

Monday, October 15, 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 Gil Gilgallon
Commissioner Bob Stanton
Commissioner Brian Tyler

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

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. September 18, 2018 Commission Meeting Minutes
- b. October 4, 2018 Special Called Meeting Minutes
- c. Marriott Turkey Trot: 11/22/18 from 9 am to 11 am with 200 participants.
- d. Marriott Reindeer Run: 12/24/18 from 9am to 11 am with 150 participants.

4. **PRESENTATIONS/UPDATES**

- a. Lifeguard Awards
- b. Undergrounding Update (*Mark Raymond*)

5. **DEPARTMENT AND BOARD REPORTS**

- a. Financials
 - 1. Approval of Financial Report for Period ending September 30, 2018
- b. Staff Reports:
 - 1. Police Department
 - 2. Fire Department
 - 3. Public Works
 - 4. Town Clerk
 - 5. Town Attorney
- c. Planning & Zoning Report (verbal)

6. **COMMISSION REPORTS**

7. **PUBLIC COMMENTS**

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

8. **PROJECT UPDATES/DISCUSSIONS** (*Non-voting items*)
9. **OTHER BUSINESS** (Any regular business requiring a vote)
 - a. Approval for Debi Culotta to be added as an alternate to the Planning and Zoning Board.
 - b. Town Commission to set the date for a Special Called Meeting for the Undergrounding Project (if needed.) (*Myra Koutzen, Mayor*)
10. **ORDINANCES AND RESOLUTIONS**
 - a. Ordinance O-7-18: Tree Removal Ordinance (Permit only) (*Presented by Town Attorney*)
11. **ADJOURNMENT**

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Town Commission with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting.

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. FOR HEARING ASSISTANCE: If any person wishes to use a hearing device, please contact the Town Clerk.

**TOWN OF PALM BEACH SHORES, FLORIDA
REGULAR COMMISSION MEETING MINUTES
September 18, 2018**

ITEM 3a
October 15 2018

1. CALL TO ORDER

Mayor Koutzen called the meeting to order at 6:08 pm. The meeting was held at Town Hall located at 247 Edwards Lane, Palm Beach Shores, FL 33404.

Town Clerk Browning called the roll and those present were Mayor Myra Koutzen, Vice Mayor Roby DeReuil, Commissioner Gil Gilgallon, Commissioner Robert Stanton, and Commissioner Brian Tyler. Also, present were Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, Town Accountant Wendy Wells, and Town Attorney Mitty Barnard.

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

MOTION: Commissioner Gilgallon moved to approve the meeting agenda as presented

SECOND: Commissioner Stanton seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

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

- a. August 20, 2018 Commission Meeting Minutes
- b. September 10, 2018 Budget Hearing No. 1 Minutes
- c. Special Event permit SP18-22 (October 6, 2018 Birthday celebration for 100 to 120 guests sponsored by Scott McCranels at the Community Center from 2:00 pm to 12:00 midnight.)
- d. Special Event permit SP18-25 (September 21, 2018 Book signing event sponsored by Nikolin Bujaj for 100 guests from 2:00 pm to 12:00 midnight)

MOTION: Commissioner Gilgallon moved to approve the consent agenda as presented

SECOND: Commissioner Tyler seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

4. PRESENTATIONS/UPDATES

- a. Mediation Week Proclamation
- b. Badge pinning ceremony and swearing in of Firefighter/EMT Shane Walker

5. **DEPARTMENT AND BOARD REPORTS**

a. Financials

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

MOTION: Commissioner Gilgallon moved to approve the Financial Report

SECOND: Commissioner Stanton seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- b. Written Staff Reports: Police Department, Fire Department, Public Works, Town Clerk, Town Attorney.

Planning & Zoning Report (verbal): P & Z Chairperson, Janet Kortenhaus, stated that at the August 28th P & Z Meeting the Marine Engineer gave an updated presentation on their suggestions for the dock code recommendations.

Janet also stated that the POA is making a donation in the amount of \$3,500 to assist the Town with refurbishing the fountain.

Janet wanted to remind everyone that on October 9th there will be a Resident Fire Safety Seminar sponsored by the POA, Ladies Auxiliary, and the Fire Department.

6. **COMMISSION REPORTS**

Mayor Koutzen stated she has been asked to sit on a committee regarding Peanut Island and they discussed refurbishing the museum and the Kennedy bunker among other things that need attention on the island.

7. **PUBLIC COMMENTS**

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

None at this meeting

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

None at this time

9. **ORDINANCES AND RESOLUTIONS**

- a. Ordinance O-6-18: Amending Article 62. Streets, Sidewalks and other public places to recognize the Town's Utility Undergrounding Project. (*1st reading*)

MOTION: Vice Mayor DeReuil moved to approve the first reading of Ordinance O-6-18.

SECOND: Commissioner Gilgallon seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

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

- a. Approval to enter into a lease agreement for two (2) new Police vehicles (*Myra Koutzen, Mayor and Wendy Wells, Finance Officer*)

MOTION: Commissioner Gilgallon moved to approve the lease agreement

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- b. Approval to send a consideration and development of code language to the Planning and Zoning Board to review changing ceiling height limits for single family homes that are getting squeezed by the new FEMA requirements. (*Myra Koutzen, Mayor*)

MOTION: Commissioner Stanton moved to ask the Planning & Zoning Board to begin reviewing the code language regarding ceiling height limits for single family homes due to the new FEMA requirements and bring recommended changes to the Commission.

