

**TOWN OF OCEAN RIDGE
TOWN COMMISSION REGULAR MEETING REVISED
AGENDA**



**April 7, 2025 at 6:00 PM
Town Hall - Meeting Chambers**

TOWN COMMISSIONERS

Mayor Geoff Pugh
Vice Mayor Steve Coz
Commissioner Carolyn Cassidy
Commissioner David Hutchins
Commissioner Ainar Aijala Jr.

ADMINISTRATION

Town Administrator Lynne Ladner
Town Attorney Christy Goddeau
Town Clerk Kelly Avery
Chief of Police Scott McClure

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

PRESENTATIONS & PROCLAMATIONS

1. Swearing-in of Commissioner Steve Coz
2. Ms. Rhonda Giger, Palm Beach County Commission on Ethics

ANNOUNCEMENTS

3. The meeting schedule for the next month is as follows: Regular Town Commission Meeting Monday, May 5th at 6:00 PM; Town Commission Goal Setting Workshop Monday, April 14th at 2:00 p.m.; Code Enforcement Hearing Tuesday, May 6th at 10:00 AM; Planning & Zoning Commission Meeting Tuesday, April 15th at 8:00 AM; Board of Adjustment Meeting (tentatively) Wednesday, April 16th at 9:00 AM. All meetings are held in the Commission Chambers at Town Hall.
4. The Town Commission will consider appointments to the following Board positions at the May 5, 2025, Town Commission meeting: **Board of Adjustment** - one regular member for a three-year term and two alternate members for three-year terms; and **Planning & Zoning Commission** - two alternate members for three-year terms. Interested residents must be registered to vote in Ocean Ridge, available for the monthly meetings, and submit a resume and letter of interest to the Town Clerk by the deadline of April 23rd at 3:00 p.m.
5. Residents who wish to sign up to receive important Town notifications and news through Civic Ready should sign up on the Town's website or call Town Hall for assistance.

PUBLIC COMMENT – (3-minute individual limit for items not on the agenda)

APPROVAL OF CONSENT AGENDA (Items that do not require discussion)

6. Adopt Minutes of the March 3, 2025, Regular Town Commission Meeting
7. Ratification of the Henri's Apartments Temporary Construction Easement Agreement
8. Resolution 2025-08 - Adopting Cybersecurity Standards for compliance with Section 282.3185, Florida Statutes
9. March Revenue and Expenditure Report
10. Approval of Resolution 2025-10 - Establishing Town Commission Easement Policy
11. Approval of First Amendment to Town Manager Employment Agreement

REGULAR AGENDA ITEMS

12. Resolution No. 2025-06: A Resolution of the Town of Ocean Ridge, Florida, Electing a Mayor
13. Resolution No. 2025-07: A Resolution of the Town of Ocean Ridge, Florida, Electing a Vice-Mayor
14. Approval of Ordinance on First Reading: Ordinance 2025-02: An Ordinance Of The Town Of Ocean Ridge, Florida, Amending The Land Development Code At Chapter 64, "Zoning", Article I, "District Regulations", Section 64-2, "RMM Medium Density Multiple-Family Residential District", To Correct Cross Reference To Section 64-1, "RSF And RSE Single-Family Residential Districts"; Providing For Codification, Severability, Conflicts, And An Effective Date.
15. Approval of Resolution 2025-09: A Resolution Of The Town Commission Of The Town Of Ocean Ridge, Florida, Amending The Adopted Schedule Of Fees To Increase The Fine Amount For A Violation Of Section 62-28 Regarding Animals On The Public Portion Of The Beach; Providing For Repeal Of Conflicting Resolutions, Directions To The Town Clerk, And An Effective Date
16. Consider proposal for purchase and installation of A/V equipment upgrade
17. Consider proposals to provide outsourced Finance Director services

STAFF & COMMITTEE REPORTS

18. Town Manager
19. Town Attorney
20. Police Chief

TOWN COMMISSIONER COMMENTS

ADJOURNMENT

REGULAR TOWN COMMISSION MEETING MINUTES

MARCH 3, 2025

CALL TO ORDER

The meeting was called to order by Mayor Pugh at 6:00 p.m.

ROLL CALL

Town Clerk Avery led the roll call, which was answered by the following:

Mayor Pugh	Present
Vice Mayor Coz	Present
Commissioner Aijala Jr.	Present
Commissioner Cassidy	Present (via phone)
Commissioner Hutchins	Present

PLEDGE OF ALLEGIANCE

Mayor Pugh led the pledge of allegiance.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

Vice Mayor Coz requested to add beach patrol as #18 under Commissioner Comments. Mayor Pugh requested to provide an update on the Town Manager evaluation. Town Manager Ladner requested to add FDOT after the proclamations.

Vice Mayor Coz moved to approve the agenda as amended; seconded by Commissioner Aijala. Motion carried 5-0. (1:48)

PRESENTATIONS & PROCLAMATIONS

1. Let's Move Palm Beach County Month
2. Government Finance Professionals' Week March 17-21, 2025

Town Clerk Avery read the proclamations into the record.

2a. FDOT (*Added to Agenda*)

Silvana Ojeda, Community Outreach Specialist, presented a slide presentation providing details regarding the State Road (SR) 804/East Ocean Avenue Resurfacing Project.

Mayor Pugh expressed his concern regarding milling, re-paving during King Tide, and working after hours. Project Administrator Harry and Construction Project Manager Miller addressed his concerns. Further discussion ensued regarding notification informing the residents.

ANNOUNCEMENTS

3. The meeting schedule for next month is as follows: Regular Town Commission Meeting on Monday, April 7, 2025, at 6:00 PM; Community Standards Hearing on Tuesday, March 4, 2025 at 10:00 am; Planning & Zoning Meeting on Tuesday, March 18 at 9:00 am; Board of Adjustment Meeting (tentatively) on Wednesday, March 19 at 9:00 am; All meetings are held in the Commission Chambers at the Town Hall.

REGULAR TOWN COMMISSION MEETING MINUTES

MARCH 3, 2025

4. Just a reminder that there will be no Municipal Election in March, as only one candidate qualified to fill one Town Commission seat. The candidate that qualified is Steve Coz. Commissioner Coz will be sworn into office at the Town Commission Meeting on April 7, 2025.
5. The Town Commission will consider appointments to the following Board positions at the May 5, 2025, Town Commission meeting: Board of Adjustment – one regular member for a three-year term and two alternate members for three-year terms; and Planning & Zoning Commission – two alternate members for three-year terms. Interested residents must be registered to vote in Ocean Ridge, available for the monthly meetings, and submit a resume and letter of interest to the Town Clerk by the deadline of April 23rd at 3:00 p.m.
6. The Town will be providing free shredding services to residents of Ocean Ridge and Briny Breezes on Saturday, April 5th from 9 a.m. until Noon in the back parking lot at Town Hall. For more information regarding this event, please visit the Town's Website.
7. Residents who wish to sign up to receive important Town notifications and news Through Civic Ready should sign up on the Town's website or call Town Hall for Assistance.

Town Clerk Avery read the announcements into the record.

Police Chief McClure introduced the new hires, Police Officer Matthew Power, Dispatcher Jessica Murdoch, and Dispatcher Kendall Mirrione.

PUBLIC COMMENT

Mayor Pugh opened the floor for public comment.

The following spoke: Sallie Howell, Terry Brown, Caroyln Cassidy, Betty Bingham, Carol Besler, Janet Schijns, Joe Belmonte, Stella Kolb, Lucy Brown, and Roy Schijns

Mayor Pugh closed the floor for public comment.

APPROVAL OF CONSENT AGENDA

8. Adopt Minutes of the February 3, 2025, Regular Town Commission Meeting.
9. Acceptance of the Annual Infrastructure Surtax Report for 2024
10. Designation of Voting Delegate and Alternates to Palm Beach County League of Cities.
11. Feb 2025 Rev and Exp report

Vice Mayor Coz moved to approve the Consent Agenda; seconded by Commission Hutchins. Motion carried 5-0. (45:27)

PUBLIC HEARING ITEMS

12. Approval of Ordinance 2025-01 on First Reading: An Ordinance Of The Town Of Ocean Ridge, Florida, Amending The Comprehensive Plan Of The Town Of Ocean Ridge With The 2025 Evaluation And Appraisal Review (EAR) Based Amendments;

REGULAR TOWN COMMISSION MEETING MINUTES

MARCH 3, 2025

Providing For Recitals, Adoption, Conflicts, Repeal, Severability, Applicability, Transmittal, And An Effective Date

Town Planner O’Gorman provided a brief update on the item.

Jim Fleischman reviewed the proposed amendments and major revisions in detail.

Mayor Pugh opened the floor for public comment.

Kristine de Haseth – commented on the housing element.

Carol Besler – suggested circumventing the element on family licenses, daycare centers, or any business.

There was a consensus to remove 1.4 of the housing elements.

Terry Brown – commented on medium and high density along A1A.

Janet Schijns – suggested that the town consult with a specialist.

Mayor Pugh closed the floor for public comment.

There was a discussion regarding modular homes. Further discussion ensued regarding removing and correcting existing language from the Comp plan. Commissioner Cassidy asked questions about correcting or removing existing language from certain sections of the Comp Plan.

Town Clerk Avery read the ordinance into the record by title only.

Vice Mayor Coz moved to adopt Ordinance 2025-01 as amended on first reading; seconded by Commission Hutchins. Motion carried 5-0. (1:58)

REGULAR AGENDA ITEMS

13. Discussion Regarding obtaining Easements for Storm Drains

Town Manager Ladner explained the item.

Mayor Pugh opened the floor for public comment and there was none.

There was a consensus to allow the Town Manager to negotiate a deal and bring the item back to the Commission.

14. Resolution 2025-05: Approval of Re-plat of McCormick Mile Replat No.1 for 7, 8 & 9 Sabal Island Dr.

Town Attorney Goddeau explained the item.

Mayor Pugh opened the floor for public comment.

Kristine de Haseth – stated that it is great that the town is moving in the right direction.

REGULAR TOWN COMMISSION MEETING MINUTES

MARCH 3, 2025

Mayor Pugh closed the floor for public comment.

Commissioner Aijala moved to adopt Resolution 2025-05; seconded by Vice Mayor Coz. Motion carried 5-0. (2:07)

STAFF & COMMITTEE REPORTS

15. Town Manager

Town Manager Ladner stated that her report was included in the meeting package. She informed everyone that Florida Power and Light (FPL) will begin the underground infrastructure at the north end of the town including the Northern Islands and North Ocean Blvd at no cost. She stated that the contractors will notify the residents at a future time/date in 2025.

Mayor Pugh opened the floor for public comment.

The following spoke: Ken Kaleel and Terry Brown

Mayor Pugh closed the floor for public comment.

16. Town Attorney

Attorney Goddeau provided an update regarding receiving the Town Manager's evaluation from the Commission.

Mayor Pugh asked for an update regarding the fine accruing at the property address of 113 Island Drive S. Town Clerk Avery informed him that she mailed a certified letter to the owners and the builder the past week.

Richard Zizzo – spoke about the builder of the property.

17. Police Chief

Chief McClure advised that his report was included in the meeting package. He announced that there is the “Drug Take Back Program” until April 26th. He also mentioned that the CPR class held previously in January was remarkably successful.

TOWN COMMISSIONER COMMENTS

Vice Mayor Coz mentioned that Spring Break is approaching which brings large crowds and requested that the Police Department bring back the ATV to patrol now until Easter. He also mentioned that juveniles slashed chairs on the beach. Chief McClure responded to his concern. There was a discussion regarding the violation of dogs on the beach.

There was a consensus to increase the first violation to One Hundred Dollars (\$100.00)

REGULAR TOWN COMMISSION MEETING MINUTES

MARCH 3, 2025

Town Attorney Goddeau informed the Commission that the ordinance needs to be updated to reflect the increase. Mayor Pugh requested that the ordinance be brought to the next meeting.

Stella Kolb – expressed her concern regarding dogs on the beach.

Lucy Brown – also expressed her concern regarding dogs on the beach.

There was a consensus to place a police officer on patrol at the beach for the next budget year.

There was further discussion regarding assigning a police officer to patrol the beach.

Stella Kolb – emphasized that the issue is not about dogs, it is about safety.

ADJOURNMENT

Meeting Adjourned at 8:41 p.m.

Minutes prepared by Deputy Town Clerk Pinder and adopted by the Town Commission on April 7, 2025.

Geoff Pugh, Mayor

ATTEST:

Kelly Avery, Town Clerk

TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

THIS TEMPORARY CONSTRUCTION EASEMENT AGREEMENT ("TCE") is made this 17th day of March 2025, by **Henri's Apartments, LLC**, a Florida limited liability company, whose mailing address is 430 Kelsey Park Drive, Palm Beach Gardens, Florida 33410 ("Grantor") and the **Town of Ocean Ridge**, a Florida municipal corporation, whose mailing address is 6450 N. Ocean Blvd., Ocean Ridge, FL 33435 ("Grantee").

RECITALS

WHEREAS, the Grantor is the owner of that certain parcel of real property located in the Town of Ocean Ridge, Palm Beach County, Florida, which is generally described as 1 Tropical Drive, Ocean Ridge, Florida, 33435 (Parcel Control Number: 46-43-45-34-05-001-0190) (hereinafter "Property"); and,

WHEREAS, the Grantee entered a contract with Zabatt Engine Services, Inc. ("Contractor") to install at new generator at the Grantee's Tropical Pump Station just north of and adjacent to the Property ("Project"); and,

WHEREAS, after Grantee's Contractor failed to properly secure an off-site location for its temporary generator from the Grantor but placed the temporary generator on the Property (where it has remained for over 10 months), the Grantee requested a temporary construction easement from the Grantor over and across the Property for the temporary accommodation of the Contractor's temporary generator, electrical lines, related materials, and personnel for the Project; and,

WHEREAS, the Grantor is willing to enter this TCE and grant the requested temporary construction easement to Grantee in accordance with the terms set forth herein.

NOW, THEREFORE, in consideration of the grants and mutual covenants and agreements set forth herein, the sufficiency of which are hereby acknowledged, the following grants, agreements and covenants are hereby made:

1. The foregoing RECITALS are true and accurate and are incorporated herein by reference.
2. This TCE shall begin on **May 1, 2024** and shall continue for a term of one (1) year (expiring **April 30, 2025**) unless earlier terminated or extended by the parties as stated herein. The Grantee's Town Manager is authorized to extend the term of this TCE if agreed to by the Grantor in writing. If extended, the Grantor and Grantee's Town Manager shall negotiate a fee to be paid to the Grantor for such extension.
3. Under this TCE, the Grantee shall have the right to place and maintain the Contractor's temporary generator, electrical lines, and related materials in their current location at the Property, which is specially identified as the occupation of one (1) parking space for the temporary generator and other areas to accommodate the electrical lines and related materials ("TCE Area"). The Grantee's (and its Contractor's) personnel shall have the right to ingress and egress the TCE Area for purposes of maintain, repairing, connecting, and removing the temporary generator, electrical lines, and related materials.
4. Upon approval of this TCE by Grantor, the Grantee shall pay the Grantor \$27,5000 (Twenty-Seven Thousand Five Hundred Dollars) within ten (10) business days as consideration for this TCE and use of the TCE Area, which amount reflects the monthly payment of \$2,500 (Two Thousand Five Hundred Dollars) from May 1, 2024 to March 31, 2025). If the temporary generator, electrical lines,

and related materials remain within the TCE Area and/or the Town or its Contractor utilizes any of the TCE Area for any purpose (including restoration efforts) after March 31, 2025 through April 30, 2025, the Town shall pay the Grantor the monthly amount of \$2,500 (Two Thousand Five Hundred Dollars) by no later than April 10, 2025. **Upon removal of all equipment and material, and complete restoration of the TCE Area (less reasonable wear and tear), the Grantee shall terminate this TCE with written notice to the Grantor.**

5. Grantor hereby grants and conveys to Grantee this non-exclusive TCE for the purpose of accommodating the encroachment of the Property as specifically stated herein in support of the Project. Grantee's use of the TCE Area must conform to the following requirements:
 - a. Grantee shall maintain the TCE Area in a clean and safe condition, free of debris, silt and hazards related to Grantee's activities; and, all of Grantee's equipment, material, or other items shall be stored in the staging area in a non-wrecked, working condition.
 - b. Grantee shall prior to, or promptly upon, the termination or expiration of this TCE remove all equipment and material and restore the TCE Area to the condition it was in prior to the date of this TCE at Grantee's sole cost and expense.
 - c. Grantee shall promptly repair and restore the TCE Area disturbed by its or its Contractor's activities including, without limitation, restoring and repairing damaged concrete, paving, landscaping, car stops, utilities, or sod; and, remedying any other site damage caused directly or indirectly by Grantee, its employees, Contractors, and agents.
 - d. Grantee shall correct all disturbed areas in the TCE Area within 24 hours of notification by the Grantor. Notification of disturbed areas may be provided by **telephone or e-mail to Lynne Ladner at: (561) 232-4043 or email at Lladner@ocearidge.gov**
 - e. Grantee shall comply with all Town ordinances and other local, county, state and federal requirements and laws in use of the TCE Area.
6. Grantor may continue to use the TCE Area in any way which is compatible with the rights granted to Grantee hereunder. Grantee shall not be afforded any other rights to access or use of the Property beyond what is specifically set forth in this TCE.
7. The Grantee assumes all liability for and shall indemnify, hold harmless, and defend the Grantor, its officers, employees, and agents of, from, and against all liability and expense, including reasonable attorney's fees (at the trial and appellate levels), in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, for personal injury, property damage, or other equitable relief to the extent caused by the negligence of the Grantee's employees, officers, or agents, arising out of or related to this TCE. The Grantee's liability hereunder shall include all attorney's fees and costs (at the trial and appellate level) incurred by the Grantor in the enforcement of this indemnification provision. The foregoing shall not be deemed a waiver of the Grantee's right to sovereign immunity under the law. Further, under its contract with the Contractor, the Grantee shall also pursue any and all claims, damages, or expenses arising from or related to the Contractor's use of the TCE Area against the Contractor, its insurance, and under the Contractor's indemnification provision set forth therein in an effort to further indemnify and hold harmless the Grantor.
8. If the Grantee (or its Contractor) fails to comply with any term or condition of this TCE, the Grantor shall provide Grantee with a three (3) day notice of non-compliance. If the Grantee fails to remedy its non-compliance within three (3) days of Grantee's receipt of Grantor's notice of non-compliance, the Grantor shall have the right to terminate this TCE and require the Grantee to immediately remove any and all equipment and materials, from the TCE Area and to restore the same to its original condition (less normal wear and tear). If the Grantee fails to remove any of its equipment, materials,

vehicles or other items from the TCE Area within three (3) days of the termination of this TCE, the Grantor shall have the right to remove and dispose of the same and Grantee shall be liable to Grantor for all expenses related to the Grantor's removal and disposal.

9. The rights and obligations of the parties hereto shall be binding upon and inure to the benefit of their successors and assigns.
10. If any term or provision of this TCE, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, to remainder of this TCE, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this TCE shall be deemed valid and enforceable to the extent permitted by law.
11. Except for notices of disturbed areas, all notices required by this TCE shall be sent by certified mail, return receipt requested, or by nationally recognized overnight courier, to the addresses provided above for the parties or by hand-delivery to the Grantee's Town Manager.
12. This TCE shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce this TCE will be held exclusively in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.
13. **TO ENCOURAGE PROMPT AND EQUITABLE RESOLUTION OF ANY LITIGATION, EACH PARTY HEREBY WAIVES ITS RIGHTS TO A TRIAL BY JURY IN ANY LITIGATION OR DISPUTE RELATED TO THIS TCE.**
14. This TCE supersedes any and all prior negotiations and oral or written agreements heretofore made relating to the subject matter hereof and, except for written agreements, if any, executed and delivered simultaneously with or subsequent to the date of this TCE, constitutes the entire agreement of the parties relating to the subject matter hereof. This TCE may not be altered or amended except by a writing signed by the parties hereto. No waiver of any of the terms or conditions of this TCE shall be effective unless in writing and executed by the party to be changed therewith.
15. This TCE shall create no rights or claims whatsoever in any person other than a party herein.
16. This TCE shall not be construed more strongly against either party regardless of who was more responsible for its preparation.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK
SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the Grantor and Grantee have caused this Temporary Construction Easement Agreement to be executed on the date set forth above.

GRANTOR: HENRI'S APARTMENTS, LLC

Witnesses:

Lisa Ramirez
Print Name: LISA RAMIREZ
Print Address: 5463 CLUB CIR
Haverhill, FL 33415

Vinuesa Pierce
Print Name: Vinuesa Pierce
Print Address: 7872 Sonoma Springs
Cir Greenacres FL 33463

By:

Steve Goindoo
Print Name: STEVE GOINDOO

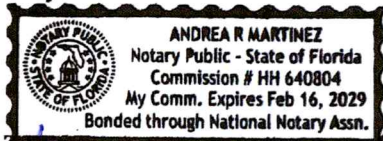
Title: MEMBER

[Corporate Seal]

STATE OF FLORIDA)
COUNTY OF PALM BEACH)

The foregoing instrument was acknowledged before me this 14 day of March, 2025, by Steve Goindoo, as member of Henri's Apartments, LLC, a Florida limited liability company authorized to do business in the State of Florida, and who is personally known to me or who has produced the following _____ as identification.

Notary Public :



Andrea Martinez
Print Name: Andrea Martinez
My commission expires: 2/16/2029

ATTEST:

Kelly Avery
Kelly Avery, Town Clerk



TOWN OF OCEAN RIDGE

Lynne Ladner
By: Lynne Ladner, Town Manager

Approved as to form and legal sufficiency

Christy L. Goddeau
Christy Goddeau, Town Attorney

Agenda: Monday, April 7, 2025
Memo: Item #8.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Lynne Ladner, Town Manager

**Subject: Resolution 2025-08 - Adopting Cybersecurity Standards for
compliance with Section 282.3185, Florida Statutes**

In accordance with section 282.31185, Florida Statutes, the Town must adopted cybersecurity standards consistent with the National Institute of Standards and Technology's Cybersecurity Framework. The Town is also required to adopt a policy related to Cybersecurity training for all new employees within 30 days of hire and annually for all employees. The Town is partnering with KnowBe4 to provide the required training in accordance with the National Institute of Standards and Technology Cybersecurity Framework.

Staff recommends...motion to adopt Resolution 2025-08 to adopt cybersecurity standards for compliance with Section 282.3185, Florida Statutes.

Suggested Motion: I make a motion to adopt Resolution 2025-08 to adopt cybersecurity standards for compliance with Section 282.3185, Florida Statutes.

Respectfully,
Lynne Ladner, Town Manager

RESOLUTION NO. 2025-08

A RESOLUTION ADOPTED BY THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, APPROVING AND ADOPTING THE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY'S CYBERSECURITY FRAMEWORK AS THE TOWN'S CYBERSECURITY STANDARD PURSUANT TO SECTION 282.3185, FLORIDA STATUTES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 282.3185, Florida Statutes, the "Local Government Cybersecurity Act," (the "Act"), establishes cybersecurity requirements for county and municipal governments; and

WHEREAS, Subsection 282.3185(4)(a), Florida Statutes, states that "Each local government shall adopt cybersecurity standards that safeguard its data, information technology, and information technology resources to ensure availability, confidentiality, and integrity. The cybersecurity standards must be consistent with generally accepted best practices for cybersecurity, including the National Institute of Standards and Technology Cybersecurity Framework" ; and

WHEREAS, consistent with the Act, the Information Technology Department may further utilize any standards, guidelines, and best practices from within any generally accepted cybersecurity standard to establish cybersecurity policies for the Town of Ocean Ridge ("the Town"), providing such policies are as stringent or more stringent than those provided by the National Institute of Standards and Technology's Cybersecurity Framework; and

WHEREAS, Subsection 282.3185(4)(d), Florida Statutes, states that "Each local government shall notify the Florida Digital Service of its compliance with this subsection as soon as possible"; and

WHEREAS, Subsection 282.3185(5), Florida Statutes, states that “)A local government shall provide notification of a cybersecurity incident or ransomware incident to the Cybersecurity Operations Center, Cybercrime Office of the Department of Law Enforcement, and sheriff who has jurisdiction over the local government.”; and

WHEREAS, the Town Commission finds and declares that the adoption of this Resolution is in the public interest of the citizens of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, THAT:

SECTION 1. The National Institute of Standards and Technology’s Cybersecurity Framework is hereby adopted and shall be the guiding cybersecurity standard for all cybersecurity policies adopted by the Town.

SECTION 2. The Town Manager or the Town Manager’s designee is hereby authorized to affirm compliance with Subsection 282.3185(4)(d), Florida Statutes, via the Florida Digital Service portal.

SECTION 3. This Resolution shall be effective immediately upon its adoption

Commissioner _____ offered the foregoing resolution. Commissioner _____ seconded the motion, and upon being put to a vote, the vote was as follows:

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
GEOFF PUGH, MAYOR	☐	☐	☐
STEVE COZ, VICE MAYOR	☐	☐	☐
CAROLYN CASSIDY, COMMISSIONER	☐	☐	☐
DAVID HUTCHINS, COMMISSIONER	☐	☐	☐
AINAR AIJALA JR., COMMISSIONER	☐	☐	☐

The Mayor thereupon declared the Resolution duly passed and adopted this ____ day of _____, 2025.

