

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



**February 2, 2026 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 Manager Michelle Heiser
Town Attorney Christy Goddeau
Town Clerk Kelly Avery
Chief of Police Scott McClure

[To watch the meeting, go to: https://www.youtube.com/@oceanridge9274](https://www.youtube.com/@oceanridge9274)

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

PRESENTATIONS & PROCLAMATIONS

1. Phase 4 Watermain Replacement - Status Update Presentation
2. **Preferred TIPS Award** - Ceremonial presentation to memorialize a \$5,000 grant for safety initiatives from Preferred Governmental Insurance Trust

ANNOUNCEMENTS

3. The meeting schedule for the next month is as follows: Regular Town Commission Meeting Monday, March 2nd at 6:00 PM; Code Enforcement Hearing Tuesday, February 3rd at 10:00 AM; Planning & Zoning Board Meeting Tuesday, February 17th at 9 AM. All meetings are held in the Commission Chambers at Town Hall
4. Town Hall will be closed on Monday, February 16th in observance of the Presidents Day Holiday.
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 January 12, 2026 Regular Meeting.
7. Approval of Drainage Easement at 62 Harbour Dr. N
8. Approval of StarBright Events - Bingo & Concert
9. Approval of Town Sponsored Event
10. December Financials

REGULAR AGENDA ITEMS

11. Communications Services Tax (CST) Review – Non-Ad Valorem Revenue Option
12. Approval of Ordinance on First Reading: Ordinance 2026-01: An Ordinance Of The Town Of Ocean Ridge, Florida, Amending Its Code Of Ordinances At Chapter 66, “Environmental Regulations”, Article IV, “Landscaping”, Division 3, “Trees”, Section 66-151, “Tree Permits” To Clarify The Requirement For A Tree Permit When Planting A New Tree(s); And Amending Section 66-152, “Duty To Trim Coconut Trees” To Require Appropriate Trimming Of Coconut Trees At All Times; And, Providing For Codification, Severability, Conflicts, And An Effective Date

STAFF & COMMITTEE REPORTS

13. Town Manager
14. Town Attorney
15. Police Chief
16. Fire Chief

TOWN COMMISSIONER COMMENTS

ADJOURNMENT

**REGULAR TOWN COMMISSION MEETING MINUTES
JANUARY 12, 2026**

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
Commissioner Hutchins	Present

PLEDGE OF ALLEGIANCE

Mayor Pugh led the pledge of allegiance.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

Vice Mayor Coz moved to approve the agenda; seconded by Commissioner Aijala. Motion carried.5-0 (3:53)

PRESENTATIONS & PROCLAMATIONS

1. Proclamation - Year of the Orchid

Town Clerk Avery read the proclamation into the record. A representative from the Garden Club accepted the proclamation and announced a demonstration and community event about the native orchids to be held at Town Hall.

2. Officer Pilon Life Saving Award

Chief Scott McClure presented Officer Pilon with a life-saving award for his prompt response to a medical emergency involving an injured cyclist.

ANNOUNCEMENTS

- 3.** The meeting schedule for next month is as follows: Regular Town Commission Meeting on Monday, February 2nd at 6:00 PM; Code Enforcement Hearing Tuesday, February 3rd at 10:00 AM; Planning & Zoning Board Meeting Tuesday, January 20th at 9 AM. All meetings are held in the Commission Chambers at Town Hall.
- 4.** Town Hall will be closed Monday, January 19th in observance of the Martin Luther King Jr King Jr Day Holiday.
- 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.

Town Clerk Avery read the announcements into the record.

PUBLIC COMMENT

Mayor Pugh opened the floor for public comment.

REGULAR TOWN COMMISSION MEETING MINUTES

JANUARY 12, 2026

The following spoke: Terry Brown, Lucy Brown, Carol Besler, and Virginia Sigety

Mayor Pugh closed the floor for public comment.

APPROVAL OF CONSENT AGENDA

6. Adopt Minutes of the Special Town Commission Workshop Meeting of November 3, 2025
7. Adopt Minutes of the Regular Town Commission Meeting of December 1, 2025
8. Approval of Notice of Termination with TD Bank
9. Approval to pursue banking arrangements with SeaCoast Bank.
10. Authorization to Engage in Early Contract Renewal Negotiations – Fire Rescue Services
11. November 2025 Financials

Vice Mayor Coz moved to approve the Consent Agenda; seconded by Commissioner Cassidy. Motion carried 5-0. (20:58)

REGULAR AGENDA ITEMS

12. **Approval of Ordinance on Second Reading: Ordinance 2025-07: An Ordinance Of The Town Of Ocean Ridge, Florida, Amending Its Code Of Ordinances At Chapter 64, “Zoning,” Article I, “District Regulations,” Section 64-1, “RSF And RSF Single-Family Residential Districts,” By Adding A New Subsection 64-1(J)(7) To Incentivize Property Owners In The Residential Single-Family (RSF) Zoning District To Grant Public Easements To The Town Of Ocean Ridge Through A Zoning Bonus Program; Amending Subsection 64-1(I) To Update A Cross-Reference Related To Floor Area For Second Stories; Amending Chapter 1, “General Provisions”, Section 1-3, “Definitions,” To Clarify Existing Definitions For Floor Area Total, Floor Area Ratio, And Lot Area; And, Providing For Codification, Severability, Conflicts, And An Effective Date**

Town Attorney Goddeau presented Ordinance 2025-07. She stated that the revised ordinance addressed four primary concerns raised by the Commission at the December meeting, including the addition of a preamble to provide context and establish limitations.

Commissioner Cassidy expressed concern about the ordinance’s broad language and proposed revising it to specify “drainage, water supply, or wastewater purposes.” She also requested Commission notification when easements or FAR incentive bonuses are pursued, rather than relying solely on annual reports.

After further discussion, the Commission agreed to revise the language.

Commissioner Hutchins supported the compromise, and the Town Attorney clarified that easements may only be requested when a documented project need exists.

Mayor Pugh opened the floor for public comment. Hearing none, he closed the floor for public comment.

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

REGULAR TOWN COMMISSION MEETING MINUTES

JANUARY 12, 2026

Commissioner Cassidy moved to approve Ordinance 2025-07 on second reading with the requested modifications; seconded by Commissioner Aijala. Motion carried 5-0. (31:48)

13. **Approve the Selection Committee’s recommendation (s) for RFQ 2025-001 (generally described as Engineering Services) and authorize staff to proceed with negotiations in accordance with Section 287.055, Florida Statutes (Consultants’ Competitive Negotiation Act – CCNA).**

Town Manager Heiser presented the Selection Committee’s recommendations for RFQ 2025-001 for continuing engineering services. She stated that after reviewing twelve firms, the Committee recommended Craig Smith and Associates as the Town’s anchor engineering firm, with CHA Consulting, West Architecture and Design, and Florida Technical Consultants retained for specialized services.

Keith Webber of the City of Boynton Beach, serving as a subject matter expert, commended the Commission on the selected firms, highlighting their experience and specifically praising Craig Smith and Associates.

Steve Smith of Craig Smith and Associates introduced himself, noted the firm’s founding in 1980, and expressed enthusiasm about working with Ocean Ridge, citing the firm’s experience with coastal municipalities.

Mayor Pugh opened the floor for public comment.

The following spoke: Terry Brown

Mayor Pugh closed the floor for public comment.

Commissioner Cassidy moved to approve the recommended firms and authorize staff to enter negotiations and contracts; seconded by Commissioner Aijala. Motion carried 5-0. (45:29)

14. **Short Term Rentals Discussion (Town Attorney Goddeau)**
 - A. Updated State Statute Info
 - B. Examples of Other Municipalities’ Regulation and Enforcement Efforts

Town Attorney Goddeau explained that Ocean Ridge’s prohibition on rentals of fewer than thirty (30) days predate state preemption, allowing the Town to retain the restriction.

The Commission discussed various enforcement strategies, with Commissioner Cassidy suggesting that monitoring recycling left out on weekends could be an indicator of short-term rentals since temporary occupants may be unfamiliar with the schedule.

Mayor Pugh noted that police officers already enforce rules about garbage cans being brought in promptly.

The Commission agreed to maintain the prohibition and potentially prioritize enforcement when the new code enforcement is hired.

REGULAR TOWN COMMISSION MEETING MINUTES

JANUARY 12, 2026

STAFF & COMMITTEE REPORTS

15. Town Manager

Update on Negotiations Between Boynton Beach and PBC Regarding Fire & Water Services

Town Manager Heiser advised that Boynton Beach is considering transferring utilities and fire rescue services to Palm Beach County, which may affect future costs but not Ocean Ridge's service level, and noted the current contract runs through September 30, 2028.

16. Town Attorney

Town Attorney Goddeau had no report.

17. Police Chief

Chief McClure read his report and shared that he was honored to be nominated as vice president by Judge Marks for the Chiefs Association.

Town Manager Heiser thanked the Chief and police department for heightened holiday vigilance, particularly regarding speeding, and Vice Mayor Coz raised concerns about speeding by delivery services and early morning deliveries, and Chief McClure stated the department would continue addressing these issues.

18. Fire Chief

The Fire Chief was not present at the meeting.

TOWN COMMISSIONER COMMENTS

Mayor Pugh expressed his hope that 2026 would be as good as the previous year. He thanked the Commissioners and noted that the town had shown its confidence in them by not requiring an election. Town Manager Heiser commended the Commission for their collaborative approach, particularly in finalizing the easement ordinance.

ADJOURNMENT

Meeting Adjourned at 7:00 p.m.

Minutes prepared by Deputy Town Clerk Pinder and adopted by the Town Commission on February 02, 2026.

Geoff Pugh, Mayor

ATTEST:

Kelly Avery, Town Clerk

Agenda: Monday, February 2, 2026
Memo: Item #7.

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

Subject: Approval of Drainage Easement at 62 Harbour Dr. N

At the Planning and Zoning Commission meeting on January 20, 2026, the proposed redevelopment of the single family home at 62 Harbour Drive North received conditional Development Plan Review approval, which included approval of the 41% Floor Area Ratio calculation for the development consistent with Ordinance No. 2025-07. If accepted, the Easement Agreement will be recorded in the Official Records and will facilitate the much needed drainage project at the end of Harbour Drive North.

Staff recommends...acceptance of the Easement Agreement.

Suggested Motion: I move to...accept the Easement Agreement for 62 Harbour Drive North.

Respectfully,
Christy Goddeau, Town Attorney

Prepared by and
Return to:
Christy Goddeau, Esq.
Town of Ocean Ridge
6450 N. Ocean Blvd.
Ocean Ridge, FL 33435

(A portion of Property Control Number: 46-43-45-27-09-000-0150)

DRAINAGE EASEMENT AGREEMENT

THIS DRAINAGE EASEMENT AGREEMENT (“Agreement”) is made this 12th day of December, 2025, by and between **Michael Hemlepp** (“Grantor”), and the **Town of Ocean Ridge**, a Florida municipal corporation (“Town”).

RECITALS

WHEREAS, the Grantor is the owner of real property generally located at 62 Harbour Drive North, Ocean Ridge, Florida, and as legally described in **Exhibit “A”** attached hereto and incorporated herein (“Property”); and

WHEREAS, the Town and the Grantor recognize the need for better drainage infrastructure at and near the Property and throughout the Town; and

WHEREAS, there is currently no drainage infrastructure at or near the Property to assist in the removal of stormwater accumulation; and

WHEREAS, the Town desires a five (5) foot nonexclusive easement for the installation, maintenance, repair, and replacement of drainage infrastructure (“Drainage Utilities”) through the Property as described in **Exhibit “B”** attached hereto and incorporated herein (the “Easement Area”); and

WHEREAS, the Drainage Utilities near or adjacent to the Easement Area may provide services to and from the Property and other properties which may or may not abut and be contiguous to the Easement Area; and

WHEREAS, to incentivize the Grantor to grant this Easement, the Grantor has received a Floor Area Ratio bonus as authorized by the Town’s Land Development Code; and

WHEREAS, the Grantor and Town are willing to enter this Agreement to formalize their responsibilities and obligations regarding the Drainage Utilities, Easement Area, and Easement; and

WHEREAS, the Town has determined that entering this Agreement is in the best interests of the public health, safety and welfare of the Town and serves a valid public purpose.

NOW, THEREFORE, for and in consideration of the mutual covenants and other valuable consideration, the sufficiency and receipt of which is acknowledged by Grantor and the Town, the Grantor and Town agree as follows:

1. **Recitals.** The foregoing recitals are incorporated into this Agreement as true and correct statements.
2. **Grant of Easement.** The Grantor grants unto the Town, its licensees, agents, successors and assigns a perpetual and nonexclusive easement in, over, under, through, upon and across the Easement Area for the purpose of maintaining, repairing and replacing the Drainage Utilities located near or adjacent to the Easement Area for providing stormwater drainage services to and from properties or lands, which may include the Property, also for the Town to provide stormwater drainage service to properties which may not be contiguous to the Easement Area; together with all rights of ingress and egress necessary for the full and complete use, occupation, and enjoyment of the Easement Area for the maintenance, repair and replacement of the Drainage Utilities, and all rights and privileges incident thereto; and, the permanent, full and free right and authority to own, construct, operate, maintain, repair, install, rebuild and replace the Drainage Utilities near or adjacent to the Easement Area, subject to the terms and conditions set forth herein ("Easement").
3. **Conditions.** The Town agrees that in consideration of the Grantor granting the Easement, the Town will install Drainage Utilities within the Easement Area and repair and maintain the same. The Town agrees that the Grantor may install landscaping (including a hedge for privacy) and fence within the Easement Area (plant-type subject to Town approval and plant shall not have deep roots that may adversely impact drainage infrastructure). Fence will require a building permit (if not already obtained) from the Town. The Grantor may also install a retaining wall in a portion of the Easement Area as shown on the Grantor's approved building permit for the same. If the Town requires access to the Easement Area to maintain, repair and/or replace the Drainage Utilities located near or adjacent to the Easement Area and such work requires the Town to remove the Grantor's landscaping, privacy hedge, permitted fence, and/or retaining wall (in whole or in part), the Town shall incur the cost of removal of the landscaping, privacy hedge, fence, and retaining wall and shall incur the cost of re-installing or installing a new landscaping, privacy hedge, fence and retaining wall.
4. **Easement Term.** The Grantor grants the Easement to the Town, its licensees, agents, successors and assigns forever unless earlier terminated as stated herein. It being expressly understood, however, that in the event the Town, its licensees, successors and assigns, notifies the Grantor in writing of the Town's intent to abandon or vacate the Easement herein granted, that the same shall revert back to Grantor, its heirs, successors or assigns.
5. **Easement Limitation.** Nothing herein contained shall be deemed to be a gift or dedication of any portion of the Easement Area to the general public or for the general public, it being the

intention of the parties that this Easement shall be strictly limited to and for the purposes herein expressed.