SECOND: Commissioner Tyler seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- c. Award RFP bid for Police Bathroom renovations. (*Alan Welch, Public Works Director*)

MOTION: Commissioner Stanton moved to award the PD bathroom renovation project to Crawford Construction.

SECOND: Commissioner Gilgallon seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

11. **ADJOURNMENT:** Mayor Koutzen adjourned the meeting at 6:54 pm

Approved this 15th day of October 2018

ATTEST:

Evyonne Browning, Town Clerk
(Seal)

Mayor Koutzen, Mayor

**TOWN OF PALM BEACH SHORES, FLORIDA
SPECIAL CALLED MEETING MINUTES
October 4, 2018**

ITEM 3b
October 15 2018

1. CALL TO ORDER

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 Browning called the roll and those present were Mayor Myra Koutzen, Vice Mayor Roby DeReuil, Commissioner Gil Gilgallon, Commissioner Robert Stanton, and Commissioner Brian Tyler.

2. APPROVAL OF MEETING AGENDA

MOTION: Commissioner Gilgallon moved to approve the meeting agenda as presented

SECOND: Commissioner Stanton seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

3. PUBLIC COMMENTS

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

None at this meeting

4. OTHER BUSINESS (Any regular business requiring a vote)

- a. Town Commission review of bids and review committee ratings regarding selection of a contractor for the Town's utility under-grounding initiative; direction to staff to proceed with contract preparation for final approval at the October 15, 2018 Town Commission meeting. *(Presented by Danny Brannon)*

MOTION: Commissioner Gilgallon moved to the Bid from Viking Construction as Contractor for the Undergrounding Project and for staff to proceed with contract documents and official award of the contract at a future Commission Meeting.

SECOND: Vice Mayor DeReuil seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

- b. Town Commission review of proposals and bond counsel's recommendation regarding selection of a lender for financing of the Town's utility under-grounding initiative; direction to staff to work with bond counsel and proceed with the preparation of all necessary documentation in order to finalize the financing at the October 15, 2018 Town Commission meeting. *(Presented by Mark Raymond)*
After discussion there was a unanimous consensus of the Commission for Mark Raymond to go back to the 5 banks and ask their rates for the additional funds in the amount of \$500,000.00, making the new amount \$6,000,000.00.

- c. Town Commission to approve a change to the PBA contract to include wage increases to Police Officers as shown on the attached schedule. *(Presented by Mayor Koutzen)*

MOTION: Commissioner Gilgallon moved to approve the wage increases in the PBA contract as presented.

SECOND: Commissioner Stanton seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

5. **ADJOURNMENT**

Mayor Koutzen adjourned the meeting at 7:53 pm.

Approved this 15th day of October 2018.

ATTEST:

Evyonne Browning, Town Clerk

Myra Koutzen, Mayor

(Seal)



DATE SUBMITTED 9/8/18

PERMIT NO. SP18-23

Item 3c

October 15 2018

Town of Palm Beach Shores

APPLICATION FOR
SPECIAL EVENTS PERMIT

(Section 18-27 of Town Code)

Type of event: Turkey Trot Location: Ocean Ave

Sponsor: Marriott's Ocean Pointe Telephone: 5618823000

Property owner's consent and acknowledgement of responsibility:

Signature: [Signature]

Date and Time 11/22/18 @ 9AM Time it ends: 11AM

Number of participants: 200

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:

Road closure from Ocean ave, Inlet way, part of Lake Drive and
Sandal Lane will be needed.

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

APPROVED:

PD Sp Detail \$135

Fire Department: Police Department: ✓

Number of off-duty officers required:

Date of Commission Review: Oct. 15 2018 Approved:

Turkey Trot November 22, 2018





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/02/2018

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).

PRODUCER Marsh USA, Inc. 3031 N. Rocky Point Drive West, Suite 700 Tampa, FL 33607 Attn: tampa.certrequest@marsh.com	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):
CN109241416-Std*-Cas-18-19	INSURER(S) AFFORDING COVERAGE INSURER A: Liberty Mutual Fire Insurance Company INSURER B: N/A INSURER C: N/A INSURER D: N/A INSURER E: INSURER F:
INSURED Marriott Vacations Worldwide Corporation dba Marriott Vacation Club International 6649 Westwood Boulevard Orlando, FL 32821	NAIC # 23035 N/A N/A N/A

COVERAGES **CERTIFICATE NUMBER:** ATL-004755173-07 **REVISION NUMBER:** 5

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	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$500 Deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			TB2651283929128	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 2,500 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 15,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 PER LOCATION AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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)

Re: November (Turkey Trot) 11/23 and December (Reindeer Run.) 12/24

Certificate Holder is recognized as an Additional Insured with regards to General Liability, where required by written contract.

CERTIFICATE HOLDER

CANCELLATION

Town of Palm beach shores community center
90 Edwards Lane
Palm Beach Shores, FL 33404

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
of Marsh USA Inc.