Town of Ocean Ridge, Florida

Attest:

Kelly Avery, Town Clerk

By: _____

Geoff Pugh, Mayor

Approved as to form and legal sufficiency.

Christy Goddeau, Town Attorney

Getting Started with the NIST Cybersecurity Framework: A Quick Start Guide

Amy Mahn¹, Jeffrey Marron¹, Stephen Quinn², Daniel Topper³

¹ NIST Applied Cybersecurity Division, Information Technology Laboratory

² NIST Computer Security Division, Information Technology Laboratory

³ Huntington Ingalls Industries



What is the NIST Cybersecurity Framework, and how can my organization use it?

The [NIST Cybersecurity Framework](#)⁴ can help an organization begin or improve their cybersecurity program. Built off of practices that are known to be effective, it can help organizations improve their cybersecurity posture. It fosters communication among both internal and external stakeholders about cybersecurity, and for larger organizations, helps to better integrate and align cybersecurity risk management with broader enterprise risk management processes as described in the [NISTIR 8286](#)⁵ series.

The Framework is organized by five key Functions – Identify, Protect, Detect, Respond, Recover. These five widely understood terms, when considered together, provide a comprehensive view of the lifecycle for managing cybersecurity risk over time. The activities listed under each Function may offer a good starting point for your organization:



IDENTIFY

Develop an organizational understanding to manage cybersecurity risk to: systems, assets, data, and capabilities.

- Identify critical enterprise processes and assets** – What are your enterprise’s activities that absolutely must continue in order to be viable? For example, this could be maintaining a website to retrieve payments, protecting customer/patient information securely, or ensuring that the information your enterprise collects remains accessible and accurate.
- Document information flows** – It’s important to not only understand what type of information your enterprise collects and uses, but also to understand where the data is located and how it is used, especially where contracts and external partners are engaged.
- Maintain hardware and software inventory** – It’s important to have an understanding of the computers and software in your enterprise because these are frequently the entry points of malicious actors. This inventory could be as simple as a spreadsheet.
- Establish policies for cybersecurity that include roles and responsibilities** – These policies and procedures should clearly describe your expectations for how cybersecurity activities will protect your information and systems, and how they support critical enterprise processes. Cybersecurity policies should be integrated with other enterprise risk considerations (e.g., financial, reputational).
- Identify threats, vulnerabilities, and risk to assets** – Ensure risk management processes are established and managed to ensure internal and external threats are identified, assessed, and documented in risk registers. Ensure risk responses are identified and prioritized, executed, and results monitored.

⁴ <https://www.nist.gov/cyberframework>

⁵ <https://csrc.nist.gov/publications/detail/nistir/8286/final>



PROTECT

Develop and implement the appropriate safeguards to ensure delivery of services.

- **Manage access to assets and information** – Create unique accounts for each employee and ensure that users only have access to information, computers, and applications that are needed for their jobs. Authenticate users (e.g., passwords, multi-factor techniques) before they are granted access to information, computers, and applications. Tightly manage and track physical access to devices.
- **Protect sensitive data** – If your enterprise stores or transmits sensitive data, make sure that this data is protected by encryption both while it's stored on computers as well as when it's transmitted to other parties. Consider utilizing integrity checking to ensure only approved changes to the data have been made. Securely delete and/or destroy data when it's no longer needed or required for compliance purposes.



DETECT

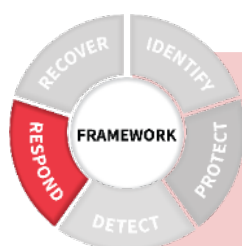
Develop and implement the appropriate activities to identify the occurrence of a cybersecurity event.

- **Test and update detection processes** – Develop and test processes and procedures for detecting unauthorized entities and actions on the networks and in the physical environment, including personnel activity. Staff should be aware of their roles and responsibilities for detection and related reporting both within your organization and to external governance and legal authorities.

- **Conduct regular backups** – Many operating systems have built-in backup capabilities; software and cloud solutions are also available that can automate the backup process. A good practice is to keep one frequently backed up set of data offline to protect it against ransomware.
- **Protect your devices** – Consider installing host-based firewalls and other protections such as endpoint security products. Apply uniform configurations to devices and control changes to device configurations. Disable device services or features that are not necessary to support mission functions. Ensure that there is a policy and that devices are disposed of securely.
- **Manage device vulnerabilities** – Regularly update both the operating system and applications that are installed on your computers and other devices to protect them from attack. If possible, enable automatic updates. Consider using software tools to scan devices for additional vulnerabilities; remediate vulnerabilities with high likelihood and/or impact.
- **Train users** – Regularly train and retrain all users to be sure that they are aware of enterprise cybersecurity policies and procedures and their specific roles and responsibilities as a condition of employment.

- **Know the expected data flows for your enterprise** – If you know what and how data is expected to be used for your enterprise, you are much more likely to notice when the unexpected happens – and unexpected is never a good thing when it comes to cybersecurity. Unexpected data flows might include customer information being exported from an internal database and exiting the network. If you have contracted work to a cloud or managed service provider, discuss with them how they track data flows and report, including unexpected events.

- **Maintain and monitor logs** – Logs are crucial in order to identify anomalies in your enterprise's computers and applications. These logs record events such as changes to systems or accounts as well as the initiation of communication channels. Consider using software tools that can aggregate these logs and look for patterns or anomalies from expected network behavior.



RESPOND

Develop and implement the appropriate activities to take action regarding a detected cybersecurity event.

- **Ensure response plans are tested** – It's even more important to test response plans to make sure each person knows their responsibilities in executing the plan. The better prepared your organization is, the more effective the response is likely to be. This includes knowing any legal reporting requirements or required information sharing.
- **Ensure response plans are updated** – Testing the plan (and execution during an incident) inevitably will reveal needed improvements. Be sure to update response plans with lessons learned.



RECOVER

Develop and implement the appropriate activities to maintain plans for resilience and to restore any capabilities or services that were impaired due to a cybersecurity event.

- **Communicate with internal and external stakeholders** – Part of recovery depends upon effective communication. Your recovery plans need to carefully account for what, how, and when information will be shared with various stakeholders so that all interested parties receive the information they need but no inappropriate information is shared.

- **Understand the impact of cybersecurity events** – If a cybersecurity event is detected, your enterprise should work quickly and thoroughly to understand the breadth and depth of the impact. Seek help. Communicating information on the event with appropriate stakeholders will help keep you in good stead in terms of partners, oversight bodies, and others (potentially including investors) and improve policies and processes.

- **Coordinate with internal and external stakeholders** – It's important to make sure that your enterprise's response plans and updates include all key stakeholders and external service providers. They can contribute to improvements in planning and execution.



- **Ensure recovery plans are updated** – As with response plans, testing execution will improve employee and partner awareness and highlight areas for improvement. Be sure to update Recovery plans with lessons learned.
- **Manage public relations and company reputation** – One of the key aspects of recovery is managing the enterprise's reputation. When developing a recovery plan, consider how you will manage public relations so that your information sharing is accurate, complete, and timely – and not reactionary.

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 03/31/2025

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	24-25 Amended Budget	YTD Balance 03/31/2025 (Abnormal)	Activity For 03/31/2025 (Decrease)	Balance Normal	Available 03/31/2025 (Abnormal)	% Bdg Used
Fund: 001 GENERAL FUND							
Account Category: Revenues							
Department: 310.000 TAXES							
001-310.000-311.000	AD VALOREM TAXES (NET)	9,085,029.00	7,426,068.58	0.00	1,658,960.42		81.74
001-310.000-312.410	LOCAL OPTION 6 CENT GAS TAX	37,000.00	12,618.85	0.00	24,381.15		34.11
001-310.000-312.420	SECOND LOCAL OPTION FUEL TAX	17,500.00	5,659.97	0.00	11,840.03		32.34
001-310.000-313.100	ELECTRIC FRANCHISE TAX	225,000.00	140,914.57	0.00	84,085.43		62.63
001-310.000-314.100	UTILITY SERVICE TAX ELECTRIC	290,000.00	192,097.39	0.00	97,902.61		66.24
001-310.000-314.800	UTILITY SERVICE TAX PROPANE	55,000.00	16,186.99	2,197.21	38,813.01		29.43
001-310.000-314.900	UTILITY SERVICE TAX WATER	100,000.00	53,326.14	11,291.15	46,673.86		53.33
001-310.000-315.000	COMMUNICATION SERVICES TAX	41,000.00	16,511.95	3,552.42	24,488.05		40.27
001-310.000-319.100	INTEREST ON DELINQUENT TAXES	1,500.00	0.00	0.00	1,500.00		0.00
001-310.000-335.200	LOCAL GOVT 1 CENT SALES TAX	150,000.00	59,979.29	14,914.25	90,020.71		39.99
Total Dept 310.000 - TAXES		10,002,029.00	7,923,363.73	31,955.03	2,078,665.27		79.22
Department: 320.000 LICENSES & PERMITS							
001-320.000-321.100	PROF & OCCUPATIONAL LICENSES	1,300.00	0.00	0.00	1,300.00		0.00
001-320.000-321.200	DPS BUSINESS PERMIT	0.00	(50.00)	0.00	50.00		100.00
001-320.000-322.100	BUILDING PERMITS	700,000.00	327,008.91	57,844.65	372,991.09		46.72
001-320.000-329.100	SIGN PERMITS	300.00	95.00	25.00	205.00		31.67
001-320.000-329.200	ALARM USER PERMITS	2,000.00	0.00	0.00	2,000.00		0.00
001-320.000-329.600	RENTAL REGISTRATIONS	2,000.00	1,540.00	0.00	460.00		77.00
Total Dept 320.000 - LICENSES & PERMITS		705,600.00	328,593.91	57,869.65	377,006.09		46.57
Department: 330.000 INTERGOVERNMENTAL REVENUE							
001-330.000-331.100	FEMA GRANT MONIES	5,000.00	0.00	0.00	5,000.00		0.00
001-330.000-331.300	JAG GRANT MONIES	2,500.00	0.00	0.00	2,500.00		0.00
001-330.000-334.100	STATE GRANT REVENUES	1,254,429.00	0.00	0.00	1,254,429.00		0.00
001-330.000-335.120	STATE REVENUE SHARING PROCEEDS	52,000.00	27,558.08	4,451.81	24,441.92		53.00
001-330.000-335.150	ALCOHOLIC BEVERAGE LICENSES	140.00	0.00	0.00	140.00		0.00
001-330.000-335.181	LOCAL GOVT 1/2 CENT SALES TAX	165,000.00	59,584.18	17,240.72	105,415.82		36.11
001-330.000-335.490	REBATE ON MUNICIPAL VEHICLES	2,500.00	0.00	0.00	2,500.00		0.00
001-330.000-335.900	ST LIGHT MAINTENANCE REIMBURSE	15,198.00	0.00	0.00	15,198.00		0.00
001-330.000-338.000	PB COUNTY & CTY WIDE OCC LIC	7,000.00	256.87	0.00	6,743.13		3.67
001-330.000-338.300	PBC SOLID WASTE RECYCL PROGRAM	550.00	0.00	0.00	550.00		0.00
001-330.000-338.400	911 DPS RELATED REIMBURSEMENTS	600.00	0.00	0.00	600.00		0.00
001-330.000-338.500	PB COUNTY 1250 MONIES	1,000.00	0.00	0.00	1,000.00		0.00
Total Dept 330.000 - INTERGOVERNMENTAL REVENUE		1,505,917.00	87,399.13	21,692.53	1,418,517.87		5.80
Department: 340.000 CHARGES FOR SERVICES							
001-340.000-341.200	ZONING FEES	30,000.00	15,790.00	250.00	14,210.00		52.63
001-340.000-341.400	CERT COPYING RECORD SEARCH ETC	5,000.00	2,040.00	500.00	2,960.00		40.80
001-340.000-341.900	OTHER GEN GOVT CHARGES & FEES	11,000.00	8,889.46	1,920.00	2,110.54		80.81
001-340.000-342.100	LAW ENFORCEMENT/FIRE SERVICE	221,700.00	0.00	0.00	221,700.00		0.00
001-340.000-342.300	ALARM MONITORING	40,000.00	0.00	0.00	40,000.00		0.00
001-340.000-342.800	SPECIAL DETAIL SERVICES	45,000.00	6,575.00	3,325.00	38,425.00		14.61
001-340.000-342.900	OTHER PUB SAFETY CHARGES & FEES	1,500.00	1,214.16	23.30	285.84		80.94
001-340.000-343.400	GARBAGE AND TRASH REVENUE	340,000.00	560.00	0.00	339,440.00		0.16
Total Dept 340.000 - CHARGES FOR SERVICES		694,200.00	35,068.62	6,018.30	659,131.38		5.05
Department: 350.000 FINES & FORFEITURES							
001-350.000-351.100	COURT FINES - COURT CASES	1,850.00	2,339.61	0.00	(489.61)		126.47
001-350.000-351.300	POLICE EDUCATION \$2.00	400.00	448.20	0.00	(48.20)		112.05

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 03/31/2025

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	24-25 Amended Budget	YTD Balance 03/31/2025 (Abnormal)	Activity For 03/31/2025 (Decrease)	Balance Normal	Available 03/31/2025 (Abnormal)	% Bdgt Used
Fund: 001 GENERAL FUND							
Account Category: Revenues							
Department: 350.000 FINES & FORFEITURES							
001-350.000-354.000	VIOLATIONS OF LOCAL ORDINANCES	25,000.00	144,598.68	3,185.00		(119,598.68)	578.39
Total Dept 350.000 - FINES & FORFEITURES		27,250.00	147,386.49	3,185.00		(120,136.49)	540.87
Department: 360.000 MISCELLANEOUS REVENUES							
001-360.000-361.100	INTEREST EARNED (SAV, INV, ETC.)	500,000.00	217,297.82	0.00		282,702.18	43.46
001-360.000-361.320	INTEREST EARNED-PB CO TAX COLL	5,000.00	0.00	0.00		5,000.00	0.00
001-360.000-361.390	INTEREST OTHER (LIENS, ETC.)	1,500.00	22,226.83	0.00		(20,726.83)	1,481.79
001-360.000-364.410	EQUIPMENT SALES & COMPENSATION	500.00	0.00	0.00		500.00	0.00
001-360.000-366.900	MISC CONTRIB PRIVATE SOURCES	500.00	25.00	0.00		475.00	5.00
Total Dept 360.000 - MISCELLANEOUS REVENUES		507,500.00	239,549.65	0.00		267,950.35	47.20
Department: 380.000 NON - REVENUES							
001-380.000-380.100	FUND BALANCE UNAPPROPRIATED	58,913.00	0.00	0.00		58,913.00	0.00
001-380.000-388.200	INSURANCE PROCEEDS	5,000.00	0.00	0.00		5,000.00	0.00
Total Dept 380.000 - NON - REVENUES		63,913.00	0.00	0.00		63,913.00	0.00
Revenues		13,506,409.00	8,761,361.53	120,720.51		4,745,047.47	64.87
Account Category: Expenditures							
Department: 511.101 TOWN COMMISSION							
001-511.101-501.100	EXECUTIVE SALARIES	6,000.00	3,000.00	500.00		3,000.00	50.00
001-511.101-502.100	FICA TAXES	459.00	229.50	38.25		229.50	50.00
001-511.101-502.200	RETIREMENT CONTRIBUTIONS	825.00	408.90	68.15		416.10	49.56
001-511.101-502.400	WORKERS' COMPENSATION	50.00	37.50	12.50		12.50	75.00
001-511.101-504.000	TRAVEL & PER DIEM	5,000.00	2,544.99	0.00		2,455.01	50.90
001-511.101-504.100	COMMUNICATIONS SERV PHONE ETC	3,000.00	1,515.30	0.00		1,484.70	50.51
001-511.101-504.500	INSURANCE LIAB, HAZARD, DAMAGE	26,764.00	2,292.21	0.00		24,471.79	8.56
001-511.101-504.900	OTHER CURRENT CHARGES	500.00	0.00	0.00		500.00	0.00
001-511.101-505.400	SUBSC, MEMBERSHIPS, EDUCATION	2,800.00	0.00	0.00		2,800.00	0.00
Total Dept 511.101 - TOWN COMMISSION		45,398.00	10,028.40	618.90		35,369.60	22.09
Department: 512.102 TOWN MANAGER							
001-512.102-501.100	EXECUTIVE SALARIES	156,040.00	78,666.85	12,154.89		77,373.15	50.41
001-512.102-501.400	OVERTIME & VACATION PAY	3,500.00	0.00	0.00		3,500.00	0.00
001-512.102-501.410	VACATION PAY	3,500.00	2,963.72	0.00		536.28	84.68
001-512.102-502.100	FICA TAXES	11,494.00	6,244.74	929.85		5,249.26	54.33
001-512.102-502.200	RETIREMENT CONTRIBUTIONS	56,373.00	28,178.93	4,195.88		28,194.07	49.99
001-512.102-502.300	LIFE & HEALTH INSURANCE	13,278.00	6,644.76	1,107.46		6,633.24	50.04
001-512.102-502.310	LONG TERM DISABILITY	660.00	0.00	0.00		660.00	0.00
001-512.102-502.400	WORKERS' COMPENSATION	100.00	75.00	25.00		25.00	75.00
001-512.102-504.000	TRAVEL & PER DIEM	4,950.00	4,319.76	0.00		630.24	87.27
001-512.102-504.100	COMMUNICATIONS SERV PHONE ETC	600.00	338.05	0.00		261.95	56.34
001-512.102-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,263.00	2,292.21	0.00		(29.21)	101.29
001-512.102-504.610	REPAIR & MAINTENANCE	2,300.00	0.00	0.00		2,300.00	0.00
001-512.102-505.210	OPERATING SUPPLIES GAS & OIL	3,600.00	0.00	0.00		3,600.00	0.00
001-512.102-505.400	SUBSC, MEMBERSHIPS, EDUCATION	4,774.00	2,460.00	0.00		2,314.00	51.53
Total Dept 512.102 - TOWN MANAGER		263,432.00	132,184.02	18,413.08		131,247.98	50.18
Department: 513.103 TOWN CLERK/FINANCE							
001-513.103-501.100	EXECUTIVE SALARIES	94,153.00	46,726.97	7,206.53		47,426.03	49.63

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 03/31/2025

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	24-25 Amended Budget	YTD Balance 03/31/2025 (Abnormal)	Activity For 03/31/2025 (Decrease)	Balance Normal	Available 03/31/2025 (Abnormal)	% Bdg Used
Fund: 001 GENERAL FUND							
Account Category: Expenditures							
Department: 513.103 TOWN CLERK/FINANCE							
001-513.103-501.200	REGULAR SALARIES AND WAGES	159,024.00	78,212.43	12,151.07		80,811.57	49.18
001-513.103-501.210	ONE TIME LUMP SUM INCREASE	2,000.00	0.00	0.00		2,000.00	0.00
001-513.103-501.400	OVERTIME & VACATION PAY	2,000.00	290.47	0.00		1,709.53	14.52
001-513.103-501.410	VACATION PAY	5,174.79	0.00	0.00		5,174.79	0.00
001-513.103-502.100	FICA TAXES	18,796.00	9,580.10	1,480.86		9,215.90	50.97
001-513.103-502.200	RETIREMENT CONTRIBUTIONS	40,101.00	17,068.83	2,638.44		23,032.17	42.56
001-513.103-502.300	LIFE & HEALTH INSURANCE	62,162.80	22,531.56	3,755.26		39,631.24	36.25
001-513.103-502.310	LONG TERM DISABILITY	2,122.00	0.00	0.00		2,122.00	0.00
001-513.103-502.400	WORKERS' COMPENSATION	271.00	203.25	67.75		67.75	75.00
001-513.103-503.200	ACCOUNTING & AUDITING	43,500.00	8,220.00	0.00		35,280.00	18.90
001-513.103-503.400	OTHER CONTRACTUAL SERVICES	18,806.00	17,868.55	0.00		937.45	95.02
001-513.103-504.000	TRAVEL & PER DIEM	2,650.00	(425.00)	0.00		3,075.00	(16.04)
001-513.103-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,263.00	2,292.21	0.00		(29.21)	101.29
001-513.103-504.610	REPAIR & MAINTENANCE	1,000.00	0.00	0.00		1,000.00	0.00
001-513.103-504.900	OTHER CURRENT CHARGES	4,500.00	5,150.00	0.00		(650.00)	114.44
001-513.103-505.400	SUBSC, MEMBERSHIPS, EDUCATION	2,250.00	650.00	0.00		1,600.00	28.89
001-513.103-506.400	MACHINERY & EQUIPMENT	1,000.00	0.00	0.00		1,000.00	0.00
Total Dept 513.103 - TOWN CLERK/FINANCE		461,773.59	208,369.37	27,299.91		253,404.22	45.12
Department: 514.104 LEGAL							
001-514.104-503.100	PROFESSIONAL SERVICES	172,500.00	59,552.69	11,727.99		112,947.31	34.52
001-514.104-503.110	LEGAL SPECIAL COUNSEL	100,000.00	12,514.25	0.00		87,485.75	12.51
001-514.104-504.700	PRINTING	5,000.00	3,941.56	0.00		1,058.44	78.83
Total Dept 514.104 - LEGAL		277,500.00	76,008.50	11,727.99		201,491.50	27.39
Department: 515.105 APPOINTED BOARDS							
001-515.105-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,264.00	1,146.00	0.00		1,118.00	50.62
001-515.105-504.900	OTHER CURRENT CHARGES	750.00	0.00	0.00		750.00	0.00
Total Dept 515.105 - APPOINTED BOARDS		3,014.00	1,146.00	0.00		1,868.00	38.02
Department: 519.106 OTHER GENERAL GOVERNMENT							
001-519.106-503.100	PROFESSIONAL SERVICES	49,000.00	54,008.86	2,696.18		(5,008.86)	110.22
001-519.106-503.400	OTHER CONTRACTUAL SERVICES	61,885.00	982.80	982.80		60,902.20	1.59
001-519.106-504.100	COMMUNICATIONS SERV PHONE ETC	15,550.00	9,227.89	1,164.91		6,322.11	59.34
001-519.106-504.200	POSTAGE & FREIGHT	3,240.00	170.07	0.00		3,069.93	5.25
001-519.106-504.300	UTILITY SERVICE - ELEC & WATER	10,000.00	3,447.79	607.03		6,552.21	34.48
001-519.106-504.400	RENTALS & LEASES	2,000.00	1,881.22	0.00		118.78	94.06
001-519.106-504.500	INSURANCE LIAB, HAZARD, DAMAGE	165,340.00	161,614.91	0.00		3,725.09	97.75
001-519.106-504.610	REPAIR & MAINTENANCE	110,650.00	33,274.14	625.00		77,375.86	30.07
001-519.106-504.700	PRINTING	3,000.00	0.00	0.00		3,000.00	0.00
001-519.106-504.900	OTHER CURRENT CHARGES	12,075.00	8,087.65	493.16		3,987.35	66.98
001-519.106-504.910	ELECTION EXPENSES	16,450.00	0.00	0.00		16,450.00	0.00
001-519.106-505.100	OFFICE SUPPLIES	8,000.00	1,992.85	117.78		6,007.15	24.91
001-519.106-505.200	OPERATING SUPPLIES	4,500.00	2,041.44	0.00		2,458.56	45.37
001-519.106-505.400	SUBSC, MEMBERSHIPS, EDUCATION	23,070.00	2,149.77	0.00		20,920.23	9.32
001-519.106-506.400	MACHINERY & EQUIPMENT	8,000.00	0.00	0.00		8,000.00	0.00
001-519.106-507.000	COVENANT FROM DRAINAGE LOAN	400,000.00	0.00	0.00		400,000.00	0.00
001-519.106-507.010	COVENANTS FROM TH LOAN	225,000.00	108,325.72	0.00		116,674.28	48.14
001-519.106-507.200	DEBT SERVICE - INTEREST	158,000.00	8,224.42	0.00		149,775.58	5.21

