

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



**April 1, 2024 at 6:00 PM
Town Hall - Meeting Chambers**

TOWN COMMISSIONERS

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

ADMINISTRATION

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

PRESENTATIONS & PROCLAMATIONS

1. Certification of Election Results for the March 19, 2024 Municipal Election, and Swearing-in of Newly Elected Town Commissioners

ANNOUNCEMENTS

2. The meeting schedule for the next month is as follows: Regular Town Commission Meeting on Monday, May 6, 2024, at 6:00 PM; Community Standards Hearing on Tuesday, April 2 at 10:00 am; Planning & Zoning Meeting on Tuesday, April 16 at 9:00 am; Board of Adjustment Meeting on Wednesday, April 17 at 9:00 am; A joint meeting of the Town Commission and Planning & Zoning Commission will be held on April 8, 2024, at 10:00 am. All meetings are held in the Commission Chambers at the Town Hall.
3. The Town Commission will consider appointments to the following Board positions at the May 6, 2024 Town Commission meeting: Board of Adjustment, two regular members for a three year term; and Planning & Zoning Commission, two regular members for a three year term. Interested residents must be registered to vote in Ocean Ridge and submit a resume and letter of interest to the Town Clerk by the deadline of April 26th at 3:00 p.m.
4. The Town will be providing free shredding services to residents of Ocean Ridge and Briny Breezes on Saturday, April 13th from 9 a.m. until Noon in the back parking lot at Town Hall. For more information regarding this event, please visit the Town's website.
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)

APPROVAL OF CONSENT AGENDA

6. Adopt Minutes of the Town Commission Regular Meeting of March 4, 2024.
7. Approval of the February 2024 Revenue & Expenditure Report
8. Ear Notification Letter
9. Accept and Approve proposal by Smith Engineering Consultants for completion of the FPL required lighting study for the streetlights on E. Ocean Ave in the amount of \$8,000
10. Accept the proposal and authorize a Classification and Compensation Study by Evergreen Solutions to complete a Classification and Compensation Study
11. Approve Resolution 2024-04: Statewide Mutual Aid Agreement

REGULAR AGENDA ITEMS

12. Approval of Resolution No. 2024-02: A Resolution of the Town of Ocean Ridge, Florida, Electing a Mayor
13. Approval of Resolution No. 2024-03: A Resolution of the Town of Ocean Ridge, Florida, Electing a Vice-Mayor
14. Approval of the Budget Meeting Calendar
15. Approval of the Award of North Ocean Blvd. (SR A1A) Water Main Pipe Enhancements Project

STAFF & COMMITTEE REPORTS

16. Town Manager
17. Town Attorney
18. Police Chief
February 2024 Police Report

TOWN COMMISSIONER COMMENTS

ADJOURNMENT

LISTENING INSTRUCTIONS

19. **Town Commission Meetings**
Please join the meeting from your computer, tablet or smartphone.
<https://meet.goto.com/930143117>

You can also dial in using your phone.
Access Code: 930-143-117
United States: +1 (872) 240-3212



The Supervisor of Elections for Palm Beach County hereby certifies the following Municipality:

Town of Ocean Ridge

★ Town Commissioner - Ocean Ridge (Vote For 3)			
Participating Precincts Reporting: 1 / 1			
Choice		Percent	Votes
Nicholas "Nick" Arsali		15.42%	186
Geoffrey A. Pugh		28.03%	338
David Hutchins		26.78%	323
Ainar Dalton Aijala Jr		29.77%	359
			1,206

Witness my hand and official seal at Palm Beach County, on April 1, 2024.

By: Wendy Sartory Link

Wendy Sartory Link

Supervisor of Elections Palm Beach County





5401 Show Detailed View

Choice		Percent	Votes
Nicholas "Nick" Arsali		15.42%	186
Geoffrey A. Pugh		28.03%	338
David Hutchins		26.78%	323
Ainar Dalton Aijala Jr		29.77%	359
			1,206

REGULAR TOWN COMMISSION MEETING MINUTES
MARCH 4, 2024

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

PLEDGE OF ALLEGIANCE

Mayor Pugh led the pledge of allegiance.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

There were no additions, deletions, or modifications to the agenda.

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

ANNOUNCEMENTS

2. The meeting schedule for the next month is as follows: Regular Town Commission Meeting on Monday, April 1, 2024, at 6:00 PM; Community Standards Hearing on Tuesday, March 5 at 10:00 am; Planning & Zoning Meeting on Tuesday, March 26 at 9:00 am; Board of Adjustment Meeting on Wednesday, March 20 at 9:00 am; A joint meeting of the Town Commission and Planning & Zoning Commission will be held on April 8, 2024, at 10:00 am. All meetings are held in the Commission Chambers at the Town Hall.
3. The Annual Municipal Election will be held on March 19, 2024. There are two Town Commission seats open for a three-year term and one Town Commission seat open for a two-year term. Qualified Candidates Appearing on the Ballot are: Geoff Pugh, Nicholas Arsali, David Hutchins and Ainar Aijala / La Elección Municipal Anual se llevará a cabo el 19 de marzo de 2024. Hay dos puestos en la Comisión Municipal disponibles para un período de tres años y un puesto en la Comisión Municipal disponible para un período de dos años. Los candidatos calificados que aparecen en la boleta son: Geoff Pugh, Nicholas Arsali, David Hutchins y Ainar Aijala.
4. The Town Commission will consider appointments to the following Board positions at the May 6, 2024 Town Commission meeting: Board of Adjustment, two regular members for a three year term; and Planning & Zoning Commission, two regular members for a three year term. Interested residents must be registered to vote in Ocean Ridge and submit a resume and letter of interest to the Town Clerk by the deadline of April 26th at 3:00 p.m.
5. Residents who wish to sign up to receive important Town notifications and news through Civic Ready should sign up on the Town's website or call Town Hall for assistance.

Town Clerk Avery read the announcements into the record. She also mentioned that the last day to request mail-in ballots is Thursday, March 7th, before 5:00 pm.

REGULAR TOWN COMMISSION MEETING MINUTES
MARCH 4, 2024

PRESENTATIONS & PROCLAMATIONS

1. Presentation of Proclamation to Digital Vibez Team for “Let’s Move Palm Beach County Month”

(Item moved due to the arrival of recipients)

Town Clerk Avery read the Proclamation into the record and presented it to the Digital Vibez Team.

A representative of the Digital Vibez Team spoke briefly about the benefits of daily exercise.

PUBLIC COMMENT – (3-minute individual limit)

Mayor Pugh opened the floor for public comment.

Terry Brown - mentioned that the town purchased a wetland, which was a great investment. He inquired if the Town would consider purchasing a dune property, 5015 Old Ocean.

There was a consensus to have Town Attorney Goddeau look into this property.

Peter Wolf - thanked the Town Commission for their quick response regarding his request to establish a resolution regarding discriminatory acts.

Stella Kolb - announced an art sale, the Senior Care Event scheduled for March 23rd, and thanked everyone for attending the Ice Cream Social.

Mayor Pugh closed the floor for public comment.

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

- 6. Adopt Minutes of the Town Commission Regular Meeting of February 5, 2024**
- 7. Approval of the January 2024 Revenue & Expense Report**
- 8. Acceptance of the Annual Infrastructure Surtax Report for 2023**
- 9. Resolution 2024-01, A Resolution Of The Town Commission Of The Town Of Ocean Ridge, Florida, Reaffirming Its Condemnation Of Discrimination And Condemning Recent Increases In Hate-Motivated Crimes, Violence, And Other Discriminatory Acts; And Providing For Conflicts And An Effective Date.**
- 10. Approval of Contract with Murray Logan for FDOT- Required Bridge Repairs**
- 11. Approval of Rate Increase for Special Magistrate with Davis & Associates, P.A**

Mayor Pugh asked for approval of the Consent Agenda.

Vice Mayor Coz moved to approve the Consent Agenda; seconded by Commissioner Hutchins. Motion carried 5-0. (15:09)

REGULAR AGENDA ITEMS

- 12. Second reading of Ordinance 2024-01, An Ordinance Of The Town Of Ocean Ridge, Florida, Amending The Land Development Code At Chapter 64, “Zoning”, Article I, “District Regulations,” Section 64-1, “RSF And RSE Single-Family Residential Districts, To Add A Provision Authorizing A Special Design Exception By The Planning And Zoning Commission For A Pitched Roof With A Minimum Pitch Of 3:12 (Rise To Run); Providing For Codification, Severability, Conflicts, And An Effective Date**

REGULAR TOWN COMMISSION MEETING MINUTES
MARCH 4, 2024

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

Town Attorney Goddeau provided an update on the item.

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

Commissioner Hutchins moved to adopt Ordinance 2024-01 on seconding reading; seconded by Commissioner Cassidy. Motion carried 5-0. (17.05)

STAFF & COMMITTEE REPORTS

13. Town Manager

a. Cash Management Policy

Town Manager Ladner said that her report was included in the meeting package. She mentioned that she and Commissioner Aijala worked together on a cash management policy. She explained that the policy was submitted to the Town Attorney for review and would be available for the next meeting.

Vice Mayor Coz mentioned that the town should pursue FGUA. A brief discussion ensued. He also asked a question about who is responsible for the trash on Old Ocean and Town Manager Ladner answered his question. More discussion followed regarding trash pick-up days.

Lucy Brown - expressed her concerns about trash on Harbour Drive N.

Terry Brown - spoke about cash reserves and Commissioner Aijala provided an explanation for his comment.

14. Town Attorney

Town Attorney Goddeau said she had no report to present.

15. Police Chief

Chief McClure said that his report was included in the meeting package and reminded everyone that Turtle season had begun. Mayor Pugh asked the number of beach citations that were issued, and Chief McClure answered his question.

TOWN COMMISSIONER COMMENTS

Commissioner Comments - Vice Mayor Coz said that he was approached about parking issues on Fayette Drive and a couple of the residents wanted to express their concerns.

Sarah Steies - requested that "No Parking" signs be placed on Fayette Drive. A discussion ensued regarding no parking signs. Mayor Pugh mentioned the town provides parking decals for residents. More discussion followed regarding parking decals.

There was a consensus to allow Chief McClure to research the placement of no-parking signs.

Betty Bingham - expressed her concerns regarding parking issues.

Joe Belmani - spoke about parking issues on Fayette Drive.

Margaret Schott - expressed her concerns about drivers' speed over the crosswalk.

REGULAR TOWN COMMISSION MEETING MINUTES
MARCH 4, 2024

ADJOURNMENT

Meeting Adjourned at 6:44 p.m.

Minutes prepared by Deputy Town Clerk Pinder and adopted by the Town Commission on April 1, 2024.

Geoff Pugh, Mayor

ATTEST:

Kelly Avery, Town Clerk

DRAFT

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/29/2024

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

GL Number	Description	23-24 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 (Decrease)	Balance Normal	Available 02/29/2024 (Abnormal)	% Bdg Used
Fund: 001 GENERAL FUND							
Account Category: Revenues							
Department: 310.000 TAXES							
001-310.000-311.000	AD VALOREM TAXES (NET)	8,077,018.00	7,057,242.13	944,754.93	1,019,775.87		87.37
001-310.000-312.410	LOCAL OPTION 6 CENT GAS TAX	37,000.00	12,397.46	5,486.04	24,602.54		33.51
001-310.000-312.420	SECOND LOCAL OPTION FUEL TAX	17,500.00	5,673.11	2,535.22	11,826.89		32.42
001-310.000-313.100	ELECTRIC FRANCHISE TAX	225,000.00	107,360.70	0.00	117,639.30		47.72
001-310.000-314.100	UTILITY SERVICE TAX ELECTRIC	290,000.00	108,678.50	0.00	181,321.50		37.48
001-310.000-314.800	UTILITY SERVICE TAX PROPANE	55,000.00	30,709.05	5,185.78	24,290.95		55.83
001-310.000-314.900	UTILITY SERVICE TAX WATER	100,000.00	20,269.98	10,864.68	79,730.02		20.27
001-310.000-315.000	COMMUNICATION SERVICES TAX	41,000.00	12,948.40	3,325.58	28,051.60		31.58
001-310.000-319.100	INTEREST ON DELINQUENT TAXES	1,500.00	0.00	0.00	1,500.00		0.00
001-310.000-335.200	LOCAL GOVT 1 CENT SALES TAX	150,000.00	58,869.96	34,927.07	91,130.04		39.25
Total Dept 310.000 - TAXES		8,994,018.00	7,414,149.29	1,007,079.30	1,579,868.71		82.43
Department: 320.000 LICENSES & PERMITS							
001-320.000-321.100	PROF & OCCUPATIONAL LICENSES	1,300.00	378.00	0.00	922.00		29.08
001-320.000-322.100	BUILDING PERMITS	750,000.00	206,138.26	55,025.00	543,861.74		27.49
001-320.000-329.100	SIGN PERMITS	300.00	70.00	15.00	230.00		23.33
001-320.000-329.200	ALARM USER PERMITS	2,000.00	1,745.00	295.00	255.00		87.25
001-320.000-329.600	RENTAL REGISTRATIONS	2,000.00	1,400.00	175.00	600.00		70.00
Total Dept 320.000 - LICENSES & PERMITS		755,600.00	209,731.26	55,510.00	545,868.74		27.76
Department: 330.000 INTERGOVERNMENTAL REVENUE							
001-330.000-331.100	FEMA GRANT MONIES	5,000.00	0.00	0.00	5,000.00		0.00
001-330.000-331.300	JAG GRANT MONIES	2,500.00	0.00	0.00	2,500.00		0.00
001-330.000-335.120	STATE REVENUE SHARING PROCEEDS	52,000.00	24,755.22	14,853.13	27,244.78		47.61
001-330.000-335.150	ALCOHOLIC BEVERAGE LICENSES	140.00	0.00	0.00	140.00		0.00
001-330.000-335.181	LOCAL GOVT 1/2 CENT SALES TAX	165,000.00	63,761.01	48,994.91	101,238.99		38.64
001-330.000-335.490	REBATE ON MUNICIPAL VEHICLES	2,500.00	0.00	0.00	2,500.00		0.00
001-330.000-335.900	ST LIGHT MAINTENANCE REIMBURSE	13,000.00	0.00	0.00	13,000.00		0.00
001-330.000-338.000	PB COUNTY & CTY WIDE OCC LIC	7,000.00	969.40	256.51	6,030.60		13.85
001-330.000-338.300	PBC SOLID WASTE RECYCL PROGRAM	550.00	0.00	0.00	550.00		0.00
001-330.000-338.400	911 DPS RELATED REIMBURSEMENTS	600.00	0.00	0.00	600.00		0.00
001-330.000-338.500	PB COUNTY 1250 MONIES	550.00	1,050.21	0.00	(500.21)		190.95
Total Dept 330.000 - INTERGOVERNMENTAL REVENUE		248,840.00	90,535.84	64,104.55	158,304.16		36.38
Department: 340.000 CHARGES FOR SERVICES							
001-340.000-341.200	ZONING FEES	30,000.00	11,540.00	3,395.00	18,460.00		38.47
001-340.000-341.400	CERT COPYING RECORD SEARCH ETC	5,000.00	1,454.45	210.00	3,545.55		29.09
001-340.000-341.900	OTHER GEN GOVT CHARGES & FEES	11,000.00	7,102.88	1,248.21	3,897.12		64.57
001-340.000-342.100	LAW ENFORCEMENT/FIRE SERVICE	221,700.00	76,398.92	15.00	145,301.08		34.46
001-340.000-342.300	ALARM MONITORING	40,000.00	30,316.00	1,350.00	9,684.00		75.79
001-340.000-342.800	SPECIAL DETAIL SERVICES	45,000.00	585.00	0.00	44,415.00		1.30
001-340.000-342.900	OTHER PUB SAFETY CHARGES & FEES	1,500.00	72.00	10.00	1,428.00		4.80
001-340.000-343.400	GARBAGE AND TRASH REVENUE	340,000.00	306,118.00	5,216.00	33,882.00		90.03
001-340.000-343.900	LOT MOWING AND CLEARING	0.00	150.00	0.00	(150.00)		100.00
Total Dept 340.000 - CHARGES FOR SERVICES		694,200.00	433,737.25	11,444.21	260,462.75		62.48
Department: 350.000 FINES & FORFEITURES							
001-350.000-351.100	COURT FINES - COURT CASES	1,850.00	891.89	211.66	958.11		48.21
001-350.000-351.300	POLICE EDUCATION \$2.00	400.00	126.12	29.26	273.88		31.53
001-350.000-354.000	VIOLATIONS OF LOCAL ORDINANCES	25,000.00	2,301.25	940.00	22,698.75		9.21

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/29/2024

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

GL Number	Description	23-24 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 (Decrease)	Balance Normal	Available 02/29/2024 (Abnormal)	% Bdg Used
Fund: 001 GENERAL FUND							
Account Category: Revenues							
Department: 350.000 FINES & FORFEITURES							
Total Dept 350.000 - FINES & FORFEITURES		27,250.00	3,319.26	1,180.92	23,930.74		12.18
Department: 360.000 MISCELLANEOUS REVENUES							
001-360.000-361.100	INTEREST EARNED (SAV, INV, ETC.)	200,000.00	25,442.44	0.00	174,557.56		12.72
001-360.000-361.320	INTEREST EARNED-PB CO TAX COLL	5,000.00	0.00	0.00	5,000.00		0.00
001-360.000-361.390	INTEREST OTHER (LIENS, ETC.)	1,500.00	48.82	0.00	1,451.18		3.25
001-360.000-364.410	EQUIPMENT SALES & COMPENSATION	500.00	0.00	0.00	500.00		0.00
001-360.000-366.900	MISC CONTRIB PRIVATE SOURCES	500.00	300.00	0.00	200.00		60.00
Total Dept 360.000 - MISCELLANEOUS REVENUES		207,500.00	25,791.26	0.00	181,708.74		12.43
Department: 380.000 NON - REVENUES							
001-380.000-380.100	FUND BALANCE UNAPPROPRIATED	70,724.00	0.00	0.00	70,724.00		0.00
001-380.000-388.200	INSURANCE PROCEEDS	5,000.00	0.00	0.00	5,000.00		0.00
Total Dept 380.000 - NON - REVENUES		75,724.00	0.00	0.00	75,724.00		0.00
Revenues		11,003,132.00	8,177,264.16	1,139,318.98	2,825,867.84		74.32
Account Category: Expenditures							
Department: 511.101 TOWN COMMISSION							
001-511.101-501.100	EXECUTIVE SALARIES	6,000.00	2,500.00	700.00	3,500.00		41.67
001-511.101-502.100	FICA TAXES	459.00	191.25	53.55	267.75		41.67
001-511.101-502.200	RETIREMENT CONTRIBUTIONS	825.00	298.54	94.99	526.46		36.19
001-511.101-502.400	WORKERS' COMPENSATION	17,500.00	4,248.10	0.00	13,251.90		24.27
001-511.101-504.000	TRAVEL & PER DIEM	5,000.00	3,298.06	1,051.27	1,701.94		65.96
001-511.101-504.100	COMMUNICATIONS SERV PHONE ETC	3,000.00	1,006.40	251.60	1,993.60		33.55
001-511.101-504.500	INSURANCE LIAB, HAZARD, DAMAGE	25,171.53	1,823.60	455.90	23,347.93		7.24
001-511.101-504.900	OTHER CURRENT CHARGES	500.00	0.00	0.00	500.00		0.00
001-511.101-505.400	SUBSC, MEMBERSHIPS, EDUCATION	2,550.00	1,369.50	0.00	1,180.50		53.71
Total Dept 511.101 - TOWN COMMISSION		61,005.53	14,735.45	2,607.31	46,270.08		24.15
Department: 512.102 TOWN MANAGER							
001-512.102-501.100	EXECUTIVE SALARIES	146,063.00	56,508.47	11,261.54	89,554.53		38.69
001-512.102-501.400	OVERTIME & VACATION PAY	3,500.00	0.00	0.00	3,500.00		0.00
001-512.102-501.410	VACATION PAY	3,172.34	0.00	0.00	3,172.34		0.00
001-512.102-502.100	FICA TAXES	11,217.39	4,322.90	861.50	6,894.49		38.54
001-512.102-502.200	RETIREMENT CONTRIBUTIONS	51,882.98	16,309.67	3,887.49	35,573.31		31.44
001-512.102-502.300	LIFE & HEALTH INSURANCE	11,004.00	5,019.08	1,042.48	5,984.92		45.61
001-512.102-502.310	LONG TERM DISABILITY	660.00	193.32	0.00	466.68		29.29
001-512.102-502.400	WORKERS' COMPENSATION	3,500.00	849.62	0.00	2,650.38		24.27
001-512.102-504.000	TRAVEL & PER DIEM	3,650.00	2,774.21	384.12	875.79		76.01
001-512.102-504.100	COMMUNICATIONS SERV PHONE ETC	600.00	201.28	50.32	398.72		33.55
001-512.102-504.500	INSURANCE LIAB, HAZARD, DAMAGE	387.91	364.72	91.18	23.19		94.02
001-512.102-504.610	REPAIR & MAINTENANCE	2,300.00	0.00	0.00	2,300.00		0.00
001-512.102-505.210	OPERATING SUPPLIES GAS & OIL	3,600.00	0.00	0.00	3,600.00		0.00
001-512.102-505.400	SUBSC, MEMBERSHIPS, EDUCATION	3,639.00	1,226.25	0.00	2,412.75		33.70
Total Dept 512.102 - TOWN MANAGER		245,176.62	87,769.52	17,578.63	157,407.10		35.80
Department: 513.103 TOWN CLERK/FINANCE							
001-513.103-501.100	EXECUTIVE SALARIES	89,483.63	39,149.02	6,663.46	50,334.61		43.75
001-513.103-501.200	REGULAR SALARIES AND WAGES	199,956.89	66,261.54	11,138.46	133,695.35		33.14