Susan B. Vignone

Susan B. Vignone

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/02/2018

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PRODUCER Marsh USA, Inc. 3031 N. Rocky Point Drive West, Suite 700 Tampa, FL 33607 Attn: tampa.certrequest@marsh.com	CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS:
CN109241416-Std-Liquo-18-19	INSURER(S) AFFORDING COVERAGE INSURER A: Liberty Mutual Fire Insurance Company INSURER B: N/A INSURER C: LM Insurance Corporation INSURER D: Liberty Insurance Corporation INSURER E: INSURER F:
INSURED Marriott Vacations Worldwide Corporation 6649 Westwood Blvd, Suite 500 Orlando, FL 32821	NAIC # 23035 N/A 33600 42404

COVERAGES **CERTIFICATE NUMBER:** ATL-004756734-04 **REVISION NUMBER:** 3

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$500 Deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		TB2651283929128	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 2,500 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 15,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 PER LOCATION AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		AS2651283929118 Owned Comp/Coll Ded: \$500 Hired Comp/Coll Ded: \$1,000	10/01/2018	10/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
C D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WA565D283929158 WA765D283929168 (MA)	10/01/2018 10/01/2018	10/01/2019 10/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Town of Palm Beach Shores is included as additional insured where required by written contract with respect to general liability

CERTIFICATE HOLDER

Town of Palm Beach Shores
247 Edwards Lane
Palm Beach Shores, FL 33404

CANCELLATION

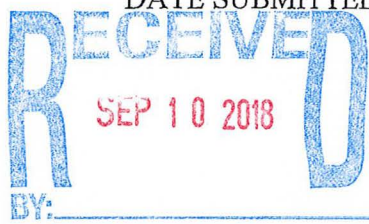
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

Susan B. Vignone

Susan B. Vignone

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DATE SUBMITTED 09/08/18

PERMIT NO. SP18-24

Town of Palm Beach Shores

ITEM 3d
October 15 2018

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

Type of event: Reindeer Run Location: Ocean Ave

Sponsor: Marriott's Ocean Pointe Telephone: 5618823000

Property owner's consent and acknowledgement of responsibility:

Signature: [Signature]

Date and Time 12/24/18 @ 9 AM Time it ends: 11 AM

Number of participants: 150

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:

Road closure from Ocean Ave, Inlet Way,
Lake Drive and Sandal Lane will be needed.

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

PD SP Detail \$135

APPROVED:

Fire Department: ☐

Police Department: ☒

Number of off-duty officers required:

Date of Commission Review: Oct. 15, 2018 Approved:

Reindeer Run December 24, 2018





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/02/2018

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PRODUCER Marsh USA, Inc. 3031 N. Rocky Point Drive West, Suite 700 Tampa, FL 33607 Attn: tampa.certrequest@marsh.com	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
CN109241416-Std-Cas-18-19	INSURER(S) AFFORDING COVERAGE INSURER A: Liberty Mutual Fire Insurance Company INSURER B: N/A INSURER C: N/A INSURER D: N/A INSURER E: INSURER F:
INSURED Marriott Vacations Worldwide Corporation dba Marriott Vacation Club International 6649 Westwood Boulevard Orlando, FL 32821	NAIC # 23035 N/A N/A N/A

COVERAGES **CERTIFICATE NUMBER:** ATL-004755173-07 **REVISION NUMBER:** 5

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$500 Deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		TB2651283929128	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 2,500 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 15,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 PER LOCATION AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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)

Re: November (Turkey Trot) 11/23 and December (Reindeer Run.) 12/24

Certificate Holder is recognized as an Additional Insured with regards to General Liability, where required by written contract.

CERTIFICATE HOLDER

Town of Palm beach shores community
center
90 Edwards Lane
Palm Beach Shores, FL 33404

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
of Marsh USA Inc.

Susan B. Vignone

Susan B. Vignone

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/02/2018

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).

PRODUCER Marsh USA, Inc. 3031 N. Rocky Point Drive West, Suite 700 Tampa, FL 33607 Attn: tampa.certrequest@marsh.com	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
CN109241416-Std-Liquo-18-19	INSURER(S) AFFORDING COVERAGE INSURER A: Liberty Mutual Fire Insurance Company INSURER B: N/A INSURER C: LM Insurance Corporation INSURER D: Liberty Insurance Corporation INSURER E: INSURER F:
INSURED Marriott Vacations Worldwide Corporation 6649 Westwood Blvd, Suite 500 Orlando, FL 32821	NAIC # 23035 N/A 33600 42404

COVERAGES

CERTIFICATE NUMBER:

ATL-004756734-04

REVISION NUMBER: 3

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$500 Deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		TB2651283929128	10/01/2018	10/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 2,500 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 15,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 PER LOCATION AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		AS2651283929118 Owned Comp/Coll Ded: \$500 Hired Comp/Coll Ded: \$1,000	10/01/2018	10/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WA565D283929158 WA765D283929168 (MA)	10/01/2018 10/01/2018	10/01/2019 10/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D		N/A				

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

Town of Palm Beach Shores is included as additional insured where required by written contract with respect to general liability

CERTIFICATE HOLDER

CANCELLATION

Town of Palm Beach Shores 247 Edwards Lane Palm Beach Shores, FL 33404	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 of Marsh USA Inc. Susan B. Vignone <i>Susan B. Vignone</i>
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**TOWN OF PALM BEACH SHORES
MONTHLY FINANCIAL REPORT**

ITEM 5a
October 15, 2018

	CASH & INVESTMENTS	R E V E N U E			
		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%
3/31/2018	\$ 3,684,912	\$ 4,970,746	\$ 183,457	\$ 3,912,636	79%
4/30/2018	\$ 3,653,693	\$ 4,970,746	\$ 291,289	\$ 4,203,925	85%
5/31/2018	\$ 3,553,213	\$ 4,970,746	\$ 172,946	\$ 4,376,871	88%
6/30/2018	\$ 3,162,925	\$ 5,047,925	\$ 97,580	\$ 4,474,452	89%
7/31/2018	\$ 3,114,723	\$ 5,047,925	\$ 286,528	\$ 4,760,979	94%
8/31/2018	\$ 2,821,681	\$ 5,165,526	\$ 175,962	\$ 4,936,941	96%
9/30/2018	\$ 2,514,047				