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 03/31/2025

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	24-25 Amended Budget	YTD Balance 03/31/2025 (Abnormal)	Activity For 03/31/2025 (Decrease)	Balance Normal	Available 03/31/2025 (Abnormal)	% Bdg Used
Fund: 001 GENERAL FUND							
Account Category: Expenditures							
Department: 519.106 OTHER GENERAL GOVERNMENT							
Total Dept 519.106 - OTHER GENERAL GOVERNMENT		1,275,760.00	395,429.53	6,686.86		880,330.47	31.00
Department: 521.107 LAW ENFORCEMENT & FIRE CONTROL							
001-521.107-501.100	EXECUTIVE SALARIES	141,050.00	69,580.91	10,769.22		71,469.09	49.33
001-521.107-501.200	REGULAR SALARIES AND WAGES	2,099,257.00	871,341.72	143,151.09		1,227,915.28	41.51
001-521.107-501.210	ONE TIME LUMP SUM INCREASE	6,500.00	2,000.00	0.00		4,500.00	30.77
001-521.107-501.400	OVERTIME & VACATION PAY	125,000.00	57,390.39	9,404.81		67,609.61	45.91
001-521.107-501.410	VACATION PAY	15,000.00	5,747.29	0.00		9,252.71	38.32
001-521.107-501.500	SPECIAL PAY INCENTIVE	18,000.00	6,960.00	1,230.00		11,040.00	38.67
001-521.107-501.510	SPECIAL DETAIL PAY	40,000.00	8,449.96	2,007.50		31,550.04	21.12
001-521.107-501.600	HOLIDAY PAY	103,038.61	53,537.08	7,098.57		49,501.53	51.96
001-521.107-502.100	FICA TAXES	148,063.17	82,303.99	13,350.94		65,759.18	55.59
001-521.107-502.200	RETIREMENT CONTRIBUTIONS	673,137.00	305,498.87	49,541.19		367,638.13	45.38
001-521.107-502.300	LIFE & HEALTH INSURANCE	312,058.00	142,191.55	25,638.76		169,866.45	45.57
001-521.107-502.310	LONG TERM DISABILITY	9,792.00	0.00	0.00		9,792.00	0.00
001-521.107-502.400	WORKERS' COMPENSATION	50,186.00	33,263.96	11,061.32		16,922.04	66.28
001-521.107-503.100	PROFESSIONAL SERVICES	82,350.00	18,986.75	2,696.18		63,363.25	23.06
001-521.107-503.400	OTHER CONTRACTUAL SERVICES	1,480,420.08	740,210.04	0.00		740,210.04	50.00
001-521.107-504.000	TRAVEL & PER DIEM	111,350.00	330.00	0.00		111,020.00	0.30
001-521.107-504.100	COMMUNICATIONS SERV PHONE ETC	25,800.00	11,910.74	1,164.92		13,889.26	46.17
001-521.107-504.200	POSTAGE & FREIGHT	1,500.00	59.97	0.00		1,440.03	4.00
001-521.107-504.300	UTILITY SERVICE - ELEC & WATER	13,000.00	3,447.80	607.04		9,552.20	26.52
001-521.107-504.400	RENTALS & LEASES	2,540.00	1,267.62	211.27		1,272.38	49.91
001-521.107-504.500	INSURANCE LIAB, HAZARD, DAMAGE	55,172.00	56,876.04	0.00		(1,704.04)	103.09
001-521.107-504.610	REPAIR & MAINTENANCE	87,350.00	40,995.83	0.00		46,354.17	46.93
001-521.107-504.620	REPAIR & MAINTENANCE VEHICLE	23,500.00	(6,009.11)	177.00		29,509.11	(25.57)
001-521.107-504.630	REPAIR & MAINTENANCE DISPATCH	22,000.00	20,555.49	0.00		1,444.51	93.43
001-521.107-504.700	PRINTING	4,000.00	106.99	0.00		3,893.01	2.67
001-521.107-504.900	OTHER CURRENT CHARGES	3,500.00	646.16	0.00		2,853.84	18.46
001-521.107-505.100	OFFICE SUPPLIES	5,000.00	675.07	(19.73)		4,324.93	13.50
001-521.107-505.200	OPERATING SUPPLIES	24,150.00	799.89	0.00		23,350.11	3.31
001-521.107-505.210	OPERATING SUPPLIES GAS & OIL	51,000.00	11,870.42	0.00		39,129.58	23.28
001-521.107-505.220	OPERATING SUPPLIES UNIFORM/EMB	26,280.00	9,064.26	0.00		17,215.74	34.49
001-521.107-505.400	SUBSC, MEMBERSHIPS, EDUCATION	19,509.00	13,537.60	0.00		5,971.40	69.39
001-521.107-506.200	BUILDINGS (CAPITAL OUTLAY)	15,000.00	0.00	0.00		15,000.00	0.00
001-521.107-506.400	MACHINERY & EQUIPMENT	32,500.00	(8,581.04)	0.00		41,081.04	(26.40)
Total Dept 521.107 - LAW ENFORCEMENT & FIRE CONTROL		5,827,002.86	2,555,016.24	278,090.08		3,271,986.62	43.85
Department: 524.108 INSPECTIONS							
001-524.108-501.200	REGULAR SALARIES AND WAGES	59,424.00	29,187.70	4,367.60		30,236.30	49.12
001-524.108-501.400	OVERTIME & VACATION PAY	1,000.00	183.06	0.00		816.94	18.31
001-524.108-501.410	VACATION PAY	1,247.00	0.00	0.00		1,247.00	0.00
001-524.108-502.100	FICA TAXES	6,188.00	2,246.86	334.12		3,941.14	36.31
001-524.108-502.200	RETIREMENT CONTRIBUTIONS	12,922.00	4,003.27	595.31		8,918.73	30.98
001-524.108-502.300	LIFE & HEALTH INSURANCE	38,284.00	12,204.30	2,034.05		26,079.70	31.88
001-524.108-502.310	LONG TERM DISABILITY	1,002.00	0.00	0.00		1,002.00	0.00
001-524.108-502.400	WORKERS' COMPENSATION	2,049.00	1,222.21	394.07		826.79	59.65
001-524.108-503.100	PROFESSIONAL SERVICES	291,907.00	214,481.12	0.00		77,425.88	73.48

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 03/31/2025

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	24-25 Amended Budget	YTD Balance 03/31/2025 (Abnormal)	Activity For 03/31/2025 (Decrease)	Balance Normal	Available 03/31/2025 (Abnormal)	% Bdgt Used
Fund: 001 GENERAL FUND							
Account Category: Expenditures							
Department: 524.108 INSPECTIONS							
001-524.108-503.400	OTHER CONTRACTUAL SERVICES	134,775.00	1,594.00	0.00	133,181.00		1.18
001-524.108-504.000	TRAVEL & PER DIEM	1,850.00	0.00	0.00	1,850.00		0.00
001-524.108-504.200	POSTAGE & FREIGHT	1,800.00	17.90	0.00	1,782.10		0.99
001-524.108-504.400	RENTALS & LEASES	7,025.00	1,552.82	297.07	5,472.18		22.10
001-524.108-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,264.00	2,293.21	0.00	(29.21)		101.29
001-524.108-504.610	REPAIR & MAINTENANCE	1,000.00	0.00	0.00	1,000.00		0.00
001-524.108-504.620	REPAIR & MAINTENANCE VEHICLE	1,000.00	0.00	0.00	1,000.00		0.00
001-524.108-504.700	PRINTING	500.00	0.00	0.00	500.00		0.00
001-524.108-504.900	OTHER CURRENT CHARGES	5,200.00	0.00	0.00	5,200.00		0.00
001-524.108-505.100	OFFICE SUPPLIES	1,750.00	790.69	0.00	959.31		45.18
001-524.108-505.200	OPERATING SUPPLIES	500.00	183.92	0.00	316.08		36.78
001-524.108-505.210	OPERATING SUPPLIES GAS & OIL	3,500.00	0.00	0.00	3,500.00		0.00
001-524.108-505.220	OPERATING SUPPLIES UNIFORM/EMB	300.00	0.00	0.00	300.00		0.00
001-524.108-505.400	SUBSC, MEMBERSHIPS, EDUCATION	3,720.00	214.00	0.00	3,506.00		5.75
001-524.108-506.400	MACHINERY & EQUIPMENT	6,600.00	0.00	0.00	6,600.00		0.00
Total Dept 524.108 - INSPECTIONS		585,807.00	270,175.06	8,022.22	315,631.94		46.12
Department: 534.111 GARBAGE & SOLID WASTE							
001-534.111-503.400	OTHER CONTRACTUAL SERVICES	327,340.00	133,866.32	0.00	193,473.68		40.90
Total Dept 534.111 - GARBAGE & SOLID WASTE		327,340.00	133,866.32	0.00	193,473.68		40.90
Department: 539.112 OTHER PHYSICAL ENVIRONMENT							
001-539.112-503.100	PROFESSIONAL SERVICES	75,000.00	1,140.00	0.00	73,860.00		1.52
001-539.112-503.120	TOWN ENGINEER	118,000.00	45,962.50	0.00	72,037.50		38.95
001-539.112-503.400	OTHER CONTRACTUAL SERVICES	340,720.00	95,402.70	16,243.35	245,317.30		28.00
001-539.112-504.610	REPAIR & MAINTENANCE	193,500.00	37,470.10	0.00	156,029.90		19.36
Total Dept 539.112 - OTHER PHYSICAL ENVIRONMENT		727,220.00	179,975.30	16,243.35	547,244.70		24.75
Department: 541.113 PUBLIC WORKS							
001-541.113-501.200	REGULAR SALARIES AND WAGES	148,751.00	72,787.90	11,529.21	75,963.10		48.93
001-541.113-501.210	ONE TIME LUMP SUM INCREASE	1,500.00	0.00	0.00	1,500.00		0.00
001-541.113-501.400	OVERTIME & VACATION PAY	6,000.00	11,866.13	1,544.35	(5,866.13)		197.77
001-541.113-501.410	VACATION PAY	3,399.68	0.00	0.00	3,399.68		0.00
001-541.113-502.100	FICA TAXES	12,021.28	6,476.05	1,000.13	5,545.23		53.87
001-541.113-502.200	RETIREMENT CONTRIBUTIONS	28,014.29	11,538.32	1,781.92	16,475.97		41.19
001-541.113-502.300	LIFE & HEALTH INSURANCE	23,200.00	13,027.02	2,171.17	10,172.98		56.15
001-541.113-502.310	LONG TERM DISABILITY	1,283.00	0.00	0.00	1,283.00		0.00
001-541.113-502.400	WORKERS' COMPENSATION	13,950.00	8,601.58	2,853.86	5,348.42		61.66
001-541.113-503.100	PROFESSIONAL SERVICES	38,000.00	0.00	0.00	38,000.00		0.00
001-541.113-504.300	UTILITY SERVICE - ELEC & WATER	61,500.00	29,693.68	3,479.21	31,806.32		48.28
001-541.113-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,263.00	2,293.21	0.00	(30.21)		101.33
001-541.113-504.610	REPAIR & MAINTENANCE	59,500.00	2,468.10	0.00	57,031.90		4.15
001-541.113-504.620	REPAIR & MAINTENANCE VEHICLE	6,000.00	19.94	0.00	5,980.06		0.33
001-541.113-505.200	OPERATING SUPPLIES	4,700.00	1,060.32	0.00	3,639.68		22.56
001-541.113-505.210	OPERATING SUPPLIES GAS & OIL	9,000.00	0.00	0.00	9,000.00		0.00
001-541.113-505.220	OPERATING SUPPLIES UNIFORM/EMB	1,200.00	182.72	0.00	1,017.28		15.23
001-541.113-505.230	OPERATING SUPPLIES SMALL TOOLS	3,000.00	0.00	0.00	3,000.00		0.00
001-541.113-505.300	ROAD MATERIALS & SUPPLIES	20,000.00	1,369.74	0.00	18,630.26		6.85
001-541.113-505.400	SUBSC, MEMBERSHIPS, EDUCATION	1,100.00	0.00	0.00	1,100.00		0.00

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 03/31/2025

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	24-25 Amended Budget	YTD Balance 03/31/2025 (Abnormal)	Activity For 03/31/2025 (Decrease)	Available Balance 03/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 001 GENERAL FUND						
Account Category: Expenditures						
Department: 541.113 PUBLIC WORKS						
001-541.113-506.400	MACHINERY & EQUIPMENT	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 541.113 - PUBLIC WORKS		454,382.25	161,384.71	24,359.85	292,997.54	35.52
Department: 580.114 CONTINGENCY						
001-580.114-509.900	CONTINGENCY	528,469.92	245,661.61	31,500.00	282,808.31	46.49
Total Dept 580.114 - CONTINGENCY		528,469.92	245,661.61	31,500.00	282,808.31	46.49
Department: 590.100 TRANSFER TO CAPITAL PROJECTS						
001-590.100-509.110	TRANSFER TO CAPITAL PROJECTS	2,729,309.00	0.00	0.00	2,729,309.00	0.00
Total Dept 590.100 - TRANSFER TO CAPITAL PROJECTS		2,729,309.00	0.00	0.00	2,729,309.00	0.00
Expenditures		13,506,408.62	4,369,245.06	422,962.24	9,137,163.56	32.35
Fund 001 - GENERAL FUND:						
TOTAL REVENUES		13,506,409.00	8,761,361.53	120,720.51	4,745,047.47	64.87
TOTAL EXPENDITURES		13,506,408.62	4,369,245.06	422,962.24	9,137,163.56	32.35
NET OF REVENUES & EXPENDITURES:		0.38	4,392,116.47	(302,241.73)	(4,392,116.09)	
BEG. FUND BALANCE		8,876,324.36	8,876,324.36			
FUND BALANCE ADJUSTMENTS			483,536.87			
NET OF REVENUES/EXPENDITURES - 23-24			2,511,973.46			
END FUND BALANCE		8,876,324.74	16,263,951.16			

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 03/31/2025

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	24-25 Amended Budget	YTD Balance 03/31/2025 (Abnormal)	Activity For 03/31/2025 (Decrease)	Balance Normal	Available 03/31/2025 (Abnormal)	% Bdgt Used
Fund: 302 CAPITAL PROJECTS FUND							
Account Category: Revenues							
Department: 380.000 NON - REVENUES							
302-380.000-381.100	INTERFUND TRANSFER	2,729,309.00	0.00	0.00	2,729,309.00		0.00
Total Dept 380.000 - NON - REVENUES		2,729,309.00	0.00	0.00	2,729,309.00		0.00
Revenues		2,729,309.00	0.00	0.00	2,729,309.00		0.00
Account Category: Expenditures							
Department: 519.106 OTHER GENERAL GOVERNMENT							
302-519.106-503.100	PROFESSIONAL SERVICES	20,000.00	0.00	0.00	20,000.00		0.00
302-519.106-506.400	MACHINERY & EQUIPMENT	52,500.00	0.00	0.00	52,500.00		0.00
Total Dept 519.106 - OTHER GENERAL GOVERNMENT		72,500.00	0.00	0.00	72,500.00		0.00
Department: 521.107 LAW ENFORCEMENT & FIRE CONTROL							
302-521.107-506.400	MACHINERY & EQUIPMENT	349,352.00	329,769.59	168,999.00	19,582.41		94.39
Total Dept 521.107 - LAW ENFORCEMENT & FIRE CONTROL		349,352.00	329,769.59	168,999.00	19,582.41		94.39
Department: 524.108 INSPECTIONS							
302-524.108-506.400	MACHINERY & EQUIPMENT	7,797.00	0.00	0.00	7,797.00		0.00
Total Dept 524.108 - INSPECTIONS		7,797.00	0.00	0.00	7,797.00		0.00
Department: 539.112 OTHER PHYSICAL ENVIRONMENT							
302-539.112-506.300	IMPROVEMENTS NOT BUILDINGS	2,274,860.00	1,658,739.94	550.00	616,120.06		72.92
Total Dept 539.112 - OTHER PHYSICAL ENVIRONMENT		2,274,860.00	1,658,739.94	550.00	616,120.06		72.92
Department: 541.113 PUBLIC WORKS							
302-541.113-506.400	MACHINERY & EQUIPMENT	24,800.00	0.00	0.00	24,800.00		0.00
Total Dept 541.113 - PUBLIC WORKS		24,800.00	0.00	0.00	24,800.00		0.00
Expenditures		2,729,309.00	1,988,509.53	169,549.00	740,799.47		72.86
Fund 302 - CAPITAL PROJECTS FUND:							
TOTAL REVENUES		2,729,309.00	0.00	0.00	2,729,309.00		0.00
TOTAL EXPENDITURES		2,729,309.00	1,988,509.53	169,549.00	740,799.47		72.86
NET OF REVENUES & EXPENDITURES:		0.00	(1,988,509.53)	(169,549.00)	1,988,509.53		
BEG. FUND BALANCE		394,700.03	394,700.03				
NET OF REVENUES/EXPENDITURES - 23-24			(2,076,594.60)				
END FUND BALANCE		394,700.03	(3,670,404.10)				
Report Totals:							
TOTAL REVENUES - ALL FUNDS		16,235,718.00	8,761,361.53	120,720.51	7,474,356.47		53.96
TOTAL EXPENDITURES - ALL FUNDS		16,235,717.62	6,357,754.59	592,511.24	9,877,963.03		39.16
NET OF REVENUES & EXPENDITURES:		0.38	2,403,606.94	(471,790.73)	(2,403,606.56)		

Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum
Christy Goddeau, Town Attorney

Subject: Approval of Resolution 2025-10 - Establishing Town Commission Easement Policy

At the March 3, 2025, Town Commission meeting, the Town Commission directed the establishment of an easement policy to assist the Town Manager in negotiating easements needed by the Town for stormwater and other public purposes.

The proposed policy authorizes the Town Manager or designee to negotiate an easement as follows:

1. Authorizes the Town Manager or designee to negotiate easements on behalf of the Town with the following guidelines:
 1. Utilize the standard form of an easement to start negotiations.
 2. The Town Manager or designee may consider the following in negotiations with the property owner:
 1. Allow for Town-approved landscape or Town-permitted fence to be installed and/or maintained in the easement area.
 2. If approved landscape or fence is damaged by Town while working in easement area, allow for Town to incur expense of repairing or replacing damaged landscape and/or fence.
 3. Allow property owner to request and negotiate potential direct (reasonable) monetary payment for easement.
 4. Allow property owner to make other requests, which Town Manager or designee may consider in overall negotiations.
2. Town Manager to bring negotiated easement to Town Commission for consideration.

3. Town Commission reserves the right to approve or not approve negotiated easement.

If you have any questions, please let me know.

Staff recommends approval of Resolution 2025-10

Suggested Motion: I move to approve Resolution 2025-10 as presented.

Respectfully,
Christy Goddeau, Town Attorney

RESOLUTION NO. 2025-10

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, ESTABLISHING A POLICY FOR ACQUISITION OF EASEMENTS IN THE TOWN FOR STORMWATER AND OTHER PUBLIC PURPOSES; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS AND AN EFFECTIVE DATE.

WHEREAS, from time to time, the Town of Ocean Ridge is in need of easements from property owners for the Town's stormwater system and other public purposes; and

WHEREAS, historically, the Town often received such easements free of charge recognizing the public purpose of the same; and

WHEREAS, more recently, the Town has experienced requests from property owners in negotiations of an easement, which would require the expenditure of Town funds; and

WHEREAS, the Town Commission has determined that due to the necessary nature of the Town needing easements and the public purpose to be served, that the Town Manager should be given direction as to terms and conditions that the Town Commission would accept as in order to obtain an easement; and

WHEREAS, the Town Commission has determined that the establishment of an easement policy is in the best interests of the Town and serves a valid public purpose.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, AS FOLLOWS:

Section 1. The foregoing recitals are incorporated into this Resolution as true and correct statements.

Section 2. The Town Commission of the Town of Ocean Ridge, Florida, hereby establishes the following guidelines to assist the Town Manager or designee in obtaining an easement from property owners for a public purpose:

- (1) The Town Manager or designee shall provide the Town's standard easement form to the property owner to commence the process of negotiating and obtaining an easement;
- (2) If requested by the property owner, the Town Manager may consider the following in negotiating the form of the easement:

- a. The property owner may install and/or maintain Town-approved landscaping in the easement area (i.e., landscaping that would not be injurious to the Town's facilities placed in the easement area);
 - b. If the Town has to perform any work or maintenance in the easement area that disturbs or damages the Town-authorized landscaping, that the Town will pay for the same to be replaced at the Town's expense.
 - c. The property owner may install and/or maintain a Town permitted fence in the easement area.
 - d. If the Town has to perform any work or maintenance in the easement area that requires the removal of the fence or damages the fence, the Town will pay for the fence to be repaired and/or replaced at the Town's expense.
- (3) If the property owner seeks a direct monetary payment for the easement, the Town Manager or designee shall negotiate with the property owner in an effort to obtain a reasonable price for the easement.
- (4) If the property owner requests other commitments by the Town in the easement (whether involving the expenditure of public funds or not), the Town Manager or designee may consider such requests in the overall negotiations of the easement.
- (5) The Town Manager shall bring the negotiated easement to the Town Commission for consideration at a public meeting.
- (6) While the Town Commission has set forth the guidelines herein to assist the Town Manager or designee in obtaining an easement for the Town, nothing herein shall be construed as the Town Commission's approval of an easement until the Town Commission approves and accepts the easement at a public meeting.

Section 3. All resolutions or parts of resolution in conflict herewith are repealed to the extent of such conflict.

Section 4. This Resolution shall be effective upon adoption.

_____ offered the foregoing resolution.
_____ seconded the motion, and upon being put to a vote, the vote

was as follows: Passed and adopted in special session assembled this ____ day of April 2025.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
GEOFF PUGH, MAYOR	☐	☐	☐
STEVE COZ, VICE MAYOR	☐	☐	☐
CAROLYN CASSIDY, COMMISSIONER	☐	☐	☐
DAVID HUTCHINS, COMMISSIONER	☐	☐	☐
AINAR AIJALA JR., COMMISSIONER	☐	☐	☐

The Mayor thereupon declared the Resolution duly passed and adopted this ____ day of April, 2025.

TOWN OF OCEAN RIDGE, FLORIDA

BY: _____
Geoff Pugh, Mayor

ATTEST:

BY: _____
Kelly Avery, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
Christy Goddeau, Town Attorney

Agenda: Monday, April 7, 2025
Memo: Item #11.

Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum
Christy Goddeau, Town Attorney

Subject: Approval of First Amendment to Town Manager Employment Agreement

Enclosed is the proposed first amendment to the Town Manager's employment agreement. This first amendment accepts Lynne Ladner's voluntary resignation effective April 7, 2025 (after the Regular Town Commission meeting). If Ms. Ladner timely signs and returns the Separation Agreement and General Release attached to the amendment (Exhibit "A-1"), Ms. Ladner will be entitled to 17-weeks of severance of her base salary.

If you have any questions, please let me know.

Suggested Motion:

Respectfully,
Christy Goddeau, Town Attorney

**TOWN OF OCEAN RIDGE
TOWN MANGER EMPLOYMENT AGREEMENT
(First Amendment)**

This First Amendment to the Town of Ocean Ridge Town Manager Employment Agreement ("First Amendment") is made as of the 7th day of April, 2025, by and between the **TOWN OF OCEAN RIDGE**, a Florida Municipal Corporation, whose mailing address is 6450 N. Ocean Blvd., Ocean Ridge, FL 33435 ("TOWN") and **LYNNE LADNER**, whose mailing address is on file with the Town of Ocean Ridge ("EMPLOYEE").

RECITALS

WHEREAS, on April 18, 2023, the TOWN and EMPLOYEE entered the Town of Ocean Ridge Town Manager Employment Agreement ("Agreement") for the TOWN to employ the EMPLOYEE as the Town Manager; and

WHEREAS, the TOWN and EMPLOYEE desire to amend the Agreement to accept the EMPLOYEE's voluntary resignation and to amend the severance provision; and

WHEREAS, the TOWN and EMPLOYEE have determined that entering this First Amendment to the Agreement is in the best interest of the parties and serves a valid public purpose.

NOW THEREFORE, in consideration of the mutual promises set forth herein, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties hereto agree to amend the Agreement as follows:

1. Recitals. The parties agree that the recitals set forth above are true and correct and are fully incorporated herein by reference.

2. Amendments. The Agreement is amended as follows:

A. Section VI. Under Section VI of the Agreement, regarding Termination/Separation from Employment, subsection VI.B., regarding Resignation, subsection VI.B. is deleted and replaced with the following:

"B. Resignation.

1. By entering this First Amendment, the EMPLOYEE acknowledges and agrees that she has submitted an irrevocable resignation to voluntarily resign employment from the TOWN on **April 7, 2025**, as more fully described below.

2. EMPLOYEE agrees to remain employed by the TOWN until after the TOWN COMMISSION meeting on **April 7, 2025.**"

B. Section VII of the Agreement. Under Section VII of the Agreement, regarding Severance Pay, subsection VII.B., regarding Resignation, subsection VII.B. is deleted and amended to state as follows:

"B. Resignation. The EMPLOYEE has provided a voluntary resignation which is irrevocable and shall be effective as of the date stated in accordance with paragraph A of

the First Amendment to the Agreement. In consideration of EMPLOYEE's voluntary, irrevocable resignation, the EMPLOYEE shall be eligible to receive Severance Pay equal to the gross amount of seventeen (17) weeks of EMPLOYEE's current Base Salary less applicable withholdings and other required deductions, as is permitted by section 215.425, Florida Statutes, and shall not include any Benefits or perquisites ("Severance Pay").

Severance Pay shall be made within 30 calendar days after receipt of an executed General Release by EMPLOYEE in favor of the TOWN in a lump sum payment, less applicable withholdings and other required deductions. The General Release shall also include all employment based claims. EMPLOYEE hereby agrees that she has thirty (30) days from the date the General Release is provided by the TOWN in which to execute and deliver the General Release to the TOWN. EMPLOYEE agrees that failure to execute and deliver the General Release within thirty (30) days of the date it was provided results in waiver of any and all rights EMPLOYEE may have regarding any Severance Pay."

