

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



**December 5, 2022
6:00 P.M.
TOWN HALL – MEETING CHAMBERS**

TOWN COMMISSION

Mayor Susan Hurlburt

Vice Mayor Kristine de Haseth
Commissioner Geoff Pugh

Commissioner Steve Coz
Commissioner Martin Wiescholek

ADMINISTRATION

Interim Town Manager Lynne Ladner

Town Attorney Christy Goddeau
Chief of Police Richard Jones

Town Clerk Kelly Avery
Building Official Durrani Guy

RULES FOR PUBLIC PARTICIPATION

1. **PUBLIC COMMENT:** The public is encouraged to offer comments with the order of presentation being as follows: Town Staff, Public Comments, Commission discussion and official action. Town Commission meetings are business meetings of the Commission and the right to limit discussion rests with the Commission. **Generally, remarks by an individual will be limited to one time up to three minutes or less regarding any single item on the agenda.** The Mayor or presiding officer has discretion to adjust the amount of time allocated.
 - A. Public Hearings: Any citizen is entitled to speak on items under this section.
 - B. Public Comments: Any citizen is entitled to be heard concerning any matter within the scope of jurisdiction of the Commission under this section. The Commission may withhold comment or direct the Town Manager to take action on requests or comments. The Commission meetings are held for the purpose of discussing and establishing policy and to review such other issues that affect the general welfare of the Town and its residents. Where possible, individual grievances should first be taken up with the Town Staff.
 - C. Regular Agenda and First Reading Items: When extraordinary circumstances or reasons exist and at the discretion of the Commission, citizens may speak on any official agenda item under these sections.
2. **ADDRESSING THE COMMISSION:** At the appropriate time, please step up to the podium and state your name and address for the record. All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Commission shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Commission is granted by a majority vote of the Commission members present.

APPELLATE PROCEDURES

Please be advised that if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at this meeting, such person will need to ensure that a verbatim record includes the testimony and evidence upon which the appeal is based. The Town neither provides nor prepares such record. (F.S. Section 286.0105)

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

**NOTICE: THE PUBLIC MAY VIEW THE HARD COPY OF THE MEETING MATERIALS AT
TOWN HALL BEFORE OR DURING THE MEETING**

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

PRESENTATIONS & PROCLAMATIONS

- **Dorothy Taylor 100th Birthday Proclamation**
- **Charles L. Lea Jr 95th Birthday Proclamation**

ANNOUNCEMENTS

- a) The meeting schedule for the next month is as follows: Regular Town Commission Meeting Monday, January 9th at 6:00 PM; Planning & Zoning Commission Meeting Monday, December 19th at 8:00 AM; Joint Workshop Meeting of the Town Commission and Planning and Zoning Commission on Wednesday, January 11th at a time to be determined. All meetings are held in the Commission Chambers at Town Hall.
- b) Please join us on Monday, January 9th at 5:00 p.m. in the Commission Chambers for a presentation by our Building Official the topic is yet to be determined.
- c) Town Hall will be closed on Monday, December 26th to observe the Christmas Holiday and Monday, January 2nd to observe the New Year's Holiday
- d) 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)

1. Adoption of the Minutes of September 9, 2022, Regular Town Commission Meeting,
2. Adoption of the Minutes of September 29, 2022, Special Town Commission Meeting,
3. Set regular Town Commission meeting dates for 2023
4. Set dates for Town Holidays to be observed in 2023
5. Approve the Second Amendment to Interlocal Agreement for Law Enforcement Services for the Town of Briny Breezes
6. Approval of Final Fleet Vehicle Financing for Town Fleet vehicles with the annual rate of \$55,691.18 as established with final calculations based upon current interest rates.
7. Approval of Budgeted funds for Financial Management and Personnel Management Software
8. Approval of Budgeted funds for Checkmate Valve and Installation in the amount of \$10,246 from the Capital Projects fund.

REGULAR AGENDA ITEMS

9. Update on Town Manager/Finance Director Search – Colin Baenziger, CB-Associates Inc.
10. Resolution No. 2022-21: A Resolution of the Town Commission of the Town of Ocean Ridge, Florida, Amending the Adopted Schedule of Fees for Various Services and Providing for an Effective Date
11. Approval of expenditure of budgeted funds for document scanning in the amount of \$97,100.48 to MCCi (Laserfiche) and approval of quote from MCCi based on its National Cooperative Purchasing Alliance pricing
12. Resolution No 2022-22: A Resolution of the Town Commission of the Town of Ocean Ridge, Florida, Amending the Fiscal Year 2022-2023 Budget Beginning October 1, 2022, and Ending on September 30, 2023
13. Request from 10 Harbour Dr. S for building permit extension for Permit #20358 and refund of permit fees in the amount of \$12,222.50

14. Request from 6660 N Ocean Blvd. #2 for building permit extension for Permit #22247 and a waiver of renewal fees
15. Discussion and guidance regarding the request to explore providing policing services to Gulfstream Views.
16. Discussion and guidance regarding the possibility of implementing an Emergency Medical Technician (EMT) Program within the Ocean Ridge Police Department.

STAFF & COMMITTEE REPORTS

17. Planning & Zoning Commission
18. Town Manager
 - a. Set time for Joint Commission/Planning and Zoning Commission Meeting on January 11th.
19. Town Attorney
20. Police Chief
21. Town Engineer & Public Works
22. Building Official

TOWN COMMISSIONER COMMENTS

23. Mayor's Update (By: Mayor Hurlburt)

ADJOURNMENT

Live Audio Feed Provided for the Regular Town Commission Meeting

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

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

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

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

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

- Please dial in using your phone. United States: [+1 \(872\) 240-3212](tel:+18722403212) and Access Code: 930-143-117

PUBLIC COMMENTS:

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

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

ADDITIONAL INFORMATION:

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

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

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

REGULAR TOWN COMMISSION MEETING MINUTES
SEPTEMBER 6, 2022

Minutes of the Regular Town Commission Meeting and First Budget Hearing of the Town of Ocean Ridge held on Monday, September 6, 2022, at 6:00 PM in the Town Hall Commission Chambers and live audio feed provided through Gotomeeting.com.

CALL TO ORDER

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

Mayor Hurlburt reminded that the live audio feed is no longer interactive and encouraged those that would like to make a public comment to attend in person or send comments to the Town Clerk prior to the meeting.

ROLL CALL

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

Commissioner Coz	Present
Vice Mayor de Haseth	Present
Mayor Hurlburt	Present
Commissioner Pugh	Present
Commissioner Wiescholek	Present

PLEDGE OF ALLEGIANCE

Mayor Hurlburt led the Pledge of Allegiance.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

Town Manager Stevens requested to add an item 13a under the Regular Agenda to discuss the Town Hall generator.

Vice Mayor de Haseth requested to remove item 11 under the Consent Agenda as she feels it is not ready for approval. She also requested to add item 21 to allow the Town Manager to give an update on the total expenditures thus far on Crown Colony costs since they are approving expenditures on the Consent Agenda.

Commissioner Wiescholek moved to approve the agenda as amended; seconded by Commissioner Coz Motion carried 5-0.

PRESENTATIONS & PROCLAMATIONS

a. Introduction of the new Town Clerk, Kelly Avery, and Interim Town Manager, Lynne Ladner

Mayor Hurlburt asked Town Manager Stevens to advise the Commission on the new employee introductions.

Town Manager Stevens introduced Town Clerk Kelly Avery and Interim Town Manager Lynne Ladner and gave some background information on each employee.

ANNOUNCEMENTS

- a. Please join us for refreshments after the meeting as we bid farewell to Town Manager Tracey Stevens.
- b. The meeting schedule for the next month is as follows: Regular Town Commission Meeting Monday, October 3rd at 6:00 PM; Planning & Zoning Commission Meeting Monday, September 19th at 8:00 AM; and Code Enforcement Special Magistrate Hearings Tuesday, October 4th at 10:00 a.m. All meetings are held in the Commission Chambers at Town Hall.

REGULAR TOWN COMMISSION MEETING MINUTES SEPTEMBER 6, 2022

- c. Please join us on Monday, October 3rd at 5:00 p.m. in the Commission Chambers for a presentation by our Building Official on “Navigating the Permit Process”.
- d. Refurbishment of the Porter Street Beach crossover was originally to begin September 12th, but due to contractor scheduling conflict, is now scheduled to begin October 3rd. The crossover will be closed for approximately 8 weeks while the work is being completed.
- e. The Annual Municipal Election will be held on March 14, 2023. There are two Town Commission seats open for a three-year term. Candidate filing dates run from November 7, 2022 at Noon through November 18, 2022 at Noon in the Town Clerk’s Office. / La Elección Municipal Anual se llevará a cabo el 14 de marzo de 2023. Hay dos puestos de la Comisión Municipal abiertos por un período de tres años. Las fechas de presentación de candidatos se extienden desde el 7 de noviembre de 2022 al mediodía hasta el 18 de noviembre de 2022 al mediodía en la Oficina del Secretario municipal.
- f. Town Hall will be closed on Monday, October 10th in observance of Columbus Day.
- g. 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)

Mayor Hurlburt opened the floor for public comment.

Terry Brown, Harbour Drive South, spoke of the Crown Colony crosswalk and the need for a gate on Fayette.

Town Clerk Avery read an email from the Board of Directors of Crown Colony into record.

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

- 1.
 - a. Acceptance of the Revenue & Expenditure Reports for July 2022
 - b. Sign Engagement Letters for the FY22 Annual Financial Statement Audit with Nowlen, Holt & Miner, PA
- 2. Adoption of the Minutes of the July 5, 2022, Special Meeting, the July 5, 2022, Regular Meeting, and the August 25, 2022, Special Meeting
- 3. Approval of Updated Job Descriptions for the Deputy Town Clerk and Administrative Assistant
- 4. Approval of a Memorandum of Understanding Between the Town and the Palm Beach County Police Benevolent Association in Reference to Off-Duty Detail Pay
- 5. Approval of the budgeted expenditure in the amount of \$12,025 to Kilbourne & Sons Asphalt for the installation of the Crown Colony Crosswalk
- 6. Approval of the payment of \$351 per week to Cayco Landscaping for the Removal of Garbage Along Old Ocean Blvd and the Natural Area Until a Part-Time Maintenance Employee is Hired

REGULAR TOWN COMMISSION MEETING MINUTES SEPTEMBER 6, 2022

7. Approval of the Allocation of FY22 Edward Byrne Memorial Justice Assistance Grant funding to Palm Beach County in the amount of \$304,703
8. Approval of the payment in the amount of \$25,754.45 to MCCI for Laserfiche Records Management Software
9. Approval of the General Liability and Workers' Comp Insurance Renewals with PGIT for FY23
10. Approval of Mileage Reimbursement to Daniel Kleman of the Senior Advisor Program in Reference to the Town Manager Search
11. ~~Approval of a Settlement Agreement and Mutual Release Between the Town and Property Owners of 12 Inlet Cay Drive in Reference to Water Line Repairs~~
(Removed from Agenda)

Commissioner Cox moved to approve the consent agenda as amended; seconded by Commissioner Wiescholak. Motion carried 5-0.

PUBLIC HEARING ON THE FY23 BUDGET

12. a. Presentation of the Tentative Budget & Proposed Millage Rate for FY 2022/2023

Mayor Hurlburt asked Town Manager Stevens to advise the Commission on the budget.

Town Manager Stevens presented and reviewed the budget as provided in the packet. She mentioned the changes in the budget since the last budget workshop. She explained that staff recommends approval of the budget.

b. Announce the Town of Ocean Ridge Computed Millage Rate is Higher Than the Rolled Back Rate of 4.7698 by 15.31%. The millage to be levied is 5.5000.

Mayor Hurlburt announced that the computed millage rate was higher than the rolled back rate of 4.7698 by 15.31% and that the millage rate to be levied is 5.5000.

c. Public Comment & Comments from Commissioners

Mayor Hurlburt opened the floor for public comment.

Town Clerk Avery read an email from a resident in support of a lower millage rate.

Mayor Hurlburt closed the floor for public comment and asked for Commissioner Comments.

The Commissioners were in agreeance that the budget was very well put together and was happy that they did not have to raise the tax rate and still were able to add a few more projects to the budget.

REGULAR TOWN COMMISSION MEETING MINUTES SEPTEMBER 6, 2022

It was pointed out that the new part-time Building Clerk position was not being paid from money from taxes, but from building department revenue. It was also mentioned that the infrastructure is older and quite an important expense that needs to be in the budget.

Mayor Hurlburt thanked the staff for their hard work with the budget.

d. Resolution No. 2022-11: Adoption of Tentative Millage Rate for Fiscal Year 2022/2023

Mayor Hurlburt asked Town Clerk Avery to read the resolution by title into the record.

Town Clerk Avery read the resolution.

Commissioner Pugh moved to approve Resolution 2022-11:Adoption of Tentative Millage Rate for Fiscal Year 2022/2023; seconded by Commissioner Wiescholek. Motion carried 5-0.

Mayor Hurlburt mentioned that the resolution was passed at 6:20 pm.

e. Resolution No. 2022-12: Adoption of Tentative Budget for Fiscal Year 2022/2023

Mayor Hurlburt asked Town Clerk Avery to read the resolution by title into the record.

Town Clerk Avery read the resolution.

Vice Mayor de Haseth moved to approve Resolution 2022-12:Adoption of Tentative Budget for Fiscal Year 2022/2023; seconded by Commissioner Pugh. Motion carried 5-0.

Mayor Hurlburt mentioned that the resolution was passed at 6:21 pm.

f. Announce the second/final hearing on the FY 2022/2023 Budget will be held at 6:00 p.m. on Tuesday, September 19, 2022.

Mayor Hurlburt made the announcement of the final hearing date for the 2022/2023 Budget.

REGULAR AGENDA ITEMS

13 a. Updated Signage for the Old Ocean Blvd Corridor Including Fayette Drive and Side Streets Intersecting Old Ocean Blvd (By: Chief Jones)

Mayor Hurlburt asked Chief Jones for an update on the signage.

Chief Jones displayed the current signs that are in Town and then presented an option to the Commission of what could be done to the signs to keep the same character, but made with a different material. This new option would be keeping the wood sign with a metal overlay. He explained how the signs would work with the new option. He also explained that they could decide to resort to a completely metal sign as well. He asked the Commission and the public for their opinion to give him direction on which way to go with the signs. The signs would address some of the sign issues on Old Ocean and Fayette.

Chief Jones answered the questions regarding staying with the wood signs, the screw material, and the signs that would be on the other feeder streets.

REGULAR TOWN COMMISSION MEETING MINUTES SEPTEMBER 6, 2022

Mayor Hurlburt opened the floor for public comment.

Charles Kittler, 35 Hersey Drive, gave his support of the stainless steel signs and his comments on the signs.

Terry Brown, Harbour Drive South, gave his support of the stainless steel screws and his comments on the signs.

Victor Martel, 46 Harbour Drive South, gave his comments on the signs and enforcement.

Lucy Brown, Harbour Drive South, gave her comments on enforcement of signs.

Mayor Hurlburt closed the floor for public comment and asked for Commissioner Comments.

Commissioner Pugh mentioned that he would prefer the inlay for the signs and keep the aesthetics of the Town as they are. Vice Mayor de Haseth agreed with Commissioner Pugh and wanted to keep the character where we can by using the combination of the signs. Commissioner Wiescholek mentioned he would like to see the use of the combination. Commissioner Coz asked about the cost of the sticker option and agreed with the combination option. Mayor Hurlburt agreed with the combination option and spoke on the amount of signs in the Town.

Commissioner Pugh moved to approve the purchase of the hybrid signs, not to exceed \$14,500; seconded by Commissioner Wiescholek. Motion carried 5-0.

Mayor Hurlburt stated that Chief Jones has the direction from Commission to work with the residents on Fayette.

b. Discussion of the Generator Purchase for Town Hall

Mayor Hurlburt asked Chief Jones to give an update on the generator purchase.

Chief Jones gave an explanation on the history of the current generator and the position we are in with repairing the existing generator and the changes in requirements for the new generator purchase. He explained why the down payment needs to be taken out of this fiscal year's contingency instead of waiting until the next fiscal year. He asked the Commission for permission to do that to get the quoted price and the prevention of any delays. Chief Jones mentioned that the required down payment was 70%.

Mayor Hurlburt opened the floor for public comment.

Charles Kittler, 35 Hersey Drive, asked questions regarding the specifications of the generator and gave his advice on the generator.

Terry Brown, Harbour Drive South, asked what would happen with the old generator.

Chief Jones answered both of their questions.

Mayor Hurlburt closed the floor to public comment and asked for Commissioner comments.

Commissioner Pugh asked about the load amount and Chief Jones answered his concerns. Vice Mayor de Haseth thanked Chief Jones for his hard work and research with this and Commissioner Wiescholek agreed. Commissioner Coz asked how long will it run on 1000 gallons and Chief Jones explained how that would

REGULAR TOWN COMMISSION MEETING MINUTES SEPTEMBER 6, 2022

work. Mayor Hurlburt mentioned that it is a necessity and it is a good deal that had been found. Mayor Hurlburt asked Town Manager Stevens how they would move the money around.

Town Manager Stevens explained that it would be doing a budget amendment this year.

Vice Mayor de Haseth moved to approve the downpayment of 70% out of Contingency for the Town Hall generator; seconded by Commissioner Wiescholak. Motion carried 5-0.

STAFF & COMMITTEE REPORTS

14. Planning & Zoning Commission

Chair Marsh described the meeting which was held August and the items that were on that agenda that were discussed.

15. Town Manager

Town Manager Stevens advised that her report was included in the meeting package and read it into record.

16. Town Attorney

Town Attorney Goddeau did not have a report to present.

17. Police Chief

Chief Jones advised that the Police Department report was included in the meeting package. He mentioned that in next month's report, there will be an indication of a rash of vehicle burglaries on the south end of Town. He said that with the technology that has been implemented in Town, they have been able to identify a suspect and their vehicle within 14 minutes of the first complaint. They worked with other agencies and were able to apprehend the suspect's vehicle within 30 minutes and the investigation is ongoing.

Chief Jones mentioned that the new Boynton Beach Fire Chief will be in attendance at the next Commission Meeting in October. He explained the fire report that was in the packet.

18. Town Engineer & Public Works

Town Engineer & Public Works report was included in the package.

19. Building Official

Building Official Guy mentioned that his report was included in the package.

TOWN COMMISSIONER COMMENTS

Mayor Hurlburt mentioned her feelings and wishes for Town Manager Stevens in her new role and presented her with an inscribed glass vase.

Vice Mayor de Haseth asked Town Manager Stevens for an update on the Crown Colony crosswalk expenses to date.

Town Manager Stevens informed the Commission on the budgeted expenses and the actual expenses to date. She mentioned that currently they were over budget by \$16,000 and are not sure if there will be a bill from FPL. She explained that they had requested that Crown Colony contribute \$10,000 and that had been

REGULAR TOWN COMMISSION MEETING MINUTES SEPTEMBER 6, 2022

included in the budget. Vice Mayor de Haseth asked if that money has been paid as of that date and Town Manager Stevens informed them that it had not been received. Town Manager Stevens explained that a request had been sent to Crown Colony for that and per the public comment that had been read at the current meeting, Crown Colony asked to not have to pay that donation.

There was discussion on the status of the contribution from Crown Colony and to they agreed to wait until the next meeting to discuss it when their representation would be there.

A contractor spoke to get his permit renewed for a second time and Mayor Hurlburt referred him to contact the Town Manager or the Building Official the next day to speak to them about it.

ADJOURNMENT

Meeting Adjourned at 7:11 p.m.

Minutes prepared by Town Clerk Avery and adopted by the Town Commission on December 5, 2022.

Susan Hurlburt, Mayor

ATTEST:

Kelly Avery, Town Clerk

SPECIAL EMERGENCY TOWN COMMISSION MEETING MINUTES
SEPTEMBER 27, 2022

Item #2

Minutes of the Special Emergency Town Commission Meeting of the Town of Ocean Ridge held on Tuesday, September 27, 2022 at 5:00 PM in the Town Hall Commission Chambers and live audio feed provided through Gotomeeting.com.

CALL TO ORDER

The meeting was called to order by Mayor Hurlburt at 5:00 p.m.

ROLL CALL

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

Mayor Hurlburt	Present
Vice Mayor de Haseth	Absent
Commissioner Coz	Present
Commissioner Pugh	Present
Commissioner Wiescholek	Present

PLEDGE OF ALLEGIANCE

Mayor Hurlburt led the Pledge of Allegiance.

RESOLUTIONS

Mayor Hurlburt asked Town Clerk Avery to read Resolution 2022-16, Resolution of the Town of Ocean Ridge, Florida, Declaring a State of Emergency Within the Town of Ocean Ridge by title into the record.

Town Clerk Avery read the resolution.

Mayor Hurlburt asked Police Chief Jones for an update on Hurricane Ian. Chief Jones gave the update on what was to be expected of the storm and informed the Commission that the State and Palm Beach County had already declared a State of Emergency. He discussed what the plan of action was with the police department and other staff. Chief Jones answered all questions regarding fire rescue, high tides, expected time frame of impact, speed of hurricane impacts, preparations, closing of public beaches, and bridge closings,

Commissioner Pugh moved to approve Resolution 2022-16; seconded by Commissioner Coz. Motion carried 4-0.

ADJOURNMENT

Meeting Adjourned at 5:12 p.m.

Minutes prepared by Town Clerk Avery and adopted by the Town Commission on December 5, 2022.

Susan Hurlburt, Mayor

ATTEST:

Kelly Avery, Town Clerk

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

Meeting Date: December 5, 2022
Subject: 2023 Meeting Dates

Mayor & Commissioners:

It is necessary to set the regular Town Commission meeting dates for 2023. As was decided in November the regular meeting for January will be on January 9th. Additionally, it is necessary to adjust the September meeting as the first Monday is Labor Day. Following precedent, the meeting could be moved to Monday, September 11th. The only other questionable date is Monday, July 3rd. While this is not a town holiday the following day is the July 4th holiday and many people do travel at this time of year. If the commission would like to address rescheduling this meeting at this time so that members of the public and the governing body can plan accordingly for the holiday this would be a good time to consider this option.

