

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



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

To 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

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. Senator Lori Berman - Legislative Update
2. Proclamation: Municipal Clerks Week of May 5 - May 11, 2024
3. Proclamation for National Police Week May 12-18, 2024, and National Peace Officers Memorial Day, May 15, 2024
4. Recognition of Commission Carolyn Cassidy's appointment to the Treasure Coast Regional Planning Commission (Alternate Seat)

ANNOUNCEMENTS

5. The meeting schedule for the next month is as follows: Regular Town Commission & CIP Meeting on Monday, June 3, 2024, at 6:00 PM; A Town Commission Workshop re: Planning & Zoning Objectives will be held on May 13, 2024, at 10:00 am.; Planning & Zoning Meeting on Tuesday, May 21 at 9:00 am; and a Board of Adjustment Meeting on Wednesday, May 15 at 9:00 am. All meetings are held in the Commission Chambers at the Town Hall.
6. Town Hall will be closed on Monday, May 27, 2024, in observance of Memorial Day
7. Residents who wish to sign up to receive important Town notifications and news

through Civic Ready should sign up on the Town's website or call Town Hall for assistance.

PUBLIC COMMENT – (3-minute individual limit)

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

8. Adopt Minutes of the April 1, 2024 Regular Town Commission Meeting
9. Adopt Minutes of the April 8, 2024 Special Town Commission Meeting
10. Approval of the Purchase of a 500 Gallon Sub-Base Tank for Generator at the Coconut Pump Station
11. Releasing Two Frozen Police Department Positions
12. Removal of Invasive Trees & Shrubs and Clean up in the Preserve/Retention Area
13. Approval of the March Revenue & Expenditure Report
14. Approval of the 2024 Annual Progress Report on Flood Mitigation Plan
15. Approval of the Strategic Goals

REGULAR AGENDA ITEMS

16. Appoint New Planning & Zoning Board Members
17. Appoint New Board of Adjustment Members
18. Approval of Resolution 2024-04, A Resolution Of The Mayor And Town Commission Of The Town Of Ocean Ridge, Florida, Authorizing Publication Of Town Notices On A Publicly Accessible Website As An Alternative To Newspaper Publication; Directing Annual Notice By Newspaper Publication Of Alternative Means Of Receiving Town Notices; Providing For Maintenance Of A Registry Of Persons Desiring Receipt Of Town Notices By First Class Mail Or Email; Directing That A Link To The Notice Website Be Conspicuously Posted On The Town's Website; Providing For An Effective Date And All Other Purposes.
19. Town Commission's Performance Evaluation of the Town Manager
20. Consideration of Street Name Change
21. Consideration of Mitigation of Lien at 23 Coconut Lane.

STAFF & COMMITTEE REPORTS

22. Town Manager
23. Town Attorney
24. Police Chief

TOWN COMMISSIONER COMMENTS

ADJOURNMENT

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
CAROLYN CASSIDY
DAVID HUTCHINS
AINAR AIJALA JR.

55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK *May 5 - 11, 2024*

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Geoff Pugh, Mayor of Ocean Ridge, do recognize the week of May 5 through 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerks, Kelly Avery and Katrina Pinder and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

Dated this 6th day of May 2024

Geoff Pugh, Mayor

Attest:

Kelly Avery, Town Clerk

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
CAROLYN CASSIDY
DAVID HUTCHINS
AINAR AIJALA JR.

Proclamation for National Police Week- May 12-18, 2024 and National Peace Officers' Memorial Day - May 15, 2024

WHEREAS, the United States Congress and President of the United States have designated May 15th as Peace Officers' Memorial Day, and May 15th through May 21st as National Police Week; and

WHEREAS, Peace Officers Memorial Day and Police Week is an observance in the United States that pays tribute to the local, state, and federal peace officers who have died, or who have been disabled, in the line of duty; and

WHEREAS, Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others; and

WHEREAS, the members of the Ocean Ridge Police Department play an essential role in safeguarding the rights and freedoms of the citizens in Ocean Ridge; and

WHEREAS, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

NOW, THEREFORE, I, Geoff Pugh, Mayor of the Town Of Ocean Ridge, call upon all citizens of Ocean Ridge to observe May 15, 2024 as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in

the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

I call upon all citizens and all patriotic, civic and educational organizations to observe the week of May 12-18, 2024 as National Police Week in which all people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

Furthermore, in respect for the fallen officers, I order the flag at Town Hall to be lowered to half-staff on May 15th, and I encourage all citizens to do the same.

In witness thereof, I have hereunto set my hand and caused the Seal of the Town of Ocean Ridge to be affixed on May 6, 2024.

Geoff Pugh, Mayor

ATTEST:

Kelly Avery, Town Clerk

REGULAR TOWN COMMISSION MEETING MINUTES
APRIL 1, 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

Commissioner Cassidy recommended that the Planning and Zoning Workshop be moved to May.

Mayor Pugh requested to remove the April 8 Planning and Zoning Workshop from the Announcements.

Commissioner Cassidy announced that Starbright is hosting a local artist show on May 2 from 5:00 p.m. until 8:00 p.m.

Town Manager Ladner requested to move Item 10 from the Consent Agenda to the Regular Agenda Items as the first item.

Commissioner Cassidy moved to approve the agenda as amended; seconded by Vice Mayor Coz. Motion carried 5-0. (2:31)

PRESENTATIONS & PROCLAMATIONS

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

Commissioner Cassidy moved to accept the Official Municipal Election Results of March 19, 2024 as certified by the Palm Beach County Supervisor of Elections; seconded by Vice Coz. Motion carried 5-0. (3:19)

Town Clerk Avery proceeded to swear in the newly elected Town Commissioners.

ANNOUNCEMENTS

2. **The upcoming 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. 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**

REGULAR TOWN COMMISSION MEETING MINUTES
APRIL 1, 2024

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 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.**

Town Clerk Avery read the announcements into the record.

PUBLIC COMMENT – (3-minute individual limit)

Mayor Pugh opened the floor for public comment.

Virginia Sigety – thanked Town Manager Ladner and Chief McClure on behalf of the Ocean Ridge Garden Club for their support in helping the Garden Tour. She also suggested that the event be held annually.

Terry Brown – congratulated the newly elected Town Commissioners and suggested that the resolution regarding discrimination should be posted on the bulletin board. He also mentioned the history of the William Myers who built the dunes.

Ric Carey – congratulated the newly elected Town Commissioners and said he appreciated the support, while he served as a Planning and Zoning Commissioner. He also encouraged the Town to recruit qualified people to serve.

Debbie Cooke – thanked the Commission for working on the sign ordinance and expressed concerns regarding signs on Turtle Beach.

Christopher Currie – congratulated the newly elected Town Commissioners and discussed beach sign issues.

Betty Bingham - spoke on the history of access to the beach.

Jill Shibles – congratulated the newly elected Town Commissioners and asked questions about the property TCO at 6273 North Ocean Blvd. A brief discussion ensued regarding the extension of the property TCO. She also asked a question about the cones at the property.

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 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**

Mayor Pugh asked for approval of the Consent Agenda.

Vice Mayor Coz recommended moving Item 10 to the Regular Agenda Items after Agenda Item 13.

REGULAR TOWN COMMISSION MEETING MINUTES
APRIL 1, 2024

Mayor Pugh requested that Item 10 be moved to the Regular Agenda Items as Item 13a.

Vice Mayor Coz moved to approve the Consent Agenda as amended; seconded by Commissioner Aijala. Motion carried 5-0. (34:12)

Commissioner Cassidy asked Town Manager Ladner for an update on the EAR notification letter and and Town Manager Ladner provided an update.

REGULAR AGENDA ITEMS

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

Town Clerk Avery read the ordinance into the record by title only and explained the voting process. Vice Mayor Coz mentioned that there is no rule in the Town Charter regarding selecting a mayor.

The results of the votes were unanimously selecting Geoff Pugh as mayor.

Commissioner Coz moved to adopt Resolution 2024-02: Electing Commissioner Geoff Pugh as Mayor; seconded by Commissioner Cassidy. Motion carried 5-0. (39:16)

13. Approval of Resolution No. 2024-03: A Resolution of the Town of Ocean Ridge, Florida, electing a Vice-Mayor

The results of the votes were unanimously selecting Steve Coz as Vice Mayor.

Commissioner Hutchins moved to adopt Resolution 2024-03: Electing Commissioner Geoff Pugh as Mayor; seconded by Commissioner Cassidy. Motion carried 5-0. (39:42)

13a. Accept the proposal and authorize a Classification and Compensation Study by Evergreen Solutions to complete a Classification and Compensation Study (*Moved from Consent Agenda*)

Town Manager Ladner explained the item.

The Commissioners asked Town Manager Ladner questions regarding the costs of updating the employee handbook, job classification, and benefits. Town Manager Ladner answered their questions. More discussion ensued regarding the costs of completing only the compensation study.

Mayor Pugh opened the floor for public comment.

Tim Cassidy – questioned the time the process will take seeing the budget is approaching.

Mayor Pugh closed the floor for public comment.

There was consensus to have Town Manager Ladner request another proposal and bring the item back at the May Regular meeting or at a special meeting.

REGULAR TOWN COMMISSION MEETING MINUTES
APRIL 1, 2024

14. Approval of the Budget Meeting Calendar

There was a discussion on selecting a budget workshop date. The Commission scheduled a Goals Setting Workshop for April 22, 2024, at 1:00 p.m. Town Manager Ladner announced the budget meeting date.

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

Vice Mayor Coz moved to approve the Budget Meeting Calendar; seconded by Commissioner Cassidy. Motion carried 5-0. (1.09)

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

Town Manager Ladner explained the item. She recommended Faster Marine for approval of the Award of North Ocean Blvd. There was a discussion regarding whether the additional funding should come from the reserve account or Arpa Funds.

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

Vice Mayor Coz moved to award Faster Marine as the contractor for the water main pipe enhancement project of North Ocean Blvd; seconded by Commissioner Hutchins. Motion carried 5-0. (1.20)

STAFF & COMMITTEE REPORTS

16. Town Manager

Town Manager Ladner said that her report was included in the meeting package. She mentioned that the Bank RFP deadline is this coming Friday, and the Police Department is working on new hires. She also mentioned we should have a new Public Works employee on board in May.

17. Town Attorney

Town Attorney Goddeau said she had no report to present.

18. Police Chief

Chief McClure said that his report was included in the meeting package. He mentioned that the grant for FCT was completed, and he reached out to Amazon regarding deliveries being delivered in unmarked vehicles. He also mentioned that a CPR class is scheduled in April for Briny Breezes. Commissioner Hutchins expressed his concerns regarding dogs on the beach. Chief McClure responded to Commissioner Hutchins' concern.

TOWN COMMISSIONER COMMENTS

Commissioner Cassidy requested that the Planning and Zoning Workshop be moved to May 13, 2024, at 10:00 a.m. She mentioned that the League of Cities' next meeting is scheduled for April 24, 2024, at 11:30 a.m. Greenacres Community Center and it is highly recommended that newly elected officials attend. She also mentioned Senator Berman will be attending the May meeting to speak about all the legislation that passed this year, and their appropriation request made it through the House and Senate

REGULAR TOWN COMMISSION MEETING MINUTES
APRIL 1, 2024

awaiting final approval. She announced that she received the “Home Rule Hero Award.”

Commissioner Aijala suggested that Town Manager Ladner set goals and complete a self-evaluation on her anniversary. Attorney Goddeau said that she would provide the Commission with the evaluation form. Commissioner Aijala also suggested that the Commission has a workshop instead of a one-on-one meeting. A brief discussion ensued about having a one-on-one meeting or workshop and trash concerns.

ADJOURNMENT

Meeting Adjourned at 7:36 p.m.

Minutes prepared by Deputy Town Clerk Pinder and adopted by the Town Commission on May 6, 2024.

Geoff Pugh, Mayor

ATTEST:

Kelly Avery, Town Clerk

SPECIAL TOWN COMMISSION MEETING MINUTES
APRIL 8, 2024

CALL TO ORDER

The meeting was called to order by Mayor Pugh at 2:00 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.

Commissioner Cassidy moved to approve the agenda as amended; seconded by Vice Mayor Coz. Motion carried 5-0. (:45)

PUBLIC COMMENT – (3-minute individual limit)

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

REGULAR AGENDA ITEMS

1. Approval of Proposal from Evergreen Solutions, LLC

Town Manager Ladner provided an update on the item and explained the new proposals.

There was a discussion about the costs of the proposals. Further discussion followed regarding creating a policy for overtime and reclassification of exempt and non-exempt employees.

Commissioner Cassidy had a concern about Town Manager Ladner working as the project manager on the reclassification study. Town Manager Ladner responded to her concern.

More discussion ensued regarding the benefits and costs of the consulting company performing a compensation study.

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

Commissioner Aijala moved to approve the April 3rd Proposal from Evergreen Solutions, LLC; seconded by Vice Mayor Coz. Motion carried 5-0. (29:42)

SPECIAL TOWN COMMISSION MEETING MINUTES
APRIL 8, 2024

ADJOURNMENT

Meeting Adjourned at 2:31 p.m.

Minutes prepared by Deputy Town Clerk Pinder and adopted by the Town Commission on May 6, 2024.

Geoff Pugh, Mayor

ATTEST:

Kelly Avery, Town Clerk

DRAFT

Agenda: Monday, May 6, 2024
Memo: Item #10.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Lynne Ladner, Town Manager

**Subject: Approval of the Purchase of a 500 Gallon Sub-Base Tank for
Generator at the Coconut Pump Station**

This is the ratification of the approval of the emergency acquisition of the Stainless Steel 500 Gallon Sub-Base Tank for the Generator at the Coconut Pump station in order to keep the project on task. This will ensure that the project will be taken care of in preparation for the hurricane season.

Suggested Motion: I move to approve the ratification of the emergency acquisition of the 500 Gallon Stainless Steel Sub-Base Tank for the Coconut Pump Station.

Respectfully,
Lynne Ladner, Town Manager



Zabatt Inc. Corporate Office
4612 Highway Ave. Jacksonville, FL 32254
Ph: 904-384-4505 Fax: 904-384-7446
Jacksonville | Orlando | Tampa | Miami

PROJECT INFORMATION

Customer Town of Ocean Ridge Date 04/09/24 Quote # S080337-C01
Project Name Town of Ocean Ridge - Change Order * Quote Expires 30 Days From Issue Date Revision _____

WE ARE PLEASED TO OFFER THE FOLLOWING THE PROPOSAL FOR YOUR PROJECT

Remove existing generator from the jobsite and have it delivered to a packaging vendor's facility where the enclosure will be cleaned and prepped to be re-painted. A new 500gal Sub-BaseTank described below will also be provided and installed. Upon completion, the generator package will be delivered and offloaded onto the new designated jobsite.

Quantity 1 - 500gal Sub-Base Tank:

- UL142
- 500gal capacity (425gal usable)
- Aprox DIMS: 158"L x 34"W x 42"H
- 10ga Mild Steel Primary Tank, 7ga Mild Steel Secondary Tank
- Supply & Return connections
- Emergency vents
- Low fuel, High fuel and Rupture Basin alarm switches
- 2" fill w/ lockable cap and FDEP spill containment
- Overfill Prevention Valve
- Cable Stub-up opening at the rear of the tank
- Generator mounting beams
- Tank primed w/ 2-part Epoxy Zinc based primer and 2-part Polyester/Polyurethane Topcoat - Gloss Black

WARRANTY

Standard 1 Year Limited Warranty (from date of shipment from factory)

PRICE

\$50,750.00

3 - 4

plus applicable sales tax
Week Estimated Ship Date

Customers are responsible for paying sales and use tax on goods shipped outside of the State of Florida.

Zabatt, Inc. is a State of Florida Certified Minority owned business.

Built in discount of 2.5% has been applied to quote for payments that are remitted as cash, check, EFT or wire transfer.

ADDER: to upgrade the Outer Tank to 304 Grade Stainless Steel in lieu of Mild Steel: \$8,975 plus tax



Zabatt Inc. Corporate Office
4612 Highway Ave. Jacksonville, FL 32254
Ph: 904-384-4505 Fax: 904-384-7446
Jacksonville | Orlando | Tampa | Miami

CHANGES, CANCELLATIONS & RETURNS

Any order or contract may be cancelled by the customer only upon the payment of reasonable charges and expenses incurred by Zabatt on or before the date of receipt by Zabatt of said notice of cancellation. Such reasonable charges and expenses may include, but are not limited to, any cancellation charges incurred by Zabatt for the cancellation and/or any liabilities for orders or commitments for materials or services previously ordered by Zabatt in connection with the cancelled customer order or contract. No material or product may be cancelled or returned for credit without first obtaining the written approval of, and at the sole discretion of, Zabatt. All shipping costs on returned material must be pre-paid by the customer. Accepted returns are subject to the charges, terms and requirements notified in writing to the buyer (which may include, with no limitations or exceptions, a 15% restocking fee).

Delivery, Shipments, and Claims (to include Warranty)

All charges for work performed during the warranty period are the responsibility of the customer until approved by the appropriate warranty authority. Warranties are subject to the manufacturer's guidelines. Even those warranty claims which are approved may not include 100% of the repairs or parts; the customer is responsible for charges excluded from warranty. Contingency payment arrangements must be made prior to any warranty work being performed. Batteries, oil, coolant, filters and adjustments are not covered as part of warranty repairs and will be billed to the customer at appropriate rates.

Price and Minimum Billing

Price shall be in accordance with rates currently in effect at the time the quote is received and shall expire on the date described in said quote. All quotes for services, parts, equipment, and labor will be issued in writing and have a system generated quote number. Verbal quotes are not valid and should not be accepted. A signed copy of the quote must on file before any work can be performed. Signature on said quote shall serve as the customer's acceptance Zabatt's billing guidelines and rates. Labor prices on quotes are good for a period of (30) thirty days from the date of issue unless otherwise specified. Parts and equipment prices are subject to change and billed at the current price at the time of purchase unless otherwise specified. All regular service calls and emergency calls within normal hours will be billed for a minimum of one hour of labor and ten miles of travel. All emergency after-hour calls will be billed for a minimum of four hours labor and ten miles of travel.