	E X P E N D I T U R E S					
	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%
3/31/2018	\$ 4,970,746	\$ 670,416	\$ (76,909)	\$ 593,507	\$ 2,393,291	48%
4/30/2018	\$ 4,970,746	\$ 293,098	\$ 40,803	\$ 333,902	\$ 2,727,193	55%
5/31/2018	\$ 4,970,746	\$ 203,046	\$ 135,741	\$ 338,787	\$ 3,065,980	62%
6/30/2018	\$ 5,047,925	\$ 477,456	\$ (12,361)	\$ 465,095	\$ 3,531,075	70%
7/31/2018	\$ 5,047,925	\$ 298,922	\$ 71,726	\$ 370,648	\$ 3,901,723	77%
8/31/2018	\$ 5,165,526	\$ 421,540	\$ 59,537	\$ 481,077	\$ 4,382,800	85%
9/30/2018		\$ 384,580				

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

Budget Amendment #2 was adopted by the Town Commission on June 18, 2018.

Budget Amendment #3 was adopted by the Town Commission on August 20, 2018.

*The Town Treasurer is closing the fiscal year ended 9/30/18.
Final numbers will be ready for the auditors by mid-November.*

Accounts Payable Check Register Report - PNC Bank-12-0164-0172*For The Date Range From 9/1/2018 To 9/30/2018**For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck*

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
8002	C	9/6/2018	324	AC Enforcement, Inc.	\$462.00	O
8003	C	9/6/2018	5	AFLAC	\$262.36	O
8004	C	9/6/2018	556	Armchem International	\$1,948.84	O
8005	C	9/6/2018	737	AT&T	\$663.10	O
8006	C	9/6/2018	37	Bass Property Maintenance, Inc.	\$3,995.83	O
8007	C	9/6/2018	116	Cox Media Group	\$319.92	O
8008	C	9/6/2018	538	CRS Max Consultants	\$500.00	O
8009	C	9/6/2018	107	Davis and Ashton, P.A.	\$11,934.00	O
8010	C	9/6/2018	56	Double Nickels Speedometer	\$260.00	O
8011	C	9/6/2018	65	Federal Background Services, Inc.	\$300.00	O
8012	C	9/6/2018	606	Florida Municipal Insurance Trust	\$53,404.25	O
8013	C	9/6/2018	772	Florida Stormwater Association	\$500.00	O
8014	C	9/6/2018	80	FL Public Utilities	\$154.21	O
8015	C	9/6/2018	83	Gator Gun & Archery Center	\$51.00	O
8016	C	9/6/2018	420	Gaudy Quesada	\$132.99	O
8017	C	9/6/2018	90	Hulett Environmental Services	\$277.00	O
8018	C	9/6/2018	767	Insight Public Sector, Inc.	\$306.00	O
8019	C	9/6/2018	476	Napa Auto Parts	\$26.04	O
8020	C	9/6/2018	11	Nationwide Retirement Solutions	\$160.00	O
8021	C	9/6/2018	19	PBC Police Benevolent Association	\$470.00	O
8022	C	9/6/2018	30	Poly Systems Company	\$902.90	O
8023	C	9/6/2018	137	Professional ID Cards	\$21.00	O
8024	C	9/6/2018	771	Rocky's Pool Service, Inc.	\$2,450.00	O
8025	C	9/6/2018	516	Schmidt Nichols	\$674.45	O
8026	C	9/6/2018	773	Sunbelt Rentals, Inc.	\$2,101.46	O
8027	C	9/6/2018	319	The Shutter Company, Inc.	\$2,164.00	O
8028	C	9/6/2018	586	The Standard Insurance Company	\$928.28	O
8029	C	9/6/2018	100	Toshiba Business Solutions	\$689.84	O
8030	C	9/6/2018	103	Comp Benefits	\$217.66	O
8031	C	9/6/2018	290	Westside Reprographics, Inc.	\$450.74	O
8032	C	9/17/2018	7	All Safe Safe & Lock	\$25.00	O
8033	C	9/17/2018	556	Armchem International	\$37.95	O
8034	C	9/17/2018	673	Bishop's Water Company	\$342.50	O
8035	C	9/17/2018	47	Board of County Commissioners	\$228.75	O
8036	C	9/17/2018	225	C&T Auto Care	\$37.54	O