Meeting schedule for 2023

January 9, 2023
February 6, 2023
March 6, 2023
April 3, 2023
May 1, 2023
June 5, 2023

July __, 2023
August, 7, 2023
September 11, 2023
October 2, 2023
November 6, 2023
December 4, 2023

Respectfully,



Lynne Ladner, ICMA-CM, SHRM-SCP
Town Manager & Finance Director

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

Meeting Date: December 5, 2022
Subject: 2023 Town Holidays Observed

Mayor & Commissioners:

To simplify matters and in keeping with setting the meeting schedule, this is also the appropriate time to identify the town holidays and when they will be observed if not on the actual date of the holiday in 2023.

Town Holidays observed schedule for 2023

New Year's Day – January 2nd

Martin Luther King Day – January 16th

Presidents Day – February 20th

Memorial Day – May 29th

Juneteenth – June 19th

4th of July – July 4th

Labor Day – September 4th

Columbus Day – October 9th

Veterans Day – November 10th

Thanksgiving – November 23rd

Day after Thanksgiving November
24th

Christmas – December 25th

Respectfully,



Lynne Ladner, ICMA-CM, SHRM-SCP
Town Manager & Finance Director

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

Meeting Date: December 5, 2022
Subject: Second Amendment to Briny Breezes ILA

Mayor & Commissioners:

The Town of Briny Breezes with the assistance of Chief Jones has adopted in their Town Code a Code Enforcement by citation method that covers a handful of violations that they would like to have enforced by the Ocean Ridge Police Department as part of our current Interlocal Agreement for Law Enforcement Services.

As this is not expressly covered in the current Interlocal Agreement for Law Enforcement Services the Town of Briny Breezes would like to amend the ILA as noted in the attached "Second Amendment". The "First Amendment" which extended the ILA for a term of 3 years was approved in June of 2022. Chief Jones has reviewed the language of the second amendment and is acceptable to it.

Respectfully,



Lynne Ladner, ICMA-CM, SHRM-SCP
Town Manager & Finance Director

**SECOND AMENDMENT TO INTERLOCAL AGREEMENT
FOR LAW ENFORCEMENT SERVICES**

THIS SECOND AMENDMENT TO THE INTERLOCAL AGREEMENT FOR LAW ENFORCEMENT SERVICES ("Second Amendment") is entered into and effective this ____ day of _____ 20____ ("Effective Date"), by and between the Town of Ocean Ridge, Florida, a municipal corporation ("Ocean Ridge") and the Town of Briny Breezes, Florida, a municipal corporation ("Briny Breezes").

RECITALS

WHEREAS, on October 1, 2019, Ocean Ridge and Briny Breezes entered into the Interlocal Agreement for Law Enforcement Services pursuant to the authority set forth in section 163.01 and 166.0495, Florida Statutes, for Ocean Ridge to provide professional law enforcement services to Briny Breezes ("Agreement"); and

WHEREAS, the Agreement provides for the provision of professional law enforcement services within the territorial boundaries of the municipality of Briny Breezes, in substantially the same manner and form as that provided by Ocean Ridge for its own citizens; and

WHEREAS, the First Amendment to the Agreement extended that initial term of three (3) years by another three (3) years and adjusted compensation rates, including a three (3) percent increase per year to accommodate growth in the Police Department personnel, equipment, investment, and level of service assigned ("First Amendment"); and

WHEREAS, in 2022, Ocean Ridge Police Chief Richard Jones attended meetings of the Briny Breezes Town Council and suggested that Ocean Ridge could provide Citation Method Code Enforcement to Briny Breezes in substantially the same manner and form as that provided in Ocean Ridge; and

WHEREAS, Briny Breezes recently amended its Town Code, with the assistance and input of Chief Jones, to allow for a Code Enforcement by Citation Method that is substantially similar to the system in place in Ocean Ridge; and

WHEREAS, the Parties seek to amend the Agreement to officially authorize Ocean Ridge to provide code enforcement by citation services to Briny Breezes, as contemplated during these discussions; and

WHEREAS, Ocean Ridge and Briny Breezes have concluded that amending the Agreement as set forth herein is in the best interest of both Parties and serves a valid public purpose.

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the sufficiency of which is hereby acknowledged by the Parties, Ocean Ridge and Briny Breezes agree to amend the Agreement as follows:

SECTION 1. Incorporation of Recitals. The foregoing Recitals are incorporated into this Second Amendment as true and correct statements.

SECTION 2. Amendment to Services, Personnel, and Equipment. Section 2 of the Agreement is amended as follows:

Section 2. Services, Personnel, and Equipment.
Ocean Ridge agrees to provide professional law enforcement services as well as citation method code enforcement services as provided by Briny Breezes Town Code Chapter 35, Section 35.15 Alternative Code Enforcement Process, and Section 35.16 Citation Fine Schedule within the territorial boundaries of the municipality of Briny Breezes in substantially the same manner and form as that provided by Ocean Ridge for its own citizens.

SECTION 3. Entire Agreement. Ocean Ridge and Briny Breezes agree that the Agreement, First Amendment, and Second Amendment set forth the entire agreement between the Parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Second Amendment may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto. All other terms and conditions of the Agreement (except as previously amended and amended herein) remain in full force and effect.

SECTION 4. Counterparts. This Amendment may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. Either or both Parties may sign this Second Amendment via facsimile, email or electronically and such signature is as valid as the original signature of such party.

REMAINDER OF THIS PAGE LEFT BLANK
SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the Town Commission of Ocean Ridge and Town Council of Briny Breezes have duly authorized their respective Mayors and Town Clerks to set their hands and seals hereto in lawful execution of this Second Amendment to the Interlocal Agreement for Law Enforcement Services and for the purposes hereof, the last date of execution shall be considered the date hereof.

TOWN OF OCEAN RIDGE

Susan Hurlburt
Mayor

Kelly Avery
Town Clerk

(Town Seal)

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Christy L. Goddeau, Esq.
Attorney for Town of Ocean Ridge

TOWN OF BRINY BREEZES

Samuel Gene Adams
Mayor

Sandi DuBose
Town Clerk

(Town Seal)

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

Keith W. Davis, Esq.
Attorney for Town of Briny Breezes

**FIRST AMENDMENT TO INTERLOCAL AGREEMENT
FOR LAW ENFORCEMENT SERVICES**

THIS FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT FOR LAW ENFORCEMENT SERVICES ("Amendment") is entered on the 6 day of June, 2022, by and between the **Town of Ocean Ridge**, a Florida municipal corporation ("Ocean Ridge"), and the **Town of Briny Breezes**, a Florida municipal corporation ("Briny Breezes"), which Towns are adjoining municipal corporations located within the territorial boundaries of Palm Beach County, Florida.

RECITALS

WHEREAS, on October 1, 2019, Ocean Ridge and Briny Breezes entered the Interlocal Agreement for Law Enforcement Services pursuant to the authority set forth in section 163.01 and 166.0495, Florida Statutes, for Ocean Ridge to provide professional law enforcement services to Briny Breezes (the "Agreement"); and,

WHEREAS, the Agreement had an initial term of three (3) years (expiring September 30, 2022) with the ability to further extend the term upon the agreement of the parties; and,

WHEREAS, Ocean Ridge and Briny Breezes desire to amend the Agreement to extend the term for another three (3) years and to revise the compensation paid to Ocean Ridge consistent with Ocean Ridge's 2019 price proposal to Briny Breezes; and,

WHEREAS, Ocean Ridge and Briny Breezes have concluded that amending the Agreement as set forth herein is in the best interest of both Towns and serves a valid public purpose.

NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the sufficiency of which is hereby acknowledged by the parties, Ocean Ridge and Briny Breezes agree to amend the Agreement as follows:

SECTION 1: Incorporation of Recitals. The foregoing Recitals are incorporated into this Amendment as true and correct statements.

SECTION 2: Amendment to Term. The term of the Agreement as set forth in Section 4 of the Agreement is amended by extending the term to renew and commence on October 1, 2022 at 12:01 A.M., and terminate on September 30, 2025 at midnight. The Agreement may be extended for an additional term or terms based on the agreement of the parties.

SECTION 3: Amendment to Amount and Method of Payment. The amount of payment set forth in Section 5 of the Agreement is amended as follows:

- A. In consideration of Ocean Ridge providing the professional law enforcement services provided herein, Briny Breezes agrees to pay Ocean Ridge compensation in the sum of One Hundred Ninety-Six Thousand, Six Hundred Ninety-One Dollars (\$196,691.00) for Year 4 of this Agreement.
- B. Annually on October 1st, the compensation paid by Briny Breezes shall increase three percent (3%) per year (for Years 5 and 6) to accommodate growth in Police Department personnel, equipment, investment, and level of service assigned. For avoidance of doubt, in Year 5 of this Agreement, Briny Breezes shall pay Ocean Ridge compensation in the sum of Two Hundred

Two Thousand, Five Hundred Ninety-One Dollars (\$202,591.00) and, in Year 6 of this Agreement, Briny Breezes shall pay Ocean Ridge compensation in the sum of Two Hundred Eight Thousand, Six Hundred Sixty-Eight Dollars (\$208,668.00).

- C. Briny Breezes shall pay such compensation to Ocean Ridge in twelve equal installments, to be paid consecutively on the first day of each month throughout the term of this Agreement.

SECTION 4: Entire Agreement. Ocean Ridge and Briny Breezes agree that the Agreement and this Amendment set forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this Amendment may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto. All other terms and conditions of the Agreement (except as amended herein) remain in full force and effect.

SECTION 5. Counterparts. This Amendment may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. Either or both parties may sign this Amendment via facsimile, email or electronically and such signature is as valid as the original signature of such party.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK
SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have caused this First Amendment to the Interlocal Agreement for Law Enforcement Services to be executed as of the day and year set forth above.


ATTEST:

By: 
Karla Armstrong, Town Clerk

TOWN OF OCEAN RIDGE


By: 
Susan Hurlburt, Mayor


Approved as to form and legal sufficiency:


Christy L. Goddeau, Town Attorney

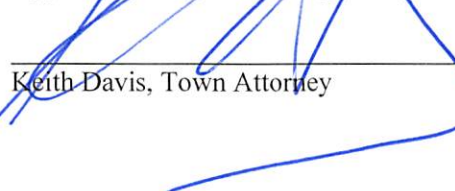
TOWN OF BRINY BREEZES

ATTEST:

By: 
Sandi DuBose, Town Clerk

By: 
Gene Adams, Mayor

Approved as to form and legal sufficiency:


Keith Davis, Town Attorney

RESOLUTION NO. 2019-06

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BRINY BREEZES, FLORIDA, AUTHORIZING THE MAYOR AND THE TOWN CLERK PRO-TEM OF BRINY BREEZES TO SIGN AN AGREEMENT WITH THE TOWN OF OCEAN RIDGE FOR THE PROVISION OF LAW ENFORCEMENT SERVICES BY THE TOWN OF OCEAN RIDGE IN AND FOR THE TOWN OF BRINY BREEZES; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the Town Council of the Town of Briny Breezes has undertaken a formal procurement process for the provision of law enforcement services within the Town; and,

WHEREAS, among other proposers, the Town of Ocean Ridge has submitted a proposal to the Town of Briny Breezes for the provision of law enforcement services; and,

WHEREAS, following review of submitted proposals as well as in person meetings between the Town Council and the various proposers, the Town Council desires to enter into an agreement with the Town of Ocean Ridge for the provision of law enforcement services in and for the Town of Briny Breezes in accordance with the terms and conditions contained in the Agreement that is attached hereto; and,

WHEREAS, The Town Council believes that the provision of law enforcement services by the Town of Ocean Ridge will serve the public interest and will promote and protect the public health, safety and welfare within the Town of Briny Breezes.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND ALDERMEN OF THE TOWN OF BRINY BREEZES, FLORIDA, AS FOLLOWS:


Section 1. The Town Council of the Town of Briny Breezes, a municipal corporation, hereby authorizes its Mayor and Town Clerk Pro Tem to execute the Agreement with the Town of Ocean Ridge for the provision of law enforcement services under the terms and conditions as set forth in the Agreement, attached hereto as Exhibit "A".

Section 2. This Resolution shall take effect immediately upon adoption; however, the effective date of the Agreement shall be October 1, 2019.


RESOLUTION NO. 2019-06

PASSED AND ADOPTED by the Town Council of the Town of Briny Breezes, Florida,
in regular session on August 22, 2019.

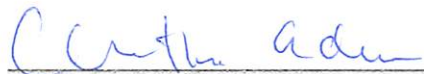
TOWN COUNCIL OF THE TOWN OF BRINY BREEZES



Samuel Gene Adams, Mayor



Susan Thaler, President



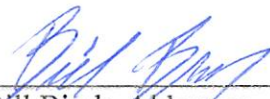
Christina Adams, Alderman

TOWN SEAL






Allen "Chick" Behringer, Alderman




Bill Birch, Alderman



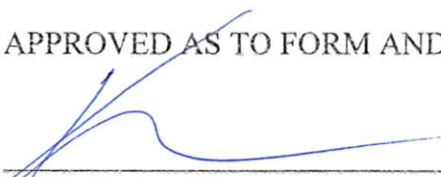
Kathleen Gross, Alderman

ATTEST:



Christina Adams, Town Clerk Pro Tem

APPROVED AS TO FORM AND CORRECTNESS:



Keith Davis, Attorney
For Town of Briny Breezes

EXHIBIT

A

**CONTRACT FOR THE PROVISION OF
POLICE SERVICES BETWEEN
THE TOWN OF OCEAN RIDGE, FLORIDA AND
THE TOWN OF BRINY BREEZES, FLORIDA**

INTERLOCAL AGREEMENT FOR LAW ENFORCEMENT SERVICES

This Interlocal Agreement, is made and entered into this First Day of October, 2019, by and between the Town of Ocean Ridge, a municipal corporation of the State of Florida, hereinafter called "Ocean Ridge", and the Town of Briny Breezes, a municipal corporation of the State of Florida, hereinafter called "Briny Breezes", which Towns are adjoining municipal corporations located within the territorial boundaries of the County of Palm Beach, Florida.

WITNESSETH:

WHEREAS, Section 163.01 and 166.0495, Florida Statutes, authorize a municipality to enter into an interlocal agreement with an adjoining municipality in the same county to provide law enforcement services, conduct law enforcement activities, and provide police protection services, hereinafter called "Professional Law Enforcement Services", within the territorial boundaries of the other adjoining municipality; and

WHEREAS, Briny Breezes is in need of professional law enforcement services within its territorial boundaries for the safety, protection and general well-being of its citizens, residents, property owners, and the members of the public; and,

WHEREAS, Briny Breezes has requested an Interlocal Agreement be entered between it and Ocean Ridge pursuant to Section 163.01 and 166.0495, Florida Statutes, by which Ocean Ridge shall and will provide it with the professional law enforcement services that Briny Breezes requires within its territorial boundaries by and through the Ocean Ridge Police Department; and,

WHEREAS, Ocean Ridge is willing to enter into such an Interlocal Agreement with Briny Breezes for the purposes aforesaid upon and for a fair consideration.

NOW THEREFORE, for and in consideration of the mutual covenants and promises hereinafter contained to be kept and performed by the parties hereto, and for other good and valuable considerations, the parties agree as follows:

Section 1. Recitals Adopted.

The above recitals are true and correct and are adopted herein as legislative findings of fact.

Section 2. Services Personnel and Equipment.

Ocean Ridge agrees to provide professional law enforcement services within the territorial boundaries of the municipality of Briny Breezes in substantially the same manner and form as that provided by Ocean Ridge for its own citizens.

Section 3. Inspection and Approval.

Briny Breezes acknowledges that it has inspected the Ocean Ridge Police Department, has informed itself as to the number of sworn law enforcement officers and police personnel employed, the amount and quality of equipment and physical resources available for police protection and law enforcement activities, and the available scope and capabilities of such police facilities, and does hereby approve and accept these personnel, services and facilities as being adequate, reasonable, and capable for the purpose of providing professional law enforcement services within the territorial boundaries of the Town of Briny Breezes.

Section 4. Term of Contract.

The term of this agreement shall be for a period of three (3) years, commencing on October 1, 2019, at 12:01 A.M., and terminating on September 30, 2022, at midnight. This Agreement can be extended for an additional term or terms based on agreement between the parties.

Section 5. Amount and Method of Payment.

- A. In consideration of Ocean Ridge providing the professional law enforcement services provided herein, Briny Breezes agrees to pay Ocean Ridge compensation in the sum of One Hundred Eighty Thousand Dollars (\$180,000.00) for year one of this Agreement.
- B. Annually on October 1st, the compensation paid by Briny Breezes on this contract shall increase 3% per year (years 2 and 3) to accommodate growth in Police Department personnel, equipment investment and level of service assigned.
- C. Briny Breezes shall pay such compensation to Ocean Ridge in twelve equal installments, to be paid consecutively on the first day of each month throughout the term of this agreement.

Section 6. Termination.

In the event that the Town of Briny Breezes should cease to be a municipal corporation of the State of Florida by reason of its dissolution or abolishment, or by its merger or consolidation with the County of Palm Beach or with another municipal corporation within said county, then in such event this agreement shall thereupon terminate and cease to be in effect. Any indebtedness payable hereunder by the Town of Briny Breezes to the Town of Ocean Ridge for services provided pursuant to the terms hereof shall be equitable prorated for services rendered up to and including the date of said termination. However, the Town of Briny Breezes may terminate this agreement without cause upon providing written notice to the Town of Ocean Ridge at least six (6) months prior to the effective date of the termination.

Section 7. Lawful Authority.

By entering into this agreement, Briny Breezes delegates law enforcement powers and authority to the Ocean Ridge Police Department and its officers within the territorial boundaries of the Town of Briny Breezes.

Section 8. Exclusive Authority.

In rendering services hereunder in and for the Town of Briny Breezes, the Chief of Police of Ocean Ridge shall have full, complete, and exclusive authority over the use and operations of the personnel, vehicles, and equipment of the Ocean Ridge Police Department. Said Police Chief shall have full discretion to employ accepted techniques, methods, and procedures in performing law enforcement services, conducting law enforcement activities and providing professional law enforcement services within the territorial boundaries of the Town of Briny Breezes as he deems necessary.

Section 9. Public Obedience.

The officials, citizens, residents, and property owners of Briny Breezes shall at all times obey the lawful commands of the Chief of Police, the Police Officers, and the personnel of the Town of Ocean Ridge Police Department in the direction, management and deployment of its resources hereunder, and shall not interfere with them in the performance of their official duties hereunder.

Section 10. Personnel Complaints.

All suggestions, recommendations, and complaints concerning the services provided hereunder shall be directed to the attention of the Chief of the Ocean Ridge Police Department in writing for proper administrative remedy and/or response.

Section 11. Official Appointment.

Pursuant to the Charter and Ordinances of Briny Breezes, the Chief of Police of Ocean Ridge is hereby appointed as, and declared to be, the Town Marshal of Briny Breezes. In addition, all other sworn law enforcement officers of the Ocean Ridge Police Department are hereby appointed as, and declared to be, Deputy Town Marshals of Briny Breezes. Prior to commencement of their duties hereunder, all such appointees and designees shall take an oath of office as sworn law officers for the Town of Briny Breezes. The Town Clerk is hereby authorized and directed to administer such oath of office to the Chief of Police of Ocean Ridge, and the Chief of Police shall administer the oath of office to his law enforcement officers.

Section 12. Procedure for Simultaneous Public Safety Problems.

The parties agree that if the Police Department of the Town of Ocean Ridge receives simultaneous calls for its services for separate incidents or other public safety problems in both Ocean Ridge and Briny Breezes, the judgment of the Chief of the Ocean Ridge Police Department, or his senior officer on duty at the time, as to which call should receive first priority response shall be binding upon the parties hereto and shall control their actions.

Section 13. Ocean Ridge's Insurance.

In rendering services hereunder to Briny Breezes, Ocean Ridge shall carry all necessary and required policies of insurance in amounts of coverage sufficient to protect its personnel in the event of death or injury and its equipment in the event

of damage or destruction, and shall provide its employees with Workers' Compensation Insurance, and Law Enforcement Officers Death Benefit Insurance. Ocean Ridge shall also carry all risk liability insurance continually during the term of this Agreement in an amount acceptable to Briny Breezes. Briny Breezes shall be named as an additional insured on all said policies which must provide for 30-days' notice to Briny Breezes prior to cancellation.

Section 14. Briny Breezes' Insurance.

Briny Breezes shall carry all risk liability insurance continually during the term of this Agreement in an amount acceptable to Ocean Ridge. Ocean Ridge shall be named as an additional insured on said policy, which must provide for 30-days' notice to Ocean Ridge prior to cancellation.

Section 15. Quality of Service.

Ocean Ridge agrees to provide Briny Breezes with a professional level of police protection to the same extent as that which is customarily provided in Palm Beach County by a Town comparable in size to Ocean Ridge. This shall include the following:

- a. Provide routine and enhanced alternative directed patrol with the same regularity as in Ocean Ridge
- b. Respond to calls for service
- c. Check security of common buildings (nighttime)
- d. Investigate crimes occurring in the Town of Briny Breezes
- e. First responder response and treatment of injured residents
- f. Provide information and activity reports to Briny Breezes Town Manager's Office
- g. Provide speakers on Crime Prevention and Safety upon request
- h. Provide for the hiring of extra duty personnel as available and contracted

Section 16. Notice to the Parties.

Any notices required or contemplated under this Agreement shall be in writing and be sent to the Mayor and Town Manager of Briny Breezes at 4802 North Ocean Boulevard, Briny Breezes, Florida 33435; and to the Mayor and Town Manager of Ocean Ridge at 6450 North Ocean Boulevard, Ocean Ridge, Florida 33435.

Section 17. Construction of Words and Terms.

Wherever herein the context so requires, the use of the singular shall include the plural and vice versa, the use of the masculine shall include the feminine and neuter vice versa, and the use of "officials" shall include all appointed and elected officials of Ocean Ridge and Briny Breezes, and their successors and assigns.

Section 18. Integration.

