

Monday, March 19, 2018  
6:00 pm



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

**TOWN COMMISSION  
REGULAR MEETING AGENDA**

Mayor Myra Koutzen  
Vice Mayor Roby DeReuil

Commissioner Lisa Tropepe  
Commissioner Gil Gilgallon  
Commissioner Bob Stanton

Town Attorney Keith Davis

Town Clerk Evyonne Browning

**1. CALL TO ORDER**

- a. Pledge of Allegiance
- b. Roll Call

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

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

- a. February 26, 2018 Commission Minutes.

**4. 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.

**5. DEPARTMENT AND BOARD REPORTS**

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

**6. COMMISSION REPORTS**

## 7. **PUBLIC COMMENTS**

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

**GENERALLY.** The Town of Palm Beach Shores, Florida, welcomes comments from the public who shall be given a reasonable opportunity to be heard on items placed on the agenda as provided for below in accordance with Section 286.0114, Florida Statutes. Each speaker is only allowed one (1) opportunity per topic to speak for a maximum of three (3) minutes unless allowed additional time by the presiding officer. By way of example, a citizen may not give his or her allotted three (3) minutes to another person in order to allow them to speak for six (6) minutes. Any citizen desiring to speak at a public meeting in accordance with these rules shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he should so state. Citizen comments will be directed to the Commission or Board, as a body through its presiding officer. Remarks shall not be addressed to a single member of the Commission or Board, the Attorney, or the Manager unless a majority of the members present for the Commission or Board shall so agree. The members of the Commission or Board are free to ask questions to clarify the citizen's comment. Citizens shall not attempt to engage members of the Commission or Board or staff in debate over the issue raised, but shall simply make their statement and request that the Commission or Board consider the matter.

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

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

## 9. **ORDINANCES AND RESOLUTIONS**

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

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

None at this time

## 11. **ADJOURNMENT**

### Regular Commission Meeting

Mon, Mar 19, 2018 6:00 PM

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

<https://global.gotomeeting.com/join/794793909>

You can also dial in using your phone.

United States: +1 (646) 749-3122

Access Code: 794-793-909

First GoToMeeting? Let's 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 ACCOMMODATIONS 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  
February 26, 2018**

Item 3a  
March 19, 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, Commissioner Lisa Tropepe, Commissioner Gil Gilgallon, and Commissioner Bob Stanton. Vice Mayor Roby DeReuil 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 Gaudy Quesada.

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

**MOTION:** Commissioner Gilgallon moved to approve the meeting agenda as amended to move item 3b to Item 10c under Miscellaneous Business.

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

**VOTE:**

<b>Gilgallon:</b>	<b>YES</b>	
<b>DeReuil:</b>	<b>Not present</b>	
<b>Tropepe:</b>	<b>YES</b>	
<b>Stanton:</b>	<b>YES</b>	
<b>Koutzen:</b>	<b>YES</b>	<b>The Motion Passed Unanimously by those present</b>

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

- a. Approval of the January 22, 2018 Regular Commission Minutes
- b. Special Event Permit SP18-06: Sail Series Promotions requests to use the Town's beachside at the Seapray Resort for a Catamaran Race and stopover on May 7 -8, 2018, ending at 10:30 am on May 8, 2018. The event to include 10 to 15 boats with 50 to 60 participants. **(Moved to Item 10c by motion and vote)**
- c. Special Event Permit SP18-02: Wedding Reception by Café Chardonnay to be held on May 12, 2018 from 2:00 pm to 11:30 pm for 110 participants.

**MOTION:** Commissioner Tropepe moved to approve the Consent agenda as amended to move item 3b to Item 10c under Miscellaneous Business.

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

**VOTE:**

<b>Gilgallon:</b>	<b>YES</b>	
<b>DeReuil:</b>	<b>Not present</b>	
<b>Tropepe:</b>	<b>YES</b>	
<b>Stanton:</b>	<b>YES</b>	
<b>Koutzen:</b>	<b>YES</b>	<b>The Motion Passed Unanimously by those present</b>

3. **PRESENTATIONS/UPDATES**

- a. Danny Brannon gave an update on the Undergrounding Project. A copy of his handout is attached and is a part of these minutes.
- b. Mayor Koutzen spoke on the Town's need for a Marine Engineer to assist us in considering language in the Town's Code for Commercial Docks. Our Town Code currently has language only for residential docks and we need to update that. The approximate costs for a Marine Engineer to assist us would be approximately \$5,000 to \$10,000.

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

- a. Financials
  1. Financial Report

**MOTION:** Commissioner Gilgallon moved to approve the Financial Statement as presented.

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

**VOTE:**

<b>Gilgallon:</b>	<b>YES</b>	
<b>DeReuil:</b>	<b>Not present</b>	
<b>Tropepe:</b>	<b>YES</b>	
<b>Stanton:</b>	<b>YES</b>	
<b>Koutzen:</b>	<b>YES</b>	<b>The Motion Passed Unanimously by those present</b>

- 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**

**Commissioner Tropepe** stated this will be her last Commission Meeting as her daughter will be participating in the ESPN Volleyball Tournament at Disney during the March Commission Meeting. She wished Brian Tyler well in his new roll as Commissioner and told him with a smile: "He has big shoes to fill."

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

Brian Tyler stated that for the past 3 weeks, Waste Management has not picked up cardboard boxes he has left at the curb. He was wondering if he was placing too much cardboard out with the new contract? Town Clerk Browning suggested he, or anyone in the Town, who has any issues with Waste Management, to contact Town Hall as soon as there is an issue as we have direct contacts with Waste Management and we can assist them.

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

- a. FEMA Update: Mayor Koutzen gave an update on FEMA which is attached herewith and a part of these minutes.
- b. Town Cameras: Police Chief Langevin discussed the addition of Town cameras at various locations and the costs associated with them. A copy of his report is attached herewith and a part of these minutes.
- c. Citations: Civil/Code Enforcement: Police Chief Langevin and Town Attorney Davis discussed the process for the civil citations. A copy of the discussed printed information is attached herewith and a part of these minutes.

9. **ORDINANCES AND RESOLUTIONS**

- a. None at this time

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

- a. Beach Bathroom: Mayor Koutzen stated that Hurricane Irma did a lot of damage to the beach bathrooms and we have consulted with a resident architect who has provided us with ideas on how to remodel them. After discussion there was a consensus to wait until the next budget cycle to work on this project.
- b. Mobi-mat for wheelchair access to Town Beach: Mayor Koutzen opened the discussion on installing the Mobi-mat at the Town's beach. After discussion, it was suggested she speak with the POA to see if they would be willing to fund this project and the Town would maintain it and handle any repairs.
- c. Special Event Permit SP18-06: Sail Series Promotions requests to use the Town's beachside at the Seapray Resort for a Catamaran Race and stopover on May 7 -8, 2018, ending at 10:30 am on May 8, 2018. The event to include 10 to 15 boats with 50 to 60 participants. *(moved by motion and vote)*

**MOTION:** Commission Stanton moved to approve the item with the understanding that they will schedule a meeting with our Town staff (i.e. Public Works, Fire, and Police) to come up with a plan and to provide costs that will be reimbursed to the Town.