Credit and Payment Terms

Commercial customers who have not established a credit account with Zabatt must make payment arrangements before goods are delivered or a technician is dispatched. No credit terms will be extended to end-users. We cannot accept payment on site but must have a signed credit card authorization on file in order to perform any service work on new accounts. No work will be performed for, or product delivered to, customers who are on credit hold. This hold includes any emergency repairs and warranty work that may be required. Account must be paid in full or alternate means of payment must be coordinated and approved before work is performed or product is delivered. Service Rate Definitions and Conditions are available as a separate document

Agreement

This agreement consists of, and is limited to, a qualified technician performing scheduled maintenance in accordance with the manufacturer's recommendations. Zabatt, Inc will not be held liable for damages to the equipment or property as a result of equipment failure caused by any of, but not limited to, the following circumstances: improper or unauthorized operation; normal wear and tear or damage due to overloading; vandalism, theft or acts of a third party; acts of nature; failure to perform services due to hazardous conditions and other causes beyond the control of Zabatt Inc.

Signature and acceptance of the quotation constitutes agreement to comply with Zabatt's terms and conditions as attached.

Signature of Owner or Representative

Date

Signature of Zabatt Representative

Date

Tom Tietje
(786) 390-7855
Tom.Tietje@zabatt.com

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Scott McClure, Police Chief

Subject: Releasing Two Frozen Police Department Positions

I respectfully ask the commission to release two previously frozen police personnel positions. These two positions have been frozen since April 2022. Since taking over as your Police Chief, I have not had any command or administrative positions due to my highest priority being staffing the road and keeping the residents safe. At the current staffing level, the department does not have the manpower to have any command staff or specialty units such as community policing. In order to provide the residents with the necessary sense of security and expected level of quality, the current staffing is focused on maintaining the minimum officers to cover a shift.

Police officers play a critical role in ensuring public safety and, with the increase in both vehicle and foot traffic in the town, more officers are needed to respond to service calls. Unfreezing these two positions will provide an adequate number of officers to help us respond to emergencies, prevent crime, and provide the necessary sense of security for town residents.

A properly staffed department can increase the police presence in town, deterring criminal activity and detecting crime. Additionally, building relationships and trust with the community is essential for effective policing. Having enough officers allows for more community engagement and problem-solving initiatives. We require officers with specialized skills for various roles such as investigations, traffic control, beach patrol and community outreach. Filling these positions can ensure that these roles are adequately staffed. Existing officers have had to take on additional responsibilities, which can lead to burnout and reduced effectiveness. From March 2023 until February 2024, the town has incurred 1,379 hours of overtime, excluding dispatch coverage and details. While we will always have temporary vacancies that include training, sick time, vacations, military leave, and bereavement, when we have our allotted manpower, we will be able to fill these vacancies without overtime in most scenarios.

In order to address these issues, I ask that you return the two currently frozen positions to full-time status.

1. Staff recommends releasing the two previously frozen police positions as soon as possible

Suggested Motion: I move to release the two previously frozen police positions as soon as possible

Respectfully,
Scott McClure, Police Chief

Agenda: Monday, May 6, 2024
Memo: Item #12.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

William Armstrong, Public Works Admin

**Subject: Removal of Invasive Trees & Shrubs and Clean up in the
Preserve/Retention Area**

A proposal was requested to clean up the Preserve area. Carlton's Tree Service has submitted a proposal to remove all invasive trees and shrubs in the middle of the preserve area. Trim up all other trees in the preserve area. Thin out lower trees to allow visibility. Clean up the entire area. Trim all the trees around the property around the preserve. Trim and clean up all palm trees. Trim and reduce all Seagrape trees around pump stations. Trim all other trees around the property. Haul all debris off property.

Staff recommends approval of the proposal.

Suggested Motion: I move to approve the cleanup of the entire Preserve area, per the proposal.

Respectfully,
William Armstrong, Public Works Admin

ESTIMATE

Estimate# EST-001330



carlton's tree service, Inc.

A Cut Above the Rest

we cut above the rest

Carlton's Tree Service Inc.

622 SE Essex Dr.

Port St. Lucie, Florida 34984

(772)201-1313

carltonstreeservice@gmail.com

Estimate Date : Apr 10, 2024

Reference# : Woolbright preserve area.

Bill To

Town Of Ocean Ridge

6450 N. Ocean Blvd

Ocean Ridge

33435 Florida

#	Item & Description	Qty	Rate	Amount
1	Remove all Invasive trees and shrubs in middle of preserve area. Trim up all other trees in preserve area Thin out lower trees to allow visibility. Clean up entire area. Trim all trees around property around preserve. Trim and clean up all palm trees. Trim and reduce all Seagrape trees around pump stations. Trim all other trees around property. Haul all debris	1.00	15,400.00	15,400.00
			Total	\$15,400.00

Notes

Thank you for your consideration. Let me know if you have any questions or concerns. I look forward to hearing back from you.

Terms & Conditions

Payment due upon completion of the work and receipt of invoice.

THANK YOU FOR YOUR BUSINESS!!

Authorized Signature: _____ Date Signed: _____

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 03/31/2024

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

GL Number	Description	23-24 Amended Budget	YTD Balance 03/31/2024 (Abnormal)	Activity For 03/31/2024 (Decrease)	Balance Normal	Available 03/31/2024 (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	7,321,007.65	263,765.52		756,010.35	90.64
001-310.000-312.410	LOCAL OPTION 6 CENT GAS TAX	37,000.00	15,402.22	3,004.76		21,597.78	41.63
001-310.000-312.420	SECOND LOCAL OPTION FUEL TAX	17,500.00	7,117.86	1,444.75		10,382.14	40.67
001-310.000-313.100	ELECTRIC FRANCHISE TAX	225,000.00	132,905.69	25,544.99		92,094.31	59.07
001-310.000-314.100	UTILITY SERVICE TAX ELECTRIC	290,000.00	126,005.72	17,327.22		163,994.28	43.45
001-310.000-314.800	UTILITY SERVICE TAX PROPANE	55,000.00	34,395.60	3,686.55		20,604.40	62.54
001-310.000-314.900	UTILITY SERVICE TAX WATER	100,000.00	30,018.82	9,748.84		69,981.18	30.02
001-310.000-315.000	COMMUNICATION SERVICES TAX	41,000.00	16,331.46	3,383.06		24,668.54	39.83
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	71,768.77	12,898.81		78,231.23	47.85
Total Dept 310.000 - TAXES		8,994,018.00	7,754,953.79	340,804.50		1,239,064.21	86.22
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	280,485.41	74,389.15		469,514.59	37.40
001-320.000-329.100	SIGN PERMITS	300.00	120.00	50.00		180.00	40.00
001-320.000-329.200	ALARM USER PERMITS	2,000.00	1,765.00	20.00		235.00	88.25
001-320.000-329.600	RENTAL REGISTRATIONS	2,000.00	1,470.00	70.00		530.00	73.50
Total Dept 320.000 - LICENSES & PERMITS		755,600.00	284,218.41	74,529.15		471,381.59	37.61
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	29,994.99	5,239.77		22,005.01	57.68
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	79,151.37	15,390.36		85,848.63	47.97
001-330.000-335.490	REBATE ON MUNICIPAL VEHICLES	2,500.00	494.53	494.53		2,005.47	19.78
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	1,195.92	226.52		5,804.08	17.08
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	111,887.02	21,351.18		136,952.98	44.96
Department: 340.000 CHARGES FOR SERVICES							
001-340.000-341.200	ZONING FEES	30,000.00	12,040.00	500.00		17,960.00	40.13
001-340.000-341.400	CERT COPYING RECORD SEARCH ETC	5,000.00	1,634.45	180.00		3,365.55	32.69
001-340.000-341.900	OTHER GEN GOVT CHARGES & FEES	11,000.00	7,462.88	360.00		3,537.12	67.84
001-340.000-342.100	LAW ENFORCEMENT/FIRE SERVICE	221,700.00	76,398.92	0.00		145,301.08	34.46
001-340.000-342.300	ALARM MONITORING	40,000.00	30,816.00	500.00		9,184.00	77.04
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	114.00	42.00		1,386.00	7.60
001-340.000-343.400	GARBAGE AND TRASH REVENUE	340,000.00	318,971.00	12,853.00		21,029.00	93.82
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	448,172.25	14,435.00		246,027.75	64.56
Department: 350.000 FINES & FORFEITURES							
001-350.000-351.100	COURT FINES - COURT CASES	1,850.00	1,059.79	167.90		790.21	57.29
001-350.000-351.300	POLICE EDUCATION \$2.00	400.00	154.12	28.00		245.88	38.53
001-350.000-354.000	VIOLATIONS OF LOCAL ORDINANCES	25,000.00	8,286.25	5,985.00		16,713.75	33.15

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 03/31/2024

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

GL Number	Description	23-24 Amended Budget	YTD Balance 03/31/2024 (Abnormal)	Activity For 03/31/2024 (Decrease)	Balance Normal	Available 03/31/2024 (Abnormal)	% Bdg Used
Fund: 001 GENERAL FUND							
Account Category: Revenues							
Department: 350.000 FINES & FORFEITURES							
Total Dept 350.000 - FINES & FORFEITURES		27,250.00	9,500.16	6,180.90		17,749.84	34.86
Department: 360.000 MISCELLANEOUS REVENUES							
001-360.000-361.100	INTEREST EARNED (SAV, INV, ETC.)	200,000.00	66,151.80	40,709.36		133,848.20	33.08
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	400.00	100.00		100.00	80.00
Total Dept 360.000 - MISCELLANEOUS REVENUES		207,500.00	66,600.62	40,809.36		140,899.38	32.10
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	8,675,332.25	498,110.09		2,327,799.75	78.84
Account Category: Expenditures							
Department: 511.101 TOWN COMMISSION							
001-511.101-501.100	EXECUTIVE SALARIES	6,000.00	3,000.00	500.00		3,000.00	50.00
001-511.101-502.100	FICA TAXES	459.00	229.50	38.25		229.50	50.00
001-511.101-502.200	RETIREMENT CONTRIBUTIONS	825.00	298.54	0.00		526.46	36.19
001-511.101-502.400	WORKERS' COMPENSATION	17,500.00	4,062.15	(185.95)		13,437.85	23.21
001-511.101-504.000	TRAVEL & PER DIEM	5,000.00	3,298.06	0.00		1,701.94	65.96
001-511.101-504.100	COMMUNICATIONS SERV PHONE ETC	3,000.00	1,509.50	251.50		1,490.50	50.32
001-511.101-504.500	INSURANCE LIAB, HAZARD, DAMAGE	25,171.53	1,823.60	0.00		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	1,869.50	500.00		680.50	73.31
Total Dept 511.101 - TOWN COMMISSION		61,005.53	16,090.85	1,103.80		44,914.68	26.38
Department: 512.102 TOWN MANAGER							
001-512.102-501.100	EXECUTIVE SALARIES	146,063.00	67,770.01	11,261.54		78,292.99	46.40
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	5,184.42	861.52		6,032.97	46.22
001-512.102-502.200	RETIREMENT CONTRIBUTIONS	51,882.98	16,309.67	0.00		35,573.31	31.44
001-512.102-502.300	LIFE & HEALTH INSURANCE	11,004.00	6,061.56	1,042.48		4,942.44	55.09
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	812.43	(37.19)		2,687.57	23.21
001-512.102-504.000	TRAVEL & PER DIEM	3,650.00	3,137.35	363.14		512.65	85.95
001-512.102-504.100	COMMUNICATIONS SERV PHONE ETC	600.00	301.90	50.30		298.10	50.32
001-512.102-504.500	INSURANCE LIAB, HAZARD, DAMAGE	387.91	364.72	0.00		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	1,346.25	120.00		2,292.75	37.00
Total Dept 512.102 - TOWN MANAGER		245,176.62	101,481.63	13,661.79		143,694.99	41.39
Department: 513.103 TOWN CLERK/FINANCE							
001-513.103-501.100	EXECUTIVE SALARIES	89,483.63	45,812.48	6,663.46		43,671.15	51.20
001-513.103-501.200	REGULAR SALARIES AND WAGES	199,956.89	77,581.74	11,320.20		122,375.15	38.80

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 03/31/2024

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

GL Number	Description	23-24 Amended Budget	YTD Balance 03/31/2024 (Abnormal)	Activity For 03/31/2024 (Decrease)	Balance Normal	Available 03/31/2024 (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	13,800.22	2,914.78	(11,800.22)	690.01	
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	10,495.40	1,598.73	7,802.67	57.36	
001-513.103-502.200	RETIREMENT CONTRIBUTIONS	33,269.61	12,132.47	0.00	21,137.14	36.47	
001-513.103-502.300	LIFE & HEALTH INSURANCE	62,162.80	20,433.10	3,477.35	41,729.70	32.87	
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	2,437.29	(111.57)	11,562.71	17.41	
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	0.00	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	3,364.74	247.59	1,135.26	74.77	
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	196,301.03	26,110.54	321,346.48	37.92	
Department: 514.104 LEGAL							
001-514.104-503.100	PROFESSIONAL SERVICES	172,500.00	38,216.98	0.00	134,283.02	22.15	
001-514.104-503.110	LEGAL SPECIAL COUNSEL	183,000.00	6,742.94	5,792.94	176,257.06	3.68	
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	44,959.92	5,792.94	315,540.08	12.47	
Department: 515.105 APPOINTED BOARDS							
001-515.105-504.500	INSURANCE LIAB, HAZARD, DAMAGE	5,430.69	5,105.93	0.00	324.76	94.02	
001-515.105-504.900	OTHER CURRENT CHARGES	750.00	933.18	432.60	(183.18)	124.42	
Total Dept 515.105 - APPOINTED BOARDS		6,180.69	6,039.11	432.60	141.58	97.71	
Department: 519.106 OTHER GENERAL GOVERNMENT							
001-519.106-503.100	PROFESSIONAL SERVICES	84,000.00	65,459.08	27,960.69	18,540.92	77.93	
001-519.106-503.400	OTHER CONTRACTUAL SERVICES	55,935.71	33,845.00	13,500.00	22,090.71	60.51	
001-519.106-504.100	COMMUNICATIONS SERV PHONE ETC	14,990.00	8,149.92	1,410.36	6,840.08	54.37	
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	3,873.13	20.85	6,126.87	38.73	
001-519.106-504.400	RENTALS & LEASES	2,040.00	1,261.61	(223.74)	778.39	61.84	
001-519.106-504.500	INSURANCE LIAB, HAZARD, DAMAGE	163,627.92	148,074.76	0.00	15,553.16	90.49	
001-519.106-504.610	REPAIR & MAINTENANCE	52,430.00	27,105.82	3,675.33	25,324.18	51.70	
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	0.00	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	2,073.77	1.82	5,926.23	25.92	
001-519.106-505.200	OPERATING SUPPLIES	4,500.00	3,101.69	54.54	1,398.31	68.93	
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	0.00	(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 03/31/2024 (Abnormal)	Activity For 03/31/2024 (Decrease)	Balance Normal	Available 03/31/2024 (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	846,840.64	46,399.85		390,875.99	68.42
Department: 521.107 LAW ENFORCEMENT & FIRE CONTROL							
001-521.107-501.100	EXECUTIVE SALARIES	131,645.60	63,267.75	9,530.76		68,377.85	48.06
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	756,860.98	113,962.83		1,046,959.64	41.96
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	81,151.76	6,593.61		43,848.24	64.92
001-521.107-501.410	VACATION PAY	15,000.00	1,766.14	0.00		13,233.86	11.77
001-521.107-501.500	SPECIAL PAY INCENTIVE	18,000.00	6,530.00	1,080.00		11,470.00	36.28
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	43,165.86	8,816.03		59,872.75	41.89
001-521.107-502.100	FICA TAXES	148,063.17	73,157.83	10,708.73		74,905.34	49.41
001-521.107-502.200	RETIREMENT CONTRIBUTIONS	557,615.30	184,983.19	0.00		372,632.11	33.17
001-521.107-502.300	LIFE & HEALTH INSURANCE	312,058.00	115,033.50	19,988.20		197,024.50	36.86
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	20,311.05	(929.65)		67,188.95	23.21
001-521.107-503.100	PROFESSIONAL SERVICES	94,335.00	33,098.29	3,162.09		61,236.71	35.09
001-521.107-503.400	OTHER CONTRACTUAL SERVICES	1,423,480.84	1,423,480.84	711,740.42		0.00	100.00
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	14,232.68	1,904.34		9,467.32	60.05
001-521.107-504.200	POSTAGE & FREIGHT	1,500.00	199.95	0.00		1,300.05	13.33
001-521.107-504.300	UTILITY SERVICE - ELEC & WATER	12,500.00	4,615.87	20.85		7,884.13	36.93
001-521.107-504.400	RENTALS & LEASES	3,328.00	1,353.42	0.00		1,974.58	40.67
001-521.107-504.500	INSURANCE LIAB, HAZARD, DAMAGE	56,972.40	55,550.06	0.00		1,422.34	97.50
001-521.107-504.610	REPAIR & MAINTENANCE	80,210.00	26,859.41	0.00		53,350.59	33.49
001-521.107-504.620	REPAIR & MAINTENANCE VEHICLE	25,500.00	3,502.05	(640.06)		21,997.95	13.73
001-521.107-504.630	REPAIR & MAINTENANCE DISPATCH	22,500.00	14,061.70	0.00		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	0.00		3,841.49	23.17
001-521.107-505.200	OPERATING SUPPLIES	25,300.00	10,410.88	3,571.60		14,889.12	41.15
001-521.107-505.210	OPERATING SUPPLIES GAS & OIL	50,750.00	18,336.71	3,243.89		32,413.29	36.13
001-521.107-505.220	OPERATING SUPPLIES UNIFORM/EMB	24,698.00	3,485.95	23.54		21,212.05	14.11
001-521.107-505.400	SUBSC, MEMBERSHIPS, EDUCATION	18,460.00	10,627.38	75.00		7,832.62	57.57
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	3,004,536.20	892,852.18		2,387,001.34	55.73
Department: 524.108 INSPECTIONS							
001-524.108-501.200	REGULAR SALARIES AND WAGES	135,175.17	46,412.39	5,784.99		88,762.78	34.33
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	3,591.08	673.91		(2,591.08)	359.11
001-524.108-502.100	FICA TAXES	10,340.90	3,825.24	494.09		6,515.66	36.99
001-524.108-502.200	RETIREMENT CONTRIBUTIONS	1,351.75	4,750.83	0.00		(3,399.08)	351.46
001-524.108-502.300	LIFE & HEALTH INSURANCE	23,548.00	11,163.48	1,877.50		12,384.52	47.41
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	2,437.29	(111.57)		8,062.71	23.21
001-524.108-503.100	PROFESSIONAL SERVICES	290,907.00	140,685.19	23,267.75		150,221.81	48.36