6. **Town's Acceptance.** By accepting this Easement, the Town agrees at its sole cost and expense: (a) provide reasonable notice to the Grantor prior to any work being undertaken in the Easement Area unless such work is of an emergency nature (then notice will be provided as the emergency allows for); (b) to maintain the Drainage Utilities and perform all work undertaken by the Town within the Easement Area in a good and workmanlike manner and to promptly complete all work within the Easement Area; (c) to restore the Property (or any portions thereof) disturbed or damaged by work undertaken by the Town to their condition that existed prior to the commencement of such work (including the landscaping, privacy hedge, and/or permitted fence); (d) to not unreasonably interfere with the use of the Property by Grantor or any of Grantor's tenants, invitees or guests, their successors and /or assigns; (e) to be responsible for all costs associated with the Town's maintenance, construction, removal, and/or replacement of the Drainage Utilities pursuant to this Easement; and, (f) to use licensed and insured contractors for all work undertaken by the Town within the Easement Area unless undertaken by the Town itself which is self-insured.

7. **Default.** If the Grantor or Town is in default of their obligations under this Agreement, the non-defaulting party shall provide written notice to the defaulting party of the default and provide the defaulting party with thirty (30) days to correct the default. However, in the case of any such default which cannot with reasonable diligence be cured within said thirty (30) day period, if the defaulting party proceeds promptly to cure such default within said thirty (30) day period and thereafter prosecutes the curing of such failure with reasonable diligence and continuity, the time within which such default may be cured shall be extended for such period as may be necessary but in no event shall such cure period extend beyond the date that is sixty (60) days after receipt of the original default notice. If the default is not timely cured by the defaulting party, the non-defaulting party may, once the applicable timeframe has expired for a cure of the default, pursue any and all legal remedies against the defaulting party, including without limitation, correcting the default and seeking all costs of such action from the defaulting party including without limitation all attorney's fees at all trial and appellate levels.

8. **Termination.** Because the Grantor received a Floor Area Ratio Bonus in exchange for the Easement, this Agreement may only be terminated by the Town of Ocean Ridge Town Commission at a duly noticed public meeting.

9. **Grantor Authority.** The Grantor represents and warrants to the Town that Grantor is in exclusive possession of the Easement Property and owns fee simple title to the Easement Property and that it has good and lawful right to grant this Easement.

9. **Runs with Land.** The Easement granted herein shall run with the land and shall be binding upon the Grantor, all parties entitled to use or possession of the Easement Property by or through the Grantor, including lessees, and the successors and assigns of each of the aforementioned parties unless or until this Agreement is terminated as hereinabove provided. This Agreement shall be binding upon the parties hereto and their respective successors and assigns.

10. **Notice.** All notices required to be provided under this Agreement shall be provided in writing via hand-delivery, nationally recognized overnight courier, or certified mail (return receipt

requested) and sent to the following:

For the Grantor:
Michael Hemlepp
62 Harbour Drive North
Ocean Ridge, FL 33435

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

The above notice addresses may be changed by written notice to the other party.

11. **Governing Law and Venue.** This Agreement shall be governed by, construed and enforced, in accordance with the laws of the State of Florida. Venue in any action, suit or proceeding in connection with this Agreement shall be in a state court of competent jurisdiction in Palm Beach County, Florida.

12. **Construction.** The parties hereto have received independent advice and counseling regarding the preparation and subject matter of this Agreement and all the terms and conditions it contains. This Agreement shall not be construed more strongly for or against any party, regardless of which party is deemed to have drafted the Agreement.

13. **Severability.** If any provision of this Agreement or any provision of any other Agreement entered into pursuant to this Agreement is contrary to, prohibited by or deemed invalid under applicable law or regulation, only that provision will be inapplicable and deemed omitted to the extent it is contrary, prohibited or invalid, but the remainder will not be invalidated and will be given full force and effect so far as possible.

14. **Entire Agreement.** This Agreement represent the entire understanding and agreement between the parties as to the subject matter hereof and supersede all other negotiations, understandings and representations (if any) made by and between the parties.

15. **Amendments.** The provisions of this Agreement may not be amended, supplemented, waived or changed orally, but only by a writing signed by the party as to whom enforcement of any amendment, supplement, waiver or modification is sought and making specific reference to this Agreement. Only the Town's Commission may authorize an amendment of this Agreement.

16. **Disputes.** 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 OR ARISING FROM THIS AGREEMENT.

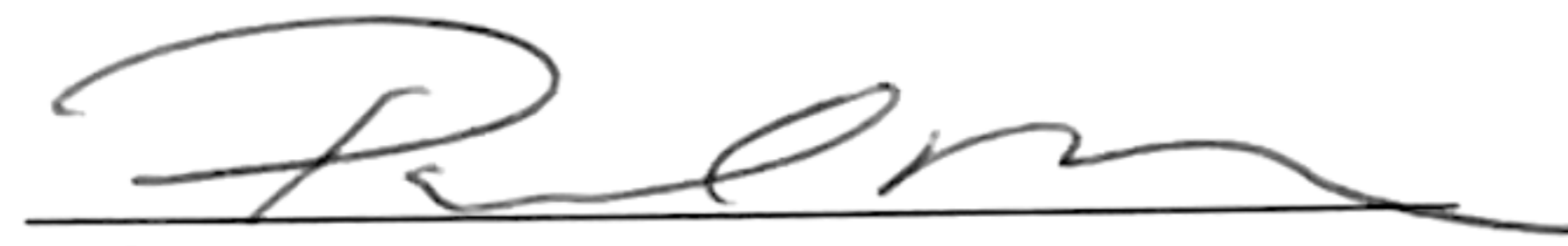
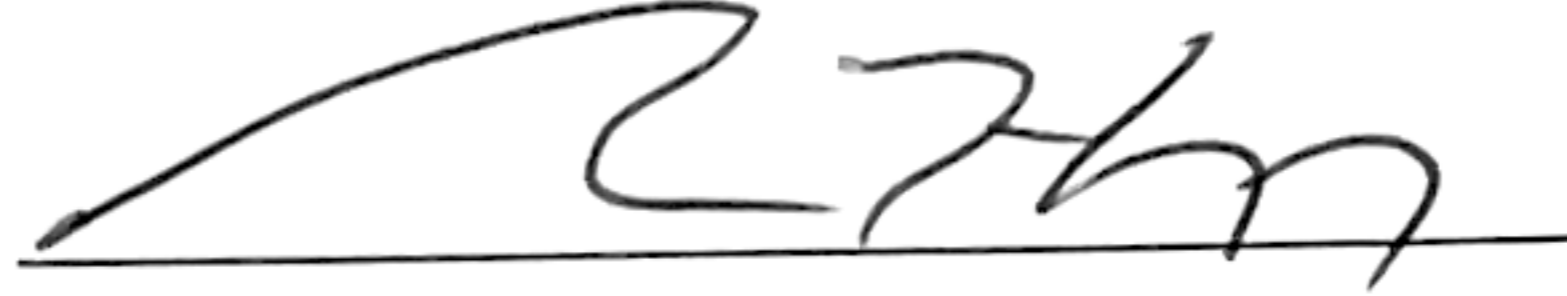
17. **Third Party Beneficiaries.** This Agreement shall create no rights or claims whatsoever in any person other than a party herein or its successors or assigns.

18. **Effective Date.** This Agreement shall become effective upon the Town Commission's approval and the execution by the Town Manager.

IN WITNESS WHEREOF, Grantor and Town have made and executed this Drainage Easement Agreement as of the date first above written.

GRANTOR: MICHAEL HEMLEPP

Signed, sealed and delivered
in the presence of:

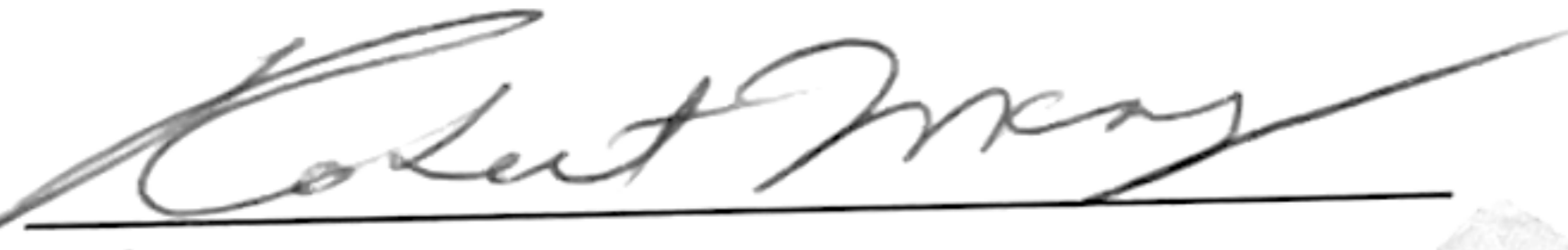


Witness

PAUL MORALES

(print name of witness)

11509 MANTOVA BAY CIRCLE, BOYNTON BEACH, FL, 33473
Address



Witness

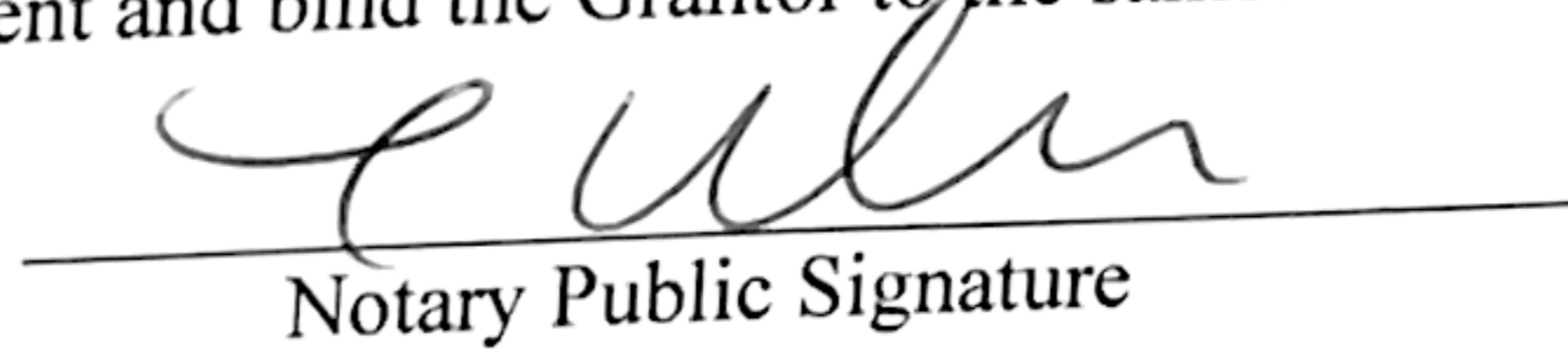
Robert McManis

(print name of witness)

720 South Plaza Way, Mendota Heights, MN 55120
Address

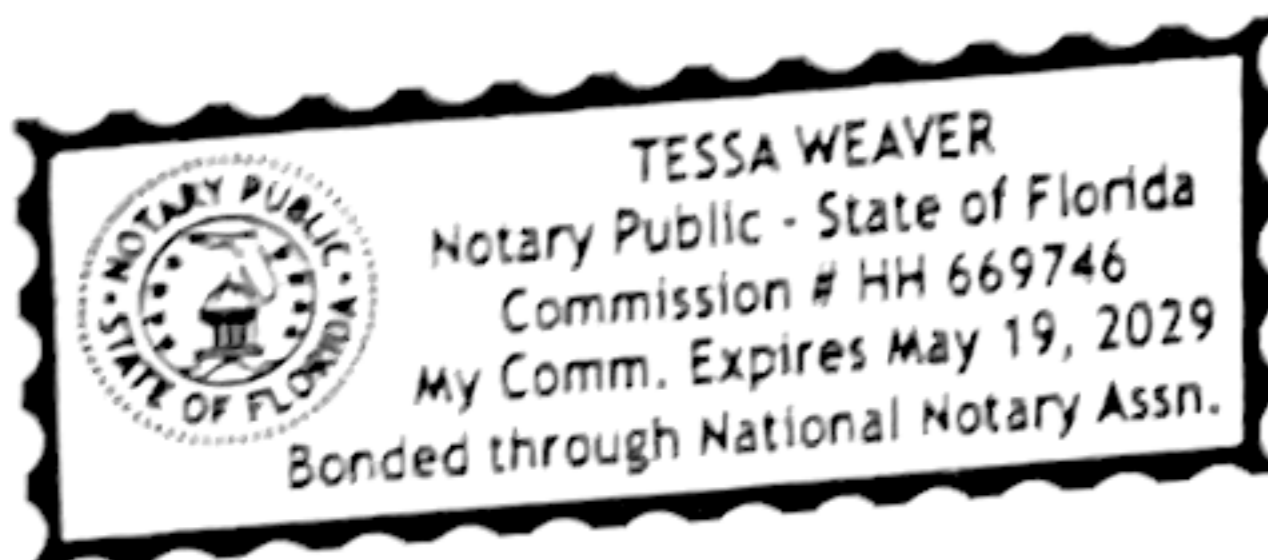
STATE OF FLORIDA
COUNTY OF PALM BEACH

THE FOREGOING instrument was acknowledged before me by means of physical presence or online notarization on this 12 day of December 2025, by Michael Hemlepp, as the Property owner, who is personally known to me or who has produced personally known as identification, and who did take an oath that he or she is duly authorized to execute the foregoing instrument and bind the Grantor to the same.


Notary Public Signature

Notary Seal:

(SIGNATURE PAGE OF TOWN FOLLOWS)



TOWN:

TOWN OF OCEAN RIDGE

ATTEST:

By: _____
Geoff Pugh, Mayor

Kelly Avery, Town Clerk

Approved as to form and legal sufficiency:

Christy Goddeau, Town Attorney

Easement Agreement – 62 Harbour Drive North, Ocean Ridge, FL

EXHIBIT "A"
Legal Description of Property

Lot 15, Ridge Harbour Estates, according to the Plat thereof, as recorded in Plat Book 25, Page 27, of the Public Records of Palm Beach County, Florida.

DRAFT

EXHIBIT "B"

Legal Description of Easement Area

The northern five (5) feet of the southern boundary of Lot 15, Ridge Harbour Estates, adjacent to Lot 16, Ridge Harbour Estates, running the entire length of Lot 15 from the south-east corner of Lot 15 to the north-west corner, according to the Plat thereof, as recorded in Plat Book 25, Page 27, of the Public Records of Palm Beach County, Florida.

DRAFT

Prepared by and
Return to:
Christy Goddeau, Esq.
Town of Ocean Ridge
6450 N. Ocean Blvd.
Ocean Ridge, FL 33435

(A portion of Property Control Number: 46-43-45-27-09-000-0150)

DRAINAGE EASEMENT AGREEMENT

THIS DRAINAGE EASEMENT AGREEMENT (“Agreement”) is made this _____ day of _____, 2026, by and between **Michael Hemlepp** (“Grantor”), and the **Town of Ocean Ridge**, a Florida municipal corporation (“Town”).

RECITALS

WHEREAS, the Grantor is the owner of real property generally located at 62 Harbour Drive North, Ocean Ridge, Florida, and as legally described in **Exhibit “A”** attached hereto and incorporated herein (“Property”); and

WHEREAS, the Town and the Grantor recognize the need for better drainage infrastructure at and near the Property and throughout the Town; and

WHEREAS, there is currently no drainage infrastructure at or near the Property to assist in the removal of stormwater accumulation; and

WHEREAS, the Town desires a five (5) foot nonexclusive easement for the installation, maintenance, repair, and replacement of drainage infrastructure (“Drainage Utilities”) through the Property as described in **Exhibit “B”** attached hereto and incorporated herein (the “Easement Area”); and

WHEREAS, the Drainage Utilities near or adjacent to the Easement Area may provide services to and from the Property and other properties which may or may not abut and be contiguous to the Easement Area; and

WHEREAS, to incentivize the Grantor to grant this Easement, the Grantor has received a Floor Area Ratio bonus as authorized by the Town’s Land Development Code; and

WHEREAS, the Grantor and Town are willing to enter this Agreement to formalize their responsibilities and obligations regarding the Drainage Utilities, Easement Area, and Easement; and

WHEREAS, the Town has determined that entering this Agreement is in the best interests of the public health, safety and welfare of the Town and serves a valid public purpose.