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

**VOTE:**

<b>Gilgallon:</b>	<b>YES</b>	
<b>DeReuil:</b>	<b>Not present</b>	
<b>Tropepe:</b>	<b>YES</b>	
<b>Stanton:</b>	<b>YES</b>	
<b>Koutzen:</b>	<b>YES</b>	<b>The Motion Passed Unanimously by those present</b>

11. **ADJOURNMENT** Commissioner Gilgallon made a motion to adjourn and Mayor Koutzen adjourned the meeting at 7:55 pm.

**Evyonne Browning**

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**From:** Wendy Wells  
**Sent:** Monday, March 12, 2018 1:58 PM  
**To:** Evyonne Browning  
**Subject:** FW: Updated Financial Models  
**Attachments:** image001.jpg; ATT00001.htm; FRS Fleet Profile.pdf; ATT00002.htm; Fleet Replacement Analysis.pdf; ATT00003.htm

Evyonne,

Here is the fleet mgmt. info.

Wendy Wells, CPA  
Town Treasurer  
Town of Palm Beach Shores  
247 Edwards Lane  
Palm Beach Shores, FL 33404  
(561) 844-3457

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**From:** Myra Koutzen  
**Sent:** Thursday, February 15, 2018 10:45 AM  
**To:** Kathleen ♥ McGahran <Ktmcg@aol.com>; Wendy Wells <wwells@pbstownhall.org>  
**Subject:** Fwd: Updated Financial Models

From Greg at Enterprise Leasing.

Sent from my iPhone

Begin forwarded message:

**From:** "Iannelli, Gregory M" <[Gregory.M.Iannelli@efleets.com](mailto:Gregory.M.Iannelli@efleets.com)>  
**Date:** January 31, 2018 at 7:58:49 AM EST  
**To:** Myra Koutzen <[mkoutzen@pbstownhall.org](mailto:mkoutzen@pbstownhall.org)>  
**Cc:** "[wwells@pbstownhall.org](mailto:wwells@pbstownhall.org)" <[wwells@pbstownhall.org](mailto:wwells@pbstownhall.org)>  
**Subject:** Updated Financial Models

Good Morning Myra,

Attached are the updated financial models with the requested changes. Let me know if you have any questions.

Thanks,

-Greg

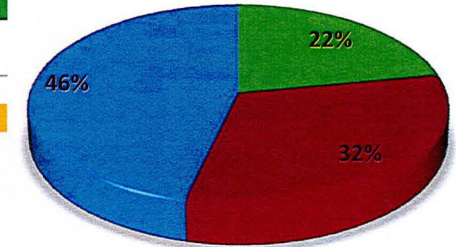


# Town of Palm Beach Shores - Fleet Planning Analysis

Current Fleet	17	Fleet Growth	0.00%	Proposed Fleet	17
Current Cycle	8.50	Annual Miles	11,000	Proposed Cycle	5.00
Current Maint.	\$177.55	Insurance	\$0.00	Proposed Maint.	\$37.28
Fuel Info		MPG	15	Price/Gallon	\$2.00

## Fleet Costs Analysis

Fleet Mix							Fleet Cost				Annual
Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Maintenance	Insurance	Fuel	Fleet Budget	Net Cash
Average	17	2.0	17	0	52,728	0	36,220	0	24,933	113,881	0
'18	17	0	17	0	0	0	36,220	0	24,933	61,154	52,728
'19	17	5	12	5	0	25,045	27,804	0	23,032	75,881	38,001
'20	17	6	6	11	0	53,032	17,705	0	20,751	91,487	22,394
'21	17	3	3	14	0	73,733	12,655	0	19,610	105,998	7,884
'22	17	3	0	17	0	91,777	7,605	0	18,469	117,852	-3,970
'23	17	0	0	17	0	80,797	7,605	0	18,469	106,871	7,010
'24	17	5	0	17	0	73,221	7,605	0	18,469	99,296	14,586
'25	17	6	0	17	0	67,787	7,605	0	18,469	93,861	20,020
'26	17	3	0	17	0	70,852	7,605	0	18,469	96,926	16,955
'27	17	3	0	17	0	91,777	7,605	0	18,469	117,852	-3,970



■ Fuel ■ Maintenance ■ Purchase

10 Year Savings

\$171,637

Avg. Sustainable Savings

\$10,920

## Current Fleet Equity Analysis

YEAR	2018	2019	2020	2021	2022
QTY	0	5	6	3	3
RESALE	\$1,000	\$1,185	\$1,300	\$6,500	\$8,500
TOTAL	\$0	\$5,925	\$7,800	\$19,500	\$25,500
Estimated Current Fleet Equity**				\$58,725	

## Summary

10 Year Savings	\$171,637
Estimated Fleet Equity	\$58,725
<b>Net Cash***</b>	<b>\$230,362</b>

## Key Objectives

- **Lower average age of the fleet**
  - 57% of the current fleet is past its useful life cycle
  - Resale of aging fleet is significantly reduced
- **Reduced operating costs**
  - Newer vehicles have a significantly lower maintenance expense
  - Reduced Downtime
  - Newer vehicles have increased fuel efficiency

\* Lease Rates are conservative estimates

\*\*Estimated Current Fleet Equity is based on the current fleet "sight unseen" and can be adjusted after physical inspection

\*\*\*Net Cash is the sum of the 10 year savings from the Fleet Planning Analysis and the Estimated Current Fleet Equity

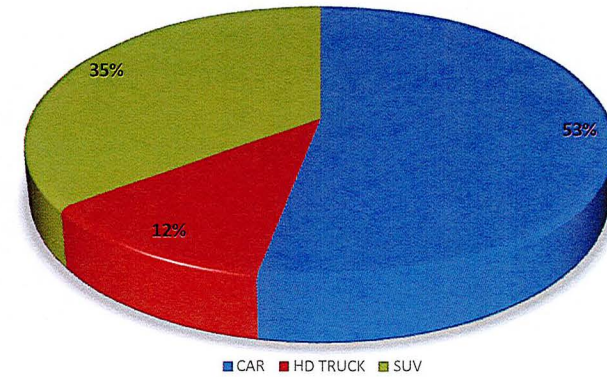
# Town of Palm Beach Shores - Fleet Profile

## Fleet Profile      Fleet Replacement Schedule      Replacement Criteria

Vehicle Type	# of Type	Average Age (years)	Average Annual Mileage	2018	2019	2020	2021	2022	Under-Utilized
I-size Sedan	9	9.0	10,900	0	4	5	0	0	0
I Size SUV 4x4	5	1.4	11,200	0	0	0	2	3	0
I Size SUV 4x4	1	7.0	11,000	0	0	0	1	0	0
Ton Pickup Reg 4x2	1	9.1	10,900	0	0	1	0	0	0
on Cab Chassis	1	11.1	11,000	0	1	0	0	0	0
<b>Totals/Averages</b>	<b>17</b>	<b>6.7</b>	<b>11,000</b>	<b>0</b>	<b>5</b>	<b>6</b>	<b>3</b>	<b>3</b>	<b>0</b>

