

Tuesday, September 17, 2019
Immediately following Budget Hearing No. 2
which begins at 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 Gil Gilgallon

Commissioner Roby DeReuil
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. August 19, 2019 Regular Commission Meeting Minutes.
- b. September 9, 2019 Budget Hearing No. 1 Meeting Minutes.
- c. Special Event Permit SP19-14, Triathlon sponsored by Riviera Beach & Game On!
To be held October 5, 2019 from 6:30 am to 11:00 am with 350 participants.

4. **PRESENTATIONS/UPDATES**

- a. Mediation Proclamation (*Mayor Koutzen*)
- b. Undergrounding update (*Danny Brannon*)

5. **DEPARTMENT AND BOARD REPORTS**

- a. Financials
 - 1. Approval of Financial Report for Period ending August 31, 2019
- b. Staff Reports:
 - 1. Police Department
 - 2. Fire Department
 - 3. Public Works
 - 4. Town Clerk
 - 5. Town Attorney
- c. Planning & Zoning Report (verbal)
- d. Update on Sept. 9, 2019 Revenue Committee Workshop

6. **COMMISSION REPORTS**

7. **PUBLIC COMMENTS**

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

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

Update on the Town's Landscaping Contract and bid process.

Update on Building Department software and processes.

Update on 118 Cascade Lane

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

a. Appoint a P & Z Alternate to full member to replace Rick Ziegler on the Board.

b. Agreement between the Town of Palm Beach Shores and Keehn Emergency Medical Services, Inc. to provide emergency medical services to the Town.

10. **ORDINANCES AND RESOLUTIONS**

a. Ordinance O-16-19, Amending Appendix A., Zoning Ordinance at Section V. District A Regulations, PF 5.4 Maximum Lot Coverage Calculation to limit the Square Footage Credit for Enclosed Garages to Application on the First Floor when the Enclosed Garage is a minimum of Two Hundred Square Feet in Size. (Second Reading). (*Presented by Town Attorney, Keith Davis*)

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 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 COMMISSION MEETING MINUTES
August 19, 2019**

Mayor Koutzen called the meeting to order at 6:07 pm. The meeting was held at the Community Center, 90 Edwards Lane, Palm Beach Shores, FL 33404.

Town Clerk Browning called the roll and those present were Mayor Myra Koutzen, Vice Mayor Gil Gilgallon, Commissioner Roby DeReuil, Commissioner Brian Tyler and Commissioner Bob Stanton. Also present were Police Chief Langevin, Fire Chief Steedman, Public Works Director Welch, Town Attorney Davis, Town Clerk Browning, and Assistant Laura Brown.

APPROVAL OF MEETING AGENDA (Additions, substitutions, deletions)

- a. Correction to July 15, 2019 Meeting Minutes: Page 4 of 5, item 9a Motion and Vote is not correct. A copy of the corrected minutes showing the correction is provided to the Mayor and Commission, Town Attorney, and will become a part of August 19, 2019 official minutes.
- b. Addition: Under Item 9 (Ordinances and Resolutions) add item 9c – Resolution R-12-19 a Resolution to Add a Town of PBS Revenue Committee, a copy of which is provided to the Mayor and Commission, as well as copies are available to the residents from the Town Clerk.

MOTION: Vice Mayor Gilgallon moved to approve the meeting agenda as amended.

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. July 15, 2019 Regular Commission Meeting Minutes (As corrected)
- b. Special Event Permit SP19-11, National Day of Remembrance, September 25, 2019 from 5:30 pm to 7:30 pm on the 2nd floor of the Community Center with 100 participants. Hosted by the State Attorney's Office.
- c. Special Event Permit SP19-12, Professional Engineering Society Family Event, October 18, 2019 from 4:30 pm to 9:30 pm at the Community Center with 100 participants. Hosted by Lisa Tropepe and the Florida Engineering Society.

MOTION: Commission Stanton moved to approve the consent agenda.

SECOND: Vice Mayor Gilgallon seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously

4. **PRESENTATIONS/UPDATES**

- a. Danny Brannon gave a brief update on the Undergrounding project.

5. **DEPARTMENT AND BOARD REPORTS**

- a. Financials
1. Approval of Financial Report for Period ending July 31, 2019

MOTION: Commission Tyler moved to approve the Financial Report as presented.

SECOND: Vice Mayor Gilgallon seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES **The Motion Passed Unanimously**

- b. Staff Reports: Police Chief Langevin, Fire Chief Steedman, and Public Works Director Welch gave brief overviews of their departments for the month of July 2019.
c. There was no Planning & Zoning Report.

6. **COMMISSION REPORTS**

Mayor Koutzen stated the Army Corp was in the Town today to show potential project bidders our damaged sea wall caused by hurricane Irma which they are looking to repair within the next few months. Repairs to the pumphouse will also begin shortly, so these groups will be in the Town working. She also attended the Florida League of Cities conference last week and received a lot of valuable information.

7. **PUBLIC COMMENTS** (Reserved for items not on tonight's agenda)

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

None

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

None

9. **ORDINANCES AND RESOLUTIONS**

- a. Ordinance O-16-19, Amending Appendix A., Zoning Ordinance at Section V. District A Regulations, PF 5.4 Maximum Lot Coverage Calculation to limit the Square Footage Credit for Enclosed Garages to Application on the First Floor when the Enclosed Garage is a minimum of Two Hundred Square Feet in Size. (First Reading).
(Presented by Town Attorney, Keith Davis)

MOTION: Vice Mayor Gilgallon moved to approve 1st reading of Ordinance O-16-19.

SECOND: Commissioner DeReuil seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES **The Motion Passed Unanimously.**

- b. Resolution R-7-19: Update to Town's Fee Schedule per Attachment "A." (*Presented by Mayor Koutzen*)

MOTION: Vice Mayor Gilgallon moved to approve Resolution R-7-19 as presented.

SECOND: Commissioner DeReuil seconded the motion.

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

- c. **Added by motion and vote:** (*Presented by Mayor Koutzen*)

Resolution R-12-19, A resolution to provide a Revenue Committee to explore alternatives related to increasing revenue for Town Operations to be comprised of Kathy Arthur, Chuck Howard, Tracy Larcher, and Kathleen McGahran.

MOTION: Commissioner Stanton moved to approve Resolution R-12-19 as presented.

SECOND: Commissioner DeReuil 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 for Seagate Construction Company to remove the four free-standing walls from the property at 118 Cascade Lane as approved by the Special Magistrate Hearing Dated May 16, 2019. (*Presented by Mayor Koutzen*)

MOTION: Vice Mayor Gilgallon moved to approve item 10a as presented by Mayor Koutzen

SECOND: Commissioner Stanton seconded the motion.

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

- b. Approval to transfer the Town's agreement with Global Electric for Emergency Generator service and repairs to Carpenter Electric, as Global Electric has sold this company to Carpenter Electric. (*Presented by Alan Welch, Public Works Director*)

MOTION: Commissioner Stanton moved to approve the transfer to Carpenter Electric as presented by Alan Welch, Public Works.

SECOND: Vice Mayor Gilgallon seconded the motion.

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

- c. Approval to circulate an RFP to solicit bids for the Town's Landscape Contract.
(Presented by Alan Welch, Public Works Director)

MOTION: Commissioner Tyler moved to approve the RFP for the Town's Landscaping Contract as presented by Alan Welch, Public Works.

SECOND: Commissioner DeReuil seconded the motion.

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously.

- d. Approval of an Agreement for Law Enforcement Services by and between the Palm Beach County Sheriff's Office and the Town of Palm Beach Shores. *(Presented by Mayor Koutzen)*

Mayor Koutzen opened public comment on Item 10d and announced that Comment Cards will be submitted to the Town Clerk who will call the speakers in the order the comment cards were received. Each speaker will have 3 minutes to make their comments. There were 19 comment cards turned into the Town Clerk.

Mayor Koutzen closed the public comment on this item at 7:49 pm.

MOTION: Commissioner Stanton moved to approve the Agreement for Law Enforcement Services between the Town of Palm Beach Shores and the Palm Beach County Sheriff's Office.

SECOND: Vice Mayor Gilgallon seconded the motion.

Mayor Koutzen called each commissioner individually for their vote as follows:

VOTE: Gilgallon: YES

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion Passed Unanimously.

11. ADJOURNMENT

The Meeting was adjourned at 8:17 pm.

APPROVED this 17th DAY OF September 2019

ATTEST:

Myra Koutzen, Mayor

Evyonne Browning, Town Clerk

(Seal)

**TOWN OF PALM BEACH SHORES, FLORIDA
BUDGET HEARING NO. 1 MINUTES
September 9, 2019**

**ITEM 3b
9 17 19**

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 Gil Gilgallon, Commissioner Roby DeReuil Commissioner Robert Stanton, and Commissioner Brian Tyler. Also present were Town Accountant Wendy Wells and Attorney Keith Davis.

Town Accountant Wendy Wells stated the following into the record:

1. Presentation of proposed millage rate and tentative budget
 - a. Announce the percentage decrease **(-0.33%)** under the rolled back rate **(6.3710)** necessary to fund the budget
 - b. Announce the proposed millage rate of **6.3500** mills
 - c. Announce the debt service millage rate of **0.4290** mills (bond referendum for underground utility project)
 - d. Summary of tentative budget
 - e. Announce the specific purposes for which ad valorem revenues are being used:
General Administration, Public Works, Public Safety, Fire/EMS, Building Codes, Code Enforcement, Town Roads, Town Lift stations, Community Center, and insurance.

1. Public comments. None

2. Adoption of proposed millage rate

MOTION: Commissioner Tyler moved to adopt the proposed millage rate at 6.35 mills.

SECOND: Commissioner Stanton seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES The Motion passed unanimously

3. Adoption of proposed debt service millage rate

MOTION: Commissioner Tyler moved to adopt the proposed debt service millage rate at 0.4290 mills as presented regarding the bond referendum for underground utility project.

SECOND: Vice Mayor Gilgallon seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES The Motion passed unanimously

4. Adoption of tentative budget

MOTION: Commissioner Tyler moved to adopt the FY 2019/20 Budget as presented.

SECOND: Commissioner Stanton seconded the motion.

VOTE: **Gilgallon: YES**

DeReuil: YES

Tyler: YES

Stanton: YES

Koutzen: YES

The Motion passed unanimously

5. Announce time and place of final public hearing

Mayor Koutzen announced that Budget Hearing #2 will be held on Tuesday, September 17, 2019 at 6:00 pm, just prior to the Commission Meeting.