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/29/2024

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

GL Number	Description	23-24 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 (Decrease)	Balance Normal	Available 02/29/2024 (Abnormal)	% Bdg Used
Fund: 001 GENERAL FUND							
Account Category: Expenditures							
Department: 513.103 TOWN CLERK/FINANCE							
001-513.103-501.210	ONE TIME LUMP SUM INCREASE	27,500.00	0.00	0.00	27,500.00	0.00	
001-513.103-501.400	OVERTIME & VACATION PAY	2,000.00	10,885.44	2,381.00	(8,885.44)	544.27	
001-513.103-501.410	VACATION PAY	5,174.79	0.00	0.00	5,174.79	0.00	
001-513.103-502.100	FICA TAXES	18,298.07	8,896.67	1,544.00	9,401.40	48.62	
001-513.103-502.200	RETIREMENT CONTRIBUTIONS	33,269.61	12,132.47	2,738.82	21,137.14	36.47	
001-513.103-502.300	LIFE & HEALTH INSURANCE	62,162.80	16,955.75	3,477.35	45,207.05	27.28	
001-513.103-502.310	LONG TERM DISABILITY	1,164.00	431.00	0.00	733.00	37.03	
001-513.103-502.400	WORKERS' COMPENSATION	14,000.00	2,548.86	0.00	11,451.14	18.21	
001-513.103-503.100	PROFESSIONAL SERVICES	0.00	300.00	0.00	(300.00)	100.00	
001-513.103-503.200	ACCOUNTING & AUDITING	34,500.00	6,570.00	0.00	27,930.00	19.04	
001-513.103-503.400	OTHER CONTRACTUAL SERVICES	17,599.00	0.00	0.00	17,599.00	0.00	
001-513.103-504.000	TRAVEL & PER DIEM	2,650.00	1,076.47	0.00	1,573.53	40.62	
001-513.103-504.500	INSURANCE LIAB, HAZARD, DAMAGE	1,163.72	1,094.16	273.54	69.56	94.02	
001-513.103-504.610	REPAIR & MAINTENANCE	1,000.00	376.96	0.00	623.04	37.70	
001-513.103-504.900	OTHER CURRENT CHARGES	4,500.00	3,117.15	216.30	1,382.85	69.27	
001-513.103-505.400	SUBSC, MEMBERSHIPS, EDUCATION	2,225.00	395.00	0.00	1,830.00	17.75	
001-513.103-506.400	MACHINERY & EQUIPMENT	1,000.00	0.00	0.00	1,000.00	0.00	
Total Dept 513.103 - TOWN CLERK/FINANCE		517,647.51	170,190.49	28,432.93	347,457.02	32.88	
Department: 514.104 LEGAL							
001-514.104-503.100	PROFESSIONAL SERVICES	172,500.00	38,216.98	9,988.61	134,283.02	22.15	
001-514.104-503.110	LEGAL SPECIAL COUNSEL	183,000.00	950.00	570.00	182,050.00	0.52	
001-514.104-504.700	PRINTING	5,000.00	0.00	0.00	5,000.00	0.00	
Total Dept 514.104 - LEGAL		360,500.00	39,166.98	10,558.61	321,333.02	10.86	
Department: 515.105 APPOINTED BOARDS							
001-515.105-504.500	INSURANCE LIAB, HAZARD, DAMAGE	5,430.69	5,105.93	1,276.48	324.76	94.02	
001-515.105-504.900	OTHER CURRENT CHARGES	750.00	500.58	500.58	249.42	66.74	
Total Dept 515.105 - APPOINTED BOARDS		6,180.69	5,606.51	1,777.06	574.18	90.71	
Department: 519.106 OTHER GENERAL GOVERNMENT							
001-519.106-503.100	PROFESSIONAL SERVICES	84,000.00	37,498.39	11,113.53	46,501.61	44.64	
001-519.106-503.400	OTHER CONTRACTUAL SERVICES	55,935.71	20,345.00	15,920.00	35,590.71	36.37	
001-519.106-504.100	COMMUNICATIONS SERV PHONE ETC	14,990.00	6,413.65	1,348.25	8,576.35	42.79	
001-519.106-504.200	POSTAGE & FREIGHT	3,240.00	49.47	0.00	3,190.53	1.53	
001-519.106-504.300	UTILITY SERVICE - ELEC & WATER	10,000.00	3,852.28	681.02	6,147.72	38.52	
001-519.106-504.400	RENTALS & LEASES	2,040.00	1,485.35	297.07	554.65	72.81	
001-519.106-504.500	INSURANCE LIAB, HAZARD, DAMAGE	163,627.92	148,074.76	37,018.88	15,553.16	90.49	
001-519.106-504.610	REPAIR & MAINTENANCE	52,430.00	23,430.49	4,437.37	28,999.51	44.69	
001-519.106-504.700	PRINTING	3,000.00	2,915.70	0.00	84.30	97.19	
001-519.106-504.900	OTHER CURRENT CHARGES	18,075.00	8,979.59	227.77	9,095.41	49.68	
001-519.106-504.910	ELECTION EXPENSES	13,200.00	646.04	0.00	12,553.96	4.89	
001-519.106-505.100	OFFICE SUPPLIES	8,000.00	1,733.33	303.57	6,266.67	21.67	
001-519.106-505.200	OPERATING SUPPLIES	4,500.00	3,047.15	1,743.52	1,452.85	67.71	
001-519.106-505.400	SUBSC, MEMBERSHIPS, EDUCATION	22,678.00	1,507.40	0.00	21,170.60	6.65	
001-519.106-506.400	MACHINERY & EQUIPMENT	1,000.00	0.00	0.00	1,000.00	0.00	
001-519.106-507.000	COVENANT FROM DRAINAGE LOAN	400,000.00	467,943.68	233,971.84	(67,943.68)	116.99	
001-519.106-507.010	COVENANTS FROM TH LOAN	223,000.00	71,692.88	0.00	151,307.12	32.15	
001-519.106-507.200	DEBT SERVICE - INTEREST	158,000.00	161.10	0.00	157,838.90	0.10	

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/29/2024

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

GL Number	Description	23-24 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 (Decrease)	Balance Normal	Available 02/29/2024 (Abnormal)	% Bdg Used
Fund: 001 GENERAL FUND							
Account Category: Expenditures							
Department: 519.106 OTHER GENERAL GOVERNMENT							
Total Dept 519.106 - OTHER GENERAL GOVERNMENT		1,237,716.63	799,776.26	307,062.82		437,940.37	64.62
Department: 521.107 LAW ENFORCEMENT & FIRE CONTROL							
001-521.107-501.100	EXECUTIVE SALARIES	131,645.60	53,736.99	9,530.77		77,908.61	40.82
001-521.107-501.110	ONE TIME LUMP SUM INCREASE	2,000.00	0.00	0.00		2,000.00	0.00
001-521.107-501.200	REGULAR SALARIES AND WAGES	1,803,820.62	642,898.15	118,059.56		1,160,922.47	35.64
001-521.107-501.210	ONE TIME LUMP SUM INCREASE	26,570.00	2,000.00	0.00		24,570.00	7.53
001-521.107-501.400	OVERTIME & VACATION PAY	125,000.00	74,558.15	12,649.04		50,441.85	59.65
001-521.107-501.410	VACATION PAY	15,000.00	1,766.14	1,005.97		13,233.86	11.77
001-521.107-501.500	SPECIAL PAY INCENTIVE	18,000.00	5,450.00	1,090.00		12,550.00	30.28
001-521.107-501.510	SPECIAL DETAIL PAY	40,000.00	935.00	0.00		39,065.00	2.34
001-521.107-501.600	HOLIDAY PAY	103,038.61	34,349.83	2,564.97		68,688.78	33.34
001-521.107-502.100	FICA TAXES	148,063.17	62,449.10	11,133.36		85,614.07	42.18
001-521.107-502.200	RETIREMENT CONTRIBUTIONS	557,615.30	184,983.19	40,960.79		372,632.11	33.17
001-521.107-502.300	LIFE & HEALTH INSURANCE	312,058.00	95,045.30	20,142.95		217,012.70	30.46
001-521.107-502.310	LONG TERM DISABILITY	9,792.00	2,908.42	0.00		6,883.58	29.70
001-521.107-502.400	WORKERS' COMPENSATION	87,500.00	21,240.70	0.00		66,259.30	24.28
001-521.107-503.100	PROFESSIONAL SERVICES	94,335.00	29,936.20	3,177.90		64,398.80	31.73
001-521.107-503.400	OTHER CONTRACTUAL SERVICES	1,423,480.84	711,740.42	0.00		711,740.42	50.00
001-521.107-504.000	TRAVEL & PER DIEM	104,200.00	214.97	0.00		103,985.03	0.21
001-521.107-504.100	COMMUNICATIONS SERV PHONE ETC	23,700.00	9,091.60	2,493.69		14,608.40	38.36
001-521.107-504.200	POSTAGE & FREIGHT	1,500.00	199.95	19.99		1,300.05	13.33
001-521.107-504.300	UTILITY SERVICE - ELEC & WATER	12,500.00	4,595.02	722.71		7,904.98	36.76
001-521.107-504.400	RENTALS & LEASES	3,328.00	1,353.42	211.27		1,974.58	40.67
001-521.107-504.500	INSURANCE LIAB, HAZARD, DAMAGE	56,972.40	55,550.06	13,220.69		1,422.34	97.50
001-521.107-504.610	REPAIR & MAINTENANCE	80,210.00	26,859.41	17,038.44		53,350.59	33.49
001-521.107-504.620	REPAIR & MAINTENANCE VEHICLE	25,500.00	4,142.11	1,013.39		21,357.89	16.24
001-521.107-504.630	REPAIR & MAINTENANCE DISPATCH	22,500.00	14,061.70	155.80		8,438.30	62.50
001-521.107-504.700	PRINTING	1,500.00	116.02	0.00		1,383.98	7.73
001-521.107-504.900	OTHER CURRENT CHARGES	3,500.00	170.17	0.00		3,329.83	4.86
001-521.107-505.100	OFFICE SUPPLIES	5,000.00	1,158.51	407.61		3,841.49	23.17
001-521.107-505.200	OPERATING SUPPLIES	25,300.00	6,839.28	1,486.50		18,460.72	27.03
001-521.107-505.210	OPERATING SUPPLIES GAS & OIL	50,750.00	15,092.82	4,139.55		35,657.18	29.74
001-521.107-505.220	OPERATING SUPPLIES UNIFORM/EMB	24,698.00	3,462.41	345.24		21,235.59	14.02
001-521.107-505.400	SUBSC, MEMBERSHIPS, EDUCATION	18,460.00	10,552.38	150.00		7,907.62	57.16
001-521.107-506.400	MACHINERY & EQUIPMENT	34,000.00	30,989.86	0.00		3,010.14	91.15
Total Dept 521.107 - LAW ENFORCEMENT & FIRE CONTROL		5,391,537.54	2,108,447.28	261,720.19		3,283,090.26	39.11
Department: 524.108 INSPECTIONS							
001-524.108-501.200	REGULAR SALARIES AND WAGES	135,175.17	40,627.40	5,796.71		94,547.77	30.06
001-524.108-501.210	ONE TIME LUMP SUM INCREASE	2,500.00	0.00	0.00		2,500.00	0.00
001-524.108-501.400	OVERTIME & VACATION PAY	1,000.00	2,917.17	806.81		(1,917.17)	291.72
001-524.108-502.100	FICA TAXES	10,340.90	3,331.15	505.18		7,009.75	32.21
001-524.108-502.200	RETIREMENT CONTRIBUTIONS	1,351.75	4,750.83	896.10		(3,399.08)	351.46
001-524.108-502.300	LIFE & HEALTH INSURANCE	23,548.00	9,285.98	1,877.50		14,262.02	39.43
001-524.108-502.310	LONG TERM DISABILITY	996.00	101.52	0.00		894.48	10.19
001-524.108-502.400	WORKERS' COMPENSATION	10,500.00	2,548.86	0.00		7,951.14	24.27
001-524.108-503.100	PROFESSIONAL SERVICES	290,907.00	117,417.44	36,459.21		173,489.56	40.36

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/29/2024

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

GL Number	Description	23-24 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 (Decrease)	Balance Normal	Available 02/29/2024 (Abnormal)	% Bdg Used
Fund: 001 GENERAL FUND							
Account Category: Expenditures							
Department: 524.108 INSPECTIONS							
001-524.108-503.400	OTHER CONTRACTUAL SERVICES	33,500.00	13,500.00	0.00	20,000.00		40.30
001-524.108-504.000	TRAVEL & PER DIEM	2,525.00	0.00	0.00	2,525.00		0.00
001-524.108-504.100	COMMUNICATIONS SERV PHONE ETC	1,200.00	682.49	170.63	517.51		56.87
001-524.108-504.200	POSTAGE & FREIGHT	1,760.00	0.00	0.00	1,760.00		0.00
001-524.108-504.400	RENTALS & LEASES	3,985.00	1,004.60	251.15	2,980.40		25.21
001-524.108-504.500	INSURANCE LIAB, HAZARD, DAMAGE	1,163.72	1,094.16	273.54	69.56		94.02
001-524.108-504.610	REPAIR & MAINTENANCE	79,890.00	0.00	0.00	79,890.00		0.00
001-524.108-504.620	REPAIR & MAINTENANCE VEHICLE	2,000.00	0.00	0.00	2,000.00		0.00
001-524.108-504.700	PRINTING	500.00	247.50	138.76	252.50		49.50
001-524.108-504.900	OTHER CURRENT CHARGES	7,200.00	522.21	0.00	6,677.79		7.25
001-524.108-505.100	OFFICE SUPPLIES	1,750.00	0.00	0.00	1,750.00		0.00
001-524.108-505.200	OPERATING SUPPLIES	500.00	199.00	0.00	301.00		39.80
001-524.108-505.210	OPERATING SUPPLIES GAS & OIL	3,500.00	59.94	0.00	3,440.06		1.71
001-524.108-505.220	OPERATING SUPPLIES UNIFORM/EMB	300.00	0.00	0.00	300.00		0.00
001-524.108-505.400	SUBSC, MEMBERSHIPS, EDUCATION	4,870.00	383.00	0.00	4,487.00		7.86
001-524.108-506.400	MACHINERY & EQUIPMENT	4,900.00	0.00	0.00	4,900.00		0.00
Total Dept 524.108 - INSPECTIONS		625,862.54	198,673.25	47,175.59	427,189.29		31.74
Department: 534.111 GARBAGE & SOLID WASTE							
001-534.111-503.400	OTHER CONTRACTUAL SERVICES	312,000.00	130,781.12	25,743.60	181,218.88		41.92
Total Dept 534.111 - GARBAGE & SOLID WASTE		312,000.00	130,781.12	25,743.60	181,218.88		41.92
Department: 539.112 OTHER PHYSICAL ENVIRONMENT							
001-539.112-503.100	PROFESSIONAL SERVICES	0.00	5,000.00	0.00	(5,000.00)		100.00
001-539.112-503.120	TOWN ENGINEER	118,000.00	17,428.00	3,557.50	100,572.00		14.77
001-539.112-503.400	OTHER CONTRACTUAL SERVICES	349,480.00	99,730.03	34,204.70	249,749.97		28.54
001-539.112-504.610	REPAIR & MAINTENANCE	11,000.00	3,184.94	2,691.74	7,815.06		28.95
Total Dept 539.112 - OTHER PHYSICAL ENVIRONMENT		478,480.00	125,342.97	40,453.94	353,137.03		26.20
Department: 541.113 PUBLIC WORKS							
001-541.113-501.200	REGULAR SALARIES AND WAGES	157,140.90	67,747.63	11,013.22	89,393.27		43.11
001-541.113-501.210	ONE TIME LUMP SUM INCREASE	5,000.00	0.00	0.00	5,000.00		0.00
001-541.113-501.400	OVERTIME & VACATION PAY	6,000.00	5,208.66	1,140.07	791.34		86.81
001-541.113-501.410	VACATION PAY	3,399.68	0.00	0.00	3,399.68		0.00
001-541.113-502.100	FICA TAXES	12,021.28	5,581.17	929.72	6,440.11		46.43
001-541.113-502.200	RETIREMENT CONTRIBUTIONS	28,014.29	7,577.22	1,649.20	20,437.07		27.05
001-541.113-502.300	LIFE & HEALTH INSURANCE	36,487.40	9,964.36	2,048.36	26,523.04		27.31
001-541.113-502.310	LONG TERM DISABILITY	675.00	277.44	0.00	397.56		41.10
001-541.113-502.400	WORKERS' COMPENSATION	10,500.00	2,548.86	0.00	7,951.14		24.27
001-541.113-503.100	PROFESSIONAL SERVICES	13,000.00	0.00	0.00	13,000.00		0.00
001-541.113-504.300	UTILITY SERVICE - ELEC & WATER	57,000.00	29,774.33	3,491.90	27,225.67		52.24
001-541.113-504.500	INSURANCE LIAB, HAZARD, DAMAGE	1,163.72	1,094.16	273.54	69.56		94.02
001-541.113-504.610	REPAIR & MAINTENANCE	59,000.00	1,811.00	213.72	57,189.00		3.07
001-541.113-504.620	REPAIR & MAINTENANCE VEHICLE	6,000.00	925.55	640.06	5,074.45		15.43
001-541.113-505.200	OPERATING SUPPLIES	4,700.00	2,007.85	18.98	2,692.15		42.72
001-541.113-505.210	OPERATING SUPPLIES GAS & OIL	9,000.00	314.69	0.00	8,685.31		3.50
001-541.113-505.220	OPERATING SUPPLIES UNIFORM/EMB	1,200.00	150.00	0.00	1,050.00		12.50
001-541.113-505.230	OPERATING SUPPLIES SMALL TOOLS	3,000.00	224.11	224.11	2,775.89		7.47
001-541.113-505.300	ROAD MATERIALS & SUPPLIES	20,000.00	1,270.65	1,000.00	18,729.35		6.35

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/29/2024

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GL Number	Description	23-24 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 (Decrease)	Available Balance 02/29/2024 Normal (Abnormal)	% Bdgt Used
Fund: 001 GENERAL FUND						
Account Category: Expenditures						
Department: 541.113 PUBLIC WORKS						
001-541.113-505.400	SUBSC, MEMBERSHIPS, EDUCATION	1,050.00	0.00	0.00	1,050.00	0.00
001-541.113-506.400	MACHINERY & EQUIPMENT	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 541.113 - PUBLIC WORKS		444,352.27	136,477.68	22,642.88	307,874.59	30.71
Department: 580.114 CONTINGENCY						
001-580.114-509.110	TRANSFER TO CAPITAL PROJECTS	1,172,673.00	0.00	0.00	1,172,673.00	0.00
001-580.114-509.900	CONTINGENCY	150,000.00	75,526.15	70,255.00	74,473.85	50.35
Total Dept 580.114 - CONTINGENCY		1,322,673.00	75,526.15	70,255.00	1,247,146.85	5.71
Expenditures		11,003,132.33	3,892,493.66	836,008.56	7,110,638.67	35.38
Fund 001 - GENERAL FUND:						
TOTAL REVENUES		11,003,132.00	8,177,264.16	1,139,318.98	2,825,867.84	
TOTAL EXPENDITURES		11,003,132.33	3,892,493.66	836,008.56	7,110,638.67	
NET OF REVENUES & EXPENDITURES:		(0.33)	4,284,770.50	303,310.42	(4,284,770.83)	