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Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
8037	C	9/17/2018	115	Clean & Treat Co.	\$85.00	O
8038	C	9/17/2018	52	Comcast	\$1,109.00	O
8039	C	9/17/2018	708	Dilo Fire Alarms Inc	\$84.51	O
8040	C	9/17/2018	746	Essential Net Solutions	\$375.38	O
8041	C	9/17/2018	89	Home Depot Credit Svcs	\$1,986.69	O
8042	C	9/17/2018	425	Jason's Arborcare Service Inc.	\$11,999.88	O
8043	C	9/17/2018	529	Joe Olivera	\$75.00	O
8044	C	9/17/2018	130	Manno's Public Safety Supply	\$300.00	O
8045	C	9/17/2018	15	Oceanside Beach Service Inc	\$900.00	O
8046	C	9/17/2018	16	Palmdale Oil Company, Inc.	\$1,285.97	O
8047	C	9/17/2018	25	Palm Beach Shores Volunteer Fire Dept.	\$4,002.60	O
8048	C	9/17/2018	687	PC Controls	\$3,755.56	O
8049	C	9/17/2018	633	Power Equipment Experts, Inc	\$205.54	O
8050	C	9/17/2018	765	REG Architects Inc.	\$500.00	O
8051	C	9/17/2018	759	Taylor Engineering Inc	\$2,477.70	O
8052	C	9/17/2018	131	WEX BANK	\$58.41	O
8053	C	9/21/2018	751	Gold Nugget dba Argo Uniform Co.	\$44.38	O
8054	C	9/21/2018	737	AT&T	\$466.54	O
8055	C	9/21/2018	564	Brannon & Gillespie LLC	\$15,668.22	O
8056	C	9/21/2018	764	C & H Distributors 12C	\$484.51	O
8057	C	9/21/2018	225	C&T Auto Care	\$204.01	O
8058	C	9/21/2018	52	Comcast	\$150.90	O
8059	C	9/21/2018	116	Cox Media Group	\$1,007.92	O
8060	C	9/21/2018	757	CSI: Palm Beach	\$675.00	O
8061	C	9/21/2018	746	Essential Net Solutions	\$240.79	O
8062	C	9/21/2018	606	Florida Municipal Insurance Trust	\$775.00	O
8063	C	9/21/2018	749	Florida Police Chiefs Education and Research Found	\$210.00	O
8064	C	9/21/2018	190	Global Electric Inc.	\$20,904.00	O
8065	C	9/21/2018	84	Goodyear Service Center	\$584.08	O
8066	C	9/21/2018	676	Guardian	\$1,250.60	O
8067	C	9/21/2018	87	Halsey & Griffith	\$31.99	O
8068	C	9/21/2018	767	Insight Public Sector, Inc.	\$26,077.50	O
8069	C	9/21/2018	529	Joe Olivera	\$400.00	O
8070	C	9/21/2018	130	Manno's Public Safety Supply	\$423.99	O
8071	C	9/21/2018	11	Nationwide Retirement Solutions	\$160.00	O

Accounts Payable Check Register Report - PNC Bank-12-0164-0172*For The Date Range From 9/1/2018 To 9/30/2018**For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck*

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
8072	C	9/21/2018	22	PBC League of Cities	\$1,208.00	O
8073	C	9/21/2018	312	Professional Images	\$172.00	O
8074	C	9/21/2018	674	Schumacher	\$3,666.63	O
8075	C	9/21/2018	375	Simmons & White, Inc.	\$3,312.50	O
8076	C	9/21/2018	260	Sirchie	\$58.48	O
8077	C	9/21/2018	586	The Standard Insurance Company	\$940.75	O
8078	C	9/21/2018	101	Verizon Wireless	\$553.87	O
8079	C	9/21/2018	104	Waste Management	\$2,619.32	O
8080	C	9/21/2018	131	WEX BANK	\$432.58	O
8081	C	9/27/2018	5	AFLAC	\$262.36	O
8082	C	9/27/2018	766	All County Paving	\$990.00	O
8083	C	9/27/2018	741	Crawford Construction Co.	\$3,607.50	O
8084	C	9/27/2018	712	Darrell Russian	\$40.64	O
8085	C	9/27/2018	708	Dilo Fire Alarms Inc	\$234.51	O
8086	C	9/27/2018	746	Essential Net Solutions	\$2,679.85	O
8087	C	9/27/2018	71	FL Power & Light	\$3,196.84	O
8088	C	9/27/2018	83	Gator Gun & Archery Center	\$157.00	O
8089	C	9/27/2018	88	Hill Manufacturing Co. Inc.	\$683.47	O
8090	C	9/27/2018	767	Insight Public Sector, Inc.	\$4,747.50	O
8091	C	9/27/2018	425	Jason's Arborcare Service Inc.	\$2,105.00	O
8092	C	9/27/2018	529	Joe Olivera	\$320.00	O
8093	C	9/27/2018	777	John Lapis	\$41.76	O
8094	C	9/27/2018	778	Jonas Stephens	\$35.27	O
8095	C	9/27/2018	95	Lowes	\$118.17	O
8096	C	9/27/2018	130	Manno's Public Safety Supply	\$349.91	O
8097	C	9/27/2018	313	Marine Rescue Products	\$56.94	O
8098	C	9/27/2018	774	Mission Communications, LLC	\$1,126.80	O
8099	C	9/27/2018	476	Napa Auto Parts	\$55.46	O
8100	C	9/27/2018	13	Neeld Paper & Supplies	\$934.61	O
8101	C	9/27/2018	169	Neopost USA Inc	\$203.31	O
8102	C	9/27/2018	11	Nationwide Retirement Solutions	\$160.00	O
8103	C	9/27/2018	16	Palmdale Oil Company, Inc.	\$2,025.41	O
8104	C	9/27/2018	776	Payless Pumping Inc.	\$864.00	O
8105	C	9/27/2018	19	PBC Police Benevolent Association	\$423.00	O
8106	C	9/27/2018	771	Rocky's Pool Service, Inc.	\$2,500.00	O

Accounts Payable Check Register Report - PNC Bank-12-0164-0172*For The Date Range From 9/1/2018 To 9/30/2018***For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck**