- C. Section X of the Agreement. Under Section X of the Agreement, regarding General Provisions, subsection X.J., regarding General Release, subsection X.J. is deleted and amended to state as follows:

"The General Release referred to in the above Section VII.B., is attached as **Exhibit "A-1"** to this First Amendment and incorporated herein by reference. By entering into this First Amendment, EMPLOYEE acknowledges that she has been advised to consult with personal legal counsel to review such General Release and has had adequate time to consider same. The Mayor is authorized to execute the same if received."

- D. Relocation Expenses. In further consideration of this First Amendment, the TOWN waives the right to recover the Relocation Expenses detailed in section V.B.11. of the Agreement from the EMPLOYEE.

- E. Section V. A 2. Under Section V.A.2. of the Agreement regarding Compensation, Base Salary, Performance Evaluation, the parties mutually agree that EMPLOYEE's Base Salary shall not be adjusted.

3. Employment Verification. When a request is made to Human Resources or to the Town Clerk, the Town shall verify for prospective employers the employee's job title, salary at the time of separation, and dates of employment.

4. Entire Agreement. The TOWN and EMPLOYEE agree that this First Amendment and the Agreement set forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in the Agreement including this First Amendment may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

5. Legal Effect. This First Amendment shall not become binding and effective until signed by the EMPLOYEE and then approved by the Town Commission at a public meeting. The Effective Date is the date this First Amendment is approved by the Town Commission at a public meeting.

6. Counterparts. This First Amendment may be executed in counterparts, each of which shall be deemed an original. In the event an executed version of this First Amendment is signed electronically or digitally and then transmitted by facsimile and/or is scanned and emailed, this

First Amendment shall be effective and binding as if it contained the original signature of the parties and/or was the originally executed document of the parties.

7. Amendment. Except for the provisions of the Agreement specifically modified by this First Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to the Town of Ocean Ridge Town Manager Agreement as of the day and year set forth above.

ATTEST:

TOWN OF OCEAN RIDGE, FLORIDA

By: _____
Kelly Avery, Town Clerk

By: _____
Geoff Pugh, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

By: _____
Christy Goddeau, Town Attorney

EMPLOYEE:

WITNESS

By: *Lynne Ladner* _____
Lynne Ladner

WITNESS

EXHIBIT "A-1"

SEPARATION AGREEMENT AND GENERAL RELEASE

This Separation Agreement and General Release ("SAGR") is hereby made and entered into by and between **Lynne Ladner** ("Employee") and **TOWN OF OCEAN RIDGE** ("Employer").

In exchange for the mutual promises set forth below and intending to be legally bound, the Employer and the Employee agree to the following terms and conditions:

- A. Employee was employed as the Town Manager of said Employer; and
- B. Employee has voluntarily resigned from employment effective **April 7, 2025**. As such, the Employer shall have no obligation to employ Employee under any circumstances in the future.
- C. Employee recognizes that the last day of work is **April 7, 2025**. However, if Employee accepts the terms and conditions of this SAGR, Employee shall receive Severance Pay in a gross amount equivalent to seventeen (17) weeks of Base Salary.
- D. It is agreed and understood that neither the offer or acceptance of this SAGR nor the payment of any money or provision of benefits hereunder constitute or will be construed as an admission of liability or of any wrongdoing or violation of laws, rules or policies by the Employer or the Employee.
- E. Employee hereby releases and discharges the Employer (and all of its affiliates, successors, assigns, directors, officers, insurers, board members, employees, and agents) from and against any and all liability to Employee upon claims, causes of action or obligations of every nature whatsoever, whether known or unknown, arising out of or relating to Employee's employment, separation from employment, or any other act, event, failure to act or things which have occurred or were created at any time before or upon the date on which this SAGR is signed and becomes effective. Without limiting the generality hereof, this release covers claims or causes of action based upon all torts (such as, for example, negligence, fraud, defamation, wrongful discharge, invasion of privacy); express and implied contracts (except this SAGR); federal, state or local statutes and ordinances, including those which regulate employment practices (such as, for example, the Age Discrimination in Employment Act, Family Medical Leave Act, Federal Civil Rights Acts (including but not limited to 42 U.S.C.A Sections 1981 – 1988, 2000a-6, and 2000e-17); the Americans with Disabilities Act, the National Labor Relations Act; the Older Worker Benefit Protection Act; The Florida Civil Rights Act; any state or federal Whistleblower's Act; Public Employee Relations Act; Title VII of the Civil Rights Act; the Civil Rights Act of 1991; the Reconstruction Era Civil Rights Act of 1866; the Employee Retirement Income Security Act; the Patient Protection and Affordable Health Care Act; the Genetic Information Nondiscrimination Act; the Public Health Services Act; the Rehabilitation Act of 1973; the Health Insurance Portability and Accountability Act; the Equal Pay Act; the Worker Adjustment and Retraining Notification Act; the Occupational Safety and Health Act; the Consolidated Omnibus Budget Reconciliation Act; the Florida Equal Pay Act; any claims under Fla. Stat. 448.08 for unpaid wages and waivable rights under the Florida Constitution; and any and all amendments to such acts); any and all claims for violation of any statutory or administrative rules, regulations or codes; any right or entitlement to any individual relief including damages, attorneys' fees, and costs which

may be available through local, state, or federal regulatory agencies such as the EEOC; expenses, costs, fees, and/or attorneys' fees, incurred or claimed in connection with any alleged claims; and every other source of legal rights and obligations which may validly be waived or released, except rights created or preserved expressly in this SAGR.

F. The Employee makes the following representations to the Employer, each of which is necessary before the Employer will pay severance to the Employee under this SAGR:

- (1) that the payments and other benefits which the Employer has agreed to provide, as stated below, are payments and benefits to which the Employee would not be entitled if it were not for this SAGR;
- (2) that no consideration, promises, agreements or representations have been made to encourage Employee to sign this SAGR, except those that are contained in this SAGR;
- (3) that Employee has read and understands each and every provision of this SAGR and any waiver pursuant to this SAGR is knowing and voluntary;
- (4) that Employee has been advised by the Employer that Employee has seven (7) days from the date of signing the SAGR to rescind acceptance of this SAGR by doing so in writing by delivering such written rescission to the Town Attorney within the 7-day period;
- (5) that Employee has been advised by the Employer that Employee should consult an attorney of his/her own choosing before signing this SAGR;
- (6) that Employee has had an adequate and reasonable period of time (at least 21 calendar days) to decide whether or not to sign this SAGR. Accordingly, failure to sign and deliver the SAGR to the Town Attorney on or before **5:00 p.m. on the 30th day following the date of receiving the SAGR**, shall be deemed a rejection of the SAGR and Employee shall not be entitled to the benefits outlined herein to which Employee would not otherwise be entitled. Material or immaterial changes to this SAGR do not restart the running of the 21-day period.
- (7) that Employee has not filed any complaints or initiated any other legal proceedings against the Employer before the date of signing this SAGR.
- (8) that Employee has not assigned, transferred or purported to assign or transfer any claims released in this SAGR to any person, association or entity.
- (9) that Employee has accurately reported all hours worked and has been paid in full for all time worked in accordance with the law and is owed no wages, whether in the form of straight time, overtime, or liquidated damages.
- (10) that Employee has not suffered an occupational disease or disability or any on-the-job-related accident or injury of the type that might have entitled Employee to file a Workers' Compensation claim, whether temporary, permanent, partial or total.
- (11) that Employee was provided and received all paid and unpaid leaves of absence to which Employee was entitled.
- (12) that Employee assumes the risk for any mistake of fact now known or unknown and that she understands the significance of this SAGR.
- (13) that Employee has the mental capacity to enter into this SAGR.
- (14) that Employee has returned all of the Employer's building access badges, Employer owned or leased equipment (such as wireless cards, laptops, tablets, phones, etc.), documents, software, hardware, electronic devices, and other materials, whether tangible or intangible, to the Employer, and has relinquished and previously provided to the Employer any and all individual and system passwords and/or login information relating to the Employer's information

- technology systems, including any and all user-IDs and passwords created for any and all vendors, clients, or any party, and has discontinued any use of such systems; and
- (15) that Employee has submitted any and all expense reports or other expenditures believed to be reimbursable by the Employer, including any receipts or other backup, prior to executing this SAGR.
- G. In exchange for the general release and other promises and acknowledgments made by Employee in this SAGR, the Employer agrees to pay Employee Severance Pay equal to **seventeen (17) weeks of Base Salary** (less required withholding for federal, state and local taxes).
- H. Employee agrees (unless otherwise required by law) not to file any claims waived by this SAGR. However, this SAGR is not intended to: (a) prevent Employee from filing a charge or complaint including a challenge to the validity of this SAGR with the Equal Employment Opportunity Commission ("EEOC"); (b) prevent Employee from participating in any investigation or proceeding conducted by the EEOC; or (c) establish a condition precedent or other barrier to exercising these rights. While Employee has the right to participate in an investigation, Employee is waiving his right to any monetary recovery arising from any investigation or pursuit of claim on his/her behalf. Employee also has the right to file a charge alleging a violation of the ADEA with any administrative agency and/or to challenge the validity of the waiver and release of any claim he might have under the ADEA without either: (a) repaying the amount paid under this SAGR; or (b) paying to any entity any other monetary amounts (such as attorney's fees and/or damages).
- I. This SAGR shall inure to the benefit of and be binding upon the Employer and Employee and each of their successors, assigns, affiliates, devisees, heirs, administrators and representatives.
- J. This SAGR constitutes the entire agreement by and among the parties hereto and there are no agreements or commitments by or among the parties, either verbal or written, except as expressly set forth herein.
- K. Should any part, term, or provision of this SAGR be declared or be determined by a court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining parts, terms, or provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term, or provision shall be deemed not a part of this SAGR.
- L. The SAGR shall be governed exclusively by Florida Law and venue for any action herein shall be in the courts of Palm Beach County, with each party to bear its own attorneys' fees and costs, up through and including any appellate action. Employee expressly consents to the personal jurisdiction of the courts in Palm Beach County Florida including, but not limited to, the 15th Judicial Circuit In and For Palm Beach County and the Southern District of Florida.
- M. THE PARTIES HEREBY WAIVE, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT EACH OF THEM MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LITIGATION DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS SAGR.

- N. This SAGR shall not be construed against the party who drafted same.
- O. The rights, responsibilities, and duties of the parties, and the agreements herein, shall continue to bind the parties in full force and effect until each and every obligation has been fully performed.
- P. Employee will separately receive information regarding eligibility to continue any medical insurance under COBRA at Employee's sole cost and expense.
- Q. This SAGR may be executed in counterparts, each of which shall be deemed an original, and will become effective and binding upon the parties as of the effective date at such time as all the signatories hereto have signed a counterpart of this SAGR, all of which taken together shall constitute one and the same SAGR. In the event an executed version of this SAGR is transmitted by facsimile or is scanned and emailed, the SAGR shall be effective and binding as if it were the originally executed document. However, Employee or her attorney will deliver original documents to the Town Attorney as soon as possible.

IN WITNESS WHEREOF, the parties have executed this SAGR as of the date written below.

EMPLOYEE: **LYNNE LADNER**

Lynne Ladner

Lynne Ladner

EMPLOYER: **TOWN OF OCEAN RIDGE, FLORIDA**

BY: _____
Kelly Avery, Town Clerk

BY: _____
Geoff Pugh, Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
Christy Goddeau, Town Attorney

First Amendment to Town Manager Agreement resignation and 17 weeks 4.1.2025

Final Audit Report

2025-04-03

Created:	2025-04-02
By:	Arthur Schofield (aschofield@flalabor.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAN8XMizVOy0r_1TxU4bkF1QEIgUk45Yr_

"First Amendment to Town Manager Agreement resignation and 17 weeks 4.1.2025" History

-  Document created by Arthur Schofield (aschofield@flalabor.com)
2025-04-02 - 7:42:55 PM GMT- IP address: 66.176.242.131
-  Document emailed to Lynne Ladner (elizabethlladner@gmail.com) for signature
2025-04-02 - 7:43:00 PM GMT
-  Email viewed by Lynne Ladner (elizabethlladner@gmail.com)
2025-04-02 - 11:34:38 PM GMT- IP address: 66.102.8.129
-  Document e-signed by Lynne Ladner (elizabethlladner@gmail.com)
Signature Date: 2025-04-03 - 1:58:29 AM GMT - Time Source: server- IP address: 73.138.93.58
-  Agreement completed.
2025-04-03 - 1:58:29 AM GMT

Agenda: Monday, April 7, 2025
Memo: Item #12.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Kelly Avery, Town Clerk

Subject: Resolution No. 2025-06: A Resolution of the Town of Ocean Ridge, Florida, Electing a Mayor

Mayor & Commissioners:

As you know, the Town Charter provides that a Mayor and Vice-Mayor be selected by the Town Commission members at the first regular meeting following the date of the March municipal election. Therefore, a Mayor and Vice Mayor will need to be chosen at the April 7th meeting. According to section 10.4 of the Rules of Order & Procedure adopted by the Town Commission, the Town Commission shall vote by ballot to fill the positions of Mayor and Vice-Mayor.

I have prepared the ballots and will distribute them to each Commissioner once voting is opened by the Presiding Officer. If a majority vote is not reached during round 1, the voting will move to round 2, and Commissioners may only select one of the Commissioners that received a vote in round 1. On the round 2 ballots, I will place a line through the Commissioners that did not receive a vote in round 1 before distributing the ballots. If a majority vote is not reached in round 2, the voting will move to a third round, and so on, until a majority vote is reached. Once a majority vote is reached, the Town Clerk will announce the Mayor's name for insertion into the Resolution selecting the Mayor, and a motion and second will be required to adopt the resolution.

The same procedures will apply to the voting for Vice Mayor.

Suggested Motion: I move to adopt Resolution 2025-06, selecting (insert name) as Mayor.

Respectfully,
Kelly Avery, Town Clerk

TOWN OF OCEAN RIDGE, FLORIDA

RESOLUTION NO. 2025-06

A RESOLUTION OF THE TOWN COMMISSION OF
THE TOWN OF OCEAN RIDGE, FLORIDA,
SELECTING A MAYOR FOR THE TOWN OF OCEAN
RIDGE, FLORIDA.

WHEREAS, the Municipal election in the Town of Ocean Ridge, Florida, was to be held March 11, 2025, and

WHEREAS, the Municipal Election was cancelled due to Steve Coz filing unopposed; and

WHEREAS, the Town Charter requires that a Mayor be selected from among the members of the Town Commission once annually at the first regular meeting following the Municipal Election.

NOW, THEREFORE, BE IT RESOLVED THAT Commissioner _____ is hereby selected Mayor of the Town of Ocean Ridge, Florida, to hold office until the first Regular Commission meeting following the Town Election of 2026.

Passed and adopted in regular session assembled this 7th day of April, 2025.

, Mayor

ATTEST:

Kelly Avery, Town Clerk

Agenda: Monday, April 7, 2025
Memo: Item #13.

Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum
Kelly Avery, Town Clerk

Subject: Resolution No. 2025-07: A Resolution of the Town of Ocean Ridge, Florida, Electing a Vice-Mayor

Mayor & Commissioners:

As you know, the Town Charter provides that a Mayor and Vice-Mayor be selected by the Town Commission members at the first regular meeting following the date of the March municipal election. Therefore, a Mayor and Vice Mayor will need to be chosen at the April 3rd meeting. According to section 10.4 of the Rules of Order & Procedure adopted by the Town Commission, the Town Commission shall vote by ballot to fill the positions of Mayor and Vice-Mayor. I have prepared the ballots and will distribute them to each Commissioner once voting is opened by the Presiding Officer. If a majority vote is not reached during round 1, the voting will move to round 2, and Commissioners may only select one of the Commissioners that received a vote in round 1. On the round 2 ballots, I will place a line through the Commissioners that did not receive a vote in round 1 before distributing the ballots. If a majority vote is not reached in round 2, the voting will move to a third round, and so on, until a majority vote is reached. Once a majority vote is reached, the Town Clerk will announce the Vice Mayor's name for insertion into the Resolution selecting the Vice Mayor, and a motion and second will be required to adopt the resolution.

Suggested Motion: I move to adopt Resolution Number 2025-07, selecting (insert name) as Vice-Mayor.

Respectfully,
Kelly Avery, Town Clerk

TOWN OF OCEAN RIDGE, FLORIDA

RESOLUTION NO. 2025-07

A RESOLUTION OF THE TOWN COMMISSION OF
THE TOWN OF OCEAN RIDGE, FLORIDA, ELECTING
A VICE MAYOR FOR THE TOWN OF OCEAN RIDGE,
FLORIDA.

WHEREAS, the Municipal election in the Town of Ocean Ridge, Florida, was to
be held March 11, 2025; and

WHEREAS, the Municipal Election was cancelled due to Steve Coz filing
unopposed; and

WHEREAS, the Town Charter requires that a Vice Mayor be selected from
among the members of the Town Commission once annually at the first regular meeting
following the Municipal Election.

NOW, THEREFORE, BE IT RESOLVED THAT Commissioner
_____ is hereby elected Vice Mayor of the Town of Ocean Ridge, Florida, to
hold office until the first Regular Town Commission meeting following the Town
Election of 2026.

Passed and adopted in regular session assembled this 7th day of April, 2025.

, Mayor

ATTEST:

Kelly Avery, Town Clerk

Agenda: Monday, April 7, 2025
Memo: Item #14.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Christy Goddeau, Town Attorney

Subject: Approval of Ordinance on First Reading: Ordinance 2025-02: An Ordinance Of The Town Of Ocean Ridge, Florida, Amending The Land Development Code At Chapter 64, “Zoning”, Article I, “District Regulations”, Section 64-2, “RMM Medium Density Multiple-Family Residential District”, To Correct Cross Reference To Section 64-1, “RSF And RSE Single-Family Residential Districts”; Providing For Codification, Severability, Conflicts, And An Effective Date.

As you may know, section 64-2 of the Town’s Land Development Code contains regulations pertaining to the Town’s Medium Density Multiple-Family Residential District (RMM District). When a property owner desires to construct a single-family home in the RMM District, subsection 64-2(e)(7) incorporates by cross reference the development regulations for single family homes contained in sections 64-1(b) through 64-1(i) of the Town’s Single Family Residential District (RSF District).

On November 7, 2005, the Town Commission adopted Ordinance No. 560, which, among other things, added a new subsection 64-1(c) (dealing with prohibited uses in the RSF District). The addition of the new subsection 64-1(c) resulted in subsection 64-1(i) being renumbered to subsection 64-1(j). Ordinance No. 560 inadvertently failed to specify that 64-2(e)(7)’s cross reference to section 64-1 should also be amended to include the renumbered subsection 64-1(j).

Based on research with Town staff, it appears the Town Commission always intended that section 64-2(e)(7)’s cross-reference to section 64-1 include the requirements contained in section 64-1(j) (single-family residential property development regulations). Accordingly, this is just a correction of an inadvertency in the passage of Ordinance No. 560.

The Town’s Planning and Zoning Commission reviewed this Ordinance at its February 18, 2025 meeting and found the same is consistent with the Town’s Comprehensive Plan and recommended approval of the Ordinance to the Town Commission.

If you have any questions, please let me know.

Staff recommends...approval of Ordinance 2025-02 on first reading.

Suggested Motion: I move to approve Ordinance 2025-02 as presented on first reading.

Respectfully,
Christy Goddeau, Town Attorney

ORDINANCE NO. 2025-02

AN ORDINANCE OF THE TOWN OF OCEAN RIDGE, FLORIDA, AMENDING THE LAND DEVELOPMENT CODE AT CHAPTER 64, “ZONING”, ARTICLE I, “DISTRICT REGULATIONS”, SECTION 64-2, “RMM MEDIUM DENSITY MULTIPLE-FAMILY RESIDENTIAL DISTRICT”, TO CORRECT CROSS REFERENCE TO SECTION 64-1, “RSF AND RSE SINGLE-FAMILY RESIDENTIAL DISTRICTS”; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE

WHEREAS, the Town of Ocean Ridge, Florida (“Town”) is a duly constituted municipality having such power and authority conferred upon it by the Florida Constitution and Chapter 166, Florida Statutes; and

WHEREAS, section 64-2 of the Town’s Land Development Code contains regulations pertaining to the Town’s RMM Medium Density Multiple-Family Residential District; and

WHEREAS, section 64-2(e)(7) incorporates by cross reference the development regulations contained in sections 64-1(b) through 64-1(i) of the RSF District; and

WHEREAS, on November 7, 2005, the Town Commission adopted Ordinance No. 560, which, among other things, added a new subsection 64-1(c); and

WHEREAS, the addition of the new subsection 64-1(c) resulted in subsection 64-1(i) being renumbered to subsection 64-1(j); and

WHEREAS, Ordinance No. 560 inadvertently failed to specify that 64-2(e)(7)’s cross reference to section 64-1 should be amended to include the renumbered subsection 64-1(j); and

WHEREAS, the Town Commission always intended that section 64-2(e)(7)’s cross-reference to section 64-1 include the requirements contained in section 64-1(j); and

WHEREAS, the Town’s Planning and Zoning Commission reviewed this Ordinance at its meeting on February 18, 2025, and found the same is consistent with the Town’s Comprehensive Plan and recommended approval of the Ordinance to the Town Commission; and

WHEREAS, the Town Commission for the Town of Ocean Ridge finds that this Ordinance is consistent with the Town’s Comprehensive Plan and serves a valid public purpose and is in the best interests of the Town of Ocean Ridge.

NOW THEREFORE, BE IT ORDAINED BY THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, AS FOLLOWS:

SECTION 1 – Findings of Fact: The **WHEREAS** clauses set forth above are adopted and incorporated herein as true findings of fact of the Town Commission and that this Ordinance is a lawful exercise of the Town’s police power.

SECTION 2 – Amendment: Chapter 64, entitled “Zoning”, Article I, entitled “District Regulations”, Section 64-2, entitled “RMM medium density multiple-family residential district”, is hereby amended to read as follows (underline denotes added language; ~~strike through~~ denotes deleted language):

Sec. 64-2. RMM medium density multiple-family residential district.

- (a) *Purpose and intent.* The purpose and intent of the RMM district is intended to include land developed or found by the comprehensive plan to be suitable for single-family attached, semidetached, detached and duplex residences and other multifamily residential types not to exceed a density of five dwelling units per gross acre.
- (b) *Permitted uses.* In an RMM medium density multiple-family residential district, no building, structure or land or water use shall be permitted except for one or more of the following uses:
 - (1) Single-family dwelling and its customary accessory uses.
 - (2) Multiple-family development and accessory uses and buildings. Accessory uses may include a private garage, swimming pool or tennis court.
- (c) *Prohibited uses.* The following uses are specifically prohibited in the medium-density multiple-family residential district:
 - (1) Commercial uses.
 - (2) Transient housing units.
 - (3) Vacation rentals or units.
 - (4) Any other use not specifically provided for in this Code.
- (d) *Special exceptions.* Special exceptions are subject to town commission approval. Special exceptions permitted subject to town commission approval are as follows in the RMM district:
 - (1) Public and private utility uses and structures.
 - (2) Reserved.
 - (3) Private recreation facilities and clubs.
 - (4) Churches and accessory buildings.
 - (5) Planned residential development.
 - (6) Marina facilities.
- (e) *Property development regulations.* Property development regulations for the RMM district are as follows:
 - (1) Minimum lot area and dimensions.

- a. Minimum lot area for a single-family dwelling is 7,500 square feet.
 - b. Minimum lot area for a two-family duplex is 12,500 square feet.
 - c. Minimum lot area for a multiple-family dwelling is 12,500 square feet for the first dwelling unit and 6,500 square feet for each additional unit thereafter.
 - d. Minimum lot dimensions for single-family dwellings are as follows:
 - 1. Depth: 100 feet.
 - 2. Width (interior): 50 feet.
 - 3. Width (corner): 60 feet.
 - e. Minimum lot dimensions for duplex and multiple-family dwellings are as follows:
 - 1. Depth: 100 feet.
 - 2. Width (interior): 100 feet.
 - 3. Width (corner): 100 feet.
- (2) *Minimum building setbacks.* The minimum building setbacks shall apply both to the proximity of one building to another as well as to the proximity to the property line. Minimum building setbacks are as follows:
- a. Front: 25 feet.
 - b. Side (interior): 15 feet.
 - c. Side (corner): 25 feet.
 - d. Rear: 15 feet.
 - e. Waterway: 25 feet.
- (3) *Maximum building height.* Maximum building height is 36 feet, subject to the additional provisions of section 64-1 as applicable to single-family dwellings and of section 64-41(b)(2) as applicable to accessory uses, buildings or structures. Any flat roof areas, excluding decks and porches, shall be screened entirely by a parapet, which shall not extend above the top of the tie beam by more than three feet. This parapet shall extend around the flat roof area and shall screen all flat roof elements. Where a parapet is used to conceal a pitched roof, the top of the parapet shall not extend above the top of the tie beam by more than three feet.
- (4) *Maximum lot coverage.* Maximum lot coverage is 40 percent of the total lot area.
- (5) *Minimum floor area requirements.* Minimum floor area requirements are as follows:
- a. Efficiency: 850 square feet.
 - b. One bedroom: 1,000 square feet.
 - c. Two bedrooms: 1,200 square feet.
 - d. Three bedrooms: 1,400 square feet.
 - e. More than three bedrooms: 1,600 square feet.