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/29/2024

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GL Number	Description	23-24 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 (Decrease)	Balance Normal	Available 02/29/2024 (Abnormal)	% Bdgt Used
Fund: 302 CAPITAL PROJECTS FUND							
Account Category: Revenues							
Department: 380.000 NON - REVENUES							
302-380.000-380.100	FUND BALANCE UNAPPROPRIATED	1,125,833.00	0.00	0.00	1,125,833.00		0.00
302-380.000-381.100	INTERFUND TRANSFER	1,172,673.00	0.00	0.00	1,172,673.00		0.00
Total Dept 380.000 - NON - REVENUES		2,298,506.00	0.00	0.00	2,298,506.00		0.00
Revenues		2,298,506.00	0.00	0.00	2,298,506.00		0.00
Account Category: Expenditures							
Department: 519.106 OTHER GENERAL GOVERNMENT							
302-519.106-503.100	PROFESSIONAL SERVICES	20,000.00	0.00	0.00	20,000.00		0.00
302-519.106-506.400	MACHINERY & EQUIPMENT	33,200.00	18,134.11	0.00	15,065.89		54.62
Total Dept 519.106 - OTHER GENERAL GOVERNMENT		53,200.00	18,134.11	0.00	35,065.89		34.09
Department: 521.107 LAW ENFORCEMENT & FIRE CONTROL							
302-521.107-506.400	MACHINERY & EQUIPMENT	204,233.00	55,691.18	0.00	148,541.82		27.27
Total Dept 521.107 - LAW ENFORCEMENT & FIRE CONTROL		204,233.00	55,691.18	0.00	148,541.82		27.27
Department: 524.108 INSPECTIONS							
302-524.108-506.400	MACHINERY & EQUIPMENT	26,350.00	0.00	0.00	26,350.00		0.00
Total Dept 524.108 - INSPECTIONS		26,350.00	0.00	0.00	26,350.00		0.00
Department: 539.112 OTHER PHYSICAL ENVIRONMENT							
302-539.112-506.300	IMPROVEMENTS NOT BUILDINGS	2,839,923.00	104,414.00	7,078.00	2,735,509.00		3.68
Total Dept 539.112 - OTHER PHYSICAL ENVIRONMENT		2,839,923.00	104,414.00	7,078.00	2,735,509.00		3.68
Department: 541.113 PUBLIC WORKS							
302-541.113-506.400	MACHINERY & EQUIPMENT	24,800.00	0.00	0.00	24,800.00		0.00
Total Dept 541.113 - PUBLIC WORKS		24,800.00	0.00	0.00	24,800.00		0.00
Expenditures		3,148,506.00	178,239.29	7,078.00	2,970,266.71		5.66
Fund 302 - CAPITAL PROJECTS FUND:							
TOTAL REVENUES		2,298,506.00	0.00	0.00	2,298,506.00		
TOTAL EXPENDITURES		3,148,506.00	178,239.29	7,078.00	2,970,266.71		
NET OF REVENUES & EXPENDITURES:		(850,000.00)	(178,239.29)	(7,078.00)	(671,760.71)		
Report Totals:							
TOTAL REVENUES - ALL FUNDS		13,301,638.00	8,177,264.16	1,139,318.98	5,124,373.84		
TOTAL EXPENDITURES - ALL FUNDS		14,151,638.33	4,070,732.95	843,086.56	10,080,905.38		
NET OF REVENUES & EXPENDITURES:		(850,000.33)	4,106,531.21	296,232.42	(4,956,531.54)		

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/29/2024

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GL Number	Description	23-24 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 (Decrease)	Balance Normal	Available 02/29/2024 (Abnormal)	% Bdg Used
Fund: 001 GENERAL FUND							
Account Category: Revenues							
Department: 310.000 TAXES							
001-310.000-311.000	AD VALOREM TAXES (NET)	8,077,018.00	7,057,242.13	944,754.93	1,019,775.87		87.37
001-310.000-312.410	LOCAL OPTION 6 CENT GAS TAX	37,000.00	12,397.46	5,486.04	24,602.54		33.51
001-310.000-312.420	SECOND LOCAL OPTION FUEL TAX	17,500.00	5,673.11	2,535.22	11,826.89		32.42
001-310.000-313.100	ELECTRIC FRANCHISE TAX	225,000.00	107,360.70	0.00	117,639.30		47.72
001-310.000-314.100	UTILITY SERVICE TAX ELECTRIC	290,000.00	108,678.50	0.00	181,321.50		37.48
001-310.000-314.800	UTILITY SERVICE TAX PROPANE	55,000.00	30,709.05	5,185.78	24,290.95		55.83
001-310.000-314.900	UTILITY SERVICE TAX WATER	100,000.00	20,269.98	10,864.68	79,730.02		20.27
001-310.000-315.000	COMMUNICATION SERVICES TAX	41,000.00	12,948.40	3,325.58	28,051.60		31.58
001-310.000-319.100	INTEREST ON DELINQUENT TAXES	1,500.00	0.00	0.00	1,500.00		0.00
001-310.000-335.200	LOCAL GOVT 1 CENT SALES TAX	150,000.00	58,869.96	34,927.07	91,130.04		39.25
Total Dept 310.000 - TAXES		8,994,018.00	7,414,149.29	1,007,079.30	1,579,868.71		82.43
Department: 320.000 LICENSES & PERMITS							
001-320.000-321.100	PROF & OCCUPATIONAL LICENSES	1,300.00	378.00	0.00	922.00		29.08
001-320.000-322.100	BUILDING PERMITS	750,000.00	206,138.26	55,025.00	543,861.74		27.49
001-320.000-329.100	SIGN PERMITS	300.00	70.00	15.00	230.00		23.33
001-320.000-329.200	ALARM USER PERMITS	2,000.00	1,745.00	295.00	255.00		87.25
001-320.000-329.600	RENTAL REGISTRATIONS	2,000.00	1,400.00	175.00	600.00		70.00
Total Dept 320.000 - LICENSES & PERMITS		755,600.00	209,731.26	55,510.00	545,868.74		27.76
Department: 330.000 INTERGOVERNMENTAL REVENUE							
001-330.000-331.100	FEMA GRANT MONIES	5,000.00	0.00	0.00	5,000.00		0.00
001-330.000-331.300	JAG GRANT MONIES	2,500.00	0.00	0.00	2,500.00		0.00
001-330.000-335.120	STATE REVENUE SHARING PROCEEDS	52,000.00	24,755.22	14,853.13	27,244.78		47.61
001-330.000-335.150	ALCOHOLIC BEVERAGE LICENSES	140.00	0.00	0.00	140.00		0.00
001-330.000-335.181	LOCAL GOVT 1/2 CENT SALES TAX	165,000.00	63,761.01	48,994.91	101,238.99		38.64
001-330.000-335.490	REBATE ON MUNICIPAL VEHICLES	2,500.00	0.00	0.00	2,500.00		0.00
001-330.000-335.900	ST LIGHT MAINTENANCE REIMBURSE	13,000.00	0.00	0.00	13,000.00		0.00
001-330.000-338.000	PB COUNTY & CTY WIDE OCC LIC	7,000.00	969.40	256.51	6,030.60		13.85
001-330.000-338.300	PBC SOLID WASTE RECYCL PROGRAM	550.00	0.00	0.00	550.00		0.00
001-330.000-338.400	911 DPS RELATED REIMBURSEMENTS	600.00	0.00	0.00	600.00		0.00
001-330.000-338.500	PB COUNTY 1250 MONIES	550.00	1,050.21	0.00	(500.21)		190.95
Total Dept 330.000 - INTERGOVERNMENTAL REVENUE		248,840.00	90,535.84	64,104.55	158,304.16		36.38
Department: 340.000 CHARGES FOR SERVICES							
001-340.000-341.200	ZONING FEES	30,000.00	11,540.00	3,395.00	18,460.00		38.47
001-340.000-341.400	CERT COPYING RECORD SEARCH ETC	5,000.00	1,454.45	210.00	3,545.55		29.09
001-340.000-341.900	OTHER GEN GOVT CHARGES & FEES	11,000.00	7,102.88	1,248.21	3,897.12		64.57
001-340.000-342.100	LAW ENFORCEMENT/FIRE SERVICE	221,700.00	76,398.92	15.00	145,301.08		34.46
001-340.000-342.300	ALARM MONITORING	40,000.00	30,316.00	1,350.00	9,684.00		75.79
001-340.000-342.800	SPECIAL DETAIL SERVICES	45,000.00	585.00	0.00	44,415.00		1.30
001-340.000-342.900	OTHER PUB SAFETY CHARGES & FEES	1,500.00	72.00	10.00	1,428.00		4.80
001-340.000-343.400	GARBAGE AND TRASH REVENUE	340,000.00	306,118.00	5,216.00	33,882.00		90.03
001-340.000-343.900	LOT MOWING AND CLEARING	0.00	150.00	0.00	(150.00)		100.00
Total Dept 340.000 - CHARGES FOR SERVICES		694,200.00	433,737.25	11,444.21	260,462.75		62.48
Department: 350.000 FINES & FORFEITURES							
001-350.000-351.100	COURT FINES - COURT CASES	1,850.00	891.89	211.66	958.11		48.21
001-350.000-351.300	POLICE EDUCATION \$2.00	400.00	126.12	29.26	273.88		31.53
001-350.000-354.000	VIOLATIONS OF LOCAL ORDINANCES	25,000.00	2,301.25	940.00	22,698.75		9.21

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/29/2024

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

GL Number	Description	23-24 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 (Decrease)	Balance Normal	Available 02/29/2024 (Abnormal)	% Bdg Used
Fund: 001 GENERAL FUND							
Account Category: Revenues							
Department: 350.000 FINES & FORFEITURES							
Total Dept 350.000 - FINES & FORFEITURES		27,250.00	3,319.26	1,180.92		23,930.74	12.18
Department: 360.000 MISCELLANEOUS REVENUES							
001-360.000-361.100	INTEREST EARNED (SAV, INV, ETC.)	200,000.00	25,442.44	0.00		174,557.56	12.72
001-360.000-361.320	INTEREST EARNED-PB CO TAX COLL	5,000.00	0.00	0.00		5,000.00	0.00
001-360.000-361.390	INTEREST OTHER (LIENS, ETC.)	1,500.00	48.82	0.00		1,451.18	3.25
001-360.000-364.410	EQUIPMENT SALES & COMPENSATION	500.00	0.00	0.00		500.00	0.00
001-360.000-366.900	MISC CONTRIB PRIVATE SOURCES	500.00	300.00	0.00		200.00	60.00
Total Dept 360.000 - MISCELLANEOUS REVENUES		207,500.00	25,791.26	0.00		181,708.74	12.43
Department: 380.000 NON - REVENUES							
001-380.000-380.100	FUND BALANCE UNAPPROPRIATED	70,724.00	0.00	0.00		70,724.00	0.00
001-380.000-388.200	INSURANCE PROCEEDS	5,000.00	0.00	0.00		5,000.00	0.00
Total Dept 380.000 - NON - REVENUES		75,724.00	0.00	0.00		75,724.00	0.00
Revenues		11,003,132.00	8,177,264.16	1,139,318.98		2,825,867.84	74.32
Account Category: Expenditures							
Department: 511.101 TOWN COMMISSION							
001-511.101-501.100	EXECUTIVE SALARIES	6,000.00	2,500.00	700.00		3,500.00	41.67
001-511.101-502.100	FICA TAXES	459.00	191.25	53.55		267.75	41.67
001-511.101-502.200	RETIREMENT CONTRIBUTIONS	825.00	298.54	94.99		526.46	36.19
001-511.101-502.400	WORKERS' COMPENSATION	17,500.00	4,248.10	0.00		13,251.90	24.27
001-511.101-504.000	TRAVEL & PER DIEM	5,000.00	3,298.06	1,051.27		1,701.94	65.96
001-511.101-504.100	COMMUNICATIONS SERV PHONE ETC	3,000.00	1,006.40	251.60		1,993.60	33.55
001-511.101-504.500	INSURANCE LIAB, HAZARD, DAMAGE	25,171.53	1,823.60	455.90		23,347.93	7.24
001-511.101-504.900	OTHER CURRENT CHARGES	500.00	0.00	0.00		500.00	0.00
001-511.101-505.400	SUBSC, MEMBERSHIPS, EDUCATION	2,550.00	1,369.50	0.00		1,180.50	53.71
Total Dept 511.101 - TOWN COMMISSION		61,005.53	14,735.45	2,607.31		46,270.08	24.15
Department: 512.102 TOWN MANAGER							
001-512.102-501.100	EXECUTIVE SALARIES	146,063.00	56,508.47	11,261.54		89,554.53	38.69
001-512.102-501.400	OVERTIME & VACATION PAY	3,500.00	0.00	0.00		3,500.00	0.00
001-512.102-501.410	VACATION PAY	3,172.34	0.00	0.00		3,172.34	0.00
001-512.102-502.100	FICA TAXES	11,217.39	4,322.90	861.50		6,894.49	38.54
001-512.102-502.200	RETIREMENT CONTRIBUTIONS	51,882.98	16,309.67	3,887.49		35,573.31	31.44
001-512.102-502.300	LIFE & HEALTH INSURANCE	11,004.00	5,019.08	1,042.48		5,984.92	45.61
001-512.102-502.310	LONG TERM DISABILITY	660.00	193.32	0.00		466.68	29.29
001-512.102-502.400	WORKERS' COMPENSATION	3,500.00	849.62	0.00		2,650.38	24.27
001-512.102-504.000	TRAVEL & PER DIEM	3,650.00	2,774.21	384.12		875.79	76.01
001-512.102-504.100	COMMUNICATIONS SERV PHONE ETC	600.00	201.28	50.32		398.72	33.55
001-512.102-504.500	INSURANCE LIAB, HAZARD, DAMAGE	387.91	364.72	91.18		23.19	94.02
001-512.102-504.610	REPAIR & MAINTENANCE	2,300.00	0.00	0.00		2,300.00	0.00
001-512.102-505.210	OPERATING SUPPLIES GAS & OIL	3,600.00	0.00	0.00		3,600.00	0.00
001-512.102-505.400	SUBSC, MEMBERSHIPS, EDUCATION	3,639.00	1,226.25	0.00		2,412.75	33.70
Total Dept 512.102 - TOWN MANAGER		245,176.62	87,769.52	17,578.63		157,407.10	35.80
Department: 513.103 TOWN CLERK/FINANCE							
001-513.103-501.100	EXECUTIVE SALARIES	89,483.63	39,149.02	6,663.46		50,334.61	43.75
001-513.103-501.200	REGULAR SALARIES AND WAGES	199,956.89	66,261.54	11,138.46		133,695.35	33.14

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/29/2024

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GL Number	Description	23-24 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 (Decrease)	Balance Normal	Available 02/29/2024 (Abnormal)	% Bdg Used
Fund: 001 GENERAL FUND							
Account Category: Expenditures							
Department: 513.103 TOWN CLERK/FINANCE							
001-513.103-501.210	ONE TIME LUMP SUM INCREASE	27,500.00	0.00	0.00	27,500.00	0.00	
001-513.103-501.400	OVERTIME & VACATION PAY	2,000.00	10,885.44	2,381.00	(8,885.44)	544.27	
001-513.103-501.410	VACATION PAY	5,174.79	0.00	0.00	5,174.79	0.00	
001-513.103-502.100	FICA TAXES	18,298.07	8,896.67	1,544.00	9,401.40	48.62	
001-513.103-502.200	RETIREMENT CONTRIBUTIONS	33,269.61	12,132.47	2,738.82	21,137.14	36.47	
001-513.103-502.300	LIFE & HEALTH INSURANCE	62,162.80	16,955.75	3,477.35	45,207.05	27.28	
001-513.103-502.310	LONG TERM DISABILITY	1,164.00	431.00	0.00	733.00	37.03	
001-513.103-502.400	WORKERS' COMPENSATION	14,000.00	2,548.86	0.00	11,451.14	18.21	
001-513.103-503.100	PROFESSIONAL SERVICES	0.00	300.00	0.00	(300.00)	100.00	
001-513.103-503.200	ACCOUNTING & AUDITING	34,500.00	6,570.00	0.00	27,930.00	19.04	
001-513.103-503.400	OTHER CONTRACTUAL SERVICES	17,599.00	0.00	0.00	17,599.00	0.00	
001-513.103-504.000	TRAVEL & PER DIEM	2,650.00	1,076.47	0.00	1,573.53	40.62	
001-513.103-504.500	INSURANCE LIAB, HAZARD, DAMAGE	1,163.72	1,094.16	273.54	69.56	94.02	
001-513.103-504.610	REPAIR & MAINTENANCE	1,000.00	376.96	0.00	623.04	37.70	
001-513.103-504.900	OTHER CURRENT CHARGES	4,500.00	3,117.15	216.30	1,382.85	69.27	
001-513.103-505.400	SUBSC, MEMBERSHIPS, EDUCATION	2,225.00	395.00	0.00	1,830.00	17.75	
001-513.103-506.400	MACHINERY & EQUIPMENT	1,000.00	0.00	0.00	1,000.00	0.00	
Total Dept 513.103 - TOWN CLERK/FINANCE		517,647.51	170,190.49	28,432.93	347,457.02	32.88	
Department: 514.104 LEGAL							
001-514.104-503.100	PROFESSIONAL SERVICES	172,500.00	38,216.98	9,988.61	134,283.02	22.15	
001-514.104-503.110	LEGAL SPECIAL COUNSEL	183,000.00	950.00	570.00	182,050.00	0.52	
001-514.104-504.700	PRINTING	5,000.00	0.00	0.00	5,000.00	0.00	
Total Dept 514.104 - LEGAL		360,500.00	39,166.98	10,558.61	321,333.02	10.86	
Department: 515.105 APPOINTED BOARDS							
001-515.105-504.500	INSURANCE LIAB, HAZARD, DAMAGE	5,430.69	5,105.93	1,276.48	324.76	94.02	
001-515.105-504.900	OTHER CURRENT CHARGES	750.00	500.58	500.58	249.42	66.74	
Total Dept 515.105 - APPOINTED BOARDS		6,180.69	5,606.51	1,777.06	574.18	90.71	
Department: 519.106 OTHER GENERAL GOVERNMENT							
001-519.106-503.100	PROFESSIONAL SERVICES	84,000.00	37,498.39	11,113.53	46,501.61	44.64	
001-519.106-503.400	OTHER CONTRACTUAL SERVICES	55,935.71	20,345.00	15,920.00	35,590.71	36.37	
001-519.106-504.100	COMMUNICATIONS SERV PHONE ETC	14,990.00	6,413.65	1,348.25	8,576.35	42.79	
001-519.106-504.200	POSTAGE & FREIGHT	3,240.00	49.47	0.00	3,190.53	1.53	
001-519.106-504.300	UTILITY SERVICE - ELEC & WATER	10,000.00	3,852.28	681.02	6,147.72	38.52	
001-519.106-504.400	RENTALS & LEASES	2,040.00	1,485.35	297.07	554.65	72.81	
001-519.106-504.500	INSURANCE LIAB, HAZARD, DAMAGE	163,627.92	148,074.76	37,018.88	15,553.16	90.49	
001-519.106-504.610	REPAIR & MAINTENANCE	52,430.00	23,430.49	4,437.37	28,999.51	44.69	
001-519.106-504.700	PRINTING	3,000.00	2,915.70	0.00	84.30	97.19	
001-519.106-504.900	OTHER CURRENT CHARGES	18,075.00	8,979.59	227.77	9,095.41	49.68	
001-519.106-504.910	ELECTION EXPENSES	13,200.00	646.04	0.00	12,553.96	4.89	
001-519.106-505.100	OFFICE SUPPLIES	8,000.00	1,733.33	303.57	6,266.67	21.67	
001-519.106-505.200	OPERATING SUPPLIES	4,500.00	3,047.15	1,743.52	1,452.85	67.71	
001-519.106-505.400	SUBSC, MEMBERSHIPS, EDUCATION	22,678.00	1,507.40	0.00	21,170.60	6.65	
001-519.106-506.400	MACHINERY & EQUIPMENT	1,000.00	0.00	0.00	1,000.00	0.00	
001-519.106-507.000	COVENANT FROM DRAINAGE LOAN	400,000.00	467,943.68	233,971.84	(67,943.68)	116.99	
001-519.106-507.010	COVENANTS FROM TH LOAN	223,000.00	71,692.88	0.00	151,307.12	32.15	
001-519.106-507.200	DEBT SERVICE - INTEREST	158,000.00	161.10	0.00	157,838.90	0.10	

