

TOWN OF PALM BEACH

Information for Town Council Meeting on: August 8, 2023

To: Mayor and Town Council

Via: Kirk W. Blouin, Town Manager

Via: Carolyn Stone, Deputy Town Manager

From: Jess Savidge, Administrative Manager

Re: Amendment of Town Clerk's Office Permits
Ordinance **No. 016-2023**

Date: July 26, 2023

STAFF RECOMMENDATION

Staff recommends the Town Council approve the proposed revisions of the Town's Code of Ordinances concerning the Town Clerk's Office's permit procedures.

GENERAL INFORMATION

This proposed amendment of the code would allow the Town Clerk's Office to revise its permit applications, currently prohibited by code language specifying exactly what information must be collected for each. The Town no longer uses much of this information during its review, processing, and issuance, as the relevant subsections have undergone minimal updates since they were first written in 1982. Due to the upcoming online digital conversion of the Town's permit processing this coming year, it is a good time to eliminate these restrictive subsections and take advantage of this opportunity.

The proposed revisions eliminate restrictive procedural specifications and language which holds the Town Clerk's Office liable for verifying information that state or federal departments are responsible for. Since the majority of the permits the Town issues are not for the purpose of satisfying requirements of Florida law, the applications should keep to their purpose of collecting data to manage demands within the Town rather than collect redundant information managed by other governmental agencies. These upcoming revisions would streamline the applications and simplify the permit process for both applicants and processors, saving employee time and taxpayer money.

This amendment of the code would also correct the subsections on permit application fees to which have not yet been updated to reflect the existence of the fee schedule.

STRATEGIC PLAN

These changes are in support of the Strategic Plan including the strategic focus areas of Sound Fiscal Management, Collaborative Town Government, and Quality of Life and will contribute to one of the Town's goals for 2023 of continuing to implement cost-saving measures. Streamlining the permit process and permit applications will save employee time and taxpayer money, especially during the busy season when permit volume increases, and will also allow the Town Clerk's Office to keep more efficient records and generate more useful data for future decision making.

TOWN ATTORNEY REVIEW

The proposed document has been reviewed and approved for legal form and sufficiency.

CC: John C. Randolph, Town Attorney
Kelly Churney, Acting Town Clerk
Pat Gayle-Gordon, Deputy Town Clerk
Katherine deClaire, Clerk Support Assistant