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 03/31/2024

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

GL Number	Description	23-24 Amended Budget	YTD Balance 03/31/2024 (Abnormal)	Activity For 03/31/2024 Increase (Decrease)	Balance Normal	Available 03/31/2024 (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	1,023.69	170.58	176.31		85.31
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	1,255.75	251.15	2,729.25		31.51
001-524.108-504.500	INSURANCE LIAB, HAZARD, DAMAGE	1,163.72	1,094.16	0.00	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	0.00	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	231,252.27	32,408.40	394,610.27		36.95
Department: 534.111 GARBAGE & SOLID WASTE							
001-534.111-503.400	OTHER CONTRACTUAL SERVICES	312,000.00	156,524.72	25,743.60	155,475.28		50.17
Total Dept 534.111 - GARBAGE & SOLID WASTE		312,000.00	156,524.72	25,743.60	155,475.28		50.17
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	20,828.50	3,400.50	97,171.50		17.65
001-539.112-503.400	OTHER CONTRACTUAL SERVICES	349,480.00	107,254.41	7,524.38	242,225.59		30.69
001-539.112-504.610	REPAIR & MAINTENANCE	11,000.00	3,184.94	0.00	7,815.06		28.95
Total Dept 539.112 - OTHER PHYSICAL ENVIRONMENT		478,480.00	136,267.85	10,924.88	342,212.15		28.48
Department: 541.113 PUBLIC WORKS							
001-541.113-501.200	REGULAR SALARIES AND WAGES	157,140.90	74,716.18	6,968.55	82,424.72		47.55
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	6,574.87	1,366.21	(574.87)		109.58
001-541.113-501.410	VACATION PAY	3,399.68	1,662.27	1,662.27	1,737.41		48.89
001-541.113-502.100	FICA TAXES	12,021.28	6,345.94	764.77	5,675.34		52.79
001-541.113-502.200	RETIREMENT CONTRIBUTIONS	28,014.29	7,577.22	0.00	20,437.07		27.05
001-541.113-502.300	LIFE & HEALTH INSURANCE	36,487.40	10,997.09	1,032.73	25,490.31		30.14
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	2,437.29	(111.57)	8,062.71		23.21
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	35,178.64	5,404.31	21,821.36		61.72
001-541.113-504.500	INSURANCE LIAB, HAZARD, DAMAGE	1,163.72	1,094.16	0.00	69.56		94.02
001-541.113-504.610	REPAIR & MAINTENANCE	59,000.00	1,868.90	57.90	57,131.10		3.17
001-541.113-504.620	REPAIR & MAINTENANCE VEHICLE	6,000.00	995.65	70.10	5,004.35		16.59
001-541.113-505.200	OPERATING SUPPLIES	4,700.00	2,027.86	20.01	2,672.14		43.15
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	256.29	32.18	2,743.71		8.54
001-541.113-505.300	ROAD MATERIALS & SUPPLIES	20,000.00	1,270.65	0.00	18,729.35		6.35

REVENUE AND EXPENDITURE REPORT FOR TOWN OF OCEAN RIDGE

Balance As of 03/31/2024

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GL Number	Description	23-24 Amended Budget	YTD Balance 03/31/2024 (Abnormal)	Activity For 03/31/2024 (Decrease)	Available Balance 03/31/2024 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	153,745.14	17,267.46	290,607.13	34.60
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	111,686.15	36,160.00	38,313.85	74.46
Total Dept 580.114 - CONTINGENCY		1,322,673.00	111,686.15	36,160.00	1,210,986.85	8.44
Expenditures		11,003,132.33	5,005,725.51	1,108,858.04	5,997,406.82	45.49
Fund 001 - GENERAL FUND:						
TOTAL REVENUES		11,003,132.00	8,675,332.25	498,110.09	2,327,799.75	
TOTAL EXPENDITURES		11,003,132.33	5,005,725.51	1,108,858.04	5,997,406.82	
NET OF REVENUES & EXPENDITURES:		(0.33)	3,669,606.74	(610,747.95)	(3,669,607.07)	

Town of Ocean Ridge, Florida
CRS Activity 510
2024 Annual Progress Report on Flood Mitigation Plan

Which Plan is this for (use separate templates for each credited Plan):

X Floodplain Management Plan (Hazard Mitigation Plan)

☐ ***Repetitive Loss Area Analysis***

☐ ***Floodplain Species Plan***

☐ ***Substantial Damage Plan***

Name of Community: Ocean Ridge, Florida (NFIP# 125134)

Date this Annual Progress Report was prepared: April 12, 2024

Name of Plan: Palm Beach County Local Mitigation Strategy 2020 (LMS)

Date of Adoption of Plan: October 7, 2019

5 Year CRS Expiration Date: October 1, 2025

1. How can a copy of the credited Plan be obtained?

<https://discover.pbcgov.org/publicsafety/dem/Sections/Planning-Local-Mitigation-Strategy.aspx>

or contact Kelly Avery, Town Clerk, via phone at 561-732-2635, or at Town Hall, 6450 N. Ocean Blvd, Ocean Ridge, FL 33435 during business hours.

2. Describe how **this annual progress report** (not the credited Plan) was prepared and how it was submitted to the governing body, released to the media, and made available to the public:

This report was prepared by Lynne Ladner, Town Manager and CRS Coordinator. It will be presented to the Town Commission at the May 6, 2024 Regular Town Commission meeting. Copies of the report will be made available to the public and the media on the Town's website oceanridgeflorida.com.

3. *Provide a description of the implementation of each recommendation or action item in the action plan or area analysis report, including a statement on how the project was implemented or not implemented during the previous year:*

Ocean Ridge has no projects on the Fall 2023 LMS Prioritized Project List dated Fall 2023.

4. *Discuss why any objectives were not reached or why implementation is behind schedule:*

5. *What are the recommendations for new projects or revised recommendations?*

Ocean Ridge will be submitting the following projects for consideration on the LMS Project List:

Hudson Ave. Seawall – complete seawall on intercoastal at the end of Hudson Ave.

Coconut Ln. Phase 2 connection of stormwater system to FDOT retention pond

Goal Objectives

Emergency Management

- 1 Annual Table Top Exercise

Facilities Maintenance

- 1 Town Hall interior and exterior maintenance

Finance

- 1 Identify and obtain grant funding for capital projects
- 2 Develop financial dashboard for greater transparency

Innovation

- 1 Encourage identification and implementation of Best Practices
- 2 Identify ways to increase collaboration with other Local Government Entities

Natural Gas

- 1 Identify opportunities to construct natural gas infrastructure

Parks

- 1 Provide better public access to PBC Natural Area
- 2 Increase use of public areas through better maintenance

Public Safety

- 1 Develop new crosswalk at intersection of A1A (N Ocean Blvd) and Anna St
- 2 Address challenges associated with dogs on the beach

Resident Engagement

- 1 Develop additional community sponsored event

Streets

- 1 Reestablish annual paving plan and budget

Storm Water/Drainage

- 1 Continue to move forward with approved drainage projects on Eleuthra, Harbour Dr N & S, and Marlin

- 2 Identify area needing additional drainage infrastructure

Water Distribution System

- 1 Develop replacement plan for water infrastructure at end of life

Agenda: Monday, May 6, 2024
Memo: Item #16.

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

Subject: Appoint New Planning & Zoning Board Members

Mayor and Town Commissioners:

A couple appointments to the Planning & Zoning Board will lapse and will need to be filled as follows:

Planning & Zoning Commission

2 Regular Planning and Zoning Commission Members (3 Year Terms)

The following have expressed a desire to be a part of the Planning and Zoning Commission:

Nicholas Arsali - New Appointment
Marc DeBaptiste - Alternate incumbent willing to go to Regular
Craig Herkert - New Appointment
Kenneth Kaleel - New Appointment
Fady Khairallah - New Appointment
Victor Martel - New Appointment

*Resumes are attached for new appointments. Incumbents are not required to submit a resume or letter of interest, but we do have their resumes in the Town Clerk's office for review.

The Town Commission will be voting by ballots per the Town's Rules of Order and Procedure.
The Town Commission must make a motion to appoint members as shown on the ballots.

Staff recommends appointment of 2 members

Suggested Motion: I move to appoint _____ and _____ as regular members of the Planning & Zoning Commission.

Respectfully,
Kelly Avery, Town Clerk

NICHOLAS ARSALI, PhD, PE
6017 Old Ocean Blvd
Ocean Ridge, FL 33435
nickarsali@gmail.com
(561) 740-1320

April 16, 2024

TOWN OF OCEAN RIDGE
6450 North Ocean Blvd
Ocean Ridge, FL 33435

RE: Letter of Interest

Dear Town Commissioners,

I am writing to express my strong desire to contribute to betterment of our Town. I believe that my skills, experience, and dedication make me an ideal candidate for a full-time position on the Value Adjustment Board (currently an alternate member), or as a member of Planning & Zoning Board.

I deeply regret that I have a previously planned commitment taking me out of town (my daughter-in-law's graduation) and I'm unable to attend this meeting in person but will be joining via <https://meet.goto.com>.

Thank you for your consideration and trust. If appointed, I will work very hard to serve our wonderful town.

Sincerely,



Nicholas Arsali

NICK ARSALI, PhD, PE
6017 Old Ocean Blvd
Ocean Ridge, FL 33435
nickarsali@gmail.com, (561) 740-1320

EDUCATION:

PhD in Electrical Engineering, Florida Atlantic University August 1998

PROFESSIONAL CERTIFICATIONS:

FL Certified Professional Engineer	January 1986-Present
FL Certified General Contractor	March 2004-Present
FL Certified Real Estate Broker	June 2000-Present

PROFESSIONAL EXPERIENCE:

Southern Engineering and Construction Founder and CEO	Palm Beach County, FL 1996-2023
Florida Power & Light Manager, Environmental and Governmental Affairs Project Manager, System Planning	Juno Beach, FL 1994-1996 1987-1994
Georgia Power Company Principal Engineer (Power System Planning)	Atlanta, GA 1981-1987

SUMMARY:

Currently retired with 40+ years of experience in engineering and construction. Resident of Florida since 1987. Resident of Ocean Ridge since 1999. Married to Afsoon Arsali for 39 years with 3 sons; Anthony 37, Benjamin 29, and Christopher 27. Grandfather to 3 grandchildren; Ellie, Lilly, and Zoey.

Kelly Avery

From: Craig Herkert <herkerc@gmail.com>
Sent: Saturday, March 23, 2024 7:22 AM
To: Kelly Avery
Cc: Craig Herkert
Subject: Planning & Zoning Board
Attachments: Craig Resume.docx

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Kelly,

Please consider my application for one of the two open Planning & Zoning Board seats.

I am a full-time resident of Ocean Ridge (since Dec of 2021). I live with my wife Lori at 2 Coconut Ln.

Attached please find my resume.

Thank you for your consideration,

Craig

CRAIG R. HERKERT

Grocery and Consumer Products Expertise

Adjunct Professor

Advisory Board Member

2 Coconut Lane

Ocean Ridge, FL 33435

305-496-4653

Herkertc@gmail.com

Retired Grocery and Discount Store Executive with expertise in the retail industry in both the United States and Latin America. Adjunct Professor International Marketing. Advisory Board member with early-stage consumer product firms.

EMPLOYMENT HISTORY

Executive Fellow: Opus College of Business at The University of St.

Thomas 2019-Present

Teach International Marketing & Omni-Channel Retail for Graduate program.

Adjunct Professor: Opus College of Business at The University of St.

Thomas 2017-Present

Consultant

012-present

Provide insights and advice regarding retail and consumer products.

2

**CEO (Interim): Save a Lot
Stores**

2021-2022

**Performance Coach: Pioneering
Collective**

2020-2022

Corporate Fellow: Opus College of Business at The University of St.

Thomas 2017-2019

President and CEO:

Supervalu

2009 – 2012

SUPERVALU Inc. was one of the largest grocery wholesalers and retailers in the U.S. with annual sales of \$34B.

**President and CEO Americas, Walmart
International**

2004 – 2009

WALMART STORES, Bentonville, AK

Direct P&L responsibility for \$52B annual sales (2000) in Canada, Mexico, Puerto Rico, Guatemala, Honduras, El Salvador, Nicaragua, Costa Rica, Brazil, Chile and Argentina. Served as a member of the Executive Committee.

COO Walmart International / Executive Vice

President 2000 – 2003

WALMART STORES, Bentonville, AK

Responsible for operations, marketing, and merchandising of all Walmart stores, clubs, and restaurants outside the USA (Canada, Mexico, Puerto Rico, Brazil, Argentina, U.K., Germany, South Korea, China, Japan).

ALBERTSONS - AMERICAN STORES, Boise,

ID 1977 – 2000____

Executive Vice President Marketing

President

1998-2000

Acme Markets, Philadelphia (a division of Albertsons)

EDUCATION

MBA, Northern Illinois University, 1991

BA Marketing, University of St. Francis, 1982

Spanish Program, Berlitz, 2005-2006

BOARD MEMBERSHIP

St. Thomas Opus College of Business Advisory Board: 2018-present

Save a Lot: 2021-2022

GrocerKey Advisory Board: 2018-2021

switchboard Advisory Board: 2016-2020

The Whole Coffee Company Advisory Board: 2018-2019

Tea Drops Advisory Board: 2015-2019

Skylark Opera: 2014-2016

Supervalu: 2009-2012

Consumer Goods Forum: 2010-2012

Food Marketing Institute: 2009-2012

Kelly Avery

From: KMKEmail <kmk@kmkpa.com>
Sent: Thursday, April 18, 2024 12:50 PM
To: Kelly Avery
Subject: Ocean Ridge Planning and Zoning Board

Good afternoon Town Clerk Avery. Please accept this email as my submission for appointment to the Planning & Zoning Board and am particularly interested in serving as Chairman.

By way of background, I have served on the Town Commission previously for many years serving much of the time as Mayor. Prior to that time, I served on the Board of Adjustment and Planning and Zoning. I have also served on the Board of the Palm Beach County League of Cities (a former past President) and the Florida League of Cities. I am a practicing attorney since 1986 with my office in Delray Beach. Please let me know if there is any other information that you may need. Thank you for your consideration.

Regards,

Kenneth M. Kaleel, Esq.
Kaleel & Associates
Attorneys & Counselors at Law
54 Northeast 4th Ave.
Delray Beach, FL 33483

(561) 279-4201- Delray/Boca
(561) 738-1104- Boynton/WPB
(561) 278-9462- fax

COVID-19 IMPACT: Our office remains open on a limited basis. We understand the importance of social distancing and following the Centers for Disease Control and Prevention (CDC) guidelines. Please be advised that we are working hard to accommodate clients in a professional and safe manner. Due to the impact of COVID-19, there may be delays that are out of our control.

Confidentiality Notice: This communication is covered by the Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2521. It is legally privileged (including attachments) and is intended only for the use of the individual(s) or entity(ies) to which it is addressed. It may contain information that is confidential, proprietary, privileged, and/or exempt from disclosure under applicable law. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon this information by persons or entities other than the intended recipient is strictly prohibited. If you have received this communication in error, please notify us so that we may take the appropriate action and avoid troubling you further. If you are not the intended recipient(s), please destroy this message, and any attachments, and notify the sender by return e-mail. Thank you for your cooperation.

REPLIES FILTERED: Any incoming reply to this communication to us will be electronically filtered for "spam" and/or "viruses," which may result in your reply being quarantined and potentially delayed or not received at all. For that reason, we cannot guarantee that we will receive your reply or receive it in a timely manner. Accordingly, you should consider sending communications to us which are particularly important or time-sensitive by means other than e-mail or, at a minimum, follow up with us to ensure that it was received. Although this e-mail is believed to be free of any virus or other defect that might affect any computer system in which it is received, it is the responsibility of the recipient to ensure that it is virus free. Kaleel & Associates- Kenneth M. Kaleel, PA or their agents accept no responsibility for any loss or damage arising in any way from its use.

Monday, March 25, 2024

Dear Town Commissioner

I am reaching out to express my keen interest in the vacancies recently announced for the Planning & Zoning Board of our beloved town, Ocean Ridge. As a long-standing resident and the current president of the Ocean Cay Condo Association, I have a vested interest in the future development and well-being of our community.

Ocean Ridge is a community like no other, with its unique charm and character that is deeply cherished by all who live here. However, as we progress, we are continually faced with the challenge of balancing the preservation of our town's distinctive appeal with the evolving needs of our homeowners. This delicate balance is something I am not only acutely aware of but also passionate about maintaining.

My experience as a resident of a multi-family unit provides me with a perspective that is both unique and necessary for the Planning & Zoning Board. I believe that my insights into community living, coupled with my leadership skills honed through my role as president of the condo association, equip me with the tools to make a meaningful contribution to the committee's work.

In my tenure as president, I have successfully navigated complex negotiations, spearheaded community initiatives, and fostered a spirit of collaboration among residents. These experiences have prepared me to take on the responsibilities of a board member, where I can apply my knowledge and passion for community service to enhance the quality of life in Ocean Ridge.

Enclosed with this letter, you will find a copy of my bio, which outlines my professional background and community involvement in greater detail. Should you require any additional information or documentation, please do not hesitate to contact me at the number or address provided below.

I am excited about the possibility of contributing to the Planning & Zoning Board and am eager to bring my dedication and vision to the table. Thank you for considering my application. I look forward to the opportunity to discuss how I can serve our town in this new capacity.

Warmest regards,

A handwritten signature in black ink, appearing to read 'Fady Khairallah', with a stylized, flowing script.