6. Adjournment – The meeting was adjourned at 6:05 pm

APPROVED THIS 17th day of September 2019.

ATTEST:

Myra Koutzen, Mayor

Evyonne Browning, Town Clerk

(Seal)

DATE SUBMITTED 8-22-19



ITEM 3c

9 17 19

3P19-14

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

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

Sponsor: Riviera Beach & Game On! Telephone: 561-723-3239

Property owner's consent and acknowledgement of responsibility:

Signature: _____

Date and Time October 5, 2019 @ 6:30am Time it ends: 11:00am

Number of participants: 350

Proof of insurance attached? Yes X No _____

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

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

See attached picture of routes.

This event has already been approved by the City of Riviera Beach.

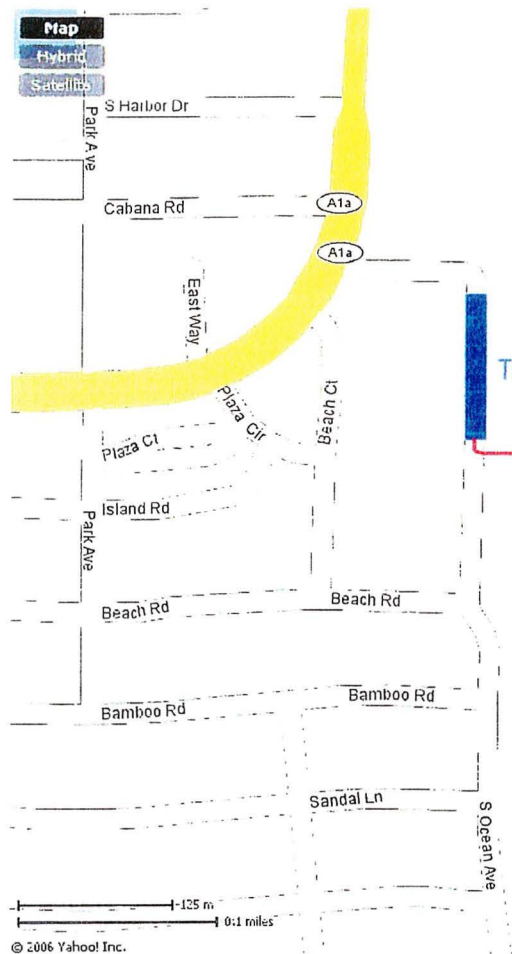
Permit fee \$50 X (Untimely application \$150 _____) Receipt # 12884

APPROVED:

Fire Department: _____ Police Department: _____

Number of off-duty officers required: _____

Date of Commission Review: Sept. 17, 2019 Approved: _____



1/4 Mile Swim

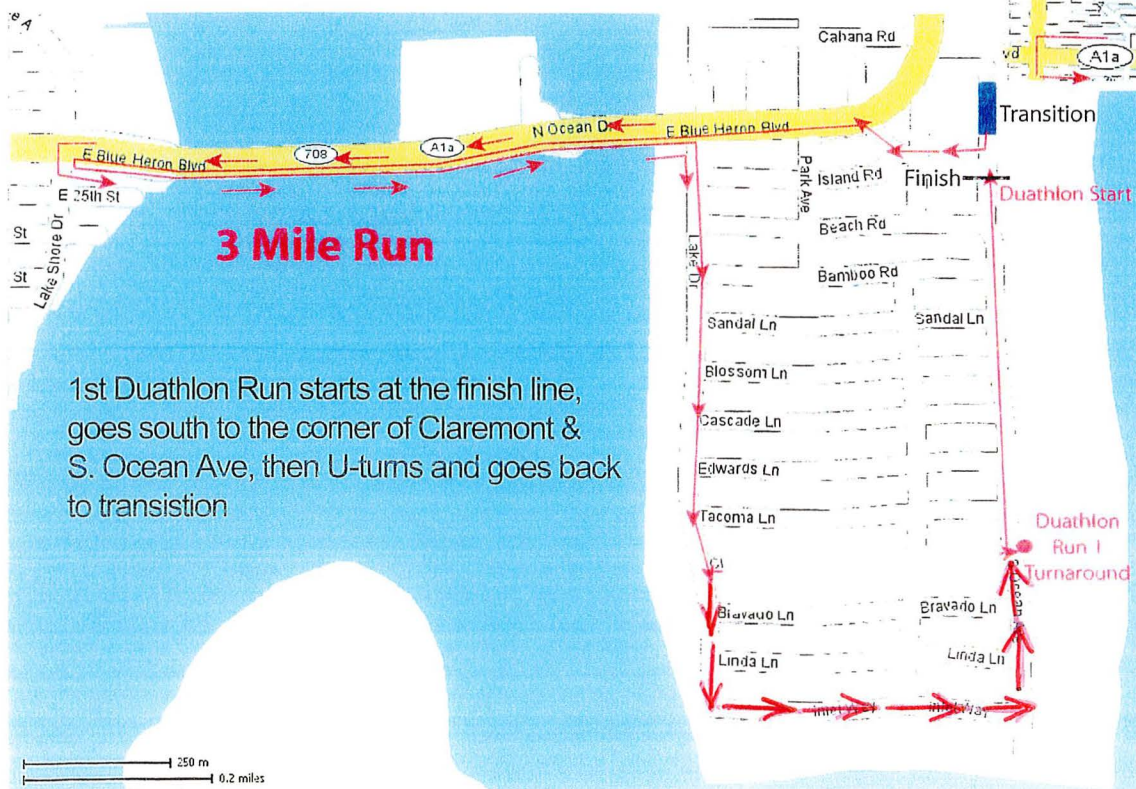
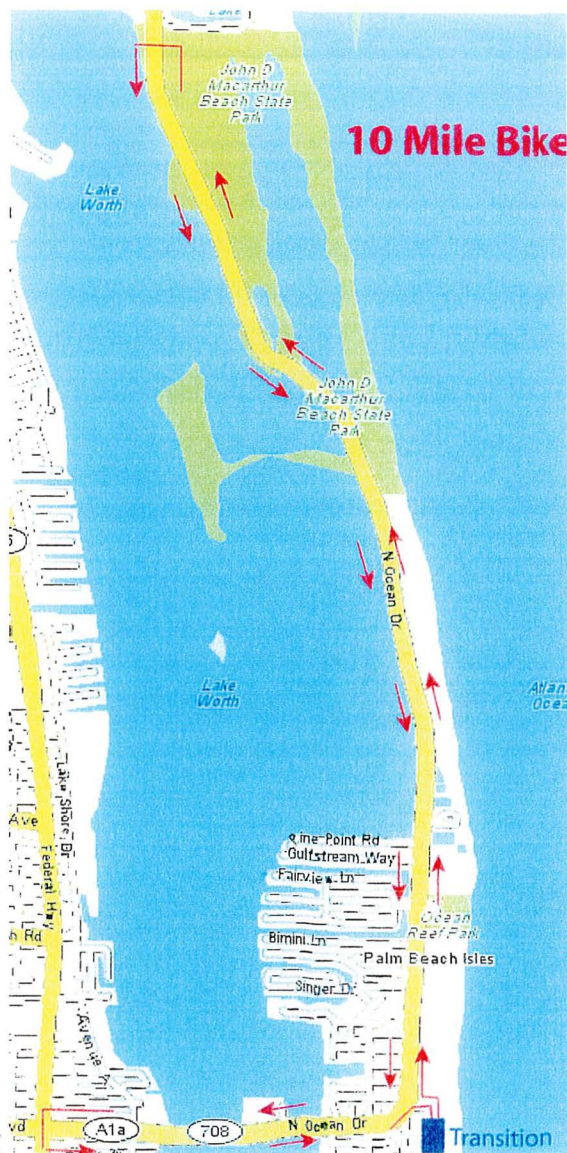
Swim Direction
Depends on the Current.
We Will Swim With
The Current.

Start
(Option #1)

Start
(Option #2)

Transition

Atlantic Ocean



Riviera Beach/ Singer Island Triathlon & Duathlon





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/19/2018

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 Arthur J. Gallagher Risk Management Services, Inc. 8333 NW 53rd Street Suite 600 Miami FL 33166	CONTACT NAME: PHONE (A/C, No, Ext): 305-592-6080 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Lloyd's Syndicate 2987 INSURER B: Safety National Casualty Corporation INSURER C: INSURER D: INSURER E: INSURER F:	FAX (A/C, No): 305-592-4049 NAIC # 15105
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INSURED RIVIBEA-02
City of Riviera Beach
2051 Martin Luther King Blvd
Suite # 302
Riviera Beach FL 33404

COVERAGES**CERTIFICATE NUMBER:** 725253954**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL 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 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PK1004718	12/15/2018	12/15/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ \$
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 <input type="checkbox"/>		PK1004718	12/15/2018	12/15/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 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 \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	SP4057970	12/15/2018	12/15/2019	<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)

GL Limits: \$1,000,000 per Occurrence inclusive of \$100,000 SIR

AL Limits: \$1,000,000 per Occurrence inclusive of

Insurer B WC Limit: Statutory Excess of \$650,000 SIR

Insurer B EL Limit: \$1,000,000 Excess of \$650,000 SIR \$100,000 SIR

Town of Palm Beach Shores is considered to be Named Assured under the definition of Named Assured for the evidenced policy but solely with respect to General Liability coverage as evidenced herein as required by written contract with respect to premises being used by the Riviera Beach Triathlon

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

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PROCLAMATION

ITEM 4a
9 17 19

Whereas, mediation is an informal and non-adversarial process in which a neutral and impartial third party aims to facilitate communication and negotiation between the disputing parties, and to help them reach a mutually acceptable and voluntary agreement, without prescribing what it should be; and

Whereas, mediation and other voluntary collaborative dispute resolution processes provide effective alternatives to litigation and court trials; and

Whereas, alternative dispute resolution (ADR), including mediation, has been utilized by the Florida court system to resolve disputes for over 30 years, offering litigants court-connected opportunities to resolve their disputes without judicial intervention; and

Whereas, the state of Florida is nationally recognized as a leader in the growing ADR field, with one of the most comprehensive court-connected mediation programs in the country; and

Whereas, mediators and other dispute resolution practitioners, through their concentrated expertise in helping parties find lasting solutions to complex problems, have continually demonstrated the value of alternative dispute resolution; and

Whereas, the Palm Beach County Bar Association through its Alternative Dispute Resolution Committee, seeks to promote the use and value of ADR processes to lawyers, the judiciary, and the public, and considers that these processes help parties resolve disputes without a trial in a less costly and more timely and satisfying manner; and

Whereas, the American Bar Association has declared the third week in October as Mediation Week in celebration of the strides made in institutionalizing mediation as one of several appropriate dispute resolution processes; and

Whereas, mediation along with the principles and practices it embodies--like self-determination as to process and outcome, open communication, and collaborative problem solving--can be a crucial tool for peacemaking between and among individuals, groups, units, neighborhoods, and governments, as well as in workplaces; and

Whereas, the Town of Palm Beach Shores expresses its appreciation to the Palm Beach County Bar Association, and especially to the members of its ADR Committee, for their efforts in promoting alternative dispute resolution throughout Palm Beach County.