This instrument embodies the whole agreement of the parties on the subject matter contained herein and there are no promises, terms, conditions, or obligations other than those herein contained. This Agreement shall supersede

all previous communications, representations, offers, advertisements, brochures, proposals, or agreements regarding the subject matter contained herein, either oral or written, between the parties hereto and not herein contained.

Section 19. Severability.

In the event that any part, term or provision of this Agreement is found to be illegal or inoperative by a court of competent jurisdiction, the validity of the remaining proportions and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the particular part, term or provision so held to be invalid.

Section 20. Captions.

Captions are included for convenience only and shall be given no legal effect whatsoever.

Section 21. No Waiver of Sovereign Immunity. Nothing in this agreement shall be construed as a waiver of sovereign immunity of the Town of Ocean Ridge or the Town of Briny Breezes pursuant to Section 768.28, Florida Statutes. Each party shall be liable for its own actions and negligence and, to the extent permitted by law, the Town of Ocean Ridge shall indemnify and hold harmless the Town of Briny Breezes against any actions, claims or damages arising out of the Town of Ocean Ridge's negligence in connection with this agreement. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statutes section 768.28 nor shall the same be construed to constitute agreement by either party to indemnify the other for such other party's negligent, willful or intentional acts or omissions.

IN WITNESS WHEREOF the Town Commission of Ocean Ridge and Town Council of Briny Breezes have duly authorized their respective Mayors and Town Clerks to set their hands and seals hereto in lawful execution of this Interlocal Agreement and for the purposes hereof, the last date of execution shall be considered the date hereof.

TOWN OF BRINY BREEZES

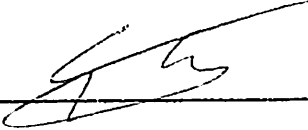
By Samuel Gene Adams
Samuel Gene Adams
Mayor

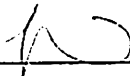
By Christina Adams
Christina Adams
Town Clerk Pro Tem

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

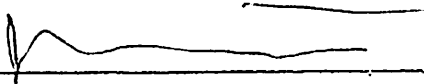
Keith Davis
Keith Davis

Attorney for Town of Briny Breezes
TOWN OF OCEAN RIDGE

By 
Steve Coz
Mayor

By 
Tracey L. Stevens
Town Clerk

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:


R. Brian Shutt
Attorney for Town of Ocean Ridge



Ocean Ridge Police Department

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

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

www.oceanridgeflorida.com

Richard Jones
Chief of Police

November 29, 2022

Lynne Ladner
Town Manager

Attached you will find the original finance quote #102007 from Ford Motor Credit. This presentation was previously made before the Commission and it was approved for Town Staff to proceed with the purchase. Due to the supply chain issues the vehicles could not be obtained prior to 04/04/2022, which is when the finance quote was valid through. Since this quote expired, the rates have changes creating an increase in our proposed annual payment. The previous annual payment were estimated and budgeted at \$55,576.59 per year for a 5 year term. The actual vehicle costs and finance rates make the actual payment \$55,691.18 per year for a 5 year term. This is an increase of \$114.59 per year over what was budgeted.

The vehicles have arrived at Bartow Ford and are now being up-fitted with police equipment. The estimated completion and delivery date is January 1, 2023.

This option still saves the town almost \$80,000 dollars over the term while also reducing the maintenance and repair budget by having vehicles that are under full factory warranty for the full 5 year period.

I would recommend that this be approved as the vehicles are a necessary part of our operation.

A handwritten signature in black ink that reads "Richard Jones".

Richard Jones
Chief of Police

UPDATED PROPOSAL 11/28/2022



1 American Road, MD 7500
Dearborn, Michigan 48126
1-800-241-4199, press 1

Finance Application for Schedule # 8964300

November 21, 2022

Municipality: Town of Ocean Ridge
Dealer: Bartow Ford
Attn: Richard Jones

Thank you for choosing Ford Motor Credit Company for your financing. Below is a review of how we will proceed with the financing of your new vehicle(s).

Description	Unit Price
2022 Ford Police Interceptor Utility w/equipment	\$44,243.87
2022 Ford Police Interceptor Utility w/equipment	\$46,243.87
2022 Ford Police Interceptor Utility w/equipment	\$46,243.87
2022 Ford Explorer 4x2	\$26,503.12
2022 Ford Ranger Crew Cab	\$33,076.95
2022 Ford Police Interceptor Utility w/equipment	\$46,243.87

Total Asset Cost	\$242,555.55
Underwriting Fee	\$545.00
Amount Financed	\$243,100.55
Number of Payments	5
Payment Timing	Annual
Rate	7.29000
Payment Amount	\$55,691.18

In order to begin the approval process, please email the following document to jdoty@ford.com:

- ☐ The completed Municipal Finance Application (attached). This one document also needs to be mailed to the address above.
- ☐ Proof of Appropriation (we need ONE of the following):
 - ☐ Board Meeting Minutes showing approval of vehicle(s) purchase
 - ☐ Approval of Budget with the Budget line item highlighted
 - ☐ Letter on your letterhead stating the vehicles are approved for purchase
- ☐ The most recent Audited Financial Statement
- ☐ A copy of your Tax-Exempt Certificate, if applicable.

The rate on this deal will expire on 1/19/2023. If the closing does not occur prior to the expiration date, the rate is subject to change.

Until financing has been approved, this is not a commitment by Ford Motor Credit Company to finance the above. It was prepared assuming the Municipality qualifies for Federal Income Tax Exempt Status for Ford Motor Credit Company, LLC under Section 103 of the IRS Code.

Should you have any questions, please contact me.

Sincerely,

Janet Doty

Janet Doty
Marketing Coordinator
jdoty@ford.com
1-800-241-4199, press 1

Ford Motor Credit Company ("FMCC") is providing the information contained in this document for discussion purposes only in connection with a proposed arm's length commercial leasing transaction between you and FMCC. FMCC is acting for its own interest and has financial and other interests that differ from yours. FMCC is not acting as a municipal advisor or financial advisor to you, and has no fiduciary duty to you. The information provided in this document is not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934 and the municipal advisor rules of the SEC. FMCC is not recommending that you take an action and you should discuss any actions with your own advisors as you deem appropriate.

ORIGINAL PROPOSAL 02/23/2022



1 American Road, MD 7500
Dearborn, Michigan 48126
1-800-241-4199, press 1

Financing Quote # 102007

February 23, 2022

Municipality: Town of Ocean Ridge
Dealer: Bartow Ford

Ford Credit Municipal Finance is pleased to provide the following quote for your consideration.
Expiration Date: 4/4/2022

Description	Unit Price
2022 Ford Police Interceptor Utility w/equipment	\$47,349.02
2022 Ford Police Interceptor Utility w/equipment	\$47,349.02
2022 Ford Police Interceptor Utility w/equipment	\$47,349.02
2022 Ford Explorer	\$32,748.27
2022 Ford Ranger	\$24,587.29
2022 Ford Police Interceptor Utility w/equipment	\$47,349.02

Total Asset Cost	\$246,731.64
Underwriting Fee	\$545.00
Amount Financed	\$247,276.64
Number of Payments	5
Payment Timing	Annual
Rate	6.2%
Payment Amount	\$55,576.59

This quote was prepared assuming the lease qualifies for Federal Income Tax Status for Ford Credit Company LLC under Section 103 of the IRS Code and is not a commitment by Ford Credit Municipal Finance. Financing is subject to credit review.

Thank you for the opportunity to provide this quote. If you have any questions, need additional options, or would like to proceed with the application process, please contact by using the information below.

Sincerely,

Janet Doty

Janet Doty
Marketing Coordinator
jdoty@ford.com
1-800-241-4199, press 1

Ford Motor Credit Company ("FMCC") is providing the information contained in this document for discussion purposes only in connection with a proposed arm's length commercial leasing transaction between you and FMCC. FMCC is acting for its own interest and has financial and other interests that differ from yours. FMCC is not acting as a municipal advisor or financial advisor to you, and has no fiduciary duty to you. The information provided in this document is not intended to be and should not be construed as "advice" within the meaning of Section 15B of the Securities Exchange Act of 1934 and the municipal advisor rules of the SEC. FMCC is not recommending that you take an action and you should discuss any actions with your own advisors as you deem appropriate.

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

Meeting Date: December 5, 2022
Subject: Approval of Purchase of Financial Software and Payroll/HR Software

Mayor & Commissioners:

As you are aware the Town budgeted for new Financial Management software in FY 23. Originally, we were looking to transition to Tyler Tech ERP Pro 9 from our current Fund Balance at a cost of \$39,184 with annual recurring costs of \$18,384. As you are aware, town staff has not been pleased with the level of service that we have received from Tyler in our attempts to implement EnerGov their cloud-based permitting and code enforcement software and discovered that after receiving the quote for services that there were significant gaps in the transition and conversion of data as well as a major delay in implementation. And while looking for a potential one-source solution that could meet the needs of both the building/code enforcement project as well as the financial management and payroll/HR needs the town received a demonstration from BS&A software in September. This software is currently in use by the communities of Tequesta and Highland Beach here in Palm Beach County as well as numerous other communities in Florida and other states. While ultimately not selected as the best option for the Building and Code Enforcement needs by those departments, it is the best option for financial management and payroll/HR software.

The proposal quote for the Financial Management and Personnel Management Modules which include General Ledger, Accounts Payable, Accounts Receivable, Fixed Assets, Purchase Orders and Cash Receipting, Payroll, and Human Resources is \$54,860. The proposal includes the first year of the SaaS subscription for both modules, Database Setup and Data Conversion for up to 10 years' worth of data in all areas other than Human Resources in which all that information will be converted (all information not assigned to specific employees), project management and implementation planning and finally implementation and training. Not included in the proposed amount are travel and hosting costs which are estimated at \$12,680 and \$700 respectively. Listed on the quote but that will not be necessary as the town has contracted with Laserfiche for document storage and searchability is the \$1,500 BS&A online service which is part of the initial proposal and the ongoing annual cloud services fee which would be reduced to \$13,720.

By comparison to the Tyler Technologies quote for ERP Pro 9 as submitted during the FY 23 budgeting process the costs for that SaaS break down as follows: Licensing for ERP Pro 9 which includes Core Financials, Fixed Assets, Purchase Orders, Payroll, and Accounts Receivable, and ERP Pro 9 CRM – Cashiering, \$31,796 discounted to \$0 as a current Tyler Technologies customer. Professional services associated with the implementation and deployment of ERP Pro 9 Financial Management Suite, ERP Pro 10 (for A/R), and ERP Pro 9 CRM are \$20,800 and annual recurring subscription fees for SaaS are \$18,384 for a total of \$39,184. However, as you can see from the attached email clarification from Tyler Technologies the project

implementation for the new system only includes the current year fiscal year and two years of historical data in the transition significantly less information than the BS&A program.

Under Article IV Division 1 Section 2-217 (b)(12) of the Town Code *Best interest acquisitions. The town may acquire or contract for non-real property, goods or services without utilizing a sealed competitive method or obtaining written quotes, as set forth in this code or the town's purchasing policy, where the town commission declares by at least a four-fifths affirmative vote that the sealed competitive method or obtaining written quotes is not in the best interest of the town. The town commission shall make specific factual findings that support its determination, and such contracts shall be placed on the regular town commission agenda. This provision may not be used when the purchasing or procurement method is prescribed by state law, such as F.S. § 287.055 or 255.20, as amended.* It is my opinion that the selection and approval of the BS&A proposal without the BS&A Online Record Search function meets the requirements of the best interest acquisitions for the following reasons:

1. The software provides the necessary financial and payroll/HR functionality as needed by the town to maintain records in keeping with all current state and federal regulations
2. BS&A has successfully completed over 350 projects implementing their software when the client was previously utilizing Tyler Technologies Fund Balance software and has written the necessary date conversion and transfer programs to assist with the transition
3. The BS&A proposal provides unlimited users, customizable remote access for use by the town's contract CPA that assists with Audit prep to reduce expenses as well as remote access for the town's auditor to expedite the annual financial audit.
4. Onsite implementation and training to ensure converted data for balancing and auditing purposes.

Respectfully,



Lynne Ladner, ICMA-CM, SHRM-SCP
Town Manager & Finance Director

Proposal for:
Town of Ocean Ridge, Palm Beach County FL
November 21, 2022
Quoted by: Steve Rennell

Software and Services for BS&A Cloud



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Cloud Modules

Financial Management

General Ledger	\$1,800
Accounts Payable	\$1,530
Cash Receipting	\$1,530
Accounts Receivable	\$1,530
Fixed Assets	\$1,530
Purchase Order	\$1,530

Personnel Management

Payroll	\$2,470
Human Resources	\$1,800

BS&A Online

Public Records Search + Online Bill Pay With use of integrated Credit Card Processor	\$1,500
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Subtotal \$15,220

Data Conversions/Database Setup

Convert existing Fundbalance data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	\$2,500
Accounts Payable (Vendors, Up to 10 years invoices and check history)	\$1,900
Cash Receipting (Receipt items, Up to 10 years receipt history)	\$1,800
Accounts Receivable (Customers, Invoice and Receipt History, if available)	\$2,065
Fixed Assets (Asset Information)	\$2,000
Payroll (Database Setup, Employee detail and YTD, Up to 10 years check history)	\$4,125

Database Setup:

Human Resources (Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees)	\$3,000
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Subtotal \$17,390

No conversion or database setup to be performed for:

Purchase Order



Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$8,750

Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	2		\$2,000
Financial Management Modules	Days:	8		\$8,000
Personnel Management Modules	Days:	5		\$5,000
		Total:	15	Subtotal \$15,000

Cost Totals

Not including Annual Service Fees

Modules	\$15,220
Data Conversions/Database Setup	\$17,390
Project Management and Implementation Planning	\$8,750
Implementation and Training	\$15,000
Total Proposed	\$56,360
<i>Travel Expenses</i>	<i>\$12,680</i>
<i>Hosting Fees</i>	<i>\$700</i>

Payment Schedule

- 1st Payment: **\$26,140** to be invoiced upon execution of this agreement.
- 2nd Payment: **\$15,920** to be invoiced at activation of customer's site.
- 3rd Payment: **\$27,680** to be invoiced upon completion of training.



Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management

General Ledger	\$1,800
Accounts Payable	\$1,530
Cash Receipting	\$1,530
Accounts Receivable	\$1,530
Fixed Assets	\$1,530
Purchase Order	\$1,530

Personnel Management

Payroll	\$2,470
Human Resources	\$1,800

BS&A Online

Public Record Search	\$1,500
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Total Annual Service Fees	\$15,220
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Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

\$700



Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

		Quantity		Cost
Epson THM-6000V Series Receipt Printer*	\$925	x	_____	= \$_____
APG Series 100Cash Drawer**	\$250	x	_____	= \$_____
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$250	x	_____	= \$_____
Credit Card Reader (if using Invoice Cloud)	\$75	x	_____	= \$_____

This will add \$_____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

Please provide the number of cash drawers that will be hooked up to the printer_____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost. Returns require pre-approval, and all purchased equipment must be shipped back to BS&A in its original packaging. Returns are subject to a re-stocking fee of \$50.00.

BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsaonline/public-records-search/> for information.





Quoted By:
Quote Expiration:
Quote Name:

Tami Bates
10/23/22
FundBalance to ERP Pro v9
Migration/SaaS flip

Sales Quotation For:

Town of Ocean Ridge
6450 N Ocean Blvd
Ocean Ridge FL 33435-5251

Tyler Software

Description	License	Discount	License Total	Annual Maintenance
ERP Pro powered by Incode				
ERP Pro 9 Financial Management Suite				
Core Financials	\$ 13,646	\$ 13,646	\$ 0	\$ 0
Fixed Assets	\$ 1,925	\$ 1,925	\$ 0	\$ 0
Purchase Orders	\$ 5,500	\$ 5,500	\$ 0	\$ 0
Payroll	\$ 5,500	\$ 5,500	\$ 0	\$ 0
Accounts Receivable	\$ 3,025	\$ 3,025	\$ 0	\$ 0
ERP Pro 9 Customer Relationship Management Suite				
Cashiering	\$ 2,200	\$ 2,200	\$ 0	\$ 0
TOTAL:	\$ 31,796	\$ 31,796	\$ 0	\$ 0

Tyler Annual Software – SaaS

Description	Annual
ERP Pro powered by Incode	
ERP Pro 9 Financial Management Suite	
Purchase Orders Subscription Fees	\$ 3,123
Accounts Receivable Subscription Fees	\$ 1,336
Core Financials Subscription Fees	\$ 1,717
Fixed Assets Subscription Fees	\$ 7,749
Payroll Subscription Fees	\$ 1,336
Purchase Orders Subscription Fees	\$ 3,123
TOTAL:	\$ 18,384

Services

Description	Hours/Units	Extended Price	Maintenance
ERP Pro 10 Financial Management Suite			
Professional Services	12	\$ 1,560	\$ 0
ERP Pro 9 Financial Management Suite			
Professional Services	140	\$ 18,200	\$ 0
ERP Pro 9 Customer Relationship Management Suite			
Professional Services	8	\$ 1,040	\$ 0
TOTAL:		\$ 20,800	\$ 0

Summary	One Time Fees	Recurring Fees
Total Tyler Software		
Total SaaS		\$ 18,384
Total Tyler Services	\$ 20,800	
Summary Total	\$ 20,800	\$ 18,384
Contract Total	\$ 39,184	

Detailed Breakdown of Professional Services (Included in Summary Total)

Description	Hours	Extended Price	Maintenance
ERP Pro powered by Incode			
ERP Pro 10 Financial Management Suite			
Accounts Receivable	12	\$ 1,560	\$ 0
Sub-Total	12	\$ 1,560	\$ 0
ERP Pro 9 Financial Management Suite			
Core Financials	88	\$ 11,440	\$ 0
Fixed Assets	8	\$ 1,040	\$ 0
Payroll	32	\$ 4,160	\$ 0
Purchase Orders	12	\$ 1,560	\$ 0
Sub-Total	140	\$ 18,200	\$ 0
ERP Pro 9 Customer Relationship Management Suite			
Cashiering	8	\$ 1,040	\$ 0
Sub-Total	8	\$ 1,040	\$ 0

TOTAL:	160	\$ 20,800	\$ 0
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Comments

- Some services may be delivered remotely via web-based training.
- Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.

Core Financials includes general ledger, budget prep, bank recon, accounts payable.

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.

- o Implementation and other professional services fees shall be invoiced as delivered.
- o Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- o Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- o Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- o If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- o Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here:

<https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held

For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____

Print Name: _____ P.O.#: _____

From: [Bates, Tami](#)
To: [Lynne Ladner](#)
Subject: RE: Fund Balance to ERP Pro migration
Date: Wednesday, November 23, 2022 12:38:23 PM

I confirmed that what was quoted includes current year & 2 years of history. Please let me know when you'd like to reconnect & I'll be glad to discuss these options with you more. Thanks again, Lynne & happy Thanksgiving!

Tami Bates
Senior Account Executive
Tyler Technologies, Inc.
C: 863-835-1363
P: 888.832.3932 ext: 675
www.tylertech.com

From: Bates, Tami
Sent: Wednesday, November 23, 2022 11:09 AM
To: Lynne Ladner <lladner@oceanridgeflorida.com>
Cc: Bates, Tami <Tami.Bates@tylertech.com>
Subject: Fund Balance to ERP Pro migration

Hi Lynne,
Thank you for your call this morning. I found that we convert 2 years of history plus the current year for your financials. I'm still confirming this is correct though.

After we hung up, the only other potential charges I could think of is if you wanted to implement version 10 instead of version 9. Since you were not involved in the original discussions, I just want to be sure what you decide to proceed with will in fact meet your needs best & I don't think there is a significant difference in price but I could run those numbers for you if you're interested. Basically version 9 is typically known to be simpler & version 10 gives more bells & whistles. I've also attached some documentation that I thought you could find helpful. If you'd like to reconnect so you can see a demonstration of either/both solution(s), I'm glad to set this up as well. And/or if you'd like to speak with other customers who migrated from Fund Balance to either version, I'm glad to also provide you with those details when the time is right. Please let me know your thoughts & I'll follow up on a definitive answer about the standard data conversions soon.

Thanks again, Lynne. I hope you have a most wonderful Thanksgiving & I'll look forward to working with you more soon!

Tami Bates
Senior Account Executive
Tyler Technologies, Inc.
C: 863-835-1363
P: 888.832.3932 ext: 675
www.tylertech.com

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

Meeting Date: December 5, 2022
Subject: Approve Expenditure of Budgeted funds for Checkmate Valve and Installation in the amount of \$10,246 from Capital Projects

Mayor & Commissioners:

In the approved Capital Projects for FY 23 Catch Basin upgrades and valve replacements were approved on Spanish River to improve drainage in the area. Research has been conducted in the area by the public works department and outside experts to ensure that the best solution is implemented for the area.

PW Supervisor Armstrong was able to locate additional information on the existing infrastructure in the area and with this detailed information, the experts have developed the proposed solution to improve the drainage in the area. The Red Valve 10" Checkmate EPDM with clamps and tape including freight is \$3,576.00. Installation of the valve by Fluid Control Specialties including travel and mileage is \$6,670.00 for a total of \$10,246 which is just above the amount that I am permitted to authorize without Commission approval.

Due to order lead times for the valve and the need to complete the project as soon as possible this item is being presented to the Commission at this time for approval so that the project can move forward.

Respectfully,



Lynne Ladner, ICMA-CM, SHRM-SCP
Town Manager & Finance Director



111 Maritime Drive
Sanford, FL
UNITED STATES
32771
P:407-302-5611 F:407-302-5612
www.fluidcontrolspect.com

Quote

Andrew Whritenour
andrew.whritenour@fc-spec.com
Date: Nov 21, 2022
Valid Till: Dec 31, 2022
Quote Number: AW1014923
FCS Project Number:

Account Name: Town of Ocean Ridge

Contact Name: Bill Armstrong -

BILL TO:

Town of Ocean Ridge

Ocean Ridge
FL 33435
ATTN: Bill Armstrong
United States

SHIP TO:

Town of Ocean Ridge
6450 N. Ocean Blvd.
Ocean Ridge
FL 33435
ATTN: Bill Armstrong
United States

Please make PO out to Fluid Control Specialties
111 Maritime Dr. Sanford, FL 32771

***ALL LEAD TIMES ARE ARO/STPS & Availability (Estimated to ship from factory once Order has been processed / Subject to Prior Sales and Availability)

***There is a \$150 minimum for Orders

***Shipping costs Do Not count towards minimum

***First time orders for customers not on open account with Fluid Control Specialties may only be placed via Visa, MasterCard, or Discover or check in advance of shipment.