- (6) *Allowable building square footage computation.* Notwithstanding other provisions of the Code, allowable building square footage for all residential lots with less than 7,500 square feet total area within the town may be computed using a floor area ratio of 0.45; provided, however, the maximum floor area of a building structure on any lot less than 7,500 square feet in total area may not exceed 2,700 square feet.
- (7) *Single-family development regulations.* Except as otherwise provided in this section, each single-family dwelling and its customary private accessory uses, including garage, swimming pool and tennis court constructed in the RMM district shall be subject to the property development regulations set forth in sections 64-1(b) through 64-1(i) herein, except the minimum floor area shall be 1,600 square feet. In addition, for two-story buildings, wherever a base flood elevation (BFE) is dictated by the FEMA National Flood Insurance Program maps requiring the finished floor elevation to be above seven feet NAVD, for every foot above seven feet NAVD there shall be a corresponding decrease of one foot in the maximum building height.
- (f) *Special regulations.* See article III of this chapter for regulations relative to access, parking, landscaping and fences and chapter 70 of this land development code for regulations relative to signs.
- (g) *Site plan review.* A site plan review shall be required prior to the issuance of a building permit for the construction or alteration of any multiple-family development within this RMM medium density multiple-family district.

SECTION 3 - Codification: This Ordinance shall be codified in the Code of Ordinances of the Town of Ocean Ridge, Florida.

SECTION 4 - Repeal of Conflicting Ordinances: All ordinances, resolutions, or parts of ordinances and resolutions in conflict herewith are hereby repealed.

SECTION 5 - Severability: If any word, clause, sentence, paragraph, section, or part thereof contained in this Ordinance is declared to be unconstitutional, unenforceable, void, or inoperative by a court of competent jurisdiction, such declaration shall not affect the validity of the remainder of this Ordinance.

SECTION 6 - Effective Date: This Ordinance shall become effective immediately upon adoption.

FIRST READING this ____ day of _____, 2025.

SECOND AND FINAL READING this ____ day of _____, 2025.

Commissioner _____ offered the foregoing Ordinance and moved its adoption. The motion was seconded by Commissioner _____ and upon being put to a vote, the vote was as follows:

GEOFF PUGH, Mayor
STEVE COZ, Vice Mayor
CAROLYN CASSIDY, Commissioner
DAVID HUTCHINS, Commissioner
AINAR AIJALA JR., Commissioner

AYE	NAY
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The Mayor thereupon declared this Ordinance approved and adopted by the Town Commission of the Town of Ocean Ridge, Florida, on second reading, this _____ day of _____, 2025.

TOWN OF OCEAN RIDGE, FLORIDA

BY: _____
Geoff Pugh, Mayor

ATTEST:

BY: _____
Kelly Avery, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
Christy Goddeau, Town Attorney

Agenda: Monday, April 7, 2025
Memo: Item #15.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Christy Goddeau, Town Attorney

Subject: Approval of Resolution 2025-09: A Resolution Of The Town Commission Of The Town Of Ocean Ridge, Florida, Amending The Adopted Schedule Of Fees To Increase The Fine Amount For A Violation Of Section 62-28 Regarding Animals On The Public Portion Of The Beach; Providing For Repeal Of Conflicting Resolutions, Directions To The Town Clerk, And An Effective Date

At the March 3, 2025 Town Commission meeting, the Town Commission directed that the fine amount for a civil infraction of section 62-28 of the Town's Code of Ordinances, regarding animals on the public portion of the beach, be amended to increase the fine amount. The current fine amount is \$25.00 for a first offense, \$50.00 for second offense, and \$100.00 for a third or more offense.

The proposed resolution seeks to increase the fine amount as follows: a first offense would be \$100.00, second offense would be \$200.00, and a third or more offense would be \$500.00.

Please note, with the process for alternative citations set forth in the Town's Community Standard procedures, upon receipt of a citation, the violator has an opportunity to correct the violation and pay the fine. If the violator corrects the violation and pays the fine, the matter is deemed resolved. If the violator does not correct the violation and/or pay the fine, the Town takes the matter to the Special Magistrate. If the violation is upheld by the Special Magistrate, the Special Magistrate can impose hearing costs which are typically around \$170.00.

If you have any questions, please let me know.

Staff recommends...Approval of Resolution 2025-09.

Suggested Motion: I move to approve Resolution 2025-09 as presented.

Respectfully,
Christy Goddeau, Town Attorney

RESOLUTION NO. 2025-09

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, AMENDING THE ADOPTED SCHEDULE OF FEES TO INCREASE THE FINE AMOUNT FOR A VIOLATION OF SECTION 62-28 REGARDING ANIMALS ON THE PUBLIC PORTION OF THE BEACH; PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS, DIRECTIONS TO THE TOWN CLERK, AND AN EFFECTIVE DATE.

WHEREAS, Article IV of Chapter 16 of the Code of Ordinances of the Town of Ocean Ridge establishes an alternative citation process under the Town's Community Standards enforcement procedures for civil infractions; and

WHEREAS, section 16-31 of the alternative citation process authorizes the Town Commission to adopt by ordinance or resolution specific fines, fees, and costs for civil infractions of duly enacted ordinances of the Town; and

WHEREAS, the Town Commission has determined that in addition to the Police Departments increase in enforcement efforts, further action must be taken to deter violations of section 62-28 regarding animals on the public portion of the beach; and

WHEREAS, the Town Commission has determined that increasing the fine for a violation of section 62-28 from \$25.00 for a first offense to \$100.00 for a first offense, from \$50.00 for a second offense to \$200.00 for a second offense, and from \$100.00 for a third or more offense to \$500.00 for a third or more offense, will have the desired deterrence effect and assist in reducing such violations; and,

WHEREAS, the Town Commission has determined that amending the adopted Schedule of Fees as set forth herein serves a valid public purpose.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, AS FOLLOWS:

Section 1. The foregoing recitals are incorporated into this Resolution as true and correct statements.

Section 2. The Town Commission of the Town of Ocean Ridge, Florida, hereby amends the Schedule of Fees for Community Standards Citations for violations of section 62-28 as set forth in **Exhibit "A"**, which is attached hereto and incorporated herein.

Section 3. The Town Clerk is directed to add the aforementioned fee to the Town's

Schedule of Fees on file in the Clerk's Office.

Section 4. That all resolutions or parts of resolution in conflict herewith are repealed to the extent of such conflict.

Section 5. This Resolution shall be effective upon adoption.

_____ offered the foregoing resolution.
_____ seconded the motion, and upon being put to a vote, the vote was as follows: Passed and adopted in special session assembled this ____ day of April 2025.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
GEOFF PUGH, MAYOR	☐	☐	☐
STEVE COZ, VICE MAYOR	☐	☐	☐
CAROLYN CASSIDY, COMMISSIONER	☐	☐	☐
DAVID HUTCHINS, COMMISSIONER	☐	☐	☐
AINAR AIJALA JR., COMMISSIONER	☐	☐	☐

The Mayor thereupon declared the Resolution duly passed and adopted this ____ day of April, 2025.

TOWN OF OCEAN RIDGE, FLORIDA

BY: _____
Geoff Pugh, Mayor

ATTEST:

BY: _____
Kelly Avery, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
Christy Goddeau, Town Attorney

EXHIBIT "A"

<u>COMMUNITY STANDARDS CITATIONS</u>	<u>FINE AMOUNT</u>
DUMPSTER COVER VIOLATION, FIRST OFFENSE	\$50.00
DUMPSTER COVER VIOLATION, SECOND OFFENSE	\$100.00
DUMPSTER COVER VIOLATION, THIRD OFFENSE	\$200.00
DUMPSTER COVER VIOLATION, FOURTH + OFFENSE	\$300.00
OVERGROWN LOT ON CONSTRUCTION SITE, FIRST OFFENSE	\$50.00
OVERGROWN LOT ON CONSTRUCTION SITE, SECOND OFFENSE	\$100.00
OVERGROWN LOT ON CONSTRUCTION SITE, THIRD + OFFENSE	\$250.00
CONSTRUCTION SITE PARKING, FIRST OFFENSE	\$50.00
CONSTRUCTION SITE PARKING, SECOND OFFENSE	\$100.00
CONSTRUCTION SITE PARKING, THIRD + OFFENSE	\$250.00
CONSTRUCTION SITE WORK HOURS, FIRST OFFENSE	\$50.00
CONSTRUCTION SITE WORK HOURS, SECOND OFFENSE	\$100.00
CONSTRUCTION SITE WORK HOURS, THIRD + OFFENSE	\$250.00
<u>ANIMAL ON PUBLIC BEACH, FIRST OFFENSE</u>	<u>\$100.00</u>
<u>ANIMAL ON PUBLIC BEACH, SECOND OFFENSE</u>	<u>\$200.00</u>
<u>ANIMAL ON PUBLIC BEACH, THIRD+ OFFENSE</u>	<u>\$500.00</u>
FOR THE VIOLATIONS LISTED BELOW, THE FIRST OFFENSE IS A WARNING OR \$25 CITATION;	
SECOND OFFENSE IS \$50 CITATION, AND THIRD+ OFFENSE IS \$100 CITATION:	
POD WITHOUT APPROVAL	
OVERNIGHT PARKING	
U-HAUL/COMMERCIAL VEHICLES	
BOATS/TRAILERS	
SIGNAGE VIOLATION (NON-CONTRACTOR)	
<u>DOG ON BEACH</u>	
TRASH VIOLATION	
OVERGROWN LOT - NON-CONSTRUCTION SITE	

**Town of Ocean Ridge, Florida
Town Commission Agenda
Memorandum
Lynne Ladner, Town Manager**

Subject: Proposal for purchase and installation of A/V equipment and videography services

Town staff published a Request for Proposals (RFP) in January 2025 for the purchase and installation of A/V equipment for the Town Commission chambers. The Town held a mandatory pre-bid meeting and had four (4) companies attend. Following the meeting, the Town received questions from the bidders and, based upon the nature of the questions, the Town extended the deadline to respond to the RFP. The Town also held an additional site visit for bidders that had attended the mandatory pre-bid meeting. At the close of the deadline for proposals, the Town did not receive any responsive proposals. One proposal was submitted after the deadline. Accordingly, the Town canceled the RFP for failure to obtain any responsive proposals.

Following the cancellation of the RFP, Town staff reached out directly to a local company that had not participated in the RFP, but has been utilized by other municipalities for AV equipment, installation, and videography services, Primestar Digital Network (Primestar). Primestar conducted a site visit on March 19, 2025 and reviewed the current equipment and discussed with staff the Town's needs. As a result, Primestar several quotes: (1) quote for needed equipment to be purchased in the amount of \$16,671.25; (2) quote for installation services in the amount of \$7,500; and (3) quote to provide full videography services for Town meetings (which is contingent upon the proposed upgrades in equipment as the current system does not provide the flexibility and features that would be necessary to provide ideography services) in the amount of **\$1,549.00 per meeting**.

Suggested Motion: I move to enter into an agreement with Primestar Digital Network to provide equipment and installation services for the commission chambers A/V upgrade and integration in the amount of **\$16,671.25 for equipment and \$7,500 for installation**.

Second motion: I move to enter into an agreement with Primestar Digital Network to provide videography services for the remainder of FY25 for regular and special commission meetings, planning and zoning board, board of adjustment, and community standards meetings at a cost of \$1,549.00 per meeting.

Respectfully,
Lynne Ladner, Town Manager

PrimeStar Digital Network
4396 Hammock Grove Dr
Lake Worth, FL 33467-8606

contact@primestardigitalnetwork.com
+1 (561) 502-4408
www.primestardigitalnetwork.com



Town of Ocean Ridge
6450 N. Ocean Blvd
Ocean Ridge, FL 33435

Town of Ocean Ridge
6450 N. Ocean Blvd
Ocean Ridge, FL 33435

Estimate no.: 1357
Estimate date: 03/24/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	04/26/2025	Sales	Installation of all parameters on estimate #1356. Such line items have been recommended based on a site visit and unknown parameters can exist within the walls or ceiling. Our scope of work will take approximately two weeks to complete and will require that the town contract with their existing AV integration firm to patch our cabling into their system workflow when we are at about 90% complete with our integration This should require a single visit from their organization.	1	\$7,500.00	\$7,500.00

Total	\$7,500.00
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Accepted by

ESTIMATE

PrimeStar Digital Network
4396 Hammock Grove Dr
Lake Worth, FL 33467-8606

contact@primestardigitalnetwork.com
m
+1 (561) 502-4408
www.primestardigitalnetwork.com



Bill to

Town of Ocean Ridge
6450 N. Ocean Blvd
Ocean Ridge, FL 33435

Ship to

Town of Ocean Ridge
6450 N. Ocean Blvd
Ocean Ridge, FL 33435

Estimate details

Estimate no.: 1356
Estimate date: 03/21/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.	04/25/2025	Sales item	Datavideo PTC-280 4K 12X PTZ Camera, 3 year Warranty	2	\$1,699.00	\$3,398.00
2.	04/25/2025	Sales item	Datavideo PTC-305 4K 20X PTZ Camera, 3 year Warranty	1	\$2,199.00	\$2,199.00
3.	04/25/2025	Sales item	Datavideo NVS-35 Dual Streaming Encoder - 3 year Warranty	1	\$999.00	\$999.00
4.	04/25/2025	Sales item	RMK-1 1u Rackmount Kit	1	\$49.00	\$49.00
5.	04/25/2025	Sales item	NVD-35 MKII SDI IP Video Decoder - 3 year Warranty	1	\$719.00	\$719.00
6.	04/25/2025	Sales item	Gnural Net live To Air 6 caller call mgmt system	1	\$5,440.00	\$5,440.00
7.	04/25/2025	Sales item	IP Studio Bridge 3 year Warranty	1	\$2,700.00	\$2,700.00
8.	04/25/2025	Sales item	Lumantek SDI to HDMI Scaler 1 year Warranty	1	\$199.00	\$199.00
9.	04/25/2025	Sales item	Ethereal HDMI scaler 1/4 distribution - 1 year Warranty	1	\$129.00	\$129.00
10.	04/25/2025	Sales item	Ethereal 1 meter MHX series HDMI	2	\$18.00	\$36.00
11.	04/25/2025	Sales item	WM-1 Professional Wall Mount for PTC Video Cameras	2	\$109.00	\$218.00

12.	04/25/2025	HD-SDI / CAT6 -100ft	100ft- Blue High Definition 3G SDI cable with paired Category 6 cable (plenum) UL rated	2	\$90.00	\$180.00
13.	04/25/2025	HD-SDI / CAT6 -75ft	75ft- Blue High Definition 3G SDI cable with paired Category 6 cable (plenum) UL rated	1	\$56.25	\$56.25
14.	04/25/2025	Sales	Tripplite rackmount battery backup - 1 year warranty	1	\$349.00	\$349.00
Total					\$16,671.25	

Accepted date

Accepted by

Town of Ocean Ridge A/V Integration upgrade
Prepared by Primestar Digital Network on 3/24/2025

4k Ultra High-Definition Cameras

Install three (3) PTZ (Pan, Tilt, Zoom) Cameras into the Chambers. One will mount on the ceiling, on the wall behind the Commissioners. This camera will be used to capture podium presenters, audience and other related speakers who are seated but speaking as a contributor or commentor.

Two of the cameras will mount below the existing two televisions that are hanging from the ceiling. This location is the most optimum position for these Dais facing cameras as the Chambers have dual floating walls and if cameras are mounted further back, they would need to drop down by pole or other method lower than the two televisions so that their point of view would not be obscured. These two cameras will be 4k resolution and have a 12x, 71 degree of field view to acquire the widest possible shots due to their closeness in proximity to the Dais.

These three vantage points will provide the correct coverage to produce a compelling broadcast as the focal point of each area of the Chambers can be captured.

Presentations

Currently the City Clerk controls the onscreen assets for presentations, proclamations, etc via a touchpad that allows switching between the local connection points within the Chambers. We will ask your current integration firm to “map” a new option for our purpose so that we can send the video of the hybrid guest to your 4 screens on an as needed and as desired basis.

This would be accomplished at a time in the meeting in which the clerk could simply press the button on the existing control panel to switch from computer(s) presentation to the screens to hybrid guest visual likeness to the screens. And upon the completion of such guest contribution, switch back to one of the local inputs that would populate the town logo on the screens.

In addition, there is planned integration for all presentations from the various connection points within the Chambers to point back to the Primestar Digital Network Studio so that presentations, spreadsheets, maps, etc that are displayed for the in-person attendees can be shared to the at home audience.

Additional Contracted services:

Meeting Production

All cameras and presentation screens will be sent via IP (Internet Protocol) to the Primestar Digital Network studios for live broadcast production. Our studios contain the latest technology in the audio video broadcast space and will provide the Town with unparalleled quality and best in class service.

Key Advantages to offloading your production to a Remote Studio are as follows:

- *Lower onsite equipment cost for the client
- *Reduction in staff overtime hours to attend and monitor meetings
- *Cost savings by not having to build a Production Control room
- *Real Estate savings by not having to allocate prime office space for a control room that is used occasionally
- *Less equipment maintenance and upgrades

Our REMI Production technology provides local Municipalities with the following resources:

Livestream to the Town's / Cities Website:

We provide your website administrator with a unique code to embed onto the website and each time there is a meeting scheduled, it will auto populate the broadcast so that viewers can watch Live or on Demand.

The Video on Demand Library will contain your meetings for 3 years from the date of broadcast and then automatically fall off in month 37. Meaning if you have a meeting on January 1st 2026, and another on February 1st, 2026, both meetings can be viewed live and the January video will auto remove from your Video on demand Library on February 1, 2029 and the February 1st Video will auto remove on March 1, 2029.

This provides the public with the opportunity to watch any meeting in full High Definition, with Closed Captioning either live or as a Video on Demand for three years on your website, thus reducing the video public records request that are very common.

Town's / Cities YouTube:

Upon your designation to us, we will send your livestreams to your YouTube account as livestreams and they will remain as Videos on Demand. This provides an additional viewing source for the public to view your content.

Hybrid guest Integration

We will utilize the LiveToAir professional Caller Management platform for your remote contributors and guest. This technology is currently in use in television stations around the country as well as larger Municipalities who desire to have a professional video presentation of remote callers.

Our workflow with your Town will be as follows:

The Town Clerk will let us know in advance of a meeting the names of consultants, presenters, etc that are scheduled to join the broadcast and they will be provided with the access link from the Clerk.

We will allow those individuals to join the broadcast up to an hour before the meeting time to verify that their device is working correctly and to provide any troubleshooting necessary to enhance their “On Air” experience.

The public who wishes to add public comment will be allowed to join the waiting que during the topic of discussion or while a preceding topic is being discussed.

The Town Clerk / Mayor / Board will have “Call in Manager” opened as a tab on their computer and can see who is ready to go live on the air and can clearly see each person’s reason for joining; Consultant, Public Comment, Presenter on 13A, etc.

At the discretion of the Mayor / board, etc, they can call upon any individual within the que and they will be instantly triggered to be live on air and their image will populate onto the screens and two way dialog can now occur between the Chambers and such contributor.

This process can be repeated for as many guests that are expected to participate in the meeting/ broadcast.

Closed Captioning

We provide live AI Closed captioning to the broadcast feed that is viewable on your website. The captions have roughly a 98% accuracy rate and remain after the broadcast onto the Video on Demand.

Redundant backup Recording

We provide High-Definition Localized Recording in our Studio and in the Cloud. Additionally, we ask the client to continue to record locally as an added layer of protection.

We will be happy to provide you some local contracts for piggy back pricing options.

GOODS AND SERVICES AGREEMENT
(AV Equipment and Installation Services)

THIS GOODS AND SERVICES AGREEMENT ("Agreement") is entered on _____, 2025, by and between the **Town of Ocean Ridge**, a Florida municipal corporation ("Town") and **Primestar Digital Network, Inc.**, a corporation authorized to do business in the State of Florida ("Vendor").

RECITALS

WHEREAS, the Town is in need of a company to upgrade the Town's AV equipment in the Town's Commission Chambers to provide a more reliable audiovisual (AV) system and system capable of remote access by board members, the public, and for potential videography streaming services; and

WHEREAS, the Town originally issued an RFP for the desired AV goods and services, which the Town canceled after no responsive proposals were received; and

WHEREAS, the Town approached the Vendor, who has provided AV goods and services to other municipalities in Palm Beach County, for a quote for the desired AV goods and services; and,

WHEREAS, the Vendor has provided two (2) quotes for the desired AV goods and services, which quotes are attached hereto as Exhibit "A"; and

WHEREAS, pursuant to section 2-217(b)(12) of the Town's purchasing code, the Town desires to enter into this Agreement with the Vendor as a best interest acquisition and to set forth the terms and conditions for the provision of the AV goods and services to the Town by the Vendor and the Vendor's compensation for the same; and,

WHEREAS, the Town finds entering this Agreement with the Vendor is in the best interests of the Town and serves a valid public purpose.

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the sufficiency of which is hereby acknowledged by the parties, the Town and the Vendor agree as follows:

SECTION 1: INCORPORATION OF RECITALS. The foregoing Recitals are incorporated into this Agreement as true and correct statements.

SECTION 2: VENDOR'S SERVICES.

a. **Scope of Services.** The Vendor shall obtain the AV equipment and provide the AV installation services as set forth in **Exhibit "A"**, attached hereto and incorporated herein, for the provision of an AV system that provides the Town a more reliable audiovisual (AV) system and system capable of remote access by board members, the public, and for potential videography streaming services. If during the course of this Agreement, additional goods and services are needed by the Town above and beyond the goods and services identified in Exhibit "A", the Town and Vendor will negotiate an amendment to this Agreement, which will need to be fully executed by the parties prior to such additional services being provided to the Town.

b. **Protection of Property.** The Vendor shall at all times guard against damage or loss to the property of the Town or of other vendors or contractors and shall be held responsible for replacing or repairing any such loss or damage. The Town may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the Vendor or others utilized by the Vendor under this Agreement. The Vendor shall be responsible to safeguard all of

their property such as tools and equipment while on site. The Town will not be held responsible for any loss of Vendor's property due to theft or vandalism. The Vendor shall not be responsible for the Town's negligent acts or omissions.

c. **Warranty.** The VENDOR warrants that it will perform the services required under this Agreement in a professional and workmanlike manner free from faults and defects. If the services fail to meet the warranty standards set forth herein within one (1) year from completion of the services ("Warranty Period"), and TOWN promptly reports such non-conformance to VENDOR during the Warranty Period or VENDOR discovers the same, VENDOR shall at its sole cost and expense promptly correct such failure or breach and/or re-perform the relevant Services, or in VENDOR's sole discretion, refund the pro-rata portion of the fees paid to VENDOR allocable to the nonconforming services ("Warranty"). In the event the VENDOR fails to initiate and diligently pursue corrective action within ten (10) business days of the VENDOR's receipt of TOWN's notice or VENDOR's discovery of the same, TOWN may undertake such corrective action at VENDOR's expense. VENDOR shall reimburse the TOWN for the cost of repair within thirty (30) days of notice of the same from the TOWN.

d. **Conditions to the Warranty.** The Warranty is conditioned on: (i) no repairs, modifications or alterations being made to the equipment other than by VENDOR or its authorized representatives during the term of this Agreement and the Warranty Period; (ii) the TOWN properly handling, using, storing, installing, operating, and maintaining the equipment in a manner that is in compliance with any parameters or instructions in any specifications attached to, or incorporated into this Agreement, (iii) or in the absence of such conditions, parameters or instructions or to the extent not applicable, in accordance with the generally accepted industry standards applicable in the locale where the Services are being performed and having regard to the nature of the Services; (iv) TOWN discontinuing use of the Equipment after it has, or should have had knowledge of any defect in the Equipment; and, (v) the equipment not having been subjected to accident (including force majeure), alteration, abuse or misuse not caused by VENDOR or its subcontractors.

SECTION 3: INDEPENDENT VENDOR RELATIONSHIP. No relationship of employer or employee is created by this Agreement, it being understood that the Vendor will act hereunder as an independent contractor and none of the Vendor's officers, directors, employees, independent contractors, representatives or agents performing services for the Vendor pursuant to this Agreement shall have any claim under this Agreement or otherwise against the Town for compensation of any kind under this Agreement. The relationship between the Town and Vendor is that of independent contractors, and neither shall be considered a joint venturer, partner, employee, agent, representative or other relationship of the other for any purpose expressly or by implication.