Now Therefore, on behalf of the Town of Palm Beach Shores do hereby proclaim

October 13, 2019 through October 19, 2019 as: MEDIATION WEEK

IN WITNESS WHEREOF, I have hereunto set my hand and have caused the Seal of the Town of Palm Beach Shores to be affixed, this seventeenth day of September, in the year two thousand eighteen.

Myra Koutzen, Mayor

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

ITEM 5a

9 17 19

	CASH & INVESTMENTS		REVENUE			
			BUDGET	CURRENT	YEAR TO DATE	% OF BUDGET
9/30/2018	\$ 2,514,047		\$ 5,213,755	\$ 173,022	\$ 5,109,963	98%
10/31/2018	\$ 2,281,567		\$ 5,149,810	\$ 93,173	\$ 93,173	2%
11/30/2018	\$ 2,402,952		\$ 5,403,227	\$ 484,362	\$ 577,535	11%
12/31/2018	\$ 4,746,065		\$ 5,403,227	\$ 2,922,904	\$ 3,500,439	65%
1/31/2019	\$ 4,523,910		\$ 5,403,227	\$ 182,293	\$ 3,682,732	68%
2/28/2019	\$ 4,492,286		\$ 5,403,227	\$ 210,920	\$ 3,893,653	72%
3/31/2019	\$ 4,207,522		\$ 5,403,227	\$ 208,286	\$ 4,101,939	76%
4/30/2019	\$ 4,174,735		\$ 5,403,227	\$ 360,461	\$ 4,462,400	83%
5/31/2019	\$ 3,926,648		\$ 5,403,227	\$ 158,648	\$ 4,621,048	86%
6/30/2019	\$ 3,742,254		\$ 5,403,227	\$ 451,635	\$ 5,072,683	94%
7/31/2019	\$ 3,705,698		\$ 5,468,538	\$ 274,796	\$ 5,347,479	98%
8/31/2019	\$ 3,435,247		\$ 5,468,538	\$ 142,574	\$ 5,490,053	100%
8/31/2018	\$ 2,821,681		\$ 5,165,526	\$ 175,962	\$ 4,936,941	96%
9/30/2019						

	EXPENDITURES					
	BUDGET	DISBURSEMENTS	ACCRUALS	CURRENT EXP	YEAR TO DATE	% OF BUDGET
9/30/2018	\$ 5,213,775	\$ 384,580	\$ 143,793	\$ 528,374	\$ 4,984,535	96%
10/31/2018	\$ 5,149,810	\$ 362,599	\$ 15,184	\$ 377,782	\$ 377,782	7%
11/30/2018	\$ 5,403,227	\$ 291,715	\$ (9,054)	\$ 282,661	\$ 660,443	12%
12/31/2018	\$ 5,403,227	\$ 540,803	\$ (62,153)	\$ 478,650	\$ 1,139,093	21%
1/31/2019	\$ 5,403,227	\$ 430,457	\$ (20,648)	\$ 409,808	\$ 1,548,902	29%
2/28/2019	\$ 5,403,227	\$ 207,236	\$ 113,426	\$ 320,662	\$ 1,869,563	35%
3/31/2019	\$ 5,403,227	\$ 380,509	\$ 89,497	\$ 470,005	\$ 2,339,569	43%
4/30/2019	\$ 5,403,227	\$ 243,242	\$ 182,473	\$ 425,715	\$ 2,765,284	51%
5/31/2019	\$ 5,403,227	\$ 403,354	\$ 27,482	\$ 430,836	\$ 3,196,119	59%
6/30/2019	\$ 5,403,227	\$ 371,573	\$ 270,624	\$ 642,197	\$ 3,838,317	71%
7/31/2019	\$ 5,468,538	\$ 273,131	\$ 83,414	\$ 356,545	\$ 4,194,862	77%
8/31/2019	\$ 5,468,538	\$ 355,734	\$ 77,051	\$ 432,784	\$ 4,627,646	85%
8/31/2018	\$ 5,165,526	\$ 421,540	\$ 59,537	\$ 481,077	\$ 4,382,800	85%
9/30/2019						

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

Budget Amendment #2 was adopted by the Town Commission on July 15, 2019.

Town of Palm Beach Shores
Budget Summary Report
August 2019

			Aug Benchmark	91.7%
	BUDGET	YTD	Favorable(Unfav)	%
REVENUE				
Revenue (without appr'd F/B)	\$ 5,090,010.00	\$ 5,490,053.33	\$ 400,043.33	107.9%
Appropriated Fund Balance	378,528.00	-	(378,528.00)	
TOTAL REVENUE	\$ 5,468,538.00	\$ 5,490,053.33	\$ 21,515.33	100.4%

EXPENDITURES BY DEPARTMENT

		% of total		% of total		
Administration	\$ 417,049.00	8%	\$ 379,473.81	8%	\$ 37,575.19	91.0%
Legal	115,500.00	2%	93,261.83	2%	22,238.17	80.7%
Public Works	306,890.00	6%	274,550.04	6%	32,339.96	89.5%
Police	1,516,623.00	28%	1,406,943.39	30%	109,679.61	92.8%
Fire	693,791.00	13%	542,383.30	12%	151,407.70	78.2%
Building	215,425.00	4%	172,706.04	4%	42,718.96	80.2%
Emergency Disaster	-	0%	-	0%	-	0.0%
Solid Waste	191,000.00	3%	164,960.93	4%	26,039.07	86.4%
911 Dispatch	431,072.00	8%	392,263.03	8%	38,808.97	91.0%
Legislative	21,160.00	0%	6,988.18	0%	14,171.82	33.0%
Streets/Storm Sewers	20,525.00	0%	29,758.43	1%	(9,233.43)	145.0%
Parks	115,650.00	2%	81,339.42	2%	34,310.58	70.3%
Beach	93,745.00	2%	87,643.95	2%	6,101.05	93.5%
Lift Stations/Sewer Service	17,975.00	0%	15,303.72	0%	2,671.28	85.1%
Contingencies	58,500.00	1%	-	0%	58,500.00	0.0%
Debt Service	201,989.00	4%	89,499.99	2%	112,489.01	44.3%
Emergency Medical Services	321,995.00	6%	294,963.90	6%	27,031.10	91.6%
Community Center	49,350.00	1%	39,275.47	1%	10,074.53	79.6%
Risk Management	144,000.00	3%	141,433.00	3%	2,567.00	98.2%
Capital	536,299.00	10%	414,897.48	9%	121,401.52	77.4%
TOTAL EXPENDITURES	\$ 5,468,538.00		\$ 4,627,645.91		\$ 840,892.09	84.6%

CHANGE IN FUND BALANCE	-	862,407.42	862,407.42
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Explanations of variances:

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

Beach - unanticipated maintenance costs

Risk Management - Main policy is paid quarterly and is paid in full.

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

	Electric <i>FPL</i>	Water <i>Riviera Beach</i>	Gas <i>FPU</i>	Total
Oct-18	13,408.20	8,472.37	1,475.13	23,355.70
Nov-18	25,274.20	9,067.15	2,159.57	36,500.92
Dec-18	19,117.75	6,700.32	3,110.21	28,928.28
Jan-19	13,261.85	7,170.46	3,197.26	23,629.57
Feb-19	14,658.52	8,700.78	2,389.43	25,748.73
Mar-19	17,036.96	10,410.71	2,277.53	29,725.20
Apr-19	18,237.41	7,519.68	1,955.78	27,712.87
May-19	19,782.62	5,073.58	1,469.24	26,325.44
Jun-19	17,486.37	10,103.31	1,309.54	28,899.22
Jul-19	22,425.15			22,425.15
Aug-19				-
Sep-19				-
YTD Total	180,689.03	73,218.36	19,343.69	273,251.08

Town of Palm Beach Shores
Discretionary Sales Tax PBC

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

Current Year Receipts:

Date of Receipt	Period	
11/27/2018	October	\$ 5,907.91
12/24/2018	November	\$ 6,337.01
1/29/2019	December	\$ 6,569.40
2/8/2019	4Q 2018	\$ 2,376.50
2/27/2019	January	\$ 7,952.07
3/27/2019	February	\$ 6,797.12
4/25/2019	March	\$ 6,771.21
5/1/2019	1Q 2019	\$ 2,249.63
5/29/2019	April	\$ 7,562.44
6/25/2019	May	\$ 6,771.97
7/29/2019	June	\$ 6,450.79
8/8/2019	2Q 2019	\$ 2,053.66
8/27/2019	July	\$ 6,268.34
Total current year receipts		\$ 74,068.05

Current Year Expenditures:

Accumulated (unspent) Discretionary Sales Tax as of 8/31/19	\$ 193,502.65
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Town of Palm Beach Shores
Building Department

	Building Permits	Building Department	Net Building	Cumulative Net Bldg
10/31/2018	\$ 25,745	\$ (20,591)	\$ 46,336	\$ 46,336
11/30/2018	\$ 6,716	\$ 2,727	\$ 3,989	\$ 50,325
12/31/2018	\$ 18,662	\$ 66,729	\$ (48,067)	\$ 2,257
1/31/2019	\$ 11,253	\$ 17,476	\$ (6,223)	\$ (3,966)
2/28/2019	\$ 27,916	\$ 3,898	\$ 24,018	\$ 20,052
3/31/2019	\$ 30,832	\$ 27,433	\$ 3,399	\$ 23,451
4/30/2019	\$ 13,990	\$ 8,641	\$ 5,348	\$ 28,799
5/31/2019	\$ 31,315	\$ 15,250	\$ 16,066	\$ 44,865
6/30/2019	\$ 7,671	\$ 20,178	\$ (12,507)	\$ 32,358
7/31/2019	\$ 6,754	\$ 15,532	\$ (8,779)	\$ 23,579
8/31/2019	\$ 22,496	\$ 15,432	\$ 7,063	\$ 30,643
9/30/2019				
	\$ 203,349	\$ 172,706	\$ 30,643	