***To avoid 6% state and any applicable county surtax a sales tax exemption or resale certificates must be provided at time of purchase

FCS Project:

S.No.	Product Details	Qty	Price	Total
1.	Red Valve TF - 10" Checkmate EPDM	1	\$ 3,576.00	\$ 3,576.00

10" Inline Checkmate w/ EPDM Material - 316SS Clamps & Tape

User Notes;

At time of order confirm;

- a) Exact Pipe ID needed
- b) Maximum back pressure
- c) Line pressure

Freight included in price

2.	FCS Install	1	\$ 6,670.00	\$ 6,670.00
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Labor for (2) technicians to install(1) Red Valve Checkmate
Required Equipment & Materials
Travel/Mileage

Sub Total \$ 10,246.00
Tax \$ 0.00

Grand Total \$ 10,246.00

Please see T&C @ <http://www.fluidcontrolspect.com/>

Terms and Conditions - Please Reference FCS Project Number and Quote Number on all paper work.

Quotation validity - 30 days from date shown. Prices quoted are net each. Quotation reflects our policy of sourcing raw materials in the most cost effective manner. Any requirements for specific US content shall require a revised quotation. This proposal is based on the quantities and sizes listed. All pricing is formulated to include all items contained within the proposal. Any deviation from or manipulation of the scope proposed, will require a revised proposal. Standard manufacturer's warranty applies. Ask representative for details specific to products quoted.

FLUID CONTROL SPECIALTIES, INC. TERMS AND CONDITIONS

These conditions apply to all quotations, orders and contracts for Fluid Control Specialties, Inc.

1. **CONSTRUCTION AND LEGAL EFFECT:** Our sale to you is limited to and expressly made conditional on your assent to these typed and printed terms and conditions of sale which form a part of the agreement to sell and which supersede and reject all prior writings (including your order), representations, negotiations with respect hereto and any conflicting terms and conditions of yours, any statement therein to the contrary notwithstanding. The sending of the purchase order for the goods referred to herein, whether or not signed by you, or your acceptance of the goods or payment operates as acceptance by you of These Terms. In case of conflict between These Terms and the terms of your purchase order or acceptance, These Terms govern; any different or conflicting terms submitted by you in any purchase order or acceptance shall be deemed objected to by us and shall be of no effect unless specifically agreed to by us in writing. We will furnish only the quantities and goods specifically listed on the face hereof or the pages attached hereto. We assume no responsibility for other terms or conditions of for furnishing other equipment or material shown in any plans and/or specifications for a project to which the goods quoted or ordered herein pertain or refer. Our published or quoted terms and conditions are subject to change without notice prior to acceptance of order.
2. **PRICES:** Unless otherwise noted on the face hereof, prices are net, FCA carrier, our manufacturers factory or our warehouse. Stenographic, clerical and mathematical errors are subject to correction. Until acceptance or order on These Terms, quoted prices are subject to change.
3. **DELIVERY:** Dates for the furnishing of services and/or delivery or shipment of goods are approximate only and are subject to change. Quoted lead times are figured from the later of date of acceptance of order on These Terms of from the date of receipt of complete technical data and approved submittals as such may be necessary. We shall not be liable, directly or indirectly, for any delay in or failure to perform caused by carriers or suppliers or delays from labor difficulties, shortages, strikes or stoppages of any sort, failure or delay in obtaining materials, customer requested order changes, fires, floods, storms, accidents, causes designated acts of God or force majeure by any statute or court of law or other causes beyond our reasonable control.
4. **SHORTAGE, DAMAGE, ERRORS IN SHIPMENT:** Our responsibility ceases upon delivery to carrier. Risk of loss, injury or destruction of property, shall be borne by you from and after our delivery to carrier, and such loss, injury or destruction shall not release you from the obligation to pay the purchase price. You shall note receipt of goods that are not in accordance with the bill of lading or express receipt and you shall make claim against such carrier for any shortage, damage or discrepancy on the shipment per the ICC Code for Freight Claims promptly. You shall inspect and examine all items and goods covered by the order when unpacking crated or boxed goods, and if damage is discovered, leave as is until carriers agent makes an examination and notation on freight or express bill of concealed damage. We will render assistance to help trace and recover lost goods and collect just claims as a business courtesy, but without obligation. We do not guarantee safe delivery.
5. **TAXES:** Our prices do not include sales, use, excise, occupation, processing, transportation or other similar taxes which we may be required to pay or collect with respect to any of the materials covered hereby under existing or future law. Consequently, in addition to the price specified herein, such taxes shall be paid by you, or you shall provide us with a tax exemption certificate acceptable to the appropriate taxing authorities. You shall also assume and pay any import or export duties and taxes, with respect to the materials covered by the order, and shall hold harmless and reimburse us therefrom.
6. **CREDIT AND PAYMENT:** Unless otherwise noted on the face hereof, payment for goods shall be (30) days net in US dollars. Prorated payments shall become due with partial shipments. We reserve the right at any time to suspend credit or to change credit terms provided herein, when, in our sole opinion, your financial condition so warrants. Failure to pay invoices at maturity date, at our election, makes all subsequent invoices immediately due and payable irrespective of terms, and we may withhold all subsequent deliveries until the full account is settled and we shall not, in such event, be liable for non-performance of contract in whole or in part. You agree to pay, without formal notice, 1.5% per month of the amount not paid when due, provided that, if such rate is in excess of applicable governing law, you agree to pay the maximum permitted rate.
7. **CANCELLATION AND CHANGES:** Orders which have been accepted by us are not subject to your cancellation or changes in specifications, except upon our written consent, and we may require, as a condition of such consent, appropriate adjustments in price, delivery schedule and other related terms, and in case of cancellation, cancellation charges. In the event we accept your cancellation, you shall be liable for a cancellation charge equal to the higher of (i) 25% of purchase price or (ii) any loss incurred by us or our manufacturers, including cost of materials, labor, engineering, administrative costs, reconditioning and our profit margin.
8. **DEFERRED SHIPMENT:** If shipment is deferred at your request, payment of the contract price shall become due when you are notified that the equipment is ready for shipment. If you fail to make payment and furnish shipping instructions we may either extend time for so doing or cancel contract. In case of deferred shipment, at your request, storage and other reasonable expenses attributable to such delay shall be payable by you.
9. **LIMITED WARRANTY:** Products, auxiliaries and parts thereof of Fluid Control Specialties Inc. or one of the manufacturers represented by Fluid Control Specialties Inc. are warranted to the original purchaser for a period of twelve (12) months from the date of shipment from factory, against defective workmanship and material, but only if properly installed, operated and serviced in accordance with manufacturers recommendations. Repair or replacement, at our option, for items will be made free of charge, (FOB) manufacturers facility with removal, transportation and installation at your cost, if proved to be defective within such time, and is your sole remedy with respect to such products. No claim for transportation, labor or special or consequential damages or any other loss, cost or damage shall be allowed. You shall be solely responsible for determining suitability for use in no event shall Fluid Control Specialties Inc. or the manufacturer of said products be liable in this respect. Fluid Control Specialties Inc., nor its represented manufacturers, guarantee resistance to corrosion, erosion, abrasion or other sources of failure, nor does Fluid Control Specialties Inc. or its represented manufacturers guarantee a minimum length of service. Your failure to give written notice to us of any alleged defect under this warranty within twenty (20) days of its discovery, or attempts by someone other than the manufacturer or Fluid Control Specialties Inc. to remedy the alleged defects herein, or failure to return products or parts for repair or replacement as herein provided, or failure to install and operate said products or parts according to the manufacturers instructions, or misuse, modification, abuse, or alteration of such product, accident, fire, flood, or other

FLUID CONTROL SPECIALTIES, INC. TERMS AND CONDITIONS

act of God, or failure to pay entire contract price when due shall be a waiver by you of all rights under this warranty. The foregoing guarantee shall be null and void if, after shipment from our factory, the item is modified in any way or a component of another manufacturer, such as but not limited to, an actuator is attached to the item by anyone other than Fluid Control Specialties Inc. or one of its manufacturers. All orders accepted shall be deemed accepted subject to this warranty, which shall be exclusive of any other or previous warranty, and this shall be the only effective guarantee or warranty binding on Fluid Control Specialties Inc. or one of its manufacturers, despite anything to the contrary contained in the purchase order represented by any agent or employee of Fluid Control Specialties Inc., in writing or otherwise, notwithstanding, including but not limited to implied warranties.

THE FOREGOING REPAIR AND REPLACEMENT OBLIGATIONS ARE IN LIEU OF ALL OTHER WARRANTIES, OBLIGATIONS AND LIABILITIES, INCLUDING ALL WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR OF MERCHANTABILITY OR OTHERWISE, EXPRESSED OR IMPLIED IN FACT OR BY LAW, AND STATE FLUID CONTROL SPECIALTIES INC. AND ITS MANUFACTURERS ENTIRE AND EXCLUSIVE LIABILITY AND YOUR EXCLUSIVE REMEDY FOR ANY CLAIM IN CONNECTION WITH THE SALE AND FURNISHING OF SERVICES, GOODS OR PARTS, THEIR DESIGN, SUITABILITY FOR USE, INSTALLATION OR OPERATIONS.

10. **INTELLECTUAL PROPERTY:** We or our manufacturers will indemnify and hold harmless from any amount that you are required to pay to a third-party pursuant final, non-appealable court order as a result of such third-party's claim that a product sold hereunder infringes any United States patent or copyright of such third party; provided that our obligation of indemnification is contingent upon (a) your notifying us of any such claim within 20 days of receipt thereof, (b) your providing us with exclusive control of the defense and/or settlement. In the event of such a successful infringement claim by the third party, at our option, we shall either (i) modify the product sold hereunder so that it performs comparable functions without infringement, (ii) obtain a royalty-free license for you to continue using the infringing product or (iii) refund to you the depreciated fair market value of the infringing component. We shall have no obligation under this Section to the extent a claim is based upon (a) the combination, operation or use of the product with the equipment, products, hardware, software, systems or data what was not provided by us, if such infringement would have been avoided in the absence of such combination, operation or use, or (b) your use of the product in any manner inconsistent with the manufacturers written instructions regarding the use of such product. This Section states our liability and your exclusive remedy with respect to any alleged infringement arising from the use of the products sold hereunder or any part thereof and is subject to the other limitations contained in These Terms.

11. **LIMITATION OF LIABILITY:** IN NO EVENT SHALL FLUID CONTROL SPECIALTIES INC. OR ITS MANUFACTURERS BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES WHATSOEVER, AND LIABILITY, UNDER NO CIRCUMSTANCES, WILL EXCEED THE CONTRACT PRICE FOR THE GOODS AND/OR SERVICES FOR WHICH LIABILITY IS CLAIMED. ANY ACTION BY YOU FOR BREACH OF CONTRACT MUST BE COMMENCED WITHIN 12 MONTHS AFTER THE DATE OF SALE.

12. **GOODS FOR EXPORT:** If the ultimate destination of the goods is outside of the United States, you will designate such country on your purchase order. In the event that you purchase goods for export without so notifying us, you will have sole liability and shall defend and indemnify us for any loss or damage (including without limitation, claims of governmental authorities) arising from the export from the United States or import into another country of such goods, including, without limitation, those related to packaging, labeling, marking, warranty, contents, use, or documentation of goods. You have sole responsibility for obtaining any required export licenses. You will not take, and will not solicit us to take, any action which would violate any anti-boycott or any export or import statutes or regulations of the United States or other governmental authorities and shall defend and indemnify us for any loss or damage arising out of or related to such actions.

13. **PROPRIETARY INFORMATION:** We retain title to all engineering and production prints, drawings, technical data, and other intellectual property, information and documents that relate to the goods and services sold to you. Unless advised by us in writing to the contrary, all such information and documents disclosed or delivered by us to you are to be deemed proprietary to us and shall be used by you solely for the purpose of inspection, installation, and maintenance and not used by you for any other purpose.

14. **ARBITRATION:** Any controversy or claim arising out of or relating to this Agreement or the breach thereof shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The venue for such proceedings shall be Sanford, FL or a venue selected by a Fluid Control Specialties Inc. manufacturer.

15. **TEXAS WAIVER OF CONSUMER RIGHTS:** If you are entitled to its protection, you hereby agree to waive your rights under the Deceptive Trade Practices-Consumer Protection Act, Section 17.41 et seq., Business & Commerce Code, a law that gives consumers special rights and protections. You warrant that, after consultation with an attorney of your own selection, you voluntarily consent to this waiver.

16. **APPLICABLE LAW:** The rights and duties of the parties shall be governed by laws of the State of Florida, or of the state in which the manufacturer Fluid Control Specialties Inc. represents, is located.

17. **NO OTHER CONTRACT PROVISIONS; OTHER:** This is the entire agreement with respect to the products. Terms and conditions of your order shall be without force and effect, except to the extent identical herewith. No dealer, broker, branch manager, agent, employee or representative of ours has any power or authority except to take orders for our products and to submit the same to us, at our facility, for our approval and acceptance on the terms herein or rejection. There are no representations, agreements, obligations, or conditions, expressed or implied, statutory or otherwise, relating to the subject matter hereof, other than herein contained. Fluid Control Specialties Inc. shall refer to Fluid Control Specialties Inc. and its affiliates and represented manufacturers. If any provision hereof is invalid or not enforceable under applicable law, the remaining provisions shall remain in full force and effect. Any assignment of your rights hereunder without our consent (which shall not be unreasonably withheld) shall be void. These Terms shall be binding on your successors and assigns. Our failure to require your performance of any of These Terms shall not serve as a waiver of or diminish our rights to require strict performance of such provision of These Terms.

Town of Ocean Ridge, Florida
Town Commission Agenda Memorandum
Office of the Town Clerk

Meeting Date: December 5, 2022
Subject: Update on Town Manager/Finance Director Search

Mayor & Commissioners:

Colin Baenzinger, CB- Associates, Inc., will be providing an update to the Commissioners on the search.

Respectfully,

A handwritten signature in blue ink that reads "Kelly Avery". The signature is written in a cursive, flowing style.

Kelly Avery
Town Clerk & Deputy Treasurer

MEMORANDUM

TO: TOWN COMMISSION
FROM: CHRISTY GODDEAU, TOWN ATTORNEY
RE: PROPOSED REVISIONS TO FEE SCHEDULE
DATE: DECEMBER 5, 2022

At the request of the Interim Town Manager, I reviewed the Town's current fee schedule. The Interim Town Manager and I recommend the following revisions be made:

1. Under Town Clerk, we recommend that the Town specifically add "Text Amendments" to the last line item, which currently reads "Zoning/Re-Zoning/District Boundary Changes". Section 63-131 of the Town's Code authorizes the Town to charge fees for petitions heard by the Planning and Zoning Commission and/or the Town Commission. "Text Amendments" are also a type of petition heard by the Planning and Zoning Commission and the Town Commission and should be added to clarify the applicable charge.
2. Under Town Clerk, we also recommend adding a provision so that all the fees stated under the Town Clerk are the minimum fee to be assessed and that additional fees may be assessed to recoup for the Town's professional consultant costs.
3. Under Public Records Request (Town Hall & Police Dept.), we recommend that the line items pertaining to charges incurred by the Town Engineer and the Town Attorney for "records in their possession" be revised to be consistent with current practice and to address public records which may be in the possession of other Town consultants or contractors. Also, there should be a separate line item for the Town Attorney's time to review potentially responsive records for confidential and/or exempt information.

Should you have any questions regarding the above, please do not hesitate to contact me.

Date: November 23, 2022
To: Honorable Mayor and Commissioners
From: Durrani Guy, Building Official
Re: Building Department Fee Revision

Mayor and Commissioners,

Attached please find the proposed changes to the Building Department Fee Schedule. The change is highlighted in yellow on the fee schedule and is as follows:

Proposed change:

- Reduce the permit renewal fee from \$50.00 plus 30% of original permit fee to \$50.00 flat fee.



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435

(561) 732-2635 Main ♦ oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

Building Department Fee Schedule – Appendix B

Building Permit Application Fee Schedule

Estimated cost of job less than \$1,000	\$100.00
Estimated cost of job between \$1,000 and up to \$3,000.00	\$150.00
Estimated cost of job over \$3,000.00 up to and including \$100,000.00	\$150.00 plus 2.5% of the amount exceeding \$3,000.00 and up to \$100,000.00.
Estimated cost of job greater than \$100,000.00	\$150.00 plus 2.5% of the amount exceeding \$3,000.00 and up to \$100,000.00 plus 2% of the amount greater than \$100,000.00.
Plan Review	\$50.00 minimum or 10% of the permit fee whichever is greater.
Permit Fee Reduction Incentive	<p>Permit Fee Reduction Incentive with proof of the installation per item(s): LEED certification, Energy Efficient Products (Solar Panels, Solar Water Heater), Preservation of historic/native/noble trees, Preservation or relocation of tree(s), Addition of shade tree(s). Estimated cost of job between \$0-\$50,000 = \$50.00 (Max: \$200)</p> <ul style="list-style-type: none"> Estimated cost of job between \$50,000-\$100,000=\$100.00 (Maximum:\$400) Estimated cost of job between \$100,001-\$500,000 = \$150.00 (Maximum:\$800) Estimated cost of job between \$500,001-\$1,000,000 = \$300.00 (Maximum:\$1,000) Estimated cost of job between \$1,000,001-above = \$500.00 (Maximum: \$2,000)
Approved Private Provider Applications	<ul style="list-style-type: none"> 30% reduction in plan review fee for approved Private Provider Applications for plan review. 10% or \$25.00 (whichever is greater) permit fee reduction for approved Private Provider Applications for inspections.
PLUS BIF/DCA Building Permit Surcharge	
BIF/DCA Building Permit Surcharge as per FS 553.721 and FS 468.631.	2.5% of the permit fee with a minimum of \$4.00 per permit.
<p>Building Permit Fees are based on the estimated cost of the work rounded up (ex. \$7,200 = \$8,000) plus the BIF/DCA Building Surcharge, plan review fee, permit scanning charge, and any other applicable fees.</p>	
Other Building Department Fees	
Annual Facilities Permit	• \$2,500.00 per permit application per year.
Certificate of Occupancy/Completion	• \$50.00 per application.
Temporary Certificate of Occupancy/Completion	• \$250.00 per condition per 30 days.
Change of Address	• \$100.00.
Change of Permit Status Request	<ul style="list-style-type: none"> <u>Cancellation of Permit</u> (no work commenced) – No charge. <u>Cancellation of Contract between Property Owner and Contractor</u> - \$50.00. <u>Revalidate Expired Building Permit</u> (one-time up to six months determined by Building Official) <ul style="list-style-type: none"> - \$50.00 per application. - \$50.00 per sub permit. <u>Other</u> (work commenced, no inspections and/or final inspection conducted; admin closed permits) - \$50.00.

Change of Contractor	<ul style="list-style-type: none"> • \$50.00
Construction Parking Permits for Parking in the Right-of-Way, limit 2 per construction site (parking in the Right-of-Way is prohibited unless approved by the Building Official)	<ul style="list-style-type: none"> • \$50.00 each
Development Plan Review by the Planning & Zoning Commission	<ul style="list-style-type: none"> • \$1,500.00
Development Plan Re-Review by the Planning & Zoning Commission	<ul style="list-style-type: none"> • \$900.00
Engineering Plan Review	<ul style="list-style-type: none"> • \$150.00/per hour minimum.
Engineering Review & Survey as requested by the Building Official	<ul style="list-style-type: none"> • \$250.00 minimum.
Fill Permits	<ul style="list-style-type: none"> • \$300.00.
Fill Material Professional Analysis or Testing as requested by the Building Official	<ul style="list-style-type: none"> • \$25.00 maximum.
Inspections	<p>Audit Inspections</p> <ul style="list-style-type: none"> • Performed by Building Official or Inspector - \$3,000.00 Re-inspection Fees. • Performed by Building Official or Inspector- \$50.00 may be charged. • Re-inspection performed by the Town Engineer - \$150.00. <p>Special Inspections (after hours, holidays, same day, weekends)</p> <ul style="list-style-type: none"> • Performed by Building Official or Inspector - \$150.00.
Low Voltage Alarm System Permit Labels	<ul style="list-style-type: none"> • \$55.00.
No-Fee-Sub Permits that require independent review	<ul style="list-style-type: none"> • \$50.00.
Penalty Fees Per Town Code Sec. 67-58 (c)	<ul style="list-style-type: none"> • Double permit fee plus \$200.00 if total cost of work is equal to or less than \$5,000.00. • Four times the permit fee if total cost of work is greater than \$5,000.00.
Plan Review Resubmittal/Excess Plan Review	<ul style="list-style-type: none"> • \$50.00 minimum.
Permit Revisions	<ul style="list-style-type: none"> • Building/Zoning: Minimum \$50.00 or more if value of work increased the total cost of permitted work. • Building/Zoning Field Revisions: \$ 150.00 minimum. • Engineering: Minimum \$150.00.
Permit Plans Scanning	<ul style="list-style-type: none"> • Estimated cost of job between \$0-\$10,000 = \$25.00 • Estimated cost of job between \$10,001-\$50,000 = \$50.00 • Estimated cost of job between \$50,001-\$100,000 = \$75.00 • Estimated cost of job between \$100,001-above = \$150.00
Preliminary Plan Review by any Town Official before a Building Permit is submitted	<ul style="list-style-type: none"> • \$250.00 minimum; final cost to be determined based on length of meeting and Officials in attendance.
Right-of-Way Agreements and Hold Harmless Agreements	<ul style="list-style-type: none"> • \$50.00 minimum.
Special, Expedited, Out-of-Sequence Plan Review Special, Expedited, Out-of-Sequence review for other Building Dept.	<ul style="list-style-type: none"> • \$50.00 fee plus 50% of the permit fee. • \$100.00 minimum for all other Building Dept. related applications or requests.