NOW, THEREFORE, for and in consideration of the mutual covenants and other valuable consideration, the sufficiency and receipt of which is acknowledged by Grantor and the Town, the Grantor and Town agree as follows:

1. **Recitals.** The foregoing recitals are incorporated into this Agreement as true and correct statements.
2. **Grant of Easement.** The Grantor grants unto the Town, its licensees, agents, successors and assigns a perpetual and nonexclusive easement in, over, under, through, upon and across the Easement Area for the purpose of maintaining, repairing and replacing the Drainage Utilities located near or adjacent to the Easement Area for providing stormwater drainage services to and from properties or lands, which may include the Property, also for the Town to provide stormwater drainage service to properties which may not be contiguous to the Easement Area; together with all rights of ingress and egress necessary for the full and complete use, occupation, and enjoyment of the Easement Area for the maintenance, repair and replacement of the Drainage Utilities, and all rights and privileges incident thereto; and, the permanent, full and free right and authority to own, construct, operate, maintain, repair, install, rebuild and replace the Drainage Utilities near or adjacent to the Easement Area, subject to the terms and conditions set forth herein (“Easement”).
3. **Conditions.** The Town agrees that in consideration of the Grantor granting the Easement, the Town will install Drainage Utilities within the Easement Area and repair and maintain the same. The Town agrees that the Grantor may install landscaping (including a hedge for privacy) and fence within the Easement Area (plant-type subject to Town approval and plant shall not have deep roots that may adversely impact drainage infrastructure). Fence will require a building permit (if not already obtained) from the Town. The Grantor may also install a retaining wall in a portion of the Easement Area as shown on the Grantor’s approved building permit for the same. If the Town requires access to the Easement Area to maintain, repair and/or replace the Drainage Utilities located near or adjacent to the Easement Area and such work requires the Town to remove the Grantor’s landscaping, privacy hedge, permitted fence, and/or retaining wall (in whole or in part), the Town shall incur the cost of removal of the landscaping, privacy hedge, fence, and retaining wall and shall incur the cost of re-installing or installing a new landscaping, privacy hedge, fence and retaining wall.
4. **Easement Term.** The Grantor grants the Easement to the Town, its licensees, agents, successors and assigns forever unless earlier terminated as stated herein. It being expressly understood, however, that in the event the Town, its licensees, successors and assigns, notifies the Grantor in writing of the Town’s intent to abandon or vacate the Easement herein granted, that the same shall revert back to Grantor, its heirs, successors or assigns.
5. **Easement Limitation.** Nothing herein contained shall be deemed to be a gift or dedication of any portion of the Easement Area to the general public or for the general public, it being the

intention of the parties that this Easement shall be strictly limited to and for the purposes herein expressed.

6. **Town's Acceptance.** By accepting this Easement, the Town agrees at its sole cost and expense: (a) provide reasonable notice to the Grantor prior to any work being undertaken in the Easement Area unless such work is of an emergency nature (then notice will be provided as the emergency allows for); (b) to maintain the Drainage Utilities and perform all work undertaken by the Town within the Easement Area in a good and workmanlike manner and to promptly complete all work within the Easement Area; (c) to restore the Property (or any portions thereof) disturbed or damaged by work undertaken by the Town to their condition that existed prior to the commencement of such work (including the landscaping, privacy hedge, and/or permitted fence); (d) to not unreasonably interfere with the use of the Property by Grantor or any of Grantor's tenants, invitees or guests, their successors and /or assigns; (e) to be responsible for all costs associated with the Town's maintenance, construction, removal, and/or replacement of the Drainage Utilities pursuant to this Easement; and, (f) to use licensed and insured contractors for all work undertaken by the Town within the Easement Area unless undertaken by the Town itself which is self-insured.

7. **Default.** If the Grantor or Town is in default of their obligations under this Agreement, the non-defaulting party shall provide written notice to the defaulting party of the default and provide the defaulting party with thirty (30) days to correct the default. However, in the case of any such default which cannot with reasonable diligence be cured within said thirty (30) day period, if the defaulting party proceeds promptly to cure such default within said thirty (30) day period and thereafter prosecutes the curing of such failure with reasonable diligence and continuity, the time within which such default may be cured shall be extended for such period as may be necessary but in no event shall such cure period extend beyond the date that is sixty (60) days after receipt of the original default notice. If the default is not timely cured by the defaulting party, the non-defaulting party may, once the applicable timeframe has expired for a cure of the default, pursue any and all legal remedies against the defaulting party, including without limitation, correcting the default and seeking all costs of such action from the defaulting party including without limitation all attorney's fees at all trial and appellate levels.

8. **Termination.** Because the Grantor received a Floor Area Ratio Bonus in exchange for the Easement, this Agreement may only be terminated by the Town of Ocean Ridge Town Commission at a duly noticed public meeting.

9. **Grantor Authority.** The Grantor represents and warrants to the Town that Grantor is in exclusive possession of the Easement Property and owns fee simple title to the Easement Property and that it has good and lawful right to grant this Easement.

9. **Runs with Land.** The Easement granted herein shall run with the land and shall be binding upon the Grantor, all parties entitled to use or possession of the Easement Property by or through the Grantor, including lessees, and the successors and assigns of each of the aforementioned parties unless or until this Agreement is terminated as hereinabove provided. This Agreement shall be binding upon the parties hereto and their respective successors and assigns.

10. **Notice.** All notices required to be provided under this Agreement shall be provided in writing via hand-delivery, nationally recognized overnight courier, or certified mail (return receipt

requested) and sent to the following:

For the Grantor:
Michael Hemlepp
62 Harbour Drive North
Ocean Ridge, FL 33435

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

The above notice addresses may be changed by written notice to the other party.

11. **Governing Law and Venue.** This Agreement shall be governed by, construed and enforced, in accordance with the laws of the State of Florida. Venue in any action, suit or proceeding in connection with this Agreement shall be in a state court of competent jurisdiction in Palm Beach County, Florida.

12. **Construction.** The parties hereto have received independent advice and counseling regarding the preparation and subject matter of this Agreement and all the terms and conditions it contains. This Agreement shall not be construed more strongly for or against any party, regardless of which party is deemed to have drafted the Agreement.

13. **Severability.** If any provision of this Agreement or any provision of any other Agreement entered into pursuant to this Agreement is contrary to, prohibited by or deemed invalid under applicable law or regulation, only that provision will be inapplicable and deemed omitted to the extent it is contrary, prohibited or invalid, but the remainder will not be invalidated and will be given full force and effect so far as possible.

14. **Entire Agreement.** This Agreement represent the entire understanding and agreement between the parties as to the subject matter hereof and supersede all other negotiations, understandings and representations (if any) made by and between the parties.

15. **Amendments.** The provisions of this Agreement may not be amended, supplemented, waived or changed orally, but only by a writing signed by the party as to whom enforcement of any amendment, supplement, waiver or modification is sought and making specific reference to this Agreement. Only the Town's Commission may authorize an amendment of this Agreement.

16. **Disputes.** 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 OR ARISING FROM THIS AGREEMENT.

17. **Third Party Beneficiaries.** This Agreement shall create no rights or claims whatsoever in any person other than a party herein or its successors or assigns.

18. **Effective Date.** This Agreement shall become effective upon the Town Commission’s approval and the execution by the Town Manager.

IN WITNESS WHEREOF, Grantor and Town have made and executed this Drainage Easement Agreement as of the date first above written.

GRANTOR: MICHAEL HEMLEPP

Signed, sealed and delivered
in the presence of:

Witness

(print name of witness)

Address

Witness

(print name of witness)

Address

STATE OF FLORIDA
COUNTY OF PALM BEACH

THE FOREGOING instrument was acknowledged before me by means of physical presence or online notarization on this ____ day of _____ 2026, by Michael Hemlepp, as the Property owner, who is personally known to me or who has produced _____ as identification, and who did take an oath that he or she is duly authorized to execute the foregoing instrument and bind the Grantor to the same.

Notary Public Signature

Notary Seal:

(SIGNATURE PAGE OF TOWN FOLLOWS)

TOWN:

TOWN OF OCEAN RIDGE

ATTEST:

By: _____
Geoff Pugh, Mayor

Kelly Avery, Town Clerk

Approved as to form and legal sufficiency:

Christy Goddeau, Town Attorney

Easement Agreement – 62 Harbour Drive North, Ocean Ridge, FL

EXHIBIT "A"

Legal Description of Property

Lot 15, Ridge Harbour Estates, according to the Plat thereof, as recorded in Plat Book 25, Page 27, of the Public Records of Palm Beach County, Florida.

EXHIBIT "B"

Legal Description of Easement Area

The northern five (5) feet of the southern boundary of Lot 15, Ridge Harbour Estates, adjacent to Lot 16, Ridge Harbour Estates, running the entire length of Lot 15 from the south-east corner of Lot 15 to the north-west corner, according to the Plat thereof, as recorded in Plat Book 25, Page 27, of the Public Records of Palm Beach County, Florida.



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 734-7031 Fax
Oceanridge.gov ♦ info@oceanridge.gov

Facility Use Application

Organization Name/Contact Person: StarBright Civic Collective

Address: 5906 Old Ocean Blvd Phone: 201-321-5164

Email Address ko.omara.scianandre@gmail.com

Date and Time Requested: Date: ***SEE 3 DATES BELOW Time (including set-up): 5PM until 9PM

Rooms/Areas/Equipment Requested (**check all that apply**):

- Community Room
- Commission Chambers (includes kitchenette)
- Town Hall Foyer
- Library
- Courtyard / Patio and Lawn

- Overhead Monitors
- Microphones

February 17th
March 17th
April 21st

Purpose of Rental or Title of Event: Bingo

Please provide a detailed description of the event, activities to be held, and equipment you or a vendor will be bringing to the event: (use additional sheet if necessary) _____

Event is free and attendees will receive one free bingo card. Additional cards available with OPTIONAL donation.

Number of people attending function: 60 - 70

- Function open to public yes no
- Will there be an admission fee or donation yes no
- Alcohol Present yes no
- Assistance Requested for Setup/Tear down yes no
- Setup Tear Down
- Request Parking Control or Police Services yes no

* Donation optional

Category of permitted use (**check only one**):

Civic – Town sponsored events and events held by groups that provide a service to the Town and are governed by a Board and Bylaws such as Property Owners Associations, the Garden Club, and similar civic uses.

Sponsored Uses – non-profit events/programs sponsored by a Town resident or other governmental agency as approved by the Town Commission.

Resident Uses – meetings, lectures, discussion groups and other similar informational type events.

Other – uses or events not described above as permitted within the sole discretion of the Town Manager or Town Commission. List here: _____



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Fees & Damage Deposit:

The facility rental fee is \$10 per hour. In addition, the User is required to pay a refundable damage deposit of \$200. The User shall be responsible for the condition of the facility, its furnishings and equipment. The User will assume the cost of cleaning, repairing, or replacing any Town property that is not returned in pre-rental condition. Part or all of the \$200 deposit may be refunded, depending upon the condition of the facility after the event.

There is a mandatory \$75 setup and \$75 tear down fee for all requests that want the room(s) arranged in any manner other than the standard meeting configuration for the Chambers and the long conference table style in the Community room section. Set-up and tear down service by Town staff only includes movement of Town owned tables and chairs, and opening/closing of the wall between the two rooms. *The setup and breakdown do not include any moving, removing, or cleaning of the user's materials.*

The facility shall be inspected by the facility supervisor both before and after use. If clean-up is necessary it will be done by the User. If the User fails to clean-up the facility, then the User will accept the financial obligation for this action and an additional fee of \$25.00 per hour will be charged, with a minimum charge of one hour.

Parking Control or Police Services may be required for certain events. If you request or are required to obtain Police Services, there will be a three-hour minimum charge at the rate of \$45.00 per hour per Officer on normal days, or \$60.00 per hour per Officer on holidays. The charge for a police vehicle will be \$15.00 per hour. The application to request special duty detail Officers will need to be filled out in addition to this application and can be found on the Town website at www.oceanridge.gov.

Admission fees charged by the user or donations collected by the user will not be permitted unless approved by the Town Commission prior to the event. The sale of goods, services, food or beverage is not permitted unless approved by the Town Commission prior to the event.

Use Conditions:

The facilities are unsuitable for and shall not be provided for major private social events such as weddings, banquets, birthday celebrations, anniversary parties, retirement parties, political fundraising or campaign events, and other similar events.

Use request that requires staff supervision must be submitted at least three (3) weeks prior to the event date to accommodate scheduling.

The Town reserves the right to cancel the Use Agreement in the event of a severe weather watch or warning posted within seven (7) days of the reservation date, or when other acts of God, catastrophe or unforeseen circumstances beyond the Town's control are present.

No kitchen facilities will be made available other than the kitchenette located in the Commission Chambers.

Town chairs and tables may be used at no cost. Town Tables must be covered during their use to prevent staining and/or damage.

No food or drink shall be permitted on the dais in the Commission Chambers due to the existence of electronic equipment.

All garbage generated by the User shall be removed from the premises by the User. Town dumpsters are not available for public use.

No outside equipment is permitted unless approved by the Town prior to the event.

The User shall supervise the event or activity to ensure that there is no abuse of the facility, nor any violation of the laws of the State of Florida and the Charter and Ordinances or other regulations of the Town of Ocean Ridge.



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State and local laws apply with regard to alcohol consumption. Users are permitted to have alcohol on the premises ONLY if indicated on the Use Application, and only if liability insurance has been provided (see below). The sale of alcohol is only permitted upon presentation of proper documentation provided to the Town a minimum of thirty (30) days prior to the event.

The User assumes all liability for serving and consumption of alcohol to and by guests. The Town assumes NO responsibility for any inappropriate behavior resulting from consumption of alcoholic beverages by the guests of any event at the Town Facility. No alcohol use shall be approved if any attendees are under twenty-one (21) years of age. It is the User's responsibility to police the age restriction. If it is determined that any attendees at a function including the use of alcohol are under the age of 21 years, the Town retains the right to terminate the use immediately.

Users who have alcohol present, or whose activities are determined by the Town to be of a high risk nature, or who utilize vendors for their event, shall be required to list the Town as an "additional insured" in a policy providing \$500,000 single limit bodily injury and property damage liability coverage. This should be provided a minimum of seven (7) days prior to event. Failure to comply with this section may result in the cancellation of your facility use.

Events expected to exceed 100 (118 maximum) persons in attendance shall require Town Manager approval. Events involving children aged 17 and under will require adult supervision at a ratio of 1 adult per 10 children.

User understands that there is no smoking allowed at the Town Hall facility.