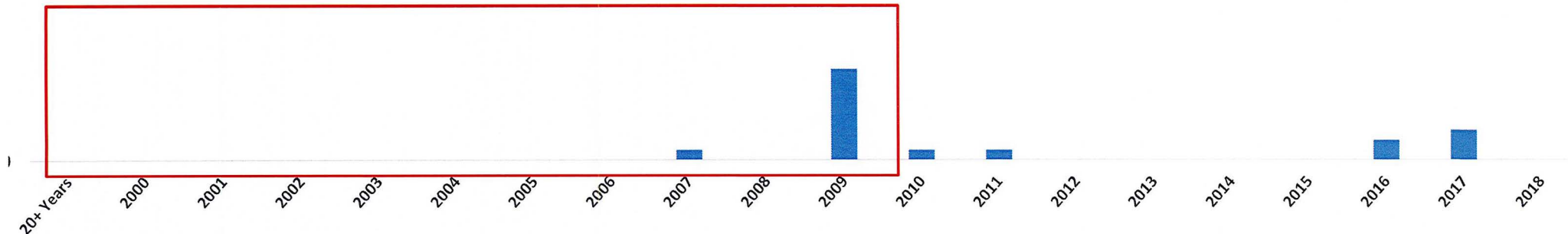
- \* Fiscal Year 2018 = 10 years old and older, or odometer over 100,000
- \* Fiscal Year 2019 = 8 years old and older, or odometer over 93,300
- \* Fiscal Year 2020 = 6 years old and older, or odometer over 86,600
- \* Fiscal Year 2021 = 4 years old and older, or odometer over 79,900
- \* Fiscal Year 2022 = Remaining Vehicles
- \* Underutilized = Annual Mileage less than 2,500

### Vehicle Types



## Model Year Analysis

1 Vehicles over 10 Years





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

Item 5a1  
March 19, 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%
<b>2/28/2018</b>	<b>\$ 4,209,790</b>		<b>\$ 4,970,746</b>	<b>\$ 178,689</b>	<b>\$ 3,729,179</b>	<b>75%</b>
2/28/2017	\$ 3,620,661		\$ 4,452,288	\$ 168,590	\$ 3,394,967	76%
3/31/2018						
4/30/2018						
5/31/2018						
6/30/2018						
7/31/2018						
8/31/2018						
9/30/2018						

	EXPENDITURES					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2017	\$ 4,614,156	\$ 323,183	\$ 306,002	\$ 629,185	\$ 4,436,899	96%
10/31/2017	\$ 4,718,030	\$ 431,703	\$ (155,841)	\$ 275,861	\$ 275,861	6%
11/30/2017	\$ 4,970,746	\$ 363,352	\$ 110,787	\$ 474,139	\$ 750,000	15%
12/31/2017	\$ 4,970,746	\$ 477,938	\$ (75,127)	\$ 402,811	\$ 1,152,811	23%
1/31/2018	\$ 4,970,746	\$ 348,115	\$ 24,220	\$ 372,335	\$ 1,525,146	31%
<b>2/28/2018</b>	<b>\$ 4,970,746</b>	<b>\$ 329,223</b>	<b>\$ (54,585)</b>	<b>\$ 274,638</b>	<b>\$ 1,799,784</b>	<b>36%</b>
2/28/2017	\$ 4,452,288	\$ 503,096	\$ (152,801)	\$ 350,295	\$ 1,561,674	35%
3/31/2018						
4/30/2018						
5/31/2018						
6/30/2018						
7/31/2018						
8/31/2018						
9/30/2018						

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

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

				February Benchmark	41.7%
	BUDGET		YTD	Favorable(Unfav)	%
<b>REVENUE</b>					
Revenue (without appr'd F/B)	\$ 4,656,277.00		\$ 3,729,178.78	\$ (927,098.22)	80.1%
Appropriated Fund Balance	314,469.00		-	(314,469.00)	
<b>TOTAL REVENUE</b>	<b>\$ 4,970,746.00</b>		<b>\$ 3,729,178.78</b>	<b>\$ (1,241,567.22)</b>	<b>75.0%</b>
<b>EXPENDITURES BY DEPARTMENT</b>					
		% of total		% of total	
Administration	\$ 389,232.00	8%	\$ 147,496.48	8%	\$ 241,735.52 37.9%
Legal	100,000.00	2%	30,382.84	2%	69,617.16 30.4%
Public Works	269,454.00	6%	123,864.05	7%	145,589.95 <b>46.0%</b>
Police	1,368,427.00	30%	572,682.65	32%	795,744.35 <b>41.8%</b>
Fire	653,931.00	14%	209,308.53	12%	444,622.47 32.0%
Building	171,050.00	4%	72,744.51	4%	98,305.49 <b>42.5%</b>
Emergency Disaster	-	0%	62,823.03	3%	(62,823.03) <b>0.0%</b>
Solid Waste	198,000.00	4%	65,293.28	4%	132,706.72 33.0%
911 Dispatch	377,597.00	8%	154,742.22	9%	222,854.78 41.0%
Legislative	35,560.00	1%	7,867.61	0%	27,692.39 22.1%
Streets/Storm Sewers	23,025.00	0%	5,033.62	0%	17,991.38 21.9%
Parks	115,650.00	2%	42,521.60	2%	73,128.40 36.8%
Beach	92,941.00	2%	38,081.04	2%	54,859.96 41.0%
Lift Stations/Sewer Service	17,975.00	0%	7,938.53	0%	10,036.47 <b>44.2%</b>
Contingencies	85,000.00	2%	-	0%	85,000.00 0.0%
Emergency Medical Services	312,615.00	7%	128,918.68	7%	183,696.32 41.2%
Community Center	60,600.00	1%	19,281.83	1%	41,318.17 31.8%
Risk Management	115,000.00	2%	49,956.00	3%	65,044.00 <b>43.4%</b>
Capital	246,327.00	5%	60,847.28	3%	185,479.72 24.7%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,632,384.00</b>		<b>\$ 1,799,783.78</b>	<b>\$ 2,832,600.22</b>	<b>38.9%</b>
<b>Transfer to UU Fund</b>	<b>\$ 85,646.00</b>		<b>\$ -</b>	<b>\$ 85,646.00</b>	
<b>REVENUE OVER (UNDER)</b>					
<b>EXPENDITURES</b>	<b>\$ 252,716.00</b>		<b>\$ 1,929,395.00</b>	<b>\$ 1,591,033.00</b>	

Explanation of Variances

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

Police - Timing of transactions, 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.