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

Town of Palm Beach Shores
Underground Utilities
8/31/2019

	Cost Estimate	FYE 9/30/2019	Remaining Budget
Cash		\$ 2,462,933.79	
Due to General Fund		\$ 12,577.90	
Expenditures:			
Survey	\$ 38,000	\$ 38,764.00	\$ (764.00)
Legal	\$ 4,000		\$ 4,000.00
Project Management/Administration	\$ 80,000	\$ 64,522.15	\$ 15,477.85
Construction - Town	\$ 4,336,460	\$ 3,161,363.96	\$ 1,175,096.04
Construction - Comcast	\$ 250,000		\$ 250,000.00
Construction - AT&T	\$ 450,000		\$ 450,000.00
Construction - FPL	\$ 254,386	\$ 254,386.00	\$ -
Landscape Restoration	\$ 16,300	\$ 8,100.00	\$ 8,200.00
Loan Acquisition	\$ 23,000	\$ 22,508.00	\$ 492.00
Contingency	\$ 547,854		\$ 547,854.00
Total expenditures	\$ 6,000,000	\$ 3,549,644.11	\$ 2,450,355.89
Other Financing Sources:			
Loan Proceeds	\$ 6,000,000	\$ 6,000,000.00	\$ -
Net Change in Fund Balance	\$ -	\$ 2,450,355.89	\$ 2,450,355.89

Accounts Payable Check Register Report - CenterState Bank-20564142*For The Date Range From 8/1/2019 To 8/31/2019**For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck*

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
1095	C	8/1/2019	5	AFLAC	\$337.36	O
1096	C	8/1/2019	121	Alan Welch	\$420.00	O
1097	C	8/1/2019	801	America's Office Source	\$122.74	O
1098	C	8/1/2019	37	Bass Property Maintenance, Inc.	\$125.00	O
1099	C	8/1/2019	225	C&T Auto Care	\$81.54	O
1100	C	8/1/2019	13	City Maintenance Supply	\$1,920.57	O
1101	C	8/1/2019	746	Essential Net Solutions	\$2,802.30	O
1102	C	8/1/2019	240	Everglades Equipment Group	\$837.93	O
1103	C	8/1/2019	11	Nationwide Retirement Solutions	\$390.00	O
1104	C	8/1/2019	16	Palmdale Oil Company, Inc.	\$2,669.11	O
1105	C	8/1/2019	19	PBC Police Benevolent Association	\$470.00	O
1106	C	8/1/2019	25	Palm Beach Shores Volunteer Fire Dept.	\$60.97	O
1107	C	8/1/2019	516	Schmidt Nichols	\$347.90	O
1108	C	8/1/2019	643	Suntrust Bank	\$6,628.14	O
1109	C	8/1/2019	100	Toshiba Business Solutions	\$1,340.89	O
1110	C	8/1/2019	592	Trevor Steedman	\$81.46	O
1111	C	8/1/2019	290	Westside Reprographics, Inc.	\$10.00	O
1112	C	8/8/2019	801	America's Office Source	\$88.39	O
1113	C	8/8/2019	556	Armchem International	\$138.95	O
1114	C	8/8/2019	37	Bass Property Maintenance, Inc.	\$3,995.83	O
1115	C	8/8/2019	673	Bishop's Water Company	\$651.00	O
1116	C	8/8/2019	666	Bound Tree Medical	\$164.88	O
1117	C	8/8/2019	225	C&T Auto Care	\$614.53	O
1118	C	8/8/2019	107	Davis and Ashton, P.A.	\$6,731.30	O
1119	C	8/8/2019	491	Dilo Fire Sprinkler, Inc.	\$200.00	O
1120	C	8/8/2019	80	FL Public Utilities	\$154.92	O
1121	C	8/8/2019	89	Home Depot Credit Svcs	\$375.59	O
1122	C	8/8/2019	529	Joe Olivera	\$250.00	O
1123	C	8/8/2019	847	John Zampella	\$29.95	O
1124	C	8/8/2019	760	Kevin Drummond	\$125.00	O
1125	C	8/8/2019	687	PC Controls	\$434.00	O
1126	C	8/8/2019	516	Schmidt Nichols	\$664.15	O
1127	C	8/8/2019	365	Sherwin-Williams	\$514.16	O
1128	C	8/8/2019	759	Taylor Engineering Inc	\$1,080.30	O
1129	C	8/8/2019	100	Toshiba Business Solutions	\$551.28	O

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Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
1130	C	8/8/2019	104	Waste Management	\$10,824.79	O
1132	C	8/15/2019	11	Nationwide Retirement Solutions	\$195.00	O
1133	C	8/15/2019	16	Palmdale Oil Company, Inc.	\$1,224.64	O
1134	C	8/15/2019	19	PBC Police Benevolent Association	\$564.00	O
1135	C	8/15/2019	52	Comcast	\$69.95	O
1136	C	8/15/2019	52	Comcast	\$108.04	O
1137	C	8/15/2019	52	Comcast	\$3.15	O
1138	C	8/15/2019	52	Comcast	\$3.15	O
1139	C	8/15/2019	52	Comcast	\$7.67	O
1140	C	8/15/2019	53	Concentra Occupation Health Centers of South FL	\$135.00	O
1141	C	8/15/2019	61	EAP/Center for Family Services	\$176.25	O
1142	C	8/15/2019	88	Hill Manufacturing Co. Inc.	\$956.03	O
1143	C	8/15/2019	90	Hulett Environmental Services	\$277.00	O
1144	C	8/15/2019	99	Torcivia, Donlon, Goddeau and Ansay, PA	\$277.50	O
1145	C	8/15/2019	129	Islander Grill & Tiki Bar	\$500.00	O
1146	C	8/15/2019	131	WEX BANK	\$64.16	O
1147	C	8/15/2019	196	Performance NAPA	\$61.77	O
1148	C	8/15/2019	225	C&T Auto Care	\$33.00	O
1149	C	8/15/2019	240	Everglades Equipment Group	\$724.00	O
1150	C	8/15/2019	324	AC Enforcement, Inc.	\$933.00	O
1151	C	8/15/2019	375	Simmons & White, Inc.	\$867.67	O
1152	C	8/15/2019	520	SAFEbuilt, LLC	\$9,165.75	O
1153	C	8/15/2019	538	CRS Max Consultants	\$500.00	O
1154	C	8/15/2019	563	Nikolas Kotocavage	\$5.11	O
1155	C	8/15/2019	652	Life Safety management	\$1,642.45	O
1156	C	8/15/2019	737	AT&T	\$232.99	O
1157	C	8/15/2019	742	Kevin Coppin	\$54.87	O
1158	C	8/15/2019	771	Rocky's Pool Service, Inc.	\$150.00	O
1159	C	8/15/2019	777	John Lapis	\$81.31	O
1160	C	8/15/2019	778	Jonas Stephens	\$17.62	O
1161	C	8/15/2019	815	Zoom, Inc.	\$1,720.73	O
1162	C	8/15/2019	823	AT&T Mobility	\$314.72	O
1163	C	8/15/2019	838	Brown & Phillips, Inc.	\$280.00	O
1164	C	8/15/2019	845	Walsh Painting & Handyman Service	\$2,546.40	O
1165	C	8/15/2019	848	Ashley Hahn	\$17.93	O

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Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
1166	C	8/22/2019	47	Board of County Commissioners	\$787.32	O
1167	C	8/22/2019	225	C&T Auto Care	\$197.95	O
1168	C	8/22/2019	116	Cox Media Group	\$202.96	O
1169	C	8/22/2019	61	EAP/Center for Family Services	\$176.25	O
1170	C	8/22/2019	746	Essential Net Solutions	\$2,802.30	O
1171	C	8/22/2019	760	Kevin Drummond	\$411.67	O
1172	C	8/22/2019	96	Mail Finance	\$211.68	O
1173	C	8/22/2019	16	Palmdale Oil Company, Inc.	\$2,735.00	O
1174	C	8/22/2019	836	RIPPrint, LLC	\$323.00	O
1175	C	8/22/2019	516	Schmidt Nichols	\$1,707.85	O
1176	C	8/22/2019	643	Suntrust Bank	\$4,040.95	O
1177	C	8/22/2019	101	Verizon Wireless	\$9.02	O
1178	C	8/22/2019	640	Ward-Damon Attorney	\$533.71	O
1179	C	8/22/2019	104	Waste Management	\$2,822.07	O
1180	C	8/22/2019	290	Westside Reprographics, Inc.	\$463.87	O
1181	C	8/22/2019	131	WEX BANK	\$394.58	O
1182	C	8/29/2019	801	America's Office Source	\$90.71	O
1183	C	8/29/2019	564	Brannon & Gillespie LLC	\$19,890.00	✓ O
1184	C	8/29/2019	225	C&T Auto Care	\$278.34	O
1185	C	8/29/2019	32	City of Riviera Beach	\$2,532.10	O
1186	C	8/29/2019	604	Fisher Safety	\$24,384.10	O
1187	C	8/29/2019	71	FL Power & Light	\$3,246.10	O
1188	C	8/29/2019	676	Guardian	\$1,458.77	O
1189	C	8/29/2019	847	John Zampella	\$30.00	O
1190	C	8/29/2019	98	Ten-8 Fire Equipment, Inc.	\$4,020.00	O
1191	C	8/29/2019	586	The Standard Insurance Company	\$517.23	O
1192	C	8/29/2019	592	Trevor Steedman	\$81.46	O
1193	C	8/29/2019	134	United Systems Technology. Inc.	\$270.00	O
1194	C	8/29/2019	103	Comp Benefits	\$200.62	O
1195	C	8/29/2019	290	Westside Reprographics, Inc.	\$399.80	O
1196	C	8/29/2019	576	Cash	\$1,000.00	O
ADP, LLC	E	8/9/2019	697	ADP, LLC	\$145.15	O
ADP, LLC	E	8/23/2019	697	ADP, LLC	\$145.15	O
ADP, LLC	E	8/30/2019	697	ADP, LLC	\$94.75	O

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Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
Blue Cross Blue Shield of Florida, Inc.	E	8/29/2019	127	Blue Cross Blue Shield of Florida, Inc.	\$33,040.38	O
FRS	E	8/2/2019	172	FRS	\$28,884.77	O
PBS Payroll	E	8/1/2019	146	PBS Payroll	\$54,303.54	O
PBS Payroll	E	8/14/2019	146	PBS Payroll	\$53,036.38	O
PBS Payroll	E	8/22/2019	146	PBS Payroll	\$3,808.32	O
PBS Payroll	E	8/29/2019	146	PBS Payroll	\$55,799.94	O
Viking Utility Inc.	E	8/13/2019	832	Viking Utility Inc.	\$338,865.49	✓ O
Cleared					\$0.00	
Outstanding					\$714,489.07	
Void					\$0.00	

General Fund \$355,733.58

Underground Utilities Fund \$358,755.49 ✓

TOTAL \$714,489.07



Palm Beach Shores Police Department

247 Edwards Lane, Palm Beach Shores, Florida 33404

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

ITEM 5b1
9 17 19

Steven Langevin
Chief of Police

Mayor ands Commission
09-13-2019

My report regarding Hurricane Dorian is attached. As usual the Marriott Ocean pointe and Sailfish Marina were there to lend assistance to us, along with many residents who stopped by with well wishes and food.

