

**PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**AGENDA ITEM SUMMARY**

Meeting Date:	May 5, 2020	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Regular
		<input type="checkbox"/> Workshop	<input type="checkbox"/> Public Hearing
Department:	Fire-Rescue		

**I. EXECUTIVE BRIEF**

**Motion and Title: Staff recommends motion to approve:** a Third Amendment to Interlocal Agreement for Fire Protection and Emergency Medical Services with the Town of Jupiter for additional personnel to be funded through the Jupiter MSTU based on the "Full Cost Formula", which the estimated amount for FY 2020 will be \$167,349.

**Summary:** On November 19, 2013, the Board approved an Interlocal Agreement for Fire Protection and Emergency Medical Services (R2013-1670) with the Town of Jupiter (Town) for a term of ten (10) years. The contract price is funded through the Jupiter Municipal Service Taxing Unit (MSTU). The Town adopted Ordinance Number 42-13 to extend its inclusion in the Jupiter MSTU through tax year 2022 to fund fire rescue services through September 30, 2023. The Town's contract price for this Agreement is calculated on a "Full-Cost Formula" methodology as described in the Agreement. The "Full-Cost Formula" methodology is calculated using a percentage of the Battalion 1 budget based on the percentage of Unit Responses within the Jupiter MSTU boundaries. The FY 2018 percentage of Unit Responses for the Jupiter MSTU is 67.57%. On February 7, 2017, the Board approved a First Amendment (R2017-0209) to increase the number to 18 fire rescue personnel on duty at all times, and on July 11, 2017, the Board approved a Second Amendment (R2017-0920) to increase the number to 19 fire rescue personnel to be on duty at all times. This proposed Third Amendment will increase the number to 20 fire rescue personnel on duty at all times.

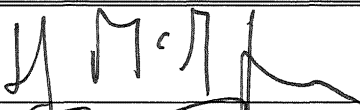
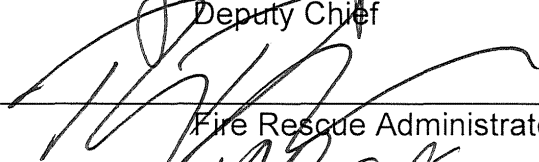
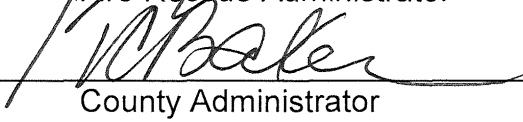
The total estimated cost for the increase in staffing for FY 2020 is \$412,716. Since the Jupiter MSTU millage rate for FY 2020 was established prior to the approval of this Third Amendment, the Jupiter MSTU's portion of said prorated cost for FY 2020, which is \$167,349, will be funded by the main Fire/Rescue MSTU. The revenue to cover said costs will be included in the FY 2021 Jupiter MSTU budget to be transferred back to the main Fire/Rescue MSTU, through the taxation of properties within the territorial limits of the Town, under the provisions of Chapter 26, Article II, Division 3, of the Palm Beach County Code and the Town's Ordinance No. 42-13. This arrangement also benefits the main Fire/Rescue MSTU by the provision of additional personnel to serve the Battalion 1 area. Countywide/District 1 (SB)

**Background and Justification:** Chapter 26, Article II, Division 3, of the Palm Beach County Code established the Jupiter MSTU as a mechanism for the provision and funding of County fire protection and emergency medical services within the established boundaries of the Jupiter MSTU. The Town has received fire protection and emergency medical services from the County since 1997.

This Amendment will increase on duty personnel in order to allow a third responder to be dispatched in the rescue vehicle assigned to Station 18, located at 777 North US Highway 1 in Jupiter.