Effective 10/1/08, Revised 10/1/10, Rev. 10/1/16, Rev. 5/1/17, Rev. 7/1/17, Rev. 1/1/18, Rev. 9/6/18, Rev. 4/1/19, Rev. 6/3/19, Rev. 10/7/19, Rev. 3/2/20, Rev. 9/8/20, Rev. 5/3/21, Rev. 7/6/21, Rev. 2/7/22, Rev. 10/3/22, Rev. 12/5/22

RESOLUTION NO. 2022- 21

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, AMENDING THE ADOPTED SCHEDULE OF FEES FOR VARIOUS SERVICES; AND, PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS AND AN EFFECTIVE DATE.

WHEREAS, pursuant to requests from Town staff, the Town Commission has determined there is a need to amend the adopted Schedule of Fees, attached hereto and incorporated herein as “Appendix A” as it relates to fees charged by the Town of Ocean Ridge; and

WHEREAS, Section 2-237 of the Code of Ordinances of the Town of Ocean Ridge authorizes the Town Commission, from time to time, to amend or establish, by Resolution, a Schedule of Fees for fees, costs and fines to be charged by the Town; and,

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

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

Section 1. The Town Commission of the Town of Ocean Ridge, Florida, hereby adopts the Schedule of Fees as set forth in Appendix “A” attached hereto and incorporated herein by reference. The Town Clerk is directed to add and/or amend these fees to the Schedule of Fees on file in the Clerk’s Office.

Section 2. That all resolutions or parts of resolution in conflict herewith are repealed to the extent of such conflict.

Section 3. This Resolution shall be effective upon adoption and shall be retroactive in nature to include a waiver of the October meeting facility rental fee.

_____ 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 5th day of December 2022.

Aye Nay Absent

SUSAN HURLBURT, MAYOR

☐ ☐ ☐

KRISTINE DE HASETH, VICE MAYOR

☐ ☐ ☐

STEVE COZ, COMMISSIONER

☐ ☐ ☐

GEOFF PUGH, COMMISSIONER

☐ ☐ ☐

MARTIN WIESCHOLEK, COMMISSIONER

☐ ☐ ☐

The Mayor thereupon declared the Resolution duly passed and adopted this ____ day of _____, 2022.

TOWN OF OCEAN RIDGE, FLORIDA

BY: _____
Susan Hurlburt, Mayor

ATTEST:

BY: _____
Kelly Avery, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
Christy Goddeau, Town Attorney



TOWN OF OCEAN RIDGE FEE SCHEDULE

DESCRIPTION	FEE	CODE SECTION
<u>TOWN CLERK</u>		
ALARM MONITORING, ANNUAL	\$ 200.00	
ALARM USER PERMIT, ANNUAL	\$ 10.00	
ALARM MONITORING & USER PERMIT LATE FEE, PER QUARTER	\$ 25.00	
ANNEXATION	\$ 1,500.00	63-131
APPEAL DECISION OF ADMINISTRATIVE OFFICIAL, MINIMUM	\$ 250.00	63-91
APPEAL DECISION OF PLANNING & ZONING COMMISSION	\$ 1,500.00	63-56
BOUNCED CHECK, BANK FEE	\$ 35.00	BANK FEE
BUSINESS TAX RECEIPT (BTR)	SEE CODE	30-26 TO 30-36
BUSINESS TAX RECEIPT (BTR), INSURANCE COMPANIES	\$ 100.00	30-36
BTR TRANSFER, MIN \$3 TO \$25 MAX, UP TO 10% OF ANNUAL TAX	SEE CODE	30-30
CERTIFIED COPIES OF TOWN COMMISSION ACTION, EACH PAGE	\$ 1.00	63-33
COMP PLAN AMENDMENT, MINIMUM	\$ 1,500.00	63-131
DEVELOPMENT PLAN REVIEW, MINIMUM	\$ 1,500.00	63-51 & 63-56
CONSTRUCTION EAST OF THE CCCL	\$ 1,500.00	63-131
DUNE TRIMMING PERMIT ANNUAL FEE	\$ 75.00	66-161
GARAGE SALE PERMIT	\$ 5.00	2-256
GARBAGE & RECYCLING FEE, ANNUAL, SINGLE-FAMILY	\$ 260.00	
GARBAGE & RECYCLING FEE, ANNUAL, MULTI-FAMILY	\$ 182.00	
GARBAGE & RECYCLING LATE FEE, PER QUARTER	\$ 25.00	
LIEN RECORDING FEE	\$ 30.00	
LIEN SATISFACTION RECORDING FEE	\$ 30.00	
LIEN SEARCH	\$ 30.00	
NON-CONFORMING OR GRANDFATHERED USES, STRUCTURES, CHARACTERISTICS OF USE	\$ 1,500.00	63-131
PLANNED RESIDENTIAL DEVELOPMENT (PRD)	\$ 1,500.00	63-131
PLAT/RE-PLAT	\$ 1,500.00	63-131
FINAL PLAT PREPARATION	\$ 250.00	64-104
FINAL PLAT APPROVAL, COST PLUS 1% COST OF REQUIRED IMPROVEMENTS	\$ 250.00	64-105
PETITION SUBMITTED TO THE TOWN COMMISSION FOR REFERENDUM	\$ 900.00	63-131
PLANNED RESIDENTIAL DEVELOPMENT (PRD) AMENDMENT	\$ 1,500.00	63-131
RENTAL REGISTRATION, PER UNIT	\$ 35.00	30-158
SIGN PERMIT FOR REAL ESTATE OR CONSTRUCTION SIGN, EACH	\$ 5.00	70-8
SIGN PERMIT, VALUE \$250 OR LESS, MINIMUM	\$40.00	70-8
SIGN PERMIT, VALUE MORE THAN \$250	See Appendix "B"	70-8
SIGN INSPECTION, ANNUALLY	\$ 5.00	70-2
SITE PLAN REVIEW	\$ 1,500.00	63-131
SPECIAL EVENT PERMIT, REFUNDABLE DEPOSIT, MINIMUM	\$ 1,000.00	30-164
SPECIAL EVENT PERMIT, APPLICATION FEE	\$ 100.00	
SPECIAL EXCEPTION	\$ 1,500.00	63-131
VARIANCE, ADMINISTRATIVE	\$ 500.00	63-131
VARIANCE, CODE	\$ 1,500.00	63-131
ZONING/RE-ZONING/DISTRICT BOUNDARY CHANGES/TEXT AMENDMENTS	\$ 1,500.00	63-131
* ALL FEES ARE MINIMUMS AND SUBJECT TO ADDITIONAL COST FOR RECOUPMENT OF PROFESSIONAL CONSULTANT FEES		
<u>BUILDING DEPARTMENT - SEE APPENDIX "B"</u>		
<u>FACILITY USE</u>		
DAMAGE DEPOSIT, REFUNDABLE (ALCOHOL/HIGH RISK EVENT INSURANCE REQUIRED)	\$ 200.00	
FACILITY USE, PER HOUR	\$ 10.00	
ROOM SETUP BY TOWN STAFF, PER HOUR	\$ 25.00	
ROOM TEAR DOWN BY TOWN STAFF, PER HOUR	\$ 25.00	



TOWN OF OCEAN RIDGE FEE SCHEDULE

DESCRIPTION	FEE	CODE SECTION
SEE BELOW FOR POLICE SERVICES FOR PARKING OR SECURITY DETAIL		
PUBLIC RECORDS REQUEST (TOWN HALL & POLICE DEPT)		
PHOTOCOPY, SINGLE SIDED, LETTER SIZE	\$ 0.15	
PHOTOCOPY, DOUBLE SIDED, LETTER SIZE	\$ 0.20	
PHOTOCOPY, SINGLE SIDED, LEGAL SIZE	\$ 0.20	
PHOTOCOPY, DOUBLE SIDED, LEGAL SIZE	\$ 0.25	
PHOTOCOPY, SINGLE SIDED, 11x17	\$ 0.30	
PHOTOCOPY, DOUBLE SIDED, 11x17	\$ 0.35	
CERTIFIED COPY OF RECORD	\$ 1.00	
ADMIN TIME PER HR AFTER 15 MINUTES FOR TOWN HALL & POLICE PERSONNEL	\$ 25.00	
ADMIN TIME PER HR AFTER 15 MINUTES FOR PUBLIC WORKS DEPT PERSONNEL	\$ 30.00	
EMAIL EXTRACTION OR OTHER I/T SEARCHES, PER HR	\$ 105.00	
REVIEW TIME FOR PROFESSIONAL CONSULTANTS, ATTORNEYS, AND CONTRACTORS	CONTRACT RATE	
REVIEW TIME FOR TOWN ATTORNEY FOR CONFIDENTIAL/EXEMPT INFORMATION	CONTRACT RATE	
CD	\$ 1.00	
USB	\$ 8.00	
<u>POLICE</u>		
PARKING TICKET, NO PARKING AS POSTED	\$ 30.00	54-2
PARKING TICKET, VIOLATION OF TOWN ORDINANCE	\$ 30.00	54-2
PARKING TICKET, BLOCKING FIRE HYDRANT YELLOW ZONE	\$ 75.00	54-2
PARKING TICKET, PARKING WITHIN 15' OF FIRE HYDRANT	\$ 75.00	54-2
PARKING TICKET, PARKING WITHIN 15' OF CORNER	\$ 75.00	54-2
PARKING TICKET, PARKING WITHIN 15' OF STOP SIGN	\$ 75.00	54-2
PARKING TICKET, BLOCKING RIGHT OF WAY	\$ 75.00	54-2
PARKING TICKET, PARKING ON SIDEWALK	\$ 75.00	54-2
PARKING TICKET, HANDICAP	\$ 250.00	54-2
PARKING TICKET LATE FEE AFTER 10 DAYS, OTHER THAN HANDICAP	\$ 10.00	54-2
PARKING TICKET LATE FEE AFTER 10 DAYS, HANDICAP	\$ 50.00	54-2
POLICE SERVICES/PARKING CONTROL, PER HOUR (3 HOUR MINIMUM)	CONTRACT RATE	
POLICE SERVICES/PARKING CONTROL, PER HOUR PREMIUM RATE (3 HOUR MINIMUM)	CONTRACT RATE	
POLICE SERVICES/PARKING CONTROL, PER HOUR HOLIDAY (3 HOUR MINIMUM)	CONTRACT RATE	
POLICE VEHICLE, PER HOUR	\$ 25.00	
<u>COMMUNITY STANDARDS HEARING ADMIN COSTS</u>		
CODE ENFORCMENT HEARING FEE	\$ 100.00	
CODE OFFICER, PER HOUR	\$ 30.00	
BUILDING OFFICIAL, PER HOUR	\$ 36.00	
ZONING OFFICIAL, PER HOUR	\$ 45.00	
CODE ENFORCEMENT CLERK, PER HOUR	\$ 34.00	
INSPECTION PHOTOGRAPHS, EACH	\$ 2.00	
POSTAGE	ACTUAL COST	

TOWN OF OCEAN RIDGE FEE SCHEDULE

DESCRIPTION	FEE	CODE SECTION
<u>COMMUNITY STANDARDS FINES</u>		
FIRST OFFENSE PER DAY, NOT TO EXCEED	\$ 250.00	16-9
REPEAT OFFENSE PER DAY, NOT TO EXCEED	\$ 500.00	16-9
IRREPLACEABLE/IRREPARABLE OFFENSE, NOT TO EXCEED	\$ 5,000.00	16-9
VIOLATIONS OF LAND DEVELOPMENT CODE, NOT TO EXCEED	\$ 500.00	63-4
CABLE COMMUNICATIONS, VIOLATIONS OF CHAPTER, PER DAY	\$ 100.00	15-29
CONSTRUCTION ABANDONMENT, PER DAY AFTER PERMIT EXPIRES	\$ 250.00	67-12
CONSTRUCTION DURING CERTAIN DAYS/HOURS, 1ST OFFENSE	\$ 100.00	34-83
CONSTRUCTION DURING CERTAIN DAYS/HOURS, 2ND OFFENSE	\$ 200.00	34-83
CONSTRUCTION DURING CERTAIN DAYS/HOURS, 3+ OFFENSE	\$ 300.00	34-83
CONSTRUCTION WORK WITHOUT A PERMIT, JOB COST OVER \$5,000	4x PERMIT FEE	
CONSTRUCTION WORK WITHOUT A PERMIT, JOB COST UNDER \$5,000	2x PLUS \$200	
ENGINEERING REVIEW & SURVEY, NOT TO EXCEED	\$ 500.00	67-57
NOT POSTING CONSTRUCTION PERMIT AS REQUIRED, 1ST OFFENSE	\$ 100.00	67-59
REMOVAL OF RUBBISH, NOXIOUS PLANTS, STAGNANT WATER & WEEDS, 1ST OFFENSE	\$ 100.00	34-6
REMOVAL OF RUBBISH, NOXIOUS PLANTS, STAGNANT WATER & WEEDS, 2ND OFFENSE	\$ 200.00	34-6
REMOVAL OF RUBBISH, NOXIOUS PLANTS, STAGNANT WATER & WEEDS, 3RD OFFENSE	\$ 300.00	34-6
WATER RESTRICTION PENALTIES, 1ST VIOLATION, NOT TO EXCEED	\$ 25.00	58-47
WATER RESTRICTION PENALTIES, 2ND VIOLATION, NOT TO EXCEED	\$ 500.00	58-47
<u>COMMUNITY STANDARDS CITATIONS</u>		
COMMUNITY STANDARDS CITATION, GENERAL, FIRST OFFENSE IS A WARNING, OR	\$ 25.00	16-24
COMMUNITY STANDARDS CITATION, GENERAL, SECOND OFFENSE	\$ 100.00	16-24
COMMUNITY STANDARDS CITATION, GENERAL, THIRD OFFENSE	\$ 250.00	16-24
COMMUNITY STANDARDS CITATION, GENERAL, FOURTH + OFFENSE	\$ 500.00	16-24
COMMUNITY STANDARDS CITATIONS, PENALTIES FOR CONTESTING, UP TO	\$ 500.00	16-24
DUMPSTER COVER VIOLATION, FIRST OFFENSE	\$ 50.00	
DUMPSTER COVER VIOLATION, SECOND OFFENSE	\$ 100.00	
DUMPSTER COVER VIOLATION, THIRD OFFENSE	\$ 200.00	
DUMPSTER COVER VIOLATION, FOURTH + OFFENSE	\$ 300.00	
OVERGROWN LOT ON CONSTRUCTION SITE, FIRST OFFENSE	\$ 50.00	
OVERGROWN LOT ON CONSTRUCTION SITE, SECOND OFFENSE	\$ 100.00	
OVERGROWN LOT ON CONSTRUCTION SITE, THIRD + OFFENSE	\$ 250.00	
CONSTRUCTION SITE PARKING, FIRST OFFENSE	\$ 50.00	
CONSTRUCTION SITE PARKING, SECOND OFFENSE	\$ 100.00	
CONSTRUCTION SITE PARKING, THIRD + OFFENSE	\$ 250.00	
CONSTRUCTION SITE WORK HOURS, FIRST OFFENSE	\$ 50.00	
CONSTRUCTION SITE WORK HOURS, SECOND OFFENSE	\$ 100.00	
CONSTRUCTION SITE WORK HOURS, THIRD + OFFENSE	\$ 250.00	
FOR THE VIOLATIONS LISTED BELOW, THE FIRST OFFENSE IS A WARNING OR \$25 CITATION; SECOND OFFENSE IS \$50 CITATION, AND THIRD + OFFENSE IS \$100 CITATION:		
POD WITHOUT APPROVAL		
OVERNIGHT PARKING		



**TOWN OF OCEAN RIDGE
FEE SCHEDULE**

DESCRIPTION	FEE	CODE SECTION
U-HAUL/COMMERCIAL VEHICLES		
BOATS/TRAILERS		
SIGNAGE VIOLATION (NON-CONTRACTOR)		
DOG ON BEACH		
TRASH VIOLATION		
OVERGROWN LOT - NON-CONSTRUCTION SITE		
GENERAL GOVERNMENT		
ANTENNA/RADIO MAST/EQUIPMENT INSTALLATION PERMIT	\$ 10.00	64-56
ANTENNA/RADIO MAST/EQUIPMENT INSTALLATION RE-INSPECTION	\$ 10.00	64-56
FORECLOSURE REGISTRATION	\$ 200.00	30-171

Effective 9/6/2018

Amended 1/7/2019, 4/1/2019, 10/7/2019, 3/2/2020, 4/5/2021, 8/2/2021, 1/3/2022, 4/4/2022, 12/5/22

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

Meeting Date: December 5, 2022
Subject: Approval of Budgeted fund for Document Scanning

Mayor & Commissioners:

As you are aware the Town has been working to digitize and index all the historic records of the Town for the past several years. This includes all the historical building department records of site plans, construction, and land development files as well as all the permitting files. Additionally, all additional town records: including ordinances, resolutions, meeting minutes, property tax records, etc. will be digitized and retained in accordance with Florida retention statutes for public records.

Converting all of our paper records to an electronic, indexed format that is searchable will not only increase the efficiency of town staff but reduce the time necessary to respond to public records requests and reduce the number of public records requests submitted to the town as we will be able to make the records available and searchable to the public via the town's website. The first step to this was taken when the Commission approved the purchase of and use of the software Laserfiche by the Town Clerk's office. The next step is to have all the historical records scanned and indexed. MCCi, the parent company of Laserfiche has provided a quote for the scanning and indexing of the historical documents (which currently take up two full rooms in the town hall) in the amount of \$97,100.48. This includes all building, clerk, tax, finance, and human resources files. A second quote was provided which breaks down the cost of the files attributed just to the building department in the amount of \$70,781.03. This second estimate was necessary as funds collected and spent out of the revenues collected from the fees generated in the building department can only be used for the operation and maintenance of that department.

This amount is more than had been anticipated for the overall scanning of the documents and we are seeking a budget amendment to under the regular agenda to cover the full cost of the project rather than to utilize such a large portion of contingency funds this early in the fiscal year it is a project that needs to be completed. Digitizing the records provides security for the Town in the event of a disaster ensuring that our historical records are preserved, improves efficiency, reduces turn-around time for public records requests, and provides greater transparency for the public.

Respectfully,



Lynne Ladner, ICMA-CM, SHRM-SCP
Town Manager & Finance Director

Scanning Estimate

Town of Ocean Ridge

Issued: November 7, 2022



EXECUTIVE SUMMARY

OUR MISSION

Digital Transformation is driving how organizations operate start to finish. MCCi's clients are choosing to begin or continue their digital transformation journey by digitizing and improving the accessibility to their records.

Selecting the right service provider is important. If you select the wrong service provider, you will be faced with unexpected challenges that result in a delayed or failed scanning project. Your provider should be the best in the industry with in-depth expertise, resources, and a steadfast commitment to client success. Gartner, Inc. cites this as the most important decision when embarking on a transformation project. Expertise does not come overnight; it comes with time, projects, and learning best practices over a wide range of clients. Part of evaluating the provider's stability should include how long the provider has been in business, their reputation in the industry, their knowledge about your business model, and the strength and size of their team members in support and client relations.

"A trusted partner is more than just another set of hands; it is a fresh set of eyes, ideas, and innovation they bring to the table. A partnership involves trust and commitment from both parties to achieve success."

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ABOUT MCCi

Our story goes back to the 1950s. MCCi originated from Municode, who manages the code, ordinances, and websites of more than 4,500 municipalities. The original mission of MCCi was helping government agencies go paperless. In 2003, the company's growth led to MCCi becoming a separate company and expanding its services to all types of government agencies and commercial businesses.

Fast forward and look at us now! While going paperless is still an initiative, we have evolved into so much more than just digitizing your documents. MCCi is committed to leading the industry, staying abreast of technology, and focusing on the needs of our clients so that everyone – our clients and our employees – flourish. MCCi has multiple strategic business units with this focus, making us consultative in our approach to helping clients.

We pride ourselves on the fact that many of our clients' successes are widely recognized and published as leaders in their industries. Most recently, Inc. Magazine recognized MCCi as an **Inc. 5000** fastest-growing private company in the United States. Additional noteworthy recognition includes

Best Companies to Work, Microsoft Gold Certified Partner, and the only **Laserfiche Platinum Certified Solution Provider**, to name a few.

OUR CULTURE

We are fanatical about client success.

Success starts with our eagerness to understand our clients' goals.

We do the right thing. Always. We care deeply about serving our clients and maintaining a solid reputation for always doing what's right – even when it's not easy. We know that the work we do has a big impact on the lives of our clients, and we are committed to doing our work with the highest level of integrity and character.



We innovate and evolve. Our growth initiatives are based on what our clients need and where they are headed. We understand that we must continuously evolve and improve to support our clients.

We are unreasonably picky about our teammates. We believe the execution of team goals requires excellence at every level. Each team member must enjoy hard work and excel at doing their part. We expect and empower our team to grow, professionally, and personally.

OUR TEAM

MCCi team members, no matter the department, are focused on customer service in every aspect of your project. With scanning facilities throughout the U.S. and our onsite scanning bureau, we have the capabilities to handle projects of all sizes. We are not just your scanning service provider. We are consultants who can draw from more than 15 years of experience to provide customized solutions.

CONSULTATION

From the beginning, we take the time to learn about your organization's needs to help you achieve your digital transformation goals. Your account and project team will provide effective communication throughout your scanning project.

PROJECT MANAGEMENT

When it is time to begin your project, we will introduce you to your project team. During this introduction, the team will discuss the project objectives, address the anticipated timeline, and answer any questions.

PRODUCTION TEAM

From document preppers and indexers to scanning operators and quality control professionals, our team members have extensive experience in the digitization process. The team follows specific project guidelines for each step of the process, ensuring quality and accuracy.

LEADERSHIP

We focus on the "Client Lane" as a theme to unite us in how we serve. Our scanning division manager, chief operating officer, and even our president is available to handle escalated issues to make sure every client is satisfied. We listen to our clients' needs and always make that our top priority.

RECOMMENDED SOLUTION: **SCANNING**

WHY NOW?