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

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GL Number	Description	23-24 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 (Decrease)	Balance Normal	Available 02/29/2024 (Abnormal)	% Bdg Used
Fund: 001 GENERAL FUND							
Account Category: Expenditures							
Department: 519.106 OTHER GENERAL GOVERNMENT							
Total Dept 519.106 - OTHER GENERAL GOVERNMENT		1,237,716.63	799,776.26	307,062.82		437,940.37	64.62
Department: 521.107 LAW ENFORCEMENT & FIRE CONTROL							
001-521.107-501.100	EXECUTIVE SALARIES	131,645.60	53,736.99	9,530.77		77,908.61	40.82
001-521.107-501.110	ONE TIME LUMP SUM INCREASE	2,000.00	0.00	0.00		2,000.00	0.00
001-521.107-501.200	REGULAR SALARIES AND WAGES	1,803,820.62	642,898.15	118,059.56		1,160,922.47	35.64
001-521.107-501.210	ONE TIME LUMP SUM INCREASE	26,570.00	2,000.00	0.00		24,570.00	7.53
001-521.107-501.400	OVERTIME & VACATION PAY	125,000.00	74,558.15	12,649.04		50,441.85	59.65
001-521.107-501.410	VACATION PAY	15,000.00	1,766.14	1,005.97		13,233.86	11.77
001-521.107-501.500	SPECIAL PAY INCENTIVE	18,000.00	5,450.00	1,090.00		12,550.00	30.28
001-521.107-501.510	SPECIAL DETAIL PAY	40,000.00	935.00	0.00		39,065.00	2.34
001-521.107-501.600	HOLIDAY PAY	103,038.61	34,349.83	2,564.97		68,688.78	33.34
001-521.107-502.100	FICA TAXES	148,063.17	62,449.10	11,133.36		85,614.07	42.18
001-521.107-502.200	RETIREMENT CONTRIBUTIONS	557,615.30	184,983.19	40,960.79		372,632.11	33.17
001-521.107-502.300	LIFE & HEALTH INSURANCE	312,058.00	95,045.30	20,142.95		217,012.70	30.46
001-521.107-502.310	LONG TERM DISABILITY	9,792.00	2,908.42	0.00		6,883.58	29.70
001-521.107-502.400	WORKERS' COMPENSATION	87,500.00	21,240.70	0.00		66,259.30	24.28
001-521.107-503.100	PROFESSIONAL SERVICES	94,335.00	29,936.20	3,177.90		64,398.80	31.73
001-521.107-503.400	OTHER CONTRACTUAL SERVICES	1,423,480.84	711,740.42	0.00		711,740.42	50.00
001-521.107-504.000	TRAVEL & PER DIEM	104,200.00	214.97	0.00		103,985.03	0.21
001-521.107-504.100	COMMUNICATIONS SERV PHONE ETC	23,700.00	9,091.60	2,493.69		14,608.40	38.36
001-521.107-504.200	POSTAGE & FREIGHT	1,500.00	199.95	19.99		1,300.05	13.33
001-521.107-504.300	UTILITY SERVICE - ELEC & WATER	12,500.00	4,595.02	722.71		7,904.98	36.76
001-521.107-504.400	RENTALS & LEASES	3,328.00	1,353.42	211.27		1,974.58	40.67
001-521.107-504.500	INSURANCE LIAB, HAZARD, DAMAGE	56,972.40	55,550.06	13,220.69		1,422.34	97.50
001-521.107-504.610	REPAIR & MAINTENANCE	80,210.00	26,859.41	17,038.44		53,350.59	33.49
001-521.107-504.620	REPAIR & MAINTENANCE VEHICLE	25,500.00	4,142.11	1,013.39		21,357.89	16.24
001-521.107-504.630	REPAIR & MAINTENANCE DISPATCH	22,500.00	14,061.70	155.80		8,438.30	62.50
001-521.107-504.700	PRINTING	1,500.00	116.02	0.00		1,383.98	7.73
001-521.107-504.900	OTHER CURRENT CHARGES	3,500.00	170.17	0.00		3,329.83	4.86
001-521.107-505.100	OFFICE SUPPLIES	5,000.00	1,158.51	407.61		3,841.49	23.17
001-521.107-505.200	OPERATING SUPPLIES	25,300.00	6,839.28	1,486.50		18,460.72	27.03
001-521.107-505.210	OPERATING SUPPLIES GAS & OIL	50,750.00	15,092.82	4,139.55		35,657.18	29.74
001-521.107-505.220	OPERATING SUPPLIES UNIFORM/EMB	24,698.00	3,462.41	345.24		21,235.59	14.02
001-521.107-505.400	SUBSC, MEMBERSHIPS, EDUCATION	18,460.00	10,552.38	150.00		7,907.62	57.16
001-521.107-506.400	MACHINERY & EQUIPMENT	34,000.00	30,989.86	0.00		3,010.14	91.15
Total Dept 521.107 - LAW ENFORCEMENT & FIRE CONTROL		5,391,537.54	2,108,447.28	261,720.19		3,283,090.26	39.11
Department: 524.108 INSPECTIONS							
001-524.108-501.200	REGULAR SALARIES AND WAGES	135,175.17	40,627.40	5,796.71		94,547.77	30.06
001-524.108-501.210	ONE TIME LUMP SUM INCREASE	2,500.00	0.00	0.00		2,500.00	0.00
001-524.108-501.400	OVERTIME & VACATION PAY	1,000.00	2,917.17	806.81		(1,917.17)	291.72
001-524.108-502.100	FICA TAXES	10,340.90	3,331.15	505.18		7,009.75	32.21
001-524.108-502.200	RETIREMENT CONTRIBUTIONS	1,351.75	4,750.83	896.10		(3,399.08)	351.46
001-524.108-502.300	LIFE & HEALTH INSURANCE	23,548.00	9,285.98	1,877.50		14,262.02	39.43
001-524.108-502.310	LONG TERM DISABILITY	996.00	101.52	0.00		894.48	10.19
001-524.108-502.400	WORKERS' COMPENSATION	10,500.00	2,548.86	0.00		7,951.14	24.27
001-524.108-503.100	PROFESSIONAL SERVICES	290,907.00	117,417.44	36,459.21		173,489.56	40.36

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/29/2024

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

GL Number	Description	23-24 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 (Decrease)	Balance Normal	Available 02/29/2024 (Abnormal)	% Bdg Used
Fund: 001 GENERAL FUND							
Account Category: Expenditures							
Department: 524.108 INSPECTIONS							
001-524.108-503.400	OTHER CONTRACTUAL SERVICES	33,500.00	13,500.00	0.00	20,000.00		40.30
001-524.108-504.000	TRAVEL & PER DIEM	2,525.00	0.00	0.00	2,525.00		0.00
001-524.108-504.100	COMMUNICATIONS SERV PHONE ETC	1,200.00	682.49	170.63	517.51		56.87
001-524.108-504.200	POSTAGE & FREIGHT	1,760.00	0.00	0.00	1,760.00		0.00
001-524.108-504.400	RENTALS & LEASES	3,985.00	1,004.60	251.15	2,980.40		25.21
001-524.108-504.500	INSURANCE LIAB, HAZARD, DAMAGE	1,163.72	1,094.16	273.54	69.56		94.02
001-524.108-504.610	REPAIR & MAINTENANCE	79,890.00	0.00	0.00	79,890.00		0.00
001-524.108-504.620	REPAIR & MAINTENANCE VEHICLE	2,000.00	0.00	0.00	2,000.00		0.00
001-524.108-504.700	PRINTING	500.00	247.50	138.76	252.50		49.50
001-524.108-504.900	OTHER CURRENT CHARGES	7,200.00	522.21	0.00	6,677.79		7.25
001-524.108-505.100	OFFICE SUPPLIES	1,750.00	0.00	0.00	1,750.00		0.00
001-524.108-505.200	OPERATING SUPPLIES	500.00	199.00	0.00	301.00		39.80
001-524.108-505.210	OPERATING SUPPLIES GAS & OIL	3,500.00	59.94	0.00	3,440.06		1.71
001-524.108-505.220	OPERATING SUPPLIES UNIFORM/EMB	300.00	0.00	0.00	300.00		0.00
001-524.108-505.400	SUBSC, MEMBERSHIPS, EDUCATION	4,870.00	383.00	0.00	4,487.00		7.86
001-524.108-506.400	MACHINERY & EQUIPMENT	4,900.00	0.00	0.00	4,900.00		0.00
Total Dept 524.108 - INSPECTIONS		625,862.54	198,673.25	47,175.59	427,189.29		31.74
Department: 534.111 GARBAGE & SOLID WASTE							
001-534.111-503.400	OTHER CONTRACTUAL SERVICES	312,000.00	130,781.12	25,743.60	181,218.88		41.92
Total Dept 534.111 - GARBAGE & SOLID WASTE		312,000.00	130,781.12	25,743.60	181,218.88		41.92
Department: 539.112 OTHER PHYSICAL ENVIRONMENT							
001-539.112-503.100	PROFESSIONAL SERVICES	0.00	5,000.00	0.00	(5,000.00)		100.00
001-539.112-503.120	TOWN ENGINEER	118,000.00	17,428.00	3,557.50	100,572.00		14.77
001-539.112-503.400	OTHER CONTRACTUAL SERVICES	349,480.00	99,730.03	34,204.70	249,749.97		28.54
001-539.112-504.610	REPAIR & MAINTENANCE	11,000.00	3,184.94	2,691.74	7,815.06		28.95
Total Dept 539.112 - OTHER PHYSICAL ENVIRONMENT		478,480.00	125,342.97	40,453.94	353,137.03		26.20
Department: 541.113 PUBLIC WORKS							
001-541.113-501.200	REGULAR SALARIES AND WAGES	157,140.90	67,747.63	11,013.22	89,393.27		43.11
001-541.113-501.210	ONE TIME LUMP SUM INCREASE	5,000.00	0.00	0.00	5,000.00		0.00
001-541.113-501.400	OVERTIME & VACATION PAY	6,000.00	5,208.66	1,140.07	791.34		86.81
001-541.113-501.410	VACATION PAY	3,399.68	0.00	0.00	3,399.68		0.00
001-541.113-502.100	FICA TAXES	12,021.28	5,581.17	929.72	6,440.11		46.43
001-541.113-502.200	RETIREMENT CONTRIBUTIONS	28,014.29	7,577.22	1,649.20	20,437.07		27.05
001-541.113-502.300	LIFE & HEALTH INSURANCE	36,487.40	9,964.36	2,048.36	26,523.04		27.31
001-541.113-502.310	LONG TERM DISABILITY	675.00	277.44	0.00	397.56		41.10
001-541.113-502.400	WORKERS' COMPENSATION	10,500.00	2,548.86	0.00	7,951.14		24.27
001-541.113-503.100	PROFESSIONAL SERVICES	13,000.00	0.00	0.00	13,000.00		0.00
001-541.113-504.300	UTILITY SERVICE - ELEC & WATER	57,000.00	29,774.33	3,491.90	27,225.67		52.24
001-541.113-504.500	INSURANCE LIAB, HAZARD, DAMAGE	1,163.72	1,094.16	273.54	69.56		94.02
001-541.113-504.610	REPAIR & MAINTENANCE	59,000.00	1,811.00	213.72	57,189.00		3.07
001-541.113-504.620	REPAIR & MAINTENANCE VEHICLE	6,000.00	925.55	640.06	5,074.45		15.43
001-541.113-505.200	OPERATING SUPPLIES	4,700.00	2,007.85	18.98	2,692.15		42.72
001-541.113-505.210	OPERATING SUPPLIES GAS & OIL	9,000.00	314.69	0.00	8,685.31		3.50
001-541.113-505.220	OPERATING SUPPLIES UNIFORM/EMB	1,200.00	150.00	0.00	1,050.00		12.50
001-541.113-505.230	OPERATING SUPPLIES SMALL TOOLS	3,000.00	224.11	224.11	2,775.89		7.47
001-541.113-505.300	ROAD MATERIALS & SUPPLIES	20,000.00	1,270.65	1,000.00	18,729.35		6.35

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/29/2024

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

GL Number	Description	23-24 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 (Decrease)	Available Balance 02/29/2024 Normal (Abnormal)	% Bdgt Used
Fund: 001 GENERAL FUND						
Account Category: Expenditures						
Department: 541.113 PUBLIC WORKS						
001-541.113-505.400	SUBSC, MEMBERSHIPS, EDUCATION	1,050.00	0.00	0.00	1,050.00	0.00
001-541.113-506.400	MACHINERY & EQUIPMENT	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 541.113 - PUBLIC WORKS		444,352.27	136,477.68	22,642.88	307,874.59	30.71
Department: 580.114 CONTINGENCY						
001-580.114-509.110	TRANSFER TO CAPITAL PROJECTS	1,172,673.00	0.00	0.00	1,172,673.00	0.00
001-580.114-509.900	CONTINGENCY	150,000.00	75,526.15	70,255.00	74,473.85	50.35
Total Dept 580.114 - CONTINGENCY		1,322,673.00	75,526.15	70,255.00	1,247,146.85	5.71
Expenditures		11,003,132.33	3,892,493.66	836,008.56	7,110,638.67	35.38
Fund 001 - GENERAL FUND:						
TOTAL REVENUES		11,003,132.00	8,177,264.16	1,139,318.98	2,825,867.84	
TOTAL EXPENDITURES		11,003,132.33	3,892,493.66	836,008.56	7,110,638.67	
NET OF REVENUES & EXPENDITURES:		(0.33)	4,284,770.50	303,310.42	(4,284,770.83)	

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 02/29/2024

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

GL Number	Description	23-24 Amended Budget	YTD Balance 02/29/2024 (Abnormal)	Activity For 02/29/2024 (Decrease)	Balance Normal	Available 02/29/2024 (Abnormal)	% Bdgt Used
Fund: 302 CAPITAL PROJECTS FUND							
Account Category: Revenues							
Department: 380.000 NON - REVENUES							
302-380.000-380.100	FUND BALANCE UNAPPROPRIATED	1,125,833.00	0.00	0.00	1,125,833.00		0.00
302-380.000-381.100	INTERFUND TRANSFER	1,172,673.00	0.00	0.00	1,172,673.00		0.00
Total Dept 380.000 - NON - REVENUES		2,298,506.00	0.00	0.00	2,298,506.00		0.00
Revenues		2,298,506.00	0.00	0.00	2,298,506.00		0.00
Account Category: Expenditures							
Department: 519.106 OTHER GENERAL GOVERNMENT							
302-519.106-503.100	PROFESSIONAL SERVICES	20,000.00	0.00	0.00	20,000.00		0.00
302-519.106-506.400	MACHINERY & EQUIPMENT	33,200.00	18,134.11	0.00	15,065.89		54.62
Total Dept 519.106 - OTHER GENERAL GOVERNMENT		53,200.00	18,134.11	0.00	35,065.89		34.09
Department: 521.107 LAW ENFORCEMENT & FIRE CONTROL							
302-521.107-506.400	MACHINERY & EQUIPMENT	204,233.00	55,691.18	0.00	148,541.82		27.27
Total Dept 521.107 - LAW ENFORCEMENT & FIRE CONTROL		204,233.00	55,691.18	0.00	148,541.82		27.27
Department: 524.108 INSPECTIONS							
302-524.108-506.400	MACHINERY & EQUIPMENT	26,350.00	0.00	0.00	26,350.00		0.00
Total Dept 524.108 - INSPECTIONS		26,350.00	0.00	0.00	26,350.00		0.00
Department: 539.112 OTHER PHYSICAL ENVIRONMENT							
302-539.112-506.300	IMPROVEMENTS NOT BUILDINGS	2,839,923.00	104,414.00	7,078.00	2,735,509.00		3.68
Total Dept 539.112 - OTHER PHYSICAL ENVIRONMENT		2,839,923.00	104,414.00	7,078.00	2,735,509.00		3.68
Department: 541.113 PUBLIC WORKS							
302-541.113-506.400	MACHINERY & EQUIPMENT	24,800.00	0.00	0.00	24,800.00		0.00
Total Dept 541.113 - PUBLIC WORKS		24,800.00	0.00	0.00	24,800.00		0.00
Expenditures		3,148,506.00	178,239.29	7,078.00	2,970,266.71		5.66
Fund 302 - CAPITAL PROJECTS FUND:							
TOTAL REVENUES		2,298,506.00	0.00	0.00	2,298,506.00		
TOTAL EXPENDITURES		3,148,506.00	178,239.29	7,078.00	2,970,266.71		
NET OF REVENUES & EXPENDITURES:		(850,000.00)	(178,239.29)	(7,078.00)	(671,760.71)		
Report Totals:							
TOTAL REVENUES - ALL FUNDS		13,301,638.00	8,177,264.16	1,139,318.98	5,124,373.84		
TOTAL EXPENDITURES - ALL FUNDS		14,151,638.33	4,070,732.95	843,086.56	10,080,905.38		
NET OF REVENUES & EXPENDITURES:		(850,000.33)	4,106,531.21	296,232.42	(4,956,531.54)		

Agenda: Monday, April 1, 2024
Memo: Item #8.

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

Subject: Ear Notification Letter

Attached is the final draft of the EAR Notification Letter as required by the state. I am providing you with a copy of the letter as an information-only item. It does not require approval of the commission.

Staff recommends...approval of the EAR notification letter

Suggested Motion: I move to...approve letter

Respectfully,
Lynne Ladner, Town Manager

TOWN OF OCEAN RIDGE

**6450 NORTH OCEAN BOULEVARD
OCEAN RIDGE, FLORIDA 33435**

www.oceanridgeflorida.com
(561) 732-2635 ♦ FAX (561) 734-7031

**LYNNE LADNER
TOWN MANAGER &
FINANCE DIRECTOR**

**KELLY AVERY
TOWN CLERK**



**MAYOR
GEOFF PUGH**

**VICE MAYOR
STEVE COZ**

**COMMISSIONERS
AINAR AIJALA
CAROLYN CASSIDY
DAVE HUTCHINS**

April 1, 2024

Barbara Powell, Deputy Bureau Chief
Bureau of Community Planning and Growth
State Land Planning Agency
Caldwell Building
107 East Madison Street MSC-160
Tallahassee, Florida 32399-4120

Re: Submittal of Evaluation and Appraisal Notification for the Town of Ocean Ridge (Palm Beach County).

Dear Ms. Powell:

Pursuant to the requirements of F.S. 163.3191(1), please accept this letter as the Evaluation and Appraisal Notification (Notification) for the Town of Ocean Ridge, Palm Beach County. In completing the Notification, the Town has researched changes in state comprehensive planning requirements since the date of the adoption of the Comprehensive Plan

Based upon the Town's research into the matter, the principal amendments necessary to reflect updated state comprehensive planning requirements are those included in F.S. 163.3177 (5)(a) (update of the population projections and planning period), F.S. 163.3177 (6)(i)(1) addition of a Property Rights Element, and F.S. 163.3177(3)(b) (update of the 5-Year Capital Improvements Plan).

In addition to a review of updated state requirements, the Town has determined that the Comprehensive Plan requires the following additional analyses to appropriately reflect current conditions:

1. Coordination with the Lower East Coast and Boynton Beach 10-year Water Supply Plan.
2. Coordination with county and regional coastal management and resiliency programs.
3. Editing statutory and administrative code references in the Comprehensive Plan; and
4. Additional issues that arise during the preparation of the EAR amendments.

The Town will review the above items and transmit appropriate Comprehensive Plan amendments to the State Land Planning Agency.

TOWN OF OCEAN RIDGE

**6450 NORTH OCEAN BOULEVARD
OCEAN RIDGE, FLORIDA 33435**

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**LYNNE LADNER
TOWN MANAGER &
FINANCE DIRECTOR**

**KELLY AVERY
TOWN CLERK**



**MAYOR
GEOFF PUGH**

**VICE MAYOR
STEVE COZ**

**COMMISSIONERS
AINAR AIJALA
CAROLYN CASSIDY
DAVE HUTCHINS**

Any questions regarding this submittal may be addressed to:

Lynne Ladner
Town Manager
Town of Ocean Ridge
6450 N. Ocean Blvd.
Ocean Ridge, FL 33435

Tel: (561) 732-2635
E-Mail: lladner@oceanridgeflorida.com

Respectfully submitted,

Geoff Pugh, Mayor
Town of Ocean Ridge

Agenda: Monday, April 1, 2024
Memo: Item #9.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Lynne Ladner, Town Manager

Subject: Accept and Approve proposal by Smith Engineering Consultants for completion of the FPL required lighting study for the streetlights on E. Ocean Ave in the amount of \$8,000

As directed by the Commission I have been working with FPL to obtain a cost to transition the decorative streetlights along E Ocean Ave over to FPL ownership. To provide the town with the estimate FPL requires the following:

Information for New standalone streetlight pole(s):

- Type and length of pole
- Exact location depicted on reference Map/Drawing
- Powered overhead or underground (wood poles can only be serviced overhead; underground feed will incur additional upfront charges based on the amount of conduit and installation type);
- Bracket Length (2,6,8 and 12-foot arms available)
- Fixture Selection

To provide the necessary information to FPL it is necessary to engage the services of an electrical/lighting engineer. SEC previously worked with the town on the lighting for the crosswalk near Crown Colony. This proposal will provide us with all the necessary information for FPL to give their cost estimate. It would also allow the town to move forward with updating/replacing the streetlights ourselves if once we have the proposal from FPL the town decides not to move in that direction.

Staff recommends...approval of the agreement and authorize a lump sum of \$8,000 for the services proposal.

Suggested Motion: I move to...accept the proposal from Smith Engineering Consultants for the lighting study on the street lights on E. Ocean Ave in the amount of \$8,000

Respectfully,
Lynne Ladner, Town Manager



March 14, 2024

Ms. Lynne Ladner
Town Manager
Town of Ocean Ridge
6450 N. Ridge Blvd.
Ocean Ridge, FL 33435

Re: East Ocean Avenue Roadway Lighting
Electrical Engineering Services Proposal

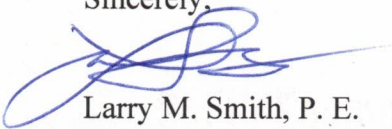
Dear Lynne:

Smith Engineering Consultants, Inc. (SEC) is pleased to provide this proposal for the above-referenced project. We propose to provide the following scope of services:

1. Perform a site visit to verify existing conditions.
2. Attend a project kickoff meeting with City staff to determine the appropriate lighting levels, types of poles and fixtures, and lighting controls desired for this project.
3. Coordinate with FPL for light fixture/pole options throughout the site.
4. Roadway lighting design in accordance with Illuminating Engineering Society standards, and applicable local codes. We will prepare illumination calculations (photometrics) to indicate design illumination levels for the lighting installation to be provided by FPL. We will provide AutoCAD drawings indicating the light pole locations and light fixture/pole details as required by FPL.
5. Submit 90% plans for review and 100% plans incorporating review comments.
6. Attend up to two (2) design coordination/plan review meetings with the project team.

Our lump sum fee to provide the services described above is \$8,000. Thank you for using Smith Engineering Consultants as the source for these engineering services. We look forward to working with you on this project.

Sincerely,



Larry M. Smith, P. E.
President

From: [Reyes, Gladys](#)
To: [Lynne Ladner](#)
Cc: [Everett, E M](#); [Toledo, Rodolfo](#)
Subject: RE: Town of Ocean Ridge Pricing Comparison
Date: Friday, February 2, 2024 3:05:42 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Good afternoon, Lynne.