We were able to stage police and fire personnel at our Marriott for the length of the storm. 3 rooms at the Marriott RCA were reserved and keys obtained in the event the category 5 storm would bear down on our area. Thankfully there was no need to utilize the rooms.

Also attached is our monthly report with statistics.

For this month 2 arrests were conducted. One was a suspicious person called in to us by an alert resident, a car backed into a space at a local condo, the vehicle and occupant just sat there and was unknown to neighbors.

Officers responded and met with the driver, the driver had 2 felony warrants for his arrest, he was taken into custody and processed into the county jail.

The second arrest involved an ongoing domestic situation.

We continue to attend to the work and meetings needed for the upcoming November merger.

As always, thank you for your support.

Steve Langevin



Palm Beach Shores Police Department

247 Edwards Lane

Palm Beach Shores, Florida 33404

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

Steven Langevin
Chief of Police

Date: September 6, 2019

To: Mayor Myra Koutzen

From: Chief Steven Langevin

RE: Police Activities for August 2019

Criminal Arrests	2	Town Ordinance Violations	0
Parking Citations	11	Segway Patrol Hours	Out of service
Verbal Warnings	11	ATV Patrol Hours	1.3
Written Warnings	2	Bike Patrol Hours	0
Traffic Citations	4	Foot Patrol Hours	178.4
Radar and Traffic Control Hours	25.5	House Check Hours	16.6
Complaints/Calls for Assistance	62	Vehicle Patrol Hours	318.9
Patrol Mileage	3634	Lifeguard Assist	4
Lifeguard Major First Aid	0	Lifeguard Rescues	0
Lifeguard Double Red Flags	2	Lifeguard Minor First Aid	58
Surf Chair Rental	0		

Misc. Arrest Information:

Arrest Type	Number
Outstanding Warrant X 2	1900596
Domestic Battery	1900627

**PALM BEACH SHORES
POLICE DEPARTMENT**

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

CITATION LIST REPORT

CITATION LIST SEARCH

Citation Report Date = 08/01/2019 to 08/31/2019

CITATION LIST SEARCH RESULTS

CITATION TYPE	1ST OFFENSE	CITATION NO	DATE	LOCATION	NAME	DOB
TRAFFIC		A64IEKE	08/06/2019	LAKE DR / BAMBOO RD		
TRAFFIC		A64IELE	08/20/2019	BAMBOO RD / PARK AVE		
TRAFFIC		A64IEME	08/31/2019	LAKE DDRIVE AT BLOSSOM		
TRAFFIC		A64IENE	08/31/2019	LAKE DR / BLOSSOM LN		

TOTAL CITATION: 4

BEACH PATROL DAILY EQUIPMENT CHECKLIST

G = GOOD
F = FAIR
R = REPLACE/REPAIR

BEACH NAME

PBS

MONTH

AUGUST

YEAR

2019

Date	Resuscitor Pressure	Binoculars	Rescue Tubes & Can	F/A Box & Supplies	Airhorn & Spares	Telephone	Rescueboard	Sting Solutions	Spare Oxygen	Mask & Snorkel	C-Spine Board & Collars	O2 Masks & Tubing	Search & Recovery Line	Aids Kit & Clean Bucket	Has HQ been notified	Guards on Duty
1	1450	R	G	G	G	—	G	G	HQ	G	G	G	—	—		Bowen
2	1450	✓	✓	✓	✓	—	✓	✓	HQ	✓	✓	✓	—	✓		Nieto
3	1450	R	G	G	G	✓	G	G	HQ	G	G	G	G	G		Graves
4	1450	R	G	G	G	✓	G	G	HQ	G	G	G	G	G		DeMARINO
5	1450	R	G	G	G	✓	G	G	HQ	G	G	G	G	G		Locy
6	1450	R	G	G	G	✓	G	G	HQ	G	G	G	G	G		Nieto
7	1450	R	G	G	G	✓	G	G	HQ	G	G	G	G	G		DeMARINO
8	1450	R	G	G	G	—	G	G	HQ	G	G	G	G	G		Bowen
9	1450	R	G	G	G	✓	G	G	HQ	G	G	G	G	G		Graves
10	1450	R	G	G	G	✓	G	G	HQ	G	G	G	G	G		Graves
11	1450	R	G	G	G	✓	G	G	HQ	G	G	G	G	G		DeMARINO
12	1450	R	G	G	G	✓	G	G	HQ	G	G	G	G	G		Locy
13	1400	✓	✓	✓	✓	✓	✓	✓	HQ	✓	✓	✓	X	✓		Nieto
14	1400	R	G	G	G	✓	G	G	HQ	G	G	G	R	G		DeMARINO
15	1400	R	G	G	G	✓	G	G	HQ	G	G	G	R	G		Graves
16	1400	R	G	G	G	✓	G	G	HQ	G	G	G	R	G		Graves
17	1400	R	G	G	G	✓	G	G	HQ	G	G	G	R	G		Graves
18	1400	R	G	G	G	✓	G	G	HQ	G	G	G	R	G		Locy
19	1400	R	G	G	G	✓	G	G	HQ	G	G	G	R	G		Locy
20	1400	R	G	G	G	✓	G	G	HQ	G	G	G	R	G		Locy
21	1400	NEW	G	G	G	✓	G	G	HQ	G	G	G	R	G		DeMARINO
22	1400	G	G	G	G	✓	G	G	HQ	G	G	G	R	G		Bowen
23	1400	G	G	G	G	✓	G	G	HQ	G	G	G	R	G		Graves
24	1400	G	G	G	G	✓	G	G	HQ	G	G	G	R	G		Graves
25	1400	G	G	G	G	✓	G	G	HQ	G	G	G	R	G		DeMARINO
26	1400	G	G	G	G	✓	G	G	HQ	G	G	G	R	G		Locy
27	1400	G	G	G	G	✓	G	G	HQ	G	G	G	X	G		Nieto
28	1400	G	G	G	G	✓	G	G	HQ	G	G	G		G		DeMARINO
29	1400	G	G	G	G	✓	G	G	HQ	G	G	G	R	G		Graves
30	1400	G	G	G	G	✓	G	G	HQ	G	G	G	R	G		Graves
31	1400	G	G	G	G	✓	G	G	HQ	G	G	G	R	G		Graves

*LEFT LENSE BAD DID SOMEBODY DROP? REPLACED 8/21 ...



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

Report:09-04-2019

Hurricane Dorian

Thursday August 29 2019

- We began to bring our hurricanes plans and preparations together, additional items such as cots and emergency food and beverages for both the police and Fire Department were purchased.
- Hotel rooms were acquired at RCA Marriott, these were rooms were paid for, 7 rooms at Marriott's Ocean Pointe we were given to us at no charge by Marriott so Police could stage. I was later told the fire department acquired 2 rooms.
- The first EOC conference call was at 2PM.
- Town hall issued a check to me for One Thousand dollars, it was cashed and kept on hand for emergencies.
- Contact was made with all commercial properties.

Friday 08-30-2019

- ✓ Spare patrol cars were deployed at key areas throughout town.
- ✓ I attended a conference call for the county Chiefs of Police where long term assistance was talked of.
- ✓ FP&L is staging at FAU, Sheriffs personnel will provide escorts when deployed.
- ✓ Rivera Beach Police went to 24/7 Alpha Bravo shifts.
- ✓ Our midnight personnel began to stay for the long run, day shift personnel will return on 8-31 for the duration. Room keys were given out to each staff member.

Saturday 08-31-2019

- EOC conference call.
- Yielded about the same information, they believe the storm will turn away from Florida but they do not have much confidence at this time.
- Anywhere from 6 to 18 inches is contemplated.
- Evacuations are being considered and we were told we would be given notice by the EOC.
- Any possibility of a curfew was discussed in a separate Police Chiefs and Sheriff conference call.
- I spoke with The Chief and Assistant Chiefs of Riviera Beach police. We spoke of closing of the bridge potentials and that all that would be needed is a driver license or other proof of residence on Singer Island. They offered their assistance to us.
- I was called by PBSO Colonel Araujo who advised he has relayed to all Sheriffs staff to assist us in whatever way they can, including additional personnel.

Palm Beach Shores Police officers and communications staff also on Alpha Bravo Shifts consisting of 4 police officers, one sergeant, 2 dispatchers and myself, Total police; 7 sworn officers, 2 communication operators. Total staff of 9.

1PM conference call yielded about the same information.

All Officers and communications staff have settled in and assisting neighbors as needed.

Sunday September 1 2019

- ❖ Even though we were advised during our conference calls that the municipal representatives would be advised of any evacuations, and specifically asked not to pass onto the public the potential of an evacuation we found out of the evacuation order by EOC through the news media.
- ❖ I called Mr. Richard Radcliff, the representative of the League of Cities who is posted at the EOC and voiced our displeasure with their lack of communications with this very important life safety matter. He stated they have new people at the EOC and will address, he suggested bringing it up at the conference but I did not think that would be the appropriate time.
- **2 arrest were made through the day, one disturbance at 0257AM in the morning and one domestic at 720PM**
- ✓ I spoke with Palm Beach Shores Fire Chief who advised they would handle the personal residential notification.
- ✓ Police officers continue to patrol and meet with residents.
- ✓ I then activated the Towns emergency contact software. Onsolve (formerly Codered).

The results to the calls were:

1353 attempted phone calls
865 accepted
573 emails sent
250 texts sent
1 TDD

Monday 09-02-2019

Conference call at 1200PM

- ✓ Zones A and B evacuated
- ✓ EOC believes tropical force winds likely this evening
- ✓ There are 219 folks in Special needs shelters.
- ✓ Municipal liaison phone number 561-712-6420
- ✓ Phone number for public EOC contact 561-712-6400

Next conference Noon 09-03-2019

Tuesday 09-03-2019

All was well from overnight.