Fady Khairallah 6550 N Ocean Blvd, Unit 6 Ocean Ridge, FL (617)320-0170

Fady Khairallah's Bio

Fady Khairallah is a seasoned business leader with over 30 years of experience driving innovation and new business growth. Most recently, he served as President and General Manager of MDR, a Dun and Bradstreet company based in Shelton, CT that provides sales and marketing solutions for the education sector. During his tenure, Fady led an accelerated product development process and championed investment in sales and customer support to meet the evolving needs of MDR's customers.

Prior to his role at MDR, Fady was involved in several successful startup companies in the Boston area, including Sound Vision Inc, where he implemented a transition strategy that shifted the company's focus to the consumer digital photography market. He also managed 200% company growth at Zentropy Partners, and founded Deligent to focus on creating state-of-the-art CRM systems.

Before his career in startups, Fady worked on high-tech product developments for companies such as IBM and AP, and holds a number of patents in image compression and satellite data transmission algorithms. He was involved in the development of the first operational, satellite-based news network, the digitization of the news photo industry, and the development of the first field-deployable digital news camera through a joint venture with Kodak.

Fady holds degrees in engineering and business from Stevens Institute of Technology, Syracuse University, and Columbia University. He is fluent in French and Arabic and currently resides in Ocean Ridge, FL with his wife, Pamela.

Kelly Avery

From: Victor Martel <martelvic@me.com>
Sent: Monday, March 11, 2024 2:20 PM
To: Kelly Avery
Subject: Planing and Zoning

Kelly,
Please submit my name for a seat on Planing and Zoning. You should already have any information you require.

Sent from my iPhone



VICTOR MARTEL

561-602-7222

Martelvic@me.com

46 Harbour Drive South,

Ocean Ridge, FL 33435

Since 1997 (26 years)

DESIRED POSITION: PLANNING & ZONING SEAT/ BOARD OF ADJUSTMENT SEAT

Motivated and self-directed entrepreneur with extraordinary success building company from concept to multimillion-dollar enterprise. Experience with implementing all business systems and processes. Build strategic business relationships through leadership and networking within industry.

Hardworking and focused on completing work quickly to consistently exceed targets. Reliable team member accustomed to taking on challenging tasks. Dedicated to business success.

SKILLS

- | | |
|-------------------------------------|------------------------------------|
| • Operations management | • Business Development |
| • Financial leadership | • Change management |
| • Improve policies | • Strategic planning |
| • Business planning and development | • Strategize plans |
| • Manage programs | • Private Equity Consultant |
| | • Medical Legal Expert Malpractice |

EXPERIENCE

President, Martel Academy , Sep 2000 - Current, 46 Harbour Drive South, FL

- Mentored postgraduate students as they completed advanced degrees, overseeing their research and helping each make career plans.
- Coached and mentored team members to facilitate career development, satisfaction, and increased organational impact.
- Moderated engaging classroom discussions to lead the students into deeper explorations of topics raised during lectures and in the textbook.

President, Victor Martel DMD PA, Jun 1984 - Current, West Palm Beach, FL

- Delivered expert dental care, including examinations of teeth and soft tissues, diagnosing conditions, and planning invasive procedures to correct critical issues.
- Worked closely with support staff to create and implement dental treatment plans and overall oral health care approaches.
- Oversaw busy practice with up to 15 staff and over 1000 established patients.

Board Member on Board of Adjustments, City of Ocean Ridge, Apr 1998 - Apr 2000, Ocean Ridge, FL

- Worked with planning officials to evaluate and approve or deny the proposed residential plans.
- Advocated for forward-thinking strategies to help the community and the environment long-term.
- Participated in seminars including Focus 2000 and additional training to expand knowledge and skills.

Candidate for Ocean Ridge Commissioner, Victor Martel, Mar 1999 - Mar 1999, Ocean Ridge, FL

EDUCATION

DMD, Dentistry Rutgers School of Dentistry - Newark, NJ	Jun 1984
Bachelor of Arts, Biology/Chemistry University of South Florida - Tampa, FL	Jun 1980
Associate of Arts, Biology/Chemistry Palm Beach Junior College - Lake Worth, FL	Jun 1978

Victor Martel DMD

46 Harbour Drive South, Ocean Ridge, FL 33435

Phone: 561-602-7222 E-Mail: Martelacademy@gmail.com

Summary

Dr. Martel received his dental degree from the Rutgers School of Dental Medicine. He is a Fellow of the Academy of General Dentistry and a former President of The Atlantic Coast Dental Research Clinic and the Past President of the Florida Academy of Cosmetic Dentistry. Dr. Martel is former faculty with the Dawson Academy and former visiting faculty at Baylor University. His memberships include the American Academy of Cosmetic Dentistry, American Dental Association, Academy of Osseointegration and the American Equilibration Society. Dr. Martel is a nationally recognized lecturer of Implant Dentistry and maintains a private practice in West Palm Beach, Florida.

ADVANCED TRAINING: NYU, The Rosenthal Institute of Aesthetic Dentistry, The Dawson Center for Advanced Dental Study, TMJ and Occlusion, The Piper Clinic, The Seattle Institute for Advanced Dental Education. Has completed thousands of hours of advanced training including Functional Aesthetics, TMD, Occlusion, and Cosmetic and Implant dentistry.

DEPARTMENT CHAIRMAN:

Former Chairman of Occlusion and Aesthetics at the Atlantic Coast Dental Research Clinic.

Founder of Martel Academy

Founder & Developer of Straumann Mini Residency Program

Chairman of Straumann Mini-Residency Program

DENTAL BOARDS:

- Former Board member of The Atlantic Coast Dental Research Clinic
- Past President Of The Atlantic Coast Dental Research Clinic
- Former Member of The Advanced Aesthetics Institute Medical Board
- Past Board member and President of Florida Academy of Cosmetic Dentistry
- Member of Academy of Osseointegration
- Fellow of American Society of Implant and Reconstructive Dentistry

INSTRUCTOR AND LECTURER:

- Owner, Founder and Instructor of Martel Academy
- Former Member of The Atlantic Coast Dental Research Clinic
- Founder and Creator of the Straumann Mini Residency Program
- Former Program Director of Aesthetic Advantage of The Rosenthal Institute
- Former Clinical Instructor for The Rosenthal Institute

- Former Program Director of III to I Foundation Advanced Aesthetic Program
- Former faculty of The Dawson Center for Advanced Dental Study
- Former Faculty at Baylor University, Anterior Aesthetics. Occlusion, Implants
- Former Lecturer for Biomet 3i Synergy Program
- Former Lecturer and Mentor for California Center for Advanced Dental Studies
- Featured Speaker 2015 Rocky Mountain Dental Convention

Experience

Founder of Martel Academy

July 2011 - Present

The mission of this page is elevate the knowledge base of the worldwide dental community regarding dental implants, esthetic dentistry, occlusion. And comprehensive treatment planning.

Chairman Straumann Mini Residency Program

2014-2020

Mentor/Lecturer Biomet 3i

2007 - 2014

Lecturer nationally on the restorative aspects of implant dentistry, new technologies, and treatment planning.

Founder & Creator of Straumann Mini Residency Program

2015-2020

President at Vic Martel DMD

1984 - Present

All phases of dentistry, and national lecturer on implant dentistry, esthetics, and occlusion.

Owner at Victor Martel DMD PA

1984-Present

Legal: Medical Legal Expert for both defense and plaintiff since 2005.

Education

University of Medicine and Dentistry of New Jersey (Rutgers)

DMD, Dentistry, 1980 - 1984

Activities and Societies: Former President of Psi Omega Fraternity

University of South Florida

BA, 1980

Agenda: Monday, May 6, 2024
Memo: Item #17.

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

Subject: Appoint New Board of Adjustment Members

Mayor and Town Commissioners:

Several appointments to the various boards will lapse and will need to be filled as follows:

Board of Adjustment

2 Regular Board of Adjustment Member (3 Year Term)

The following have expressed a desire to be a part of the Board of Adjustment:

Polly Joa - New Appointment
Cornelius Sigety - New Appointment
Robert Sloat - Incumbent for Regular Position
Arthur Ziev – Incumbent for Regular Position

*Resumes are attached for new appointments. Incumbents are not required to submit a resume or letter of interest, but we do have their resumes in the Town Clerk's office for review.
The Town Commission will be voting by ballots per the Town's Rules of Order and Procedure.
The Town Commission must make a motion to appoint members as shown on the ballots.

Staff recommends appointment of 2 members.

Suggested Motion: I move to appoint _____ and _____ as members of the Board of Adjustment.

Respectfully,
Kelly Avery, Town Clerk

Kelly Avery

From: Polly Joa <pjoasouth@comcast.net>
Sent: Tuesday, April 9, 2024 11:41 AM
To: Kelly Avery
Subject: Board of Adjustment Submission
Attachments: Ocean Ridge Resume Update.docx

Good Morning Kelly

Attached is my resume for consideration by the Commission for appointment to the Board of Adjustment full position.

If anything else is required, please let me know.

Thank you,
Polly Joa
35 Hersey Dr
561-632-3518

Polly Joa

35 Hersey Dr

Ocean Ridge FL 33435

561-632-3518

Pjoasouth@comcast.net

PROFILE

I am a full-time resident of Ocean Ridge along with my husband. Ocean Ridge has always been a part of my life as my grandparents had a home in Ocean Ridge before my birth. After working in Manufacturing Purchasing for 25 years I 'retired' and moved into my next phase, serving as 'Army Wife', supporting the work of my career Army husband while being stationed in Colorado and Alaska. Since his retirement we have happily been Ocean Ridge residents.

I previously served on the Board of Adjustments and would like to return to that position.

PROFESSIONAL

Current – Owner and Director of Curt G Joa, Inc. Designers and Builders of Paper Converting Machinery with worldwide sales. Celebrating our 92nd year of family ownership. Sheboygan Falls, Wisconsin.

Previous - 25 years OEM Purchasing Buying experience including Contract Negotiation, ISO9000 Policies and Procedures, Budgeting, EPA Compliance, and Inventory Management. Curt G Joa Inc and Fortune 500 Corporations Newell Brands, Snap-On Tools, and CLARCOR

EDUCATION

Bachelor of Science, Cardinal Stritch University, Milwaukee WI

CPM Certified Purchasing Manager, ISM Certification

VOLUNTEER EXPERIENCE

Ocean Ridge Board of Adjustments

Ocean Ridge Charter Review Committee

Ocean Ridge Garden Club Past Treasurer

American Red Cross, Finance Chair Ft Wainwright Station, Fairbanks Alaska

Army Family Readiness Group, Ft Wainwright, Fairbanks Alaska

President, Newell- Counselor Management Club

MEMBERSHIPS

Ocean Ridge Garden Club

Delray Beach Club

Impact 100

CORNELIUS E. SIGETY

33 Ixora Way
Ocean Ridge, FL 33435
917-856-2799
Neal@Sigety.org

April 23, 2024

Commissioners
Town of Ocean Ridge
Ocean Ridge, FL, 33435

Dear Commissioners,

I am writing to express my interest in serving as a member of the Board of Adjustment in Ocean Ridge. My wife, Virginia and I purchased our house in 2020 and have made Ocean Ridge our home. As an active and engaged member of our community, I am committed to contributing my skills and experience to help our town.

With a background in real estate development and management, I believe I possess the necessary knowledge and qualifications to make a positive impact on the Board of Adjustment. I am familiar with real estate development including land use regulations, zoning codes, and planning principles that govern development.

I am excited about the opportunity to work with other members of the Board of Adjustment, town staff, Town Commissioners, and residents to ensure reasonable compromises to the zoning and land use restrictions in Ocean Ridge. I am committed to balancing the needs of the residents and the community with the preservation of our quality of life and natural resources.

Furthermore, I am a good listener and able to objectively evaluate proposals and make informed decisions. I am mostly retired, and able to commit the time and effort required to fulfill the responsibilities of serving on the Board of Adjustment. I am confident that my skills and experience make me a strong candidate for the Board and I am eager to get more involved and contribute my expertise to serve Ocean Ridge to the best of my ability.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications in more detail and answer any questions you may have. I look forward to the chance to contribute to the residents and town of Ocean Ridge, Florida.

Sincerely,



Cornelius E. Sigety

Encl, Resume

CORNELIUS E. SIGETY
33 Ixora Way
Ocean Ridge, FL 33435
Neal@Sigety.org

EXPERIENCE:

1988 - Present Kenbar Management, New York, NY

Managing Director. Responsible for financial management and operational oversight of a diversified portfolio of NYC multifamily real estate and investment assets.

1990 – 2010 Kenbar Management, New York, NY

General Contractor. Responsible for the rezoning and development of three Manhattan development sites owned by my family, I was the general contractor for three residential buildings; 2001 -160 units 176,000 square feet, 2003 -211 units 185,000 square feet and 2010 -298 units 316,000 square feet.

1988 - 2005 Florence Nightingale Health Center, New York, NY

President. Responsible for real property activities and financial oversight. A 240,000 square foot, 561 bed health facility that closed in July 2005, sold the vacant building to a dormitory operator.

1985 - 1988 Professional Medical Products, Inc., Greenwood, SC

Vice President Business Development. Responsibilities included strategic planning, acquisition analysis and due diligence, as well as other general corporate activities.

EDUCATION:

Harvard Graduate School of Business, Boston, MA

Master of Business Administration, June 1985.

University of Rochester, Rochester, NY

Bachelor of Arts, June 1980.

Volunteer Activities:

Blair Academy, Blairstown NJ

Member Board of Directors

2018-Present

Chairman of the Advancement Committee

2020-Present

Buckingham Friends School, Lahaska PA;

Member, School Board

2004-2014

Treasurer

2010-2014

Heritage Conservancy, Inc. , Doylestown, PA

Member Board of Directors

2000-2006

Kelly Avery

From: Robert Sloat <robert.sloat@aol.com>
Sent: Tuesday, April 9, 2024 11:30 AM
To: Kelly Avery
Subject: Re: Board of Adjustment - re-appoint?

Hi Kelly,

Yes. I would appreciate my re-appointment.

Bob Sloat

On Apr 8, 2024, at 3:23 PM, Kelly Avery <kavery@oceanridgeflorida.com> wrote:

Good afternoon Mr. Sloat –

I was just wondering if you were aware that your term expires after this month. Were you interested in being considered for re-appointment?

Please advise.

Kelly Avery

Town Clerk

PBCMCA President

kavery@oceanridgeflorida.com

Town of Ocean Ridge

6450 N. Ocean Blvd.

Ocean Ridge, FL 33435

561-732-2635 (Main Line)

561-742-1838 (Direct Line)

Mon-Fri 8:30 – 3:00pm

www.oceanridgeflorida.com

<image001.png>

PLEASE NOTE: 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

Kelly Avery

From: Arthur Ziev <arthur.ziev@gmail.com>
Sent: Friday, March 29, 2024 10:44 AM
To: Kelly Avery
Subject: Reappointment to Board of Adjustment

Follow Up Flag: Follow up
Flag Status: Flagged

Kelly,

Please submit my name to the Town Commission for consideration to reappointment as a member of the Board of Adjustment.

Arthur Ziev
561.376.5774

Agenda: Monday, May 6, 2024
Memo: Item #18.

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Kelly Avery, Town Clerk

Subject: Approval of Resolution 2024-04, A Resolution Of The Mayor And Town Commission Of The Town Of Ocean Ridge, Florida, Authorizing Publication Of Town Notices On A Publicly Accessible Website As An Alternative To Newspaper Publication; Directing Annual Notice By Newspaper Publication Of Alternative Means Of Receiving Town Notices; Providing For Maintenance Of A Registry Of Persons Desiring Receipt Of Town Notices By First Class Mail Or Email; Directing That A Link To The Notice Website Be Conspicuously Posted On The Town's Website; Providing For An Effective Date And All Other Purposes.

Section 50.0311, Florida Statute, authorizes the Town to use a publicly accessible website hosted by Palm Beach County as an alternative means of publishing notices and advertisements otherwise required to be published in newspapers of general circulation.

The Town of Ocean Ridge will be having a public hearing to adopt Resolution 2024-04, authorizing the use of a county website for public notices. As such the Town intends to post legally required advertisements and public notices on <https://pbcfllegalnotices.com/160/Ocean-Ridge> in lieu of and as alternative to publication in a newspaper. If such resolution is approved this notice will also serve as our annual notice to the newspaper.

Residents and interested parties may receive legally required advertisements and public notices by contacting the Town Clerk's Office at 561-732-2635 or kavery@oceanridgeflorida.com.

Staff recommends approval of Resolution 2024-04.

Suggested Motion: I move to approve Resolution 2024-04 effective immediately.

Respectfully,
Kelly Avery, Town Clerk

RESOLUTION NO. 2024-04

A RESOLUTION OF THE MAYOR AND TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, AUTHORIZING PUBLICATION OF TOWN NOTICES ON A PUBLICLY ACCESSIBLE WEBSITE AS AN ALTERNATIVE TO NEWSPAPER PUBLICATION; DIRECTING ANNUAL NOTICE BY NEWSPAPER PUBLICATION OF ALTERNATIVE MEANS OF RECEIVING TOWN NOTICES; PROVIDING FOR MAINTENANCE OF A REGISTRY OF PERSONS DESIRING RECEIPT OF TOWN NOTICES BY FIRST CLASS MAIL OR EMAIL; DIRECTING THAT A LINK TO THE NOTICE WEBSITE BE CONSPICUOUSLY POSTED ON THE TOWN'S WEBSITE; PROVIDING FOR AN EFFECTIVE DATE AND ALL OTHER PURPOSES.

WHEREAS, Section 50.0311, Florida Statute, authorizes the use of publicly accessible websites hosted by counties as an alternative means of publishing notices and advertisements otherwise required to be published in newspapers of general circulation; and

WHEREAS, Palm Beach County has designated a private website accessible via the internet for the purpose of publication of legal notices and advertisements; and

WHEREAS, the cost of publishing legally required advertisements and public notices on Palm Beach County's publicly accessible website is anticipated to be less than the cost of publishing advertisements and public notices in a newspaper; and

WHEREAS, residents within the Town have sufficient access to the internet (by broadband service as defined in s. 364.02 or through other means), such that publication of Town notices on Palm Beach County's publicly accessible website will not unreasonably restrict public access; and

WHEREAS, the Town Commission finds and determines that the internet publication of its Town notices and advertisements is in the public interest.