That would not be possible by Monday. We would need the following and then it would have to go through our lighting designers for a design and cost estimate which would include boring calculations.

Information for New standalone streetlight pole(s):

- Type and length of pole
- Exact location depicted on reference Map/Drawing
- Powered overhead or underground (wood poles can only be serviced overhead; underground feed will incur additional upfront charges based on amount of conduit and installation type);
- Bracket Length (2,6,8 and 12-foot arms available)
- Fixture Selection

This process would take about 4-6 weeks from once we receive this information.

Regards,

Gladys

Gladys A. Reyes
Sr. Representative, LED Lighting Solutions
Florida Power & Light Company
A NextEra Energy, Inc. Company
6001 Village Blvd West Palm Beach, FL 33407
Gladys.Reyes@fpl.com
Direct Line: (407) 844-8862

From: Lynne Ladner <lladner@oceanridgeflorida.com>
Sent: Friday, February 2, 2024 2:52 PM
To: Reyes, Gladys <Gladys.Reyes@fpl.com>
Cc: Everett, E M <Edward.M.Everett@fpl.com>; Toledo, Rodolfo <Rodolfo.Toledo@fpl.com>
Subject: RE: Town of Ocean Ridge Pricing Comparison

Gladys,

I was discussing the streetlights with one of my commissioners and they asked if there was a cost estimate for what the town would pay if we turn the 47 lights on E Ocean Ave over to FPL. I don't know if that is something you can put together before the end of the day on Monday but it would be great if that would work.

Lynne

Town Manager/Finance Director
lladner@oceanridgeflorida.com
p. 561-732.2635 c. 561.232.4043



Florida has a very broad public records law. Most written communications to or from the Town of Ocean Ridge officials and employees regarding public business are public records available to the public and media upon request. Your e-mail communications may be subject to public disclosure. Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing. The views expressed in this message may not necessarily reflect those of the Town of Ocean Ridge. If you have received this message in error, please notify us immediately by replying to this message, and please delete it from your computer. Thank you."

From: Reyes, Gladys <Gladys.Reyes@fpl.com>
Sent: Friday, January 26, 2024 6:22 AM
To: Lynne Ladner <lladner@oceanridgeflorida.com>
Cc: Everett, E M <Edward.M.Everett@fpl.com>; Toledo, Rodolfo <Rodolfo.Toledo@fpl.com>
Subject: Town of Ocean Ridge Pricing Comparison

Good morning, Lynne.

FPL is able to install the amber fixtures through out the town. It turns out, however that the amber fixtures cost more than the standard LED fixtures.

Agenda: Monday, April 1, 2024
Memo: Item #10.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Lynne Ladner, Town Manager

Subject: Accept the proposal and authorize a Classification and Compensation Study by Evergreen Solutions to complete a Classification and Compensation Study

During the FY 24 budget workshops discussion about where the Town's compensation for employees compared to other similar communities was brought up. The police department had several comparisons that were readily accessible, for staff in the Building, Manager, Clerk/Treasurer, and Public Works departments the comparisons were not as accessible due to what can be described as job consolidation, a situation where an employee in their primary job is also responsible for the majority of functions that are considered entirely different positions in some communities. Finding comparable positions is not always a simple matter of comparing job title to job title.

As we are getting ready to start the FY 25 budget and preparing to open the contract with the PBA the information that would be available with the Compensation and Classification Study, the Benefits Comparison and a much-needed Employee Handbook update will enable the town manager and commission to budget and negotiate on solid ground.

Staff recommends...accepting the proposal and authorize the expenditure of \$9,500 for the comp and class study, up to \$2,000 if needed for a second trip for in-person outreach, \$2,500 to conduct a benefits survey, and \$5,000 to update the Employee Handbook for a not to exceed amount of \$19,000.

Suggested Motion: I move to...authorize an amount not to exceed \$19,000 for the completion of a Compensation and Classification Study, benefits survey, Employee Handbook update and additional in-person visit if needed.

Respectfully,
Lynne Ladner, Town Manager



Evergreen Solutions, LLC

2528 Barrington Circle • Unit #201 • Tallahassee, Florida 32308
850.383.0111 • fax 850.383.1511

March 16, 2024

Ms. Lynne Ladner, ICMA-CM, SHRM-SCP
Town Manager/Finance Director
Town of Ocean Ridge
6450 N. Ocean Boulevard
Ocean Ridge, Florida 33435

SUBMITTED VIA EMAIL: lladner@oceanridgeflorida.com

Dear Ms. Ladner:

We appreciate the opportunity to submit a letter proposal to conduct a Classification and Compensation Study for the Town of Ocean Ridge. I have provided a detailed work plan outlining the tasks, activities, and milestones necessary to accomplish this study, as well as a proposed timeline and cost. I have also priced some optional items that you have requested a quote for. **Note:** Evergreen understands the Town has approximately 30 employees in 15 job classifications that will be included in the study.

Detailed Work Plan

Task 1.0 Project Initiation

TASK GOALS

- Finalize the project plan with the Town.
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final time line for all project milestones and deliverables.

TASK ACTIVITIES

- 1.1 Meet with the Town's Project Manager to discuss the following objectives:
- understand the Town's mission and current compensation philosophy (if any);
 - review our proposed methodology, approach, and project work plan to identify any necessary revisions;
 - reach agreement on a schedule for the project including all assignments and project milestones/deliverables;

Task 2.0
Evaluate the Current
System

- establish an agreeable communication schedule.

1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of the Town and some of the short and long-term priorities. This activity serves as the basis for assessing where the Town is going and what type of pay plan will reinforce current and future goals.

1.3 Obtain relevant materials from the Town, including:

- any previous projects, research, evaluations, or other studies that may be relevant to this project;
- organizational charts for the departments and divisions, along with related responsibility descriptions;
- current position and classification descriptions, salary schedule(s), and classification system; and
- personnel policies and procedures.

1.4 Review and edit the project work plan and submit a schedule for the completion of each project task.

KEY PROJECT MILESTONES

- Comprehensive project management plan
- Comprehensive database of Town employees

TASK GOAL

- Conduct a comprehensive preliminary evaluation of the Town's existing compensation plan.

TASK ACTIVITIES

2.1 Obtain the existing pay structure and compensation philosophy. Review the existing pay structure and look for potential problems to be resolved.

2.2 Determine the strengths and weaknesses of the current pay plan(s). Discuss any existing compression issues and possible resolutions.

2.3 Complete an assessment of current conditions that details the pros and cons of the current system as well as highlights areas for potential improvement in the final adopted solution.

Task 3.0
Collect and Review
Current Environment
Data

KEY PROJECT MILESTONES

- Review of existing compensation plan(s)
- Assessment of current conditions

TASK GOALS

- Conduct statistical and anecdotal research into the current environment within the Town.
- Guide subsequent analytical tasks.

TASK ACTIVITIES

- 3.1 Schedule and conduct a virtual employee orientation session.
- 3.2 Meet virtually with department heads to obtain relevant information and statistical/anecdotal data on specific compensation issues and policies. Obtain insight into perceived current compensation system strengths and weaknesses.
- 3.3 Hold virtual focus groups with a sample of employees to obtain additional relevant information and statistical/anecdotal data on specific compensation issues and policies.
- 3.4 Work with the Town's Project Manager to administer the Job Assessment Tool (JAT) and the Management Issues Tool (MIT). Our staff utilizes a web-based tool for data collection, but we can provide paper copies as well as those for classifications without computers or Internet access. We will seek approval from the Town's Project Manager before distribution of the JAT/MIT questionnaire.
- 3.5 Review any data provided by the Town that may provide additional relevant insight.

KEY PROJECT MILESTONES

- JAT and MIT distribution
- Department head interviews
- Employee orientation sessions and focus groups

Task 4.0
Evaluate and Build
Projected
Classification Plan
and Make FLSA
Determinations

TASK GOALS

- Identify the classification of existing positions utilizing Evergreen Solutions' job evaluation system.
- Review JAT responses.



- Characterize internal equity relationships within the Town.

TASK ACTIVITIES

- 4.1 Ensure that all draft class specifications have been provided to Evergreen by the Town's Project Manager.
- 4.2 Review the work performed by each classification and score. Review includes evaluation of supervisory comments.
- 4.3 Review JAT scores and identify the classification of positions.
- 4.4 Schedule and conduct additional follow up with employees for jobs where uncertainty exists over data obtained from the JATs.
- 4.5 Develop preliminary recommendations for the classification structure. The classification system designed at this point would be based solely on internal equity relationships and would be guided by the JAT scores for each classification. Essentially, a structure of classifications would be established, and classifications with similar scoring would be grouped into pay grades. Spacing between jobs would be determined, and each classification would be assigned to a pay grade. Final decision on the minimums and maximums of the pay grades would be determined after the market data has been collected.
- 4.6 Develop recommendations of FLSA (exemption) status based on results of the job evaluation (JAT) review and federal requirements.
- 4.7 Review recommendations with the Town's Project Manager.

KEY PROJECT MILESTONES

- JAT scores by class
- Recommended classification changes
- Recommended FLSA status
- Preliminary job structure based on internal equity

TASK GOALS

- Identify positions to benchmark for the market salary survey.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market salary assessment.

TASK ACTIVITIES

- 5.1 Identify and review with the Town's Project Manager the classifications that will be used as benchmarks for the market salary survey. **Note:** Evergreen will use all 15 of the Town's classifications as benchmarks for the market salary survey.

Task 5.0
Identify List of
Market Survey
Benchmarks and
Approved List of
Targets



**Task 6.0
Conduct Market
Salary Survey and
Provide External
Assessment
Summary**

- 5.2 Finalize the list of benchmark positions.
- 5.3 Review with the Town's Project Manager up to 20 peer organizations that should be included in the market salary survey.
- 5.4 Develop a preliminary list of organizations for the external labor market survey, placing a comparative emphasis on characteristics such as:
 - size of the organization;
 - geographic proximity to the Ocean Ridge area;
 - economic and budget characteristics; and
 - other demographic data.
- 5.5 Develop a list of survey targets by employee group. Develop a system for use of secondary data, including potential sources and weighting of secondary data, if necessary.
- 5.6 Review survey methodology with the Town's Project Manager and refine survey methodology prior to distribution of survey.
- 5.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.

KEY PROJECT MILESTONES

- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts

TASK GOALS

- Conduct the external labor market salary survey.
- Provide a summary of the salary survey results to the Town's Project Manager for review.

TASK ACTIVITIES

- 6.1 Prepare a customized external labor market salary survey for the Town Project Manager's approval. Discuss the questions to include in the survey with the Town's Project Manager.
- 6.2 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.
- 6.3 Conduct necessary follow-up through e-mails, faxes, and phone calls.

**Task 7.0
Develop Strategic
Positioning
Recommendations**

- 6.4 Collect and enter survey results into Evergreen Solutions' electronic data analysis tools.
- 6.5 Validate all data submitted.
- 6.6 Develop summary report of external labor market salary assessment results.
- 6.7 Submit summary report of external labor market salary assessment results to the CPM.

KEY PROJECT MILESTONES

- Market survey instrument
- Summary report of external labor market salary assessment results

TASK GOALS

- Assess the appropriateness of the Town's current compensation philosophy.
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

TASK ACTIVITIES

- 7.1 Identify the compensation philosophy and accompanying thresholds.
- 7.2 Using the market salary data collected in **Task 6.0**, as well as the classification data reviewed in **Task 4.0**, determine the proper pay plan for the Town, including number of grades, steps, and ranges.
- 7.3 Produce a pay plan for the Town that best meets its needs from an internal equity and external equity standpoint.

KEY PROJECT MILESTONES

- Proposed compensation strategic direction, taking into account internal and external equity
- Plan for addressing unique, highly competitive positions



Task 8.0
Conduct Solution
Analysis

TASK GOALS

- Conduct analysis comparing JAT values.
- Survey results for the benchmark positions.
- Produce several possible solutions for implementation.

TASK ACTIVITIES

- 8.1 Conduct regression analysis or other appropriate techniques to properly slot each classification into the proposed pay plan.
- 8.2 Place all classifications into pay grades based on **Task Activity 8.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.
- 8.3 Create implementation solutions for consideration that take into account the current position of the organization as well as the findings from the classification and compensation analysis. Identify and prepare a range of compensation policy alternatives.
- 8.4 Meet with the Town's Project Manager to discuss the potential solutions.
- 8.5 Determine the best solution to meet the Town's needs in the short-term and long-term.
- 8.6 Document the accepted solution.

KEY PROJECT MILESTONES

- Initial regression analysis
- Potential solutions
- Documented final solution

Task 9.0
Develop and Submit
Draft and Final
Reports

TASK GOALS

- Develop and submit a draft and final reports of the Classification and Compensation Study for the Town of Ocean Ridge.
- Present final report.

TASK ACTIVITIES

- 9.1 Produce a comprehensive draft report that captures the results of each previous step, including a complete listing of the allocation of job classes to salary range requirements. Provide the Town's Project Manager a draft final report for review that will include all costs associated with all recommendations as well as implementation strategies.

**Task 10.0
Develop
Recommendations
for Compensation
Administration**

- 9.2 Submit the comprehensive draft report to the Town's Project Manager for review and approval.
- 9.3 Make edits and submit necessary copies of the final report to the Town's Project Manager.
- 9.4 Present the final report, if requested.
- 9.5 Develop implementation database to communicate the process and progress of this project to the Town's Project Manager.
- 9.6 Develop a plan for maintaining recommendations over time.

KEY PROJECT MILESTONES

- Draft and final reports
- Final presentation
- Communication plan
- Implementation and maintenance database

TASK GOALS

- Develop recommendations for the continued administration by the Town's staff to sustain the recommended compensation and classification structure.
- Provide training.

TASK ACTIVITIES

- 10.1 Develop recommendations and guidelines for the continued administration and maintenance of the classification and compensation structure, including recommendations and guidelines related to:
 - how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
 - how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
 - the proper mix of pay and benefits;
 - how often to adjust pay scales and survey the market;
 - the timing of implementation; and
 - how to keep the system fair and competitive over time.

Task 11.0
Provide Revised
Class Descriptions

- 10.2 Recommend recruitment/retention strategies, where appropriate.
- 10.3 Present recommendations to the CPM for review.
- 10.4 Finalize recommendations.
- 10.5 Provide instructional information/training to Human Resources staff to ensure that staff can conduct audits/adjustments consistent with study methods until the next formal study is conducted using Evergreen's **JobForce Manager** tool that will enable Human Resources staff to estimate future pay plan changes, update market information, make determinations on reclassifications, and create new jobs – allowing for streamlining, and an increase in fairness and transparency of regular compensation and classification tasks after solution implementation.

KEY PROJECT MILESTONES

- Recommendations for compensation administration
- Recommendations for recruitment/retention policies

TASK GOALS

- Update existing class descriptions.
- Create new class descriptions only for those classifications recommended by Evergreen as a result of the job evaluation process.
- Provide final version of all class descriptions/specifications in electronic format (i.e., MS Word).

TASK ACTIVITIES

- 11.1 Assess current class descriptions for form, content, validity, and ADA, FLSA, EEO compliance, etc.
- 11.2 Discuss any necessary changes to the class description format with the CPM.
- 11.3 Update classification descriptions based on data gathered from the job evaluation process.
- 11.4 Create new class descriptions only for those classifications recommended by Evergreen as a result of the job evaluation process.
- 11.5 Recommend a systematic, regular process for reviewing job descriptions.

KEY PROJECT MILESTONES

- Updated class descriptions
- New class descriptions, as needed
- Recommendations for regular review of class descriptions

Cost and Timeline

Our total, not-to-exceed, fixed cost to complete all tasks in our detailed work plan is **\$9,500**. Our cost is all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect cost (overhead), clerical support, and all other out-of-pocket expenses. Our cost includes one onsite visit to the Town to present the final report. Should the Town want an additional trip to conduct in-person outreach in Task 3.0 of our proposal, Evergreen cost would be **\$11,500**.

Evergreen can conduct the Classification and Compensation Study in three months with budget numbers by June 10, 2024.

Our preferred method of invoicing is as follows:

- 25% - upon completion of Tasks 1 – 2
- 25% - upon completion of Tasks 3 – 4
- 25% - upon completion of Tasks 5 – 6
- 15% - upon completion of Tasks 7 – 10
- 10% - upon completion of Task 11

Our cost for the following optional items is as follows:

- Conduct a benefits survey - \$2,500
- Update employee handbook - \$5,000

We would love the opportunity to work with the Town of Ocean Ridge. If you have any questions or need any additional information, please feel free to contact me at (850) 383-0111 or via email at jeff@consultevergreen.com.

Sincerely,



Dr. Jeffrey Ling, President
Evergreen Solutions, LLC

Agenda: Monday, April 1, 2024
Memo: Item #11.

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

Subject: Approve Resolution 2024-04: Statewide Mutual Aid Agreement

The Statewide Mutual Aid Agreement is an updated version of the agreement approved by the commission in 2019. The agreement allows Ocean Ridge to get assistance from the state and other government agencies including Palm Beach County and the municipalities throughout in the event of an emergency or disaster. It also allows Ocean Ridge staff to assist other state and county-wide organizations if they experience a disaster or emergency.

The recommendation is to authorize the mayor to sign the updated Statewide Mutual Aid Agreement – 2023.

Staff recommends...approve adopting the updated Statewide Mutual Aid Agreement - 2023

Suggested Motion: I move to...adopt the updated Statewide Mutual Aid Agreement - 2023 and authorize the town manager to sign

Respectfully,
Lynne Ladner, Town Manager

RESOLUTION NO. 2024-04

**A RESOLUTION OF THE TOWN COMMISSION OF THE
TOWN OF OCEAN RIDGE, FLORIDA, ADOPTING THE
STATEWIDE MUTUAL AID AGREEMENT FOR 2023;
AUTHORIZING EXECUTION OF THE SAME; AND
PROVIDING FOR CONFLICTS AND AN EFFECTIVE
DATE**

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, Florida Statutes (“Statute”), authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS, the Statute also authorizes the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS, this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Statute among political subdivisions within the State consistent with the 2023 Statewide Mutual Aid Agreement; and,

WHEREAS, the Town of Ocean Ridge finds adopting the 2023 Statewide Mutual Aid Agreement serves a valid public purpose.

NOW, THEREFORE, BE IT RESOLVED that the Town Commission of Ocean Ridge, Florida, as follows:

Section 1. The foregoing recitals constitute findings of fact and are incorporated as if fully set forth herein.

Section 2. The Town Commission of the Town of Ocean Ridge adopts the 2023 Statewide Mutual Aid Agreement and authorizes the appropriate Town officials to execute the same.

Section 3. All conflicting resolutions are hereby repealed.

Section 4. This Resolution shall become effective upon its adoption.

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

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
GEOFF PUGH, MAYOR	☐	☐	☐

STEVE COZ, VICE MAYOR

☐ ☐ ☐

CAROLYN CASSIDY, COMMISSIONER

☐ ☐ ☐

AINAR AIJALA, COMMISSIONER

☐ ☐ ☐

DAVID HUTCHINS, COMMISSIONER

☐ ☐ ☐

The Mayor thereupon declared the Resolution duly passed and adopted this ____ day of _____, 2024.

TOWN OF OCEAN RIDGE, FLORIDA

BY: _____
Geoff Pugh, Mayor

ATTEST:

BY: _____
Kelly Avery, Town Clerk



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

STATEWIDE MUTUAL AID AGREEMENT - 2023

This Agreement is an acknowledgment of receipt by the Florida Division of Emergency Management (“the Division”) and the local government (“Participating Party”) signing this Agreement. Execution of this agreement replaces all previous iterations and is active until a new agreement is drafted and requested by The Division.

This Agreement is based on the existence of the following conditions:

- A. The State of Florida is vulnerable to a wide range of emergencies and disasters that are likely to cause the disruption of essential services and the destruction of the infrastructure needed to deliver those services.
- B. Such emergencies and disasters often exceed the emergency response and recovery capabilities of any one county or local government.
- C. Such incidents may also give rise to unusual and unanticipated physical and technical needs which a local government cannot meet with existing resources, but that other local governments within the State of Florida may be able to provide.
- D. The Emergency Management Act, chapter 252, *Florida Statutes*, provides each local government of the state the authority to develop and enter into mutual aid agreements within the state for reciprocal emergency aid in case of emergencies too extensive to be dealt with unassisted, and through such agreements ensure the timely reimbursement of costs incurred by the local governments which render such assistance.
- E. Pursuant to chapter 252.32, *Florida Statutes*, the Division renders mutual aid among the political subdivisions of the state to carry out emergency management functions and responsibilities.
- F. Pursuant to chapter 252, *Florida Statutes*, the Division has the authority to coordinate and direct emergency management assistance between local governments and concentrate available resources where needed.

Based on the existence of the foregoing conditions, the Parties agree to the following articles:

ARTICLE I: DEFINITIONS

As used in this Agreement, the following expressions shall have the following meanings:

- A. The “Agreement” is this Agreement, which shall be referred to as the Statewide Mutual Aid Agreement (“SMAA”).



