach).

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.

This ordinance shall take effect immediately upon adoption.

(h) Failure to accept citation—Misdemeanor. Any person who willfully refuses to sign and accept a citation issued by a code inspector, code compliance 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 \_\_\_\_\_, 2018

SECOND & FINAL READING this \_\_\_\_ day of \_\_\_\_\_, 2018.



ATTEST:

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

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

Approved as to form and legal sufficiency,

\_\_\_\_\_  
Keith Davis, Town Attorney

(Seal)