NOW, THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND TOWN COMMISSOIN OF THE TOWN OF OCEAN RIDGE, FLORIDA:

Section 1. Online Publication. Legally required advertisements and public notices of the Town may be published on <https://pbcfllegalnotices.com>, Palm Beach County's publicly available website, in lieu of and as an alternative to publication in a newspaper.

Section 2. Annual Notice. The appropriate officers of the Town shall provide notice at least once a year in a newspaper of general circulation indicating that property owners and residents may receive legally required advertisements and public notices from the Town by first-class mail or e-mail if they register with the Town.

Section 3. Registry. The Town shall maintain a registry of those property owners and residents who have registered with the Town and requested in writing that they receive legally required advertisements and public notices from the Town by first-class mail or email.

Section 4. Town website. A link to the Town's advertisements and public notices which are published on <https://pbcfllegalnotices.com/> shall be conspicuously placed on the Town's homepage at <https://oceanridgeflorida.com>.

Section 5. Effective Date. This Resolution shall become effective immediately upon adoption.

_____ offered the foregoing resolution. _____
seconded the motion, and upon being put to a vote, the vote was as follows: Passed and adopted in regular session assembled this ____ day of _____ 2024.

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

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____

Christy Goddeau, Town Attorney

Agenda: Monday, May 6, 2024
Memo: Item #19.

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

Subject: Town Commission's Performance Evaluation of the Town Manager

On April 18, 2023, the Town entered the attached employment agreement with the current Town Manager, Lynne Ladner. Pursuant to the agreement, the Town Commission is required to evaluate Ms. Ladner's performance annually. Depending on the results of the evaluation, the Town Commission (by majority vote of all the Commission) may, in its sole discretion, award a salary increase or a merit increase to Ms. Ladner.

Attached is Ms. Ladner's self-evaluation and goals for the upcoming year. Also attached are the written evaluations each Commissioner completed and submitted to the Town Clerk on the evaluation form agreed to by Ms. Ladner.

If you have any questions, please let me know.

Suggested Motion:

Respectfully,
Christy Goddeau, Town Attorney

TOWN OF OCEAN RIDGE
TOWN MANAGER EMPLOYMENT AGREEMENT

THIS TOWN MANAGER EMPLOYMENT AGREEMENT ("Agreement") between **Lynne Ladner** ("EMPLOYEE") and the TOWN OF OCEAN RIDGE, a Florida municipal corporation ("TOWN") is made this 18th day of April, 2023.

WHEREAS, on January 31, 2023, the TOWN Commission held a public meeting to select a Town Manager; and

WHEREAS, the TOWN Commission, on behalf of the TOWN, desires to employ EMPLOYEE, as the Town Manager of the TOWN, pursuant to the terms, conditions, and provisions of this Agreement; and

WHEREAS, the EMPLOYEE has agreed to accept employment as the Town Manager, subject to the terms, conditions, and provisions of this Agreement; and,

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

NOW, THEREFORE, for and in consideration of the mutual obligations set forth below, the sufficiency of which is hereby acknowledged, agree as follows:

I. EMPLOYMENT OF EMPLOYEE

Subject to the terms and conditions set forth in this Agreement, the TOWN hereby agrees to employ the EMPLOYEE as its full-time, exempt Town Manager and the EMPLOYEE hereby accepts such employment.

II. DUTIES AND RESPONSIBILITIES

The EMPLOYEE shall be responsible to the five-member TOWN Commission. The TOWN Commission does hereby employ EMPLOYEE as Town Manager to perform the Town Manager's duties in accordance with and pursuant to all applicable laws and authorities and each of the following duties to the full extent not prohibited by or in material conflict with any existing provisions of the Town's Charter or applicable laws and authorities:

- a. Employ, on behalf of the Town, all other employees of the Town, as defined in the Town's Charter.
- b. Direct, assign, reassign, and evaluate all of the employees of the Town.
- c. Develop and establish internal regulations, rules, and procedures which the Town Manager deems necessary for the efficient and effective operation of the Town.
- d. Perform the Town Manager's duties in accordance with the Town Charter, ordinances, Policies and Procedures of the TOWN and as provided by Florida Law, the Palm Beach County Code of Ethics, and as mutually agreed to by the EMPLOYEE and TOWN from time to time.

The EMPLOYEE shall devote whatever time is necessary to perform the duties of the position and the EMPLOYEE shall remain in the exclusive employment of the TOWN until termination or expiration of this Agreement. The TOWN's business and management affairs obligate

EMPLOYEE to routinely work or represent the TOWN beyond regular or customary Town Hall business office hours or work days. EMPLOYEE shall receive no overtime pay or compensatory time off for any such time or work. In consideration of this obligation and provided EMPLOYEE's duties are performed in a timely manner as determined in the sole discretion of the TOWN, the EMPLOYEE's work day schedule may, from time to time, be flexible or other than usual Town Hall business office hours or work days.

III. EXCLUSIVE EMPLOYMENT

The EMPLOYEE shall not be employed by any other employer during the Term or any extension or modification of the Term of this Agreement.

The term "employed" as used in this section, shall not be construed to exclude, with prior TOWN Commission approval, occasional teaching, writing or consulting performed on the EMPLOYEE's time off not in excess of an average of eight (8) hours per week outside of regular office hours in a non-conflicting capacity and in accordance with the provisions of Florida Statutes relating to ethics and the Palm Beach County Code of Ethics.

The EMPLOYEE understands and agrees that should a TOWN emergency or urgent event arise, the TOWN work is EMPLOYEE's priority and EMPLOYEE is required to attend to TOWN matters to the disadvantage of any other business if necessary for the proper operation of the TOWN. EMPLOYEE shall devote his/her full time to act as the Town Manager and to carry out to the best of his/her abilities all the duties imposed upon EMPLOYEE by the Job Description, the Policies and Procedures, the direction of the TOWN Commission, applicable laws, and such other duties as the TOWN Commission may assign from time to time.

IV. TERM OF EMPLOYMENT

- A. The Term of this Agreement ("Term") and the EMPLOYEE's employment shall commence on **April 18, 2023** , and shall remain in effect for an indefinite term in accordance with Section 4.02 of the TOWN Charter, unless earlier terminated as provided in Section VI herein below.
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the TOWN to terminate the service of EMPLOYEE at any time, subject only to the provisions set forth in Section VI herein below.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of the EMPLOYEE to resign at any time, subject only to the provisions set forth in Section VI herein below.
- D. The Interim Town Manager Agreement, dated August 25, 2022, and amended March 1, 2023 by and between the TOWN and EMPLOYEE shall be deemed voluntarily terminated by the TOWN and EMPLOYEE as of midnight, April 18, 2023.

V. COMPENSATION

- A. Base Salary. TOWN agrees to pay EMPLOYEE for services rendered at the base annual salary of **\$142,500 (One Hundred Forty-Two Thousand Five Hundred Dollars)**.

The Base Salary shall be paid in installments at the same time as other employees of the TOWN are paid.

1. *Pay Plan:* Should the TOWN adopt a pay plan in the future, only the terms and conditions of this Agreement shall govern the Base Salary of the Town Manager position.
2. *Performance Evaluation:* The TOWN Commission and EMPLOYEE will work together to mutually agree upon such goals and performance objectives, generally as a result of the budget process, which they determine to be essential for the proper operation of the TOWN and progress towards attaining TOWN policy directives and shall further establish a relative priority among those various goals and objectives. All agreed-upon goals and objectives shall be realistic and have resources committed to be effectively implemented.

During the Term, the TOWN Commission shall evaluate EMPLOYEE's performance annually prior to EMPLOYEE's anniversary date. The TOWN Commission and EMPLOYEE will agree upon an evaluation format in compliance with applicable Florida laws not less than thirty (30) days prior to EMPLOYEE's anniversary date, which is April 18th of each year.

Depending on the results of the performance evaluation, the TOWN may, in its sole discretion, award a salary increase or a merit increase once approved by a majority of the TOWN Commission in accordance with Charter Section 4.02.

B. Benefits.

EMPLOYEE shall not be eligible for benefits unless specifically stated herein:

1. Vacation Leave: Upon commencement of this Agreement, EMPLOYEE shall be given **sixty (60) hours** of Vacation Leave. In addition, EMPLOYEE shall accrue Vacation Leave in the same manner as a TOWN employee who has achieved ten (10) or more years of employment under the TOWN's policies, as amended. For avoidance of doubt, this means EMPLOYEE shall accrue Vacation Leave at the rate of 6.38 hours per paycheck under the TOWN's current policies, and as may be amended. EMPLOYEE's use of Vacation Leave shall be in the same manner and under the same provisions as other employees as set forth in the TOWN's policies, as amended from time to time.
2. Sick Leave: EMPLOYEE shall accrue and use Sick Leave in the same manner and under the same provisions as other employees as set forth in the TOWN's policies, as amended from time to time.
3. Insurance: The EMPLOYEE, his/her spouse and dependents, if any, shall be entitled to and enjoy inclusion in the TOWN's Health Insurance Program and other insurance benefit programs that may be offered in the same manner and under the same provisions and benefits as other TOWN employees, as the same exists or may be amended from time to time by the TOWN.
4. Retirement/Deferred Compensation (FRS): The EMPLOYEE shall be eligible to participate in the Florida Retirement System (FRS) currently available to TOWN

employees or any successor plans. The EMPLOYEE shall be subject to the contribution and vesting schedule for Senior Management Service Class pursuant to FRS rules while in the position of Town Manager.

5. Vehicle/Fuel Allowance: In lieu of an official vehicle or access to the TOWN's fuel pump, TOWN shall provide EMPLOYEE with a \$300 (Three Hundred Dollar) per month fuel and vehicle allowance. EMPLOYEE shall be responsible for any tax consequences relating to such fuel and vehicle allowance. The TOWN shall reimburse EMPLOYEE at the IRS standard mileage rate for any business use of the personal vehicle beyond Palm Beach County. EMPLOYEE shall ensure that the personal vehicle used for TOWN business is properly insured for business use and provide documentation of same to the TOWN. The TOWN shall reimburse EMPLOYEE at the IRS standard mileage rate for any business use of the personal vehicle beyond Palm Beach County in accordance with Paragraph 8 (below).
6. Dues and Subscriptions: The TOWN shall pay reasonable and appropriate professional dues and subscriptions on behalf of the EMPLOYEE for the purpose of allowing participation in the Florida City and County Management Association (FCCMA) and the International City/County Management Association (ICMA) subject to budget constraints and TOWN Commission approval.
7. Professional Development: The TOWN agrees to pay the reasonable and customary registration and travel expenses (in accordance with applicable Florida Law and TOWN policies) for EMPLOYEE's travel to and attendance at the annual FCCMA conference and the ICMA conference. However, the TOWN shall only be responsible for fifty percent (50%) of the reasonable and customary registration and travel expenses (in accordance with Florida Law and TOWN policies) for EMPLOYEE to attend the ICMA conference every other year. The foregoing is subject to budget constraints and TOWN Commission approval.
8. Per Diem, Mileage, and Subsistence Allowance. The EMPLOYEE shall be reimbursed for work-related travel outside Palm Beach County based on the categories and at the standard rates provided in Section 112.061, Florida Statutes, which reimbursement shall not be considered part of the EMPLOYEE's Compensation. The mileage rate for travel outside of Palm Beach County shall be at the then current rate set by the IRS. As an exempt employee, no additional compensation will be paid for time spent traveling on TOWN business other than EMPLOYEE's Base Salary then in effect. Said reimbursement shall be subject to TOWN Commission approval.
9. Business Expenses: The TOWN agrees to reimburse EMPLOYEE for all ordinary and necessary business-related expenses incurred by EMPLOYEE in the performance of his/her duties hereunder upon presentation to the Town Treasurer of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits. The TOWN also agrees to provide EMPLOYEE with the appropriate technology to perform his/her duties for both personal and professional use, including a laptop, tablet or equivalent device, and the use of a TOWN cell phone to perform the job and to maintain communication with elected officials, TOWN staff and the general public outside of normal business hours.
10. Additional Benefits: EMPLOYEE shall be entitled to the benefits and privileges provided under the TOWN's Personnel Rules and Regulations to other employees

unless specifically modified by this Agreement. Any additional benefits which are provided to other TOWN non-bargaining employees now or in the future shall be provided to the EMPLOYEE. The TOWN may, at any time, provide other additional benefits solely to the EMPLOYEE, as it may deem desirable to do so.

11. Relocation Expenses: The TOWN shall reimburse EMPLOYEE up to \$5,977.73 (Five Thousand, Nine Hundred Seventy-Seven Dollars and Seventy-three Cents) in relocation expenses, including but not limited to, moving household goods. Receipt(s) shall be provided to the TOWN Treasurer for verification within six (6) months of the commencement date of this Agreement. TOWN Treasurer may request TOWN Commission review and approval of receipt(s). The EMPLOYEE agrees to reimburse the TOWN for a pro-rate share of the Relocation Expenses paid by the TOWN should the EMPLOYEE voluntarily resign within the first two (2) years of the effective date of this Agreement.

VI. TERMINATION/SEPARATION FROM EMPLOYMENT

A. Without Cause.

1. The TOWN may terminate the EMPLOYEE Without Cause immediately or at any time during the Term of the Agreement by majority vote of all the TOWN Commission in accordance with the provisions of Town Charter Section 4.02, as amended from time to time.
2. The TOWN's termination of the EMPLOYEE Without Cause shall be final and non-appealable.
3. Except as specifically provided in section VII(A) herein, the EMPLOYEE is not entitled to or eligible for Severance Pay, and the TOWN shall not make payment for Severance Pay, due to termination Without Cause.

B. Resignation.

1. The EMPLOYEE may voluntarily resign employment from the TOWN by providing the TOWN at least sixty (60) days prior written notice. During the 60-day period, the TOWN may require the EMPLOYEE to cease or limit the work performed on TOWN matters, during which time the EMPLOYEE is entitled to such regular Compensation and Benefits as is due under this Agreement until the effective date of the resignation as provided in the notice.
2. Upon submission of voluntary resignation, the EMPLOYEE shall not be employed by any other employer during the 60-day period. The term "employed" as used in this section shall include any employment including occasional teaching, writing or consulting performed by the EMPLOYEE. A majority of the TOWN Commission in a duly noticed public meeting may in its sole and absolute discretion approve limited outside employment in a non-conflicting capacity and in accordance with the provisions of Florida Statutes relating to ethics and the Palm Beach County Code of Ethics.
3. The EMPLOYEE is not entitled to or eligible for Severance Pay, and the TOWN shall not make payment for Severance Pay due to Resignation from employment.

C. Termination With Cause.

1. The TOWN may terminate EMPLOYEE With Cause, in its sole discretion, by majority vote of all the TOWN Commission in accordance with the provisions of Town Charter Section 4.02, as amended from time to time, as provided herein during the Term of this Agreement.
 2. "With Cause" is defined as termination based upon any of the following actions by the EMPLOYEE:
 - a. fraud;
 - b. embezzlement;
 - c. conviction of a felony;
 - d. negligence in the performance of official duties;
 - e. failure to return from an approved leave of absence;
 - f. violation of Florida's Code of Ethics and/or the Palm Beach County Code of Ethics;
 - g. violation of the TOWN's Policy Against Harassment and Discrimination or its Equal Employment Opportunity Policy as determined by an investigator selected by the TOWN Commission;
 - h. violation of TOWN's Drug-Free Workplace Policy;
 - i. engaging in activities or conduct injurious to the reputation of the TOWN, including without limitation, engaging in immoral or criminal acts that become public information; or
 - j. misconduct, as defined in Section 443.036(29), Florida Statutes, as amended from time to time.
 3. Termination of EMPLOYEE With Cause shall be final and non-appealable.
 4. The EMPLOYEE is not entitled to or eligible for Severance Pay, and the TOWN shall not make payment for Severance Pay due to Termination With Cause.
- D. Death.
1. This Agreement, the Term, and the EMPLOYEE's employment shall terminate automatically upon the EMPLOYEE's death.
 2. The EMPLOYEE is not entitled to or eligible for Severance Pay, and the TOWN shall not make payment for Severance Pay, as a result of Death.
- E. Disability.
1. If the EMPLOYEE becomes permanently disabled and is unable to perform the duties of TOWN Manager or is otherwise unable to perform the duties because of sickness, accident, injury, mental incapacity or health for a period of eight (8) consecutive weeks, the TOWN shall have the option to terminate this Agreement.
 2. The EMPLOYEE is not entitled to or eligible for Severance Pay, and the TOWN shall not make payment for Severance Pay as a result of Disability.
- F. Post-Termination Name Clearing Meeting. EMPLOYEE may avail him/herself of the TOWN's Post Termination Name Clearing Meeting process in accordance with applicable state law. However, in light of the organizational structure, EMPLOYEE must submit any request for such meeting in writing to the Town Attorney within ten (10) calendar days of the date of termination and such meeting will be scheduled to occur at a regular TOWN

Commission meeting with the TOWN Commission presiding at such meeting or, in lieu of attending a meeting, EMPLOYEE may choose to submit a written statement to be included in the personnel file. The meeting is not an appeal of the termination decision and the TOWN Commission is not required to consider reinstatement. The process is designed to allow the employee to present information in the public record regarding the information forming the basis of the termination. EMPLOYEE agrees that failure to notify the Town Attorney within ten (10) calendar days of the date of the termination of the request for a Post Termination Name-Clearing Meeting will result in EMPLOYEE waiving any right or potential right to a Post Termination Name-Clearing Meeting.

- G. Final Paycheck. If EMPLOYEE separates from employment for any reason under this section, EMPLOYEE shall be paid in full any unpaid balance of the Base Salary then earned and due through the final date of employment. EMPLOYEE shall also be paid any accrued and unused Vacation Leave and Sick Leave up to a maximum established by TOWN policy, as amended from time to time. Such payments shall be made on the next regularly scheduled pay date.

VII. SEVERANCE PAY

- A. Termination Without Cause. If EMPLOYEE is terminated Without Cause, he/she shall be eligible to receive Severance Pay equal to the gross amount of fourteen (14) weeks of Base Salary in effect at the time of termination, and shall not include any Benefits or perquisites as may be permitted by Section 215.425, Florida Statutes ("Severance Pay").