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- B. The “Division” is the Florida Division of Emergency Management.
- C. A “Requesting Party” to this Agreement is a Participating Party who requests assistance under this agreement.
- D. An “Assisting Party” to this Agreement is a Participating Party who provides assistance to a Requesting Party under this agreement.
- E. The “Period of Assistance” is the time during which an Assisting Party renders assistance to a Requesting Party under this agreement and includes the time necessary for the resources and personnel of the Assisting Party to travel to the place specified by the Requesting Party and the time necessary to return to their place of origin.
- F. A “Mission” is a documented emergency response activity performed during a Period of Assistance, usually in reference to one operational function or activity.
- G. A “local government” is any educational district, special district, or any entity that is a “local governmental entity” within the meaning of section 11.45(1)(g), *Florida Statutes*.
- H. An “educational district” is any school district within the meaning of section 1001.30, *Florida Statutes*, and any Florida College System Institution or State University within the meaning of section 1000.21, *Florida Statutes*.
- I. A “special district” is any local or regional governmental entity which is an independent special district within the meaning of section 189.012(3), *Florida Statutes*, established by local, special, or general act, or by rule, ordinance, resolution, or interlocal agreement.
- J. A “tribal council” is the respective governing bodies of the Seminole Tribe of Florida and Miccosukee Tribe of Indians recognized as special improvement district by section 285.18(1), *Florida Statutes*.
- K. An “interlocal agreement” is any agreement between local governments within the meaning of section 163.01(3)(a), *Florida Statutes*.
- L. A “Resource Support Agreement” as used in this Agreement refers to a supplemental agreement of support between a Requesting Party and an Assisting Party.
- M. “Proof of work” as used in this Agreement refers to original and authentic documentation of a single individual or group of individuals’ emergency response activity at a tactical level.



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- N. "Proof of payment" as used in this Agreement refers to original and authentic documentation of an emergency response expenditure made by an Assisting Party.
- O. A "Reimbursement Package" as used in this Agreement refers to a full account of mission response documentation supported by proof of work and proof of payment.
- P. Any expressions not assigned definitions elsewhere in this Agreement shall have the definitions assigned them by the Emergency Management Act, Chapter 252, *Florida Statutes*.

ARTICLE II: APPLICABILITY OF THE AGREEMENT

Any Participating Party, including the Division, may request assistance under this Agreement for a "major disaster" or "catastrophic disaster" as defined in section 252.34, *Florida Statutes*, minor disasters, and other such emergencies as lawfully determined by a Participating Party.

ARTICLE III: INVOCATION OF THE AGREEMENT

In the event of an emergency or anticipated emergency, a Participating Party may request assistance under this Agreement from any other Participating Party or the Division if, in the judgement of the Requesting Party, its own resources are inadequate to meet the needs of the emergency or disaster.

- A. Any request for assistance under this Agreement may be oral, but within five (5) calendar days must be confirmed in writing by the Requesting Party. All requests for assistance under this Agreement shall be transmitted by the Requesting Party to another Participating Party or the Division. If the Requesting Party transmits its request for Assistance directly to a Participating Party other than the Division, the Requesting Party and Assisting Party shall keep the Division advised of their activities.
- B. The Division shall relay any requests for assistance under this Agreement to such other Participating Parties as it may deem appropriate and coordinate the activities of the Assisting Parties to ensure timely assistance to the Requesting Party. All such activities shall be carried out in accordance with the State's Comprehensive Emergency Management Plan.

ARTICLE IV: RESPONSIBILITIES OF REQUESTING PARTIES

To the extent practicable, all Requesting Parties shall provide the following information to their respective county emergency management agency, the Division, and the intended Assisting Party or Parties. In providing such information, Requesting Parties should utilize Section I of the



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Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#)¹.

- A. A description of the Mission to be performed by the Assisting Party;
- B. A description of the resources and capabilities needed to complete the Mission successfully;
- C. The location, date, and time personnel and resources from the Assisting Party should arrive at the incident site, staging area, facility, or other location designated by the Requesting Party;
- D. A description of the health, safety, and working conditions expected for deploying personnel;
- E. Lodging and meal availability;
- F. Any logistical requirements;
- G. A description of any location or facility outside the territorial jurisdiction of the Requesting Party needed to stage incoming resources and personnel;
- H. The location date, and time for personnel of the Requesting Party to meet and receive the personnel and equipment of the Assisting Party; and
- I. A technical description of any communications equipment needed to ensure effective information sharing between the Requesting Party, any Assisting Parties, and all relevant responding entities.

ARTICLE V: RESPONSIBILITIES OF ASSISTING PARTIES

Each Party shall render assistance under this Agreement to any Requesting Party to the extent practicable that its personnel, equipment, resources, and capabilities can render assistance. If upon receiving a request for assistance under this Agreement a Party determines that it has the capacity to render some or all of such assistance, it shall provide the following information without delay to the Requesting Party, the Division, and the Assisting Party's County emergency management agency. In providing such information, the Assisting Party should utilize the Section II of the Resource Support Agreement (RSA) Form, available via the [Division approved documents SharePoint site](#).

¹ FDEM approved documents such as activity logs and mutual aid forms can be found at:
https://portal.floridadisaster.org/projects/FROC/FROC_Documents/Forms/AllItems.aspx?View=%7B6F3CF7BD%2DC0A4%2D4BE2%2DB809%2DC8009D7D0686%7D



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- A. A description of the personnel, equipment, supplies, services and capabilities it has available, together with a description of the qualifications of any skilled personnel;
- B. An estimate of the time such personnel, equipment, supplies, and services will continue to be available;
- C. An estimate of the time it will take to deliver such personnel, equipment, supplies, and services to the location(s) specified by the Requesting Party;
- D. A technical description of any communications and telecommunications equipment available for timely communications with the Requesting Party and other Assisting Parties;
- E. The names and contact information of all personnel whom the Assisting Party has designated as team leaders or supervisors; and
- F. An estimated cost for the provision of assistance.

ARTICLE VI: RENDITION OF ASSISTANCE

The Requesting Party shall afford the emergency response personnel of all Assisting Parties, while operating within the jurisdictional boundaries of the Requesting Party, the same powers, duties, rights, and privileges, except that of arrest unless specifically authorized by the Requesting Party, as are afforded the equivalent emergency response personnel of the Requesting Party. Emergency response personnel of the Assisting Party will remain under the command and control of the Assisting Party, but during the Period of Assistance, the resources and responding personnel of the Assisting Party will perform response activities under the operational and tactical control of the Requesting Party.

- A. Unless otherwise agreed upon between the Requesting and Assisting Party, the Requesting Party shall be responsible for providing food, water, and shelter to the personnel of the Assisting Party. For Missions performed in areas where there are insufficient resources to support responding personnel and equipment throughout the Period of Assistance, the Assisting Party shall, to the fullest extent practicable, provide their emergency response personnel with the equipment, fuel, supplies, and technical resources necessary to make them self-sufficient throughout the Period of Assistance. When requesting assistance, the Requesting Party may specify that Assisting Parties send only self-sufficient personnel and resources but must specify the length of time self-sufficiency should be maintained.



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- B. Unless the Requesting Party has specified the contrary, it shall, to the fullest extent practicable, coordinate all communications between its personnel and the responding personnel of the Assisting Parties, and shall determine and share the frequencies and other technical specifications of all communications equipment to be used, as appropriate, with the deployed personnel of the Assisting Parties.
- C. Personnel of the Assisting Party who render assistance under this Agreement shall receive the usual wages, salaries, and other compensation as are normally afforded to personnel for emergency response activities within their home jurisdiction, and shall have all the immunities, rights, interests, and privileges applicable to their normal employment. If personnel of the Assisting Party hold local licenses or certifications limited to the jurisdiction of issue, then the Requesting Party shall recognize and honor those licenses or certifications for the duration of the Period of Assistance.

ARTICLE VII: REIMBURSEMENT

After the Period of Assistance has ended, the Assisting Party shall have 45 days to develop a full reimbursement package for services rendered and resources supplied during the Period of Assistance. All expenses claimed to the Requesting Party must have been incurred in direct response to the emergency as requested by the Requesting Party and must be supported by proof of work and proof of payment.

To guide the proper documentation and accountability of expenses, the Assisting Party should utilize the Claim Summary Form, available via the [Division approved documents SharePoint site](#) as a guide and summary of expense to collect information to then be formally submitted for review by the Requesting Party.

To receive reimbursement for assistance provided under this agreement, the Assisting Party shall provide, at a minimum, the following supporting documentation to the Requesting Party unless otherwise agreed upon between the Requesting and Assisting Parties:

- A. A complete and authentic description of expenses incurred by the Assisting Party during the Period of Assistance;
- B. Copy of a current and valid Internal Revenue Service W-9 Form;
- C. Copies of all relevant payment and travel policies in effect during the Period of Assistance;
- D. Daily personnel activity logs demonstrating emergency response activities performed for all time claimed (for FDEM reimbursement Division approved activity logs will be required for personnel activity claims);



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- E. Official payroll and travel reimbursement records for all claimed personnel expenses;
- F. Neat and comprehensive fringe benefit calculations for each position class or category of claimed personnel;
- G. Written justification for all additional expenses/purchases incurred during the Period of Assistance;
- H. Proof of payment for additional/miscellaneous expenses incurred during the Period of Assistance
- I. Equipment activity logs demonstrating equipment use and operation in support of emergency response activities for all time claimed (for FDEM reimbursement Division approved forms will be required for equipment activity claims);
- J. Proof of reimbursement to all employees who incurred emergency response expenses with personal money;
- K. Justification for equipment repair expenses; and
- L. Copies of any applicable supporting agreements or contracts with justification.

If a dispute or disagreement regarding the eligibility of any expense arises, the Requesting Party, Assisting Party, or the Division may elect binding arbitration. If binding arbitration is elected, the Parties must select as an arbitrator any elected official of another Participating Party, or any other official of another Participating Party whose normal duties include emergency management, and the other Participating Party shall also select such an official as an arbitrator, and the arbitrators thus chosen shall select another such official as a third arbitrator.

The three (3) arbitrators shall convene by teleconference or videoconference within thirty (30) calendar days to consider any documents and any statements or arguments by the Division, the Requesting Party, or the Assisting Party concerning the protest, and shall render a decision in writing not later than ten (10) business days after the close of the hearing. The decision of a majority of the arbitrators shall bind the parties and shall be final.

If the Participating Parties do not elect binding arbitration, this agreement and any disputes arising thereunder shall be governed by the laws of the State of Florida and venue shall be in Leon County, Florida. Nothing in this Agreement shall be construed to create an employer-employee relationship or a partnership or joint venture between the participating parties. Furthermore, nothing contained herein shall constitute a waiver by either Party of its sovereign immunity or the provisions of section 768.28, Florida Statutes. Nothing herein shall be construed as consent by either Party to be sued by third parties.



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ARTICLE VIII: COST ELIGIBLE FOR REIMBURSEMENT

The costs incurred by the Assisting Party under this Agreement shall be reimbursed as needed to make the Assisting Party whole to the fullest extent practicable.

- A. Employees of the Assisting Party who render assistance under this Agreement shall be entitled to receive from the Assisting Party all their usual wages, salaries, and any and all other compensation for mobilization, hours worked, and demobilization. Such compensation shall include any and all contributions for insurance and retirement, and such employees shall continue to accumulate seniority at the usual rate. As between the employees and the Assisting Party, the employees shall have all the duties, responsibilities, immunities, rights, interests, and privileges incident to their usual employment. The Requesting Party shall reimburse the Assisting Party for these costs of employment.
- B. The costs of equipment supplied by the Assisting Party shall be reimbursed at the rental rate established in FEMA' s Schedule of Equipment, or at any other rental rate agreed to by the Requesting Party. In order to be eligible for reimbursement, equipment must be in actual operation performing eligible work. The labor costs of the operator are not included in the rates and should be approved separately from equipment costs. The Assisting Party shall pay for fuels, other consumable supplies, and repairs to its equipment as needed to keep the equipment in a state of operational readiness. Rent for the equipment shall be deemed to include the cost of fuel and other consumable supplies, maintenance, service, repairs, and ordinary wear and tear. With the consent of the Assisting Party, the Requesting Party may provide fuels, consumable supplies, maintenance, and repair services for such equipment at the site. In that event, the Requesting Party may deduct the actual costs of such fuels, consumable supplies, maintenance, and services from the total costs otherwise payable to the Assisting Party. If the equipment is damaged while in use under this Agreement and the Assisting Party receives payment for such damage under any contract of insurance, the Requesting Party may deduct such payment from any item or items billed by the Assisting Party for any of the costs for such damage that may otherwise be payable.
- C. The Requesting Party shall pay the total costs for the use and consumption of any and all consumable supplies delivered by the Assisting Party for the Requesting Party under this Agreement. In the case of perishable supplies, consumption shall be deemed to include normal deterioration, spoilage, and damage notwithstanding the exercise of reasonable care in its storage and use. Supplies remaining unused shall be returned to the Assisting Party in usable condition upon the close of the Period of Assistance, and the Requesting Party may deduct the cost of such returned supplies from the total costs billed by the Assisting Party for such supplies. If the Assisting Party agrees, the Requesting Party may also replace any and all used consumable supplies with like



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supplies in usable condition and of like grade, quality and quantity within the time allowed for reimbursement under this Agreement.

- D. The Assisting Party shall keep records to document all assistance rendered under this Agreement. Such records shall present information sufficient to meet the audit requirements specified in the regulations of FEMA and any applicable circulars issued by the State of Florida. Upon reasonable notice, the Assisting Party shall make its records available the Requesting Party for inspection or duplication between 8:00 a.m. and 5:00 p.m. on all weekdays, except for official holidays.

ARTICLE IX: INSURANCE

Each Participating Party shall determine for itself what insurance to procure, if any. With the exceptions in this Article, nothing in this Agreement shall be construed to require any Participating Party to procure insurance.

- A. Each Participating Party shall procure employers' insurance meeting the requirements of the Workers' Compensation Act, as amended, affording coverage for any of its employees who may be injured while performing any activities under the authority of this Agreement, and shall be provided to each Participating Party.
- B. Participating Parties may elects additional insurance affording liability coverage for any activities that may be performed under the authority of this Agreement .
- C. Subject to the limits of such liability insurance as any Participating Party may elect to procure, nothing in this Agreement shall be construed to waive, in whole or in part, any immunity any Participating Party may have in any judicial or quasi-judicial proceeding.
- D. Each Participating Party which renders assistance under this Agreement shall be deemed to stand in the relation of an independent contractor to all other Participating Parties and shall not be deemed to be the agent of any other Participating Party.
- E. Nothing in this Agreement shall be construed to relieve any Participating Party of liability for its own conduct and that of its employees.
- F. Nothing in this Agreement shall be construed to obligate any Participating Party to indemnify any other Participating Party from liability to third parties.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

ARTICLE X: GENERAL REQUIREMENTS

Notwithstanding anything to the contrary elsewhere in this Agreement, all Participating Parties shall be subject to the following requirements in the performance of this Agreement:

- A. All Participating Parties shall allow public access to all documents, papers, letters, or other materials subject to the requirements of the Public Records Act, as amended, and made or received by any Participating Party in conjunction with this Agreement.
- B. No Participating Party may hire employees in violation of the employment restrictions in the Immigration and Nationality Act, as amended.
- C. No costs reimbursed under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Legislature of the State of Florida or any of its agencies.
- D. Any communication to the Division under this Agreement shall be sent via either email, the Division of Emergency Managements Enterprise System (DEMES), or mail to the Response Bureau, Florida Division of Emergency Management, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.
- E. Any communication to a Participating Party shall be sent to the official or officials specified by that Participating Party. For the purpose of this section, any such communication may be sent by the U.S. Mail, e-mail, or other electronic platforms.

ARTICLE XI: EFFECTS OF AGREEMENT

Upon its execution by a Participating Party, this Agreement shall have the following effect with respect to that Participating Party:

- A. The execution of this Agreement by any Participating Party which is a signatory to the Statewide Mutual Aid Agreement of 1994 shall terminate the rights, interests, duties, responsibilities, and obligations of that Participating Party under the Statewide Mutual Aid Agreement of 1994, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Statewide Mutual Aid Agreement of 1994, regardless of whether such costs are billed or unbilled.
- B. The execution of this Agreement by any Participating Party which is a signatory to the Public Works Mutual Aid Agreement shall terminate the rights, interests, duties, responsibilities and obligations of that Participating Party under the Public Works Mutual Aid Agreement, but such termination shall not affect the liability of the Participating Party for the reimbursement of any costs due under the Public Works Mutual Aid Agreement,



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

regardless of whether such costs are billed or unbilled.

- C. Upon the activation of this Agreement by the Requesting Party, this Agreement shall supersede any other existing agreement between it and any Assisting Party to the extent that the former may be inconsistent with the latter.
- D. Upon its execution by any Participating Party, this Agreement will continue in effect for one (1) year from its date of execution by that Participating Party, and it shall automatically renew each year after its execution, unless within sixty (60) calendar days before the renewal date the Participating Party notifies the Division, in writing, of its intent to withdraw from the Agreement.
- E. The Division shall transmit any amendment to this Agreement by sending the amendment to all Participating Parties not later than five (5) business days after its execution by the Division. Such amendment shall take effect not later than sixty (60) calendar days after the date of its execution by the Division and shall then be binding on all Participating Parties. Notwithstanding the preceding sentence, any Participating Party who objects to the amendment may withdraw from the Agreement by notifying the Division in writing of its intent to do so within that time in accordance with section E of this Article.
- F. A Participating Party may rescind this Agreement at will after providing the other Participating Party a written SMAA withdrawal notice. Such notice shall be provided at least 30 days prior to the date of withdrawal. This 30-day withdrawal notice must be: written, signed by an appropriate authority, duly authorized on the official letterhead of the Participating Party, and must be sent via email, the Division of Emergency Managements Enterprise System (DEMES), or certified mail.

ARTICLE XII: INTERPRETATION AND APPLICATION OF AGREEMENT

The interpretation and application of this Agreement shall be governed by the following conditions:

- A. The obligations and conditions resting upon the Participating Parties under this Agreement are not independent, but dependent.
- B. Time shall be of the essence of this Agreement, and of the performance of all conditions, obligations, duties, responsibilities, and promises under it.
- C. This Agreement states all the conditions, obligations, duties, responsibilities, and promises of the Participating Parties with respect to the subject of this Agreement, and there are no conditions, obligations, duties, responsibilities, or promises other than those expressed in this Agreement.



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

- D. If any sentence, clause, phrase, or other portion of this Agreement is ruled unenforceable or invalid, every other sentence, clause, phrase, or other portion of the Agreement shall remain in full force and effect, it being the intent of the Division and the other Participating Parties that every portion of the Agreement shall be severable from every other portion to the fullest extent practicable. The Division reserves the right, at its sole and absolute discretion, to change, modify, add, or remove portions of any sentence, clause, phrase, or other portion of this Agreement that conflicts with state law, regulation, or policy. If the change is minor, the Division will notify the Participating Party of the change and such changes will become effective immediately; therefore, please check these terms periodically for changes. If the change is substantive, the Participating Parties may be required to execute the Agreement with the adopted changes. Any continued or subsequent use of this Agreement following the posting of minor changes to this Agreement shall signify implied acceptance of such changes.
- E. The waiver of any obligation or condition in this Agreement by a Participating Party shall not be construed as a waiver of any other obligation or condition in this Agreement.

NOTE: This iteration of the State of Florida Statewide Mutual Aid Agreement will replace all previous versions.

The Division shall provide reimbursement to Assisting Parties in accordance with the terms and conditions set forth in this Article for missions performed at the direct request of the Division. Division reimbursement eligible expenses must be in direct response to the emergency as requested by the State of Florida. All required cost estimations and claims must be executed through the DEMES Mutual Aid Portal and assisting agencies must use all required [FDEM forms](#) for documentation and cost verification. If a Requesting Party has not forwarded a request through the Division, or if an Assisting Party has rendered assistance without being requested to do so by the Division, the Division shall not be liable for the costs of any such assistance.

FDEM reserves the right to deny individual reimbursement requests if deemed to not be in direct response to the incident for which asset was requested.