EOC conference call was held at Noon. Nothing much more to add, except they will keep the evacuation order for Singer Island. When asked by the Town of Palm Beach if a decision may be made earlier than Wednesday perhaps 5PM tonight EOC advised they would continue to monitor.

Condition during high tide worsened especially at the Pump house. Extra officers were deployed in an effort to advise folks of the danger. A video surfaced from the night before showing a person pulled from his feet to the ground by a wave.

Local, National and Canadian media arrived, we allowed them onto the Inlet walkway to take video. After a time, they left the area and moved north.

I spoke by phone with Riviera Beach Police Chief Rozier and we updated each other on the bridge and area conditions.

At 220PM I sent a Codered message out to all registered town residents and staff members updating them on town conditions.

AST 400PM we were advised the county lifted the evacuation order, a codered message was sent to all.

Wednesday 09-04-2019

Final Chiefs of police association conference call.

Final PBC EOC conference call.

Spoke with PBSO Captain Palenzuela and RBPB Chief Rozier, who again offered any assistance to us that we would need.

FUNDS EXPENDED

Marriott, RCA boulevard Palm Beach Gardens to be used as a fallback position and Palm Beach Shores Government command post.

- 3 Rooms, none used by police, unknown if fire department used the room.
- **Cost: \$1,342.44 Marriott RAC Blvd**
- Food for police and fire department staff, 9 for police unknown for Fire.
- **Cost \$552.93 Publix**
- Additional sleeping cots if needed for sleep in town hall.
- **Cost \$227.82 Walmart**
- Ice, soap, plates, etc.
- **Cost \$197.63 Publix**
- Of the \$1,000.00 cash given as of September 3rd
 - \$5.00 Dollars was used for driver.

Total Police and Fire Costs at this time, not including overtime:

\$2,302.82

Staffing

Chief Langevin	84 hours
Sgt Simmons	84 hours
Officer Gilbert	96 hours
Officer Novella	96 hours
Officer Russian	72 hours
Officer Africano	96 hours
TCO Rawdon	96 hours
TCO Boeckler	96 hours



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

15 August 2019 – 11 September 2019

ITEM 5b2
9 17 19

TO: Mayor Myra Koutzen
Town Commissioners

FROM: Trevor L. Steedman, Fire Chief

DATE: 11 September 2019

OVERVIEW

The Palm Beach Shores Fire Department is a combination (Career and Volunteer) Fire and Emergency Services delivery system. The Town maintains a Public Protection Classification of “3” through the Insurance Services Office (ISO). PBSFD Fire - Rescue personnel staff the Town’s Fire Station 24 hours per day, seven days per week, and 365 days per year. Duty shifts consist of 24-hour operational periods with one career Firefighter/Paramedic supplemented by out-of-district (Non-resident) volunteer Fire-Rescue personnel. These personnel respond to all calls for service including, but not limited to Fires, Emergency Medical calls, fire alarm activations, gas leaks, electrical hazards, elevator rescues, water rescues, natural disasters and public assists. Additional duties include apparatus and facilities maintenance, pre-incident planning, training, hydrant inspections, community risk reduction, public education and other duties as assigned. The Town’s Fire Department maintains the following suppression and emergency response apparatus / equipment:

- 2005 Pierce Contender 1250 Gallon per Minute (GPM) pumper.
- 2005 EVI 750 GPM Fast Attack pumper
- 2011 Can Am – Water Rescue / Beach Response ATV
- 2011 Chevy Tahoe – Chief / Command Utility Vehicle.



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

15 August 2019 – 11 September 2019

OPERATIONS

- Staffing

- Career Staff.

- All Full-Time positions are currently filled

- Volunteer Staff

- Recruitment and Retention efforts remain a priority. The entry versus attrition rate (predominantly due to full-time employment opportunities with other area departments) remains constant. There are 29 volunteer members certified to State Minimum Standards on the “Active” rolls at the time of this report.

- General Operations

- Apparatus Replacement Schedule for capital purchase planning

- Projected apparatus replacement in FY 2020
 - Partial funding source: Fanning Public Safety Bequest
 - Pursuing Local Funding Initiative Request (State Senate Appropriations) for matching funds
 - Donations, unless otherwise specified, are directed toward replacement fund

- Daily/Weekly/Monthly Duties for On-Duty Personnel

- Operational, Administrative & Training initiatives are ongoing.



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

15 August 2019 – 11 September 2019

- Workforce & Officer Development
 - Training & Education
 - Workforce development initiatives continue which include:
 - Formal rescue training
 - Ride-along shifts with West Palm Beach Fire Department
 - Revision completed of the Performance Objectives (PO's) in the Volunteer Member Orientation Program to coincide with current operational policies and practices is complete and implemented.
 - Standards Compliance Initiative
 - Adopted *National Fire Service Professional Qualifications Board* standards or equivalent for Line, Staff and Command level Officers, Fire Apparatus Driver Operator (FADO) and Firefighters to include:
 - NFPA 1001 *Standard for Fire Fighter Professional Qualifications*
 - NFPA 1002 – P *Standard for Fire Apparatus Driver/Operator (FADO) Professional Qualifications.*
 - PBSFD FADO program was implemented in September 2017.

Chief Steedman asked Wendy Wells to forward the FADO program information to the Town's insurance carriers for consideration of lowering our premium costs. The FADO program incorporates *Safe Driving Practices, Roadway Incident Safety, Seatbelt compliance and Apparatus Backing / Collision Prevention* modules.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES FIRE DEPARTMENT
15 August 2019 – 11 September 2019

- NFPA 1021: *Standard for Fire Officer Professional Qualifications*
 - Validate rank structure for integration into County NIMS/ICS model.
- NFPA 1720 *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations and Special Operations to the Public by Volunteer Fire Departments*
 - This standard specifies requirements for effective and efficient organization and deployment of fire suppression operations, emergency medical operations, and special operations to the public by volunteer and combination fire departments to protect citizens and the occupational safety and health of fire department employees. The NFPA 1720 Standard has been in existence since 2001.
- Fleet Deployment & Maintenance
 - All apparatus is in service at the time of this report
 - Ocean Rescue 80
 - ATV for deployment to Beach and water-related emergencies for direct and more expedient access to related calls-for service.
 - “OR80” is in the County dispatch queue for Palm Beach Shores.



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

15 August 2019 – 11 September 2019

COMMUNITY RISK REDUCTION (CRR) INITIATIVES

- Hydrant Inspection Program
 - PBSFD inspects hydrants on a monthly basis
 - Inspection reports are forwarded to Public Works Director who in turn facilitates repairs through the Riviera Beach Water Utilities Department
 - Three hydrants remain out of service for deficiencies found during the inspections and identified for repairs / replacement.
- Special Secondary Certificate of Public Convenience & Necessity (COPCN)
 - Provide immediate Advanced Life Support (ALS) service for Palm Beach Shores
 - This service is achievable and sustainable within the current budget and subsequent comparable budgetary allocations.
 - Electronic Patient Care Reporting System (E-PCR) initiated
- *Community CPR & AED* – Presented twice annually
- *Courtesy Home Fire Safety Surveys* – (Implemented: November 2017)
 - Value-added initiative supports the quality of life and safety for our PBS Community.
 - Residents voluntarily request surveys. PBSFD is working with PBSPD (Chief Langevin) to offer a combined home safety and security survey in a cooperative effort of both public safety agencies.
 - Smoke alarms are available through the PBSFD (Grant Funded).



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

15 August 2019 – 11 September 2019

- Palm Beach Shores is a *Pulse Point* mobile application site – *Pulse Point* is a pre-arrival solution designed to support public safety agencies working to improve cardiac arrest survival rates through improved bystander performance.
- *Pre-Incident Planning* – This on-going initiative serves to familiarize first responders with high-risk occupancies, unique hazards and special properties in Palm Beach Shores and plan accordingly for potential emergencies.
- *File of Life* Program – (Program initiated on 15 March 2017). Program materials funded through budgeted line item: *Community Risk Reduction - Prevention*. Kits are available during business hours at the Town Hall front office.
- *Fire Extinguisher Selection, Use and Maintenance*
 - Delivered as a hands-on opportunity to community members at selected Property Owner's Association meetings.
 - PBSFD Firefighters worked side-by-side with members of the community to utilize fire extinguishers to put out incipient-stage fires in a controlled setting.
 - Delivered this same program to our partners in the business community. Training provided to staff of the Marriott Resorts and Sailfish Marina and Resort.
- Public Service Announcements (PSA's) and *Helpful Links* additions will be made to the Town's Fire Department webpage following the transition to the new website. Working with the *Drowning Prevention Coalition of Palm Beach County* on a water safety initiative.



MONTHLY ACTIVITIES REPORT TO THE TOWN COMMISSION
TOWN OF PALM BEACH SHORES FIRE DEPARTMENT
15 August 2019 – 11 September 2019

Calls for Service Activity

TOTAL CALLS FOR SERVICE	34 – (Fire: 10) (Medical: 24)
LAST REPORTING PERIOD	40 – (Fire: 14) (Medical: 26)
PERCENTAGE OF INCREASE / DECREASE	(Total: -15 %) (Fire: -28.6 %) (Medical: -7.7 %)

Training & Continuing Education

TRAINING & DRILLS	DATE	TIME	LOCATION	TYPE			NATURE	STAFFING	NOTES
				FIRE	RESCUE	EMS			
	20 Aug 2019	1830	247 Edwards	X	X	X	Mass Casualty Incident Triage	19	Hands-On
	27 Aug 2019	1830	247 Edwards	X	X		Power Tool Safety & Use	19	Hands-On
	Formal Training Drills – 02								
	Personnel Participation (Formal) – 38								
	Personnel Training Hours – 228								



Public Works Department

Item #: 5 b 3.

Monthly Status Report

September 2019

Community Center:

1. Receiving estimates to repair the cooper gutters due to leaks and separating from building.
2. Receiving estimates to repair the south east upper and lower window sill due to water leaks.
3. Scheduling to sand and prep all the metal doors on the 1st floor for painting.
4. Scheduling to replace the two 100 lb. LP Tanks that supply the BBQ Grill due to exceeding life span.
5. Scheduling to construct a roof to cover the BBQ gas grill LP tanks located on the south east corner of the building.
6. The projects listed is funded through the approved general budget.