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
8107	C	9/27/2018	516	Schmidt Nichols	\$1,879.00	O
8108	C	9/27/2018	775	School Outfitters	\$3,076.66	O
8109	C	9/27/2018	666	Southeastern Emergency Equipment	\$392.04	O
8110	C	9/27/2018	643	Suntrust Bank	\$4,745.66	O
8111	C	9/27/2018	100	Toshiba Business Solutions	\$263.16	O
8112	C	9/27/2018	649	Tropical Awning	\$900.00	O
8113	C	9/27/2018	103	Comp Benefits	\$183.43	O
8114	C	9/27/2018	131	WEX BANK	\$60.32	O
ADP, LLC	E	9/7/2018	697	ADP, LLC	\$139.65	O
ADP, LLC	E	9/21/2018	697	ADP, LLC	\$137.90	O
FRS	E	9/7/2018	172	FRS	\$37,563.90	O
PBS Payroll	E	9/20/2018	146	PBS Payroll	\$54,815.53	O
PBS Payroll	E	9/27/2018	146	PBS Payroll	\$53,179.18	O
Cleared					\$0.00	
Outstanding					\$384,580.15	
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

October 15, 2018

Steven Langevin
Chief of Police

October 2019 Commission meeting

Reports, statistics month of September.

Mayor and Commissioners:

The last few weeks have been busy for the Department:

- In September we were able to arrest the individual responsible for entering unlocked cars and taking small items.
- Another individual was identified as a possible suspect which will help us going forward.
- In addition to a warrant arrest, a female was arrested from 181 Ocean for felony defrauding an innkeeper, and battery on our officer, along with resisting arrest.
- So far in October we arrested 2 individuals for burglary after entering into unlocked cars and removing property. They were viewed on the security video feed, and they subsequently confessed to the crimes.
- Video from other locations was also obtained and we observed these individuals pulling on door handles on another property but were unable to make entry.
- This case involved juveniles which made the paperwork even greater: Each car entered required a separate case number and probable cause reports for the State Attorney.
- Car burglaries is an ongoing problem reported by many neighboring Towns. Please remember to lock your car doors and take the keys with you!

TRAINING

We continue to step up our training endeavors. Our yearly training in firearms and patrol rules are now almost complete, with the exception of one training. We have switched our required state mandated training from a question and answer program to a more interactive program. The new vendor incorporates videos into training and the question and answer sections, which makes it more interactive for the officer. The cost is the same.

I am forming a training committee to meet with our officers and discuss what training they believe would be beneficial to them.

In addition, our part time officer, Kevin Drummond, who is also our resident Assistant State attorney, has proved to be invaluable for assisting our officers with complex legal terms and case law. His direction gives them confidence in investigations and arrests.

INSTALLATION OF TOUCHPADS AND IN-CAR CAMERAS

The new in-car Panasonic touchpads have been installed in the full-time officers' patrol cars. All cars will have new Panasonic in-car cameras, thanks to the additional \$27,000 donation two weeks ago from the Fleming Foundation. Patrol vehicles used by part-time officers also have cameras, but with lesser technology. The technology that downloads these and stores the video was also purchased by the Fleming Foundation and is scheduled for installation the first week in November.

OPEN POSITIONS

We continue to interview candidates for the dispatch positions. We continue to man this department with 3 full-time operators and 2 part-time operators. We continue to advertise, and we have potential candidates lined up.

We continue to advertise for our available Police Officer position, but the competition to attract officers is very difficult. We are hopeful that the new package the Commission recently approved will give potential officers encouragement to apply.

However, the school board continues to attract and hire a large number of officers that would be perfect for our Town, which has made our recruitment that much harder.

We applied for and received a US Department of justice grant for a 50/50 purchase of bullet resistant vests this coming year. The cost is approximately \$900. Each vest is fitted to that officer, and has a 5-year warranty from the manufacturer. (Note: we have no wish to test the warranty.) All present personnel's vests were purchased by the Vaudry family donation.

Work on the police station continues with the bathroom remodel set to begin in the coming month. Steps will be taken for our dispatchers to use the facilities at Town Hall.

As usual thank you all for your help and support.



Palm Beach Shores Police Department

247 Edwards Lane

Palm Beach Shores, Florida 33404

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

Steven Langevin
Chief of Police

Date: 10/3/2018

To: Mayor and Commission

From: Chief Steven Langevin

RE: Police Activities for September 2018

Criminal Arrests	3	Town Ordinance Violations	2
Parking Citations	14	Segway Patrol Hours	45.3
Verbal Warnings	20	ATV Patrol Hours	5.9
Written Warnings	3	Bike Patrol Hours	3.5
Traffic Citations	13	Foot Patrol Hours	87.2
Radar and Traffic Control Hours	9.8	House Check Hours	40.4
Complaints/Calls for Assistance	94	Vehicle Patrol Hours	402
Patrol Mileage	4157		

Misc. Arrest Information:

Arrest Type	Number
Warrant/ Tusa, Joseph Lawrence W/M 4/26/1973 115 Inlet Way	1800589
Auto Burglary/ Summermon, Zakary W/M 3/28/1993 124 Bravado Lane	1800597
Defrauding Innkeeper, Resist with, Battery on LEO, Disorderly Intoxication/ Tanner, Linda Sue W/F 4/28/1969 181 Ocean Avenue	1800636

NOTE: Due to the sensitive nature of these activities, you may request a detailed list of these reports through the Town Clerk's office under the Open Records Act.



Public Works Department

Item #: 5 b 3.