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

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

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

Accumulated (unspent) Discretionary Sales Tax as of 9/30/17	\$ 49,955.01
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Current Year Receipts:

Date of Receipt	Period	
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
Total current year receipts		\$ 29,430.84

Accumulated (unspent) Discretionary Sales Tax as of 2/28/18	\$ 79,385.85
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**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				-
Mar-18				-
Apr-18				-
May-18				-
Jun-18				-
Jul-18				-
Aug-18				-
Sep-18				-
<b>YTD Total</b>	<b>71,785.41</b>	<b>31,906.50</b>	<b>11,008.88</b>	<b>114,700.79</b>



Town of Palm Beach Shores  
Underground Utilities  
as of 2/28/18

	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	8,400.00	\$ 22,551.77	160,259	137,707.23
Engineering	-	-	-	\$ -	142,453	142,453.00
Utility Conversion	-	24,479.00	-	\$ 24,479.00	3,901,442	3,876,963.00
Landscape Restoration	-	-	-	\$ -	26,675	26,675.00
Feasibility Study & other misc costs	7,310.46	-	-	\$ 7,310.46	10,000	2,689.54
Construction Contingency	-	-	-	\$ -	871,807	871,807.00
Straw Ballot	6,305.90	-	-	\$ 6,305.90	-	(6,305.90)
<b>Total expenditures</b>	<b>\$ 13,815.88</b>	<b>\$ 90,648.75</b>	<b>\$ 8,400.00</b>	<b>\$ 112,864.63</b>	<b>\$ 5,240,844</b>	<b>\$ 5,127,979.37</b>
<b>Other Financing Sources:</b>						
Transfer In (from General Fund)	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00	\$ 90,000	\$ -
Loan Proceeds	-	-	-	-	5,150,844	5,150,844.00
<b>Total other financing sources</b>	<b>\$ 90,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 90,000.00</b>	<b>\$ 5,240,844</b>	<b>\$ 5,150,844.00</b>
<b>Net Change in Fund Balance</b>	<b>\$ 76,184.12</b>	<b>\$ (90,648.75)</b>	<b>\$ (8,400.00)</b>	<b>\$ (22,864.63)</b>	<b>\$ -</b>	<b>\$ 22,864.63</b>

**Accounts Payable Check Register Report - PNC Bank-12-0164-0172***For The Date Range From 2/1/2018 To 2/28/2018**For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck*

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
7259	C	2/2/2018	5	AFLAC	\$262.36	O
7260	C	2/2/2018	29	Alphagraphics of the Palm Beaches	\$340.17	O
7261	C	2/2/2018	37	Bass Property Maintenance, Inc.	\$3,995.83	O
7262	C	2/2/2018	48	Bug Stoppers	\$225.00	O
7263	C	2/2/2018	225	C&T Auto Care	\$44.11	O
7264	C	2/2/2018	49	CDW Government	\$1,940.00	O
7265	C	2/2/2018	52	Comcast	\$22.66	O
7266	C	2/2/2018	116	Cox Media Group	\$202.96	O
7267	C	2/2/2018	712	Darrell Russian	\$241.60	O
7268	C	2/2/2018	491	Dilo Fire Sprinkler, Inc.	\$200.00	O
7269	C	2/2/2018	299	Executive Information Systems, Inc.	\$18,174.00	O
7270	C	2/2/2018	715	Florida U.C. Fund	\$550.00	O
7271	C	2/2/2018	711	Humat Inc	\$137.37	O
7272	C	2/2/2018	648	John Meskiel	\$420.00	O
7273	C	2/2/2018	295	LiftOff, LLC	\$87.50	O
7274	C	2/2/2018	95	Lowe's	\$438.72	O
7275	C	2/2/2018	689	Main Drain Plumbing LLC	\$625.00	O
7276	C	2/2/2018	11	Nationwide Retirement Solutions	\$130.00	O
7277	C	2/2/2018	714	Oceanside Truck & Trailer Inc	\$1,520.00	O
7278	C	2/2/2018	24	PBC Credit Union	\$50.00	O
7279	C	2/2/2018	713	PBC North Chamber of Commerce	\$590.00	O
7280	C	2/2/2018	19	PBC Police Benevolent Association	\$423.00	O
7281	C	2/2/2018	196	Performance NAPA	\$94.50	O
7282	C	2/2/2018	520	Safe Built, LLC	\$13,249.00	O
7283	C	2/2/2018	516	Schmidt Nichols	\$570.35	O
7284	C	2/2/2018	38	Signs of Progress Inc.	\$1,960.00	O
7285	C	2/2/2018	592	Trevor Steedman	\$81.46	O
7286	C	2/2/2018	103	Comp Benefits	\$212.42	O
7287	C	2/2/2018	108	Windstream Communications Inc.	\$536.11	O
7288	C	2/8/2018	324	AC Enforcement, Inc.	\$1,030.00	O
7289	C	2/8/2018	213	All Around Fun	\$380.00	O
7290	C	2/8/2018	721	Army Navy Outdoors	\$279.92	O
7291	C	2/8/2018	614	Art By Nature Garden Center, Inc.	\$849.35	O
7292	C	2/8/2018	673	Bishop's Water Company	\$402.50	O
7293	C	2/8/2018	717	Blast Off Equipment	\$1,271.00	O

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Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
7294	C	2/8/2018	225	C&T Auto Care	\$37.54	O
7295	C	2/8/2018	115	Clean & Treat Co.	\$85.00	O
7296	C	2/8/2018	52	Comcast	\$317.70	O
7297	C	2/8/2018	183	Dan Smith	\$50.94	O
7298	C	2/8/2018	107	Davis and Ashton, P.A.	\$7,628.40	O
7299	C	2/8/2018	240	Everglades Equipment Group	\$822.45	O
7300	C	2/8/2018	606	Florida Municipal Insurance Trust	\$3,788.00	O
7301	C	2/8/2018	719	Forum Club of the Palm Beaches, Inc.	\$350.00	O
7302	C	2/8/2018	716	IACP	\$20.00	O
7303	C	2/8/2018	425	Jason's Arborcare Service Inc.	\$1,350.00	O
7304	C	2/8/2018	237	Lou's Police Distributors	\$355.90	O
7305	C	2/8/2018	689	Main Drain Plumbing LLC	\$275.00	O
7306	C	2/8/2018	682	Meyers Turf LLC	\$22.00	O
7307	C	2/8/2018	196	Performance NAPA	\$763.35	O
7308	C	2/8/2018	30	Poly Systems Company	\$1,449.30	O
7309	C	2/8/2018	520	Safe Built, LLC	\$15,229.00	O
7310	C	2/8/2018	484	Shred-It	\$83.25	O
7311	C	2/8/2018	720	Society for HR Management	\$194.00	O
7312	C	2/8/2018	666	Southeastern Emergency Equipment	\$30.81	O
7313	C	2/8/2018	718	State of Florida DBPR	\$25.00	O
7314	C	2/8/2018	100	Toshiba Business Solutions	\$420.88	O
7315	C	2/8/2018	348	United Lighting Sales Inc.	\$3,721.72	O
7316	C	2/8/2018	101	Verizon Wireless	\$547.65	O
7317	C	2/8/2018	104	Waste Management of Palm Beach	\$10,515.02	O
7318	C	2/8/2018	110	Xpert elevator Services, Inc.	\$375.00	O
7319	C	2/15/2018	324	AC Enforcement, Inc.	\$350.00	O
7320	C	2/15/2018	5	AFLAC	\$262.36	O
7321	C	2/15/2018	665	Andrew Fenton	\$30.52	O
7322	C	2/15/2018	556	Armchem International	\$1,222.09	O
7323	C	2/15/2018	582	Bartow Ford	\$498.00	O
7324	C	2/15/2018	37	Bass Property Maintenance, Inc.	\$300.00	O
7325	C	2/15/2018	673	Bishop's Water Company	\$154.00	O
7326	C	2/15/2018	47	Board of County Commissioners	\$454.22	O
7327	C	2/15/2018	564	Brannon & Gillespie LLC	\$1,155.00	O
7328	C	2/15/2018	228	Channel Innovations Corp.	\$7.50	O