**Attachment:** Third Amendment to Interlocal Agreement (2)

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Recommended by:		4-20-20
	Deputy Chief	Date
Approved by:		4/20/2020
	Fire Rescue Administrator	Date
Approved by:		5/4/2020
	County Administrator	Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures					
Operating Costs	<u>247,667</u>	<u>635,230</u>	<u>654,286</u>	<u>673,915</u>	
External Revenues		<u>(596,574)</u>	<u>(442,101)</u>	<u>(455,364)</u>	
Program Income (County)					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<u>247,667</u>	<u>38,656</u>	<u>212,185</u>	<u>218,551</u>	
<b># ADDITIONAL FTE POSITIONS (Cumulative)</b>	<u>4</u>				

Is Item Included in Proposed Budget? Yes \_\_\_\_\_ No X  
 Does this item include the use of federal funds? yes \_\_\_\_\_ no X  
 Budget Account No.: Fund \_\_\_\_\_ Dept \_\_\_\_\_ Unit \_\_\_\_\_  
 Revenue Source \_\_\_\_\_/Object \_\_\_\_\_

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

Fire/Rescue MSTU Revenue: 1300-440-4210-8053  
 Fire/Rescue MSTU Expenditures: 1300-440-4231-various  
  
 Jupiter MSTU Revenue: 1301-440-6500-1110  
 Jupiter MSTU Expenditures 1301-820-4290-9052

The projected revenues are dependent upon the actual costs based on the "Full-Cost Formula" methodology included in the Agreement. These revenues are normally collected through the Jupiter MSTU and transferred to the Fire/Rescue MSTU. FY 2020 expenditures and revenue are prorated for 148 days based on an anticipated implementation date of May 6, 2020. The actual cost to the Jupiter MSTU for FY 2020 will be transferred to the main Fire/Rescue MSTU in FY 2021.

C. Departmental Fiscal Review: mutual maint

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development and Control Comments:**

[Signature] 4/23/2020 LM 4/21  
 OFMB Contract Development and Control

**B. Legal Sufficiency**

[Signature] 5/4/2020  
 Assistant County Attorney

[Signature] 5/4/2020  
 At the time of our review, the agreement was not executed.

**C. Other Department Review:**

contingent upon receipt of executed agreements from town and legal approval on such.

\_\_\_\_\_  
 Department Director

REVISED 9/03  
 ADM FORM 01

(THIS SUMMARY IS NOT TO BE USED AS A BASIS FOR PAYMENT.)

**THIRD AMENDMENT TO INTERLOCAL AGREEMENT  
FOR FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES  
BY AND BETWEEN THE TOWN OF JUPITER AND PALM BEACH COUNTY**

THIS THIRD AMENDMENT TO INTERLOCAL AGREEMENT FOR FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES is made and entered into on \_\_\_\_\_, by and between the TOWN OF JUPITER, a Florida municipal corporation of the State of Florida, (hereinafter the “Town”) and PALM BEACH COUNTY, a political subdivision of the State of Florida (hereinafter the “County”).

**WITNESSETH:**

**WHEREAS**, the Town receives fire-rescue services from the County by and through the Town’s participation in the County’s Jupiter Municipal Services Taxing Unit (“Jupiter MSTU”) pursuant to ordinances duly enacted by the parties, and as further detailed in that certain Interlocal Agreement for Fire Protection and Emergency Medical Services (R2013-1670) between the parties dated November 19, 2013 (hereinafter the “Agreement”); and

**WHEREAS**, the parties entered into the First Amendment (R2017-0209) and Second Amendment (R2017-0920) to increase the number of fire-rescue personnel to be on duty at all times in the Jupiter Service Area; and

**WHEREAS**, the Town’s annual contract price for fire-rescue services is calculated based on the “Jupiter Contract Full Cost Allocations Methodology” attached to the Agreement as Exhibit A (“Full Cost Formula”); and

**WHEREAS**, the costs for providing fire-rescue services to the Town are budgeted by the County in its main fire/rescue MSTU and funded by the Jupiter MSTU by a revenue transfer from the Jupiter MSTU to the main fire/rescue MSTU to cover said costs; and