SECTION 4: TERM, TIME AND TERMINATION.

a. **Term.** The term of this Agreement shall commence upon the execution this Agreement by the Town and shall remain in effect for _____ (_____) days for the Vendor to the purchase and installation of the AV equipment and provision of the upgraded AV system to the Town unless earlier terminated as stated herein. This Agreement may be extended by the parties via a written amendment to this Agreement. The Town Manager is authorized to extend the term of this Agreement up to an additional thirty (30) days.

b. **Time for Completion.** Time is of the essence in the performance of this Agreement. Vendor shall at all times carry out its duties and responsibilities as expeditiously as possible and in accordance with the requirements of all applicable laws. The Vendor shall not be responsible for delays caused by the Town in providing documentation and/or coordination efforts.

c. **Force Majeure.** Neither party hereto shall be liable for its failure to perform hereunder due to any circumstances beyond its reasonable control, such as acts of God, wars, riots, national emergencies, sabotage, strikes, labor disputes, accidents, and governmental laws, ordinances, rules, or regulations. The

Vendor or Town may suspend its performance under this Agreement as a result of a force majeure event without being in default of this Agreement, but upon the removal of such force majeure event, the Vendor or Town shall resume its performance as soon as is reasonably possible. Upon the Vendor's request, the Town shall consider the facts and extent of any failure to perform the services and, if the Vendor's failure to perform was without its or its approved sub-consultant's fault or negligence, the schedule and/or any other affected provision of this Agreement may be revised accordingly, subject to the Town's rights to change, terminate, or stop any or all of the services at any time. No extension shall be made for delay occurring more than ten (10) days before a notice of delay or claim therefore is made in writing to the Town. In the case of continuing cause of delay, only one (1) notice of delay or claim is necessary.

d. Termination without cause. The Town may terminate this Agreement at any time with or without cause by giving not less than thirty (30) days written notice of termination without cause to the Vendor. In the event of such termination without cause, the Vendor shall be paid for all equipment purchased and installation services up to the date of termination.

e. Termination for cause. Either party may terminate this Agreement at any time in the event that the other party engages in any act or makes any omission constituting a material breach of any term or condition of this Agreement. The party electing to terminate this Agreement for breach shall provide the other party with written notice specifying the nature of the breach. The party receiving the notice shall then have ten (10) business days from the date of the notice in which to remedy the breach. If such corrective action is not taken within ten (10) business days, then this Agreement shall terminate at the end of the ten (10) business day period without further notice or demand.

f. Early Termination. If this Agreement is terminated before the completion of all services by either party, the Vendor shall:

1. Stop services on the date and to the extent specified including without limitation services of any approved sub-consultants.
2. Transfer all purchased equipment, work in progress, completed work, and other materials related to the terminated services to the Town in the condition and format acceptable to Town.
3. Continue and complete all parts of the services that have not been terminated.

SECTION 5: COMPENSATION.

a. The Town shall compensate the Vendor for all goods and services at the amount set forth in Exhibit "A". **This Agreement shall not exceed Twenty-Four Thousand One Hundred Seventy-One Dollars and Twenty-Five cents (\$24,171.25) without a fully executed amended hereto.**

b. The Vendor shall render monthly invoices to the Town for services that have been rendered in conformity with this Agreement in the previous month. Invoices will normally be paid within thirty (30) days following the Town's receipt of the Vendor's invoice.

c. All invoices must be submitted to the Town of Ocean Ridge via email to lladner@oceanridge.gov with copy to kavery@oceanridge.gov on a monthly basis for review and approval prior to payment. Invoices should be itemized to specifically and concisely identify each task performed and should reflect the actual time spent on each task.

SECTION 6: INSURANCE, INDEMNIFICATION, AND LIMITATION OF LIABILITY

a. The Vendor shall maintain during the term of this Agreement all insurance coverage as required hereunder. Such insurance policy(s) shall be issued by the United States Treasury or insurance carriers

approved and authorized to do business in the State of Florida, and who must have a rating of no less than “excellent” by A.M. Best or as mutually agreed upon by the Town and the Vendor.

<u>Type of Coverage</u>	<u>Amount of Coverage</u>
Commercial General Liability Insurance	\$1,000,000 per occurrence \$2,000,000 aggregate
Automobile Liability (optional /per case basis)	\$1,000,000 combined Single Limit
Workers’ Compensation	Must be in accordance with State and Federal Laws (no minimum amount)

Commercial General Liability certificate shall identify the Town, its officials, employees and agents as Additional Insured.

Proof of all insurance coverage shall be furnished to the Town by way of an endorsement to same or certificate of insurance upon request by the Town. Failure to comply with the foregoing requirements shall not relieve Vendor of its liability and obligations under this Agreement.

b. Indemnification. The Vendor agrees to indemnify and hold harmless the Town, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liabilities, damages, losses and costs, including, but not limited to, reasonable attorney’s fees (at all trial and appellate levels), to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Vendor, its agents, officers, subcontractors, employees, or anyone else employed or utilized by the Vendor in the performance of this Agreement. The Vendor’s liability hereunder shall include all attorney’s fees and costs incurred by the Town in the enforcement of this indemnification provision (at all trial and appellate levels). This includes claims made by the employees of the Vendor against the Town and the Vendor hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement.

Nothing contained in the foregoing indemnification or in this Agreement shall be construed as a waiver of any immunity or limitation of liability the Town may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

c. Limitation of Liability. Notwithstanding anything to the contrary in this Agreement, neither party shall be responsible or liable to the other party under any contract, negligence, strict liability, or other legal theory for any consequential, incidental, special, punitive, or any other form of indirect or non-compensatory damages.

SECTION 7: PERSONNEL. Vendor represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the Town. All of the services required hereunder shall be performed by Vendor or under its supervision, and all personnel engaged in performing the services shall be fully qualified and authorized or permitted under federal, state and local law to perform such services.

SECTION 8: FEDERAL AND STATE TAX. The Town is exempt from payment of Florida State Sales and Use Tax. Vendor is not authorized to use the Town’s Tax Exemption Number.

SECTION 9: DISPUTE RESOLUTION, LAW, VENUE AND REMEDIES. All claims arising out of this Agreement or its breach shall be submitted first to mediation. The parties shall share the mediator’s fee

equally. The mediation shall be held in Palm Beach County. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof. This Agreement shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be exclusively held in the venue of Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

SECTION 10: WAIVER OF JURY TRIAL. TO ENCOURAGE PROMPT AND EQUITABLE RESOLUTION OF ANY LITIGATION, EACH PARTY HEREBY WAIVES ITS RIGHTS TO A TRIAL BY JURY IN ANY LITIGATION RELATED TO THIS AGREEMENT.

SECTION 11: AUTHORITY TO PRACTICE. Vendor hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business and provide the services required under this Agreement, and that it will at all times conduct its business and provide the services under this Agreement in a reputable manner. Proof of such licenses and approvals shall be submitted to the Town upon request.

SECTION 12: SEVERABILITY. If any term or provision of this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, to remainder of this Agreement, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

SECTION 13: PUBLIC ENTITY CRIMES, SCRUTINIZED COMPANIES, E-VERIFY AND HUMAN TRAFFICKING.

a. As provided in Sections 287.132-133, Florida Statutes, as amended from time to time, by entering into this Agreement, the Vendor certifies that it, its affiliates, suppliers, subcontractor and any other contractors who will perform hereunder, have not been placed on the convicted contractor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the date hereof.

b. As provided in Section 287.135, Florida Statutes, as amended from time to time, by entering into this Agreement, the Vendor certifies that it is not participating in a boycott of Israel. The Town and the Vendor agree that the Town will have the right to terminate the Contract Documents if the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

c. The Vendor shall comply with the E-Verify requirements of section 448.095, Florida Statutes, to the extent applicable.

d. By signing this Agreement as set forth below, the Vendor's authorized representative attests that the Vendor does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

SECTION 14: NOTICE. All notices required in this Agreement shall be sent by hand-delivery, certified mail (RRR), or by nationally recognized overnight courier, and if sent to the Town shall be sent to:

Town of Ocean Ridge
Attn: Town Manager
6450 N. Ocean Blvd.
Ocean Ridge, FL 33435

With a copy to the Town Attorney at christy@torcivialaw.com

and if sent to Vendor, shall be sent to:

Primestar Digital Network Inc.
Attn: Darrian Dority
6733 Broadwater Lane
Lake Worth, FL 33467

The foregoing names and addresses may be changed if such change is provided in writing to the other party. Notice shall be deemed given upon receipt.

SECTION 15: ENTIRETY OF AGREEMENT. The Town and Vendor agree that this Agreement sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto.

SECTION 16: WAIVER. Failure of a party to enforce or exercise any of its right(s) under this Agreement shall not be deemed a waiver of that parties' right to enforce or exercise said right(s) at any time thereafter.

SECTION 17: PREPARATION AND NON-EXCLUSIVE. This Agreement shall not be construed more strongly against either party regardless of who was more responsible for its preparation. This is a non-exclusive Agreement and the Town reserves the right to contract with individuals or Vendors to provide the same or similar services.

SECTION 18: LEGAL EFFECT. This Agreement shall not become binding and effective until approved by the Town. The Effective Date is the date this Agreement is executed by the Town.

SECTION 19: SURVIVABILITY. Any provision of this Agreement which is of a continuing nature or imposes an obligation which extends beyond the term of this Agreement shall survive its expiration or earlier termination.

SECTION 20: COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and will become effective and binding upon the parties as of the effective date at such time as all the signatories hereto have signed a counterpart of this Agreement. This Agreement may be signed digitally and each digitally signed counterpart shall be considered as an original of the signing party.

SECTION 21: PALM BEACH COUNTY IG. In accordance with Palm Beach County ordinance number 2011-009, Vendor acknowledges that this Agreement may be subject to investigation and/or audit by the Palm Beach County Inspector General. Vendor has reviewed Palm Beach County ordinance number 2011-009 and is aware of its rights and/or obligations under such ordinance.

SECTION 22: OWNERSHIP OF DELIVERABLES. Any deliverables, work product, specifications, calculations, supporting documents, or other work products by Vendor for the Town shall become the property of the Town. Vendor may keep copies or samples thereof and shall have the right to use the same for its own purposes. The Town accepts sole responsibility for the reuse of any such deliverables in a manner other than as initially intended or for any use of incomplete documents.

SECTION 23: PUBLIC RECORDS. Vendor shall comply with Florida's Public Records Act, Chapter 119, Florida Statutes, and, if determined to be acting on behalf of the Town as provided under section 119.011(2), Florida Statutes, specifically agrees to:

- a. Keep and maintain public records required by the Town to perform the service.
- b. Upon request from the Town's custodian of public records or designee, provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if Vendor does not transfer the records to the Town.
- d. Upon completion of this Agreement, transfer, at no cost, to the Town all public records in possession of Vendor or keep and maintain public records required by the Town to perform the service. If Vendor transfers all public records to the Town upon completion of the Agreement, Vendor shall destroy any duplicate public records that are exempt or confidential or exempt from public records disclosure requirements. If Vendor keeps and maintains public records upon completion of the Agreement, Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records or designee, in a format that is compatible with the information technology systems of the Town.

IF VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PLEASE CONTACT THE CUSTODIAN OF PUBLIC RECORDS OR DESIGNEE AT THE TOWN OF OCEAN RIDGE, ATTN: TOWN CLERK AT (561) 732-2635, KAVERY@OCEANRIDGE.GOV, 6450 N. OCEAN BLVD., OCEAN RIDGE, FL 33435.

SECTION 24: CONFIDENTIAL AND PROPRIETARY INFORMATION. Each party (the "Receiving Party") will keep confidential and not disclose to any other person or entity or use (except as expressly and unambiguously authorized by this Agreement) information, technology or software ("Confidential Information") obtained from the other party (the "Disclosing Party"); provided, however, that the Receiving Party will not be prohibited from disclosing or using information (i) that at the time of disclosure is publicly available or becomes publicly available through no act or omission of the Receiving Party, (ii) that is or has been disclosed to the Receiving Party by a third party who is not under, and to whom the Receiving Party does not owe, an obligation of confidentiality with respect thereto, (iii) that is or has been independently acquired or developed by the Receiving Party without access to the Disclosing Party's Confidential Information, (iv) that is already in the Receiving Party's possession at the time of disclosure, or (v) that is required to be released by law.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK
SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have made and executed this Professional Services Agreement (Professional Vendoring Services) as of the day and year set forth above.

TOWN OF OCEAN RIDGE

By: _____
Lynne Ladner, Town Manager

ATTEST:

By: _____
Kelly Avery, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

By: _____
Christy L. Goddeau, Town Attorney

VENDOR: Primestar Digital Network Inc.

.

By: _____

[Corporate Seal]

Print Name: _____

Title: _____

STATE OF _____)
COUNTY OF _____)

THE FOREGOING instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization on this ____ day of _____ 2025, by _____, as the _____ [title] of Primestar Digital Network Inc., a corporation authorized to do business in the State of Florida, who is ☐ personally known to me or ☐ who has produced _____ as identification, and who did take an oath under penalty of perjury that the facts stated with regard to section 787.06, Florida Statutes, are true and correct, and that he or she is duly authorized to execute the foregoing instrument and the Vendor to the same.

Notary Public Signature

Notary Seal:

Exhibit "A"
Vendor's Quotes for Equipment and Installation Services



AGREEMENT BETWEEN THE TOWN OF OCEAN RIDGE, FL AND PRIMESTAR DIGITAL NETWORK

This Agreement is made as of this ____ day of _____, 2025 by and between PRIMESTAR DIGITAL NETWORK, INC, with a principal address of 4396 Hammock Grove Dr, Lake Worth, FL 33467, hereinafter referred to as “Vendor,” and the Town of Ocean Ridge, FL, a municipal corporation organized and existing under the laws of Florida, with a business address of 6450 N. Ocean Blvd Ocean Ridge, Florida 33435, hereinafter referred to as “Town.” In consideration of the mutual benefits, terms, and conditions hereinafter specified the Parties agree as set forth below.

1. PROJECT DESIGNATION: Vendor is retained by the Town as a single source to provide labor, equipment, and management services related to the videography and live-stream broadcasting of Town Commission meetings, other meetings held in Town Commission Chambers, and special events for the Town of Ocean Ridge, FL.

2. SCOPE OF SERVICES: Vendor agrees to perform the production and live-stream broadcasting services required for meetings held in the Town Commission Chambers, and Town-wide events, as specified in **Exhibit A** (the “Scope of Services”), which are attached hereto and incorporated herein. The Scope of Services is a description of Vendor’s obligations and responsibilities and is deemed to include preliminary considerations and prerequisites, and all labor, materials, equipment, and tasks that are such an inseparable part of the work described that exclusion would render performance by Vendor impractical, illogical, or unconscionable.

3. TIME FOR PERFORMANCE: Work under this Agreement shall commence upon the giving of written notice by the Town to the Vendor to proceed. Vendor shall perform all services and provide all work products required pursuant to this Agreement. Time is of the essence for Vendor’s performance of the duties, obligations, and responsibilities required by this Agreement.

4. TERM: This Agreement shall be for an initial term of two (2) years, commencing on _____, 2025, and shall remain in effect through _____, 2027 (“Initial Term”), unless otherwise terminated or extended as provided in this Agreement. The Town reserves the right to renew the Agreement for three (3) additional one-year renewal terms (each an “Extension Term”) at mutually agreed upon rates, and on the same terms, and conditions stated in this Agreement, subject to Vendor’s satisfactory performance as determined by the Town and determination by the Town that renewal will be in the best interest of the Town. If Vendor requests a change in rates at the time of renewal, such rate change shall not become effective until a written amendment is duly executed by the Parties. Renewal shall be effectuated by the Town sending notice to Vendor at least sixty (60) days prior to the expiration of the then-current term. The Town Manager is authorized to exercise any Extension Term(s) if the terms, conditions, and rates remain the same.

5. NOTICES: All Notices to the Town shall be in writing by certified mail return receipt

requested, or customarily used overnight transmission with proof of delivery, sent to:

Town: Lynne Ladner, Town Manager
Town of Ocean Ridge, FL
6450 N. Ocean Blvd
Ocean Ridge, Florida 33435
Telephone: (561) 732-2635 / Cellular: (561) 232-4043
lladner@oceanridge.gov

Copy: Kelly Avery, Town Clerk
Town of Ocean Ridge, FL
6450 N. Ocean Blvd
Ocean Ridge, Florida 33435
Telephone: (561) 732-2635
kavery@oceanridge.gov

Vendor: Darrian Dority, C.O.O.
Primestar Digital Network, Inc.
4396 Hammock Grove Drive
Lake Worth, FL 33467
Telephone: (561) 502-4408
contact@primestardigitalnetwork.com

6. INVOICES AND PAYMENT: Invoices must identify the PO number and should be mailed to:

Town of Ocean Ridge, FL
Attn: Accounts Payable
6450 N. Ocean Blvd
Ocean Ridge, FL 33435.

With email copies to:
lladner@oceanridge.gov
kavery@oceanridge.gov

Invoices shall show the nature of the service and dates(s) of service. Invoices based on hourly rates shall show the actual hours worked, person performing services, nature of the service, hourly rate, and dates(s) of service. Invoices may be submitted after such services are performed, with the exception of necessary mobilization fees. However, all services rendered prior to September 30th of any given year are required to be invoiced by September 30th of that year. Vendor shall provide W-9 with first invoice.

Payment shall be made only for services actually performed and completed pursuant to this Agreement. The fee shall be paid based on receipt of a proper invoice in accordance with the invoice schedule indicated above. Payment will be made within 30 days of receipt of a proper invoice in accordance with the Local Government Prompt Payment Act, Section 218.70, et al.,

Florida Statutes. No payment made under this Agreement shall be conclusive evidence of the performance of this Agreement by Vendor, either wholly or in part, and no payment shall be construed to be an acceptance of or to relieve Vendor of liability for the defective, faulty or incomplete rendition of the Services.

7. TAX EXEMPT: Prices applicable to Town do not include applicable state and local sales, use, and related taxes. The Town is exempt from state and local sales and use taxes and shall not be invoiced for the same. Upon request, Town will provide Vendor with proof of tax-exempt status.

8. SOVEREIGN IMMUNITY: Nothing contained in this Agreement nor contained herein shall be considered nor construed as a waiver of the Town's right to sovereign immunity or a waiver of the limited waiver set forth in section 768.28, Florida Statutes, as may be amended.

9. ATTORNEY'S FEES: In the event that either Party brings suit for enforcement of the Agreement, each Party shall bear its own attorney's fees and court costs.

10. PUBLIC RECORDS: The Town is a public agency subject to Florida's Public Records Law, Chapter 119, Florida Statutes. The Vendor shall comply with Florida's Public Records Law, and if determined to be acting on behalf of the Town as provided under section 119.011(2), Florida Statutes, specifically agrees to:

A. Keep and maintain public records required by the Town to perform the service.

B. Upon request from the Town's custodian of public records or designee, provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

C. Ensure that public records that are exempt or that are confidential and exempt from public record disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement and, following completion of this Agreement, if Vendor does not transfer the records in its possession to the Town; and

D. Upon completion of this Agreement, Vendor shall transfer to the Town, at a no cost to the Town, all public records in Vendor's possession or keep and maintain public record requested by the Town to perform the service. If the Vendor transfers all public records to the Town upon completion of this Agreement, Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure. If Vendor keeps and maintains public records upon completion of this Agreement, Vendor shall meet all applicable requirements for retention of public records. All records stored electronically by Vendor must be provided to the Town, upon request from the Town's custodian of public records or designee, in a format that is compatible with the information technology systems of the Town.

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT,

CONTACT THE CUSTODIAN OF PUBLIC RECORDS DESIGNEE AT THE TOWN OF OCEAN RIDGE, ATTN: TOWN CLERK AT (561) 732-2635, KAVERY@OCEANRIDGE.GOV, 6450 N. OCEAN BLVD., OCEAN RIDGE, FL 33435.

11. PUBLIC ENTITY CRIMES, SCRUTINIZED COMPANIES, E-VERIFY AND HUMAN TRAFFICKING.

A. As provided in Sections 287.132-133, Florida Statutes, as amended from time to time, by entering into this Agreement, the Vendor certifies that it, its affiliates, suppliers, subcontractor and any other contractors who will perform hereunder, have not been placed on the convicted contractor list maintained by the State of Florida Department of Management Services within the thirty-six (36) months immediately preceding the date hereof.

B. As provided in Section 287.135, Florida Statutes, as amended from time to time, by entering into this Agreement, the Vendor certifies that it is not participating in a boycott of Israel. The Town and the Vendor agree that the Town will have the right to terminate this Agreement if the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

C. The Vendor shall comply with the E-Verify requirements of section 448.095, Florida Statutes, to the extent applicable.

D. By signing this Agreement as set forth below, the Vendor's authorized representative attests that the Vendor does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

12. DISPUTES: Any disputes that arise between the parties with respect to the performance of this Agreement, which cannot be resolved through negotiations, shall be submitted to a court of competent jurisdiction exclusively in Palm Beach County, Florida. This Agreement shall be construed under Florida Law.

13. TERMINATION FOR CONVENIENCE: This Agreement may be terminated by either Party for convenience upon One Hundred and Twenty (120) calendar days of written notice, in which event the Vendor shall be compensated for services performed through the termination date.

14. TERMINATION FOR CAUSE: In addition to all other remedies available to the aggrieved Party, this Agreement shall be subject to termination by either Party for cause, should the other Party neglect or fail to perform or observe any of the terms, provisions, conditions, or requirements herein contained ("Default" hereafter), if such neglect or failure shall continue for a period of thirty (30) calendar days' after receipt of written notice by the Party in Default. The notice of default shall specify the grounds for default. If the default is to a material term or condition of this Agreement including, but not limited, lack of payment, lack of insurance, failure to broadcast a Town Commission meeting, or due to a default that will reasonably result in damage to person or property, the notice of default shall only be required to provide ten (10) calendar days' notice for cure.

15. INDEMNIFICATION: Vendor shall indemnify and hold harmless the Town, and their

elected and appointed officers, agents, assigns and employees, consultants, separate Vendors, any of their subcontractors, or sub-subcontractors (collectively, "Indemnified Party") from and against all claims, demands, or causes of action whatsoever, and the resulting losses, damages, costs, and expenses, including but not limited to attorneys' fees (at all trial and appellate levels) sustained by the Indemnified Party arising out of or resulting from (A) Vendor's performance or breach of this Agreement; (B) acts or omissions, negligence, recklessness, or intentional wrongful conduct by Vendor or its agents, employees, subcontractors, participants, and volunteers; and/or (C) Vendor's failure to take out and maintain insurance as required under this Agreement. The obligation of this section shall survive indefinitely regardless of termination or expiration of this Agreement. If considered necessary by the Town and the Town Attorney, any sums due Vendor under this Agreement may be retained by Town until all claims subject to this indemnification and hold harmless obligation have been settled or otherwise resolved. Any amount withheld shall not be subject to payment of interest by Town.

16. INSURANCE: At the time of execution of this Agreement, Vendor shall provide the Town with a copy of its Certificate of Insurance reflecting the following insurance coverage:

A. Workers' Compensation Insurance to apply for all employees in compliance with the "Workers' Compensation Law" of the State of Florida and all applicable federal laws. In addition, the policy(ies) shall include Employer's Liability with limits of One Million Dollars (\$1,000,000.00) each accident, One Million Dollars (\$1,000,000.00) each condition, and One Million Dollars (\$1,000,000.00) aggregate by condition.

B. Comprehensive General Liability with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability shall include:

1. Premises and/or Operations on an occurrence basis.
2. Completed Operations Liability on an occurrence basis.
3. Broad Form Property Damage.
4. Broad Form Contractual Coverage applicable to this specific Agreement, including any hold harmless and/or indemnification agreement.

C. Automobile Liability \$1,000,00 combined single limit.

The Certificate of Insurance for Comprehensive General Liability shall name the Town of Ocean Ridge, FL as an additional insured.

17. LIMITATION OF LIABILITY: In no event shall either party be liable for any indirect, incidental, special or consequential damages whatsoever (including but not limited to lost profits or interruption of business).

18. INDEPENDENT CONTRACTOR: The Agreement does not create an employee/employer relationship between the Parties. It is the intent of the Parties that Vendor is an independent contractor pursuant to the Agreement and shall not be considered the Town's employee for any purpose. Vendor shall not have the right to bind Town to any obligation not

expressly undertaken by City under this Agreement

19. COMPLIANCE WITH LAWS: Vendor hereby warrants and agrees that at all times material to the Agreement, Vendor shall perform its obligations in compliance with all applicable federal, state, and local laws, rules, and regulations, including section 501.171, Florida Statutes. Non-compliance may constitute a material breach of the Agreement.

20. ASSIGNMENT: In the event this Agreement and any interests granted herein shall be assigned, transferred, or otherwise encumbered, under any circumstances by Vendor, Vendor must gain prior written consent from Town thirty (30) business days before such transfer. For purposes of this Agreement, any change of ownership of Company shall constitute an assignment that requires Town's approval. Notwithstanding the foregoing, Vendor may, without the Town's consent, assign this Agreement as a whole or in part as part of a corporate reorganization, consolidation, merger, or sale of substantially all of its assets related to this Agreement. The vendor shall provide the Town with written notice of any such corporate reorganization, consolidation, merger, or sale of substantially all of its assets related to this Agreement within thirty (30) calendar days of such event.