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Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
7329	C	2/15/2018	52	Comcast	\$351.66	O
7330	C	2/15/2018	723	FMAPBC Fire Marshal's Assoc.	\$20.00	O
7331	C	2/15/2018	80	FL Public Utilities	\$152.86	O
7332	C	2/15/2018	87	Halsey & Griffith	\$59.98	O
7333	C	2/15/2018	89	Home Depot Credit Svcs	\$1,794.76	O
7334	C	2/15/2018	722	Inlet Grove High School	\$500.00	O
7335	C	2/15/2018	630	Jennifer Rivera	\$30.00	O
7336	C	2/15/2018	529	Joe Olivera	\$1,150.00	O
7337	C	2/15/2018	96	Mail Finance	\$174.06	O
7338	C	2/15/2018	682	Meyers Turf LLC	\$28.00	O
7339	C	2/15/2018	11	Nationwide Retirement Solutions	\$130.00	O
7340	C	2/15/2018	464	Palm Beach County Chapter/ FGFOA	\$60.00	O
7341	C	2/15/2018	16	Palmdale Oil Company, Inc.	\$1,453.57	O
7342	C	2/15/2018	24	PBC Credit Union	\$50.00	O
7343	C	2/15/2018	724	PBC Law Enforcement Exchange	\$1,260.00	O
7344	C	2/15/2018	312	Professional Images	\$126.00	O
7345	C	2/15/2018	238	Radiotronics	\$220.00	O
7346	C	2/15/2018	375	Simmons & White, Inc.	\$2,110.00	O
7347	C	2/15/2018	40	Solutions Outside the Box	\$3,026.74	O
7348	C	2/15/2018	666	Southeastern Emergency Equipment	\$333.96	O
7349	C	2/15/2018	118	Steve Langevin	\$240.00	O
7350	C	2/15/2018	101	Verizon Wireless	\$2.69	O
7351	C	2/15/2018	131	WEX BANK	\$278.08	O
7352	C	2/15/2018	108	Windstream Communications Inc.	\$383.26	O
7353	C	2/15/2018	112	Zimmerman Tree Service	\$942.00	O
7354	C	2/22/2018	7	All Safe Safe & Lock	\$15.00	O
7355	C	2/22/2018	29	Alphagraphics of the Palm Beaches	\$118.94	O
7356	C	2/22/2018	127	Blue Cross Blue Shield of Florida, Inc.	\$28,239.43	O
7357	C	2/22/2018	71	FL Power & Light	\$2,574.39	O
7358	C	2/22/2018	87	Halsey & Griffith	\$176.54	O
7359	C	2/22/2018	90	Hulett Environmental Services	\$113.00	O
7360	C	2/22/2018	130	Manno's Public Safety Supply	\$399.98	O
7361	C	2/22/2018	169	Neopost USA Inc	\$190.00	O
7362	C	2/22/2018	33	Riviera Beach Water	\$2,484.22	O
7363	C	2/22/2018	666	Southeastern Emergency Equipment	\$88.84	O



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Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
7364	C	2/22/2018	586	The Standard Insurance Company	\$499.43	O
7365	C	2/22/2018	290	Westside Reprographics, Inc.	\$372.21	O
7366	C	2/22/2018	108	Windstream Communications Inc.	\$121.35	O
ADP, LLC	E	2/9/2018	697	ADP, LLC	\$137.16	O
ADP, LLC	E	2/22/2018	697	ADP, LLC	\$464.58	O
ADP, LLC	E	2/23/2018	697	ADP, LLC	\$135.47	O
Blue Cross Blue Shield of Florida, Inc.	E	2/13/2018	127	Blue Cross Blue Shield of Florida, Inc.	\$35,882.27	O
Fica and Federal Withholding	E	2/15/2018	147	Fica and Federal Withholding	\$15,506.66	O
FRS	E	2/5/2018	172	FRS	\$23,849.73	O
PBS Payroll	E	2/15/2018	146	PBS Payroll	\$48,942.60	O
PBS Payroll	E	2/28/2018	146	PBS Payroll	\$49,604.63	O
<b>Cleared</b>					<b>\$0.00</b>	
<b>Outstanding</b>					<b>\$329,222.54</b>	
<b>Void</b>					<b>\$0.00</b>	



# Palm Beach Shores Police Department

247 Edwards Lane

Palm Beach Shores, Florida 33404

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

Item 5b1

March 19, 2018

Steven Langevin  
Chief of Police

## **March 2018 Commission Meeting**

This month has been busy for us with the new equipment coming in and the set up that is required for it:

- The new ATV here and we have put it in use.
- The heavier weapons have been received and the additional needed items are ordered.
- The special security locks we ordered for the weapons in the cars have been installed.
- The 4 smaller touchpads we budgeted for this year arrived and are being installed in the cars. They are about a third of the cost of the 8 to 10 year old laptops in the cars. If all goes well, we will budget for additional touchpads next year.

## **STATE AUDIT**

The state audit on the security for our computers, as well as the software of the system inside and out which allows us to check warrants, stolen cars, and many other items was completed last week after a nearly 2.5 years of non-compliance.

This is required every 3 years. Our next one will be in an unknown 6 month term next year. The short recertification timeframe for this is due to the length of time it took for us to currently comply with state and federal guidelines this last go around.

## **OTHER UPDATES**

- Our policies and procedures continue to be under review.
- The updated active shooter policy is in the last phases of completion. The previous version was about 8 years old.
- We continue to look for one full time officer. We have been not been fully staffed for some time. The reason for this is due to many other agencies are also hiring, which makes the process slower than normal.

- Planning is ongoing for the upcoming Easter egg hunt on March 31<sup>st</sup>.
- We are also working on the 4<sup>th</sup> of July celebration, which will coincide with the added event from Riviera Beach having the fireworks barge in the intracoastal.
- We continue to expand our walking patrols and stepped up traffic enforcement.
- Public works is receiving 3 bids to install the reflective striping at the stop signs on the perimeter roads.
- Tree branches are being cut back at 220 Lake Drive that can blur the stop sign at Bamboo.

### **RENOVATIONS TO PD/DISPATCH BATHROOM**

I have met with 2 contractors on some renovations to the PD bathroom and other areas that have not been updated in many years. I am looking for a third bid which is required for a project this size.

### **LICENSE PLATE CAMERAS**

I met with engineers from Comcast to ensure our connections to the License plate cameras are what we need and discussions on planning if the CCTV system is approved. This will take a few weeks for the engineers to review and get back with me. Except for one area (Inlet and the Parkway) Comcast is already at the poles; we just need additional IP addresses.

### **SWITCH FROM WINDSTREAM TO AT&T**

The new ATT install will occur on the March 17, 2018, if all goes well. Our carrier for all calls from the town complex will be with AT&T and not just our 911 services (at a lower cost than Windstream). This past Wednesday (the 14<sup>th</sup>, Comcast also installed a new fiber line to the police station (existing upgrade no cost). We are waiting on survey results from the County information services for a more comprehensive and less expensive internet system, as they are already here servicing the Fire Department. Since the FD is dispatched by the County they have the internet services already in.