Indemnification:

To the fullest extent permitted by laws and regulations, User agrees to indemnify, defend, save and hold harmless the Town and its respective officers, agents and employees, from all claims, damages, liabilities, losses, causes of action, liens or judgments of any kind or nature whatsoever which may arise out of, in connection with, or because of the use, maintenance, or operation of the facilities. User shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection therewith, including but not limited to reasonable attorney's fees and costs to defend all claims or suits, in the name of the Town when applicable. Such indemnification shall not be limited to the amount of insurance available from any source. Nothing contained herein is intended nor shall be construed to waive the Town's rights and immunities under the common law or Florida Statutes 768.28, as amended from time to time. The provisions of this Paragraph shall survive the execution, delivery and performance of this Agreement.

Use begins at the time the User takes possession of the facilities and use ends when all participants and vendors have vacated the premises.

The Applicant, by endorsement, certifies that the information provided is true and correct and that he/she has read and understands the regulations governing the use of the Town facility and agrees to comply with such regulations. Failure to comply with the rental conditions may prohibit future facility rentals.

*Kathleen
O'Hara Seaver*

Signature of Applicant

January 21, 2026

Date

Requested Use Approved

Town Manager or Designee Date



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Facility Use Application

Organization Name/Contact Person: StarBright Civic Collective

Address: 5906 Old Ocean Blvd Phone: 201-321-5164

Email Address ko.omara.scianandre@gmail.com

Date and Time Requested: Date: Thursday March 26 Time (including set-up): 4PM until 9PM

Rooms/Areas/Equipment Requested (**check all that apply**):

- Community Room
- Commission Chambers (includes kitchenette)
- Town Hall Foyer
- Library
- Courtyard / Patio and Lawn
- Overhead Monitors
- Microphones

Purpose of Rental or Title of Event: Concert with Meri Z and Dr G.

Please provide a detailed description of the event, activities to be held, and equipment you or a vendor will be bringing to the event: (use additional sheet if necessary) _____

There is a suggested donation of \$35 with the hope that we will break even. We are hoping the donations cover our expenses.

The performers will bring all necessary equipment.

- Number of people attending function:** approx 65-75
- Function open to public yes no
 - Will there be an admission fee or donation yes no
 - Alcohol Present yes no
 - Assistance Requested for Setup/Tear down yes no
 - Setup Tear Down
 - Request Parking Control or Police Services yes no

Category of permitted use (check only one):

Civic – Town sponsored events and events held by groups that provide a service to the Town and are governed by a Board and Bylaws such as Property Owners Associations, the Garden Club, and similar civic uses.

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No outside equipment is permitted unless approved by the Town prior to the event.

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User understands that there is no smoking allowed at the Town Hall facility.

Indemnification:

To the fullest extent permitted by laws and regulations, User agrees to indemnify, defend, save and hold harmless the Town and its respective officers, agents and employees, from all claims, damages, liabilities, losses, causes of action, liens or judgments of any kind or nature whatsoever which may arise out of, in connection with, or because of the use, maintenance, or operation of the facilities. User shall pay all claims, losses, liens, settlements or judgments of any nature whatsoever in connection therewith, including but not limited to reasonable attorney's fees and costs to defend all claims or suits, in the name of the Town when applicable. Such indemnification shall not be limited to the amount of insurance available from any source. Nothing contained herein is intended nor shall be construed to waive the Town's rights and immunities under the common law or Florida Statutes 768.28, as amended from time to time. The provisions of this Paragraph shall survive the execution, delivery and performance of this Agreement.

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The Applicant, by endorsement, certifies that the information provided is true and correct and that he/she has read and understands the regulations governing the use of the Town facility and agrees to comply with such regulations. Failure to comply with the rental conditions may prohibit future facility rentals.

*Kathleen
O'Hara Sevens*

Signature of Applicant

January 21, 2026

Date

Requested Use Approved

Town Manager or Designee

Date

Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum

Subject: Approval of Town Sponsored Event

Staff is proposing the establishment of *An Evening at Town Hall*, a spring signature community event modeled after the Town’s *Light the Lights* program and funded from the same Special Events budget line item. Approximately \$7,000 remains available within this account, and the proposed event can be accommodated within the existing budget. The event is tentatively scheduled for April 17, 2026, with a start time to be determined, and will be hosted at Town Hall, utilizing both the Commission Chambers and Community Room. The evening is envisioned as an elevated social gathering—refined but not formal—encouraging guests to dress in stylish, cocktail-appropriate attire suited to a coastal community. Residents can expect curated food and beverage service, light wine offerings, music, and an opportunity to gather and connect in an elegant civic setting. Feedback from the *Light the Lights* event indicated strong resident interest in additional signature events of this nature. As this would be the first annual special event of the spring season and does not require additional funding, the item is presented for Commission consideration under the Consent Agenda.

Staff recommends approval.

Suggested Motion: I move to approve.

Respectfully,

Agenda: Monday, February 2, 2026
Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum
Michelle Heiser, Town Manager

Subject: Monthly Financial Report

Balance Sheets

The total General Fund assets as of December 31, 2025 is \$15.0 million. The FLCLASS investment account balance at the end of December was \$14.3 million. The balance is expected to increase once the remaining Ad Valorem taxes are received. Due to timing and voids, the total liabilities are currently a debit balance of \$388,851.

Revenue and Expenditure Statements

The total General Fund budgeted revenue is \$12,817,860 along with utilizing \$1,990,489 of unassigned reserves. At the end of December, the Town had received \$8,319,331.

The total General Fund expenditures through December 2025 are \$2,946,520. In summary:

Expense type	Budget	Actual	Remaining	% Spent
Salaries and Benefits	\$4,838,292	\$1,283,547	\$3,554,745	26.53%
Operating	5,268,056	1,478,909	\$3,789,147	28.07%
Capital	10,000	0	\$10,000	0.00%
Debt	330,000	77,905	\$252,095	23.61%
Transfers	4,362,000	106,159	\$4,255,841	2.43%
Total	\$14,808,348	\$2,946,520	\$11,861,828	19.90%

BALANCE SHEET REPORT FOR TOWN OF OCEAN RIDGE
Balance As of 12/31/2025

YTD Balance
12/31/2025
Normal (Abnormal)

GL Number	Description	YTD Balance 12/31/2025 Normal (Abnormal)
Fund: 001 GENERAL FUND		
*** Assets ***		
001-000.000-101.269	TD BANK GEN OP	465,885.62
001-000.000-102.000	PETTY CASH	150.00
001-000.000-115.200	GARBAGE FEES RECEIVABLE	4,408.00
001-000.000-115.500	ALARM MONITORING RECEIVABLE	485.00
001-000.000-115.900	MISC RECEIVABLES	89,785.00
001-000.000-131.200	DUE FROM CAPITAL PROJ FUND	65,376.58
001-000.000-133.000	DUE FROM OTHER GOVERNMENTS	89,448.88
001-000.000-151.356	FLCLASS INVESTMENT FUND	14,268,418.84
Total Assets		14,983,957.92
*** Liabilities ***		
001-000.000-202.000	ACCOUNTS PAYABLE	(694,922.02)
001-000.000-207.200	DUE TO OTHER FUNDS	65,396.58
001-000.000-208.100	DUE BLDG INSP CERT PROGRAM	6,419.05
001-000.000-208.400	DUE FLORIDA ELECTIONS COMM	108.00
001-000.000-216.100	ACCRUED WAGES PAYABLE	150,862.56
001-000.000-218.300	GROUP HOSP INSURANCE WITHHELD	31.26
001-000.000-218.500	DEFERRED COMPENSATION	6,840.76
001-000.000-218.600	WAGE ASSIGNMENTS WITHHELD	(2,107.50)
001-000.000-218.700	RETIREMENT	70,806.49
001-000.000-218.800	EMPLOYEE DEDUCTIONS	4,355.00
001-000.000-220.000	DEPOSITS	6.00
001-000.000-223.000	DEFERRED REVENUE	3,351.95
Total Liabilities		(388,851.87)
*** Fund Equity ***		
001-000.000-247.100	RESERVE FOR TOWN HALL CAP PROJ	370,550.05
001-000.000-247.200	RESERVE FOR INSURANCE	160,000.00
001-000.000-247.400	BEAUTIFICATION RESERVE ACCT	115,267.48
001-000.000-271.100	FUND BALANCE	9,289,924.07
001-000.000-281.100	RESTRICTED FOR DEBT SERVICE	116,985.93
001-000.000-281.400	RESTRICTED TOWN HALL BEAUTIFICATIOIN	32,657.84
Total Fund Equity		10,085,385.37
Total Fund 001:		
TOTAL ASSETS		14,983,957.92
BEG. FUND BALANCE - 24-25		10,085,385.37
+ NET OF REVENUES/EXPENDITURES - 24-25		(85,385.54)
+ NET OF REVENUES & EXPENDITURES		5,372,809.96
= ENDING FUND BALANCE		15,372,809.79
+ LIABILITIES		(388,851.87)
= TOTAL LIABILITIES AND FUND BALANCE		14,983,957.92

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 12/31/2025
 % Fiscal Year Completed: 25.21

GL Number	Description	25-26 Amended Budget	YTD Balance 12/31/2025 Normal (Abnormal)	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used	Encumbrance 12/31/2025 Increase (Decrease)
Fund: 001 GENERAL FUND						
Account Category: Revenues						
Department: 310.000 TAXES						
001-310.000-311.000	AD VALOREM TAXES	9,547,100.00	7,484,290.08	2,062,809.92	78.39	0.00
001-310.000-312.410	LOCAL OPTION 6 CENT GAS TAX	37,000.00	5,942.33	31,057.67	16.06	0.00
001-310.000-312.420	SECOND LOCAL OPTION FUEL TAX	18,000.00	2,736.69	15,263.31	15.20	0.00
001-310.000-313.100	ELECTRIC FRANCHISE TAX	240,000.00	68,736.56	171,263.44	28.64	0.00
001-310.000-314.100	UTILITY SERVICE TAX ELECTRIC	330,000.00	95,640.24	234,359.76	28.98	0.00
001-310.000-314.800	UTILITY SERVICE TAX PROPANE	55,000.00	5,834.37	49,165.63	10.61	0.00
001-310.000-314.900	UTILITY SERVICE TAX WATER	100,000.00	42,321.58	57,678.42	42.32	0.00
001-310.000-315.000	COMMUNICATION SERVICES TAX	39,000.00	10,988.12	28,011.88	28.17	0.00
001-310.000-335.200	LOCAL GOVT 1 CENT SALES TAX	39,000.00	18,635.51	20,364.49	47.78	0.00
Total Dept 310.000 - TAXES		10,405,100.00	7,735,125.48	2,669,974.52	74.34	0.00
Department: 320.000 LICENSES & PERMITS						
001-320.000-321.100	PROF & OCCUPATIONAL LICENSES	0.00	29.00	(29.00)	100.00	0.00
001-320.000-322.100	BUILDING PERMITS	700,000.00	115,903.50	584,096.50	16.56	0.00
001-320.000-329.100	SIGN PERMITS	300.00	45.00	255.00	15.00	0.00
001-320.000-329.200	ALARM USER PERMITS	1,800.00	820.00	980.00	45.56	0.00
001-320.000-329.600	RENTAL REGISTRATIONS	1,800.00	1,225.00	575.00	68.06	0.00
Total Dept 320.000 - LICENSES & PERMITS		703,900.00	118,022.50	585,877.50	16.77	0.00
Department: 330.000 INTERGOVERNMENTAL REVENUE						
001-330.000-334.100	STATE GRANT REVENUES	250,000.00	0.00	250,000.00	0.00	0.00
001-330.000-335.110	OPIOD SETTLEMENT	0.00	395.84	(395.84)	100.00	0.00
001-330.000-335.120	STATE REVENUE SHARING PROCEEDS	62,120.00	15,353.93	46,766.07	24.72	0.00
001-330.000-335.181	LOCAL GOVT 1/2 CENT SALES TAX	178,140.00	25,859.63	152,280.37	14.52	0.00
001-330.000-335.490	REBATE ON MUNICIPAL VEHICLES	1,000.00	0.00	1,000.00	0.00	0.00
001-330.000-335.900	ST LIGHT MAINTENANCE REIMBURSE	15,000.00	0.00	15,000.00	0.00	0.00
001-330.000-338.000	PB COUNTY & CTY WIDE OCC LIC	6,000.00	1,970.46	4,029.54	32.84	0.00
001-330.000-338.100	PROPORTION 911 CALL TAKER REV	0.00	1,621.68	(1,621.68)	100.00	0.00
Total Dept 330.000 - INTERGOVERNMENTAL REVENUE		512,260.00	45,201.54	467,058.46	8.82	0.00
Department: 340.000 CHARGES FOR SERVICES						
001-340.000-341.200	ZONING FEES	25,000.00	10,307.50	14,692.50	41.23	0.00
001-340.000-341.400	CERT COPYING RECORD SEARCH ETC	5,000.00	3,020.00	1,980.00	60.40	0.00
001-340.000-341.900	OTHER GEN GOVT CHARGES & FEES	20,000.00	5,107.21	14,892.79	25.54	0.00
001-340.000-342.100	LAW ENFORCEMENT/FIRE SERVICE	220,000.00	60,362.75	159,637.25	27.44	0.00
001-340.000-342.300	ALARM MONITORING	35,000.00	26,735.00	8,265.00	76.39	0.00
001-340.000-342.800	SPECIAL DETAIL SERVICES	20,000.00	245.00	19,755.00	1.23	0.00
001-340.000-342.900	OTHER PUB SAFETY CHARGES & FEES	1,500.00	45.00	1,455.00	3.00	0.00
001-340.000-343.400	GARBAGE AND TRASH REVENUE	350,000.00	184,133.00	165,867.00	52.61	0.00
001-340.000-343.900	LOT MOWING AND CLEARING	0.00	75.00	(75.00)	100.00	0.00
Total Dept 340.000 - CHARGES FOR SERVICES		676,500.00	290,030.46	386,469.54	42.87	0.00
Department: 350.000 FINES & FORFEITURES						
001-350.000-351.100	COURT FINES - COURT CASES	6,000.00	3,655.24	2,344.76	60.92	0.00
001-350.000-351.300	POLICE EDUCATION \$2.00	600.00	0.00	600.00	0.00	0.00
001-350.000-354.000	VIOLATIONS OF LOCAL ORDINANCES	25,000.00	5,085.00	19,915.00	20.34	0.00
Total Dept 350.000 - FINES & FORFEITURES		31,600.00	8,740.24	22,859.76	27.66	0.00
Department: 360.000 MISCELLANEOUS REVENUES						
001-360.000-361.100	INTEREST EARNED	480,000.00	113,081.40	366,918.60	23.56	0.00

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 12/31/2025
 % Fiscal Year Completed: 25.21

GL Number	Description	25-26 Amended Budget	YTD Balance Normal (Abnormal) 12/31/2025	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used	Encumbrance 12/31/2025 Increase (Decrease)
Fund: 001 GENERAL FUND						
Account Category: Revenues						
Department: 360.000 MISCELLANEOUS REVENUES						
001-360.000-361.320	INTEREST EARNED-PB CO TAX COLL	7,000.00	0.00	7,000.00	0.00	0.00
001-360.000-361.390	INTEREST OTHER (LIENS, ETC.)	1,500.00	488.60	1,011.40	32.57	0.00
001-360.000-366.900	MISC CONTRIB PRIVATE SOURCES	0.00	8,000.40	(8,000.40)	100.00	0.00
001-360.000-369.900	MISCELLANEOUS REVENUE	0.00	640.00	(640.00)	100.00	0.00
Total Dept 360.000 - MISCELLANEOUS REVENUES		488,500.00	122,210.40	366,289.60	25.02	0.00
Department: 380.000 NON - REVENUES						
001-380.000-380.100	FUND BALANCE UNAPPROPRIATED	1,990,489.00	0.00	1,990,489.00	0.00	0.00
Total Dept 380.000 - NON - REVENUES		1,990,489.00	0.00	1,990,489.00	0.00	0.00
Revenues		14,808,349.00	8,319,330.62	6,489,018.38	56.18	0.00
Fund 001 - GENERAL FUND:						
TOTAL REVENUES		14,808,349.00	8,319,330.62	6,489,018.38	56.18	0.00