Monthly Status Report

October 2018

Community Center:

1. Scheduling to paint the exterior of the Community Center. **Note:** color samples are applied on the exterior south wall of the building for review. The prep work is scheduled to begin on October 22, 2018 in accordance to events and weather.
2. Due to weather on Monday, October 8, 2018 Public Works Staff began the painting and performing the necessary repairs to all trim and drywall to the second floor interior of the building. The project is estimated for completion in two weeks.
3. The installation of the POA new cabinets in the second floor kitchen was completed on September 27, 2018.
4. The POA new refrigerator was installed in the second floor kitchen on October 9, 2018.
5. The projects listed is funded through the approved general budget.

Grounds & Parks:

1. The Commissioners approved the purchase of the new Beach Playground Swing Set and ground cover to meet ADA requirements. The Project was awarded to Game Time Playgrounds. The Installation is scheduled in four weeks from Tuesday, October 9, 2018 per the update according to the manufacture.
2. The Parkway Fountain Renovations Project located near Bamboo Road began on Monday, September 20, 2018 and will be completed weather permitting Monday, October 15, 2018.
3. The new Inlet Park benches have arrived. The Public Works Staff completed assembling the benches and will schedule to install them along the Inlet walkway. The Inlet Park will receive four new benches. The Town Beach in front of the Tiki Hut received two new benches on Friday, September 28, 2018.
4. The projects listed is funded through the approved capital and general budget.

Streets & Street Lights:

1. The striping for the Community Center No Parking Fire Lane Striping was completed Monday, September 17, 2018.
2. Scheduling to replace the storm grates that no longer meet DOT requirements and repair the concrete Aprons surrounding the storm grates and basins on Lake Drive and Ocean Ave.
3. The Town has a meeting on Wednesday, October 10, 2018 with Riviera Beach Utilities Department to discuss the replacement of the new water main project scheduled for Lake Drive. An update will be available following the meeting and staff discussion.

4. The projects listed are funded through the approved general budget.

Lift Stations:

1. Scheduling to reline the streets sewer manholes located on Atlantic Ave and Linda Lane due to ground water intrusion. Receiving new quotes to piggyback from the City Of West Palm Beach contract.
2. The pressure washing to the sewer wet wells at each Lift Station was completed on Tuesday, September 25, 2018.
3. The projects listed are funded through the approved general budget.

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

1. The Police Departments renovations for the new bathroom and Dispatch area is still in progress. We have received the approved Architect Plans for the bathroom renovations. The Commissioners approved the contractor, Crawford Construction who meet all the requirements and was awarded the contract. The work is scheduled to begin the last week of October 2018. The estimated time for job completion is three weeks. The renovations have been a group effort between the Police Department Staff and the Public Works Department Staff.
2. The New Town Hall transfer switch for the Emergency Generator was installed on Tuesday, September 11, 2018, and the new Emergency Backup Generator was installed on Tuesday, September 18, 2018.
3. The projects listed is funded through the approved capital budget and general budget.

Foot Note:

1. **Preparing for another Hurricane Season 2018.**

Training / Certificates:

1. The next training courses begin in November 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. This is a continuing education program as needed.

TOWN CLERK REPORT October 15, 2018 Commission Meeting

TASKS	STATUS
Upcoming Meetings	<ul style="list-style-type: none"> ➤ P & Z Regular Meeting October 23, 2018 at 6:30 pm. ➤ NO Special Magistrate Hearing on October 27, 2018 ➤ Special Magistrate Hearing for November moved to the 14th at 2:00 pm due to the Thanksgiving Holiday.
New Hours to submit Permits in the Building Department	<p>➤ NEW HOURS FOR THE BUILDING DEPARTMENT!</p> <p>Due to the increase in building permits over the last several months, we have changed days and times to accept building permits to Monday, Wednesday, and Friday from 9:00 am to 1:00 pm. This gives the office staff and building official the needed time to process documents in a timely manner.</p> <p>Just as a note, in the last 3 months, we have had a 70% increase in permit submittals, which increases the amount of time our administrative staff and building official spends to process these. Therefore, we have partnered with our contractor for building services to secure an additional building official to assist with inspections and plan review. Note: This will reflect additional expenditures for this department in future financial reports.</p>
Building Department Processed Permits Fiscal Year 2017/18	<ul style="list-style-type: none"> • Total Permits issued in September – 60 • Total Permit Fees in September - \$31,740.24 • Total Construction Value in September - \$1,955,209.87 • Total Permits issues YTD – 400.00 • Total Permit Fees YTD - \$211,555.60 • Total Construction Value YTD - \$7,753,008.90
Code Compliance	<p>New/ongoing open Code Violations this month to date: 34</p> <ul style="list-style-type: none"> • 14 Yard debris, bulk and trash/garbage collections times (Code Sec. 38-9) • 11 Property Maintenance (Code Sec. 14-329) • 3 Expired Tags/prohibited vehicles (Code Sec 70-75) • 3 Working without a permit (Code Sec 14-81) • 2 No Business Tax/Certificate of Use (Code Sec 18-16) • 1 Temporary Signs (For Sale/Rent – Code Sec. 58-53)
Community Center	<p>7 events this month: 2 Town/Misc.; 0 POA; 0 Civic; 0 Resident; 0 Service Providers; 5 Church</p>

We are beginning to see some of our snowbirds returning to the flock! Please stop by Town Hall and let us know you are back... we have missed you! Plus, we would like to introduce you to Laura Brown who is the newest member to our administrative team! Laura is the smiling face to the building department and brings many years of building department knowledge. She is also our accounts payable clerk!