Please call or get with me anytime if you have any questions or concerns, thanks for your time.



# 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: 3/7/18

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

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2018			
Criminal Arrests	4	Town Ordinance Violations	4
Parking Citations	22	T3 Patrol Hours	2
Verbal Warnings	13	ATV Patrol Hours	7
Written Warnings	20	Bike Patrol Hours	10
Traffic Citations	1	Foot Patrol Hours	122
Criminal Complaints	10	Radar Hours	11
Complaints/Calls for Assistance	133		
Patrol Mileage	2309		



# PALM BEACH SHORES POLICE DEPARTMENT ACTIVITY REPORT

## 2018 FEBRUARY

	FEB	2018	FEB	2017	FEB	2016
<b>A. Crimes Against Persons</b>						
1. Assault						
a. Aggravated	1	2	0	0	1	1
b. Battery	1	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	1	3	1	2	0	0
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

	FEB	2018	FEB	2017	FEB	2016
1. Arson	0	0	0	0	0	0
2. Burglary						
a. Structure	0	0	0	0	0	0
b. Conveyance	0	0	0	2	0	0
c. Dwelling	1	1	0	1	1	1
d. Attempted	0	0	0	0	0	0
1. Value	0	1000	0	4721	0	0
2. Value Recovered	0	1000	0	0	0	0
3. Grand Theft	1	1	0	4	1	1
a. Value	1060	1060	800	3350	11000	11700
b. Value Recovered	0	0	0	0	0	0
4. Criminal Mischief	1	2	0	0	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	0	0	0	0
1. Value	0	0	0	0	0	0
2. Value Recovered	0	0	0	0	0	0
7. Loitering/Prowling	0	0	0	0	0	0
8. Petit Theft	0	0	1	1	0	0
1. Value	0	0	20	20	0	0
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	1	1	0	0
11. Trespassing Person	1	1	1	1	3	4

C. Crimes Against Nature/Vice	FEB	2018	FEB	2017	FEB	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	0	0	1	1	0	0
5. Possession of Controlled Substance	1	1	1	1	0	0
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	0	0	0	0
E. Fraud Offenses						
1. Credit Cards/Stolen/Possession	0	0	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	0	0	0	0	0	0
b. On Beach	0	0	0	0	0	0
2. Noise						
a. Construction	1	2	0	0	2	3
b. Machinery	0	3	1	1	0	1
3. Fire Lane	0	0	0	0	0	0
5. Parking	3	3	2	2	5	6
6. Miscellaneous	0	0	1	1	3	6

	FEB	2018	FEB	2017	FEB	2016
G. Warrant Arrests	0	0	0	0	1	1
<b>Total Criminal Complaints</b>	10	24	8	20	17	31
<b>Total Criminal Arrests</b>	4	10	2	7	6	7
<b>Total Amount Stolen Property</b>	1060	2060	800	8091	11000	11700
<b>Total Amount Recovered Property</b>	0	1000	0	0	0	0

## II. Police Service Calls

### A. General Complaints

1. Animals						
a. Cats	0	0	1	1	0	0
b. Dogs	1	1	0	2	1	2
c. Sharks	1	1	0	0	0	0
d. Snakes	0	0	0	0	0	0
e. Others	2	2	0	0	0	0
2. Domestic	1	2	2	2	0	1
3. Found Property	1	3	1	3	3	3
4. Landlord/Tenant	0	0	0	0	0	1
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	4	6	3	10	1	1
7. Noise	2	2	1	6	0	1
8. Nuisance	0	0	0	0	0	0
9. Open Door or Window	1	1	0	0	0	1
10. Police Information	16	28	3	10	4	19
11. Prowler	0	0	0	0	0	0
12. Suspicious Person	2	4	1	4	2	2
13. Suspicious Vehicle	1	1	0	1	0	0
14. Suspicious Incident	4	7	3	3	0	3



**B. Requests For Assistance**

	<b>FEB</b>	<b>2018</b>	<b>FEB</b>	<b>2017</b>	<b>FEB</b>	<b>2016</b>
1. Assistance Rendered	0	0	0	2	0	4
3. Deaths	0	0	2	2	1	3
5. False Alarms						
a. Burglary	2	3	2	3	2	3
b. Fire	4	6	2	6	2	2
6. Fire	0	0	0	0	0	0
7. Fire Hazard	1	1	0	0	1	3
8. Assist Other Agency	1	2	1	1	1	6
9. Sick/Injured Person/Ambulance	4	7	5	6	2	3
10. Marchman or Baker Act	0	1	1	2	1	1
11. Missing Persons	0	0	1	1	0	0
12. Lifeguard						
a. Rescues	0	0	0	0	0	0
b. First-Aid	70	93	38	95	42	62
13. Welfare Checks	1	1	1	5	2	2

**C. Traffic Complaints**

1. Abandoned Vehicle or Boat	0	0	0	0	0	0
2. Accident						
a. Automobile	4	5	4	10	1	1
b. Boat	0	0	0	1	0	1
c. Private Property	0	0	1	2	0	0
3. Careless Driving	0	0	0	1	0	0
4. DUI	0	0	0	0	1	2
5. Improper Parking	0	0	0	0	0	0
6. Speeding	0	0	0	1	0	0
7. Street Light Out	0	0	0	0	0	0
8. Traffic Hazard	0	0	0	0	0	0
9. Criminal Citations	0	0	0	0	0	0

**D. Juvenile Complaints**

	<b>FEB</b>	<b>2018</b>	<b>FEB</b>	<b>2017</b>	<b>FEB</b>	<b>2016</b>
1. General	0	0	0	0	1	2
2. Lost Child	0	0	1	3	0	0
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>	63	109	43	110	43	98
<b>Total Gross Complaints</b>	133	202	81	124	85	160



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

**21 February 2018 – 14 March 2018**

**Item 5b2**  
**March 19, 2018**

**TO:** Mayor Myra Koutzen  
Town Commissioners

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

**DATE:** 14 March 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

**21 February 2018 – 14 March 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 select training courses with Riviera Beach Fire Rescue / West Palm Beach Fire Department Recruit Academy Class.
    - Enhancement of current Officers to assist them in achieving recommended Industry Standard levels.
  - 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*



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

21 February 2018 – 14 March 2018

- NFPA 1002 – P *Standard for Fire Apparatus Driver/Operator (FADO) Professional Qualifications.*
  - PBSFD FADO program was implemented in September 2017.

Wendy Wells will review and forward to the Town's insurance carriers for consideration of lowering our premium costs. The FADO program incorporates *Safe Driving Practices, Roadway Incident Safety, Seatbelt compliance and Apparatus Backing / Collision Prevention* modules.
- NFPA 1021: *Standard for Fire Officer Professional Qualifications*
- Validate rank structure for integration into County NIMS/ICS model.
- Fleet Deployment & Maintenance
  - All apparatus is in service at the time of this report
  - 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.

### **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.



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

21 February 2018 – 14 March 2018

- 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*
  - (Spring/Summer 2018) – AHA *Heartsaver* Course offered to our PBS Community in cooperation with the American Red Cross. The Town of Palm Beach Shores will incur zero expense for this training.
- NFPA 1720 *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments*
  - This standard specifies requirements for effective and efficient organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by volunteer and combination fire departments to protect citizens 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





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

**21 February 2018 – 14 March 2018**

working to improve cardiac arrest survival rates through improved bystander performance.