STORAGE SPACE

Large quantities of paper documents and records can take up valuable office space and limit the ability to run your department. If you utilize off-site storage, scanning your documents can save you money on retrieval requests and storage fees. By digitizing your files, you can save space, money, and time.

TRACKING & SHARING

Scanning your documents and records can help you share the information instantly with staff and clients at any location. Electronic files can eliminate the need for costly reproduction, mailing, and are easier to track. Search, find, and share your documents in minutes instead of hours.

DISASTER PREPAREDNESS

Moving to electronic files can be an important part of your disaster preparedness and business continuity plan. Scanned documents provide backup copies of your files in an easily portable digital format. This provides extra assurance that you will be able to access your information in the event of a disaster.

OTHER FAQs

WHAT TYPES OF RECORDS DO YOU SCAN?

Documents come in countless formats, from letter or legal size to large format. Don't forget about microfilm, microfiche, and bound books!

WHAT ARE YOUR CERTIFICATIONS AND TRAINING PRACTICES?

Our staff maintains HIPAA and CJIS training and awareness certifications for working with sensitive records. Our team is trained in document handling procedures to ensure that your records are processed with care.

WILL WE HAVE ACCESS TO OUR RECORDS DURING THE PROJECT?

While records are in MCCi's possession, you can request a copy of any documents. These requests are typically fulfilled within 24 hours.

DO YOU OFFER PICKUP & SHIPPING?

Scanning facilities located throughout the U.S. provide easy pick-up or shipping of records.

DO YOU OFFER FLEXIBLE SCHEDULING?

A variety of pickup and delivery schedules are available.

DO YOU INTEGRATE WITH LASERFICHE?

As the top Laserfiche provider in the world, MCCi can integrate the scanned documents with your Laserfiche solution to provide a powerful index retrieval search engine. MCCi has knowledge of the software versions, indexing requirements, and compatibility issues for each of our Laserfiche system clients. For these reasons, MCCi should be considered as a Preferred/Best Value provider for scanning services.

PROJECT SCOPE

GENERAL DESCRIPTION

DOCUMENT SIZE	Regular up to 11" x 17" and Large Format up to 42" wide
DEPARTMENT	Finance, Human Resources, Building Department,
DOCUMENT TYPES	Permits, HR Files, Project Files, Accounts Payable, General Ledger, Miscellaneous
DOCUMENT COUNT	Regular Format – 5,117 Large Format – 3,895
IMAGE COUNT	Regular Format – 368,400 Large Format – 27,265
IMAGES PER DOCUMENT	Regular Format – 72 Large Format – 7

DOCUMENT PREPARATION

CURRENT STORAGE METHOD	Currently stored in large and small boxes and file cabinet drawers. There are also stacks of files on top of and beside file cabinets and rolls of large format plans in various locations.
CONDITIONS OF DOCUMENTS	Most of the files observed are in good condition. Normal wear and tear for the type and age of the files.

IMAGE PROCESSING & INDEXING

DPI & COLOR	300 DPI, Black & White
NUMBER OF INDEX FIELDS	Up to 3 Fields
DOCUMENT NAMING CONVENTION	Permit Files – Permit Number Human Resources – Last Name_First name Project Files – Project Name A/P – Vendor Name_Year General Ledgers – Year Miscellaneous - TBD
FIELDS TO BE INDEXED	Permit Files – Address, Permit Number and Doc Type (Plans or Documents) Human Resources – Last Name, First Name, Employee Number Project Files – Project Name, Date and Doc Type (Plans or Documents) A/P – Name ("Advance Auto Parts"), Vendor ID, Year General Ledgers – Year Miscellaneous - TBD
OPTICAL CHARACTER RECOGNITION	Not Included

IMAGE OUTPUT

DELIVERY METHOD	Secure FTP Transfer
OUTPUT TYPE	Laserfiche Briefcase, TIFF/PDFs

MATERIAL HANDLING

SHIPPING LOGISTICS	MCCi Pickup
SHIPPING & DELIVERY TERMS	One roundtrip pickup and delivery is included in pricing
PHYSICAL DOCUMENTS	Return to Client

All estimates above have been provided and/or confirmed by Client. Both Parties agree that the Pricing defined herein is based on the Project Scope and the following assumptions. If documents are not as initially represented, additional charges will apply. MCCi will call for authorization to proceed with the project.

MILESTONES, TASKS & DELIVERABLES

Milestone	TASKS / Deliverables
#1: Project Kickoff	<p>Tasks: Client's MCCi salesperson will set up a project kickoff call. During the kickoff call, the MCCi team will walk Client through the project scope and contract. Requirements, timeline, pickup and delivery, and other project specifics will be discussed with Client.</p> <p>Assumptions: MCCi may utilize Basecamp to communicate with Client on a regular basis about project progress, issues, etc. MCCi may not conduct Client kickoff for continuations of existing project(s).</p>
#2: Sample Sign-Off	<p>Tasks: Once Client documents are brought into MCCi facility and reviewed, the MCCi team will scan a sample of Client's documents. MCCi will select settings based on the Project Scope, and to make sure Client's documents are being digitized in a manner that preserves as much detail, clarity, and quality as possible. MCCi will deliver these sample scans to Client electronically for review. Once Client agrees that the sample scan quality is satisfactory, the MCCi team will proceed with the rest of the project.</p> <p>Assumptions: Sample scans may not be needed if MCCi and Client have previously worked on similar conversion projects together. Client will review sample scans within two (2) business days of receiving them from MCCi.</p>
#3: Scheduled Finished Product Delivery	<p>Deliverable: At regular intervals (typically monthly), the MCCi team will electronically deliver the digitized documents that were finished in the previous period.</p> <p>Assumptions: Billing will occur upon completion of this milestone. These documents will have gone through MCCi prepping, scanning, and quality control processes. The delivery schedule will vary based on the size and scope of project.</p>
#4 Physical Document Return	<p>Tasks: Once the last finished product delivery has taken place, Client's documents will be returned in the fashion indicated in the Project Scope. Documents will continue to be treated with care until they are in Client's possession. Client should review all returned documents to ensure all originals are back in their possession. If Client has chosen to have MCCi destroy their documents (as opposed to being returned), Client will receive written notification that the documents have been destroyed.</p>

PRICING



3717 Apalachee Parkway, Suite 201
Tallahassee, FL 32311
850.701.0725
850.564.7496 fax

Client Name: Town of Ocean Ridge
Estimate Number: 25261
Estimate Type: Scanning

Quote Date: November 07, 2022

<i>Scanning Services Description:</i>	<i>Qty.</i>	<i>Unit Cost</i>	<i>NCPA 11-26</i>	<i>Total</i>
MCCI SCANNING SERVICES				
<input checked="" type="checkbox"/> Regular Size Images up to 11x17" (< 500,000) Doc Prep Per Image	368400	\$0.061	\$0.058	\$21,367.20
<input checked="" type="checkbox"/> Regular Size Images up to 11x17" (< 500,000) Scanning Per Image	368400	\$0.082	\$0.078	\$28,735.20
<input checked="" type="checkbox"/> Large Format up to 42" Wide (< 50,000) Standard Scan and Prep Per Image	27265	\$1.513	\$1.437	\$39,179.81
<input checked="" type="checkbox"/> Indexing Fields Per Index (< 50,000)	27036	\$0.160	\$0.152	\$4,109.47
<input checked="" type="checkbox"/> Pickup, Per Box (200+)	203	\$9.000	\$8.550	\$1,735.65
<input checked="" type="checkbox"/> Return, Per Box (200+)	203	\$9.000	\$8.550	\$1,735.65
<input checked="" type="checkbox"/> Laserfiche Import Assistance	1	\$250.000	\$237.500	\$237.50
Scanning Services Subtotal				\$97,100.48
GRAND TOTAL - SCANNING SERVICES				\$97,100.48

TOTAL SCANNING PROJECT COST	\$97,100.48
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ALL QUOTES EXPIRE IN 30 DAYS

This is NOT an invoice. Please use this confirmation to initiate your purchasing process.

NCPA Pricing - The pricing and terms in this statement of work ("SOW") are derivative of the "Not-To-Exceed" digitization rates that were competitively sourced through the National Cooperative Purchasing Alliance (NCPA). The rates and terms listed are based upon the complexity and volume of the project(s) outlined in this SOW. The rates listed may be applied to additional projects that haven't been specifically outlined in this SOW, but MCCI reserves the right to verify the complexity of those projects and if needed modify the rates accordingly.

MCCi MASTER SERVICES AGREEMENT

MCCi's Master Services Agreement is available upon request for review. Please contact your Account Manager or Account Executive for more information.

Scanning Estimate

Town of Ocean Ridge

Issued: November 18, 2022



EXECUTIVE SUMMARY

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Best Companies to Work, Microsoft Gold Certified Partner, and the only **Laserfiche Platinum Certified Solution Provider**, to name a few.

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MCCi team members, no matter the department, are focused on customer service in every aspect of your project. With scanning facilities throughout the U.S. and our onsite scanning bureau, we have the capabilities to handle projects of all sizes. We are not just your scanning service provider. We are consultants who can draw from more than 15 years of experience to provide customized solutions.

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From the beginning, we take the time to learn about your organization's needs to help you achieve your digital transformation goals. Your account and project team will provide effective communication throughout your scanning project.

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When it is time to begin your project, we will introduce you to your project team. During this introduction, the team will discuss the project objectives, address the anticipated timeline, and answer any questions.

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RECOMMENDED SOLUTION: **SCANNING**

WHY NOW?

STORAGE SPACE

Large quantities of paper documents and records can take up valuable office space and limit the ability to run your department. If you utilize off-site storage, scanning your documents can save you money on retrieval requests and storage fees. By digitizing your files, you can save space, money, and time.

TRACKING & SHARING

Scanning your documents and records can help you share the information instantly with staff and clients at any location. Electronic files can eliminate the need for costly reproduction, mailing, and are easier to track. Search, find, and share your documents in minutes instead of hours.

DISASTER PREPAREDNESS

Moving to electronic files can be an important part of your disaster preparedness and business continuity plan. Scanned documents provide backup copies of your files in an easily portable digital format. This provides extra assurance that you will be able to access your information in the event of a disaster.

OTHER FAQs

WHAT TYPES OF RECORDS DO YOU SCAN?

Documents come in countless formats, from letter or legal size to large format. Don't forget about microfilm, microfiche, and bound books!

WHAT ARE YOUR CERTIFICATIONS AND TRAINING PRACTICES?

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WILL WE HAVE ACCESS TO OUR RECORDS DURING THE PROJECT?

While records are in MCCi's possession, you can request a copy of any documents. These requests are typically fulfilled within 24 hours.

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Scanning facilities located throughout the U.S. provide easy pick-up or shipping of records.

DO YOU OFFER FLEXIBLE SCHEDULING?

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As the top Laserfiche provider in the world, MCCi can integrate the scanned documents with your Laserfiche solution to provide a powerful index retrieval search engine. MCCi has knowledge of the software versions, indexing requirements, and compatibility issues for each of our Laserfiche system clients. For these reasons, MCCi should be considered as a Preferred/Best Value provider for scanning services.

PROJECT SCOPE

GENERAL DESCRIPTION

DOCUMENT SIZE	Regular up to 11" x 17" and Large Format up to 42" wide
DEPARTMENT	Building Department
DOCUMENT TYPES	Permit Files
DOCUMENT COUNT	Regular Format - 3185 Large Format - 3113
IMAGE COUNT	Regular Format - 197,450 Large Format - 21,790
IMAGES PER DOCUMENT	Regular Format - 62 Large Format - 7

DOCUMENT PREPARATION

CURRENT STORAGE METHOD	Currently stored in large and small boxes and file cabinet drawers. There are also stacks of files on top of and beside file cabinets and rolls of large format plans in various locations.
CONDITIONS OF DOCUMENTS	Most of the files observed are in good condition. Normal wear and tear for the type and age of the files.

IMAGE PROCESSING & INDEXING

DPI & COLOR	300 DPI, Black & White
NUMBER OF INDEX FIELDS	Up to 3 Fields
DOCUMENT NAMING CONVENTION	Permit Files - Permit Number
FIELDS TO BE INDEXED	Permit Files - Address, Permit Number and Doc Type (Plans or Documents)
OPTICAL CHARACTER RECOGNITION	Not Included

IMAGE OUTPUT

DELIVERY METHOD	Secure FTP Transfer
OUTPUT TYPE	Laserfiche Briefcase, TIFF/PDFs

MATERIAL HANDLING

SHIPPING LOGISTICS	MCCi Pickup
SHIPPING & DELIVERY TERMS	One roundtrip pickup and delivery is included in pricing
PHYSICAL DOCUMENTS	Return to Client

All estimates above have been provided and/or confirmed by Client. Both Parties agree that the Pricing defined herein is based on the Project Scope and the following assumptions. If documents are not as initially represented, additional charges will apply. MCCi will call for authorization to proceed with the project.

MILESTONES, TASKS & DELIVERABLES

Milestone	TASKS / Deliverables
#1: Project Kickoff	<p>Tasks: Client's MCCi salesperson will set up a project kickoff call. During the kickoff call, the MCCi team will walk Client through the project scope and contract. Requirements, timeline, pickup and delivery, and other project specifics will be discussed with Client.</p> <p>Assumptions: MCCi may utilize Basecamp to communicate with Client on a regular basis about project progress, issues, etc. MCCi may not conduct Client kickoff for continuations of existing project(s).</p>
#2: Sample Sign-Off	<p>Tasks: Once Client documents are brought into MCCi facility and reviewed, the MCCi team will scan a sample of Client's documents. MCCi will select settings based on the Project Scope, and to make sure Client's documents are being digitized in a manner that preserves as much detail, clarity, and quality as possible. MCCi will deliver these sample scans to Client electronically for review. Once Client agrees that the sample scan quality is satisfactory, the MCCi team will proceed with the rest of the project.</p> <p>Assumptions: Sample scans may not be needed if MCCi and Client have previously worked on similar conversion projects together. Client will review sample scans within two (2) business days of receiving them from MCCi.</p>
#3: Scheduled Finished Product Delivery	<p>Deliverable: At regular intervals (typically monthly), the MCCi team will electronically deliver the digitized documents that were finished in the previous period.</p> <p>Assumptions: Billing will occur upon completion of this milestone. These documents will have gone through MCCi prepping, scanning, and quality control processes. The delivery schedule will vary based on the size and scope of project.</p>
#4 Physical Document Return	<p>Tasks: Once the last finished product delivery has taken place, Client's documents will be returned in the fashion indicated in the Project Scope. Documents will continue to be treated with care until they are in Client's possession. Client should review all returned documents to ensure all originals are back in their possession. If Client has chosen to have MCCi destroy their documents (as opposed to being returned), Client will receive written notification that the documents have been destroyed.</p>

PRICING



3717 Apalachee Parkway, Suite 201
Tallahassee, FL 32311
850.701.0725
850.564.7496 fax

Client Name: Town of Ocean Ridge
Estimate Number: 25745
Estimate Type: Scanning

Quote Date: November 18, 2022

<i>Scanning Services Description:</i>	<i>Qty.</i>	<i>Unit Cost</i>	<i>NCPA 11-26</i>	<i>Total</i>
MCCI SCANNING SERVICES				
<input checked="" type="checkbox"/> Regular Size Images up to 11x17" (< 250,000) Doc Prep Per Image	197450	\$0.064	\$0.061	\$12,044.45
<input checked="" type="checkbox"/> Regular Size Images up to 11x17" (< 250,000) Scanning Per Image	197450	\$0.091	\$0.087	\$17,178.15
<input checked="" type="checkbox"/> Large Format up to 42" Wide (< 25,000) Standard Scan and Prep Per Image	21790	\$1.695	\$1.611	\$35,103.69
<input checked="" type="checkbox"/> Indexing Fields Per Index (< 25,000)	18894	\$0.203	\$0.193	\$3,646.54
<input checked="" type="checkbox"/> Pickup, Per Box (<200)	123	\$11.000	\$10.450	\$1,285.35
<input checked="" type="checkbox"/> Return, Per Box (<200)	123	\$11.000	\$10.450	\$1,285.35
<input checked="" type="checkbox"/> Laserfiche Import Assistance	1	\$250.000	\$237.500	\$237.50
Scanning Services Subtotal				\$70,781.03
GRAND TOTAL - SCANNING SERVICES				\$70,781.03
TOTAL SCANNING PROJECT COST				\$70,781.03

ALL QUOTES EXPIRE IN 30 DAYS

This is NOT an invoice. Please use this confirmation to initiate your purchasing process.

NCPA Pricing - The pricing and terms in this statement of work ("SOW") are derivative of the "Not-To-Exceed" digitization rates that were competitively sourced through the National Cooperative Purchasing Alliance (NCPA). The rates and terms listed are based upon the complexity and volume of the project(s) outlined in this SOW. The rates listed may be applied to additional projects that haven't been specifically outlined in this SOW, but MCCI reserves the right to verify the complexity of those projects and if needed modify the rates accordingly.

MCCi MASTER SERVICES AGREEMENT

MCCi's Master Services Agreement is available upon request for review. Please contact your Account Manager or Account Executive for more information.

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

Meeting Date: December 5, 2022
Subject: Resolution 2022 – 22 Budget Amendment

Mayor & Commissioners:

As the Commission is aware we have been working to have the historical records of the town scanned and indexed to improve accessibility for staff and the public. This is a major undertaking and it is important to understand the full scope of the project. The records currently take up two full rooms at town hall stacked on shelving units from the floor to the ceiling with many areas having additional boxes stacked on the floor. After an onsite review of the files we have received two quotes from MCCi for the scanning and indexing of the files. The two quotes were necessary in order to ascertain the volume of the larger quote that was attributed to the building department as the cost for those files will come out of the revenues from that department and not from the General Fund.

In FY 23 the Building Department budgeted \$25,000 for permit scanning and the Town Clerk & Treasurer Administration Department \$4,000 for records scanning. Previous fiscal years have budgeted more than this but the amounts do not carry over. By amending the General Fund revenues to use an additional \$46,000 out of the Building Reserves and \$23,000 from general reserves we will be able to complete the project without utilizing contingency funds. As we are only 16% into the fiscal year at this point it is preferable to reserve the contingency funds as this project would otherwise use 69% of the contingency funds for the year.

Respectfully,



Lynne Ladner, ICMA-CM, SHRM-SCP
Town Manager & Finance Director

Suggested Motion: I move to adopt Resolution 2022-22 ADOPTING BUDGET AMENDMENTS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023, PROVIDING FOR AN EFFECTIVE DATE.

RESOLUTION NO. 2022- 22

RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, ADOPTING AMENDMENTS TO THE TOWN'S ADOPTED BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023; AND PROVIDING FOR REPEAL OF CONFLICTING RESOLUTIONS AND AN EFFECTIVE DATE

WHEREAS, the Town of Ocean Ridge has a back log of historic documents and records, which need to be scanned and digitized into the Town's records keeping systems; and

WHEREAS, scanning the documents will assist in the Town's ability to preserve the records and efficiently search for records in response to public records requests; and,

WHEREAS, the Town received a competitively priced quote to complete the needed scanning for \$97,100.48, which exceeds the amount set forth in the Town's adopted budget for Fiscal Year 2022/2023 for the scanning; and

WHEREAS, the amendments to the Town's adopted budget (including the transfers) necessary to fund the scanning are explained in Exhibit "A", which is attached hereto and incorporated herein; and,

WHEREAS, the Town Commission of the Town of Ocean Ridge, Florida, has determined that it is in the best interest of the residents of the Town of Ocean Ridge to amend the adopted budget for fiscal year 2022/2023 to utilize the Town's reserve funds for the completion of the document scanning for the preservation of Town records and to aid in the research of such records.

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

Section 1. The foregoing recitals are incorporated into this Resolution as true and correct findings of the Town Commission of the Town of Ocean Ridge.

Section 2. The Town Commission of the Town of Ocean Ridge, Florida, hereby adopts the amendments to the adopted budget for Fiscal Year 2022/2023 as set forth and explained in Exhibit "A".

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

Section 4. This Resolution shall be effective upon adoption.

_____ offered the foregoing resolution.
_____ seconded the motion, and upon being put to a vote, the vote was as follows: Passed and adopted in regular session assembled this 5th day of December 2022.

	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
SUSAN HURLBURT, MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KRISTINE DE HASETH, VICE MAYOR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STEVE COZ, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GEOFF PUGH, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MARTIN WIESCHOLEK, COMMISSIONER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Mayor thereupon declared the Resolution duly passed and adopted this ____ day of _____, 2022.