IN WITNESS WHEREOF, the Parties have duly executed this Agreement on the date specified below:



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A COUNTY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:
CLERK OF THE CIRCUIT COURT

BOARD OF COUNTY COMMISSIONERS
OF _____ COUNTY,
STATE OF FLORIDA

By: _____

Clerk or Deputy Clerk

By: _____

Chairman

Date: _____

Approved as to Form:

By: _____

County Attorney



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A CITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:
CITY CLERK

CITY OF _____
STATE OF FLORIDA

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Approved as to Form:

By: _____

City Attorney



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A COUNTY SHERIFF'S OFFICE

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

COUNTY SHERIFF'S OFFICE, STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____

Attorney for Entity



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A COUNTY OR CITY FIRE DEPARTMENT/DISTRICT OFFICE

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

COUNTY OR CITY FIRE DEPARTMENT/DISTRICT, STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____

Attorney for Entity



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY AN EDUCATIONAL DISTRICT

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

_____ SCHOOL DISTRICT, STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____

Attorney for District



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY COMMUNITY COLLEGE OR STATE UNIVERSITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:

BOARD OF TRUSTEES
OF _____
COMMUNITY COLLEGE,
STATE OF FLORIDA

BOARD OF TRUSTEES
OF _____
UNIVERSITY,
STATE OF FLORIDA

By: _____

Clerk

By: _____

Chairman

Date: _____

Approved as to Form:

By: _____

Attorney for Board



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A SPECIAL DISTRICT

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

_____ SPECIAL DISTRICT, STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____

Attorney for District



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY AN AUTHORITY

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:

BOARD OF TRUSTEES
OF _____
AUTHORITY,
STATE OF FLORIDA

By: _____

Clerk

By: _____

Chairman

Date: _____

Approved as to Form:

By: _____

Attorney for Board



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A NATIVE AMERICAN TRIBE

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

ATTEST:

TRIBAL COUNCIL OF THE
_____ TRIBE OF FLORIDA

By: _____

Council Clerk

By: _____

Chairman

Date: _____

Approved as to Form:

By: _____

Attorney for Council



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

FOR ADOPTION BY A COMMUNITY DEVELOPMENT DISTRICT

STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

By: _____ Date: _____

Kevin Guthrie, Executive Director or
Ian Guidicelli, Authorized Designee

COMMUNITY DEVELOPMENT DISTRICT, STATE OF FLORIDA

By: _____ By: _____

Title: _____ Title: _____

Date: _____

Approved as to Form:

By: _____

Attorney for District



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

SAMPLE AUTHORIZING RESOLUTION FOR ADOPTION OF STATEWIDE MUTUAL AID AGREEMENT

RESOLUTION NO. _____

WHEREAS, the State of Florida Emergency Management Act, Chapter 252, authorizes the State and its political subdivisions to provide emergency aid and assistance in the event of a disaster or emergency; and

WHEREAS the statutes also authorize the State to coordinate the provision of any equipment, services, or facilities owned or organized by the State or its political subdivisions for use in the affected area upon the request of the duly constituted authority of the area; and

WHEREAS this Resolution authorizes the request, provision, and receipt of interjurisdictional mutual assistance in accordance with the Emergency Management Act, Chapter 252, among political subdivisions within the State; and

NOW, THEREFORE, be it resolved by _____

_____ that in order to maximize the prompt, full and effective use of resources of all participating governments in the event of an emergency or disaster we hereby adopt the Statewide Mutual Aid Agreement which is attached hereto and incorporated by reference.

ADOPTED BY: _____

DATE: _____

I certify that the foregoing is an accurate copy of the Resolution adopted by

_____ on _____.

BY: _____

TITLE: _____

DATE: _____



STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

STATEWIDE MUTUAL AID AGREEMENT – SAMPLE ATTACHMENT **Encompassed Entities**

This notice is an acknowledgment of an amendment to the 2023 SMAA by the Florida Division of Emergency Management (“the Division”) which allows parent entities to include individual departments and subdivisions, within their authority, to be listed as SMAA designees eligible for SMAA request and assistance procedures.

By our authority and adoption of the attached 2023 Statewide Mutual Aid agreement, as the parent entity, the following departments and subdivisions will be included as SMAA signatories for all asset request, assistance, and applicable reimbursement processes:

All entities listed herein will still require access to the DEMES Mutual Aid System for FDEM Reimbursement process requirements.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____

Agenda: Monday, April 1, 2024
Memo: Item #12.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Kelly Avery, Town Clerk

**Subject: Approval of Resolution No. 2024-02: A Resolution of the Town of
Ocean Ridge, Florida, Electing a Mayor**

As you know, the Town Charter provides that a Mayor and Vice-Mayor be selected by the Town Commission members at the first regular meeting following the date of the March municipal election. Therefore, a Mayor and Vice Mayor will need to be chosen at the April 1st meeting. According to section 10.4 of the Rules of Order & Procedure adopted by the Town Commission, the Town Commission shall vote by ballot to fill the positions of Mayor and Vice-Mayor.

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

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

Staff recommends...

Suggested Motion: I move to adopt Resolution Number 2024-02, Selecting (insert name) as Mayor.

Respectfully,
Kelly Avery, Town Clerk

TOWN OF OCEAN RIDGE, FLORIDA

RESOLUTION NO. 2024-02

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

WHEREAS, the Municipal election in the Town of Ocean Ridge, Florida, was held March 19, 2024, and

WHEREAS, Section 3.05 of the Town Charter requires that a Mayor be selected from among its members by majority vote of the Town Commission, and

WHEREAS, Section 3.05 of the Town Charter further requires that the Mayor be selected at the first regular meeting following the Town Election.

NOW, THEREFORE, BE IT RESOLVED THAT Commissioner _____ is hereby selected Mayor of the Town of Ocean Ridge, Florida, to hold office until the first Regular Commission meeting following the Town Election of 2025.

Passed and adopted in regular session assembled this 1st day of April, 2024.

, Mayor

ATTEST:

Kelly Avery, Town Clerk

Agenda: Monday, April 1, 2024
Memo: Item #13.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Kelly Avery, Town Clerk

**Subject: Approval of Resolution No. 2024-03: A Resolution of the Town of
Ocean Ridge, Florida, Electing a Vice-Mayor**

Similarly, like the vote for the Mayor, I have prepared the ballots and will distribute them to each Commissioner once voting is opened by the Presiding Officer. If a majority vote is not reached during round 1, the voting will move to round 2, and Commissioners may only select one of the Commissioners that received a vote in round 1. On the round 2 ballots, I will place a line through the Commissioners that did not receive a vote in round 1 before distributing the ballots. If a majority vote is not reached in round 2, the voting will move to a third round, and so on, until a majority vote is reached.

Staff recommends...

Suggested Motion: I move to adopt Resolution Number 2024-03, Selecting (insert name) as Vice-Mayor.

Respectfully,
Kelly Avery, Town Clerk

TOWN OF OCEAN RIDGE, FLORIDA

RESOLUTION NO. 2024-03

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

WHEREAS, the Municipal election in the Town of Ocean Ridge, Florida, was held March 19, 2024, and

WHEREAS, Section 3.05 of the Town Charter requires that a Vice Mayor be selected from among its members by majority vote of the Town Commission, and

WHEREAS, Section 3.05 of the Town Charter further requires that the Vice Mayor be selected at the first regular meeting following the Town Election.

NOW, THEREFORE, BE IT RESOLVED THAT Commissioner _____ is hereby selected Vice Mayor of the Town of Ocean Ridge, Florida, to hold office until the first Regular Commission meeting following the Town Election of 2025.

Passed and adopted in regular session assembled this 1st day of April, 2024.

, Mayor

ATTEST:

Kelly Avery, Town Clerk

Agenda: Monday, April 1, 2024
Memo: Item #14.

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

Subject: Approval of the Budget Meeting Calendar

Attached is the proposed calendar for the Fiscal Year 2024-2025 budget process. The commission needs to confirm the tentative date listed for the Goal Setting Workshop or set a different day and time.

The calendar is structured so that a presentation of the updated 5- and 10-year CIP is reviewed and approved as part of the June regularly scheduled meeting. Budget workshops would be in July and August with the 1st hearing at the regular meeting on September 9th and the special meeting for the final hearing on September 23rd.

The full commission must be available and attend the final hearing meeting, so if there are any concerns about availability please let me know and identify an alternative day and time now.

Staff recommends approval of the proposed budget meeting calendar dates

Suggested Motion: I move to approve the proposed budget meeting calendar dates.

Respectfully,
Lynne Ladner, Town Manager

Town of Ocean Ridge, Florida

Budget Meeting Calendar 2024

The following Goal Setting and Budget Meeting dates have been set for 2024:

<i>Monday, April 15 @ 5 p.m.</i>	<i>Town Commission Goal Setting Workshop. Tentative</i>
Monday, June 3 @ 6 p.m.	<u>REGULAR MEETING: Presentation & preliminary approval of updated 5- & 10-year CIP</u>
Tuesday, July 1 @ 2 p.m.	<u>Budget Workshop: Presentation of 1st Budget Draft & Set Proposed Maximum Millage Rate</u>
Monday, August 5 @ 2 p.m.	<u>Budget Workshop: Commission to Vote on Finalized Budget for Presentation to the Public</u>
Tuesday, September 9 @ 6 p.m.	<u>Regular Meeting & 1st Budget Public Hearing Combined</u>
Monday, September 23 @ 6 p.m.	<u>Special Meeting – Final Public Hearing & Adoption of Budget</u>

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Lynne Ladner, Town Manager

**Subject: Approval of the Award of North Ocean Blvd. (SR A1A) Water Main
Pipe Enhancements Project**

As you know, on February 5, 2024, the Town re-issued the Invitation to Bid for the Town's North Ocean Blvd. (SR A1A) Water Main Pipe Enhancement Project ("ITB"). The Town held a mandatory pre-bid meeting on February 13, 2024. The ITB required all bids to be submitted by March 1, 2024. On March 1, 2024, the Town held a public bid opening which revealed the receipt of two (2) bids from Foster Marine Contractors (bid amount of \$2,483,990.60) and GT General Contractors (\$1,427,646.40). Please see the attached Bid Tab for more information on each received bid. GT General Contractors submitted the lowest total bid amount.

Town staff reviewed the bids to make a determination as to the qualifications, responsiveness, and responsibility of the two (2) bidders. In making its determination, the Town is required to consider the qualifications of all Bidders and whether their bid complies with the prescribed ITB requirements. The bid is then to be awarded to lowest, responsive and responsible Bidder, whose evaluation by the Town indicates that the award will be in the best interests of the Project and Town. Specifically, in its review Town staff reviewed each Bidder's submitted Qualification Questionnaire (Section 00310-1 of the ITB), a required document to be included with each bid. Attached is Town staff's Bid Review Summary Table. As noted for GT General Contractors, it did not utilize the current Qualification Questionnaire and its specific responses to the questions were either with dated information that did not satisfy the qualification criteria or no information was provided in response to the specific criteria requests. Foster Marine utilized the current form and provided recent qualifying project experience and was otherwise responsive to the Qualification Questionnaire.

Town staff also looked at the qualification criteria set forth in the Site Work section of the ITB including qualifications that are required for the directional drilling contractor (10 years' experience and minimum of 10,000 linear feet). GT General Contractors was non-responsive as to the qualifications of its directional drilling contractor. Foster Marine provided a response that its directional drilling contractor has "10+" years of experience (on Qualification Questionnaire) but did not otherwise provide a response in its bid as to the linear feet qualification criteria in the Site Work section. However, since the ITB is not clear that the qualification criteria set forth in the Site Work section of the ITB needed to be submitted with each bid, Town staff is not recommending any determination based on either Bidder's failure to include specific responses

to the Site Work section in their bid.

Since GT Contractors' bid failed to be responsive to all questions in the Qualification Questionnaire and failed to provide information showing it satisfied the basic qualification criteria, its bid should be rejected as non-responsive and failing to establish the basic qualifications. Accordingly, Town staff recommends Foster Marine for award of the ITB as in the best interests of the Project and the Town.

A recommendation for award consistent with the foregoing was posted on March 13, 2024 on Demandstar.com, the Town's website, and at Town Hall.

Staff recommends Foster Marine for award of the ITB as in the best interests of the Project and the Town.

Suggested Motion: I move to award Foster Marine as the Contractor for the Water Main Pipe Enhancements Project.

Respectfully,
Lynne Ladner, Town Manager

MEMORANDUM

TO: TOWN COMMISSION

FROM: LYNNE LADNER, TOWN MANAGER

RE: AWARD OF NORTH OCEAN BLVD. (SR A1A) WATER MAIN
PIPE ENHANCEMENTS PROJECT

DATE: APRIL 1, 2024

As you know, on February 5, 2024, the Town re-issued the Invitation to Bid for the Town's North Ocean Blvd. (SR A1A) Water Main Pipe Enhancement Project ("ITB"). The Town held a mandatory pre-bid meeting on February 13, 2024. The ITB required all bids to be submitted by March 1, 2024. On March 1, 2024, the Town held a public bid opening which revealed the receipt of two (2) bids from Foster Marine Contractors (bid amount of \$2,483,990.60) and GT General Contractors (\$1,427,646.40). Please see the attached Bid Tab for more information on each received bid. GT General Contractors submitted the lowest total bid amount.

Town staff reviewed the bids to make a determination as to the qualifications, responsiveness, and responsibility of the two (2) bidders. In making its determination, the Town is required to consider the qualifications of all Bidders and whether their bid complies with the prescribed ITB requirements. The bid is then to be awarded to lowest, responsive and responsible Bidder, whose evaluation by the Town indicates that the award will be in the best interests of the Project and Town. Specifically, in its review Town staff reviewed each Bidder's submitted Qualification Questionnaire (Section 00310-1 of the ITB), a required document to be included with each bid. Attached is Town staff's Bid Review Summary Table. As noted for GT General Contractors, it did not utilize the current Qualification Questionnaire and its specific responses to the questions were either with dated information that did not satisfy the qualification criteria or no information was provided in response to the specific criteria requests. Foster Marine utilized the current form and provided recent qualifying project experience and was otherwise responsive to the Qualification Questionnaire.

Town staff also looked at the qualification criteria set forth in the Site Work section of the ITB including qualifications that are required for the directional drilling contractor (10 years' experience and minimum of 10,000 linear feet). GT General Contractors was non-responsive as to the qualifications of its directional drilling contractor. Foster Marine provided a response that its directional drilling contractor has "10+" years of experience (on Qualification Questionnaire) but did not otherwise provide a response in its bid as to the linear feet qualification criteria in the Site Work section. However, since the ITB is not clear that the qualification criteria set forth in the Site Work section of the ITB needed to be submitted with each bid, Town staff is not recommending any determination based on either Bidder's failure to include specific responses to the Site Work section in their bid.

Since GT Contractors' bid failed to be responsive to all questions in the Qualification Questionnaire and failed to provide information showing it satisfied the basic qualification criteria, its bid should be rejected as non-responsive and failing to establish the basic qualifications. Accordingly, Town staff recommends Foster Marine for award of the ITB as in the best interests of the Project and the Town.

A recommendation for award consistent with the foregoing was posted on March , 2024 on Demandstar.com, the Town's website, and at Town Hall.

If you have any questions, please let me know.

Attachments:

Bid Tab

Bid Review Summary Table

[Town letterhead]

AWARD RECOMMENDATION

Name of Solicitation: Invitation to Bid North Ocean Blvd. (SR A1A) Water Main
Pipe Enhancements

Bid Opening Date: March 1, 2024

Notice of Intent Posting Date: March 13, 2024

Town Project No.: 00020.63

Notice Posting Locations: DemandStar (demandstar.com)
Town Website (oceanridgeflorida.com)
Town Hall (6450 N. Ocean Blvd., Ocean Ridge, FL)

This **Award Recommendation** is being posted for the above-referenced solicitation:

The Town of Ocean Ridge recommends award to: **Foster Marine Contractors, Inc., 3180
Fairlane Farms Rd #1, Wellington, FL 33414**

Attached is Town staff's bid tabulation and bid review summary table supporting the award recommendation. Town staff will present this award recommendation to the Town Commission at its April 1, 2024 Town Commission meeting starting at 6:00 p.m. and located at Town Hall, 6450 N. Ocean Blvd., Ocean Ridge, FL 33435.

The Town's Purchasing Policy contains a procedure for protesting the award recommendation. The protest must be in writing and submitted within three (3) business days of the posting of this Award Recommendation. A copy of the full protest procedure is available through request to Town Hall at (561) 732-2635 x 14 or via email to: lladner@oceanridgeflorida.com.

Sincerely,

Kelly Avery, Town Clerk

Attachment:

Bid Tab

Bid Review Summary Table

DRAFT

BID REVIEW TABLE #1 – SUMMARY TABLE



DATE: **MARCH 1, 2024 AT 9:00 AM**

PROJECT: **OCEAN RIDGE – WATERMAIN PIPE ENHANCEMENT PROJECT**

ENGENUITY PROJECT NO. **00020.63**

BIDDER	NAME	Antonio Assenza	Michael Czajkowski
	ORGANIZATION	GT General Contractors	Foster Marine Contractors
	TOTAL BID AMOUNT	\$1,427,674.20	\$2,483,990.60
PROJECT MANUAL SECTIONS		REVIEW NOTES	REVIEW NOTES
00310	BIDDER'S QUALIFICATION QUESTIONNAIRE (ADDITIONAL SECTIONS AND VERABGE ON EXPERIENCE REQUIREMENTS) (EXPERIENCE WITH WATER MAIN INSTALLATIONS OVER PAST 5 YEARS)	• Did not use latest form and did not provide experience within last 5 years (2019-2024). • Most recent project completed by Bidder and detailed in submittal was from 2016 in Panama. • Most recent project completed by Bidder, detailed in submittal, and located in the US (West Palm Beach, FL) was from 2012. • No projects described WM installation via HDD.	• Provided over 30 project that were completed within the last 5 years (2019-2024). • Most recent project completed by Bidder and detailed in submittal was from 2023 in Delray Beach, FL for 6" & 8" WM. • Only 1 project within the last 5 years described WM installation via HDD. • There are currently 5 WIP projects; non specify WM installation via HDD.
02310	HDD-HORIZONTAL DIRECTIONAL DRILL (10 YEARS OF HDD EXPERIENCE)	• There were 5 projects provided as examples of the Horizontal Directional Drilling Contractor, but with no contact information and date of project completion. • No projects described WM installation via HDD. • Did not specify years of experience in South Florida.	• None of the projects provided specify the HDD Contractor. • Specified 10+ years of experience on Bidder's Qualification Questionnaire (Item 1d).

DRAFT

BID REVIEW TABLE #2 – SECTION 00310 BIDDER'S QUALIFICATION QUESTIONNAIRE



DATE: **MARCH 1, 2024 AT 9:00 AM**

PROJECT: **OCEAN RIDGE – WATERMAIN PIPE ENHANCEMENT PROJECT**

ENGENUITY PROJECT NO. **00020.63**

BIDDER	NAME	Antonio Assenza	Michael Czajkowski
	ORGANIZATION	GT General Contractors	Foster Marine Contractors
	TOTAL BID AMOUNT	\$1,427,674.20	\$2,483,990.60
ITEM #	ITEM DESCRIPTION	Was this addressed by the Bidder?	Was this addressed by the Bidder?
1a	State the numbers of years the bidder's organization has been doing business in South Florida.	Non-Responsive.	Responded.
1b	State the numbers of years the Directional Bore Contractor has been doing business in South Florida.	Non- Responsive.	Responded.
1c	State the numbers of years your organization has been doing business as a Licensed Contractor in Florida.	Non-Responsive.	Responded.
1d	State the numbers of years the Directional Bore Contractor has been doing business as a Licensed Contractor in Florida.	Non- Responsive.	Responded.
4	BIDDER shall have constructed at least five (5) water main installations of similar size and scope via bore within the past five years. List the projects below.	Response does not meet criteria.	Responded.
7	BIDDER shall demonstrate the proficiency in the performance of the following activities. Please provide specific experience with water main installations of similar size and scope via directional bore over the past five years (awarded, started, underway and completed). Include the names and experience of subcontractors as applicable.	Response does not meet criteria.	Responded.

DRAFT

BID REVIEW TABLE #3 – SECTION 02310 HORIZONTAL DIRECTIONAL DRILLING



DATE: **MARCH 1, 2024 AT 9:00 AM**

PROJECT: **OCEAN RIDGE – WATERMAIN PIPE ENHANCEMENT PROJECT**

ENGENUITY PROJECT NO. **00020.63**

BIDDER	NAME	Antonio Assenza	Michael Czajkowski
	ORGANIZATION	GT General Contractors	Foster Marine Contractors
	TOTAL BID AMOUNT	\$1,427,674.20	\$2,483,990.60
PART	ITEM DESCRIPTION	Was this addressed by the Bidder?	Was this addressed by the Bidder?
Part 1 Section 1.2 Item 1	Quality Assurance – Provide a listing of all key personnel with at least 10 years' of South Florida experience since 2014 in directional drilling and associated pipe installation, including pipe at least as large as 8 inches in diameter. Key personnel include field supervisor and operators of directional drilling equipment, including position monitoring and steering equipment.	Non- Responsive.	Responded.
Part 2 Section 2.1 Section C Item 2	Joints: Joints shall be of a heat fusion joining system. Pipe and fittings shall be thermal butt fusion, saddle fusion, or socket fusion in accordance with manufacturer recommended procedures and ASTM D-2161. At the point of fusion, the outside diameter and minimum wall thickness of the fitting shall match the outside diameter and minimum wall thickness specifications of ASTM D-1248 for the same size pipe. Joining of the pipes and fittings shall be performed in accordance with ASTM D-2774. Depending upon the installation requirements and site location, joining shall be performed within or outside the excavation. Joints of the pipe sections shall be smooth on the inside and internal projection beads shall not be greater than 3/16 inch. <i>(Continued on next page.)</i>	(See next page.)	(See next page.)