- *Pre-Incident Planning* – This on-going initiative serves to familiarize first responders with high-risk occupancies, unique hazards and special properties in Palm Beach Shores and plan accordingly for potential emergencies.
- *File of Life* Program – Program initiated on 15 March 2017. Program materials funded through budgeted line item – Prevention. Kits are available at the Commission Meeting and during business hours at the Town Hall front office.
- *Residential Fire Extinguisher Selection, Use and Maintenance* (Initially delivered in cooperation with the Community Policing Initiative on 03 May 2017) to be offered again to residents in the near future.
- 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**  
**21 February 2018 – 14 March 2018**

**CALLS FOR SERVICE**

<b>TOTAL CALLS FOR SERVICE</b>	<b>36</b> <b>(Fire: 08 ) (Medical: 28)</b>
<b>LAST REPORTING PERIOD</b>	<b>52</b> <b>(Fire: 16 ) (Medical: 36)</b>
<b>PERCENTAGE</b>	<b>- 30.77 %</b>
<b>INCREASE / DECREASE</b>	<b>(Fire -50 %) (Medical – 22.2 %)</b>

**TRAINING & DRILLS**

DATE	TIME	LOCATION	TYPE			NATURE	STAFFING	NOTES
			FIRE	RESCUE	EMS			
27 Feb 2018	18:30	222 Edwards	X			RIT/Mayday	10	Hands-On
06 Mar 2018	18:30	98 Edwards	X			Forcible Entry	08	Hands-On
13 Mar 2018	09:00	247 Edwards Ln				Meeting	10	Admin.
TOTALS:			03					
Formal Training Drills – 02								
Personnel Participation – 18								
Personnel Training Hours – 54.0								



## ***Public Works Department***

**Item #: 5 b 3.**

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

***March 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.
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.
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 started to pressure wash the Parkway sidewalks, pavers, and retaining wall blocks. The north end of the Parkway is completed. The south end of the Parkway is scheduled for Monday, March 26, 2018.
3. Scheduling contractors for the Beach Playground new swing set and ground cover in compliance with ADA requirements.
4. With assistance from the Environmental Committee the first phase for the beach beautification project is to remove the aged looking vegetation around the picnic area and replace it with new colorful salt tolerant vegetation. This first phase has been completed. The second phase is to plant vegetation around the new Police Departments shed to assist with blending in the new structure to the beach area. The third phase is to spruce up the entrance to the beach leading from the parking lot including the shower tower and surrounding area.
5. In the process to convert all the Inlet Park walkway post lights to LED turtle friendly lighting. This project is to be rescheduled due to the sand and debris on the Inlet Parkway once again caused by the High King Tides.
6. Public Works Staff is hard at work to clean the Inlet Park pathway and surrounding areas. Heavy equipment was rented to assist with this task. The safety of the residents is our first priority. We ask for your patience during the cleanup stages. The Mayor and I have been in contact with the Army

Corp, Palm Beach County, and State Officials concerning the seawall and the issues that the Town and residents whiteness during and after any tidal surge.

7. The projects listed are funded through the approved capital budget and general budget.

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

1. The emergency repairs to the storm drain outfall pipe located on the west corner of Lake Drive and Inlet Way that was compromised during hurricane Irma has been completed on Tuesday, March 13, 2018 with great success. The final stage for completion will be to backfill and compact with rock and dirt around the exposed storm drain pipe and lay new sod for landscaping. The Public Works Staff along with the town engineer firm Simmons & White has been monitoring the concerned area and will continue until the repairs are completed to specs. **Commissioners:** I will discuss in further detail when presenting the Monthly Report and answer any questions.
2. Scheduling to replace the white marble drainage rock in all the streets culverts intersecting the interior streets and Parkway. This project is to be rescheduled due to the Inlet Park cleanup.
3. Riviera Beach has contracted with a surveying company to survey the outer perimeter roads of the town to collect data for the water main pipes to be replaced. When the survey is completed there will be a meeting scheduled with Riviera Beach engineers and selected contractors to discuss the project in further details.
4. The projects listed are funded through the approved general budget.

### **Lift Stations:**

1. The same contractor for the storm drain outfall pipe repairs performed the repairs to the sewer line located on Inlet Way that was compromised during hurricane Irma. The repairs were completed on Monday, March 12, 2018 again with great success. **Commissioners:** I will discuss in further detail when presenting the Monthly Report and answer any questions.
2. The projects listed are funded through the approved general budget.

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

1. 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.**
2. **Additional information concerning the expenditures and completed projects and outstanding projects will be presented.**

### **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**  
**March 19, 2018 Commission Meeting**

Item 5b4  
March 19, 2018

TASKS	STATUS
<b>Upcoming Meetings</b>	<ul style="list-style-type: none"> <li>➤ Commission Reorganization Meeting: March 26, 2018 (6:00 pm). They will be installing our newest Commissioner, Brian Tyler, at this meeting. <ul style="list-style-type: none"> <li>• The Commission will also vote on a Vice Mayor</li> <li>• A representative to be a part of the Election Canvassing Board</li> <li>• The Chairman for the DRC</li> <li>• And vote on members and alternates to serve on the P &amp; Z Board for the next year.</li> </ul> </li> <li>➤ P &amp; Z Reorganization Meeting, March 27, 2018 at 6:15 pm <ul style="list-style-type: none"> <li>• The Board will vote on a Chairman and Vice Chair</li> <li>• A Representative for the DRC</li> <li>• And the Landscape Approval Member.</li> </ul> </li> <li>➤ P &amp; Z Regular Meeting, March 27, 2018 at 6:30 pm</li> <li>➤ April 5, 2018: DRC (2:00 pm -If any submittals)</li> </ul>
<b>Building Department Fiscal Year 2017/18</b>	<ul style="list-style-type: none"> <li>• Total Permits issued in January – 26</li> <li>• Total Permit Fees in January - \$8,909.88</li> <li>• Total Construction Value in January - \$485,788.50</li> <li>• Total Permits issues YTD - 165</li> <li>• Total Permit Fees YTD - \$57,145.17</li> <li>• Total Construction Value YTD - \$2,113,008.71</li> </ul>
<b>Code Compliance</b>	<p>New/ongoing open Code Violations this month to date: 44</p> <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>	<p>16 events this month: 1 Town/Misc; 2 POA; 7 Civic;  2 Resident; 4 Church</p>

It is with much respect, but sadness, that we say farewell 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. We plan to give her a proper send off at the Reorganization meeting, so mark your calendars for March 26<sup>th</sup> at 6:00 pm and plan to attend!



Item 8a  
March 19 2018

# Memo

**To:** Mayor Koutzen and the Town Commission  
**From:** Wendy Wells  
**Date:** 3/15/18  
**Re:** **Impact Fees**

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Impact fees were first imposed by the Town with the passing of Ordinance No. O-2-06 in 2006. Impact fees are intended to offset the added costs of new or re-development. There are 4 impact fees each accounted for separately in its own fund:

- Parks
- Fire
- Police
- Public Facilities

Impact fees may only be expended on acquiring, equipping, and/or making capital improvements to facilities. They cannot be used for maintenance or operations.