Grounds & Parks:

1. Scheduling to pressure clean and paint the Gazebos located at the Town Hall and Inlet Park, in progress due to weather conditions.
2. Scheduling to perform the necessary maintenance and staining of all the park benches located along the Parkway, in progress due to weather conditions.
3. Removed 6 each of the Parkway Benches between Linda Lane and Tacoma Lane due to safety concerns and replaced with new composite benches.
4. Replaced 4 each Doggie Bag Dispensers along the Parkway and Lake Drive due to damage. The Town has a total of 17 each Doggie Bag Dispensers.
5. The projects listed is funded through the approved general budget.

Streets:

1. The new Street Name Signs and additional misc. street signs have been ordered for installation due to damage.
2. Scheduling to perform maintenance on the Street Lights in ground electrical service boxes in various locations. Researching Street Light Poles and fixture replacements due to damage and maintenance requirements. This project will be ongoing due to the Street Lights being discontinued. The following repairs have been completed between Tacoma Lane and Inlet Way.
3. Installing the new Tacoma Circle Directional Arrow signs before the intersections on Atlantic Ave.
4. Assisting Riviera Beach Water Department with the replacement of Fire Hydrants and new shut off valves located on Lake Drive, Linda Lane, and Tacoma Lane. The Contractor assisting with the project is Johnson and Davis.
5. The projects listed are funded through the approved general budget.

Lift Stations:

1. Scheduling to pressure wash the wet wells and perform maintenance to the pumps.
2. Repairing manhole covers and spacer rings in streets on Blossom Lane and Claremont Lane.
3. The projects listed are funded through the approved general budget.

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

1. The Police Departments renovations for the new bathroom and Dispatch area is still in progress. The Public Works Department and Staff will be the permit holder for all inspections with the Building Department and oversee the remaining remodel phases with the hiring of subcontractors. This will include all of the remaining renovation projects listed. **1.** The Bathroom Renovations all construction, plumbing, electrical and the shower installation has been completed. **2.** The new floor installation throughout the entire Police Department is completed. **3.** The new ceiling lighting throughout the entire Police Department is scheduled for installation on September 30, 2019. **4.** The new Store Front Door to the visiting area is completed rework will be required when defective part is installed. The renovations have been a group effort between the Police Department Staff and the Public Works Department Staff.
2. Receiving quotes to repair the exterior stucco and perform the required repairs of the Beach Bathroom Building.
3. The projects listed is funded through the approved capital and general budget.

Foot Note:**Training / Certificates:**

1. The next training courses begin in November, 2019 for all Public Works Staff. These courses will consist of waste water, pumps, and Storm Water Advanced Engineering looking to the future Level 1 & 2.
2. Continuing Education in Florida Stormwater Erosion and Sedimentation Control.
3. OSHA'S Model Training Program for multiple certifications & continuing education credits.
4. 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 2. This is a continuing education program as needed.
5. Completed the required CGIS Security Awareness training for access to the Police Department and all Public Works Staff received certificates.

TOWN CLERK REPORT

September 2019 Commission Report

TASKS	STATUS
Upcoming Meetings	<ul style="list-style-type: none"> ➤ No P & Z Meeting for the month of September 2019 ➤ October 2, 2019 DRC at 2:00 pm (if any projects submitted) (deadline to submit for DRC is September 23, 2019) ➤ October 21, 2019 Revenue Committee Workshop – 3:00 pm ➤ October 21, 2019 Regular Commission Meeting – 6:00 pm ➤ October 23, 2019 – Regular P & Z Meeting – 6:30 pm
Building Department Updates	<p>August 2019:</p> <ul style="list-style-type: none"> • Total Permits issued: 30 • Total Permit Fees Paid: \$19,817.63 • Total Construction Value: \$669,409.00 • Total Permits issues in 2019 to date: 362 • Total Permit Fees in 2019 to date: \$153,021.05 • Total Construction Value in 2019 to date: \$7,999,272.31 <p>➤ NEW HOURS FOR THE BUILDING DEPARTMENT! We are open Monday, Wednesday, and Friday from 9:00 am to 1:00 pm to take in Building Permit Applications. All other building department related business are during normal business hours (8:30 am to 4:30 pm, Monday through Friday).</p>
Code Compliance	<p>New/ongoing open Code Violations August 2019: 31</p> <ul style="list-style-type: none"> • 15 Yard debris, bulk and trash/garbage collections times (Code Sec. 38-9) • 8 Property Maintenance (Code Sec. 14-329) • 2 No Business Tax/Certificate of Use (Code Sec 18-16) • 1 Temporary Signs (Code Sec 58-53) • 5 Expired Tags, prohibited vehicles (Code Sec. 70-75)
Community Center	8 events August 2019: 2 Town/Misc.; 2 Resident; 4 Church

Evyonne Browning

From: Rick Ziegler
Sent: Tuesday, August 20, 2019 3:05 PM
To: Myra Koutzen
Cc: Evyonne Browning
Subject: Resignation PBS Planning and Zoning

Myra,

Please let the Commissioners know that I have closed on the sale of my house so am resigning from P&Z. I have thoroughly enjoyed my time in Palm Beach Shores and am grateful for having the chance to serve our local government. Thank you for the confidence you placed in me and I wish everyone the best always.

Rick
Sent from my mobile device. Please forgive any typographical errors.

To: Palm Beach Shores Town Commission
From: Mayor Myra Koutzen
Re: Medical Director Contract
Date: September 17, 2019

This item is to request approval of the attached, funded contract with Keehn Emergency Medical Services to provide Medical Director services to the Town.

As a Fire Department providing emergency services, we are required to have a Medical Director who establishes medical protocols, oversees related training and provides quality assurance oversight. In addition, having a Medical Director is one of the requirements for the Special Secondary COPCN for which we are preparing to apply.

If you will remember, the Special Secondary COPCN would greatly expand the medical treatments allowed to be provided by our PBSFD Paramedics – essentially everything up to transport. This will be a major improvement in the level of service that our PBSFD staff can provide to our Town residents.

Additionally, the Fire Department has purchased the necessary reporting hardware and software required for our staff to log medical calls and procedures. This is currently a major risk for the Town that we have no way to document our staff's actions. The Medical Director is a critical part to the implementation, training and management of that system.

The \$18,000 annual expense is funded within the 2019/2020 Annual Budget and those funds have been re-allocated from other line items, causing no incremental expense to the Town.

The contract has been reviewed by the Town Attorney. We ask that it be approved so that it can take effect on October 1 with the new fiscal year.



MEDICAL DIRECTOR CONTRACT

THIS AGREEMENT made and entered into on this ____ day of _____, 2019 by and between the Town of Palm Beach Shores (TOWN) and Keehn Emergency Medical Services, Incorporated (Dr. Keehn, who may also be referred to as the “Contractor”) whose address is 6713 Conch Court, Boynton Beach, Florida 33437. The Town and Dr. Keehn, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1: MEDICAL DIRECTOR:

1.1 Dr. Keehn is the sole proprietor of Keehn Emergency Medical Services, Inc. Dr. Keehn, doing business as Keehn Emergency Medical Services, Inc., shall act as Medical Director for the Town.

ARTICLE 2: SERVICES

Keehn Emergency Medical Services through Dr. Keehn and his assigns shall provide services as an independent contractor as specified or indicated in Florida Statutes Chapter 401, Florida Administrative Code 64J-1.004, and provide herein. Those services shall include, but not limited to the following:

2.1 Dr. Keehn shall be the sole Medical Director of Emergency Medical Services for the Town. The Medical Director may designate another qualified medical doctor (as per Florida Statutes) to serve as acting Medical Director in periods of his absence. The Medical Director shall notify the Town in writing a minimum of seven (7) days in advance of such absences.



MEDICAL DIRECTOR CONTRACT

2.2 Dr. Keehn shall be directly responsible to the Town's Fire Chief. Administrative control of the Town's Emergency Medical Services will remain vested in the Fire Chief. Dr. Keehn shall report directly to the Town's Fire Chief on all matters pertaining to the Town's Emergency Medical Services.

2.3 Dr. Keehn or his designee will be available 24 hours a day by telecommunications and provide a 24-hour contact number.

2.4 Dr. Keehn shall comply with all State, County, and Department of Health regulations regarding emergency medical direction, advanced life support, basic life support, and emergency medical services.

2.5 Dr. Keehn solely maintains the right to set all standards and protocols regarding patient care including but not limited to determination of an employee's eligibility to perform patient care under the direction of the Medical Director.

2.6 Dr. Keehn shall confer with the Medical Directors of Riviera Beach Fire Rescue and West Palm Beach Fire Department to assure that the protocols and standing orders of the respective Emergency Medical Services systems present no conflict regarding the continuity of patient care or interoperability of lifesaving equipment, practices and procedures.

2.7 Dr. Keehn shall oversee and provide medical direction for the Paramedics, Emergency Medical Technicians, and Ocean Rescue lifeguards working for the Town.



MEDICAL DIRECTOR CONTRACT

2.8 Dr. Keehn shall develop and review standing orders and protocols. The Medical Director is responsible for the correctness of any standing orders that he authorizes for the use by the Town's Paramedics, Emergency Medical Technicians, and Ocean Rescue lifeguards.

2.9 Dr. Keehn shall confer with the Medical Directors of Riviera Beach Fire Rescue and West Palm Beach Fire Department to review transport policies (including trauma) and discuss any recommended changes for such policies to conform to applicable medical standards for triage.

2.10 Dr. Keehn shall oversee and approve a continuing medical education program for Paramedics, Emergency Medical Technicians, and Ocean Rescue lifeguards under his supervision.

2.11 Dr. Keehn shall oversee and approve a medical quality improvement program for emergency medical services provided by the Town. The program shall include, but not be limited to a timely review of patient care reports, direct skill observation, and comparison of performance standards for drugs, equipment, system protocols, and procedures. Dr. Keehn shall share data from his program with the Medical Director of Riviera Beach Fire Rescue, the primary emergency medical transport agency for the Town.

2.12 Dr. Keehn shall conduct direct field observation by participating as a crewmember on a suppression-based Emergency Medical Services vehicle a minimum of four (4) hours per quarter, for a total of 16 hours per year.



MEDICAL DIRECTOR CONTRACT

2.13 Dr. Keehn shall review and approve security procedures for medications, fluids and controlled substances maintained by the Town.

ARTICLE 3: CONTRACT TIME

3.1 The term of this agreement shall be from October 1, 2019 to September 30, 2020

3.2 This agreement may be terminated immediately for breach of any covenants contained herein.

3.3 Except as provided in section 3.2, either party may terminate this agreement for any reason upon providing 30 days notice to the other party.