**WHEREAS**, the County currently provides the Jupiter Service Area with nineteen (19) fire-rescue personnel to be on duty at all times; and

**WHEREAS**, the parties desire to amend the Agreement to increase the number of fire-rescue personnel on duty at all times to twenty (20); and

**WHEREAS**, increasing the number of fire-rescue personnel on duty at all times in the Jupiter Service Area may result in an increase to the Town’s annual contract price for fire-rescue services; and

**WHEREAS**, for FY 2020, the increase in the annual contract price for the additional personnel will be prorated based on the implementation date of the additional staffing; and.

**WHEREAS**, the Board hereby determines that the main fire/rescue MSTU will be benefited by funding the increased cost for the additional personnel in the Jupiter Service Area for the remainder of

FY 2020, provided that revenue to cover said costs are transferred from the Jupiter MSTU to the main fire/rescue MSTU in the FY 2021 budget.

**NOW, THEREFORE**, in consideration of the mutual representations, terms and covenants hereinafter set forth, the parties hereby agree as follows:

1. The facts set forth in the preamble to this Third Amendment are true and correct, and are hereby reaffirmed by the parties and incorporated herein.
2. Section 4A, of the Agreement is hereby amended to read as follows:

**SECTION 4. PERSONNEL ASSIGNMENTS, COMMAND STAFF**

**A. Personnel**

The County currently staffs the Jupiter Service Area with nineteen (19) fire-rescue personnel on duty at all times. By May 6, 2020, the County will increase staffing in the Jupiter Service Area to twenty (20) fire-rescue personnel on duty at all times. The twenty (20) personnel shall include Firefighters, Driver Operators, Paramedics, Emergency Medical Technicians, and Station Officers. This increase in personnel may result in an increase to the Town's annual contract price, calculated in accordance with the Full Cost Formula.

For FY 2020, the contract price is hereby increased by \$412,716 for the additional personnel, which will be prorated from May 6, 2020, for a total cost to the Town of \$167,349. This prorated FY 2020 cost for the additional personnel will be included in the FY 2021 Jupiter MSTU budget to be transferred as revenue to the main fire/rescue MSTU.

3. Section 27, of the Agreement is hereby amended to read as follows:

**SECTION 27. ANNUAL APPROPRIATIONS**

Each party's performance and obligation to fund services under the Agreement, the First Amendment, Second Amendment and this Third Amendment are contingent upon an annual budgetary appropriation by their respective governing bodies for each fiscal year, and is subject to any budgetary limitations imposed by law.

4. This Third Amendment shall take effect upon approval of both parties.

5. Except as provided herein, all other provisions of the Agreement, as amended, shall remain unchanged and in full force and effect; provided, however, that in the event of any conflict, inconsistency, or incongruity between the provisions of this Third Amendment and the provisions of the Agreement, as amended, this Third Amendment shall control.
  
6. A copy of this Third Amendment shall be filed with the Clerk of the Circuit Court in and for Palm Beach County.

[remainder of page left blank intentionally]

IN WITNESS WHEREOF, the parties or their duly authorized representatives hereby execute this Third Amendment on the date first written above.

ATTEST:  
SHARON R. BOCK,  
Clerk & Comptroller

PALM BEACH COUNTY, FLORIDA,  
BY ITS BOARD OF COUNTY  
COMMISSIONERS

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
Dave Kerner, Mayor

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

APPROVED AS TO TERMS AND  
CONDITIONS

By: [Signature]  
County Attorney

By: [Signature]  
Fire Rescue

ATTEST:

TOWN OF JUPITER, FLORIDA,  
BY ITS TOWN COUNCIL

By: [Signature]  
Town Clerk



[Signature]  
Todd R. Wodraska, Mayor

APPROVED AS TO FORM AND  
LEGAL SUFFICIENCY

By: [Signature]  
Thomas J. Baird, Town Attorney

**TOWN OF JUPITER**  
**Third Amendment to the Interlocal Agreement for Fire Protection and  
Emergency Medical Services between the Town of Jupiter and Palm  
Beach County.**