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

- B. Resignation. EMPLOYEE shall not be eligible for or receive Severance Pay.
- C. Termination With Cause. EMPLOYEE shall not be eligible for, entitled to, or receive Severance Pay.
- D. Death. EMPLOYEE or his/her heirs or assigns shall not be eligible for, entitled to or receive Severance Pay.
- E. Disability. EMPLOYEE, shall not be eligible for, entitled to, or receive Severance Pay.

VIII. INDEMNIFICATION

The TOWN shall provide a legal defense, and indemnification against any tort, professional liability claim or demand or other legal action arising out of an alleged act or omission occurring within the scope of Town Manager's employment and performance of Town Manager's duties and functions, under the same terms and conditions as provided to other employees of the TOWN in accordance with the requirements and provisions of the TOWN Charter and Code of Ordinances. The TOWN shall have the right to compromise and settle any such claims or suit and pay the amount of any such settlement or judgment rendered thereon, in its sole discretion.

EMPLOYEE agrees to notify the TOWN Commission in writing within three (3) business days of being provided or notified, formally or informally, of any complaint filed with the Florida Commission on Ethics, Palm Beach County Commission on Ethics, any charge or subpoena from any law enforcement agency, or any other civil or administrative claim against EMPLOYEE.

IX. BONDING

The TOWN shall bear the full cost of any fidelity or other bonds required of the Town Manager under any law or ordinance.

X. GENERAL PROVISIONS

- A. The text herein shall constitute the entire agreement between the TOWN and EMPLOYEE.
- B. This Agreement shall be binding upon TOWN and EMPLOYEE and the successors, assigns and heirs of each respectively.
- C. This Agreement may not be modified or changed in any way whatsoever except by mutual written consent of the TOWN Commission and the EMPLOYEE.
- D. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement or portion thereof shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- E. Failure of the TOWN to enforce or exercise any right(s) under this Agreement shall not be deemed a waiver of the TOWN's right to enforce or exercise said right(s) at any time thereafter.
- F. This Agreement shall not be construed more strongly against either party regardless of who was more responsible for its preparation.
- G. All the provisions contained in this Agreement are subject to and conditioned upon compliance with all special acts of the TOWN and applicable laws of the State of Florida and local ordinances. Such laws shall take precedence over any part or portion of provisions as contained herein.
- H. This Agreement shall be governed exclusively by Florida law and venue of any action or proceeding relating to this Agreement shall be in Palm Beach County, Florida, exclusively, with each party to bear its own attorneys' fees and costs, up through and including any appellate action. Employee expressly consents to the personal jurisdiction of the courts in Palm Beach County, Florida, including, but not limited to, the 15th Judicial Circuit In and For Palm Beach County and the Southern District of Florida.
- I. THE PARTIES HEREBY WAIVE, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT EACH OF THEM MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LITIGATION DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT.

- J. General Release. The General Release referred to in Section VII.A, is attached hereto as **Exhibit "A"** and incorporated herein. By entering into this Agreement, EMPLOYEE acknowledges that he/she has been advised to consult with personal legal counsel to review such General Release and has had adequate time to consider same.
- K. All notices required to be given under the terms of this Agreement or which any of the parties desires to give hereunder shall be in writing and personally delivered or sent by registered or certified mail, return receipt requested, or by nationally recognized overnight-courier, addressed as follows:

TO: Town of Ocean Ridge
6450 N. Ocean Blvd.
Ocean Ridge, FL 33435
ATTN: Mayor and Town Attorney

TO: **Lynne Ladner**
Address on File at the
Town Clerk's office

Any party may designate a change of address at any time by giving written notice thereof to the other parties.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the day set forth above to this Town Manager Employment Agreement.

WITNESS

EMPLOYEE

LYNNE LADNER

WITNESS

ATTEST

BY:

KELLY AVERY, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY:

CHRISTY L. GODDEAU, Town Attorney

TOWN OF OCEAN RIDGE, FLORIDA

BY:

GEOFF PUGH, Mayor

EXHIBIT "A"

SEPARATION AGREEMENT AND GENERAL RELEASE

This Separation Agreement and General Release ("SAGR") is hereby made and entered into by and between _____ ("Employee") and TOWN OF OCEAN RIDGE ("Employer"). In exchange for the mutual promises set forth below and intending to be legally bound, the Employer and the Employee agree to the following terms and conditions:

- A. Employee was employed as the Town Manager of said Employer; and
- B. Employee is separated from employment effective _____, Without Cause. As such, the Employer shall have no obligation to employ Employee under any circumstances in the future.
- C. Employee recognizes that the last day of work is _____. However, if Employee accepts the terms and conditions of this SAGR, Employee shall receive Severance Pay in a gross amount equivalent to fourteen (14) weeks of Base Salary.
- D. It is agreed and understood that neither the offer or acceptance of this SAGR nor the payment of any money or provision of benefits hereunder constitute or will be construed as an admission of liability or of any wrongdoing or violation of laws, rules or policies by the Employer or the Employee.
- E. Employee hereby releases and discharges the Employer (and all of its affiliates, successors, assigns, directors, officers, insurers, board members, employees, and agents) from and against any and all liability to Employee upon claims, causes of action or obligations of every nature whatsoever, whether known or unknown, arising out of or relating to Employee's employment, separation from employment, or any other act, event, failure to act or things which have occurred or were created at any time before or upon the date on which this SAGR is signed and becomes effective. Without limiting the generality hereof, this release covers claims or causes of action based upon all torts (such as, for example, negligence, fraud, defamation, wrongful discharge, invasion of privacy); express and implied contracts (except this SAGR); federal, state or local statutes and ordinances, including those which regulate employment practices (such as, for example, the Age Discrimination in Employment Act, Family Medical Leave Act, Federal Civil Rights Acts (including but not limited to 42 U.S.C.A Sections 1981 – 1988, 2000a-6, and 2000e-17); the Americans with Disabilities Act, the National Labor Relations Act; the Older Worker Benefit Protection Act; The Florida Civil Rights Act; any state or federal Whistleblower's Act; Public Employee Relations Act; Title VII of the Civil Rights Act; the Civil Rights Act of 1991; the Reconstruction Era Civil Rights Act of 1866; the Employee Retirement Income Security Act; the Patient Protection and Affordable Health Care Act; the Genetic Information

Nondiscrimination Act; the Public Health Services Act; the Rehabilitation Act of 1973; the Health Insurance Portability and Accountability Act; the Equal Pay Act; the Worker Adjustment and Retraining Notification Act; the Occupational Safety and Health Act; the Consolidated Omnibus Budget Reconciliation Act; the Florida Equal Pay Act; any claims under Fla. Stat. 448.08 for unpaid wages and waivable rights under the Florida Constitution; and any and all amendments to such acts); any and all claims for violation of any statutory or administrative rules, regulations or codes; any right or entitlement to any individual relief including damages, attorneys' fees, and costs which may be available through local, state, or federal regulatory agencies such as the EEOC; expenses, costs, fees, and/or attorneys' fees, incurred or claimed in connection with any alleged claims; and every other source of legal rights and obligations which may validly be waived or released, except rights created or preserved expressly in this SAGR.

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

- (1) that the payments and other benefits which the Employer has agreed to provide, as stated below, are payments and benefits to which the Employee would not be entitled if it were not for this SAGR;
- (2) that no consideration, promises, agreements or representations have been made to encourage Employee to sign this SAGR, except those that are contained in this SAGR;
- (3) that Employee has read and understands each and every provision of this SAGR and any waiver pursuant to this SAGR is knowing and voluntary;
- (4) that Employee has been advised by the Employer that Employee has seven (7) days from the date of signing the SAGR to rescind acceptance of this SAGR by doing so in writing by delivering such written rescission to the Town Attorney within the 7-day period;
- (5) that Employee has been advised by the Employer that Employee should consult an attorney of his/her own choosing before signing this SAGR;
- (6) that Employee has had an adequate and reasonable period of time (at least 21 calendar days) to decide whether or not to sign this SAGR. Accordingly, failure to sign and deliver the SAGR to the Town Attorney on or before **5:00 p.m. on the 30th day following the date of receiving the SAGR**, shall be deemed a rejection of the SAGR and Employee shall not be entitled to the benefits outlined herein to which Employee would not otherwise be entitled. Material or immaterial changes to this SAGR do not restart the running of the 21-day period.

- (7) that Employee has not filed any complaints or initiated any other legal proceedings against the Employer before the date of signing this SAGR.
- (8) that Employee has not assigned, transferred or purported to assign or transfer any claims released in this SAGR to any person, association or entity.
- (9) that Employee has accurately reported all hours worked and has been paid in full for all time worked in accordance with the law and is owed no wages, whether in the form of straight time, overtime, or liquidated damages.
- (10) that Employee has not suffered an occupational disease or disability or any on-the-job-related accident or injury of the type that might have entitled Employee to file a Workers' Compensation claim, whether temporary, permanent, partial or total.
- (11) that Employee was provided and received all paid and unpaid leaves of absence to which Employee was entitled.
- (12) that Employee assumes the risk for any mistake of fact now known or unknown and that she understands the significance of this SAGR.
- (13) that Employee has the mental capacity to enter into this SAGR.
- (14) that Employee has returned all of the Employer's building access badges, Employer owned or leased equipment (such as wireless cards, laptops, tablets, phones, etc.), documents, software, hardware, electronic devices, and other materials, whether tangible or intangible, to the Employer, and has relinquished and previously provided to the Employer any and all individual and system passwords and/or login information relating to the Employer's information technology systems, including any and all user-IDs and passwords created for any and all vendors, clients, or any party, and has discontinued any use of such systems; and
- (15) that Employee has submitted any and all expense reports or other expenditures believed to be reimbursable by the Employer, including any receipts or other backup, prior to executing this Agreement.

G. In exchange for the general release and other promises and acknowledgments made by Employee in this Agreement, the Employer agrees to pay Employee Severance Pay equal to **fourteen (14) weeks of Base Salary** (less required withholding for federal, state and local taxes).

H. Employee agrees (unless otherwise required by law) not to file any claims waived by this Agreement. However, this Agreement is not intended to: (a) prevent Employee from filing a charge or complaint including a challenge to the validity of this SAGR

with the Equal Employment Opportunity Commission ("EEOC"); (b) prevent Employee from participating in any investigation or proceeding conducted by the EEOC; or (c) establish a condition precedent or other barrier to exercising these rights. While Employee has the right to participate in an investigation, Employee is waiving his right to any monetary recovery arising from any investigation or pursuit of claim on his/her behalf. Employee also has the right to file a charge alleging a violation of the ADEA with any administrative agency and/or to challenge the validity of the waiver and release of any claim he might have under the ADEA without either: (a) repaying the amount paid under this SAGR; or (b) paying to any entity any other monetary amounts (such as attorney's fees and/or damages). .

- I. This Agreement shall inure to the benefit of and be binding upon the Employer and Employee and each of their successors, assigns, affiliates, devisees, heirs, administrators and representatives.
- J. This Agreement constitutes the entire agreement by and among the parties hereto and there are no agreements or commitments by or among the parties, either verbal or written, except as expressly set forth herein.
- K. Should any part, term, or provision of this Agreement be declared or be determined by a court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining parts, terms, or provisions shall not be affected thereby, and said illegal, unenforceable or invalid part, term, or provision shall be deemed not a part of this Agreement.
- L. The SAGR shall be governed exclusively by Florida Law and venue for any action herein shall be in the courts of Palm Beach County, with each party to bear its own attorneys' fees and costs, up through and including any appellate action. Employee expressly consents to the personal jurisdiction of the courts in Palm Beach County Florida including, but not limited to, the 15th Judicial Circuit In and For Palm Beach County and the Southern District of Florida.
- M. THE PARTIES HEREBY WAIVE, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT EACH OF THEM MAY HAVE TO A TRIAL BY JURY IN RESPECT OF ANY LITIGATION DIRECTLY OR INDIRECTLY ARISING OUT OF, UNDER OR IN CONNECTION WITH THIS AGREEMENT.
- N. This SAGR shall not be construed against the party who drafted same.
- O. The rights, responsibilities, and duties of the parties, and the agreements herein, shall continue to bind the parties in full force and effect until each and every obligation has been fully performed.
- P. Employee will separately receive information regarding eligibility to continue any medical insurance under COBRA at Employee's sole cost and expense.

Q. This SAGR may be executed in counterparts, each of which shall be deemed an original, and will become effective and binding upon the parties as of the effective date at such time as all the signatories hereto have signed a counterpart of this SAGR, all of which taken together shall constitute one and the same SAGR. In the event an executed version of this SAGR is transmitted by facsimile or is scanned and emailed, the SAGR shall be effective and binding as if it were the originally executed document. However, Employee or his attorney will deliver original documents to the Town Attorney as soon as possible.

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

TOWN MANAGER

Print Name:

STATE OF FLORIDA
COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____, 20____, by _____.

(Signature of Notary Public – State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known _____ OR Produced Identification _____

Type of Identification Produced: _____

ATTEST

TOWN OF OCEAN RIDGE, FLORIDA

BY: _____
Town Clerk

BY: _____
Mayor

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
Town Attorney



Town Manager Evaluation
Lynne Ladner
Period: 4/18/2023-4/17/2024

Please rate the Town Manager using the following scale:

5	Exceptional	Performance is consistently superior and significantly exceeds expectations.
4	Highly Effective	Performance frequently exceeds expectations.
3	Proficient	Performance consistently meets expectations.
2	Inconsistent	Performance meets some, but not all expectations.
1	Unsatisfactory	Performance consistently fails to meet minimum expectations; employee lacks skills required or fails to utilize necessary skills.
N/A	Not Applicable	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.

INSTRUCTIONS

This evaluation form includes two parts: A quantitative score sheet, covering multiple categories of performance criteria; and a narrative comments section. A summary of the score sheet results and all narrative comments will be distributed to all Commission members and will be used as a basis for discussion of the Town Manager's performance. The last two pages of the form are a narrative comments that are an opportunity to respond to specific questions, and to provide any other comments you believe appropriate and pertinent to the Town Manager's evaluation.

Bring this form to the Town Clerk no later than _____, 2024 for the May 6, 2024 Commission meeting as a reference for the Manager's Evaluation agenda item. Please leave all pages of this evaluation form attached. Initial each page, including any printed sheets you attached.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- _____ Diligent and thorough in the discharge of duties, "self-starter"
- _____ Exercises good judgment
- _____ Displays enthusiasm, cooperation, and will to adapt
- _____ Mental and physical stamina appropriate for the position
- _____ Exhibits composure, appearance and attitude appropriate for executive position

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by commission members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Carries out directives of the commission as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the commission and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all commission members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

4. POLICY EXECUTION

- _____ Implements commission actions in accordance with the intent of commission
- _____ Supports the actions of the commission after a decision has been reached, both inside and outside the Town
- _____ Understands, supports, and enforces the Town's laws, policies, and ordinances

_____Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness

_____Offers workable alternatives to the commission for changes in law or policy when an existing policy or ordinance is no longer practical

5. REPORTING

_____Provides regular information and reports to the commission concerning matters of importance to the Town, using the Town charter as guide

_____Responds in a timely manner to requests from the commission for special reports

_____Takes the initiative to provide information, advice, and recommendations to the commission on matters that are non-routine and not administrative in nature

_____Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience

_____Produces and handles reports in a way to convey the message that affairs of the Town are open to public scrutiny

6. CITIZEN RELATIONS

_____Responsive to requests from citizens

_____Demonstrates a dedication to service to the community and its citizens

_____Maintains a nonpartisan approach in dealing with the news media

_____Meets with and listens to members of the community to discuss their concerns and strives to understand their interests

_____Gives an appropriate effort to maintain citizen satisfaction with city services

7. STAFFING

_____Recruits and retains competent personnel for staff positions

_____Applies an appropriate level of supervision to improve any areas of substandard performance

_____Stays accurately informed and appropriately concerned about employee relations

_____Professionally manages the compensation and benefits plan

_____Promotes training and development opportunities for employees at all levels of the organization

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal Town manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by commission
- _____ Makes the best possible use of available funds, conscious of the need to operate the Town efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

10. COMMUNITY

- _____ Shares responsibility for addressing the difficult issues facing the Town
- _____ Avoids unnecessary controversy
- _____ Cooperates with neighboring communities and the county
- _____ Helps the commission address future needs and develop adequate plans to address long term trends
- _____ Cooperates with other regional, state and federal government agencies

NARRATIVE EVALUATION

A). What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period?

B). What performance area(s) would you identify as most critical for improvement?

C). What constructive suggestions or assistance can you offer the manager to enhance performance?

D). What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?

Narrative Evaluation responses

A)

Community Relations – I have worked to develop and maintain positive relationships with the town residents, contractors, and visitors.

Communications – I work hard to communicate with all commission members equally and with the same information. I work to draft communications for the public in a manner that can easily be understood and ensure that they are open to and transparent regarding the work and activities of the town.

Operational knowledge – I stay current on Federal and State policies and regulations that affect the operations of municipal government. Additionally, I aim to regularly update my knowledge and training related to organizational operations.

B)

Budget information communications – I struggled during the FY 24 budgeting process to clearly communicate to the commission and residents regarding the cash reserves and how they are allocated between the General Operating and Capital Projects. This led to challenges for all involved in the budgeting process.

eTRIM – I need to work on completing and following up on the required forms and processes to ensure the smooth and complete adoption of the annual budget in a timely manner.

C)

Identify ways to delegate projects that can be reasonably completed to other staff members

Ensure that deadlines are documented and adhered to for reporting and projects.

D)

Continue to identify grant funding opportunities to assist with providing a great level of service and quality of life for the residents while limiting the use of ad valorem taxes and cash reserves.

Goals for 24-25

1. Completion of the implantation of the Community Development software allowing for the completion of the Land Development Process, Permitting Process, and managing the Community Standards records and compliance.
2. Completion of the N Ocean Ave water main project
3. Complete negotiations for the Ocean Ridge/Boynton Beach potable water contract including ratification by both communities.
4. Obtain drainage easements for projects that have been identified in the 5-year CIP
5. Complete website update
6. Manage the completion of the comp and class study and employee handbook updates to ensure adoption and implementation.