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

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GL Number	Description	25-26 Amended Budget	YTD Balance 12/31/2025 (Abnormal) Normal	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used Increase	Encumbrance 12/31/2025 (Decrease)
Fund: 001 GENERAL FUND						
Account Category: Expenditures						
Department: 511.101 TOWN COMMISSION						
001-511.101-501.100	EXECUTIVE SALARIES	6,000.00	1,500.00	4,500.00	25.00	0.00
001-511.101-502.100	FICA TAXES	459.00	114.75	344.25	25.00	0.00
001-511.101-502.200	RETIREMENT CONTRIBUTIONS	815.00	210.45	604.55	25.82	0.00
001-511.101-502.400	WORKERS' COMPENSATION	50.00	29.15	20.85	58.30	0.00
001-511.101-504.000	TRAVEL & PER DIEM	7,500.00	1,100.13	6,399.87	14.67	0.00
001-511.101-504.100	COMMUNICATIONS SERV PHONE ETC	3,000.00	503.60	2,496.40	16.79	0.00
001-511.101-504.500	INSURANCE LIAB, HAZARD, DAMAGE	29,900.00	22,425.00	7,475.00	75.00	0.00
001-511.101-504.900	OTHER CURRENT CHARGES	500.00	0.00	500.00	0.00	0.00
001-511.101-505.400	SUBSC, MEMBERSHIPS, EDUCATION	2,800.00	1,250.00	1,550.00	44.64	0.00
Total Dept 511.101 - TOWN COMMISSION		51,024.00	27,133.08	23,890.92	53.18	0.00
Department: 512.102 TOWN MANAGER						
001-512.102-501.100	EXECUTIVE SALARIES	225,000.00	65,294.79	159,705.21	29.02	0.00
001-512.102-502.100	FICA TAXES	14,180.70	5,267.80	8,912.90	37.15	0.00
001-512.102-502.200	RETIREMENT CONTRIBUTIONS	31,567.50	21,587.16	9,980.34	68.38	0.00
001-512.102-502.300	LIFE & HEALTH INSURANCE	12,906.00	1,180.66	11,725.34	9.15	0.00
001-512.102-502.400	WORKERS' COMPENSATION	100.00	100.00	0.00	100.00	0.00
001-512.102-504.000	TRAVEL & PER DIEM	4,950.00	0.00	4,950.00	0.00	0.00
001-512.102-504.100	COMMUNICATIONS SERV PHONE ETC	600.00	100.72	499.28	16.79	0.00
001-512.102-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,400.00	1,800.00	600.00	75.00	0.00
001-512.102-505.400	SUBSC, MEMBERSHIPS, EDUCATION	4,175.00	0.00	4,175.00	0.00	0.00
Total Dept 512.102 - TOWN MANAGER		295,879.20	95,331.13	200,548.07	32.22	0.00
Department: 513.103 TOWN CLERK/FINANCE						
001-513.103-501.100	EXECUTIVE SALARIES	98,425.32	21,721.88	76,703.44	22.07	0.00
001-513.103-501.200	REGULAR SALARIES AND WAGES	119,031.13	28,754.21	90,276.92	24.16	0.00
001-513.103-501.400	OVERTIME	1,000.00	203.32	796.68	20.33	0.00
001-513.103-501.410	VACATION PAY	3,000.00	0.00	3,000.00	0.00	0.00
001-513.103-502.100	FICA TAXES	16,635.42	4,170.00	12,465.42	25.07	0.00
001-513.103-502.200	RETIREMENT CONTRIBUTIONS	30,509.14	7,647.66	22,861.48	25.07	0.00
001-513.103-502.300	LIFE & HEALTH INSURANCE	42,856.80	10,852.39	32,004.41	25.32	0.00
001-513.103-502.310	LONG TERM DISABILITY	783.12	162.42	620.70	20.74	0.00
001-513.103-502.400	WORKERS' COMPENSATION	300.00	174.99	125.01	58.33	0.00
001-513.103-503.100	PROFESSIONAL SERVICES	500.00	0.00	500.00	0.00	0.00
001-513.103-503.200	ACCOUNTING & AUDITING	50,500.00	0.00	50,500.00	0.00	0.00
001-513.103-503.400	OTHER CONTRACTUAL SERVICES	20,300.00	500.00	19,800.00	2.46	0.00
001-513.103-504.000	TRAVEL & PER DIEM	4,925.00	874.23	4,050.77	17.75	0.00
001-513.103-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,400.00	1,800.00	600.00	75.00	0.00
001-513.103-504.610	REPAIR & MAINTENANCE	1,250.00	0.00	1,250.00	0.00	0.00
001-513.103-504.900	OTHER CURRENT CHARGES	5,800.00	1,826.55	3,973.45	31.49	0.00
001-513.103-505.400	SUBSC, MEMBERSHIPS, EDUCATION	2,575.00	500.00	2,075.00	19.42	0.00
Total Dept 513.103 - TOWN CLERK/FINANCE		400,790.93	79,187.65	321,603.28	19.76	0.00
Department: 514.104 LEGAL						
001-514.104-503.100	PROFESSIONAL SERVICES	150,000.00	15,727.65	134,272.35	10.49	0.00
001-514.104-503.110	LEGAL SPECIAL COUNSEL	20,000.00	322.50	19,677.50	1.61	0.00
001-514.104-504.700	PRINTING	4,000.00	0.00	4,000.00	0.00	0.00
Total Dept 514.104 - LEGAL		174,000.00	16,050.15	157,949.85	9.22	0.00
Department: 515.105 APPOINTED BOARDS						

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 12/31/2025
 % Fiscal Year Completed: 25.21

GL Number	Description	25-26 Amended Budget	YTD Balance 12/31/2025 (Abnormal) Normal	Available Balance 12/31/2025 (Abnormal) Normal	% Bdgt Used	Encumbrance 12/31/2025 (Decrease) Increase
Fund: 001 GENERAL FUND						
Account Category: Expenditures						
Department: 515.105 APPOINTED BOARDS						
001-515.105-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,400.00	1,800.00	600.00	75.00	0.00
Total Dept 515.105 - APPOINTED BOARDS		2,400.00	1,800.00	600.00	75.00	0.00
Department: 519.106 OTHER GENERAL GOVERNMENT						
001-519.106-503.100	PROFESSIONAL SERVICES	63,000.00	35,346.78	27,653.22	56.11	0.00
001-519.106-503.400	OTHER CONTRACTUAL SERVICES	45,785.00	12,275.00	33,510.00	26.81	0.00
001-519.106-504.100	COMMUNICATIONS SERV PHONE ETC	16,850.00	3,545.72	13,304.28	21.04	0.00
001-519.106-504.200	POSTAGE & FREIGHT	3,275.00	0.00	3,275.00	0.00	0.00
001-519.106-504.300	UTILITY SERVICE - ELEC & WATER	10,000.00	1,663.79	8,336.21	16.64	0.00
001-519.106-504.400	RENTALS & LEASES	3,300.00	1,575.32	1,724.68	47.74	0.00
001-519.106-504.500	INSURANCE LIAB, HAZARD, DAMAGE	171,900.00	140,517.00	31,383.00	81.74	0.00
001-519.106-504.610	REPAIR & MAINTENANCE	99,150.00	17,076.90	65,548.10	33.89	16,525.00
001-519.106-504.700	PRINTING	1,500.00	0.00	1,500.00	0.00	0.00
001-519.106-504.900	OTHER CURRENT CHARGES	36,075.00	1,739.79	34,335.21	4.82	0.00
001-519.106-504.910	ELECTION EXPENSES	16,450.00	0.00	16,450.00	0.00	0.00
001-519.106-505.100	OFFICE SUPPLIES	8,000.00	644.70	7,355.30	8.06	0.00
001-519.106-505.200	OPERATING SUPPLIES	5,600.00	352.10	5,247.90	6.29	0.00
001-519.106-505.220	OPERATING SUPPLIES UNIFORM/EMB	500.00	0.00	500.00	0.00	0.00
001-519.106-505.400	SUBSC, MEMBERSHIPS, EDUCATION	15,570.00	520.00	15,050.00	3.34	0.00
001-519.106-507.010	COVENANTS FROM TH LOAN	240,000.00	71,256.20	168,743.80	29.69	0.00
001-519.106-507.200	DEBT SERVICE - INTEREST	90,000.00	6,649.09	83,350.91	7.39	0.00
Total Dept 519.106 - OTHER GENERAL GOVERNMENT		826,955.00	293,162.39	517,267.61	37.45	16,525.00
Department: 521.107 LAW ENFORCEMENT & FIRE CONTROL						
001-521.107-501.100	EXECUTIVE SALARIES	160,800.00	45,730.47	115,069.53	28.44	0.00
001-521.107-501.200	REGULAR SALARIES AND WAGES	2,154,861.81	586,355.32	1,568,506.49	27.21	0.00
001-521.107-501.210	ONE TIME LUMP SUM INCREASE	1,000.00	0.00	1,000.00	0.00	0.00
001-521.107-501.400	OVERTIME	125,000.00	17,824.36	107,175.64	14.26	0.00
001-521.107-501.410	VACATION PAY	12,500.00	0.00	12,500.00	0.00	0.00
001-521.107-501.500	SPECIAL PAY INCENTIVE	20,000.00	1,220.00	18,780.00	6.10	0.00
001-521.107-501.510	SPECIAL DETAIL PAY	15,000.00	0.00	15,000.00	0.00	0.00
001-521.107-501.600	HOLIDAY PAY	100,000.00	0.00	100,000.00	0.00	0.00
001-521.107-502.100	FICA TAXES	177,148.14	49,811.41	127,336.73	28.12	0.00
001-521.107-502.200	RETIREMENT CONTRIBUTIONS	728,392.70	198,106.00	530,286.70	27.20	0.00
001-521.107-502.300	LIFE & HEALTH INSURANCE	327,511.20	86,159.94	241,351.26	26.31	0.00
001-521.107-502.310	LONG TERM DISABILITY	10,433.76	1,691.18	8,742.58	16.21	0.00
001-521.107-502.400	WORKERS' COMPENSATION	52,000.00	23,044.88	28,955.12	44.32	0.00
001-521.107-503.100	PROFESSIONAL SERVICES	98,870.00	11,523.68	87,346.32	11.66	0.00
001-521.107-503.400	OTHER CONTRACTUAL SERVICES	1,599,425.00	769,818.44	829,606.56	48.13	0.00
001-521.107-504.000	TRAVEL & PER DIEM	111,850.00	1,000.00	110,850.00	0.89	0.00
001-521.107-504.100	COMMUNICATIONS SERV PHONE ETC	28,300.00	4,298.57	24,001.43	15.19	0.00
001-521.107-504.200	POSTAGE & FREIGHT	2,000.00	120.99	1,879.01	6.05	0.00
001-521.107-504.300	UTILITY SERVICE - ELEC & WATER	13,000.00	1,663.78	11,336.22	12.80	0.00
001-521.107-504.400	RENTALS & LEASES	3,100.00	454.22	2,645.78	14.65	0.00
001-521.107-504.410	VEHICLE LEASES	61,000.00	0.00	61,000.00	0.00	0.00
001-521.107-504.500	INSURANCE LIAB, HAZARD, DAMAGE	62,900.00	52,795.00	10,105.00	83.93	0.00
001-521.107-504.610	REPAIR & MAINTENANCE	95,021.00	42,741.77	52,279.23	44.98	0.00
001-521.107-504.620	REPAIR & MAINTENANCE VEHICLE	32,500.00	3,009.39	29,490.61	9.26	0.00
001-521.107-504.630	REPAIR & MAINTENANCE DISPATCH	34,000.00	17,422.80	741.44	97.82	15,835.76

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

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GL Number	Description	25-26 Amended Budget	YTD Balance 12/31/2025 (Abnormal) Normal	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used Increase	Encumbrance 12/31/2025 (Decrease)
Fund: 001 GENERAL FUND						
Account Category: Expenditures						
Department: 521.107 LAW ENFORCEMENT & FIRE CONTROL						
001-521.107-504.700	PRINTING	1,500.00	0.00	1,500.00	0.00	0.00
001-521.107-504.900	OTHER CURRENT CHARGES	4,000.00	79.84	3,920.16	2.00	0.00
001-521.107-505.100	OFFICE SUPPLIES	5,000.00	596.83	4,403.17	11.94	0.00
001-521.107-505.200	OPERATING SUPPLIES	31,150.00	15.98	31,134.02	0.05	0.00
001-521.107-505.210	OPERATING SUPPLIES GAS & OIL	51,000.00	11,282.13	39,717.87	22.12	0.00
001-521.107-505.220	OPERATING SUPPLIES UNIFORM/EMB	26,280.00	1,377.67	24,902.33	5.24	0.00
001-521.107-505.400	SUBSC, MEMBERSHIPS, EDUCATION	19,665.00	10,234.89	9,430.11	52.05	0.00
Total Dept 521.107 - LAW ENFORCEMENT & FIRE CONTROL		6,165,208.61	1,938,379.54	4,210,993.31	31.70	15,835.76
Department: 524.108 INSPECTIONS						
001-524.108-501.200	REGULAR SALARIES AND WAGES	60,938.45	23,705.84	37,232.61	38.90	0.00
001-524.108-501.400	OVERTIME	500.00	0.00	500.00	0.00	0.00
001-524.108-502.100	FICA TAXES	4,661.79	1,247.73	3,414.06	26.77	0.00
001-524.108-502.200	RETIREMENT CONTRIBUTIONS	8,549.66	2,288.37	6,261.29	26.77	0.00
001-524.108-502.300	LIFE & HEALTH INSURANCE	24,104.04	6,642.15	17,461.89	27.56	0.00
001-524.108-502.310	LONG TERM DISABILITY	304.56	50.76	253.80	16.67	0.00
001-524.108-502.400	WORKERS' COMPENSATION	1,200.00	600.99	599.01	50.08	0.00
001-524.108-503.100	PROFESSIONAL SERVICES	386,900.00	70,708.80	316,191.20	18.28	0.00
001-524.108-503.400	OTHER CONTRACTUAL SERVICES	30,000.00	0.00	30,000.00	0.00	0.00
001-524.108-504.000	TRAVEL & PER DIEM	250.00	0.00	250.00	0.00	0.00
001-524.108-504.200	POSTAGE & FREIGHT	1,550.00	0.00	1,550.00	0.00	0.00
001-524.108-504.400	RENTALS & LEASES	7,025.00	502.30	6,522.70	7.15	0.00
001-524.108-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,400.00	1,800.00	600.00	75.00	0.00
001-524.108-504.610	REPAIR & MAINTENANCE	1,000.00	0.00	1,000.00	0.00	0.00
001-524.108-504.620	REPAIR & MAINTENANCE VEHICLE	500.00	0.00	500.00	0.00	0.00
001-524.108-504.700	PRINTING	500.00	187.58	312.42	37.52	0.00
001-524.108-504.900	OTHER CURRENT CHARGES	6,200.00	325.00	5,875.00	5.24	0.00
001-524.108-505.100	OFFICE SUPPLIES	1,500.00	0.00	1,500.00	0.00	0.00
001-524.108-505.200	OPERATING SUPPLIES	3,000.00	744.26	2,255.74	24.81	0.00
001-524.108-505.220	OPERATING SUPPLIES UNIFORM/EMB	300.00	0.00	300.00	0.00	0.00
001-524.108-505.400	SUBSC, MEMBERSHIPS, EDUCATION	3,720.00	0.00	3,720.00	0.00	0.00
Total Dept 524.108 - INSPECTIONS		545,103.50	108,803.78	436,299.72	19.96	0.00
Department: 534.111 GARBAGE & SOLID WASTE						
001-534.111-503.400	OTHER CONTRACTUAL SERVICES	351,300.00	92,736.84	258,563.16	26.40	0.00
Total Dept 534.111 - GARBAGE & SOLID WASTE		351,300.00	92,736.84	258,563.16	26.40	0.00
Department: 539.112 OTHER PHYSICAL ENVIRONMENT						
001-539.112-503.120	TOWN ENGINEER	118,000.00	17,300.50	100,699.50	14.66	0.00
001-539.112-503.400	OTHER CONTRACTUAL SERVICES	340,720.00	32,775.25	302,044.75	11.35	5,900.00
001-539.112-504.610	REPAIR & MAINTENANCE	131,000.00	2,301.95	128,698.05	1.76	0.00
Total Dept 539.112 - OTHER PHYSICAL ENVIRONMENT		589,720.00	52,377.70	531,442.30	9.88	5,900.00
Department: 541.113 PUBLIC WORKS						
001-541.113-501.200	REGULAR SALARIES AND WAGES	155,911.63	44,668.82	111,242.81	28.65	0.00
001-541.113-501.400	OVERTIME	20,000.00	1,351.67	18,648.33	6.76	0.00
001-541.113-501.410	VACATION PAY	2,000.00	0.00	2,000.00	0.00	0.00
001-541.113-502.100	FICA TAXES	11,927.24	3,520.57	8,406.67	29.52	0.00
001-541.113-502.200	RETIREMENT CONTRIBUTIONS	21,874.40	6,456.65	15,417.75	29.52	0.00
001-541.113-502.300	LIFE & HEALTH INSURANCE	25,273.92	6,969.51	18,304.41	27.58	0.00