21. AGREEMENT SUBJECT TO FUNDING: The Agreement shall remain in full force and effect only as long as the expenditures provided for in the Agreement have been appropriated by the Town Commission of the Town of Ocean Ridge, FL in the annual budget for each fiscal year of this Agreement and is subject to termination based on lack of funding. Early termination by Town due to loss of funding shall not obligate Vendor to refund any prepaid fees.

22. NON-EXCLUSIVE: This Agreement is non-exclusive. Town may retain additional entities to perform the same or similar work if Vendor is in default, unavailable, incapable, or declines to provide service.

23. REPRESENTATION OF AUTHORITY: Vendor represents and warrants that this Agreement constitutes the legal, valid, binding, and enforceable obligation of Vendor, and that neither the execution nor performance of this Agreement constitutes a breach of any agreement that Vendor has with any third party or violates applicable law. Vendor further represents and warrants that execution of this Agreement is within Vendor's legal powers, and each individual executing this Agreement on behalf of Vendor is duly authorized by all necessary and appropriate action to do so on behalf of Vendor and does so with full legal authority.

24. RIGHTS IN DOCUMENTS AND WORK: Any and all videos, photographs, documents, materials, data, or other work created by Vendor in connection with performing services, whether finished or unfinished ("Documents and Work"), shall be owned by Town, and Vendor hereby transfers to Town all right, title, and interest, including any copyright or other intellectual property rights, in or to the Documents and Work. Upon expiration or termination of this Agreement, the Documents and Work shall become the property of Town and shall be delivered by Vendor to Town within seven (7) days after expiration or termination. Any compensation due to Vendor may be withheld until all Documents and Work are received as provided in this Agreement. Vendor shall ensure that the requirements of this section are included in all agreements with all subcontractor(s).

25. THIRD-PARTY BENEFICIARIES: The Parties acknowledge that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

26. COUNTERPARTS AND MULTIPLE ORIGINALS: This Agreement may be executed in multiple originals, and may be executed in counterparts, whether signed physically or electronically, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

27. NON-DISCRIMINATION: Contractor and any subcontractors shall not discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this Agreement.

28. ENTIRE AGREEMENT. The Agreement between the Town and the Vendor with respect to the subject matter of this Agreement. This Agreement supersedes all prior and contemporaneous negotiations, understandings, and agreements, written or oral, between the parties. This Agreement may not be modified except by the parties' mutual agreement set forth in writing and signed by the parties.

29. SEVERABILITY. If any provision of this Agreement or application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provisions to persons or situations other than those as to which it shall have been held invalid or unenforceable, shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

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SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year set forth above.

TOWN OF OCEAN RIDGE

ATTEST:

By: _____
Lynne Ladner, Town Manager

By: _____
Kelly Avery, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

By: _____
Christy L. Goddeau, Town Attorney

VENDOR:

PRIMESTAR DIGITAL NETWORK, INC.

By: _____

[Corporate Seal]

Print Name: _____

Title: _____

STATE OF _____)
COUNTY OF _____)

THE FOREGOING instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization on this ____ day of _____ 2025, by _____, as the _____ [title] of Primestar Digital Network, Inc., a corporation authorized to do business in the State of Florida, who is ☐ personally known to me or ☐ who has produced _____ as identification, and who did take an oath under penalty of perjury that the facts stated with regard to section 787.06, Florida Statutes, are true and correct, and that he or she is duly authorized to execute the foregoing instrument and bind the Vendor to the same.

Notary Seal:

Notary Public Signature

EXHIBIT A VENDOR'S PROPOSAL

A. Town Commission Meetings.

Vendor will provide "REMI" videography services for the regular and additionally scheduled Town of Ocean Ridge, FL Commission meetings. The Town's Commission meetings are regularly scheduled on the first Monday of each month (some exceptions may occur). The meetings will generally be held in Commission Chambers. The Town Commission also occasionally has workshop meetings and special meetings scheduled on different dates and times ("Special Meetings"). If at any time, the Town desires Vendor to provide Audio/Video Production of off-site meetings, the Town will provide advance notice to Vendor and the Town and Vendor shall agree on the cost prior to the off-site meeting.

Price for Audio Video production of the onsite (in Chambers) Regular Commission Meetings:

The Vendor will produce (audio/visual) regular Town Commission meetings that will be held in the Town Commission Chambers located at the Town of Ocean Ridge Town Hall; however, meeting location may be subject to change with advanced notification by the Town. When the meetings occur in Town Hall, Vendor may use the production equipment installed in Town Hall.

Vendor shall provide the following services for all Regular Commission Meetings:

- Manage Entire Audio workflow, this would include In Chambers audio levels
- Hybrid/ Remote Contributors incoming and outgoing audio.
- Ensuring that Live-stream audio levels meet U.S. Standard television leveling standards.
- Perform Camera Shading on all cameras within the production to ensure the Highest imaging quality. Ensure that encoder settings for all 3rd Party Livestreaming platforms that are utilized are configured to maximum quality and integrity.
- Troubleshoot any technical issues and provide immediate and expeditious resolve. If such resolve requires no additional equipment or capital expenditure, the Vendor will repair or resolve the issue at no additional cost.
- Livestream to YouTube, Town website with AI Closed Captioning in 1080HD
- Generate onsite local 1080HD backup recording
- Generate cloud based 1080HD recording
- Generate On-Air Graphics to match the dialog of content of the broadcast (i.e., lower thirds containing agenda items, important messages, etc.)
- Provide Town a modern Video Library to install onto website to contain all Live Meetings. Video on Demands will remain on the website for 3 years from the date of livestream

Fee: \$1,549.00 per meeting

Meetings that carry on into the next business day (meetings going beyond 11:59:59pm) or special all day workshops, goal settings, etc. will be billed as an additional meeting at a rate of one and a half **\$2,323,50.**

Additional Meeting Services:

Any Special Meetings, Planning and Zoning Commission, and/or Board of Adjustment meetings will be the same price as the regularly scheduled monthly Town Commission meetings at \$1,549.00 per meeting at Town Chambers. Town shall provide Vendor with 30-days advance written notice of such meetings; however, Special Meetings may provide less notice to Vendor and Vendor shall be directly contacted as soon as reasonable possible to determine if available for the Special Meetings. Vendor shall provide the same services as identified above for Regular Commission meetings.

SPECIAL EVENTS AND PROGRAMS

- Provide Multi-Camera Full High-Definition Live Broadcasting from event location
- Provide Professional Audio P.A. (no backline) for anticipated audiences of 2500 and under
- Live Broadcast simulcast to Town Facebook, YouTube, and Website; Vendor will provide Town with a High- Definition live stream and Video on Demand player to add to site via HTML code. This code is added only once and every time Vendor initiates a broadcast, it will auto populate onto the Town website with no additional staff involvement.
- Provide Professional Live Closed Captioning to the Website broadcast
- Providing Town Clerk a High Definition Back up copy of each broadcast within 24 business hours
- Produce and add Broadcast television ready Lower thirds and supporting graphics for parades Vendor will use Town's lineup sheet via Excel to create stunning lower thirds as participants come into view.
- Town branding will be prominently displayed within the video and Vendor will add Town promotional videos during staged Commercial breaks or broadcast run times in which there is a break in

Special Events

*120-day notice of planned special events is required, and pricing will be to be determined.

Agenda: Monday, April 7, 2025
Memo: Item #17.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Lynne Ladner, Town Manager

Subject: Consider proposals to provide outsourced Finance Director services

The town has historically worked with Rick Hartley, CPA, to assist the town with CPA assistance for year-end audit preparation. For the past three years, due to multiple factors beyond the control of the town, the assistance that we have received has not been in line with expectations.

Two firms were recommended for me to contact that provide similar or more comprehensive services for other similarly sized communities. One proposal is for an outsourced finance director roll with a monthly retainer cost. The second is based upon a contract for services with set hourly rates with a upfront beginning retainer amount. Both organizations have employees in the area and would be able to come onsite as needed. I did not seek an updated proposal from our current CPA as the recent issue with the timeliness of assistance and his location in Georgia.

As both proposals provide the services that have previously been attributed to and completed by the current outside contract but also provide additional benefits and assistance I think that both organizations would serve Ocean Ridge well moving forward.

**Suggested Motion: I move to... accept and approve the proposal with
for outsourced finance director services and request that the town attorney draft a
professional services agreement for services for the remainder of FY25 and FY26.**

Respectfully,
Lynne Ladner, Town Manager

Projected Point

ACCOUNTING | DATA | FINANCE |
CONSULTING



2024 PROPOSAL

OUTSOURCED
FINANCE DIRECTOR
FOR
TOWN OF OCEAN RIDGE

DATE :
March 20, 2025



Proposal for Outsourced Finance Director Services to the Town of Ocean Ridge

March 20, 2025

Submitted by:

Projected Point, Inc.
17105 Crowley Avenue
Port Charlotte, FL 33954
352-536-0035
ddilena@projectedpoint.com

Town of Ocean Ridge

Attn: Lynne Ladner, ICMA-CM, SHRM-SCP
Town Manager & Finance Director
6450 N Ocean Blvd
Ocean Ridge, FL 33435

Dear Lynne,

Introduction

We are pleased to submit this proposal to provide outsourced Finance Director services to the Town of Ocean Ridge. Our firm specializes in municipal and Governmental Accounting, and financial management, ensuring compliance with local, state, and federal regulations while maintaining the highest standards of accountability and transparency. We understand the importance of sound financial oversight for municipalities, and we are confident that our expertise will align with the town's needs as outlined in the Scope of Services provided.

Value Proposition – Same Level of Service at a reduced cost

Our outsourced finance director's services offer the Town of Ocean Ridge access to expert financial management without the need to maintain a full-time staff position. By leveraging our team's experience and resources, the town can benefit from:

- **Cost Efficiency:** Competitive pricing compared to maintaining in-house staff for Finance Director.

Estimated Full-Time Position		
Description	Cost	% of Cost
Salary [a]	\$ 140,000	63%
ER Tax [b]	10,710	5%
Health [a]	15,000	7%
Dental [a]	1,500	1%
HAS [a]	1,500	1%
Pension [c]	48,328	22%
Lic./Conv Cost [a]	4,000	2%
Total	\$ 221,038	100%

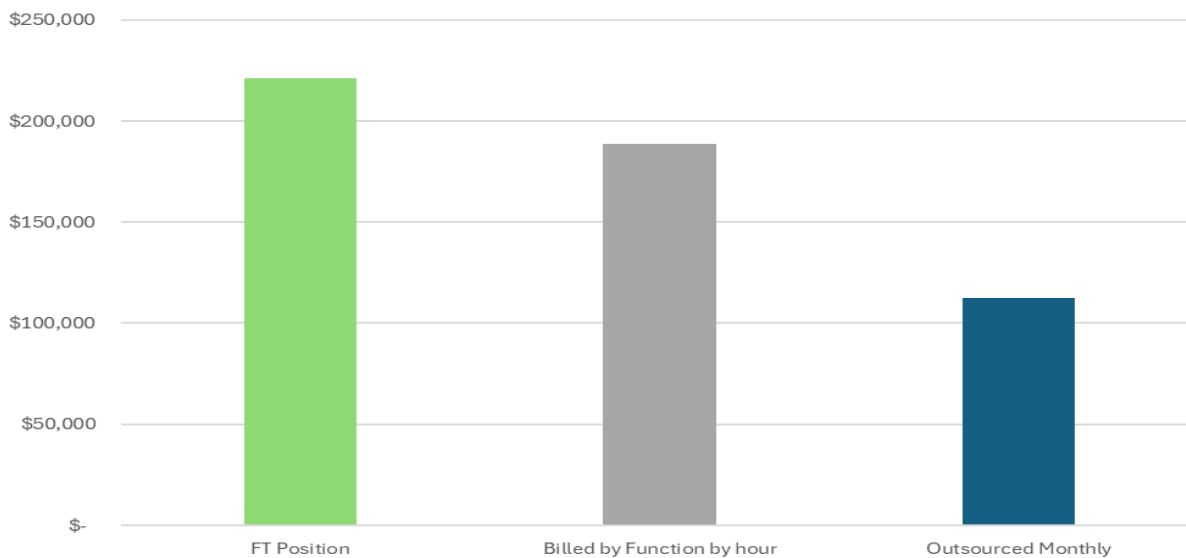
[a] Estimate

[b] 7.65% of Salary

[c] 34.52% of Salary

- **Estimated Cost & Benefits = \$221,038 (See Table Above)**
- **Our Base Price = \$112,500**
- **Annual Savings = \$108,538 or 49%+**
- **Expertise:** A team of seasoned professionals with extensive experience in municipal finance and governmental compliance.
- **Scalability:** The flexibility to provide additional services on an as-needed basis at a discounted hourly rate.
- **Accountability:** Transparent and detailed reporting, ensuring accountability to stakeholders and regulatory bodies.

Same Level of Service at Various Levels of Savings



Structured Pricing Model

Based on the scope of services provided by the Town of Ocean Ridge, our proposal is structured to cover two primary categories: **Core Functions** and **Additional Services**.

Line #	Category	Function Category	Billing Structure	Example's	Rationale	Est % of Time
1	Financial Accounting Oversight	Included in Monthly Base Fee	Fixed Fee	Monthly/Quarterly closing process monitoring, preparation of financial, Budget	Routine processes with clear deliverables	45%
2	Compliance (excludes Grants and FEMA)	Included in Monthly Base Fee	Fixed Fee	Regulatory reporting, internal controls and maintenance, Audit coordination & Preparation & TRIM process	Predictable, recurring services ensure compliance	22%
3	Software & Technology, New agreements or amendments to existing agreements, CIP Programs	Additional Services billed at discounted hourly rate	Hourly	ERP Implementation & Customization, Process automation, system integration, Troubleshooting	Project-based with varying effort based on need	5%
4	Analysis, Analytics & Response (Grants & FEMA)	Additional Services billed at discounted hourly rate	Hourly	Ad hoc analysis, Forecasting, Scenario modeling, decision support, M&A support, due diligence.	Dynamic services based on need	15%
5	Training/Monitoring/Coaching	Additional Services billed at discounted hourly rate	Hourly	Meeting, Strategy sessions, Training & Coaching (Via Zoom, Teams), Public Records Requests (research & respond).	Involves unpredictable levels of time and input	10%
6	Board Meetings	Additional Services billed at discounted hourly rate	Hourly*	Travel & Time	Predictable, yet consumes large part of day in travel	3%
* Billed at hourly rate to include hrs. for one-way travel + expenses						100%

Core Functions (Monthly Base Fee: \$9,375)

Our team will manage and supervise the financial operations of the municipality to ensure accurate, timely, and compliant financial activities. These include:

- **Account Monitoring and Oversight:** Ensuring all transactions are accurately recorded.
- **Supervision of Financial Operations:** This includes accounts payable, accounts receivable, payroll, utility billing, general ledger activities, and vendor transactions to ensure accuracy and policy compliance.
- **Internal Controls:** Establishing and overseeing controls to safeguard municipal assets.
- **Financial Reporting & Compliance:** We will prepare, review, and present monthly, quarterly, and annual financial statements, ensuring compliance with GAAP and GASB requirements. This includes coordinating the external audit process and responding to auditor inquiries.

- **Budget Management:** Managing the annual budget season, including collaboration with department heads and ensuring compliance with the eTRIM process.
- **Regulatory Reporting:** Ensuring timely preparation and submission of required reports such as the Annual Comprehensive Financial Report (ACFR), Public Depositor Annual Report, Local Government Financial Report, and the Single Audit Report, if applicable.

Additional Services (Discounted Hourly Rate: \$100/Hr.)

We also offer additional services to further support the financial health of Ocean Ridge:

- **Training, Monitoring, and Coaching:** Provide financial training for staff and officials, offer performance monitoring, and enhance financial operations.
- **Financial Analysis and Forecasting:** Conduct comprehensive financial analyses, trend studies, and offer strategic recommendations.
- **Technology Implementations:** Support the town's transition to new financial software and automation tools to optimize efficiency.
- **Board and Committee Meetings:** Attend key meetings to present financial reports and offer professional financial guidance.

Conclusion

We are committed to helping Ocean Ridge maintain strong financial stewardship and compliance while providing reliable, high-quality financial oversight. Our firm's approach is proactive, collaborative, and designed to provide the town with confidence that its financial affairs are being expertly managed.

We look forward to the opportunity to partner with you. Should you have any questions or require further details, please do not hesitate to contact us at 352-536-0035 or ddilena@projectedpoint.com.

Sincerely,



David M. DiLena
President
Projected Point, Inc.

Enclosures:

1. Detailed Scope of Services
2. Fee Schedule

Scope of Services for Finance Director

Core Functions (Monthly Base Fee): \$9,375

1. Account Monitoring and Oversight – Ensuring transactions are recorded in the right place for the right time.
 - Manage and supervise the financial operations of the municipality, ensuring accurate and timely financial records.
 - Manage and supervise all accounts payable, accounts receivable, payroll, and general ledger activities.
 - Manage and supervise Utility Billing and other Charges for Services, ensuring accurate and timely postings.
 - Manage and supervise internal controls to safeguard municipal assets and ensure proper allocation of resources.
 - Manage and supervise a structured closing process with staff to ensure monthly and annual reconciliation of accounts.
 - Manage and supervise bank reconciliations and ensure timely payment of bills.
 - Manage and supervise expenditures, purchase orders, and vendor transactions are accurate and compliant with policies.
 - Manage and supervise adjustments required for Monthly, Quarterly and Annual Accruals
2. Financial Reporting & Compliance
 - Prepare, review, and present monthly, quarterly, and annual financial statements, budget reports, and cash analysis.
 - Ensure compliance with local, state, and federal financial regulations, as well as adherence to Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) requirements.
 - Coordinate the annual external audit process, respond to auditor inquiries, and prepare audit work papers.
 - Manage and supervise the June – September budget season with Department Heads in compliance with eTRIM procedures and process. (F.S. 200.065)
 - Assist with the preparation of the Annual Comprehensive Financial Report (ACFR) to ensure timely and accurate reporting. (F.S. 129.03 & F.S. 218.32) Due within six months of year end.
 - Preparation of Public Depositor Annual Report. (F.S. 280.17(6)) Due by November 30 each year.

- Office of Economic and Demographic Research. (F.S. 166.241(6)) Due by Oct 15 each year.
- Local Government Financial Report. (F.S. 218.32(1)) Due by June 30 each year.
- Unclaimed Property Report. (F.S. 717.113 & F.S. 717.117) Due by April 30 each year.
- Single Audit Report if expends \$750,000 or more in federal or state financial assistance. (CFR Part 200 & F.S. 215.97. Due June 30 if threshold is met.
- Draft budget presentation in relationship with Municipal goals and objectives.
- Annual Investment Policy Certification. (F.S. 218.415(14)) Due June 30 of each year.
- Ethics Training Requirements. 4 hours as required annually. (F.S. 112.3142) Due by July 1 each year.

Additional Services (Billed at Discounted Hourly Rate): \$100/Hr.

1. Training, Monitoring, and Coaching

- Provide financial training for staff and municipal officials to ensure they understand key financial policies and procedures.
- Offer ongoing monitoring and coaching to enhance staff performance and optimize financial operations.

2. Financial Analysis and Analytics

- Conduct in-depth financial analysis, including trend analysis, cost-benefit studies, and forecasting.
- Offer strategic financial recommendations to enhance the municipality's financial health and decision-making.

3. Software & Technology Implementations and Automation

- Support the implementation of new financial software and automation tools to streamline and improve financial efficiency.
- Assist in identifying technological solutions that can further enhance financial and operational workflows.

4. Board and Committee Meetings

- Attend and present financial reports at the Board of Commissioners, finance committee, and other related meetings as required.
- Provide professional guidance during financial decision-making processes.

5. Provide recommendations, support or reports on other projects as requested

Fee Schedule:

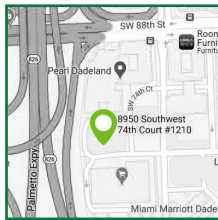
Projected Point Hourly Rate Structure		
Position	Direct Labor	
	Rates	
Principal	\$	135.00
Manager		115.00
Senior Analyst		98.00
Analyst		84.00
Clerical & Administration		72.00
Blended Rate	\$	119.00
Discounted Rate	\$	100.00
Discount Rate vs Blended		-16%



CABALLERO FIERMAN
LLERENA + GARCIA LLP
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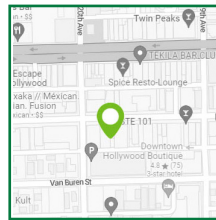
Miami-Dade Office

8950 SW 74th Court
Suite 1210
Miami, FL 33156



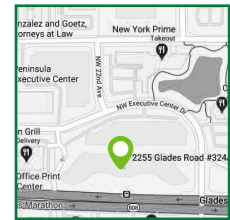
Broward Office

1930 Harrison Street
Suite 101
Hollywood, FL 33020



Palm Beach Office

2255 Glades Road
Suite 324A
Boca Raton, FL 33431





CABALLERO FIERMAN
LLERENA + GARCIA LLP
accountants | advisors

Caballero Fierman Llerena & Garcia, LLP
2255 Glades Road, Suite 324A
Boca Raton, FL 33431
T: 561.988.2689 F: 305.662.4266
CFLGCPA.COM

March 20, 2025

Lynne Ladner - Town Manager/Finance Director
Town of Ocean Ridge
6450 N. Ocean Blvd.
Ocean Ridge, Florida 33435

Re: Proposal for Audit Preparation Services

The certified public accounting firm of Caballero Fierman Llerena & Garcia, LLP (CFLG) proudly submits the following proposal to provide Audit Preparation Services to the Town of Ocean Ridge, Florida (the Town) for the fiscal year ended September 30, 2025. The firm consists of Certified Public Accountants and professionals dedicated to serving the public sector specializing in audits of non-profit and Governmental organizations. The partners of CFLG have been providing professional CPA services throughout Florida for the past 50 years and are members of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. Caballero Fierman Llerena & Garcia, LLP is also a member of the Governmental Audit Quality Center.

Our team offers the **following advantages:**

Personnel On-The-Job: Our Management Team's CPA's have a combined experience of over 50 years of professional practice and are committed to the government sector.

Knowledgeable Team: Because our team members are devoted to the government sector, we are experts in the intricacies and unique issues affecting the Town .

Management Involvement:

- The professionals assigned to your engagement focus the **majority** of their time working **exclusively** with Governmental clients.
- **Experienced Firm Management** (Partners/Managers/Supervisors/Seniors) will dedicate **100 percent of their time** to your engagement.
- Because of our experience, we will use your staff's time **efficiently** and serve as a **valuable resource** for the Agency.

Timely Delivery of Services: We understand the importance of completing the reporting requirements and year-end processes in a timely manner and will work closely with you, your staff and your external auditors to exceed your expectations.

Please note the firm has available the following number of Team Members to assist your Engagement:

2 Partners

2 Senior Managers

2 Managers

6 Total

Fees: We recognize that engaging an accounting firm is an important investment of the Town. You can expect that we are competitively priced and that your investment in us will add value to your Town.

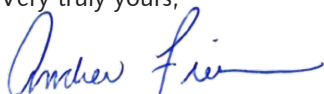
Caballero Fierman Llerena & Garcia, LLP has never received an unacceptable review from a federal or state desk review of any of its workpapers. In addition, CFLG nor any of its partners have ever been involved in any disciplinary action by a regulatory agency or professional organization.

License and Insurance: We are fully licensed and insured to provide the services identified in the scope of services. Copies of licensure and insurance documents can be provided upon request.

We are confident that our firm is eminently qualified to meet the challenges of this engagement. The Town will be a valued client of our firm and we pledge to commit our resources to provide the level and quality of services that will fit the Town's needs, and exceed your expectations.

Andrew Fierman, CPA, is authorized to make representations for and to bind the firm. He can be reached at 786-390-5831. His e-mail address is afierman@cflgcpa.com. Please do not hesitate to call if you have any questions about the information provided in this proposal. We thank you for considering our firm's qualifications and experience and look forward to serving you.

Very truly yours,



Andrew Fierman, CPA - Partner
Caballero Fierman Llerena & Garcia, LLP
FEI# 55-0912340
CPA License#: AD64536



FIRM PROFILE

Caballero, Fierman, Llerena & Garcia, LLP (CFLG) has been serving the South Florida Community since 1972 with the highest level of ethical standards and an unparalleled level of professional and personal service with offices in Miami-Dade, Broward, and Palm Beach Counties.

CFLG offers an extensive range of professional services and a high degree of specialization. In addition to traditional accounting, audit, tax and consulting, the firm has developed several niche practice areas including services for the government and not-for-profit sectors.

Our professionals combine practical knowledge with years of experience to provide a level of understanding and service that is unique among professional service firms. We take a team approach to every engagement, ensuring the highest degree of technical knowledge, experience and understanding of current issues and regulatory matters. In addition, our firm is a member of Abacus Worldwide, an international association of independent accounting, consulting and legal firms which provides our Firm's professionals added access to a wide range of industry and service specialization.