3.4 All notices hereunder shall be in writing and delivered in person, by telecopy or by certified mail to the following:

Keehn Emergency Medical Services, Inc.

Fire Chief

Dr. Steven Keehn, Medical Director

Town of Palm Beach Shores, Florida

6713 Conch Court

247 Edwards Lane

Boynton Beach, Florida 33437.

Palm Beach Shores, Florida 33404



MEDICAL DIRECTOR CONTRACT

ARTICLE 4: CONTRACT PRICE

4.1 The Town shall pay Keehn Emergency Medical Services, Incorporated for performance of work by the Medical Director in accordance with this agreement in the amount of \$18,000 annually.

4.2 The Town shall provide clerical, administrative material and any necessary support to allow the Medical Director to carry out his duties as outlined in this agreement.

ARTICLE 5: PAAYMENT PROCEDURES

5.1 The Town shall disburse payments of \$ 1,500.00 per month to Keehn Emergency Medical Services, Incorporated. All Payments are due by the 15th of each month.

ARTICLE 6: MEDICAL DIRECTOR'S REPRESENTATIONS

In order to induce the Town to enter into the following agreement, the Medical Director makes the following representations:

6.1 The Medical Director has familiarized himself with the nature and extent of the work, locality, and with all local conditions, State and local laws and ordinances, rules, policies, and regulations that in any manner affect cost, progress or performance of work.

6.2 The Medical Director is properly licensed in the state of Florida

6.3 The Medical Director is certified in Advanced Cardiac Life Support and is Board Certified in Emergency Medicine. (ABEM, BCEM, AOBEM).



MEDICAL DIRECTOR CONTRACT

6.4 The Medical Director maintains official privilege and affiliation with at least one hospital serving Palm Beach County.

ARTICLE 7: ENTIRETY OF AGREEMENT

This agreement represents the entire written understanding between the parties. This Agreement may be modified and amended only by written instrument executed by the parties hereto. To the extent allowed by law, the venue for any action arising from this Agreement shall be in Palm Beach County, Florida.

ARTICLE 8; MISCELLANEOUS

8.1 No assignments by a party hereto of any rights under or interests in this agreement will be binding on another party hereto without the written consent of the party sought to be bound and any such assignment shall be void and of no effect. This includes, but without limitation, to monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from duty or responsibility under the Contract Documents.

8.2 To the fullest extent permitted by law, Keehn Emergency Medical Services, Incorporated shall indemnify by insurance or otherwise hold harmless and defend (provide and pay for legal defense) the Town, and each of their officers, agents, and employees from and against all claims, damages, losses, expenses and other costs, and attorney's fees on appeal arising directly out of or resulting from or in connection with the performance of the work, both on and off the job,



MEDICAL DIRECTOR CONTRACT

provided that any of the foregoing is attributed to personal injury, bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, or caused by any act or omission of the Medical Director or indemnification against anyone directly or indirectly employed by Keehn Emergency Medical Services, Incorporated. Nothing in this provision shall be constructed as consent by the parties to be sued, nor as a waiver of the Town's sovereign immunity beyond the limits provided for in Section 768.28, Florida Statutes.

8.3 The Town and the Medical Director each binds itself, any partners, successors, assigns and legal representatives to the other party hereto, partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained herein.

8.4 Keehn Emergency Medical Services, Incorporated shall provide Medical Professional Liability Insurance in the amount of one million dollars per occurrence and three million dollars per annual aggregate, for the Medical Director's service pursuant to this Agreement and shall provide documentation to the Town.

ARTICLE 9: AVAILABILITY OF FUNDS

The Town's performance and obligation to pay under this agreement is contingent upon an annual appropriation for its purpose by the Mayor and Commission of the Town of Palm Beach Shores.



MEDICAL DIRECTOR CONTRACT

ARTICLE 10: RECORD KEEPING

All records relating to this Agreement shall be kept for three years after the termination of this Agreement and Keehn Emergency Medical Services, Incorporated shall allow access to its records during normal business hours and upon reasonable advance requests of the Town, its employees and agents.



MEDICAL DIRECTOR CONTRACT

OFFICE OF THE INSPECTOR GENERAL: Pursuant to Article XII of the Palm Beach County Charter, the Office of the Inspector General has jurisdiction to investigate municipal matters, review and audit municipal contracts and other transactions, and make reports and recommendations to municipal governing bodies based on such audits, reviews or investigations. All parties doing business with the Town shall fully cooperate with the inspector general in the exercise of the inspector general's functions, authority and power. The inspector general has the power to take sworn statements, require the production of records and to audit, monitor, investigate and inspect the activities of the Town, as well as contractors and lobbyists of the Town in order to detect, deter, prevent and eradicate fraud, waste, mismanagement, misconduct and abuses.

PUBLIC RECORDS: In accordance with Sec. 119.0701, *Florida Statutes*, the Contractor must keep and maintain this Agreement and any other records associated therewith and that are associated with the performance of the services contemplated herein. Upon request from the Town's custodian of public records, the Contractor must provide the Town with copies of requested records, or allow such records to be inspected or copied, within a reasonable time in accordance with access and cost requirements of Chapter 119, *Florida Statutes*. A Contractor who fails to provide the public records to the Town, or fails to make them available for inspection or copying, within a reasonable time may be subject to attorney's fees and costs pursuant to Sec. 119.0701, *Florida Statutes*, and other penalties under Sec. 119.10, *Florida Statutes*. Further, the Contractor shall ensure that any exempt or confidential records associated with this Agreement or associated with the provision of services contemplated herein are not



MEDICAL DIRECTOR CONTRACT

disclosed except as authorized by law for the duration of the Agreement Term, including extensions, and following completion of the Agreement if the Contractor does not transfer the records to the Town. Finally, upon completion of the Agreement, the Contractor shall transfer, at no cost to the Town, all public records in possession of the Contractor, or keep and maintain public records required by the Town. If the Contractor transfers all public records to the Town upon completion of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. Records that are stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the Town's information technology systems.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, PLEASE CONTACT THE TOWN CLERK, RECORDS CUSTODIAN FOR THE TOWN, AT (561) 844-3457, OR AT ebrowning@pbstownhall.org, OR AT 247 EDWARDS LANE, PALM BEACH SHORES, FLORIDA 33404.



MEDICAL DIRECTOR CONTRACT

AGREEMENT WITH THE TOWN OF PALM BEACH SHORES

TOWN OF PALM BEACH SHORES

MEDICAL DIRECTOR

BY: _____

BY: _____

MAYOR

STEVEN KEEHN

ATTEST:

(SEAL)

BY: _____

TOWN CLERK

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

BY: _____

TOWN ATTORNEY

APPROVED AS TO TERMS AND CONDITIONS

BY: _____

FIRE CHIEF

DATE: _____

FINANCE DEPT INITIALS: _____

ORDINANCE NO. O-16-19

AN ORDINANCE OF THE TOWN COMMISSION OF THE TOWN OF PALM BEACH SHORES, FLORIDA, AMENDING APPENDIX A. ZONING ORDINANCE. AT SECTION V. DISTRICT A REGULATIONS., PF 5.4. MAXIMUM LOT COVERAGE; LOT COVERAGE CALCULATION. TO LIMIT THE SQUARE FOOTAGE CREDIT FOR ENCLOSED GARAGES TO APPLICATION ON THE FIRST FLOOR WHEN THE ENCLOSED GARAGE IS A MINIMUM OF TWO HUNDRED SQUARE FEET IN SIZE; PROVIDING THAT EACH AND EVERY OTHER SECTION AND SUBSECTION OF APPENDIX A. ZONING ORDINANCE. 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 current Zoning Ordinance provides for a square footage credit for the construction of enclosed garages in association with newly constructed principal buildings; and

WHEREAS, this square footage credit is not currently limited in its application to lot coverage on the first or second floor (e.g. balconies) nor does the Town Code otherwise require a minimum garage size; and

WHEREAS, the Town Commission desires to amend this regulation to ensure that the credit is applied as originally intended; and

WHEREAS, the Town Commission believes this amendment to its Code of Ordinances is in the best interests of the citizens of the Town of Palm Beach Shores.

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

Section 1: Appendix A. Zoning. of the Code of Ordinances of the Town of Palm Beach Shores is hereby amended at Section V. District A. Regulations., Pf. 5.4. Maximum lot coverage; lot coverage calculation. to limit the square footage credit for enclosed garages to application on the first floor when the enclosed garage is a minimum of two hundred square feet in size; providing that Pf. 5.4. Maximum lot coverage; lot coverage calculation. shall hereafter read as follows:

Pf. 5.4. - Maximum lot coverage; lot coverage calculation.

(a) Lot coverage, single story principal building. The maximum percentage of coverage of a lot by buildings as set forth in Pf. 2.13., including all accessory buildings and garages, for a single story principal building shall be forty (40) percent, except where a residential structure is built on two (2) adjoining platted lots as allowed by Pf. 5.3. above, in which case the maximum percentage of coverage of the adjoining lots by buildings shall be thirty (30) percent.

(See also Pf. 2.13. Coverage of a lot by buildings., and Pf. 5.4.1. Supplemental floor area calculation)

(b) Lot coverage, two-story principal building. The maximum percentage of coverage of a lot by buildings as set forth in Pf. 2.13., including all accessory buildings and garages, for a newly constructed two-story principal building shall be thirty-five (35) percent, except where a residential structure is built on two (2) adjoining platted lots as allowed by Pf. 5.3. above, in which case the maximum percentage of coverage of the adjoining lots by buildings shall be twenty-five (25) percent; the floor area ratio requirements at Pf. 5.4.2 must also be applied for all two-story principal structures.

(See also Pf. 2.13. Coverage of a lot by buildings., and Pf. 5.4.1. Supplemental floor area calculation)

(c) District specific calculation requirements. For any newly constructed principal building, a lot coverage credit of two hundred (200) square feet shall be given when the principal building includes an enclosed garage which is a minimum of two hundred (200) square feet. The lot coverage credit shall be applied only to that portion of the lot coverage attributable to the first floor of the principal building and shall not be credited to second floor balconies.

Section 2: Each and every other article, section and subsection of Appendix A. Zoning Ordinance. 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 19th day of August 2019.

SECOND AND FINAL READING this 17th day of September 2019.

TOWN OF PALM BEACH SHORES

ATTEST:

Myra Koutzen, Mayor

Evyonne Browning, Town Clerk

Approved as to form and legal sufficiency.

Keith Davis, Town Attorney

(Seal)