Town Manager Evaluation
Lynne Ladner
Period: 4/18/2023-4/17/2024

Please rate the Town Manager using the following scale:

5	Exceptional	Performance is consistently superior and significantly exceeds expectations.
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INSTRUCTIONS

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Bring this form to the Town Clerk no later than _____, 2024 for the May 6, 2024 Commission meeting as a reference for the Manager's Evaluation agenda item. Please leave all pages of this evaluation form attached. Initial each page, including any printed sheets you attached.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- 3 Diligent and thorough in the discharge of duties, "self-starter"
- 4 Exercises good judgment
- 4 Displays enthusiasm, cooperation, and will to adapt
- 3 Mental and physical stamina appropriate for the position
- 4 Exhibits composure, appearance and attitude appropriate for executive position

2. PROFESSIONAL SKILLS AND STATUS

- 4 Maintains knowledge of current developments affecting the practice of local government management
- 3 Demonstrates a capacity for innovation and creativity
- 4 Anticipates and analyzes problems to develop effective approaches for solving them
- 4 Willing to try new ideas proposed by commission members and/or staff
- 4 Sets a professional example by handling affairs of the public office in a fair and impartial manner

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- 4 Carries out directives of the commission as a whole as opposed to those of any one member or minority group
- 3 Sets meeting agendas that reflect the guidance of the commission and avoids unnecessary involvement in administrative actions
- 4 Disseminates complete and accurate information equally to all commission members in a timely manner
- 4 Assists by facilitating decision making without usurping authority
- 2 Responds well to requests, advice, and constructive criticism

4. POLICY EXECUTION

- 3 Implements commission actions in accordance with the intent of commission
- 4 Supports the actions of the commission after a decision has been reached, both inside and outside the Town
- 3 Understands, supports, and enforces the Town's laws, policies, and ordinances

3 Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness

N/A Offers workable alternatives to the commission for changes in law or policy when an existing policy or ordinance is no longer practical

5. REPORTING

3 Provides regular information and reports to the commission concerning matters of importance to the Town, using the Town charter as guide

3 Responds in a timely manner to requests from the commission for special reports

4 Takes the initiative to provide information, advice, and recommendations to the commission on matters that are non-routine and not administrative in nature

3 Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience

4 Produces and handles reports in a way to convey the message that affairs of the Town are open to public scrutiny

6. CITIZEN RELATIONS

3 Responsive to requests from citizens

3 Demonstrates a dedication to service to the community and its citizens

5 Maintains a nonpartisan approach in dealing with the news media

3 Meets with and listens to members of the community to discuss their concerns and strives to understand their interests

4 Gives an appropriate effort to maintain citizen satisfaction with city services

7. STAFFING

3 Recruits and retains competent personnel for staff positions

4 Applies an appropriate level of supervision to improve any areas of substandard performance

4 Stays accurately informed and appropriately concerned about employee relations

3 Professionally manages the compensation and benefits plan

5 Promotes training and development opportunities for employees at all levels of the organization

8. SUPERVISION

- 3 Encourages heads of departments to make decisions within their jurisdictions with minimal Town manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- 4 Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- 4 Develops and maintains a friendly and informal relationship with the staff and work force in general
- N/A Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- 3 Encourages teamwork, innovation, and effective problem-solving among the staff members

9. FISCAL MANAGEMENT

- 3 Prepares a balanced budget to provide services at a level directed by commission
- 3 Makes the best possible use of available funds, conscious of the need to operate the Town efficiently and effectively
- 3 Prepares a budget and budgetary recommendations in an intelligent and accessible format
- 3 Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- 4 Appropriately monitors and manages fiscal activities of the organization

10. COMMUNITY

- 4 Shares responsibility for addressing the difficult issues facing the Town
- 3 Avoids unnecessary controversy
- 3 Cooperates with neighboring communities and the county
- 4 Helps the commission address future needs and develop adequate plans to address long term trends
- 3 Cooperates with other regional, state and federal government agencies

NARRATIVE EVALUATION

A). What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period?

Has improved in managing staff and defining their responsibilities.

B). What performance area(s) would you identify as most critical for improvement?

Accepting guidance from the commission and not treating suggestions as affront to her authority.

C). What constructive suggestions or assistance can you offer the manager to enhance performance?

Carefully control the expense incurred by excessive overtime.

D). What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?

Hire qualified police officers and dispatchers to fill open positions. Improve coastal trash collection.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- 4 _____ Diligent and thorough in the discharge of duties, "self-starter"
- 4 _____ Exercises good judgment
- 3 _____ Displays enthusiasm, cooperation, and will to adapt
- 3 _____ Mental and physical stamina appropriate for the position
- 4 _____ Exhibits composure, appearance and attitude appropriate for executive position

2. PROFESSIONAL SKILLS AND STATUS

- 4 _____ Maintains knowledge of current developments affecting the practice of local government management
- 5 _____ Demonstrates a capacity for innovation and creativity
- 5 _____ Anticipates and analyzes problems to develop effective approaches for solving them
- 4 _____ Willing to try new ideas proposed by commission members and/or staff
- 4 _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- 4 _____ Carries out directives of the commission as a whole as opposed to those of any one member or minority group
- 5 _____ Sets meeting agendas that reflect the guidance of the commission and avoids unnecessary involvement in administrative actions
- 4 _____ Disseminates complete and accurate information equally to all commission members in a timely manner
- 3 _____ Assists by facilitating decision making without usurping authority
- 3 _____ Responds well to requests, advice, and constructive criticism

4. POLICY EXECUTION

- 5 _____ Implements commission actions in accordance with the intent of commission
- 5 _____ Supports the actions of the commission after a decision has been reached, both inside and outside the Town
- 4 _____ Understands, supports, and enforces the Town's laws, policies, and ordinances

3 _____ Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness

N/A _____ Offers workable alternatives to the commission for changes in law or policy when an existing policy or ordinance is no longer practical

5. REPORTING

4 _____ Provides regular information and reports to the commission concerning matters of importance to the Town, using the Town charter as guide

3 _____ Responds in a timely manner to requests from the commission for special reports

4 _____ Takes the initiative to provide information, advice, and recommendations to the commission on matters that are non-routine and not administrative in nature

3 _____ Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience

4 _____ Produces and handles reports in a way to convey the message that affairs of the Town are open to public scrutiny

6. CITIZEN RELATIONS

4 _____ Responsive to requests from citizens

3 _____ Demonstrates a dedication to service to the community and its citizens

5 _____ Maintains a nonpartisan approach in dealing with the news media

4 _____ Meets with and listens to members of the community to discuss their concerns and strives to understand their interests

4 _____ Gives an appropriate effort to maintain citizen satisfaction with city services

7. STAFFING

3 _____ Recruits and retains competent personnel for staff positions

4 _____ Applies an appropriate level of supervision to improve any areas of substandard performance

N/A _____ Stays accurately informed and appropriately concerned about employee relations

3 _____ Professionally manages the compensation and benefits plan

N/A _____ Promotes training and development opportunities for employees at all levels of the organization

8. SUPERVISION

- 4 Encourages heads of departments to make decisions within their jurisdictions with minimal Town manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- 4 Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- 4 Develops and maintains a friendly and informal relationship with the staff and work force in general
- N/A Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- 4 Encourages teamwork, innovation, and effective problem-solving among the staff members

9. FISCAL MANAGEMENT

- 3 Prepares a balanced budget to provide services at a level directed by commission
- 3 Makes the best possible use of available funds, conscious of the need to operate the Town efficiently and effectively
- 2 Prepares a budget and budgetary recommendations in an intelligent and accessible format
- 3 Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- 3 Appropriately monitors and manages fiscal activities of the organization

10. COMMUNITY

- 4 Shares responsibility for addressing the difficult issues facing the Town
- 4 Avoids unnecessary controversy
- 2 Cooperates with neighboring communities and the county
- 4 Helps the commission address future needs and develop adequate plans to address long term trends
- 4 Cooperates with other regional, state and federal government agencies

A)

Lynne has a strong understanding of municipal government and stays ahead of federal and state policies that affect the operation of Ocean Ridge. She has demonstrated knowledge of the principles of supervision, organization, and administration. Lynne has a great working relationship with our vendors, specifically Hy-Byrd and Engenuity, and she has cultivated working relationships with the residents and civic organizations in the community, specifically the Ocean Ridge Garden Club and Star Bright Civic Initiative. She seeks professional training opportunities to enhance her skills and takes advantage of opportunities for collaboration and advocacy through the Palm Beach County League of Cities. Lynne is transparent regarding the activities in Town and generally communicates pertinent issues promptly.

B)

The performance area most critical for improvement is finance: implementation of investments, annual budget preparation and presentation, and managing the annual audit of the financial records of the Town. Lynne came into a difficult situation, apparently with inaccessible and/or incomplete records. I would like to see more communication and disclosure/discussion of financial issues with the Commission. The Town Manager, as Finance Director, should always be mindful of the best interests of the taxpayers and looking for opportunities to be as efficient as possible with taxpayer dollars.

C)

A constructive suggestion is that Lynne could adopt a more accepting demeanor and seek to be less defensive and more collaborative. My expectation is also that information is distributed equally and in a timely manner with all Commissioners. Going forward, when Lynne has concerns or is missing information (for example, pertaining to the audit or budget), my expectation is that she will come to the Commissioners for help when needed. Another suggestion is that all outreach, whether from a Commissioner or a resident, be responded to promptly, even if it is simply an acknowledgement of receipt.

D)

My expectation for the new rating period for the Town Manager includes the following goals and priorities (in no particular order of importance):

- 1- Preparation and presentation of a responsible budget balancing the needs of the Town with an overall goal of keeping expenses as constrained as possible;
- 2- Completion of a revised and updated Comprehensive Plan which is reflective of the current environment and needs of the Town of Ocean Ridge;
- 3- Implementation of the new Building Department software, with an effort to further streamline the permitting process and ensure its ease of utilization for homeowners, including enabling online permit searches;
- 4- Completion of the North Ocean Boulevard water main project, and phased planning for further water main replacement;
- 5- Study of and improvement to drainage in areas of Town where flooding is dangerous;
- 6- Reinstatement of a Septic to Sewer Committee to explore engineering plans for an eventual conversion;
- 7- Apply for grants and state appropriations for needed infrastructure projects;
- 8- Collaborate with neighboring communities and Palm Beach County on projects and/or contracts (ie ratification of a potable water contract with the City of Boynton Beach).



Town Manager Evaluation
Lynne Ladner
Period: 4/18/2023-4/17/2024

Please rate the Town Manager using the following scale:

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4	Highly Effective	Performance frequently exceeds expectations.
3	Proficient	Performance consistently meets expectations.
2	Inconsistent	Performance meets some, but not all expectations.
1	Unsatisfactory	Performance consistently fails to meet minimum expectations; employee lacks skills required or fails to utilize necessary skills.
N/A	Not Applicable	Employee has not been in position long enough to have demonstrated the essential elements of the position and will be reviewed at a later agreed upon date.

INSTRUCTIONS

This evaluation form includes two parts: A quantitative score sheet, covering multiple categories of performance criteria; and a narrative comments section. A summary of the score sheet results and all narrative comments will be distributed to all Commission members and will be used as a basis for discussion of the Town Manager's performance. The last two pages of the form are a narrative comments that are an opportunity to respond to specific questions, and to provide any other comments you believe appropriate and pertinent to the Town Manager's evaluation.

Bring this form to the Town Clerk no later than _____, 2024 for the May 6, 2024 Commission meeting as a reference for the Manager's Evaluation agenda item. Please leave all pages of this evaluation form attached. Initial each page, including any printed sheets you attached.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- _____ Diligent and thorough in the discharge of duties, “self-starter”
- _____ Exercises good judgment
- _____ Displays enthusiasm, cooperation, and will to adapt
- _____ Mental and physical stamina appropriate for the position
- _____ Exhibits composure, appearance and attitude appropriate for executive position

2. PROFESSIONAL SKILLS AND STATUS

- _____ Maintains knowledge of current developments affecting the practice of local government management
- _____ Demonstrates a capacity for innovation and creativity
- _____ Anticipates and analyzes problems to develop effective approaches for solving them
- _____ Willing to try new ideas proposed by commission members and/or staff
- _____ Sets a professional example by handling affairs of the public office in a fair and impartial manner

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- _____ Carries out directives of the commission as a whole as opposed to those of any one member or minority group
- _____ Sets meeting agendas that reflect the guidance of the commission and avoids unnecessary involvement in administrative actions
- _____ Disseminates complete and accurate information equally to all commission members in a timely manner
- _____ Assists by facilitating decision making without usurping authority
- _____ Responds well to requests, advice, and constructive criticism

4. POLICY EXECUTION

- _____ Implements commission actions in accordance with the intent of commission
- _____ Supports the actions of the commission after a decision has been reached, both inside and outside the Town
- _____ Understands, supports, and enforces the Town's laws, policies, and ordinances

_____Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness

_____Offers workable alternatives to the commission for changes in law or policy when an existing policy or ordinance is no longer practical

5. REPORTING

_____Provides regular information and reports to the commission concerning matters of importance to the Town, using the Town charter as guide

_____Responds in a timely manner to requests from the commission for special reports

_____Takes the initiative to provide information, advice, and recommendations to the commission on matters that are non-routine and not administrative in nature

_____Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience

_____Produces and handles reports in a way to convey the message that affairs of the Town are open to public scrutiny

6. CITIZEN RELATIONS

_____Responsive to requests from citizens

_____Demonstrates a dedication to service to the community and its citizens

_____Maintains a nonpartisan approach in dealing with the news media

_____Meets with and listens to members of the community to discuss their concerns and strives to understand their interests

_____Gives an appropriate effort to maintain citizen satisfaction with city services

7. STAFFING

_____Recruits and retains competent personnel for staff positions

_____Applies an appropriate level of supervision to improve any areas of substandard performance

_____Stays accurately informed and appropriately concerned about employee relations

_____Professionally manages the compensation and benefits plan

_____Promotes training and development opportunities for employees at all levels of the organization

8. SUPERVISION

- _____ Encourages heads of departments to make decisions within their jurisdictions with minimal Town manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- _____ Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations at the department level
- _____ Develops and maintains a friendly and informal relationship with the staff and work force in general
- _____ Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- _____ Encourages teamwork, innovation, and effective problem-solving among the staff members

9. FISCAL MANAGEMENT

- _____ Prepares a balanced budget to provide services at a level directed by commission
- _____ Makes the best possible use of available funds, conscious of the need to operate the Town efficiently and effectively
- _____ Prepares a budget and budgetary recommendations in an intelligent and accessible format
- _____ Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
- _____ Appropriately monitors and manages fiscal activities of the organization

10. COMMUNITY

- _____ Shares responsibility for addressing the difficult issues facing the Town
- _____ Avoids unnecessary controversy
- _____ Cooperates with neighboring communities and the county
- _____ Helps the commission address future needs and develop adequate plans to address long term trends
- _____ Cooperates with other regional, state and federal government agencies

NARRATIVE EVALUATION

A). What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period?

B). What performance area(s) would you identify as most critical for improvement?

C). What constructive suggestions or assistance can you offer the manager to enhance performance?

D). What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?



Town Manager Evaluation
Lynne Ladner
Period: 4/18/2023-4/17/2024

Please rate the Town Manager using the following scale:

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4	Highly Effective	Performance frequently exceeds expectations.
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INSTRUCTIONS

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Bring this form to the Town Clerk no later than _____, 2024 for the May 6, 2024 Commission meeting as a reference for the Manager's Evaluation agenda item. Please leave all pages of this evaluation form attached. Initial each page, including any printed sheets you attached.

PERFORMANCE CATEGORY SCORING

1. INDIVIDUAL CHARACTERISTICS

- 4 Diligent and thorough in the discharge of duties, "self-starter"
- 3 Exercises good judgment
- 3 Displays enthusiasm, cooperation, and will to adapt
- 4 Mental and physical stamina appropriate for the position
- 3 Exhibits composure, appearance and attitude appropriate for executive position

2. PROFESSIONAL SKILLS AND STATUS

- 5 Maintains knowledge of current developments affecting the practice of local government management
- 4 Demonstrates a capacity for innovation and creativity
- 4 Anticipates and analyzes problems to develop effective approaches for solving them
- 3 Willing to try new ideas proposed by commission members and/or staff
- 4 Sets a professional example by handling affairs of the public office in a fair and impartial manner

3. RELATIONS WITH ELECTED MEMBERS OF THE GOVERNING BODY

- 4 Carries out directives of the commission as a whole as opposed to those of any one member or minority group
- 4 Sets meeting agendas that reflect the guidance of the commission and avoids unnecessary involvement in administrative actions
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- 3 Assists by facilitating decision making without usurping authority
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- 4 Implements commission actions in accordance with the intent of commission
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4 _____ Offers workable alternatives to the commission for changes in law or policy when an existing policy or ordinance is no longer practical

5. REPORTING

3 _____ Provides regular information and reports to the commission concerning matters of importance to the Town, using the Town charter as guide

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6. CITIZEN RELATIONS

2 _____ Responsive to requests from citizens

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NARRATIVE EVALUATION

A). What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period?

B). What performance area(s) would you identify as most critical for improvement?

Dealing with negative or perceived negative comments from the commission during a commission meeting.

C). What constructive suggestions or assistance can you offer the manager to enhance performance?

stick up for yourself at commission meetings but not be so argumentative.

D). What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?

This budget is all yours and will be important for you to show the commission you are in control of it.



Town Manager Evaluation
Lynne Ladner
Period: 4/18/2023-4/17/2024

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- na Encourages heads of departments to make decisions within their jurisdictions with minimal Town manager involvement, yet maintains general control of operations by providing the right amount of communication to the staff
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- 5 Cooperates with other regional, state and federal government agencies

NARRATIVE EVALUATION

A). What would you identify as the manager's strength(s), expressed in terms of the principle results achieved during the rating period?

Lynn has excellent knowledge of the inner workings and requirements of municipal governance.

B). What performance area(s) would you identify as most critical for improvement?

Lynn expressed from the beginning of her tenure that financial budgets were not her strength.

C). What constructive suggestions or assistance can you offer the manager to enhance performance?

Don't be so defensive with residents and commissioners. We all have the same goal.

D). What other comments do you have for the manager; e.g., priorities, expectations, goals or objectives for the new rating period?