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 12/31/2025
 % Fiscal Year Completed: 25.21

GL Number	Description	25-26 Amended Budget	YTD Balance 12/31/2025 (Abnormal) Normal	Available Balance 12/31/2025 (Abnormal) Normal	% Bdgt Used	Encumbrance 12/31/2025 (Decrease) Increase
Fund: 001 GENERAL FUND						
Account Category: Expenditures						
Department: 541.113 PUBLIC WORKS						
001-541.113-502.310	LONG TERM DISABILITY	780.12	130.02	650.10	16.67	0.00
001-541.113-502.400	WORKERS' COMPENSATION	12,000.00	6,999.00	5,001.00	58.33	0.00
001-541.113-503.100	PROFESSIONAL SERVICES	38,000.00	0.00	38,000.00	0.00	0.00
001-541.113-504.100	COMMUNICATIONS SERV PHONE ETC	1,100.00	169.70	930.30	15.43	0.00
001-541.113-504.300	UTILITY SERVICE - ELEC & WATER	61,500.00	9,256.74	52,243.26	15.05	0.00
001-541.113-504.500	INSURANCE LIAB, HAZARD, DAMAGE	2,400.00	1,800.00	600.00	75.00	0.00
001-541.113-504.610	REPAIR & MAINTENANCE	154,500.00	2,200.00	152,300.00	1.42	0.00
001-541.113-504.620	REPAIR & MAINTENANCE VEHICLE	2,000.00	0.00	2,000.00	0.00	0.00
001-541.113-505.200	OPERATING SUPPLIES	4,700.00	501.75	4,198.25	10.68	0.00
001-541.113-505.210	OPERATING SUPPLIES GAS & OIL	5,000.00	1,766.30	3,233.70	35.33	0.00
001-541.113-505.220	OPERATING SUPPLIES UNIFORM/EMB	1,200.00	0.00	1,200.00	0.00	0.00
001-541.113-505.230	OPERATING SUPPLIES SMALL TOOLS	3,000.00	33.99	2,966.01	1.13	0.00
001-541.113-505.300	ROAD MATERIALS & SUPPLIES	10,000.00	0.00	10,000.00	0.00	0.00
001-541.113-505.400	SUBSC, MEMBERSHIPS, EDUCATION	800.00	0.00	800.00	0.00	0.00
001-541.113-506.400	MACHINERY & EQUIPMENT	10,000.00	0.00	10,000.00	0.00	0.00
Total Dept 541.113 - PUBLIC WORKS		543,967.31	85,824.72	458,142.59	15.78	0.00
Department: 580.114 CONTINGENCY						
001-580.114-509.900	CONTINGENCY	500,000.00	49,575.00	450,425.00	9.92	0.00
Total Dept 580.114 - CONTINGENCY		500,000.00	49,575.00	450,425.00	9.92	0.00
Department: 590.100 TRANSFER TO CAPITAL PROJECTS						
001-590.100-509.110	TRANSFER TO CAPITAL PROJECTS	4,362,000.00	106,158.68	4,255,841.32	2.43	0.00
Total Dept 590.100 - TRANSFER TO CAPITAL PROJECTS		4,362,000.00	106,158.68	4,255,841.32	2.43	0.00
Expenditures		14,808,348.55	2,946,520.66	11,823,567.13	20.16	38,260.76
Fund 001 - GENERAL FUND:						
TOTAL EXPENDITURES		14,808,348.55	2,946,520.66	11,823,567.13	20.16	38,260.76

BALANCE SHEET REPORT FOR TOWN OF OCEAN RIDGE
Balance As of 12/31/2025

GL Number	Description	YTD Balance 12/31/2025 Normal (Abnormal)
Fund: 302 CAPITAL PROJECTS FUND		
*** Assets ***		
302-000.000-131.000	DUE FROM GENERAL FUND	65,396.58
302-000.000-151.355	TD BANK CAP PROJ	544.10
Total Assets		<u>65,940.68</u>
*** Liabilities ***		
302-000.000-207.200	DUE TO OTHER FUNDS	65,376.58
Total Liabilities		<u>65,376.58</u>
*** Fund Equity ***		
302-000.000-271.100	FUND BALANCE	(638,154.17)
Total Fund Equity		<u>(638,154.17)</u>
Total Fund 302:		
TOTAL ASSETS		<u>65,940.68</u>
BEG. FUND BALANCE - 24-25		<u>(638,154.17)</u>
+ NET OF REVENUES/EXPENDITURES - 24-25		625,921.39
+ NET OF REVENUES & EXPENDITURES		12,796.88
= ENDING FUND BALANCE		564.10
+ LIABILITIES		65,376.58
= TOTAL LIABILITIES AND FUND BALANCE		<u>65,940.68</u>

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 12/31/2025
 % Fiscal Year Completed: 25.21

GL Number	Description	25-26 Amended Budget	YTD Balance Normal (Abnormal) 12/31/2025	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used	Encumbrance 12/31/2025 Increase (Decrease)
Fund: 302 CAPITAL PROJECTS FUND						
Account Category: Revenues						
Department: 380.000 NON - REVENUES						
302-380.000-381.000	INTERFUND TRANSFER	4,362,000.00	0.00	4,362,000.00	0.00	0.00
302-380.000-381.100	INTERFUND TRANSFER	0.00	106,158.68	(106,158.68)	100.00	0.00
Total Dept 380.000 - NON - REVENUES		4,362,000.00	106,158.68	4,255,841.32	2.43	0.00
Revenues		4,362,000.00	106,158.68	4,255,841.32	2.43	0.00
Fund 302 - CAPITAL PROJECTS FUND:						
TOTAL REVENUES		4,362,000.00	106,158.68	4,255,841.32	2.43	0.00
Report Totals:						
TOTAL REVENUES - ALL FUNDS		19,170,349.00	8,425,489.30	10,744,859.70	43.95	0.00

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 12/31/2025
 % Fiscal Year Completed: 25.21

GL Number	Description	25-26 Amended Budget	YTD Balance 12/31/2025 (Abnormal) Normal	Available Balance 12/31/2025 Normal (Abnormal)	% Bdgt Used	Encumbrance 12/31/2025 (Decrease) Increase
Fund: 302 CAPITAL PROJECTS FUND						
Account Category: Expenditures						
Department: 519.106 OTHER GENERAL GOVERNMENT						
302-519.106-503.100	PROFESSIONAL SERVICES	50,000.00	0.00	42,969.00	14.06	7,031.00
302-519.106-504.900	OTHER CURRENT CHARGES	250,000.00	0.00	250,000.00	0.00	0.00
Total Dept 519.106 - OTHER GENERAL GOVERNMENT		300,000.00	0.00	292,969.00	2.34	7,031.00
Department: 521.107 LAW ENFORCEMENT & FIRE CONTROL						
302-521.107-506.400	MACHINERY & EQUIPMENT	412,000.00	70,501.80	298,516.73	27.54	42,981.47
Total Dept 521.107 - LAW ENFORCEMENT & FIRE CONTROL		412,000.00	70,501.80	298,516.73	27.54	42,981.47
Department: 539.112 OTHER PHYSICAL ENVIRONMENT						
302-539.112-503.4002503	OTHER CONTRACTUAL SERVICES	0.00	6,057.50	(6,057.50)	100.00	0.00
302-539.112-506.300	IMPROVEMENTS NOT BUILDINGS	3,650,000.00	600.00	3,334,376.20	8.65	315,023.80
302-539.112-506.3002501	IMPROVEMENTS NOT BUILDINGS	0.00	14,717.50	(14,717.50)	100.00	0.00
302-539.112-506.3002503	IMPROVEMENTS NOT BUILDINGS	0.00	1,485.00	(1,485.00)	100.00	0.00
Total Dept 539.112 - OTHER PHYSICAL ENVIRONMENT		3,650,000.00	22,860.00	3,312,116.20	9.26	315,023.80
Expenditures		4,362,000.00	93,361.80	3,903,601.93	10.51	365,036.27
Fund 302 - CAPITAL PROJECTS FUND:						
TOTAL EXPENDITURES		4,362,000.00	93,361.80	3,903,601.93	10.51	365,036.27
Report Totals:						
TOTAL EXPENDITURES - ALL FUNDS		19,170,348.55	3,039,882.46	15,727,169.06	17.96	403,297.03

Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum
Michelle Heiser, Town Manager

**Subject: Communications Services Tax (CST) Review – Non-Ad Valorem
Revenue Option**

At the November Finance Workshop, the Commission directed staff to explore non-ad valorem revenue mechanisms that could mitigate potential impacts to property tax revenues from state-level initiatives. In response, staff evaluated available, legislatively authorized tools that do not rely on ad valorem taxation and that can be implemented with minimal administrative burden. One such tool is the Communications Services Tax (CST), which Ocean Ridge already levies at a rate below the statutory maximum, as outlined in the Manager’s February 2026 report.

Legal Authority & Structure of the CST

The Communications Services Tax is authorized under Florida law and is administered by the Florida Department of Revenue. Municipalities may levy a local CST on taxable communication services such as cellular service, cable television, internet-based streaming platforms, and related telecommunications.

Key statutory characteristics:

- Maximum allowable combined local rate: 5.22%
- Current Ocean Ridge rate: 2.00%
- Administration: Collected by providers and remitted through the Florida Department of Revenue (no direct billing or enforcement by the Town)
- Use of funds: General revenue; not restricted to a specific department or service

This provides the Town with a legally established, administratively simple revenue source that is already in place.

Taxpayer Impact & Equity Considerations

The CST is usage-based rather than property-based. This means:

- It is paid only by users of communication services
- It does not depend on property values or home ownership
- It spreads revenue generation across residents, businesses, and visitors who consume taxable communication services

Importantly, adjusting the CST rate represents alignment with the statutory framework already authorized by the Legislature, not the creation of a new tax or fee category.

Example of Timelines

If the Commission wants the CST increase effective January 1, 2027:

Step	Action	Target Date
Policy Workshop	Commission discussion	Spring–Summer 2026
Ordinance Drafting	Legal & staff preparation	Summer 2026
Commission Adoption	First & second readings	By September 30, 2026
File with DOR	Transmit ordinance	Immediately after adoption
Effective Date	New CST rate begins	January 1, 2027
First Revenue at New Rate	Appears in distributions	Early 2027

Staff recommends discussion and consideration. Staff seeks Commission direction on whether to proceed with further policy development, public communication materials, and / or potential ordinance preparation.

Suggested Motion: Options for consensus:

(1) Have Staff prepare the proper ordinance and resolution, with _____ % as the new CST.

(2) Place this item for further discussion on a budget workshop in the Summer.

(3) Have Staff bring back more information.

(4) Discontinue this consideration. Not interested.

(5) Other

Respectfully,
Michelle Heiser, Town Manager

TOWN OF OCEAN RIDGE
Office of the Town Manager

MEMORANDUM

TO: Mayor, Vice Mayor and Town Commission

FROM: Michelle Heiser, Town Manager

DATE: Manager's Report for February 2026 Meeting

SUBJECT: Communications Services Tax (CST) Review – Non-Ad Valorem Revenue Option

Purpose

The purpose of this memorandum is to provide the Town Commission with an update on staff's review of potential user fees and non-ad valorem revenue options, consistent with the direction provided by the Commission during the November Finance Workshop. As discussed at that workshop, staff was asked to evaluate revenue mechanisms that may help mitigate potential future impacts to ad valorem tax collections resulting from state-level initiatives.

Background

At the November Finance Workshop, the Commission expressed interest in understanding what legislatively authorized, non-ad valorem revenue tools are available to the Town, with particular emphasis on options that:

- Do not rely on property taxes,
- Are legally well-established,
- Can be implemented with minimal administrative burden, and
- Provide meaningful recurring revenue.

As part of that effort, staff reviewed the Town's current Communications Services Tax (CST) rate in comparison to the maximum rate authorized under Florida law.

Communications Services Tax (CST) Overview

The Communications Services Tax is a state-authorized local tax applied to taxable communication services, including cellular service, cable, streaming services, and related telecommunications. The Town currently levies a 2.00% local CST rate, which is below the maximum allowable combined local rate of 5.22%.

Staff reviewed Florida Department of Revenue distribution data for Ocean Ridge to assess the revenue implications of aligning the Town's CST rate with the statutory maximum.

FY 2025 CST Revenue Comparison

Scenario	CST Rate	Estimated Annual Revenue
Current CST Rate	2.00%	\$41,809
Maximum Allowed CST Rate	5.22%	\$109,324
Estimated Additional Revenue —		≈ \$67,500

Source: Florida Department of Revenue taxable sales data, as reflected in the CST distribution spreadsheet.