DATE:	April 28, 2020
TO:	The Honorable Mayor Wodraska Members of the Town Council
THRU:	Matt Benoit, Town Manager
FROM:	Mike Villella, Finance Director
SUBJECT:	Amendment to the Palm Beach County Fire Rescue (PBC FR) Contract to increase staffing levels at station 18 rescue/engine from two (2) FTE to three (3) FTE and allowing PBC fire rescue to include 4 months of FY2020 cost increases in the FY 2021 budget.

**EXECUTIVE SUMMARY:**

Town staff is recommending that Town Council approve an amendment to the terms of the Interlocal Agreement with Palm Beach County to increase staffing at Station 18 by one (1) FTE. This increase in staffing will allow an additional medical responder to be placed on the ALS (Advanced Life Support) Rescue/Engine. This staffing level will allow for an enhanced ability to address medical needs of patients on the scene of a response and reduce the number of units that are dispatched. The County currently provides the Town with a total of nineteen (19) fire-rescue personnel and if approved, this amendment to the agreement will bring the total number of fire-rescue personnel to twenty (20).

**Background:**

Currently, the rescue unit at Station 18 (located at Burt Reynolds Park on US1) is staffed with two medical responders while the other two stations in Jupiter (stations 16 and 19) each have three responders assigned to each of their ALS rescue units. The increase in ALS personnel will enhance the level of medical response coming from station 18 that require unloading equipment, conducting initial evaluations and triage activities as well as recording and reporting data. A third responder would often be dispatched via a separate vehicle when needed, but that methodology tends to be less reliable due to medical calls in other locations at the same time and reduces total response times for medical needs.

**Budget Impacts:**

The estimated cost to add a third responder at Station 18 is estimated at \$412,716 annually. A May 2020 implementation will cost the Town \$167,349 for the remaining 4 months (May 6, 2020 – September 30, 2020) in FY2020. This cost includes all related personnel and equipment associated with the additional staff member. This amendment would have increased the operating millage of the MSTU by .0147 for FY2020 from 1.9097 to 1.9244.

If approved, the prorated FY 2020 cost for the additional personnel will be included in the FY 2021 Jupiter MSTU budget to be transferred as revenue to the main Fire/Rescue MSTU.

As a reminder, the Town's cost is determined by the total budget for Battalion 1 and the number of total units that respond to calls in the Town each year. The number of "units" represents the vehicles and/or equipment that are dispatched to a call. So, although Battalion 1's total budget may increase, it is possible that the Town's share of the budget will not increase commensurately as the number of units dispatched to calls may decrease.

**RECOMMENDATION:**

Town staff is recommending that Town Council approve an amendment to the terms of the Interlocal Agreement with Palm Beach County to increase staffing at Station 18 by one (1) FTE and to include any cost increase to the Jupiter MSTU in the FY 2021 budget.

**Strategic Priority:**

Safety

**Attachments:**

- Amendment number three (3) to the PBC Fire-Rescue interlocal agreement.

**Funding Source:**

	Approved in Budget	\$	Sources:
	Additional Funding Required	\$	Sources:

**\*Funding is not necessary for this request**

If additional information is needed please contact Mike Vilella at [michaelv@jupiter.fl.us](mailto:michaelv@jupiter.fl.us) or Scott Reynolds at [scottr@jupiter.fl.us](mailto:scottr@jupiter.fl.us).



**SYNOPSIS  
TOWN OF JUPITER  
TOWN COUNCIL SPECIAL MEETING  
TUESDAY, APRIL 28, 2020**

Mayor Wodraska called the meeting to order at 7:00 P.M.