TOWN OF OCEAN RIDGE, FLORIDA

BY:

Susan Hurlburt, Mayor

ATTEST:

BY: _____
Kelly Avery, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
Christy Goddeau, Town Attorney

TOWN OF OCEAN RIDGE

Final 2022-2023 Fiscal Year Budget (FY23)

FY23 Budget Workbook: Final Budget 9/6/2022

GENERAL FUND #001 - REVENUE & EXPENDITURES

STATEMENT OF REVENUES & EXPENDITURES

Department Funds & Descriptions	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2023	% change	User
	Actual	Actual	Actual	Actual	Budgeted	Adopted	Amended	F22>F23	Notes
<i>FY Millage Rate Applied:</i>	<i>5.25 mils</i>	<i>5.35 mils</i>	<i>5.35 mils</i>	<i>5.35 mils</i>	<i>5.50 mils</i>	<i>5.50 mils</i>	<i>5.50 mils</i>		
Revenue									
Dept: 310.000 Taxes	5,536,291	5,970,061	6,214,184	6,513,224	6,969,610	8,143,550	8,143,550	16.84%	
Dept: 320.000 Licenses & Permits	269,490	671,953	628,877	1,134,751	605,200	905,600	905,600	49.64%	
Dept: 330.000 Intergovernmental Revenue	227,323	217,243	315,233	761,011	221,340	268,840	268,840	21.46%	ARPA received in FY21
Dept: 340.000 Charges For Services	375,867	386,346	631,272	707,329	649,500	669,191	669,191	3.03%	
Dept: 350.000 Fines & Forfeits	73,097	10,149	11,087	172,541	12,200	26,950	26,950	120.90%	
Dept: 360.000 Miscellaneous Revenues	23,664	39,575	100,224	34,245	32,500	32,500	32,500	0.00%	
Dept: 380.000 Insurance Proceeds	0	56,734	94,821	6,286	5,000	5,000	5,000	0.00%	
(Outside) Revenues Sub-Totals	6,505,733	7,352,060	7,995,698	9,329,389	8,495,350	10,051,631	10,051,631	18.32%	
Dept: 380.000 Reserves (Actual or Budgeted)	0	0	0	0	331,090	8,698	31,698	-90.43%	<< Balancing Line - Reserves
Dept: 380.000 Reserves (Actual or Budgeted)	0	0	0	0	0	26,892	72,892		<< Balancing Line - Reserves (Building)
Total Revenues	6,505,733	7,352,060	7,995,698	9,329,389	8,826,440	10,087,221	10,156,221	15.07%	
Expenditures									
General Government									
511.101 Town Commission	23,078	23,682	34,960	41,989	46,760	46,761	51,412	9.95%	
512.102 Town Manager	139,634	142,190	181,758	189,325	211,358	211,358	223,586	5.79%	
513.103 Town Clerk & Treasurer	310,249	343,478	279,711	290,195	315,103	171,516	380,073	20.62%	
514.104 Legal Services	142,611	158,650	239,599	290,503	338,000	338,000	338,000	0.00%	
514.105 Appointed Boards	2,366	1,419	3,375	3,449	3,767	3,767	4,370	16.02%	
519.106 General Government Services	959,330	1,037,621	1,018,025	1,027,264	1,145,610	1,145,610	1,209,351	5.56%	
521.107 Law Enforcement & Fire Rescue	3,213,283	3,310,964	3,837,417	4,074,823	4,387,927	4,387,927	4,862,679	10.82%	
524.108 Building Department	157,500	157,500	400,604	490,839	536,124	700,648	746,648	39.27%	
534.111 Solid Waste & Recycling Services	244,362	249,853	275,557	283,831	290,851	290,851	302,500	4.01%	
539.112 Other Physical Environment	282,682	408,307	409,503	407,609	446,920	446,920	534,217	19.53%	
541.113 Public Works	250,136	252,667	243,708	291,614	358,520	358,520	422,384	17.81%	
580.114 Contingency	42,429	134,710	95,939	57,612	150,000	150,000	150,000	0.00%	
590.100 Transfers to Capital Projects	218,500	218,500	536,000	421,000	595,500	595,500	931,000	56.34%	
Total Expenditures	5,986,160	6,439,541	7,556,157	7,870,053	8,826,440	8,847,378	10,156,221	15.07%	
Revenue Over Expenditure	465,730	912,519	735,908	1,459,336	0	1,239,843	0		
<i>Increase in Fund Balance from Last Year (Gen & Cap)</i>	<i>160,050</i>	<i>687,129</i>	<i>627,625</i>	<i>1,172,636</i>	<i>n/a</i>		<i>n/a</i>		
<i>Fund Balance as of 9/30 (Gen Operating & Capital)</i>	<i>4,968,144</i>	<i>5,655,273</i>	<i>6,282,898</i>	<i>7,455,534</i>	<i>n/a</i>		<i>n/a</i>		
<i>Reserves Budgeted</i>	<i>25,683</i>	<i>153,265</i>	<i>296,367</i>	<i>706,421</i>	<i>331,090</i>		<i>0</i>		
<i>Reserves Actually Used</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>		<i>n/a</i>		

TOWN OF OCEAN RIDGE

Final 2022-2023 Fiscal Year Budget (FY23)

FY23 Budget Workbook: Final Budget 9/6/2022

GENERAL FUND #001 - DEPT: 513.103

TOWN CLERK & TREASURER ADMINISTRATION EXPENSE

Departments, Funds & Descriptions	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Budgeted	FY 2023 Proposed	FY 2023 Amended	% change F22>F23	User Notes
Town Clerk & Treasurer									
501.100 Executive Salaries	71,315	58,877	61,967	64,381	67,390	76,958	78,401	16.34%	
501.110 One Time Lump (Longevity & Retire)	0	0	0	0	0	0	0	0.00%	
501.200 Regular Salaries And Wages	150,730	160,298	112,146	112,754	120,446	0	138,148	14.70%	
501.210 One Time Lump (Longevity & Retire)	0	0	1,500	0	0	0	0	0.00%	
501.400 Overtime	1,292	3,649	297	1,367	2,000	2,000	2,000	0.00%	
501.410 Vacation Pay	2,257	2,831	1,373	3,756	3,612	2,165	4,685	29.71%	
502.100 FICA Taxes	17,659	17,263	13,675	13,943	14,370	1,164	16,566	15.28%	
502.200 Retirement Contributions	17,843	18,437	15,120	18,686	20,832	0	26,436	26.90%	Rate Increase by FRS
502.300 Life & Health Insurance	37,451	35,473	28,555	27,983	29,770	888	32,748	10.00%	
502.310 Long Term Disability	1,984	1,766	1,287	1,340	1,089	32,748	1,164	6.89%	
502.400 Workers Compensation	396	505	5,453	7,469	8,421	8,421	9,750	15.78%	Insurance Rate Increase
502.500 Unemployment Compensation	0	0	0	0	0	0	0	0.00%	
503.100 Professional Services	0	0	0	0	0	0	0	0.00%	
503.200 Accounting & Auditing	25,930	28,861	29,000	30,700	33,500	33,500	33,500	0.00%	
503.400 Other Contractual Services	7,000	0	0	0	4,000	4,000	27,000	575.00%	Increased by \$23,000 for scanning
504.000 Travel & Per Diem	2,290	2,948	512	1,445	2,150	2,150	2,650	23.26%	
504.500 Insurance-Liability, Hazard, Damage	168	279	536	558	647	647	776	19.91%	Insurance Rate Increase
504.610 Repair & Maintenance	0	287	1,002	317	500	500	500	0.00%	
504.900 Other Current Charges	4,876	7,481	5,149	3,854	3,500	3,500	3,500	0.00%	
505.400 Subsc, Memberships, Education	1,892	2,025	1,399	1,645	1,975	1,975	2,100	6.33%	
506.400 Machinery & Equipment	395	0	740	0	900	900	150	-83.33%	
Town Clerk Totals	343,478	340,980	279,711	290,195	315,103	171,516	380,073	20.62%	

TOWN OF OCEAN RIDGE

Final 2022-2023 Fiscal Year Budget (FY23)

FY23 Budget Workbook: Final Budget 9/6/2022

GENERAL FUND #001 - DEPT.: 524.108

BUILDING & INSPECTION SERVICES EXPENSE

Departments, Funds & Descriptions	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Budgeted	FY 2023 Adopted	FY 2023 Amended	% change F22>F23	User Notes
Building & Inspection Services									
501.100 Executive Salaries (CBO)	23,514	82,968	77,645	90,589	94,689	99,424	99,424	5.00%	
501.110 One Time Lump (Longevity & Retire)	0	0	0	0	0	0	0	0.00%	
501.200 Regular Salaries And Wages	0	0	63,762	68,490	106,767	143,851	143,851	34.73%	
501.210 One Time Lump (Longevity & Retire)	0	0	0	0	0	2,000	2,000	100.00%	Longevity for 1 employee
501.400 Overtime	0	0	1,181	552	1,000	1,000	1,000	0.00%	
501.410 Vacation Pay	0	0	1,421	0	3,201	3,894	3,894	21.65%	
502.100 FICA Taxes	1,799	6,347	11,017	12,212	15,411	18,610	18,610	20.76%	
502.200 Retirement Contributions	1,817	6,847	12,512	16,234	22,342	23,981	23,981	7.34%	
502.300 Life & Health Insurance	1,574	10,484	16,126	18,788	19,971	21,948	21,948	9.90%	
502.310 Long Term Disability	111	730	985	1,186	965	996	996	3.21%	
502.400 Workers Compensation	0	2,427	3,635	4,979	8,421	9,750	9,750	15.78%	
502.500 Unemployment Compensation	0	0	0	0	0	0	0	0.00%	
503.100 Professional Services	100,181	38,933	182,689	245,376	120,000	210,907	210,907	75.76%	
503.400 Other Contractual Services	0	0	20,493	16,899	91,200	94,000	140,000	53.51%	Increase by \$46,000 for scanning
504.000 Travel & Per Diem	0	764	664	274	1,725	2,525	2,525	46.38%	
504.100 Communications Serv (Phone, Etc.)	0	0	452	543	1,200	1,200	1,200	0.00%	
504.200 Postage, Freight	0	0	0	741	800	1,760	1,760	120.00%	
504.400 Rentals & Leases	0	0	0	0	0	960	960	100.00%	
504.500 Insurance-Liability, Hazard, Damage	0	461	363	372	647	776	776	19.91%	
504.610 Repair & Maintenance	995	995	0	0	27,364	31,096	31,096	13.64%	
504.620 Repair & Maintenance-Vehicle	0	0	1,160	1,485	2,000	2,000	2,000	0.00%	
504.700 Printing	126	46	424	326	500	500	500	0.00%	
504.900 Other Current Charges	665	0	1,872	1,074	4,000	4,200	4,200	5.00%	
505.100 Office Supplies	270	156	992	1,136	2,050	2,000	2,000	-2.44%	
505.200 Operating Supplies	0	0	90	417	500	500	500	0.00%	
505.210 Operating Supplies-Gas & Oil	0	0	951	1,239	2,000	3,500	3,500	75.00%	
505.220 Operating Supplies-Uniform/Emb.	0	0	96	323	1,500	1,500	1,500	0.00%	
505.400 Subsc., Memberships, Education	294	2,767	1,334	4,181	4,870	4,870	4,870	0.00%	
506.400 Machinery & Equipment	2,127	0	740	3,423	3,000	12,900	12,900	330.00%	
Building & Inspection Services Totals	133,473	153,925	400,604	490,839	536,124	700,648	746,648	39.27%	

Date: November 23, 2022
To: Honorable Mayor and Commissioners
From: Durrani Guy, Building Official
Re: Building Permit Extension Request for 10 Harbour Drive South

Mayor and Commissioners,

The contractor for 10 Harbour Drive South has requested a building permit time extension in accordance with the Town Code Section 67-52, for their building permit number 20358 for the new single-family residence. The contractor is also requesting a refund of the renewal fee in the amount of \$12,222.50. The permit was originally issued on January 14, 2021, the commission granted a renewal on May 2022 which extended the permit until October 31, 2022. I have attached the contractor's request for your review and consideration.

Sec. 67-52. - Commencement and duration of construction.

Construction shall commence within six months from the date of issuance of a building permit. If construction has not commenced within six months, the building permit shall expire. Following commencement of construction pursuant to a building permit, all construction shall be completed within two years for single family residential estates, or one year for all other buildings or structures, unless extended for no more than one, six-month period by the administrative official, upon a showing of good cause. Subsequent to the granting of one administrative extension, any additional extensions may be granted by the town commission upon a showing of good cause. If construction is not completed within the timeframes prescribed in this Code, a financial penalty equal to the cost of the original building permit fee shall be imposed.

Suggested Motion: I move to approve (deny) the request for building permit extension for 10 Harbour Drive South for a period of (6 months) to expire on April 30, 2023 and refund the contractor of the renewal fee in the amount of \$12,222.50.

11/22/22



City of Ocean Ridge Building Department

Re: New Home Construction Project
10 Harbor Dr. S

Dear Building Department,

Please let this letter serve as a request for our permit # 20358 to be extended for our final inspections. Our permit expired on 10/31/22 and we started the TCO application process on 10/15/22. The city is currently finalizing our TCO paperwork for release.

With the (2) most recent hurricanes CGU Homes is requesting the current fees and charges to be waived for our permit extension. CGU Homes is a state wide company and as everyone is aware, the damage across the state has hurt the labor market and has been tough to get full crews back to complete work at 10 Harbor Dr. S. CGU Homes is working diligently with half/quarter crews to complete the project. Both hurricanes are projected to cost us 90+ days of full work on the project. We ask, as these natural disasters were out of our control, to please waive our extension fees.

Please advise or reach out with any comments or concerns.

Very Truly Yours,

Drew Hemmer
Senior Estimator & Project Manager
CGU Homes, Inc.
Office: 239.963.7995
Cell: 239.405.1957
drewh@cgunlimited.com



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

Change of Permit Status Request

Permit Number: 20358 Original Application Date: _____ Expiration Date: 10/31/22
Permit Address: 10 Harbour Dr. S
Applicant's Printed Name: CGU Homes, LLC Phone: 239-260-5068
Applicant's Email: Drewh@cgunlimited.com
Original Permit Description: Single Family New Construction

Applicant is requesting one of the following to be approved by the Building Official:

- ☐ Cancellation of Building Permit/Permit Application. I hereby certify that no work has commenced, the contract has been canceled between the owner and contractor. No fee due.
- ☐ Cancellation of Contract between Property Owner and Contractor. I hereby certify that work has commenced, but I have canceled the contract between owner and contractor and a new permit application will be submitted to the Building Department to complete the project. Fee: \$50.00.

☒ Renew Building Permit. The permit shall be declared null and void at the end of the extension. The Building Official shall determine extension length. Fee: \$50.00 + 30% of the original permit fee. Applicants for the renewal can be the property owner for a single-family residence or contractor licensed for type of work being renewed.

Please see attached letter about extension and fee forgiveness.

☐ Other. Work commenced but no inspections and/or final inspection conducted. This option typically applies to older permits and will be reviewed by the Building Official. Fee: \$50.00.

By signing, I certify that the above is true and accurate. I understand that the request may take a minimum of two weeks to process. Fee will be due upon approval.

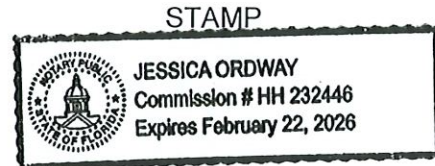
Applicant's Signature: [Signature] Date: 11/22/22

Applicant's Printed Name: Drew Herrick

NOTARY

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, on this 22 day of November 2022.

Notary's Signature: [Signature]



☒ Personally Known or ☐ Type of Identification Produced: _____



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435

(561) 732-2635 Main ♦ (561) 737-8359 Fax

oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

BUILDING DEPARTMENT USE ONLY

Application Date: _____

☐ Cancellation of Building Permit. No Fee.

☐ Cancellation of Contract between Property Owner and Contractor. Fee: \$50.00

☐ Renew Building Permit one time for _____ month(s). Fee: \$50.00 + 30% of the original permit fee.

The permit shall become null and void on _____, 20____.

☐ Other. \$50.00 fee due.

Fee Due: \$_____ cash/check_____ Date Payment Received: _____ OR: _____

Building Official: _____ Approval Date: _____

Date: November 23, 2022
To: Honorable Mayor and Commissioners
From: Durrani Guy, Building Official
Re: Building Permit Extension Request for 6660 N Ocean Blvd #2

Mayor and Commissioners,

The contractor for 6660 N Ocean Blvd #2 has requested a building permit time extension in accordance with the Town Code Section 67-52, for their building permit number 22247 associated with replacing existing federal pacific electrical panel and breakers. The contractor did not request a waiver of the renewal fees in the amount of \$95.00. The permit was originally issued on December 22, 2021 and expired on October 8, 2022 (after staff approved one-time renewal). I have attached the contractor's request for your review and consideration.

Sec. 67-52. - Commencement and duration of construction.

Construction shall commence within six months from the date of issuance of a building permit. If construction has not commenced within six months, the building permit shall expire. Following commencement of construction pursuant to a building permit, all construction shall be completed within two years for single family residential estates, or one year for all other buildings or structures, unless extended for no more than one, six-month period by the administrative official, upon a showing of good cause. Subsequent to the granting of one administrative extension, any additional extensions may be granted by the town commission upon a showing of good cause. If construction is not completed within the timeframes prescribed in this Code, a financial penalty equal to the cost of the original building permit fee shall be imposed.

Suggested Motion: I move to approve (deny) the request for building permit extension for 6660 N Ocean Blvd #2 for a period of (6 months) to expire on April 8, 2023.

Mulroy Electric
P.O. Box 1525
Delray Beach, FL 33425
Ph. 561-732-1562
Fax 561-732-6703

Dion Dunn, Owner

Fl. Lic: EC13009434

October 28, 2022

Mayor and Commissioners
Town of Ocean Ridge
Ocean Ridge, FL

Re: Unit No. 2, Oyster Bay Cooperative
6660 N. Ocean Blvd.
Installation of electrical panel

Gentlemen:


The purpose of this letter is to address the need for a second renewal of the permit for installation of the above electrical panel.

Mr. and Mrs. Long, owners of Unit 2, reside in Canada. Communication with them has been limited.

The President of Oyster Bay spent the summer in Northern West Virginia, making access to the unit nearly impossible. The President has returned and can give access to the unit.

For the reasons set forth above, I request that Mulroy Electric be granted a second extension of the permit so that the installation can be inspected by the Town.

Sincerely,


Dion Dunn



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

RECEIVED

OCT 31 2022

TOWN OF OCEAN RIDGE

Change of Permit Status Request

Permit Number: 22247 Original Application Date: 4-8-22 Expiration Date: 10-8-22

Permit Address: 6660 N Ocean Blvd #2

Applicant's Printed Name: DION DUNN Phone: 561-732-1502

Applicant's Email: mulyoyelectric@gmail.com

Original Permit Description: Replace existing Federal Pacific electrical panel & breakers

Applicant is requesting one of the following to be approved by the Building Official:

☐ Cancellation of Building Permit/Permit Application. I hereby certify that no work has commenced, the contract has been canceled between the owner and contractor. No fee due.

☐ Cancellation of Contract between Property Owner and Contractor. I hereby certify that work has commenced, but I have canceled the contract between owner and contractor and a new permit application will be submitted to the Building Department to complete the project. Fee: \$50.00.

☒ Renew Building Permit. The permit shall be declared null and void at the end of the extension. The Building Official shall determine extension length. Fee: \$50.00 + 30% of the original permit fee. Applicants for the renewal can be the property owner for a single-family residence or contractor licensed for type of work being renewed.

☐ Other. Work commenced but no inspections and/or final inspection conducted. This option typically applies to older permits and will be reviewed by the Building Official. Fee: \$50.00.

By signing, I certify that the above is true and accurate. I understand that the request may take a minimum of two weeks to process. Fee will be due upon approval.

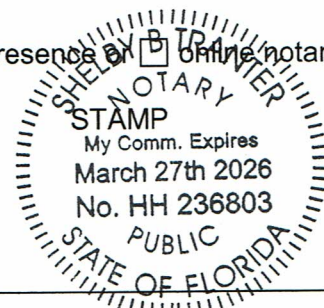
Applicant's Signature: [Signature] Date: 10-31-22

Applicant's Printed Name: Dion Dunn

NOTARY

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, on this 31st day of October 2022.

Notary's Signature: [Signature]



☒ Personally Known or ☐ Type of Identification Produced: _____



TOWN OF OCEAN RIDGE

6450 North Ocean Boulevard, Ocean Ridge, Florida 33435
(561) 732-2635 Main ♦ (561) 737-8359 Fax
oceanridgeflorida.com ♦ permit@oceanridgeflorida.com

BUILDING DEPARTMENT USE ONLY

Application Date: 10-31-22

☐ Cancellation of Building Permit. No Fee.

☐ Cancellation of Contract between Property Owner and Contractor. Fee: \$50.00

☒ Renew Building Permit one time for 6 month(s). Fee: \$50.00 + 30% of the original permit fee.

The permit shall become null and void on 4-8, 2023.

☐ Other. \$50.00 fee due.

Fee Due: \$ 95- cash/check _____ Date Payment Received: _____ OR: _____

Building Official: _____ Approval Date: _____



Ocean Ridge Police Department

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

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

www.oceanridgeflorida.com

Richard Jones
Chief of Police

November 28, 2022

Lynne Ladner
Town Manager

I was recently approached by Gulfstream Views regarding a desire to have police services from Ocean Ridge Police Department instead of Palm Beach County Sheriff's Office. Gulfstream View is a small gated community located just south of Briny Breezes on Old Ocean Blvd.

At this time, I am simply asking the Commission to provide guidance on whether they would be interested in exploring the possibility of providing contract police services to Gulfstream Views. If the Commission is interested in this service model, a contractual negotiation would likely be necessary.

A handwritten signature in black ink, appearing to read "Richard Jones".

Richard Jones
Chief of Police



Ocean Ridge Police Department

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

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

www.oceanridgeflorida.com

Richard Jones
Chief of Police

November 28, 2022

Lynne Ladner
Town Manager

The Star Bright Civic Organization approached the Police Department in October and requested further discussion regarding the possibility of starting an EMT Program within the Police Department. This discussion was fueled by previous commission discussions regarding this topic along with recent medical emergencies that were experienced or witnessed by members of this organization.

As a result of these discussions, the group requested more information about program costs and operational requirements to see if they could assist in making the program a reality. I completed and presented a full presentation to this organization in November outlining the program requirements and costs.

In essence, the program would have to be implemented over time and not all at once. Training and medical direction would be the first two priorities to starting this program and start-up costs are estimated to be approximately \$50,000. The annual costs of this program would be dependent upon various factors that would require additional research.

At this time, we are simply asking the Commission to provide guidance on whether this program is something that the Commission believes is necessary and whether staff should continue to explore this program.

A handwritten signature in black ink, appearing to read "Richard Jones".

Richard Jones
Chief of Police

Date: November 30, 2022

To: Honorable Mayor and Commissioners

From: Planning and Zoning Commission

Re: Report of the November 21, 2022, Planning & Zoning Commission Meeting

The Planning & Zoning Commission reviewed the following at its November 21, 2022, meeting:

Public Comment:

None

Approval of Minutes:

1. The minutes of October 17, 2022, were tabled until the minutes could be revised in the new action minutes format and will be brought back to the December meeting.

Discussion / Action Items:

2. Development Plan Review for a proposed new 2-story single family residence to be built at 0 Dolphin Dr.:
 - a. The Commission approved (5-0) the revisions to the landscape plans, change of roof color and addition of muntin to front windows.
3. Discussion regarding Ordinance Review of Amendment Section 67-52 (Construction Duration). The Commission had a consensus that they did not feel that the duration of time should be extended.
4. Discussion of the high priority topics for the joint meeting in January. Each member discussed items on the list of importance. The deadline of December 1 was agreed to turn their lists in to the Interim Town Manager.
5. Discussion of the 2023 Meeting Dates. They approved the projected dates and wanted the meeting in August not to indicate that there was “no meeting”, but listed as a “To Be Determined” status.