See you soon! Eyyonne

ORDINANCE NO. O-7-18

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING CHAPTER 78. VEGETATION. OF THE CODE OF ORDINANCES OF THE TOWN OF PALM BEACH SHORES AT ARTICLE IV. TREES., SECTION 78-96. DEFINITION. TO ADD A NEW DEFINITION FOR THE TERM “TREE;” AND AT ARTICLE IV. TREES., SECTION 78-99. REMOVAL DEAD OR DISEASED TREES. TO REQUIRE A TREE REMOVAL PERMIT FOR THE REMOVAL OF TREES ON PARCELS WITHIN THE TOWN; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF CHAPTER 78. VEGETATION. 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, the Town Commission of the Town of Palm Beach Shores desires to amend the Town Code of Ordinances at Chapter 78. Vegetation. to provide regulations governing the removal of trees on parcels within the Town and to establish a permit process on the same; and

WHEREAS, the Town of Palm Beach Shores has been designated a “Tree City” and has a responsibility to ensure compliance with environmental regulations in the protection of trees and to protect the property owner’s right to have trees removed due to invasive situation, dying or dead trees, and other unknown situations; and

WHEREAS, the Town Commission has determined that such amendments to the Town’s Code are in the best interests of the health, safety, and welfare of the citizens of the Town of Palm Beach Shores.

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

Section 1: Chapter 78. VEGETATION. of the Code of Ordinances of the Town of Palm Beach Shores is hereby amended at Article IV. Trees., Section 78-96. Definition. to add new a definition for the term “tree;” providing that Section 78-96. Definition. shall hereafter read as follows:

Sec. 78-96. - Definitions.

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

~~For the purposes of this article, the term "e~~Code inspector~~" shall mean any authorized appointee, agent, officer or employee of the town whose duty it is to assure code compliance.~~

Tree shall mean any self-supporting woody plant, together with its root system, growing upon the earth, usually with one trunk of at least eight inches in diameter at a height of four and one-half feet above the ground or a multi-stemmed trunk system with a definitely formed crown.

Section 2: Chapter 78. VEGETATION. of the Code of Ordinances of the Town of Palm Beach Shores is hereby amended at Article IV. Trees., Section 78-99. Removal dead or diseased trees. to require a tree removal permit for the removal and/or replacement of trees on parcels within the Town; providing that Section 78-99. Removal dead or diseased trees. shall hereafter read as follows:

Sec. 78-99. - Removal or replacement of ~~dead or diseased~~ trees.

~~The town shall have the right to cause the removal of any dead or diseased trees on private property within the town, when such trees harbor insects or disease which constitute a potential threat to other trees within the town.~~

- (a) Removal requires permit. It shall be unlawful for any person to remove, damage, or destroy from any parcel of land located with the town any tree which is required pursuant to an approved site plan or landscape plan; is required by Town Code Chapter 78, Article III. Landscaping; or meets the definition of tree in section 78-96 above prior to obtaining a tree removal permit from the town.
- (b) Application for permit. Any person desiring a tree removal permit as required by this section shall submit a written application to the building department. The fee for the permit required by this section shall be set by resolution of the Town Commission. The application shall include a description of the location of the tree(s) to be removed which clearly establishes the location of the tree on the applicant's property, as well as additional information to delineate the extent of the clearing necessitated by the proposed tree removal, if necessary, and

information specifying replacement trees to be installed in place of the removed tree, if necessary. In the event that the building official, or designee, is unable to make a definitive determination that the subject tree is on the applicant's property based on the submitted application (e.g. a tree located on or near a property line, or in or adjacent to a right-of-way), then the building official, or designee, may require the applicant to provide additional information to confirm the tree's location, which may include, but is not limited to, a survey indicating the location of the tree(s) to be removed/replaced.

(c) Issuance of permit. The application for a tree removal permit under this section shall be reviewed by the building official as well as the town's zoning official, arborist or landscape planning consultant for compliance with code requirements, if any.

(d) Exemptions.

(1) This section shall not apply to:

- a. The removal of trees on public lands or public rights-of-way conducted by or on behalf of a federal, state, county, municipal, or other governmental agency in pursuance of its lawful activities or functions.
- b. The removal of prohibit trees as listed in section 78-97 of the town code.
- c. The removal of dead or diseased trees.

(2) The tree removal/replacement permit requirement shall not be construed to prohibit the removal or elimination of excessive accumulations of untended growth of weeds, undergrowth, or other dead or living plant life as may be required, or to prohibit compliance with general landscaping maintenance in accordance with the requirements of section 78-79 of the town's landscaping code.

(e) Dead or diseased trees. The town shall have the right to cause the removal of any dead or diseased trees on private property within the town, when such trees harbor insects or disease which constitute a potential threat to other trees within the town.

Section 3: Each and every other article, section and subsection of Chapter 78. VEGETATION. of the Code of Ordinances of the Town of Palm Beach Shores, shall remain in full force and effect as previously enacted.

Section 4: All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

Section 5: 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 6: Specific authority is hereby granted to codify and incorporate this ordinance into the existing Code of Ordinances of the Town of Palm Beach Shores.

FIRST READING this ____ day of October, 2018.

SECOND AND FINAL READING this ____ day of November 2018.

ATTEST:

Evyonne Browning, Town Clerk

Myra Koutzen, Mayor

Approved as to form and legal sufficiency.

(Seal)

Keith Davis, Town Attorney