FIRM SPECTRUM OF SERVICES

ASSURANCE SERVICES involve audits of financial statements of governmental entities, Federal and Florida Single Audits, employee benefit plans, and small businesses, compilations, reviews, Audit Support, agreed upon procedures, and internal control assessments.

TAX AND ADVISORY SERVICES involve tax return preparation for not-for-profit organizations, private companies and individuals. We also provide assistance to not-for-profit organizations and local governments with compliance and understanding of IRS regulations.

INFORMATION TECHNOLOGY (IT) includes services such as IT compliance assessments and penetration testing.

CFLG's philosophy is to provide our clients with the same high level of service they would expect from a large national firm, but with the personal attention of a small local firm. All of our clients have direct access to our partners. We commit to have our partners involved throughout all phases of the engagement. For example, our partners are in the field during the audit and all the decision making is on site.

Our professional staff is prepared and fully qualified to help you determine your realistic present and future goals, and assist you in reaching them. We combine invaluable experience gained at some of the most highly regarded international accounting firms, with the kind of personal service these firms can seldom provide.

Every member of our professional staff at the firm is here because they combine outstanding accounting qualifications with proven communication skills and depth of character. Our partners and staff are actively involved with recognized standard-setting organizations at the national, state, and local levels. The firm is also a member of the AICPA Governmental Audit Quality Center, which holds our firm to a higher standard of quality.

Our industry areas of specialization include:

- Governmental Organizations
- Not-For-Profit Organizations
- Federal and Florida Single Audits
- Charter Schools
- Retirement Plans (Defined Benefit, Defined Contribution, 403(b) and 401(k))
- Small Businesses
- Individuals



CABALLERO FIERMAN
LLERENA + GARCIA LLP

accountants | advisors

ASSURANCE SERVICES

Caballero, Fierman, Llerena & Garcia, LLP has provided professional auditing, accounting, financial reporting, Audit Support and management consulting services to a broad spectrum of governmental entities, not-for-profit organizations and commercial entities. Our audit professionals, who have been focused in providing these services throughout their entire careers, have an in-depth understanding of the environments in which these types of entities operate. Their knowledge and experience allow us to provide the highest level of professional service to our governmental clients.

The partners, managers and professionals of the Firm are actively involved in recognized standard-setting organizations at the national, state and local level. These organizations include the American Institute of Certified Public Accountants (AICPA), Florida Institute of Certified Public Accountants (FICPA), Government Finance Officers Association (GFOA), the Florida Government Finance Officers Association (FGFOA), the Florida Association of Special Districts (FASD) and the Florida League of Cities. In addition, our firm is a member of the AICPA's Governmental Audit Quality Center and Employee Benefit Plan Audit Quality Center. We are also involved in our community through board and audit committee memberships with not for profit organizations.

Our Assurance Services include:

- **AUDIT AND ATTEST SERVICES**
 - Audits of governmental entities (cities, towns, villages, counties and special districts)
 - Audits of 401k Plans
 - Audits of governmental pension plans
 - Audits of Not For Profit Organizations
 - Audits of Commercial Businesses
 - Compilations and Reviews
 - Agreed Upon Procedures
 - Compliance audits-Federal Single Audits under the Uniform Guidance, Florida Single Audits, and Program-Specific Audits
 - Internal audit services
- Performance Audits

ACCOUNTING AND CONSULTING

- Audit Preparation Services
- Full service accounting and bookkeeping
- Operational Reviews

- Fund balance projections
- Budget Reviews
- Assistance with the preparation of financial statements and review of Comprehensive Annual Financial Reports (CAFR's)
- Assistance with the preparation of state reports
- Assistance with implementation of accounting pronouncements
- Information Technology Reviews

LICENSE TO PRACTICE IN THE STATE OF FLORIDA

The firm is properly registered/licensed State of Florida professional limited partnership. All professional management staff are properly registered/licensed to practice public accounting in the State of Florida.

PARTICIPATION IN QUALITY CONTROL REVIEW PROGRAM

CFLG is a member of the Government Audit Quality Center and as such must comply with a comprehensive quality control process specific to governmental engagements.

YEAR-ROUND INVOLVEMENT

Our involvement with the our clients and its finance department does not end when your financial statements are issued or your tax return is filed. We remain involved with you through our regular reviews of any minutes and communications regarding new standards that have been issued that may affect you. Our year-round involvement ensures a timely and efficient delivery of services and helps us and our clients address any issues before year end.

EXTENSIVE EXPERIENCE WITH REGULATORY ENVIRONMENT

CFLG has extensive experience in performing audits of organizations including preparing financial statements in conformity with GASB and FASB pronouncements.

We also have extensive experience in performing single audits for Not for Profit Organizations and Governmental Entities as well as in providing assistance with clients in preparing Annual Comprehensive Financial Reports.

We have assisted entities in countless submissions to the Federal Audit Clearinghouse.



CABALLERO FIERMAN
LLERENA + GARCIA LLP
accountants | advisors



FIRM LEADERSHIP TEAM



Andrew S. Fierman, CPA
Partner

Palm Beach Office | 561-988-2689
afierman@cflgcpa.com

Andrew is a Partner in our firm's Assurance Services department and brings 23 years of experience. He provides guidance on financial reporting, accounting, and auditing matters including Federal and Florida Single Audits, and consulting services for all types of entities including governmental entities. These consulting services range from internal control reviews to audit support services to annual comprehensive financial report (ACFR) guidance and preparation.

EDUCATION

Bachelor of Science in Accounting,
University of Florida
Master of Business Administration,
Florida International University

PROFESSIONAL AND BUSINESS AFFILIATIONS

American Institute of Certified Public Accountants (AICPA)
Florida Institute of Certified Public Accountants (FICPA), *Former Miami-Dade Chapter Chair*
Miami Dade League of Cities
- Budget Committee
Florida Government Finance Officers Association (FGFOA),
Government Finance Officer Association (GFOA)
South Florida Government Finance Officers Association, *Associate Member* (FGFOA)
United Way of Miami Dade County,
Former Co-Chair Audit Committee
Communities in Schools of Miami, Inc.,
Chair
Cuban American Certified Public Accountants Association, *Past President*



Enrique Llerena, CPA
Partner

Miami Office | 305-680-5132
ellerena@cflgcpa.com

Enrique Llerena is a Partner in our firm's Assurance Services department. He has 20 years of experience servicing a wide range of clientele in the accounting profession.

Mr. Llerena has comprehensive knowledge in Financial Audits, Federal Single Audits, Florida Single Audits, Employee Benefit Plans, Agreed-Upon Procedures, Attestation Services, Audit Support, Operational & Performance Reviews, Internal Control Reviews and Consulting Services. Mr. Llerena has also been a leader in his industry serving as a speaker and presenter in many governmental events.

EDUCATION

Bachelor of Science, Accounting,
Florida International University
Master of Accounting,
Florida International University

PROFESSIONAL AND BUSINESS AFFILIATIONS

American Institute of Certified Public Accountants (AICPA)
Florida Institute of Certified Public Accountants (FICPA)
Government Finance Officers Association (GFOA)
GFOA Special Review Committee,
Active Member
Miami-Dade, Broward and Palm Beach Counties Leagues of Cities
South Florida Government Finance Officers Association (SFGFOA), *Associate Member*
Florida Government Finance Officers Association (FGFOA)
Cuban-American Certified Public Accountants Association Inc., *Director*



Elias Rodriguez, CPA
Senior Manager

Broward Office | 954-210-4336
erodriguez@cflgcpa.com

Elias Rodriguez is a Manager in our firm's Assurance Services department. He has 10 years of experience servicing a wide range of clientele in the accounting profession.

Elias has comprehensive knowledge in Financial Audits, Federal Single Audits, Florida Single Audits, Employee Benefit Plans, Attestation Services, Internal Reviews and Consulting Services.

EDUCATION

Bachelor of Science in Accounting,
Florida Atlantic University

PROFESSIONAL AND BUSINESS AFFILIATIONS

American Institute of Certified Public Accountants (AICPA)
Florida Institute of Certified Public Accountants (FICPA)
Government Finance Officers Association (GFOA)
South Florida Government Finance Officers Association (SFGFOA), *Associate Member*
Florida Government Finance Officers Association (FGFOA)



ENGAGEMENT PERSONNEL



Jamie Blank, CPA
Senior Manager
Broward Office I 954-210-4336
jblank@cflgcpa.com

Jamie Blank is a Manager in our firm with over 15 years of experience in accounting and auditing experience serving governmental entities. Her experience includes Audit Support, examining accounting records, reviews of internal controls, federal and state grants, compliance with policies, plans, procedures, and agreed upon procedures (AUP).

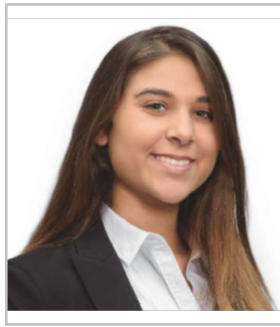
EDUCATION

Bachelor of Science in Business
Administration, University of Florida

Master of Accounting,
Florida Atlantic University

PROFESSIONAL AND BUSINESS AFFILIATIONS

American Institute of Certified Public Accountants (AICPA)
Florida Institute of Certified Public Accountants (FICPA)



Amanda Vega
Manager
Miami Office I 305-662-7272
avega@cflgcpa.com

Amanda Vega is a Supervisor in our firm with over 8 years of experience in accounting and auditing serving governmental entities. Her experience includes Audit Support, examining accounting records, reviews of internal controls, federal and state grants, compliance with policies, plans, procedures, and agreed upon procedures (AUP).

EDUCATION

Bachelor of Science, Accounting
Florida International University

PROFESSIONAL AND BUSINESS AFFILIATIONS

American Institute of Certified Public Accountants (AICPA)
Florida Institute of Certified Public Accountants (FICPA)
Government Finance Officers Association (GFOA)
South Florida Government Finance Officers Association (SFGFOA)
Florida Government Finance Officers Association (FGFOA)



James Diaz CPA
Manager
Palm Beach Office I 561-988-2689
jdiaz@cflgcpa.com

James Diaz is a Senior in our firm with over 7 years of experience in accounting and auditing experience serving governmental entities. His experience includes Audit Support, examining accounting records, reviews of internal controls, federal and state grants, compliance with policies, plans, procedures, and agreed upon procedures (AUP).

EDUCATION

Master of Accounting,
Florida International University

PROFESSIONAL AND BUSINESS AFFILIATIONS

American Institute of Certified Public Accountants (AICPA)
Florida Institute of Certified Public Accountants (FICPA)
Government Finance Officers Association (GFOA)





MIAMI SHORES VILLAGE

 Holly Hugdahl
Finance Director
 financedirector@miamishoresvillage.com
 (305) 762-4855
 Served 14 years

CITY OF MIAMI SPRINGS

 Christopher Chiocca
Finance Director
 chiocca@msvfl.gov
 (305) 805-5019
 Served 17 years

CITY OF SOUTH MIAMI

 Alfredo Riverol
Chief Financial Officer
 ariverol@southmiamifl.gov
 (305) 663-6343
 Served 6 years

City of Opa-Locka

 Niema Gantt
Finance Director
 ngantt@opalockafl.gov
 (786) 449-2897
 Served 3 years

Bay Harbor Islands

 Sandra Siefken
Finance Director
 ssiefken@bayharborislands-fl
 (786) 405-6704
 Served 2 years



Below is a summary of the scope of services discussed:

Timing: TBD

Level of staffing: Senior/Supervisor

Senior/Supervisor weeks: TBD

Scope of work: Completion of work papers including

- Prepaids,
- Inventories workpaper
- Transfer in and Transfers out,
- Customer Deposits
- Complete Government wide workpapers
- Complete footnotes
- Create JE's as deemed
- Run Trial Balances
- Draft Statements
- GASB 54 workpapers
- GASB 87 and GASB 96 workpapers
- Assist with footnotes
- Additional procedures as deemed necessary subject to mutual agreement

Manager weeks: TBD

Scope of work: Completion of work papers including

- Review Statements
- Review of government wide workpapers,
- Complete complex calculations for Pensions
- Debt workpapers
- Capital Asset workpapers
- Assist with completion for OPEB,
- Review of staff work
- Complete RSI information,
- Complete footnotes
- Assist with Cashflows
- Draft MDA -update as necessary
- Assist with audit questions and attend Town and auditor progress meetings
- Additional procedures as deemed necessary subject to mutual agreement

Timing: TBD

Level of staffing: 1 Manager

Manager weeks: TBD

Scope of work: Assistance with the Florida AFR.

We understand that the team will be working with the Finance Director, and their team. The completion of the audit work papers and addressing all audit concerns would be the primary focus of this engagement. The services will be utilized for assistance of the completion of the ACFR, single audit and AFR reports.

Hourly billing rates applicable to work performed for these services are as follows:

- Senior - \$190
- Supervisor - \$210
- Manager - \$285
- Partner - \$395

We will bill for the work performed at the hourly billing rates listed above based on level. **We will require \$10,000 upon execution of this agreement as a start up cost.**



Agenda: Monday, April 7, 2025
Memo: Item #18.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Lynne Ladner, Town Manager

Subject: Town Manager

It is springtime in Ocean Ridge. The sidewalks and parks are full of people of all ages enjoying the nice weather and the friendliness of Ocean Ridge. 2025 has been an eventful year thus far with garden tours, bingo nights, fraud prevention seminars from the Police department, and the Starbright fundraiser are Eau Palm. If you haven't had a chance to participate in any of these activities keep an eye out on the Town's social media accounts and public calendar so that you can join your neighbors and friends for these activities. If your homeowners association is interested in having members of the Police Department speak to your residents about fraud prevention, please contact Chief Scott McClure at smcclure@oceanridge.gov to arrange a day and time for the presentation.

Another sea turtle nesting season has started, and we are beginning to see nests marked on the beach. If your property is along the water, make sure that all outdoor lights are of an amber color designated as okay for the nesting season. It is also important that if you have lights on in rooms with ocean-facing windows you have your blackout curtains closed to prevent light seepage. Lastly, do not disturb the sea turtle nests on the beach, Sea Turtle Adventures have staff that check the beach each morning during nesting season and mark the boundaries of the nest to protect these endangered species.

As the calendar turns to April, we are that much closer to the next hurricane season. In December of 2024, new Flood Zone designation maps went into effect which changed the flood zone classification for many properties in Ocean Ridge. If you don't know if your property flood zone has changed check out the Flood Zones map. Just a reminder that if your property is in an area designated by FEMA as Special Flood Hazard Area you may be required to have Flood Insurance on your property. The Special Flood Hazard Areas are properties in Zones: A, AE, A1-A30, AH, AO. Flood Insurance must be in force for 30 days prior to a claim, please take the time to check your Flood Zone.

As many of you may be aware, the Police Department has increased their enforcement activities related to Dogs on the Beach, in Ocean Ridge dogs are prohibited from the public beach area and prohibited from using public crossovers. Service dogs are exempt from this regulation, but officers may stop you and inquire about your animal if they see you on the beach. Emotional support animals are not considered to be service dogs under the Americans with Disabilities Act and therefore are prohibited on the public beach.

As I wrap up my second full year as the Town Manager, I would like to take a moment to reflect on all the hard work that Ocean Ridge employees have done and the many ways that the town interacts with our residents have changed and become more efficient. During my time with Ocean Ridge, we have implemented policies and systems to increase efficiency and improve our interactions with the public. Included in these changes is the implementation of new ERP software that integrates all of the financial operations of the town, in addition to an HRIS system with integrated timecard and payroll systems. Earlier this year we added the Community Development module which moved our permitting process online, integrated land management which allows the town to update ownership records monthly to streamline updates to the system as well as updates to our records for issuing annual garbage invoices. The software allows for the tracking of community standards complaints and the process for informing property owners, tracking compliance and maintaining records for the special magistrate hearings.

The Clerk's department has implemented Laserfiche records management, coordinated the digitization of 85% of the town's historical records (the remaining items are those that need to be handled in-house) and the implemented the NextRequest system for submitting, tracking and fulfilling public records requests. Kelly and Katina have also implemented the CivicClerk system to automate the agenda development and packet development process.

The Police department have, with the assistance of our residents, been able to update their body camera systems, evidence tracking software, provide individual officers with Tasers and update the equipment. Additional license plate reader cameras have been placed throughout the community. The department has been given funding to purchase a drone that can be used to assist during emergencies, hurricane preparation, and aerial searches as needed and to reduce the time necessary to respond to potential drownings on the intercoastal and the Atlantic Ocean that boarder Ocean Ridge.

I want to thank all the residents and elected and appointed individuals that I have worked with during this time. Ocean Ridge is a unique community with amazing residents that care for their neighbors and the community as a whole.

Suggested Motion:

Respectfully,
Lynne Ladner, Town Manager



Ocean Ridge Police Department

6450 N. Ocean Blvd., Ocean Ridge, FL 33435

Phone (561) 732-8331 • Fax (561) 732-8676

www.oceanridgeflorida.com

Scott McClure
Chief of Police

February 2025 Monthly Activity Report

Subjects;

1. Monthly Law Enforcement Activity Report
(Please see attached detailed reports)
2. Monthly Boynton Beach Fire/EMS Activity Report
(Please see attached detailed reports)

<u>ORPD Other Activity:</u>		FEBRUARY 2025				
Type	Total	Days-Sgt Roy	Days-Sgt. Parkerson	Nights- Sgt. Ramirez	Nights-Sgt. Stang	ACE/CP
<u>Traffic</u>						
Citations	179	18	72	41	20	28
Written Warnings	367	32	65	66	143	61
Parking Tickets/Municipal Warnings	27	0	14	1	0	12
Traffic Stops	467	51	106	99	120	91
<u>Arrests:</u>						
S19 Felony	2	0	0	2	0	0
S18 Misdemeanor	3	0	2	0	1	0
<u>Telephone Calls Handled by Dispatch:</u>						
<u>February 2025</u>		<u>Year to Date</u>				
9-1-1	59	110				
Incoming/Non-Emergency	432	768				
Outgoing/Non-Emergency	219	340				
Total:	651	1159				
<u>Walk-Ins Handled by Dispatch:</u>		<u>Year to Date</u>				
All	262	496				
After Business Hours	145	264				
Alarm Sign Issuance-	0	1				
Alarm Technician-	9	20				
AOD/Range Use-	1	4				
Burn Permit-	3	4				
Fingerprints-	5	8				
Keys-	3	4				
Pet Tag/Vehicle Decal-	1	6				
Report/Record Request-	15	19				
Vendors-	43	73				
Visitor for Chief-	6	11				
Visitor for Lt or Investigator-	0	8				
Visitor/Info-	159	300				
Gift/Food donation-	4	12				
Pick up Property/Evidence-	3	5				
Pill Drop-	10	21				

BRINY BREEZES February 2025

Description	Signal	Count
ON FOOT W/PORTABLE	10108	29
TRAFFIC STOP	1050	9
FPL ASSIST	S88	1
DISTRICT CHECK	DC	229
SUSPICIOUS PERSON	S13P	1
DISTURBANCE	S22	1
FIRE/FD ASSIST	S25	3
NEIGHBOR TROUBLE	S39	2
EMBEZZLEMENT/FRAUD	S53	1
POLICE SERVICE CALL	S68	1
ANIMAL COMPLAINT	S70	1
MEDICAL CALL	S73	3
ASSIST OTHER DEPARTMENT	S76	2
911 PRANK/ACCIDENTAL CALL	S79	2
WELFARE CHECK	S84	5
ILLEGAL PARKING	S90	16
PROPERTY DAMAGE	S96	1
BEACH PATROLS	BCHK	23

Total Calls for Service	78
District Checks	229
Beach Patrols	23
Total Calls w/ DC's & BCHKs	330

OTHER ACTIVITY

Traffic

Citations	3
Verbal Warnings	1
Written Warnings	6
Parking Tickets	12

ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 02/01/2025 00:00 Through 02/28/2025 23:09

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
10108	ON FOOT W/PORTABLE	70
10109	VEHICLE MAINTENANCE	188
1040	MEAL BREAK	8
1050	TRAFFIC STOP	452
1058	AT STATION	30
1060	ASSIST TO MOTORIST	3
805	VTC SOLICIT W/O PERMIT (DOOR TO DOOR)	3
806	VTC WORKING WHEN NOT PERMITTED	8
815	VTC PARKING ON VACANT LOT	1
820	VTC ANIMALS ON BEACH	4
821	VTC DOGS AT LARGE	2
823	VTC CONSTRUCTION SITE	2
824	VTC ALL OTHER	2
827	VTC FIRE ON BEACH	1
BCHK	BEACH PATROL	226
BIKE	BIKE PATROL	1
DC	DISTRICT CHECK	1417
HCKH	HOUSE CHECK HAND	101
HCKV	HOUSE CHECK VISUAL	11
LPR	LICENSE PLATE RECOGNITION ALERT	3
S04	AUTO ACCIDENT	5
S11	ABANDONED VEHICLE	1
S12	RECKLESS DRIVER	1
S13	SUSPICIOUS INCIDENT	2
S13P	SUSPICIOUS PERSON	10
S13V	SUSPICIOUS VEHICLE	4
S14	INFORMATION	2
S15	SPECIAL DETAIL	50
S22	DISTURBANCE	2
S25	FIRE/FD ASSIST	1
S31	BATTERY	1
S37	JUVENILE TROUBLE	3
S40	CRIMINAL MISCHIEF	4

ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 02/01/2025 00:00 Through 02/28/2025 23:09

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
S48	OPEN DOOR	1
S48G	OPEN GARAGE DOOR	2
S49	ALARM	35
S49F	FIRE ALARM	2
S51	TRESPASS	1
S53	EMBEZZLEMENT/FRAUD	2
S66	CIVIL MATTER	1
S68	POLICE SERVICE CALL	35
S72	LOST/FOUND PROPERTY	6
S73	MEDICAL CALL	12
S76	ASSIST OTHER DEPARTMENT	14
S79	911 PRANK/FALSE/ACCID CALL	12
S84	WELFARE CHECK	12
S86	LOUD NOISE/MUSIC	6
S88	FLORIDA POWER LIGHT ASSIST	1
S90	ILLEGAL PARKING	25
S93	STREET OR TRAFFIC SIGNS	2
S95	TRAFFIC INCIDENT	2
TC	TRAFFIC CONTROL	1

TOTAL ACTIVITY: 2791

FEBUARY 2025 BOYNTON BEACH FIRE RESCUE REPORT

IncidentNumber	Date	Full Incident Address	Incident City	Station	Incident Type Description	Total Response Time (Exposure 0)
2501620	2/1/2025	5500 BLKN Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Emergency medical service incident, other	4.3
2501717	2/3/2025	5500 BLK N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	EMS call, excluding vehicle accident with injury	8.7
2501815	2/5/2025	Tropical Dr Ocean Ridge	Ocean Ridge	Station 1	EMS call, excluding vehicle accident with injury	4.5
2501898	2/6/2025	Anna St Ocean Ridge	Ocean Ridge	Station 1	Smoke detector activation, no fire - unintentional	6.8
2502147	2/11/2025	Juniper Dr K Briny Breezes	Briny Breezes	Station 4	No incident found on arrival at dispatch address	6.7
2502298	2/13/2025	5500 BLK N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Public service assistance, other	3.7
2502394	2/15/2025	6711 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Smoke detector activation, no fire - unintentional	7.2
2502508	2/18/2025	5801 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	EMS call, excluding vehicle accident with injury	7.2
2502511	2/18/2025	6880 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Public service assistance, other	10.5
2502696	2/21/2025	5530 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Emergency medical service incident, other	5.1
2502743	2/22/2025	Lark Dr Briny Breezes	Briny Breezes	Station 4	Smoke scare, odor of smoke	5.8
2502755	2/22/2025	Engle Dr Ocean Ridge	Ocean Ridge	Station 1	EMS call, excluding vehicle accident with injury	5
2502780	2/23/2025	6415 N Ocean Blvd Ocean Ridge	Ocean Ridge	Tower 3	Water & ice-related rescue, other	0
2502941	2/26/2025	Cardinal Dr Briny Breezes	Briny Breezes	Station 4	EMS call, excluding vehicle accident with injury	6.3
2502961	2/27/2025	Douglas Dr Ocean Ridge	Ocean Ridge	Station 4	EMS call, excluding vehicle accident with injury	4.3
2502972	2/27/2025	6415 N Ocean Blvd Ocean Ridge	Ocean Ridge	Tower 3	Water & ice-related rescue, other	0
2502984	2/27/2025	6110 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Alarm system sounded due to malfunction	7.3
2503025	2/28/2025	6550 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	EMS call, excluding vehicle accident with injury	4.4
2503026	2/28/2025	6415 N Ocean Blvd Ocean Ridge	Ocean Ridge	Tower 2	Swimming/recreational water areas rescue	0

Ocean Ridge Summary		Briny Breezes Summary	
Medical Calls	9	Medical Calls	1
Fire/Other Calls	7	Fire/Other Calls	2
Total	16	Total	3

EMS Calls exceeding 10 minutes consist of; (1)-Public Service Call, Three 0 response times due to Lifeguard calls