Roll Call: Mayor Todd R. Wodraska; Vice-Mayor Jim Kuretski; Councilor Ron Delaney; Councilor Ilan G. Kaufer; Councilor Cameron May; Town Manager Matt Benoit; Town Attorney Thomas J. Baird and Deputy Town Clerk Laura Cahill.

**CITIZEN COMMENTS – YES (2)**

All Non-agenda items are limited to three (3) minutes. Anyone wishing to speak is asked to state his/her name and address for the record prior to addressing the Town Council. **Council will not discuss these items this evening. Any issues will be referred to Staff for investigation; a report will be forwarded to Council; and citizens will be contacted.**

**MINUTES**

1. March 3, 2020 Town Council Meeting Minutes.

Councilor Delaney moved to approve the March 3, 2020 Town Council Meeting Minutes, as amended; seconded by Councilor Kaufer; motion passed.

Wodraska	Kuretski	Delaney	Kaufer	May
Yes	Yes	Yes	Yes	Yes

**CONSENT AGENDA**

All items listed in this portion of the agenda are considered routine by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilor or citizen so requests; in which event, the item will be removed and considered at the beginning of the regular agenda.

- Vice-Mayor Kuretski pulled item 3.
- Councilor Kaufer pulled item 3.

Councilor Delaney moved to approve the Consent Agenda, as amended; seconded by Councilor Kaufer; motion passed.

**PUBLIC HEARING**

2. **Coastal Management Element and Conservation Element Text Amendments** –

Town-initiated Comprehensive Plan Text Amendments to:

- A. **Ordinance 6-20, First Reading, Coastal Management Element** – Town-initiated Comprehensive Plan Text Amendments to Policies 2.6.4 and 2.6.5 of the Coastal Management Element to modify completion dates for implementing climate policies and adaptation action areas. (Second Reading – 6/16/20)
- B. **Ordinance 7-20, First Reading, Conservation Element** – Town-initiated Comprehensive Plan Text Amendments to Policies 1.10.2 and 1.10.4 of the Conservation Element to modify the date for green local government certification and support for community gardens. (Second Reading – 6/16/20)

Titles read by Mr. Baird.

## **CONSENT AGENDA**

### **PUBLIC HEARING**

3. **Ordinance 9-20, First Reading, Future Land Use Element Text Amendments –**  
Town-initiated Comprehensive Plan Text Amendments to:
  - A. Policy 1.13.5 to modify the completion date for adopting a new mixed-use zoning district for properties 100 acres and less in size; and,
  - B. Objective 1.18 to modify the completion date for developing transit-oriented criteria for properties within ½ mile of a public transit stop. (Second Reading – 6/16/20) **MOVED TO REGULAR AGENDA**
  
4. **Ordinance 2-20, Second Reading, Infrastructure Element Comprehensive Plan Text Amendment** – To modify Policy 1.3.13 to adopt by reference the Town’s 2017 Water Master Plan Update and 2019 10-year Water Supply Facilities Work Plan to coordinate with the South Florida Water Management District’s 2018 10-year Lower East Coast Regional Water Supply Plan Update.

Title read by Mr. Baird.

### **PUBLIC BUSINESS**

5. **Resolution 30-20**, Approving contract award to Johnson-Davis, Inc. for Old Jupiter Creek and Casseekey Island Subaqueous Water Main Crossings in the amount of \$452,000.
  
6. **Resolution 38-20**, Approving contract award recommendation to Johnson-Davis, Inc. for Evernia Street Alley Drainage Improvements in the amount of \$179,000 and approval of an Amended Project Budget.
  
7. **Resolution 43-20**, Approving March 2020 update to the Town’s Program for Public Information (PPI) as required by the National Flood Insurance Program’s Community Rating System.
  
8. Approving the agreement between the Town of Jupiter and Seminole County Sheriff’s Office to provide Peer Support for Individuals seeking recovery from Opiate Addiction.
  
9. Approving the amended and restated Interlocal Agreement to the existing Interlocal Agreement with Palm Beach County for interoperable Radio Communication.