BID COLLECTION CHECKLIST

DRAFT

BID REVIEW TABLE #3 – SECTION 02310 HORIZONTAL DIRECTIONAL DRILLING (CONT'D)



DATE: **MARCH 1, 2024 AT 9:00 AM**

PROJECT: **OCEAN RIDGE – WATERMAIN PIPE ENHANCEMENT PROJECT**

ENGENUITY PROJECT NO. **00020.63**

BIDDER	NAME	Antonio Assenza	Michael Czajkowski
	ORGANIZATION	GT General Contractors	Foster Marine Contractors
	TOTAL BID AMOUNT	\$1,427,674.20	\$2,483,990.60
PART	ITEM DESCRIPTION	Was this addressed by the Bidder?	Was this addressed by the Bidder?
Part 2 Section 2.1 Section C Item 2	(Continued from previous page.) The tensile strength at yield of the butt-fusion joints shall not be less than the pipe. A specimen of the pipe cut across the butt-fusion joints shall be tested in accordance with ASTM D-638. The manufacturer shall provide fusion training. The contractor and the onsite joint inspector shall be trained by the manufacturer or manufacturer's authorized representative. The fusion equipment and operator shall be required to demonstrate successful field experience. <i>Regarding fusion over 36" capability, the fusion unit shall be field tested for a period of five years and the fusion operator shall have pipe size experience of the same size pipe on this project for five years or longer.</i>	No proposed water main over 36". Proof of experience to be provided if fusion of 36" capacity is required.	
Part 3 Section 3.2 Section E	<i>All directional drilling operations shall be performed by a qualified directional drilling CONTRACTOR with at least (10) years' experience involving work of a similar nature to the work required of this project. The CONTRACTOR must have installed a minimum of 10,000 linear feet of pipe (4-inch diameter or greater) using directional drilling operations. A list of project references and proof of contractor experience shall be presented to the ENGINEER, upon request by the ENGINEER.</i>	Non- Responsive.	Responded. HDD Contractor experience of minimum 10,000 linear feet was not provided.

BID COLLECTION CHECKLIST

UNIT PRICE SCHEDULE		GT General Contractors				Foster Marine Contractors			
Item No	Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price	Unit	Estimated Quantity	Bid Unit Price	Bid Price
1	As-Built Record Drawings	LS	1	\$ 5,000.00	\$ 5,000.00	LS	1	\$ 40,000.00	\$ 40,000.00
2	NPDES Permit/Erosion Protection Measures	LS	1	\$ 10,000.00	\$ 10,000.00	LS	1	\$ 5,000.00	\$ 5,000.00
3	Professional Video of Construction Site and Photographs	LS	1	\$ 3,000.00	\$ 3,000.00	LS	1	\$ 2,500.00	\$ 2,500.00
4	Sod	SY	100	\$ 30.00	\$ 3,000.00	SY	100	\$ 15.00	\$ 1,500.00
5	Clearing and Grubbing	LS	1	\$ 25,000.00	\$ 25,000.00	LS	1	\$ 15,000.00	\$ 15,000.00
6	Directional Drill Pit & Restoration	EA	9	\$ 3,000.00	\$ 27,000.00	EA	9	\$ 12,000.00	\$ 108,000.00
7	Open Cut Pavement Trench	SY	165	\$ 250.00	\$ 41,250.00	SY	165	\$ 50.00	\$ 8,250.00
8	Remove exist. concrete	SY	25	\$ 60.00	\$ 1,500.00	SY	25	\$ 10.00	\$ 250.00
9	12" Compacted subgrade	SY	165	\$ 60.00	\$ 9,900.00	SY	165	\$ 15.00	\$ 2,475.00
10	Optional Base, Base Group 6	SY	165	\$ 90.00	\$ 14,850.00	SY	165	\$ 75.00	\$ 12,375.00
11	Milling & Resurfacing	SY	710	\$ 80.00	\$ 56,800.00	SY	710	\$ 50.00	\$ 35,500.00
12	1-1/2" Superpave ApsH Conc (12.5), Traffic B, PG 76-22	TN	13	\$ 500.00	\$ 6,500.00	TN	13	\$ 1,500.00	\$ 19,500.00
13	1" Asph Conc FC, Traffic B, FC-9.5, PG 76-22	TN	9	\$ 570.00	\$ 5,130.00	TN	9	\$ 2,400.00	\$ 21,600.00
14	Concrete Sidewalk and Driveways, 6"	SY	25	\$ 50.00	\$ 1,250.00	SY	25	\$ 75.00	\$ 1,875.00
15	Raised Pavement Marker (Blue)	EA	5	\$ 1,100.00	\$ 5,500.00	EA	5	\$ 30.00	\$ 150.00
16	Thermoplastic, Std, White, Solid, 24"	LF	30	\$ 10.00	\$ 300.00	LF	30	\$ 25.00	\$ 750.00
17	Thermoplastic, Std, White, Solid, 6"	GM	0.1	\$ 15,000.00	\$ 1,500.00	GM	0.1	\$ 100.00	\$ 10.00
18	Thermoplastic, Std, Yellow, Solid, 6"	GM	0.1	\$ 15,000.00	\$ 1,500.00	GM	0.1	\$ 100.00	\$ 10.00
19	10" HDPE (Directional Bore)	LF	3600	\$ 120.00	\$ 432,000.00	LF	3600	\$ 300.00	\$ 1,080,000.00
20	8" HDPE (Directional Bore)	LF	175	\$ 120.00	\$ 21,000.00	LF	175	\$ 275.00	\$ 48,125.00
21	Connect to Existing 6" WM	EA	2	\$ 13,000.00	\$ 26,000.00	EA	2	\$ 10,000.00	\$ 20,000.00
22	Connect to Existing 8" WM	EA	3	\$ 25,000.00	\$ 75,000.00	EA	3	\$ 15,000.00	\$ 45,000.00
23	8"X8" Tapping Sleeve and Gate Valve	EA	3	\$ 12,000.00	\$ 36,000.00	EA	3	\$ 6,000.00	\$ 18,000.00
24	6"X6" Tapping Sleeve and Gate Valve	EA	1	\$ 10,000.00	\$ 10,000.00	EA	1	\$ 5,000.00	\$ 5,000.00
25	8"X8" Tee	EA	1	\$ 2,500.00	\$ 2,500.00	EA	1	\$ 5,000.00	\$ 5,000.00
26	10"X8" Tee	EA	5	\$ 3,000.00	\$ 15,000.00	EA	5	\$ 7,000.00	\$ 35,000.00
27	10"X6" Tee	EA	7	\$ 3,000.00	\$ 21,000.00	EA	7	\$ 6,000.00	\$ 42,000.00
28	10"X4" Tee	EA	6	\$ 2,200.00	\$ 13,200.00	EA	6	\$ 5,000.00	\$ 30,000.00
29	10" Gate Valve and Box	EA	12	\$ 5,000.00	\$ 60,000.00	EA	12	\$ 5,000.00	\$ 60,000.00
30	8" Gate Valve and Box	EA	5	\$ 3,500.00	\$ 17,500.00	EA	5	\$ 4,000.00	\$ 20,000.00
31	6" Gate Valve and Box	EA	6	\$ 3,000.00	\$ 18,000.00	EA	6	\$ 3,000.00	\$ 18,000.00
32	4" Gate Valve and Box	EA	5	\$ 3,000.00	\$ 15,000.00	EA	5	\$ 2,000.00	\$ 10,000.00
33	10" Air Release Valve	EA	3	\$ 2,200.00	\$ 6,600.00	EA	3	\$ 7,000.00	\$ 21,000.00
34	Fittings	TN	1	\$ 22,000.00	\$ 22,000.00	TN	1	\$ 50,000.00	\$ 50,000.00
35	Sample Points	EA	5	\$ 1,500.00	\$ 7,500.00	EA	5	\$ 1,500.00	\$ 7,500.00
36	Fire Hydrant Assembly	EA	1	\$ 10,000.00	\$ 10,000.00	EA	1	\$ 7,000.00	\$ 7,000.00
37	Testing	LS	1	\$ 10,000.00	\$ 10,000.00	LS	1	\$ 5,000.00	\$ 5,000.00
SUBTOTAL				\$ 1,027,280.00	\$ 1,037,280.00			\$ 1,796,370.00	\$ 1,801,370.00
38	Mobilization/Demolition, Bonds, Insurance (10% of items 1-36)	LS	1	\$ 102,728.00	10%	LS	1	\$ 179,637.00	10%
39	Maintenance of Traffic (8% of items 1-36)	LS	1	\$ 82,182.40	8%	LS	1	\$ 143,709.60	8%
40	Contingency (20% of items 1-36)	LS	1	\$ 205,456.00	20%	LS	1	\$ 359,274.00	20%
TOTAL					\$ 1,427,646.40				\$ 2,483,990.60
DIFFERENCE IN BID TOTALS		<i>(our total is lower)</i>		- \$ 27.80		<i>(no difference in total value)</i>		\$ -	

SUBTOTAL FROM BID SUBMITTALS (ITEMS IN RED ARE INCORRECT)									
SUBTOTAL					\$ 1,037,280.00				\$ 1,801,370.00
38	Mobilization/Demolition, Bonds, Insurance (10% of items 1-36)	LS	1	10%	\$ 102,755.80	LS	1	10%	\$ 179,637.00
39	Maintenance of Traffic (8% of items 1-36)	LS	1	8%	\$ 82,182.40	LS	1	8%	\$ 143,709.60
40	Contingency (20% of items 1-36)	LS	1	20%	\$ 205,456.00	LS	1	20%	\$ 359,274.00
TOTAL					\$ 1,427,674.20				\$ 2,483,990.60

Agenda: Monday, April 1, 2024
Memo: Item #16.

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

Subject: Town Manager

As March is going out like a lamb, well maybe not so much considering the wind and rain this month, we have stayed busy with things going on in all areas. February and March saw the PD lose two officers and a dispatcher, which was unfortunate as we had only been fully staffed for funded positions for a few months. But when one door closes, another opens and we have received applications from several stellar individuals, and I am happy to say that we will hopefully be fully staffed again by May.

We also saw a transition in the Public Works department with the departure of Chris Sorrell. We were fortunate again and had an individual referred to us shortly after we posted the position and as a result we are wrapping up the final details with the pre-employment process and look forward to introducing a new employee in May.

The election is under our belts again, and I am excited to continue working with Geoff Pugh, Dave Hutchins, and Ainar Aijala. We have a lot going on as we pass the mid-year mark for the fiscal year with infrastructure the hot topic. The new water main project has completed the bidding process and will be in front of commissioners at the April meeting for acceptance and award. We have reason to be hopeful that we will be able to move forward with the water valve project as the request made it through the legislative budgeting process, and we are hopeful that Gov. DeSantis will approve of the project and leave it in the budget. You will be seeing maintenance starting on the town's three bridges through April and possibly into May as we have the repairs that were lined out by FDOT in our most recent bridge inspection.

The town is currently soliciting bids for Banking Services. The RFP is due in early April. We are getting a lot of interest in the RFP so I feel positive that we will be able to identify a solid institution to partner with the town.

Behind the scenes, things continue to move forward as well. You will notice some changes to the meeting agendas and packets. We have launched our partnership with CivicClerk for agenda management software and the changes have been celebrated by staff for ease of use. The financial management software will usher in a new era in the fiscal year budgeting process which I believe staff and the public will agree to make understanding and completing the budget process simple.

Staff recommends...N/A

Suggested Motion: I move to...N/A

Respectfully,
Lynne Ladner, Town Manager



Ocean Ridge Police Department

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

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

www.oceanridgeflorida.com

Scott McClure
Chief of Police

February 2024 Monthly Activity Report

Subjects;

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

<u>ORPD Other Activity:</u>					
Type	Total	Days- Sgt Roy	Days- Choban	Sgt. Nights- Sgt. Parkerson	Nights- Sgt. Stang
<u>Traffic</u>					
Citations	76	32	24	0	20
Written Warnings	132	56	14	22	40
Parking Tickets/Municipal Warnings	13	4	6	1	2
Traffic Stops	210	82	36	33	59
<u>Arrests:</u>					
S19 Felony	1	0	0	1	0
S18 Misdemeanor	0	0	0	0	0
<u>Telephone Calls Handled by Dispatch:</u>					
<u>February 2024</u>	<u>Year to Date</u>				
9-1-1	55	99			
Incoming/Non-Emergency	459	910			
Outgoing/Non-Emergency	157	295			
Total:	671	1304			
<u>Walk-Ins Handled by Dispatch:</u>					
	<u>Year to Date</u>				
All	298	599			
After Business Hours	161	327			
Alarm Sign Issuance-	1	1			
Alarm Technician-	7	15			
AOD/Range Use-	2	9			
Burn Permit-	2	2			
Fingerprints-	1	3			
Keys-	1	2			
Pet Tag/Vehicle Decal-	6	8			
Report/Record Request-	9	14			
Vendors-	48	77			
Visitor for Chief-	4	10			
Visitor for Lt or Investigator-	2	2			
Visitor/Info-	195	289			
Gift/Food donation-	3	3			
Pick up Property/Evidence-	4	7			
Pill Drop-	13	24			

BRINY BREEZES FEBRUARY 2024

Description	Signal	Count
ON FOOT W/PORTABLE	10108	29
BEACH PATROL	BCHK	8
POLICE SERVICE CALL	S68	1
ILLEGAL PARKING	S90	13
MEDICAL CALL	S73	2
WELFARE CHECK	S84	4
LOST/FOUND PROPERTY	S72	1
THEFT	S30	1
VEHICLE ACCIDENT	S04	1
INFORMATION	S14	1
SUSPICIOUS VEHICLE	S13V	1
ANIMAL COMPLIANT	S70	1
TRAFFIC STOPS	1050	5
PROPERTY DAMAGE	S96	1

Total Calls for Service	69
District Checks	190
Total Calls w/ DC's	259

OTHER ACTIVITY

Traffic

Citations	2
Written Warnings	3
Parking Tickets	11

ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 02/01/2024 00:00 Through 02/29/2024 23:59

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
10108	ON FOOT W/PORTABLE	74
10109	VEHICLE MAINTENANCE	129
1050	TRAFFIC STOP	200
1058	AT STATION	1
1060	ASSIST TO MOTORIST	1
801	VTC PERMITS (BUILDING)	2
805	VTC SOLICIT W/O PERMIT (DOOR TO DOOR)	3
806	VTC WORKING WHEN NOT PERMITTED	8
814	VTC OVERNIGHT PARKING ON STREET	2
815	VTC PARKING ON VACANT LOT	1
820	VTC ANIMALS ON BEACH	12
823	VTC CONSTRUCTION SITE	2
824	VTC ALL OTHER	2
BCHK	BEACH PATROL	238
DC	DISTRICT CHECK	1187
HCKH	HOUSE CHECK HAND	86
HCKV	HOUSE CHECK VISUAL	14
LPR	LICENSE PLATE RECOGNITION ALERT	5
S03	HIT AND RUN ACCIDENT	1
S04	AUTO ACCIDENT	4
S07	DECEASED PERSON	1
S10	STOLEN VEHICLE	1
S12	RECKLESS DRIVER	1
S13P	SUSPICIOUS PERSON	3
S13V	SUSPICIOUS VEHICLE	8
S14	INFORMATION	5
S15	SPECIAL DETAIL	24
S22	DISTURBANCE	2
S25	FIRE/FD ASSIST	1
S30	THEFT	1
S32A	SUICIDE ATTEMPT	1
S48G	OPEN GARAGE DOOR	4
S49	ALARM	29

ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 02/01/2024 00:00 Through 02/29/2024 23:59

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
S49F	FIRE ALARM	2
S53	EMBEZZLEMENT/FRAUD	1
S67	ACCIDENTAL INJURY	1
S68	POLICE SERVICE CALL	18
S70	ANIMAL COMPLAINT	3
S72	LOST/FOUND PROPERTY	2
S73	MEDICAL CALL	12
S76	ASSIST OTHER DEPARTMENT	13
S79	911 PRANK/FALSE/ACCID CALL	7
S81	ASSAULT/THREATS	1
S84	WELFARE CHECK	24
S86	LOUD NOISE/MUSIC	3
S88	FLORIDA POWER LIGHT ASSIST	1
S90	ILLEGAL PARKING	13
S96	PROPERTY DAMAGE	2
TOTAL ACTIVITY:		2156

February 2024 BOYNTON BEACH FIRE RESCUE REPORT

IncidentNumber	Date	Full Incident Address	Incident City	Station	Shift	Incident Type Description	Total Response Time
2401613	2/2/2024	6861 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	B	EMS call, excluding vehicle accident with injury	8.3
2401620	2/2/2024	6415 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	B	EMS call, excluding vehicle accident with injury	5.4
2401649	2/3/2024	Mallard Dr Briny Breezes	Briny Breezes	Station 4	C	EMS call, excluding vehicle accident with injury	4.2
2401711	2/4/2024	Marlin Dr Ocean Ridge	Ocean Ridge	Station 1	D	Emergency medical service incident, other	7.5
2401878	2/8/2024	6600 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	D	Emergency medical service incident, other	7.4
2401975	2/10/2024	CORDOVA AVE & N OCEAN BLVD Briny Breezes	Briny Breezes	Station 4	B	Motor vehicle accident with injuries	5.1
2401988	2/10/2024	6660 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	B	EMS call, excluding vehicle accident with injury	6.4
2402010	2/11/2024	6110 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	C	EMS call, excluding vehicle accident with injury	5.2
2402104	2/12/2024	5510 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	D	Smoke detector activation, no fire - unintentional	6.5
2402122	2/13/2024	Spanish River Dr Ocean Ridge	Ocean Ridge	Station 4	A	EMS call, excluding vehicle accident with injury	7.3
2402180	2/14/2024	6700 Blk N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	B	Dispatched & canceled en route	N/A
2402183	2/14/2024	Marlin Dr Ocean Ridge	Ocean Ridge	Station 1	B	EMS call, excluding vehicle accident with injury	7.5
2402208	2/14/2024	6520 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	B	EMS call, excluding vehicle accident with injury	6
2402227	2/15/2024	Ridge Blvd Ocean Ridge	Ocean Ridge	Station 5	C	Citizen complaint	7.7
2402286	2/16/2024	6415 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	D	Emergency medical service incident, other	7.3
2402362	2/17/2024	6823 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	A	Emergency medical service incident, other	7.3
2402416	2/18/2024	6520 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	B	EMS call, excluding vehicle accident with injury	5.5
2402446	2/19/2024	6100 Blk N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	C	Smoke detector activation due to malfunction	9.1
2402448	2/19/2024	6100 Blk N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	C	Local alarm system, malicious false alarm	6.4
2402490	2/20/2024	6767 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	D	Emergency medical service incident, other	6.6
2402652	2/23/2024	6849 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	C	Alarm system activation, no fire - unintentional	10.9
2402730	2/25/2024	Flamingo Dr Briny Breezes	Briny Breezes	Station 4	A	Public service assistance, other	4.9
2402734	2/25/2024	CORRINE ST & N OCEAN BLVD Ocean Ridge	Ocean Ridge	Station 1	A	EMS call, excluding vehicle accident with injury	5.4
2402816	2/26/2024	5800 Blk N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	B	EMS call, excluding vehicle accident with injury	4.6
2402836	2/27/2024	6849 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	C	Smoke detector activation, no fire - unintentional	12.4
2402850	2/27/2024	Sabal Island Dr Ocean Ridge	Ocean Ridge	Station 1	C	Public service assistance, other	7.3
2402872	2/28/2024	Flamingo Dr Briny Breezes	Briny Breezes	Station 4	C	Public service assistance, other	9.8
2402906	2/28/2024	6800 Blk N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	D	Public service assistance, other	8.8

Ocean Ridge Summary		Briny Breezes Summary	
Medical Calls	15	Medical Calls	1
Fire/Other Calls	9	Fire/Other Calls	3
Total	24	Total	4

Calls exceeding 10 minutes consist of; (1)

Live Audio Feed Provided for the Town Commission Meetings

Based upon a Town Commission decision, the Town of Ocean Ridge will be holding the meeting in-person, with an additional option of listening to the audio live.

Regular Town Commission meetings are generally held on the first Monday of every month at 6:00pm. Please visit www.oceanridgeflorida.com to see when the next Town Commission meeting will be.

GENERAL SUBJECT MATTER TO BE CONSIDERED: The Town of Ocean Ridge will meet for the purpose of reviewing items as described on the agenda. The agenda along with the meeting package was posted on the Town's website, at Town Hall, and in Town Hall's shadow box the Wednesday prior to the meeting.

A copy of the agenda & the package may be obtained by contacting the Town Clerk at kavery@oceanridgeflorida.com

PLACE: The meeting will be held at the physical access point of Town Hall, 6450 N. Ocean Blvd, Ocean Ridge, FL 33435. The Town of Ocean Ridge will provide a live audio feed for those that cannot attend the physical access point. Interested persons may listen by using the following information:

Town Commission Meetings

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/930143117>

You can also dial in using your phone.

Access Code:

930-143-117

United States:

[+1 \(872\) 240-3212](tel:+18722403212)

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

PUBLIC COMMENTS:

Persons that are unable to attend the meeting in person may submit public comments by utilizing the following options:

1. Email the Town Clerk at kavery@oceanridgeflorida.com by 3. p.m. on the meeting date. The email must contain the agenda item number and exactly what is to be read out loud at the meeting (3 minute limit). The Town Clerk will respond to the email if it has been received. If you do not receive a response email from the Town Clerk, assume that it was not received and follow up with a phone call to Town Hall at 561-732-2635. The Town Clerk will read the public comment into the record when the item is taken up.
2. Call Town Hall at 561-732-2635 before 3 p.m. on meeting date. Tell Town Hall Staff which agenda item you would like to submit a comment on, and submit your comments to them (3 minute limit). Town Hall staff will notify the Town Clerk of the public comment, and the Town Clerk will read the public comment into the record when the item is taken up during the meeting.

ADDITIONAL INFORMATION:

The recording of the meeting along with the action item summary sheet will be available to the public the following day.

Consistent with section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at (561) 732-2635 at least 5 days prior to the meeting in order to request such assistance.