Commissioner Comments:

No comments.

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

Meeting Date: December 5, 2022
Subject: Interim Town Manager's Report

Mayor, Commissioners & Residents of Ocean Ridge:

The holiday season is upon us and I would like to take a few moments to express my gratitude for the open and friendly welcome I have received from staff, commission members, and residents these past few months. Ocean Ridge is truly a blessed community, and I am thankful to have the opportunity to serve as the Interim Town Manager.

We are also celebrating several birthdays and anniversaries. I apologize for not mentioning Gary Roy's 11th anniversary at the November meeting along with Billy Armstrong's November Birthday. In December we have four staff members celebrating birthdays – Chief Richard Jones, Kristen Moretti, Keith Ramirez, and William Ranta. It is also a month to honor the distinguished service of three long-term employees Captain Ric Stang – 9 years, Mario Galluscio – 18 years, and Lisa Burns - 20 years.

November brought Hurricane Nichole to Ocean Ridge, and we are thankful that it was a small category 1 storm. With that said we did experience street flooding throughout town, drainage problems, and other minor issues. We were very fortunate that our residents and town facilities did not experience greater damage due to the timing of the storm at the full moon and the height of the storm reaching shore at high "king" tide. The public works and police departments did a great job of making sure that the town was protected to the best of their ability and they along with members of the building department made sure that all the construction sites were prepared for the storm in advance. Our team here is one the community can be proud of and everyone in all departments do a great job every day.

During November, the Coastal Resilience Partnership group has begun meeting again to start considering the next steps we will take to benefit our communities. Currently, we are considering applying to NOAA for a grant to assist the partner communities with an urban heat island mapping project to identify areas that are in need of extreme heat mitigation. In 2022 three communities in south Florida participated in the NOAA urban heat mapping project, West Palm Beach, Fort Lauderdale, and Miami. I will make sure to keep everyone informed if the CRP decides to pursue the 2023 grant cycle.

With the Commission has approved moving forward with new financial management software for the town I have been working with staff to ensure that we have the right solution for Ocean Ridge moving forward. The difficulties that we have experienced with Tyler Technologies in relation to the building department permitting and code enforcement software have made it important to consider other options and to ensure that if we were to move forward with the Tyler solution that everything has been considered and included in the software quotation to ensure a smooth transition. While considering building software one of the programs that was considered was a full-range solution that would cover Building, Code, Financial Management, and Payroll/HR through BS&A. This cloud-based software is currently in use by Tequesta and Highland Park and received high praise from their staff which had also transitioned to this software from Tyler Tech Fund Balance. Though this is not the solution that has been selected as the best fit for the building department it does seem to be the best fit for the Financial Management and Payroll/HR features that the town needs.

Respectfully,



Lynne Ladner
Interim Town Manager & Finance Director



Ocean Ridge Police Department

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

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

www.oceanridgeflorida.com

Richard Jones
Chief of Police

Monthly Activity Report for December 2022 Meeting

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)

ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 10/01/2022 00:00 Through 10/31/2022 23:59

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
10108	ON FOOT W/PORTABLE	108
10109	VEHICLE MAINTENANCE	175
1040	MEAL BREAK	6
1050	TRAFFIC STOP	137
1058	AT STATION	14
1060	ASSIST TO MOTORIST	6
801	VTC PERMITS (BUILDING)	1
804	VTC SIGNS (ALL)	2
805	VTC SOLICIT W/O PERMIT (DOOR TO DOOR)	3
806	VTC WORKING WHEN NOT PERMITTED	9
807	VTC TRASH/GARBAGE	15
820	VTC ANIMALS ON BEACH	12
823	VTC CONSTRUCTION SITE	1
824	VTC ALL OTHER	1
834	VTC BOATS ON BEACH/ABANDONED/PROP LEFT	1
BCHK	BEACH PATROL	94
DC	DISTRICT CHECK	1150
HCKH	HOUSE CHECK HAND	559
HCKV	HOUSE CHECK VISUAL	81
LPR	LICENSE PLATE RECOGNITION ALERT	1
S04	AUTO ACCIDENT	5
S07	DECEASED PERSON	1
S12	RECKLESS DRIVER	1
S13	SUSPICIOUS INCIDENT	3
S13P	SUSPICIOUS PERSON	2
S13V	SUSPICIOUS VEHICLE	6
S14	INFORMATION	3
S15	SPECIAL DETAIL	45
S20	MENTALLY ILL PERSON	2
S21C	BURGLARY CONVEYANCE	2
S30	THEFT	1
S37	JUVENILE TROUBLE	1
S40	CRIMINAL MISCHIEF	1

ACTIVITY SUMMARY BY SIGNALS

ALL UNITS From 10/01/2022 00:00 Through 10/31/2022 23:59

ACTIVITY SUMMARY BY SIGNALS		All Calls IN Signal Order
Signal	Description	Count
S48G	OPEN GARAGE DOOR	3
S49	ALARM	35
S49F	FIRE ALARM	3
S51	TRESPASS	1
S68	POLICE SERVICE CALL	21
S70	ANIMAL COMPLAINT	2
S72	LOST/FOUND PROPERTY	2
S73	MEDICAL CALL	13
S76	ASSIST OTHER DEPARTMENT	7
S79	911 PRANK/FALSE/ACCID CALL	3
S84	WELFARE CHECK	15
S88	FLORIDA POWER LIGHT ASSIST	1
S89	ASSIST MOTORIST	3
S90	ILLEGAL PARKING	8
S96	PROPERTY DAMAGE	2
TC	TRAFFIC CONTROL	2
		TOTAL ACTIVITY: 2570

<u>ORPD Other Activity:</u>								
Type	Total	Days-Sgt. Ermeri	Days-Sgt. Pilon	Nights-Sgt. Roy	Nights-Sgt. Stang	Sgt.	ACE Units	Community Standards
<u>Traffic</u>								
Citations	41	14	5	0	3		19	0
Written Warnings	88	17	8	8	16		39	0
Parking Tickets/Municipal Warnings	27	6	1	0	0		2	18
VTC's								22
Traffic Stops								
							66	
<u>Arrests:</u>								
S19 Felony	1	1	0	0	0		0	0
S18 Misdemeanor	5	2	0	0	0		3	0
<u>Telephone Calls Handled by Dispatch:</u>								
<u>October 2022</u>	<u>Year to Date</u>							
9-1-1	41	358						
Incoming/Non-Emergency	550	6471						
Outgoing/Non-Emergency	298	3880						
PBX	140	2957						
Total:	1029	13666						
<u>Walk-Ins Handled by Dispatch:</u>		<u>Year to Date</u>						
All	280	2686						
After Business Hours	191	1513						
Alarm Sign Issuance-	0	4						
Alarm Technician-	11	158						
AOD/Range Use-	2	14						
Burn Permit-	0	0						
Fingerprints-	0	5						
Keys-	1	20						

Pet Tag/Vehicle Decal-	5	64					
Report/Record Request-	3	107					
Vendors-	46	682					
Visitor for Chief-	2	47					
Visitor for Lt or Investigator-	0	30					
Visitor/Info-	195	1816					
Gift/Food donation-	0	19					
Pick up Property/Evidence-	2	18					
Pill Drop-	11	71					

BRINY BREEZES OCTOBER 2022

Description	Signal	Count
ON FOOT W/PORTABLE	10108	21
POLICE SERVICE CALL	S68	6
ILLEGAL PARKING	S90	13
MEDICAL CALL	S73	3
WELFARE CHECK	S84	9
TRAFFIC STOPS	1050	3
ASSIST TO MOTORIST	1060	1
SUSPICIOUS PERSON	S13P	2
TRESPASS	S51	1
ALARM	S49	1
LOST/FOUND PROPERTY	S72	1

Total Calls for Service	61
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District Checks	190
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Total Calls w/ DC's	251
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OTHER ACTIVITY

Traffic

Citations	0
Written Warnings	0
Parking Tickets	12

OCTOBER 2022 BOYNTON BEACH FIRE RESCUE REPORT FOR OCEAN RIDGE & BRINY BREEZES

Incident #	Incident Date	Full Incident Address	Incident City	Station	Shift	Incident Type Description	Total Response Time	Adjusted Time
2212355	10/2/2022	5100 Blk N Ocean Blvd	Ocean Ridge	4	A	Emergency medical service incident, other	8.75	
2212507	10/6/2022	5011 N Ocean Blvd	Ocean Ridge	4	B	EMS call, excluding vehicle accident with injury	5.6	
2212553	10/8/2022	Harbour Dr S	Ocean Ridge	1	C	EMS call, excluding vehicle accident with injury	3.33	
2212650	10/10/2022	6660 N Ocean Blvd	Ocean Ridge	5	C	Emergency medical service incident, other	17.21	16.21
2212660	10/10/2022	5900 Old Ocean Blvd	Ocean Ridge	4	C	Emergency medical service incident, other	7.16	
2212792	10/13/2022	5900 Old Ocean Blvd	Ocean Ridge	1	C	Emergency medical service incident, other	9.26	5.26
2212985	10/17/2022	6800 Blk N Ocean Blvd	Ocean Ridge	1	A	Public service assistance, other	8.95	
2213019	10/18/2022	5500 Blk N Ocean Blvd	Ocean Ridge	4	B	Public service assistance, other	9.78	6.78
2213049	10/19/2022	6000 Blk Old Ocean Blvd	Ocean Ridge	1	C	Emergency medical service incident, other	5.6	
2213063	10/19/2022	Douglas Dr	Ocean Ridge	4	C	Emergency medical service incident, other	6.06	
2213127	10/21/2022	Inlet Cay Dr	Ocean Ridge	1	B	Smoke detector activation, no fire - unintentional	12.03	10.03
2213130	10/21/2022	5500 Blk N Ocean Blvd	Ocean Ridge	4	B	EMS call, excluding vehicle accident with injury	6.55	
2213138	10/21/2022	5500 Blk N Ocean Blvd	Ocean Ridge	4	B	EMS call, excluding vehicle accident with injury	7	
2213179	10/22/2022	6700 Blk N Ocean Blvd	Ocean Ridge	1	C	EMS call, excluding vehicle accident with injury	9	
2213267	10/24/2022	Inlet Cay Dr	Ocean Ridge	1	B	Alarm system activation, no fire - unintentional	8.25	
2213279	10/24/2022	5600 Blk N Ocean Blvd	Ocean Ridge	1	B	Local alarm system, malicious false alarm	16.16	13.16
2213290	10/24/2022	6800 Blk N Ocean Blvd	Ocean Ridge	4	B	Motor vehicle accident with injuries	7.76	
2213408	10/27/2022	5500 Blk N Ocean Blvd	Ocean Ridge	4	A	EMS call, excluding vehicle accident with injury	5.18	
2213413	10/27/2022	5500 Blk N Ocean Blvd	Ocean Ridge	4	A	EMS call, excluding vehicle accident with injury	7.33	
2212675	10/10/2022	5002 N Ocean Blvd	Briny Breezes	4	C	Emergency medical service incident, other	5.15	
2213160	10/22/2022	S Heron Dr	Briny Breezes	4	B	EMS call, excluding vehicle accident with injury	8.7	
2213404	10/27/2022	N Heron Dr	Briny Breezes	4	A	EMS call, excluding vehicle accident with injury	9.81	7.81
2213521	10/29/2022	N Heron Dr	Briny Breezes	4	A	EMS call, excluding vehicle accident with injury	6.41	

Ocean Ridge Summary		Briny Breezes Summary	
Medical Calls	13	Medical Calls	4
Fire/Other Calls	6	Fire/Other Calls	0
Total	19	Total	4

Calls exceeding 10 minutes consists of; (3) legitimate medical emergencies, (3) non-emergency calls for service.

Upon checking details of each call including the dispatch time received and the time that Fire Rescue was notified or dispatched, I have determined that there is a Fire Rescue Dispatch delay of 1 to 5 minutes on every call. These dispatch delays are subtracted from the "Response Time" shown above and the actual response time is displayed in red as "Adjusted Time".

Memorandum

To: Ocean Ridge Town Commission
Lynne Ladner, Interim Town Manager

From: Lisa Tropepe, P.E., Town Engineer

Subject: Town Engineer Report
Work Completed for the month of October, 2022

Date: November 18, 2022

Item # 21

Below is a condensed version of the work that Engenuity Group, Inc. provided in the month of October. For a more detailed description with individual staff descriptions and time, please see the specific invoices listed below.

If there are any other questions or clarifications, please do not hesitate to contact me.

00020.00 Ocean Ridge General Project Number

- INV #30292– 10/31/2022 - \$6,274.00
 - **Work Order 10 – Homeowner Site Plan Reviews, Observations, Reporting and Meetings**
 - 2 Whitney Way
 - Received submittal on 10/25
 - Review plans submitted
 - Adjacent homeowner drainage issues
 - Finalize review and sent
 - 6849 N Ocean Blvd- Ocean Club of FL
 - Research and review with staff
 - Review code
 - Email correspondences
 - In progress improvements on west side
 - On Site observation
 - Saved pictures taken to be used for Field Report
 - Emails on outfall issues and status of project
 - Spoke to contractor, emails on comments and reviewed photos of corrections
 - Final Observation on 10/25
 - Create Field Observation Report, review, finalized and sent
 - Call from contractor on Ocean Club and sent Field report to him
 - Received final approval on dock
 - Thompson Street
 - Off site visit

- Answer attorney email on status of closeout needs for letter of credit
- 29 Eleuthera Dr
 - Phone calls
 - Email correspondences
 - Discuss with staff
 - In progress drainage and met with contractor
 - Issue from builder on right-of-way swale
 - Site observation on 10/04
 - Saved photos taken and started Field Observation Report
 - Reviewed and finalized report and sent
- 18 Ocean Ave
 - Email correspondences
- 52 Spanish River Dr
 - Get plans for observation
 - Discuss with staff
 - Final site observation on 10/18
 - Saved photos taken from site observation and started Field Report
 - Go over final comments
 - Finalized Field Observation Report and sent
- 5929 N. Ocean Blvd
 - Get plans for observation
 - Received submittals on 10/12 and 10/19
 - Review plans submitted and start comment review letters
- 4 Osprey Court
 - Received new Development Plan submittal on 10/24
 - Review plans submitted and start comment review letter
 - Letter for Pre-Application
- 6011 N. Ocean Blvd
 - Email correspondences
 - Site observation on landscaping
 - Check file for any outstanding issues
 - Resolution on vegetation
- 21 Hudson Avenue
 - Received new Development Plan submittal on 10/31
- 114 Marlin Drive
 - Questions on status
- 60 Ocean Avenue
 - Read minutes on deferment of approval
- 7 Beachway
 - Discuss Engineering letter needed
- 54/55 Spanish River Drive

- Spoke to staff on need for valve and location of manhole for possible switch to inline design

00020- Ocean Ridge- General Town Engineer

- INV #30299– 10/31/2022 - \$1,066.00
 - **Work Order 309 General Town Engineer (2022-2023)**
 - Work on monthly billing report, finalized and sent
 - SCADA
 - Met with new manager
 - Cross sections
 - Prepare for meeting with interim manager and manager
 - Site visit to Island Dr Bridge and Inlet Cay Island
 - Emails correspondences

00020.14 Ocean Ridge – GIS Services

- INV #30294– 10/31/2022 - \$2,410.00
 - **Work Order 24 – GIS Services for Fiscal Year 2022-2023**
 - Follow up with staff on zoning map and look at building map
 - Reviewed GIS drainage and water plan and discuss with staff on next step and other maps needed
 - Review comments from staff, discuss internally
 - Go over possible map changes on 8 & 9 Sabal Island Dr. discuss with contactor to tv lines
 - Review comments on second round of map
 - Follow up with staff on revisions
 - Spoke to staff on finalizing maps
 - Check street names on drainage map
 - Send plans

00020.24 Ocean Ridge – NPDES

- INV #30302– 10/31/2022 - \$659.50
 - **Work Order 23 – NPDES Annual Report and Year Activities 2022-2023**
 - Discuss with staff
 - Review requirements
 - Review maps and Barnacle invoices with staff
 - Email correspondences
 - Look through MS4 tidal check valve survey

00020.57 Stormwater/Potable Water Maintenance and Repair

- INV #30296– 10/31/2022 - \$120.50
- **Work Order 01- Spanish River Improvements**
 - Research as-builts

- Discuss with staff
- **Work Order 05- Fire Hydrant- Watermain**
 - Onsite wet tap valve visit

00020.58 FL Department of Transportation (FDOT) Projects

- INV #30295– 10/31/2022 - \$1,904.00
- **Work Order 01 – A1A & Anna Street**
 - Received permit application for the Town
 - Review permit application, Spoke to Town staff on portable potty issue
 - Reviewed construction plans and emailed commencement for Tuesday
 - Contractor correspondence on watermain break and line stop needs
 - FDOT agreed to field change of structure
 - Looked up properties with encroachments
 - Coordinate observation
 - Field inspections on 11/11 and 11/12
 - Start field observation report, saved photos taken from inspection
 - On site meeting with contractor and FDOT representatives to discuss some construction changes along A1A and the alleyway. Met with homeowner on Engle to address logistic issues and her driveway
 - Finalize report and sent
- **Work Order 02 – E. Ocean Detention Areas**
 - Discuss and then phone call to James Poole with FDOT on 21 E. Ocean advertising
- **Work Order 03 – Crown Colony Crosswalk**
 - Phone calls
 - Email correspondences
 - Read email on light fixture switch out
 - Received email on installing third light
- **Work Order 09 – East Ocean Avenue Mill and Overlay**
 - Email to FDOT engineer regarding their request for comments
 - Call to Eric Bridges the Engineer of Record on project purpose
 - Write up comments to planning design report

00020.63 ARPA Watermain Pipe Enhancement Engineering

- INV #30293- 10/31/2022- \$3,999.83
- **Work Order 01- Modeling Analysis Fee**
 - Data collection
 - Review of documents
 - Modeling design
 - Modeling design of the pipes

- Research flow, pressure existing system
- Watermain model updates
- Plan design and coordination
- Review draft calculations, went over with staff at Town Hall.
- Email to fire Marshall and utility engineers at Boynton Beach
- Markups
- **Work Order 02- Design and Specifications**
 - Civil plan and profile
 - Watermain plan and profile

00020.65 Harbour Dr. North Drainage Improvements

- INV #30301- 10/31/2022- \$781.00
- **Work Order 01- Civil Engineering Services**
 - Discuss with staff
 - Go over scope size
 - Site visit
 - Research permits
 - FDEP meeting request
 - Email correspondences

Monthly Total: \$17,214.83

Date: November 21, 2022

To: Honorable Mayor and Commissioners

From: Durrani Guy, Building Official

Re: Building Department Report – December's Commission Meeting Update

Mayor and Commissioners,

Below is a list of the Building Department's statistics for the month of October 2022, a list of new single family home sites along with their permit issuance date, expiration date, and the date of their last inspection.

<u>BUILDING DEPARTMENT STATISTICS FOR OCTOBER 2022</u>	
PERMIT APPLICATIONS RECEIVED	60
PERMITS ISSUED	42
PLAN REVIEWS	49
REVISIONS	8
ROW PARKING PERMITS ISSUED	1
INSPECTIONS PERFORMED BY THE BUILDING DEPARTMENT	204
SITE VISITS BY THE BUILDING DEPARTMENT	4
STOP WORK ORDERS POSTED	2
COMMUNITY STANDARDS HEARING	5

<u>STOP WORK ORDERS FOR OCTOBER 2022</u>
10/17/22: 1 DOUGLAS DRIVE #15 – REMODEL WORK WITHOUT A PERMIT
10/19/22: 6400 N OCEAN BLVD – DEMO WORK WITHOUT PERMIT

<u>STATUS OF MAJOR CONSTRUCTION</u>						
<u>PERMIT #</u>	<u>ADDRESS</u>	<u>TYPE</u>	<u>ISSUED DATE</u>	<u>EXPIRATION DATE</u> *1 YR AFTER ISSUANCE *2 YRS IN RSE DISTRICT	<u>LAST INSPECTION</u>	<u>COMMENTS</u>
20358	10 HARBOUR DRIVE SOUTH	RSF	01/14/2021	10/31/2022	11/22/22	
22407	113 ISLAND DRIVE SOUTH	RSF	03/01/2022			EARLY START ON SITE WORK
22351	18 OCEAN AVENUE	RSF	01/31/2022	09/22/2023	09/06/2022	EARLY START ON SITE WORK
22140	2 WHITNEY WAY	RSF	10/08/2021	07/06/2023	10/05/2022	
22302	20 OCEAN AVENUE	RSF	01/11/2022	09/22/2023	09/06/2022	EARLY START ON SITE WORK
21612	21 OCEAN AVENUE	RSF	12/08/2021	06/06/2023	NONE	
20435	28 HUDSON AVENUE	RSF	05/21/2021	05/21/2023	10/04/2022	
21974	29 ELEUTHERA DRIVE	RSF	10/12/2021	04/12/2023	10/04/2022	PERMIT EXPIRED
22109	3 INLET CAY DRIVE	RSF	04/29/2022	04/24/2023	10/06/2022	
21859	54 SPANISH RIVER DRIVE	RSF	12/09/2021	12/09/2022	10/21/2022	
22559	6107 N OCEAN BLVD	RSE	04/25/2022			EARLY START ON SITE WORK
16219	6273 N OCEAN BLVD	RSE	05/08/2015	07/06/2023	09/09/2022	
22152	6470 N OCEAN BLVD	RSF	05/24/2022	11/20/2022	NONE	
20483	82 ISLAND DRIVE SOUTH	RSF	03/18/2021	04/30/2023	10/05/2022	
21804	95 ISLAND DRIVE SOUTH	RSF	08/20/2021	02/20/2023	10/12/2022	

PLEASE NOTE THAT THE ABOVE DATA ABOVE IS INCLUSIVE UP UNTIL NOVEMBER 22, 2022