**END OF CONSENT**

**ITEMS REMOVED FROM CONSENT AGENDA TO REGULAR AGENDA**

**3. Ordinance 9-20, First Reading, Future Land Use Element Text Amendments –**

Town-initiated Comprehensive Plan Text Amendments to:

- A. Policy 1.13.5 to modify the completion date for adopting a new mixed-use zoning district for properties 100 acres and less in size; and,
- B. Objective 1.18 to modify the completion date for developing transit-oriented criteria for properties within ½ mile of a public transit stop. (Second Reading – 6/16/20)

Councilor Kaufer moved to approve Ordinance 9-20, First Reading, Future Land Use Element Text Amendments, as amended to revise the deadline to 2021; seconded by Councilor Delaney; motion passed.

Title read by Mr. Baird.

Wodraska	Kuretski	Delaney	Kaufer	May
Yes	Yes	Yes	Yes	Yes

**REGULAR AGENDA**

**PUBLIC HEARING**

**10. Ordinance 10-20, First Reading,** Amending the Town’s Existing Water and Irrigation Conservation Program Restrictions and Exemptions. (Second Reading – 5/19/20).

Vice-Mayor Kuretski moved to approve Ordinance 10-20, First Reading; seconded by Councilor Delaney; motion passed.

Title read by Mr. Baird.

Wodraska	Kuretski	Delaney	Kaufer	May
Yes	Yes	Yes	Yes	Yes

**PUBLIC BUSINESS**

**11. Resolution 44-20,** Approving Fiscal Year 2020 Mid-Year Budget Amendments.

Councilor Delaney moved to approve Resolution 44-20; seconded by Councilor May; motion passed.

Wodraska	Kuretski	Delaney	Kaufer	May
Yes	Yes	Yes	Yes	Yes

**12.** Approving funding for the Community Organizations Funding Program for fiscal year 2020 for local non-profit and charitable organizations in the amount of \$43,500.

Councilor Kaufer moved to approve funding for the Community Organizations Funding Program for fiscal year 2020 for local non-profit and charitable organizations in the amount of \$46,000; seconded by Councilor Delaney; motion passed.

Wodraska	Kuretski	Delaney	Kaufer	May
Yes	Yes	Yes	Yes	Yes

**REGULAR AGENDA**

**PUBLIC BUSINESS**

**13.** Approving an amendment to the Palm Beach County Fire Rescue (PBC FR) Contract to increase staffing levels at station 18 rescue/engine from two (2) FTE to three (3) FTE and allowing PBC fire rescue to include 4 months of FY2020 cost increases in the FY 2021 budget.

Councilor May indicated he planned to abstain from voting due to his employment with Palm Beach County Fire Rescue.

Councilor Delaney moved to approve an amendment to the Palm Beach County Fire Rescue (PBC FR) Contract to increase staffing levels at station 18 rescue/engine from two (2) FTE to three (3) FTE and allowing PBC fire rescue to include 4 months of FY2020 cost increases in the FY 2021 budget; seconded by Councilor Kaufer; motion passed.

Wodraska	Kuretski	Delaney	Kaufer	May
Yes	Yes	Yes	Yes	Abstain

**14.** Selection of Town of Jupiter Vice-Mayor 2020-2021.

Councilor Delaney moved to approve Councilor Kaufer as Vice-Mayor for 2020- 2021; seconded by Councilor May; motion passed.

Wodraska	Kuretski	Delaney	Kaufer	May
Yes	Yes	Yes	Yes	Yes

**ROUNDTABLE**

**15.** Fiscal Year 2020 Strategic Plan – Enhance Bicycle Lanes with Green Markings.

**REPORTS**

**TOWN ATTORNEY - NONE**

**TOWN MANAGER**

**TOWN COUNCIL – LIAISON REPORTS AND COMMENTS**

**ADJOURNMENT** – 8:44 P.M.