Key Takeaways

- Increasing the CST rate to the statutory maximum would generate approximately \$67,500 in additional recurring annual revenue.
 - This option does not increase the millage rate and does not rely on property values.
 - CST is already being paid by users of communication services; this action would represent a rate alignment, not the creation of a new tax.
 - CST revenue is considered stable and predictable, and typically grows over time as communication usage evolves.
 - From a legislative and legal standpoint, this is one of the cleanest and most defensible non-ad valorem revenue tools available to the Town.
-

Other Non-Ad Valorem Options (Future Consideration)

In addition to CST, staff identified several moderate- and lower-impact revenue tools that could be explored in the future if additional fiscal pressure warrants broader action. These include:

- Regulatory and permit fee updates tied to cost recovery
- Local business tax (occupational license) adjustments
- Targeted special assessments or municipal service benefit units for specific services
- Franchise or administrative fee updates

These options generally involve more complexity, narrower revenue impact, or higher sensitivity, and are therefore not recommended as first-step actions at this time.

Staff Recommendation

Based on Commission direction from the November Finance Workshop and the analysis completed to date, staff recommends that the Communications Services Tax be considered the first and most immediate non-ad valorem revenue option for further policy discussion, given its:

- High return relative to effort,
- Clear legislative authority, and
- Minimal impact to taxpayers compared to ad valorem alternatives.

Staff will proceed based on Commission direction and can prepare a workshop discussion item in future months. A brief comparative benchmarking table is below.

Palm Beach County CST Benchmarking (Adopted Rates)

Municipality	Adopted CST Rate	Notes
Hypoluxo	5.920%*	*
Jupiter Inlet Colony	5.22%	—
Lake Clarke Shores	5.22%	—
Ocean Ridge	2.00%	Below peer range
North Palm Beach	5.22%	—
South Palm Beach	5.60%*	*
Juno Beach	5.22%	—
Manalapan	1.60%	Below peer range
Tequesta	5.22%	—
Gulf Stream	5.22%	—
Golf	5.22%	—
Greenacres	6.44%*	*

Municipalities marked with an asterisk maintain Communications Services Tax rates above 5.22% due to grandfathered authority established prior to the 2001 CST reform. These rates are not available for new adoption.

Understanding the Communications Services Tax (CST)

What is CST?

The **Communications Services Tax (CST)** is a local tax applied to certain communication services, including:

- Mobile phone service
- Landlines
- Cable and streaming services
- Internet and bundled communication packages

The tax is **paid by service users**, collected by providers, and sent to the Town. CST revenue helps support essential municipal services such as public safety, infrastructure maintenance, and community operations.

Each municipality sets its own CST rate within state guidelines.

How Ocean Ridge Compares with Nearby Communities

Adopted CST Rates – Palm Beach County Municipal Benchmark

Municipality Adopted CST Rate

Hypoluxo	5.920% *	Juno	5.22%
Jupiter Inlet Colony	5.22%	Manalapan	1.60%
Lake Clark Shores	5.22%	Tequesta	5.22%
Ocean Ridge	2.00%	Gulfstream	5.22%
North Palm Beach	5.22%	Golf	5.22%
South Palm Beach	5.60% *	Greenacres	6.44% *

* Communities with rates higher than 5.22%

- **Ocean Ridge currently has one of the lowest CST rates** in the area at **2.00%**, second only to Manalapan.
- Many neighboring towns have adopted rates **more than double** Ocean Ridge's rate.
- Because CST applies to communication services rather than property taxes, it provides a **non-ad valorem revenue source** that can help fund town services without increasing millage.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Christy Goddeau, Town Attorney

Subject: Approval of Ordinance on First Reading: Ordinance 2026-01: An Ordinance Of The Town Of Ocean Ridge, Florida, Amending Its Code Of Ordinances At Chapter 66, “Environmental Regulations”, Article IV, “Landscaping”, Division 3, “Trees”, Section 66-151, “Tree Permits” To Clarify The Requirement For A Tree Permit When Planting A New Tree(s); And Amending Section 66-152, “Duty To Trim Coconut Trees” To Require Appropriate Trimming Of Coconut Trees At All Times; And, Providing For Codification, Severability, Conflicts, And An Effective Date

As you may be aware, historically, the Town has required a tree permit any time a property owner decides to install a new tree(s) at their property. This requirement is primarily due to the need to ensure proper clearance from existing drain and septic fields. The Town also reviews the proposed tree(s) for proper clearance from drainage and utility facilities and rights-of-way, and to ensure the proper species is being planted. To clarify this historic requirement, revisions are proposed to section 66-151 of the Town’s code of ordinances regarding tree permits.

In addition, section 66-152 of the Town’s code of ordinances currently requires all coconut trees to be trimmed annually by July 1 to remove coconuts, coconut blooms, and dead or dying fronds. The Town Commission recently requested that section 66-152 be reviewed by the Planning and Zoning Commission to remove the annual trimming requirement and make trimming a more general requirement.

The Town’s Planning and Zoning Commission reviewed the proposed Ordinance and recommended approval of the revisions to section 66-151 (tree permits) and section 66-152 with the inclusion of the language regarding the need for all property owners to regularly trim coconut trees to prevent further personal injury and/or property damage during periods of high wind and hurricanes. If approved, section 66-152 will read as follows:

Sec. 66-152. Duty to trim coconut trees.

- (a) All property owners are required to regularly trim their coconut trees to present a healthy, neat, and orderly appearance; to protect life and property during periods of high winds and hurricanes; and/or, to be free from mature coconuts, coconut blooms, and dead or dying fronds.

All trimming shall comply with the provisions of section 66-151.

(b) All property owners are required to trim coconut trees, as described in subsection (a), in the adjacent public right-of-way that is contiguous to their property.

Staff recommends...approval of the proposed Ordinance No. 2026-01.

Suggested Motion: I move to...approve Ordinance No. 2026-01 on first reading.

Respectfully,
Christy Goddeau, Town Attorney

ORDINANCE NO. 2026-01

AN ORDINANCE OF THE TOWN OF OCEAN RIDGE, FLORIDA, AMENDING ITS CODE OF ORDINANCES AT CHAPTER 66, “ENVIRONMENTAL REGULATIONS”, ARTICLE IV, “LANDSCAPING”, DIVISION 3, “TREES”, SECTION 66-151, “TREE PERMITS” TO CLARIFY THE REQUIREMENT FOR A TREE PERMIT WHEN PLANTING A NEW TREE(S); AND AMENDING SECTION 66-152, “DUTY TO TRIM COCONUT TREES” TO REQUIRE APPROPRIATE TRIMMING OF COCONUT TREES AT ALL TIMES; AND, 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, the Town has historically required a tree permit whenever a property owner desires to add a new tree(s) to their property; and

WHEREAS, the Town’s requirement for a tree permit is based on the Town’s need to review the proposed location of the new tree(s) to ensure the new tree(s) will not encroach on existing drain and/or septic fields, rights-of-way, or drainage and/or utility facilities; and

WHEREAS, the Town also requires a tree permit to add a new tree(s) to ensure a proper species of trees is being planted (e.g., non-invasive); and

WHEREAS, to clarify the Town’s historic requirement for a tree permit, this Ordinance proposes to amend section 66-151 to clarify the requirement and need for a tree permit for the planting of a new tree(s); and

WHEREAS, in August of 2020, the Town added section 66-152 to the Code of Ordinances to require that all coconut trees in Town be trimmed annually by July 1 in preparation for hurricane season; and

WHEREAS, the Town Commission recently directed the Planning and Zoning Commission to review section 66-152 to make the coconut tree trimming a general requirement like other tree trimming and not tied to a specific enforcement date; and

WHEREAS, the Planning and Zoning Commission reviewed this Ordinance at its January 20, 2026 meeting and approved the proposed revision to section 66-151 and to section 66-152 with the clarification that the regular trimming of coconut trees is necessary to prevent further personal injury and/or property damage during periods of high winds and hurricanes; and

WHEREAS, the Town Commission has reviewed this Ordinance and determined that the Ordinance is in conformance with the Town’s Comprehensive Plan and does not create any requirements that are more burdensome or restrictive; and,

WHEREAS, the Town Commission has determined that this Ordinance serves a valid public purpose.

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 herein as true findings of fact of the Town Commission.

SECTION 2 – Amendment: Chapter 66, entitled “Environmental Regulations”, Article IV, entitled “Landscaping”, Division 3, entitled “Trees”, Section 66-151, entitled “Tree Permits”, is hereby amended to read in its entirety as follows (underline denotes additions; ~~stricken through~~ denotes deletions):

Sec. 66-151. Tree permits.

- (a) *Permit required.* Except as provided herein, and as set forth by F.S. 163.045 it shall be unlawful for any person to cut down, damage, destroy, move, or remove any tree, or to authorize the same, without first obtaining a tree removal permit. Except as provided herein, it shall be unlawful for any person to plant a new tree(s) without first obtaining a tree permit.
- (b) *Tree removal, replacement, additions, conditions and exemptions.*
 - (1) *Exemption; trees on single-family residential property.* Any tree with a girth (circumference) of less than 20 inches, as measured at the base of the tree between nine to 12 inches off the ground, except historic or specimen trees, as defined herein, on a lot with a single-family dwelling, within any land use district, is exempt from this land development code.
 - (2) *Exemption; damaged or deteriorated trees.* Any tree within the town which has been destroyed or has become severely damaged or deteriorated as a result of age, storm, fire, freeze, disease, lightning, vandalism or other cause, is exempt from this land development code.
 - (3) *No fee permit; rights-of-way or easement trees.* A tree within a public or private vehicle or pedestrian right-of-way or utility easement, may be pruned, or may be removed subject to the issuance of a "no fee" tree removal permit issued by the town manager. Such permits may be granted to ensure the health, safety or welfare of the motoring or pedestrian public, and to avoid or abate the disruption of public utilities.
 - (4) *Permit required; historic and specimen trees.* Historic or specimen trees, as defined herein, shall only be removed upon issuance of a tree removal permit. A tree so removed shall be replaced with approved replacement stock as authorized by permit, and said historic or specimen tree may be required to be relocated to a public right-of-way or other public property as required by permit. A historic tree is one which is established to be at least 50 years old, and which is not on the exempt or prohibited

tree list; a specimen tree is one which is a native or rare species, and established to be at least ten years old. To be considered a historic or specimen tree, the same must be of high quality stock, and in healthy and undamaged condition.

- (5) *Tree species; planting prohibited; removal exempt.* Trees of the following species are prohibited to be planted anywhere within the town, and existing trees of these types shall be exempt from the tree removal permitting requirements of this division, and may be pruned or removed without permit (with the exception of those existing trees located on dunes or dry sandy beaches as referenced in and subject to the requirements of section 66-161, land development code):

Table 1.

Common Name	Scientific Name
Australian Pine	Casuarina spp.
Brazilian Pepper	Schinus terebinthifolius
Chinaberry	Melia azedarach
Ear Pod Tree	Enterolobium cyclocarpa
Eucalyptus	Eucalyptus species
Punk Tree or Cajeput	Melaleuca quinquenervia
Silk Oak	Grevillea robusta
Woman's Tongue	Albizia lebeck
Lofty Fig	Ficus altissima
Florida Strangler Fig	Ficus aurea
Benjamin Fig	Ficus benjamina
India Laurel Fig	Ficus nitida
India Rubber Fig	Ficus elastica
Bishopwood	Bischofia javanica
Mahoe	Hibiscus tiliacous
Mimosa	Albizia julibrissin
Mulberry, Red	Morus rubra
Norfolk Island Pine	Araucaria heterophylla
Tamarind Manilla	Pithecellobium dulce

- (6) *Tree pruning; "hat-racking" method prohibited.* The "hatracking" method of pruning a tree, is hereby prohibited. Any tree which requires the issuance of a permit prior to being cut down, damaged, destroyed, moved, or removed shall be subject to this provision. Hatracking shall mean to flat-cut the top and/or sides of a tree, severing the leader or leaders, internodal cuts, or pruning a tree by stubbing off mature wood larger than three inches in diameter; or reducing a mature tree's total circumference or canopy spread by one-third or more.
- (7) *Tree trimming and maintenance.* Notwithstanding any other provisions contained in chapter 66, article IV, all trees shall be trimmed and maintained so as not to come in contact or otherwise obstruct or interfere with power or other utility lines or facilities. Property owners shall be responsible for complying with this subsection with respect to all trees located on their property, on privately granted utility easements for which their property exists as the servient estate and on any adjacent rights of way upon

which the property owner has sought permission or a license from the town to plant or maintain landscaping including trees. No permit will be required from the Town for such trimming or maintenance provided, however, that such trimming or maintenance shall comply with the provisions of subsection (6) above.

(8) Planting a new tree(s). While the town encourages the addition of a new tree(s) to all property, a permit must be obtained prior to planting a new tree(s) within the town to ensure proper clearance from existing drain fields and septic fields, drainage and utility facilities, and rights-of-way, and to ensure a proper species is being planted.

(c) *Tree removal permit requirements.* Prior to obtaining a tree removal permit for a major site plan or major site plan amendment, a tree survey must be performed and filed with the administrative official as part of the tree removal permit application. The tree survey shall be performed and recorded as described in subsection (2) below. In all other cases requiring a tree removal permit the application shall include those items set forth in subsection (3) below.

(1) *Major site plan.* A tree removal permit application must be filed as a part of a major site plan review, special exception, original plat or re-plat. It shall be filed concurrent with the proposed site plan, master plan, or preliminary plat.

(2) *Tree survey.* A tree survey shall be to scale no less than one inch equals 30 feet, which identifies trees by location, common name and diameter breast height (DBH), and which also shows the following information:

- a. Identification and location of each historic specimen tree;
- b. Existing trees to be removed, relocated, or retained; or
- c. Replacement stock to be planted;
- d. Existing trees to be removed and trees to be retained requiring protection shall be clearly designated on-site; method of designation shall be included on the plans submitted for review, and each tree shall be designated as to species and approximate size;
- e. Existing and proposed utility easements; and
- f. Existing and proposed improvements on the site.

(3) *Minor site plan or other tree removal.* An application for a tree removal permit, within a minor site plan, or without application for any other development order, shall be filed, processed and approved by the administrative official, upon receipt of an application and two sets of plans filed with the town clerk, and payment of the property fee. An application and plan shall include the following information and exhibits:

- a. A diagram of the property at a scale no less than one inch equals 30 feet, which identifies any tree to be removed, its location, common name and DBH, any existing or proposed development on the site, and details of replacement stock to be planted, including location, size and species. Applicant shall submit two copies of the diagram with the application.
- b. Name, signature, address and telephone number of all fee simple property owners.
- c. Legal description of the property and property control number (PCN).
- d. North arrow, scale and identification of street abutting the property.
- e. Reason for the removal or replacement of tree(s).
- f. Identification and location of each historic or specimen tree.

g. A plan legend, showing designations and methods used.

(d) *Minimum tree coverage requirements.*

- (1) In connection with the clearing of any lot for new construction, each lot except as otherwise provided, shall have a minimum of one tree and six shrubs for each 2,500 square feet of total lot area, or portion thereof. If the lot contains an insufficient number of existing trees to meet this requirement, new or replacement trees shall be provided. Trees shall be installed at a minimum of 12 feet in height. One of the required trees shall be located within 15 feet of the front property line as the designated street tree.
- (2) Cross sectional tree area may be used as replacement criteria in lieu of a designated tree size, provided the following requirements are met:
 - a. The minimum tree requirements described above are met; and
 - b. The total cross sectional area provided shall equal or exceed the sum of the cross-sectional area of a replacement stock multiplied by the minimum number of replacement stock required.