See attached word document. My Adobe does not allow more than one line responses.

Lynn was hired as Town Manager in April 2023. It was a turbulent time for the town.

Unfortunately, she was not provided with any guidance from the previous staff administration as to maintenance issues, schedules, budgets, etc.

Over the past year she has gained knowledge and improved in most areas of expertise needed by the Town Manager of our distinctive little town.

Ocean Ridge Residents expect a very responsive town staff with intimate knowledge of the town and its sometimes peculiar circumstances. This relationship is a developing situation, and I am happy to write that Lynn is well on her way to becoming the Town Manager that Ocean Ridge needs.

I have always felt that you do not know the true measure of an employee until the two-year mark of employment. While Lynn has grappled with some issues over her first year, the result has always been improvement on her part.

I expect Lynn to improve her budget capabilities, improve her confidence as Town Manager and improve her intimate knowledge of our town. That will lead to a less defensive Lynn.

Lastly and importantly, Lynn needs to embrace the fact that she is the CEO of the Town, not a town staff member. This may lead to her having to make difficult decisions, but that is inherent in the position of CEO.

-Steve Coz

Agenda: Monday, May 6, 2024
Memo: Item #20.

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

Subject: Consideration of Street Name Change

Commissioners -

Mr. Franklin Hoet has requested the Commission to consider changing the name of Whitney Way to Hoet Way. Attached you will find his request along with his points of consideration. Mr. Hoet should be available for questions, if needed.

Suggested Motion: I move to approve/deny the request to change the street name from Whitney Way to Hoet Way.

Respectfully,
Kelly Avery, Town Clerk

REQUEST FOR CHANGE OF STREET NAME

To: The Town of Ocean Ridge

Attn: Kelly Avery, Town Clerk

From: Mission Farms Everglades Investment, LLC and Franklin Hoet

Date: April 24, 2024

RE: Request to change the name of "Whitney Way" to "Hoet Way"

Dear Ms. Avery,

Please accept this as my formal request to change the name of Whitney Way in the Town of Ocean Ridge to Hoet Way. In connection with this request, please consider the following:

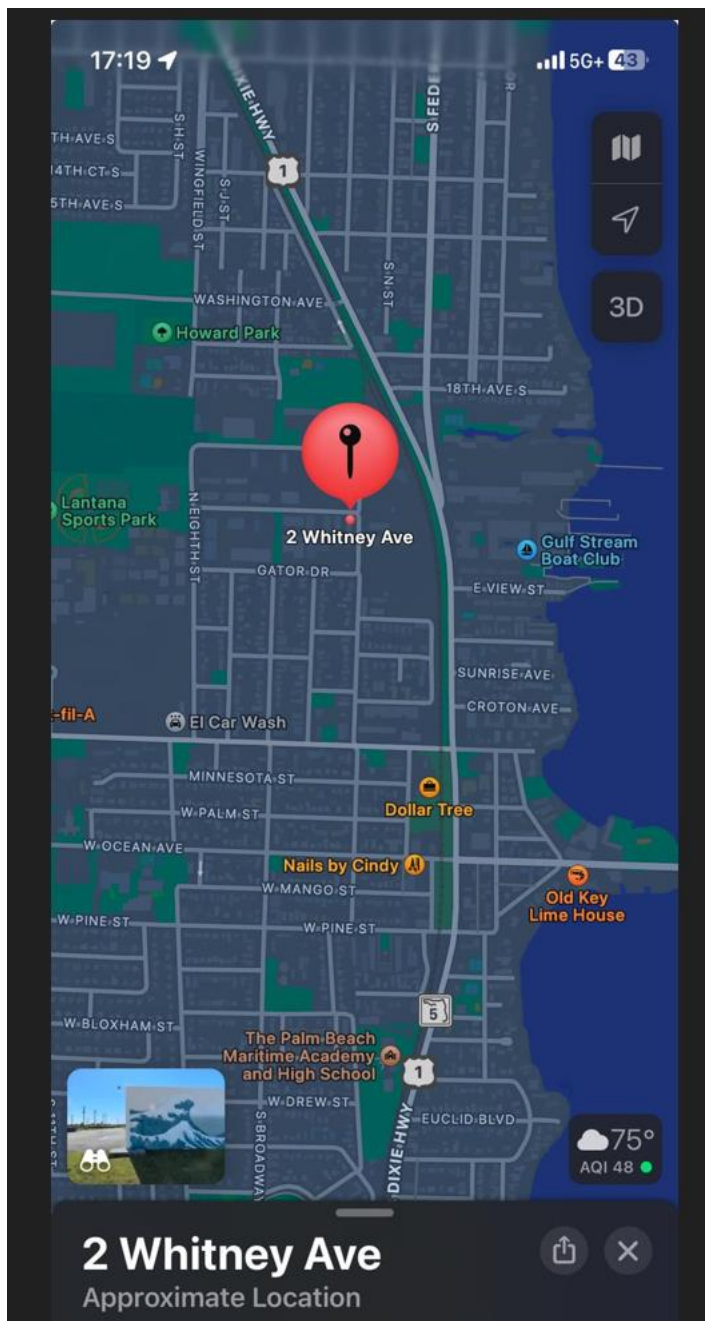
1. On many traditional direction and mapping services, the address "2 Whitney Way" leads to another Street called Whitney Avenue in Lantana (please see attached map search). This can be very confusing for people to find the address. Although I have reported the directional error, this mapping system continues to confuse the locations due to the similarities in the street name. In addition, sometimes the direction and mapping systems do not recognize the Whitney Way address at all. During construction I have been giving the old address of 1 Thompson, and even though it's not accurate, it brings people very close to the property.
2. The new name will be unique to Ocean Ridge. A search of the Palm Beach County Property Appraiser reveals no other streets in Palm Beach County with the name "Hoet", whereas there are multiple streets through the County that are named "Whitney" with various suffixes, including Drive, Avenue, Circle, Road, and Lane.
3. The current name is not an easy spelling when giving the address over the phone. The proposed name is unique but also short, easy to spell, say and remember.
4. I, individually and through my company, own both lots on the current Whitney Way, which is a private street to be maintained by the two Lot owners. The change in the name of the street should not adversely impact any other property owner.
5. I intend to construct the second home located at 4 Whitney Way and occupy it as his private residence.
6. I do not believe there is any nexus between the location and the current name of the street.
7. I, individually and through my company, cooperated in building the road and I financed the work to complete the road, as such, it would be an honor to have this street named for our family and leave a legacy for my kids in the beautiful Town of Ocean Ridge.

I thank you for your consideration of this request. Please let me know if you need any further information.

Respectfully submitted,

Franklin Hoet





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

Subject: Consideration of Mitigation of Lien at 23 Coconut Lane.

Commissioners -

We were approached by Mr. Spencer Blank who is taking over the property at 23 Coconut Lane. He has recently cleaned up the property and brought it into compliance with the Code Enforcement case from November 2022. He also has plans to renovate the property that will eventually be taken to the Planning & Zoning Commission. He is requesting that the Town Commission consider mitigating the current lien that is on the property. Mr. Blank will be available for questions at the meeting.

CE 2022-012 Lien	
Daily Fines 509 days @ \$150/day (12/1/22 thru 4/22/24)	\$76,350.00
Accrued Interest thru 5/6/24	\$8,487.16
Admin Fines	\$209.46
Record/Release Lien	\$60.00
 TOTAL	 \$85,106.62 =====

Suggested Motion: I move to approve/deny the request for mitigation of the lien on 23 Coconut Lane.

Respectfully,
Kelly Avery, Town Clerk

Agenda: Monday, May 6, 2024
Memo: Item #22.

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

Subject: Town Manager

April has been a busy month. I have been working with the Town Engineer to update the capital projects worksheet for FY 2025 through FY 34. We are preparing for the FY 25 budgeting process. The Commission met on April 22nd and identified their strategic goals, and they have great plans for the community.

We are still working through the Banking RFPs that were submitted in early April and will have a recommendation posted in early May for consideration by the Commission at their June meeting.

The annual shredding event was a success again this year. We did not track the actual numbers of Ocean Ridge and Briny Breezes residents that took advantage of this opportunity and Chief Scott, Manager Lynne, and Clerk Kelly all enjoyed seeing everyone when they stopped by town hall.

I hope that everyone has been able to stop by the town hall and look at the amazing artwork by our resident artists. Star Bright is hosting an Art Show and reception on May 2nd, and I am sure it will be a great success.

We are heading into the budgeting season for FY 2025. There will be some changes to how, this is formatted and provided as we will be utilizing BS&A to input the budget and to make real-time changes to the budget during the budget workshops. I will ask for some patience during the workshops if we stumble in the workshop presentations, this will be the first time staff is presenting the information live during the meetings and we may not always know exactly where we need to go to find the information that is being requested.

Staff recommends...

Suggested Motion: I move to...

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

March 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- Sgt.Choban	Nights- Sgt. Parkerson	Nights- Sgt. Stang
<u>Traffic</u>					
Citations	46	7	19	9	11
Written Warnings	144	38	15	39	52
Parking Tickets/Municipal Warnings	10	4	4	0	2
Traffic Stops	218	44	32	64	78
<u>Arrests:</u>					
S19 Felony	0	0	0	0	0
S18 Misdemeanor	0	0	0	0	0
<u>Telephone Calls Handled by Dispatch:</u>					
<u>March 2024</u>	<u>Year to Date</u>				
9-1-1	86	185			
Incoming/Non-Emergency	483	1393			
Outgoing/Non-Emergency	208	503			
Total:	777	2081			
<u>Walk-Ins Handled by Dispatch:</u>			<u>Year to Date</u>		
All	265	599			
After Business Hours	136	327			
Alarm Sign Issuance-	0	1			
Alarm Technician-	6	21			
AOD/Range Use-	1	10			
Burn Permit-	0	2			
Fingerprints-	10	13			
Keys-	1	3			
Pet Tag/Vehicle Decal-	2	10			
Report/Record Request-	3	17			
Vendors-	36	113			
Visitor for Chief-	8	18			
Visitor for Lt or Investigator-	5	7			
Visitor/Info-	178	467			
Gift/Food donation-	2	5			
Pick up Property/Evidence-	5	12			
Pill Drop-	8	32			

BRINY BREEZES MARCH 2024

Description	Signal	Count
ON FOOT W/PORTABLE	10108	30
BEACH PATROL	BCHK	8
POLICE SERVICE CALL	S68	3
ILLEGAL PARKING	S90	8
MEDICAL CALL	S73	4
WELFARE CHECK	S84	3
LOST/FOUND PROPERTY	S72	1
DECEASED PERSON	S07	1
TRAFFIC LIGHT PROBLEMS	S92	1
911 PRANK/FALSE/ACCID CALL	S79	3
SUSPICIOUS VEHICLE	S13V	2
ANIMAL COMPLIANT	S70	1
TRAFFIC STOPS	1050	5

Total Calls for Service	70
District Checks	189
Total Calls w/ DC's	259

OTHER ACTIVITY

Traffic

Citations	0
Written Warnings	5
Parking Tickets	6

ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 03/01/2024 00:00 Through 03/31/2024 23:59

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
10108	ON FOOT W/PORTABLE	70
10109	VEHICLE MAINTENANCE	125
1050	TRAFFIC STOP	206
1058	AT STATION	11
801	VTC PERMITS (BUILDING)	1
804	VTC SIGNS (ALL)	1
805	VTC SOLICIT W/O PERMIT (DOOR TO DOOR)	1
806	VTC WORKING WHEN NOT PERMITTED	3
820	VTC ANIMALS ON BEACH	4
821	VTC DOGS AT LARGE	3
823	VTC CONSTRUCTION SITE	3
824	VTC ALL OTHER	2
829	VTC TREES IN WIRES	1
832	VTC SLEEPING OUTDOORS	1
BCHK	BEACH PATROL	223
DC	DISTRICT CHECK	1196
FUP	FOLLOW-UP	1
HCKH	HOUSE CHECK HAND	96
HCKV	HOUSE CHECK VISUAL	14
LPR	LICENSE PLATE RECOGNITION ALERT	1
S02	DRUNK PEDESTRIAN	2
S04	AUTO ACCIDENT	6
S12	RECKLESS DRIVER	5
S13	SUSPICIOUS INCIDENT	2
S13P	SUSPICIOUS PERSON	4
S13V	SUSPICIOUS VEHICLE	3
S14	INFORMATION	4
S15	SPECIAL DETAIL	31
S21C	BURGLARY CONVEYANCE	1
S21R	BURGLARY RESIDENCE	1
S22	DISTURBANCE	4
S25	FIRE/FD ASSIST	1
S31	BATTERY	1

ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 03/01/2024 00:00 Through 03/31/2024 23:59

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
S48G	OPEN GARAGE DOOR	8
S49	ALARM	29
S49F	FIRE ALARM	3
S51	TRESPASS	3
S53	EMBEZZLEMENT/FRAUD	2
S68	POLICE SERVICE CALL	31
S70	ANIMAL COMPLAINT	2
S72	LOST/FOUND PROPERTY	4
S73	MEDICAL CALL	15
S76	ASSIST OTHER DEPARTMENT	11
S79	911 PRANK/FALSE/ACCID CALL	13
S84	WELFARE CHECK	3
S89	ASSIST MOTORIST	1
S90	ILLEGAL PARKING	14
TC	TRAFFIC CONTROL	1
WD	WIRES DOWN	1
TOTAL ACTIVITY:		2169

March 2024 BOYNTON BEACH FIRE RESCUE REPORT

IncidentNo	Date	Full Incident Address	Incident City	Station	Shift	Incident Type Description	Total Respon	Divide	Minutes
2403105	3/3/2024	Harbour Dr S Ocean Ridge	Ocean Ridge	Station 1	D	Public service assistance, other	636	60	10.60
2403149	3/4/2024	5530 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	D	Emergency medical service incident, other	390	60	6.50
2403200	3/4/2024	Flamingo Dr N Briny Breezes	Briny Breezes	Station 4	A	Public service assistance, other	340	60	5.67
2403209	3/5/2024	6415 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 5	B	Search for person in water	2354	60	39.23
2403333	3/7/2024	5000 Blk N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	D	Alarm system activation, no fire - unintentiona	395	60	6.58
2403396	3/8/2024	6800 Blk N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	A	Motor vehicle accident with injuries	495	60	8.25
2403415	3/8/2024	N OCEAN BLVD & S HARBOUR DR Ocean Ridge	Ocean Ridge	Station 1	A	EMS call, excluding vehicle accident with injury	411	60	6.85
2403440	3/9/2024	Marlin Dr Ocean Ridge	Ocean Ridge	Station 1	B	EMS call, excluding vehicle accident with injury	450	60	7.50
2403547	3/11/2024	Marlin Dr Ocean Ridge	Ocean Ridge	Station 1	D	Emergency medical service incident, other	455	60	7.58
2403576	3/11/2024	Sabal Island Dr Ocean Ridge	Ocean Ridge	Station 1	D	EMS call, excluding vehicle accident with injury	400	60	6.67
2403676	3/13/2024	6520 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	B	EMS call, excluding vehicle accident with injury	287	60	4.78
2403716	3/14/2024	6849 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	C	Smoke detector activation, no fire - unintention	369	60	6.15
2403782	3/15/2024	Bay Dr Briny Breezes	Briny Breezes	Station 4	D	Emergency medical service incident, other	397	60	6.62
2403808	3/16/2024	6530 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	D	Removal of victim(s) from stalled elevator	453	60	7.55
2403842	3/16/2024	Ixora Way Ocean Ridge	Ocean Ridge	Station 4	A	Emergency medical service incident, other	255	60	4.25
2403859	3/17/2024	Flamingo Dr Briny Breezes	Briny Breezes	Station 4	B	Public service assistance, other	324	60	5.40
2403879	3/17/2024	Ocean Harbour Cir Ocean Ridge	Ocean Ridge	Station 4	B	Outside equipment fire	429	60	7.15
2403936	3/18/2024	Sabal Island Dr Ocean Ridge	Ocean Ridge	Station 1	C	EMS call, excluding vehicle accident with injury	363	60	6.05
2404084	3/22/2024	Hibiscus Dr Briny Breezes	Briny Breezes	Station 4	B	EMS call, excluding vehicle accident with injury	423	60	7.05
2404137	3/23/2024	6767 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	C	Public service assistance, other	452	60	7.53
2404150	3/23/2024	Briny Breezes Blvd Briny Breezes	Briny Breezes	Station 4	D	Emergency medical service incident, other	358	60	5.97
2404346	3/27/2024	5019 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	D	Emergency medical service incident, other	485	60	8.08
2404364	3/27/2024	Hudson Ave Ocean Ridge	Ocean Ridge	Station 1	D	Emergency medical service incident, other	341	60	5.68
2404382	3/28/2024	Sabal Island Dr Ocean Ridge	Ocean Ridge	Station 4	A	Emergency medical service incident, other	568	60	9.47
2404423	3/29/2024	5550 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 4	B	Emergency medical service incident, other	290	60	4.83
2404475	3/30/2024	Palm Dr Briny Breezes	Briny Breezes	Station 4	B	EMS call, excluding vehicle accident with injury	436	60	7.27
2404480	3/30/2024	N OCEAN BLVD & E WOOLBRIGHT RD Ocean Ridge	Ocean Ridge	Station 4	C	EMS call, excluding vehicle accident with injury	327	60	5.45
2404520	3/30/2024	Ocean Harbour Cir Ocean Ridge	Ocean Ridge	Station 4	C	Alarm system activation, no fire - unintentiona	353	60	5.88
2404545	3/31/2024	Mallard Dr Briny Breezes	Briny Breezes	Station 4	D	Emergency medical service incident, other	280	60	4.67
2404567	3/31/2024	Douglas Dr Ocean Ridge	Ocean Ridge	Station 4	D	Public service assistance, other	366	60	6.10
2404571	3/31/2024	6415 N Ocean Blvd Ocean Ridge	Ocean Ridge	Station 1	D	EMS call, excluding vehicle accident with injury	260	60	4.33

Ocean Ridge Summary		Briny Breezes Summary	
Medical Calls	16	Medical Calls	5
Fire/Other Calls	8	Fire/Other Calls	2
Total	24	Total	7

Calls exceeding 10 minutes consist of; (1)