The impact fees are applied to *new* air conditioned square footage. The original impact fees have remained unchanged since the ordinance was adopted. There is a provision for the impact fees to automatically increase annually by the amount of the CPI. Attached is a spreadsheet that shows the increases allowed by that provision.

Effective immediately, the impact fees are being increased to \$1.98 per square foot. This brings the fee up to the correct amount as if the automatic increase had been made each year.

In April, we will notify the Commission of the increase of the impact fees to \$2.03 per square foot which will be effective on October 1, 2018. This is in accordance with Section 28-53 of the Town's Code.



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

			Impact Fees - <i>per sf of new air conditioned area</i>						
January	CPI	% Chg	October	Parks	Fire	Police	Public Facilities	Total	
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	

**Table 24. Historical Consumer Price Index for All Urban Consumers (CPI-U): U. S. city average, all items-Continued**

(1982-84=100, unless otherwise noted)

Year	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
1970	37.8	38.0	38.2	38.5	38.6	38.8	39.0	39.0	39.2	39.4	39.6	39.8
1971	39.8	39.9	40.0	40.1	40.3	40.6	40.7	40.8	40.8	40.9	40.9	41.1
1972	41.1	41.3	41.4	41.5	41.6	41.7	41.9	42.0	42.1	42.3	42.4	42.5
1973	42.6	42.9	43.3	43.6	43.9	44.2	44.3	45.1	45.2	45.6	45.9	46.2
1974	46.6	47.2	47.8	48.0	48.6	49.0	49.4	50.0	50.6	51.1	51.5	51.9
1975	52.1	52.5	52.7	52.9	53.2	53.6	54.2	54.3	54.6	54.9	55.3	55.5
1976	55.6	55.8	55.9	56.1	56.5	56.8	57.1	57.4	57.6	57.9	58.0	58.2
1977	58.5	59.1	59.5	60.0	60.3	60.7	61.0	61.2	61.4	61.6	61.9	62.1
1978	62.5	62.9	63.4	63.9	64.5	65.2	65.7	66.0	66.5	67.1	67.4	67.7
1979	68.3	69.1	69.8	70.6	71.5	72.3	73.1	73.8	74.6	75.2	75.9	76.7
1980	77.8	78.9	80.1	81.0	81.8	82.7	82.7	83.3	84.0	84.8	85.5	86.3
1981	87.0	87.9	88.5	89.1	89.8	90.6	91.6	92.3	93.2	93.4	93.7	94.0
1982	94.3	94.6	94.5	94.9	95.8	97.0	97.5	97.7	97.9	98.2	98.0	97.6
1983	97.8	97.9	97.9	98.6	99.2	99.5	99.9	100.2	100.7	101.0	101.2	101.3
1984	101.9	102.4	102.6	103.1	103.4	103.7	104.1	104.5	105.0	105.3	105.3	105.3
1985	105.5	106.0	106.4	106.9	107.3	107.6	107.8	108.0	108.3	108.7	109.0	109.3
1986	109.6	109.3	108.8	108.6	108.9	109.5	109.5	109.7	110.2	110.3	110.4	110.5
1987	111.2	111.6	112.1	112.7	113.1	113.5	113.8	114.4	115.0	115.3	115.4	115.4
1988	115.7	116.0	116.5	117.1	117.5	118.0	118.5	119.0	119.8	120.2	120.3	120.5
1989	121.1	121.6	122.3	123.1	123.8	124.1	124.4	124.6	125.0	125.6	125.9	126.1
1990	127.4	128.0	128.7	128.9	129.2	129.9	130.4	131.6	132.7	133.5	133.8	133.8
1991	134.6	134.8	135.0	135.2	135.6	136.0	136.2	136.6	137.2	137.4	137.8	137.9
1992	138.1	138.6	139.3	139.5	139.7	140.2	140.5	140.9	141.3	141.8	142.0	141.9
1993	142.6	143.1	143.6	144.0	144.2	144.4	144.4	144.8	145.1	145.7	145.8	145.8
1994	146.2	146.7	147.2	147.4	147.5	148.0	148.4	149.0	149.4	149.5	149.7	149.7
1995	150.3	150.9	151.4	151.9	152.2	152.5	152.5	152.9	153.2	153.7	153.6	153.5
1996	154.4	154.9	155.7	156.3	156.6	156.7	157.0	157.3	157.8	158.3	158.6	158.6
1997	159.1	159.6	160.0	160.2	160.1	160.3	160.5	160.8	161.2	161.6	161.5	161.3
1998	161.6	161.9	162.2	162.5	162.8	163.0	163.2	163.4	163.6	164.0	164.0	163.9
1999	164.3	164.5	165.0	166.2	166.2	166.2	166.7	167.1	167.9	168.2	168.3	168.3
2000	168.8	169.8	171.2	171.3	171.5	172.4	172.8	172.8	173.7	174.0	174.1	174.0
2001	175.1	175.8	176.2	176.9	177.7	178.0	177.5	177.5	178.3	177.7	177.4	176.7
2002	177.1	177.8	178.8	179.8	179.8	179.9	180.1	180.7	181.0	181.3	181.3	180.9
2003	181.7	183.1	184.2	183.8	183.5	183.7	183.9	184.6	185.2	185.0	184.5	184.3
2004	185.2	186.2	187.4	188.0	189.1	189.7	189.4	189.5	189.9	190.9	191.0	190.3
2005	190.7	191.8	193.3	194.6	194.4	194.5	195.4	196.4	198.8	199.2	197.6	196.8
2006	198.3	198.7	199.8	201.5	202.5	202.9	203.5	203.9	202.9	201.8	201.5	201.8
2007	202.416	203.499	205.352	206.686	207.949	208.352	208.299	207.917	208.490	208.936	210.177	210.036
2008	211.080	211.693	213.528	214.823	216.632	218.815	219.964	219.086	218.783	216.573	212.425	210.228
2009	211.143	212.193	212.709	213.240	213.856	215.693	215.351	215.834	215.969	216.177	216.330	215.949
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524
2018	247.867	248.991	-	-	-	-	-	-	-	-	-	-

See footnotes at end of table.

## Sec. 28-53. - Automatic update of fee schedule.

- (a) The impact fee schedules shown in subsection 28-46(a) hereinabove shall be adjusted by the town administrator in April of each calendar year. Unless otherwise directed by the town commission, any adjustments to the impact fee schedules, made pursuant to this section, shall be effective the first Monday in October of each calendar year. All adjustments to the impact fees shall be based on the methodology described in paragraph (b) of this section.
- (b) The base for computing any adjustment is the January Consumer Price Index—All Urban Consumers for the United States, published by the United States Department of Labor, Bureau of Labor Statistics. For the purpose of this section the initial index to be referenced is January of the last year when the impact fees were updated with cost or demographic data.
- (c) If the index is changed so that the base year is different, the index shall be converted in accordance with the conversion factor published by the United States Department of Labor, Bureau of Labor Statistics. If the index is discontinued or revised, such other government index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the index had not been discontinued or revised.

(Ord. No. O-2-06, § 1, 6-19-06)

**ORDINANCE NO. O-1-18**

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

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

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

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