(e) *Area tree protection requirements.* Fifteen percent of the square footage of any lot, or portion thereof, being developed or redeveloped, or upon which there is constructed a structure, addition, or major renovation (over 50 percent of the value of the building), shall be designated for the protection of trees. The area required to protect historic or specimen trees may be included to satisfy this requirement, and shall include any landscape buffer or other landscape areas required by the land development code. Such designated areas shall contain sufficient land area to comply. No more non-exempt trees than are reasonably necessary to achieve the proposed development shall be removed. The administrative official shall consider the following in reviewing said application:

- (1) The extent to which the actual or intended use of the property requires removal of trees;
- (2) The desirability of preserving any tree by reason of its size, age or some outstanding quality, such as uniqueness, rarity or status as an historic or specimen tree;
- (3) The extent to which the area would be subject to increased water runoff, erosion, or other environmental degradation due to removal of the trees;
- (4) The heightened desirability of preserving tree cover in densely developed or densely populated areas;
- (5) The need for visual screening in transitional areas, or relief from glare, blight, buildings or any other affront to the visual or aesthetic sense in the area; and
- (6) The effect, which changes in the natural grade, will have on the health of trees to be preserved.

(f) *Permits; posting and termination.* An approved tree removal or addition permit or a copy of the permit shall be clearly posted on the job site during all phases of clearing and construction activities. Each tree removal or tree addition permit shall expire one year from the date of issue, unless extended for no more than 60 days by the administrative official, for good cause shown.

- (g) *Notification of impending activity.* The person holding an approved tree removal or addition permit shall notify the administrative official prior to the scheduled removal or addition of the tree(s), allowing sufficient notice for necessary site inspections.
- (h) *Relocation and replacement.*
 - (1) Relocation: Tree relocation shall be performed in accordance with sound industry practices to ensure survival of transplanted stock. Cross sectional area of relocated trees may be applied toward required replacement areas.
 - (2) Replacement trees shall be a minimum replacement of ten percent of the total of the cross sectional area of the trunk(s) of the tree(s) removed. Cross sectional area shall be at the DBH of the tree. Single trees may be replaced with two or more trees provided the cross sectional requirements are met. In no event shall replacement stock be less than six feet in height nor have a DBH of less than 1½ inches. Replacement stock shall be the same general species as the tree removed, or an alternative species not prohibited by the division. Replacement stock shall be limited to no more than 25 percent palm species, and shall be maintained in accordance with sound industry practices, including watering, and fertilizing and further replacement of expired trees.
 - (3) Any new single-family or duplex residence shall be exempt from the replacement schedule required herein. Each single building lot shall contain a minimum of one tree per 2,500 square feet of total lot size.
- (i) *Natural vegetation retention areas; exemptions.* Areas of the property may be designated as natural vegetation retention areas indicating that all existing vegetation will remain on that area of the site. Under this designation, trees meeting the minimum replacement size criteria up to trees of the minimum tree definition criteria may be retained and counted as replacement stock for trees to be removed elsewhere on the site.
- (j) *Violations; mitigation for certain violations.* Any person who violates this division by damaging or removing a non-exempt tree without a permit, may be redeemed by replacing the tree(s) at the rate of two trees for each one removed or damaged, within 15 days of receipt of a notice of violation. This provision shall not include the damaging or removal of a historic or specimen tree without a required permit.

SECTION 3 - Amendment: Chapter 66, entitled “Environmental Regulations”, Article IV, entitled “Landscaping”, Division 3, entitled “Trees”, Section 66-152, entitled “Duty to Trim Coconut Trees”, is hereby amended to read in its entirety as follows (underline denotes additions; ~~stricken through~~ denotes deletions):

Sec. 66-152. Duty to trim coconut trees.

- (a) ~~In order to protect life and property during periods of high winds and hurricanes and to protect pedestrians and vehicular traffic where coconut trees overhang walkways and streets,~~ all All property owners ~~coconut trees in the town shall be~~ are required to regularly be trimmed annually by July 1 of each year, so that on July 1 of each year all trim their coconut trees to

present a healthy, neat, and orderly appearance; to protect life and property during periods of high winds and hurricanes; and/or in the town shall to be free of mature coconuts, coconut blooms, and dead or dying fronds. All trimming shall comply with the provisions of section 66-151. Should any property owner fail to comply with this section, he/she shall be guilty of a violation of this Code.

- (b) All property owners are required to trim coconut trees, as described in subsection (a), in the adjacent public right-of-way that is contiguous to their property.

SECTION 4 - Codification: This Ordinance shall be codified in the Code of Ordinances of the Town of Ocean Ridge, Florida.

SECTION 5 - Repeal of Conflicting Ordinances: All ordinances, resolutions or parts of ordinances and resolutions in conflict herewith are hereby repealed.

SECTION 6 - 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 7 - Effective Date: This Ordinance shall become effective immediately upon adoption.

FIRST READING this ___ day of _____, 2026.

SECOND AND FINAL READING this ___ day of _____, 2026.

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:

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

The Mayor thereupon declared this Ordinance No. 2026-01 approved and adopted by the Town Commission of the Town of Ocean Ridge, Florida, on second reading, this _____ day of _____, 2026.

TOWN OF OCEAN RIDGE, FLORIDA

ATTEST:

BY: _____
GEOFF PUGH, MAYOR

BY: _____
Kelly Avery, TOWN CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
Christy Goddeau, Town Attorney

Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum

Subject: Town Manager

Town Manager Update – February Commission Meeting
Recent Accomplishments and Ongoing Initiatives

In recent weeks, staff has made significant progress across procurement, capital projects, grants, and long-range planning.

- RFQ 2025-001 has been completed, including the full procurement process as well as fee and contract negotiations, positioning the Town to move forward efficiently with selected professional services.
- Watermain Modernization Projects continue to advance:
 - Phase 4 (Design-Build) is under active project management.
 - Phase 2 watermain replacement is in design and permitting.
- Harbour Drive North Drainage Project is in its final permitted stage with SFWMD. Staff anticipates initiating the procurement process for construction contractors in the coming months.
- Grant Activity:
 - The HMLP grant for the Police Department/Town Hall roof is in the final procurement stage. This project carries a mandatory completion deadline of May 30, 2026.
 - The HMGP grant for the Hudson Avenue Seawall is in the final Request for Information (RFI) phase with FDEM. Upon completion, the project will move into the award phase.
 - The reimbursement grant for conservation property acquisitions is taking longer than anticipated due to additional environmental studies requested by the grantor. Staff is actively complying with those requirements.
- Began work on the Community Rating System (CRS) program to pursue flood insurance premium discounts for residents.
- Began work on the audit for FY 2025, providing documents to the auditor and creating an ongoing feeder system.

- Met with Public Works to discuss the next Capital Improvement Plan (CIP) cycle and future drainage priorities.
- Reviewed the latest Local Mitigation Strategy (LMS) Working Group project list to identify opportunities for Town participation.
- Completed required annual Ethics training and the Florida League of Cities Quality Cities December webinar.
- Submitted initial documentation to the State Revolving Fund (SRF) to begin inquiries related to financing drinking water infrastructure improvements.

These efforts reflect continued progress on infrastructure resilience, fiscal stewardship, regulatory compliance, and long-term planning for the Town.

No recommendations at this time.

Suggested Motion: No motions necessary at this time.

Respectfully,



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

December 2025 Monthly Activity Report

Attachments;

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



Ocean Ridge Police Department

Other Activity Report – December 2025

Traffic Enforcement

Type	Total
Citations	239
Written Warnings	250
Parking Tickets	17
Traffic Stops	412

Arrests

Type	Total
S19 Felony	1
S18 Misdemeanor	5

Telephone Calls Handled by Dispatch

Category	November	Year to Date
9-1-1	58	684
Incoming / Non-Emergency	374	4635
Outgoing / Non-Emergency	153	2019
Total	585	7338

Walk-Ins Handled by Dispatch

Category	November	Year to Date
All	271	2572
After Business Hours	139	1460

Administrative / Public Services

Service	November	Year to Date
Alarm Sign Issuance	0	1
Alarm Technician	12	151
AOD / Range Use	1	41
Burn Permit	0	4
Fingerprints	2	30
Keys	1	14
Pet Tag / Vehicle Decal	11	51
Report / Record Request	9	117
Vendors	38	469
Visitor for Chief	4	52
Visitor for Lt or Investigator	3	42
Visitor / Info	176	1667
Gift/Food Delivery	8	51
Pick up Property/Evidence	0	27
Pill Drop	6	87

ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 12/01/2025 00:00 Through 12/31/2025 23:59

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
10108	ON FOOT W/PORTABLE	58
10109	VEHICLE MAINTENANCE	157
1040	MEAL BREAK	1
1050	TRAFFIC STOP	400
1058	AT STATION	7
1060	ASSIST TO MOTORIST	2
804	VTC SIGNS (ALL)	2
806	VTC WORKING WHEN NOT PERMITTED	6
819	VTC FIREWORKS	1
820	VTC ANIMALS ON BEACH	3
823	VTC CONSTRUCTION SITE	1
827	VTC FIRE ON BEACH	1
BCHK	BEACH PATROL	163
DC	DISTRICT CHECK	1293
HCKH	HOUSE CHECK HAND	150
HCKV	HOUSE CHECK VISUAL	92
S03	HIT AND RUN ACCIDENT	3
S13P	SUSPICIOUS PERSON	4
S13V	SUSPICIOUS VEHICLE	6
S14	INFORMATION	3
S15	SPECIAL DETAIL	69
S30	THEFT	1
S43	LED/LACIV ACTS	1
S48G	OPEN GARAGE DOOR	2
S49	ALARM	32
S49F	FIRE ALARM	2
S51	TRESPASS	2
S53	EMBEZZLEMENT/FRAUD	1
S67	ACCIDENTAL INJURY	1
S68	POLICE SERVICE CALL	31
S70	ANIMAL COMPLAINT	1
S72	LOST/FOUND PROPERTY	1
S73	MEDICAL CALL	20

ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 12/01/2025 00:00 Through 12/31/2025 23:59

ACTIVITY SUMMARY BY SIGNALS All Calls IN Signal Order

Signal	Description	Count
S76	ASSIST OTHER DEPARTMENT	12
S79	911 PRANK/FALSE/ACCID CALL	17
S81	ASSAULT/THREATS	1
S84	WELFARE CHECK	15
S86	LOUD NOISE/MUSIC	1
S90	ILLEGAL PARKING	24
S92	TRAFFIC LIGHT PROBLEMS	1
S96	PROPERTY DAMAGE	2

TOTAL ACTIVITY: 2590

DECEMBER 2025 BOYNTON BEACH FIRE RESCUE REPORT

2515766	12/2/2025	Dock Dr Briny Breezes	Briny Breezes	Station 4	Rescue & Emergency Medical Service Incident	Emergency	5.3
2515824	12/3/2025	5550 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Service Call	Non-Emergency	4.9
2515884	12/4/2025	5821 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Rescue & Emergency Medical Service Incident	Emergency	7.4
2515946	12/6/2025	Spanish River Dr Ocean Ridge	Ocean Ridge	Station 1	Hazardous Condition (No Fire)	Emergency	7.8
2515967	12/6/2025	5500 BLK N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Rescue & Emergency Medical Service Incident	Emergency	4.6
2516026	12/7/2025	Island Dr S Ocean Ridge	Ocean Ridge	Station 1	Rescue & Emergency Medical Service Incident	Emergency	7.1
2516126	12/9/2025	Sabal Island Dr Ocean Ridge	Ocean Ridge	Station 1	Rescue & Emergency Medical Service Incident	Emergency	9.5
2516276	12/12/2025	6110 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Rescue & Emergency Medical Service Incident	Emergency	8.6
2516285	12/12/2025	6767 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Rescue & Emergency Medical Service Incident	Emergency	6.5
2516299	12/13/2025	5550 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Service Call	Emergency	4.1
2516352	12/14/2025	N Ibis Dr Briny Breezes	Briny Breezes	Station 4	Rescue & Emergency Medical Service Incident	Emergency	5.3
2516371	12/14/2025	Bay Dr Briny Breezes	Briny Breezes	Station 1	Rescue & Emergency Medical Service Incident	Emergency	5.3
2516390	12/15/2025	N Ibis Dr Briny Breezes	Briny Breezes	Station 4	Good Intent Call	Emergency	
2516435	12/16/2025	5450 Old Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Rescue & Emergency Medical Service Incident	Emergency	5.3
2516559	12/18/2025	Sabal Island Dr Ocean Ridge	Ocean Ridge	Station 4	Rescue & Emergency Medical Service Incident	Emergency	6.9
2516895	12/24/2025	Spanish River Dr Ocean Ridge	Ocean Ridge	Station 1	Rescue & Emergency Medical Service Incident	Emergency	6.2
2516911	12/25/2025	5500 BLK N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Rescue & Emergency Medical Service Incident	Emergency	4.8
2516943	12/26/2025	5530 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Rescue & Emergency Medical Service Incident	Emergency	5.4
2516952	12/26/2025	5505 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Rescue & Emergency Medical Service Incident	Emergency	4.7
2516961	12/26/2025	5500 BLK N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Rescue & Emergency Medical Service Incident	Emergency	8.2
2516978	12/26/2025	5505 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Rescue & Emergency Medical Service Incident	Emergency	5.3
2517000	12/27/2025	5500 BLK N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	Rescue & Emergency Medical Service Incident	Emergency	5.1
2517050	12/28/2025	Cardinal Dr Briny Breezes	Briny Breezes	Station 4	Rescue & Emergency Medical Service Incident	Emergency	5.4
2517066	12/28/2025	6415 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Rescue & Emergency Medical Service Incident	Emergency	5.7
2517119	12/29/2025	Osprey Ct Ocean Ridge	Ocean Ridge	Station 4	Service Call	Non-Emergency	4.4
2517129	12/29/2025	5900 BLK Old Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Good Intent Call	Emergency	6.3
2517147	12/30/2025	6200 BLK N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Good Intent Call	Emergency	
2517198	12/31/2025	6767 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	Hazardous Condition (No Fire)	Emergency	5.9

Ocean Ridge Summary		Briny Breezes Summary	
Medical Calls	17	Medical Calls	4
Fire/Other Calls	8	Fire/Other Calls	1
Total	25	Total	5

EMS Calls exceeding 10 minutes consist of (0)

I strongly oppose the proposed bill to consolidate 911 Communication Centers. Our agency has made significant recent investments in our communications center, including adding additional staff and implementing a new CAD/RMS system. These investments reflect our commitment to providing reliable, high-quality emergency communications services to our community.

We have a well-functioning center that we trust and that is fully supported by our Town Commission and residents. Our dispatch personnel work closely and effectively with our neighboring agencies on a regular basis, ensuring seamless coordination without the need for forced consolidation.

Local control, accountability, and familiarity with our community are critical components of effective emergency communications. Mandating consolidation would undermine a proven system, disrupt established partnerships, and potentially degrade service rather than improve it.

For these reasons, I respectfully urge you to oppose this legislation and allow agencies and communities to continue operating communication centers that best meet their local needs.