

TOWN OF OCEAN RIDGE

AGENDA



October 5, 2015

6:00 P.M.

TOWN HALL – MEETING CHAMBERS

TOWN COMMISSION

Mayor Geoffrey A. Pugh

Commissioner Gail Adams Aaskov

Commissioner Lynn A. Allison

Commissioner James A. Bonfiglio

Commissioner Richard J. Lucibella

ADMINISTRATION

Town Manager Kenneth N. Schenck, Jr.

Town Attorney Kenneth G. Spillias

Town Clerk Karen E. Hancsak

Police Chief Hal Hutchins

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 and the right to limit discussion rests with the Commission. **Generally, remarks by an individual will be limited to three minutes or less.** 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.

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at 732-2635 at least 2 days prior to the meeting in order to request such assistance.

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

CONSENT AGENDA

1. **Minutes of Tentative Budget Adoption/Regular Town Commission Meeting of Sept. 10, 2015**
2. **Minutes of Special Town Commission Meeting (Interviews) of Sept. 8, 2015**
3. **Minutes of Special Town Commission Meeting (Interviews) of Sept. 17, 2015**
4. **Minutes of the Final Budget Adoption/Special Town Commission Meeting of Sept. 17, 2015**
5. **Authorize the Mayor and Town Clerk to Execute and Record Delinquent Garbage/Trash and Alarm Monitoring Liens for FY 2014/15**

MOTION	SECOND	DISCUSSION	VOTE
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ANNOUNCEMENTS AND PROCLAMATIONS

6. **The Administrative Offices will be closed on Monday, October 12, 2015 for the Official Holiday**
7. **Proclamation Declaring October as “Domestic Violence Awareness Month”**

PUBLIC COMMENT – (15 minute maximum with 3 minute individual limit)

PUBLIC HEARINGS

- 7.a **An application submitted by, Everlast Realty LLC, a Massachusetts Limited Liability Co., and John Luring, Mark Luring, James Luring, and Mayanne Seibold, as Successors Co-Trustees of the Sunshine Estate Trust, 23 Brigham Rd., Worcester MA 01609 and 94 Island Drive So., Ocean Ridge FL 33435, requesting a Public Hearing regarding the provisions of the Land Development Code at Chapter 64; Zoning, Article 5; Subdivisions; Sections 64-100 through 64-105 pertaining to replatting requirements. The applicants are requesting to replat 3 single family lots into 3 new reconfigured single family lots. All 3 lots will meet the zoning requirements for the RSF – Residential Single Family District. The 3 properties are comprised of (a) Lot 92 and a portion of Lot 93 and (b) the remaining portion of Lot 93 and Lot 94 in the McCormick Mile Add No 1 Subdivision or 92-94 Island Drive South (exact legal description located at Town Hall). The request will also require a Release of Unity of Title and Release of a Recorded Easement/s. (Postponed to the Oct. 5, 2015 Regular Meeting)**

REGULAR AGENDA

(Items Which Require Town Commission Action That Must Be Filed With Town Clerk 1 Week prior to Meeting – Public comment Permitted)

REPORTS

8. **Town Manager**
9. **Town Attorney**

10. Police Chief
11. Town Engineer

ACTION ITEMS

12. Approval of Procurement Policy and Procedures By: Karen Hancsak, Town Clerk
13. Approve Change Order #1 & #2 for the Additional Repair Costs for the Inlet Cay (\$8,723) and Sabal Island (\$5,445) Bridges in a Total Amount of \$14,168 to be Funded from the Capital Projects Fund By: Kenneth Schenck, Town Manager
14. Discuss Concept of Converting Old Ocean Blvd. to a One Way Street, Closing Entrances to Old Ocean Blvd. on Several Streets, Blocking off Midlane Rd from Woolbright Rd., and Changing the Name of Old Ocean Blvd. to Ocean Ridge Blvd. By: Mayor Pugh
15. Approval of Town Manager Contract with James Titcomb By: Kenneth Spillias, Town Attorney

RESOLUTIONS

16. Resolution No. 2015-11; Authorizing the Mayor to Execute the Joint Powers Agreement Between the National Joint Powers Alliance (NJPA) and the Town for the Purpose of Accessing Available Contracts for Goods and Services from the NJPA Awarded Vendors

FIRST READING OF ORDINANCES

None

SECOND READING AND ADOPTION OF ORDINANCES

None

TOWN COMMISSION ITEMS

(Information Items Only – 3 minute limit per item)

ADJOURNMENT

**NEXT SCHEDULED TOWN MEETING(S):
REGULAR TOWN COMMISSION MEETING NOV. 2, 2015 AT 6:00 PM**

REGULAR TOWN COMMISSION MEETING HELD SEPTEMBER 10, 2015

Budget Meeting, and Regular Town Commission Meeting of the Town of Ocean Ridge held on Monday, September 10, 2015, at 5:01PM in the Town Hall Meeting Chambers.

The meeting was called to order by Mayor Pugh. The roll call was answered by the following:

Commissioner Aaskov Commissioner Bonfiglio
Commissioner Allison Commissioner Lucibella
Mayor Pugh

Pledge of Allegiance

Atty. Spillias requested to that the Commission continue Item #8 to the October meeting, but it will be formerly approved during the Regular Meeting. This allowed the applicant's representative to leave.

PUBLIC HEARING

Presentation of Tentative budget and Proposed Millage Rate for Fiscal year 2015-2016

a. Comments from Commissioners and Public

Clerk Hancsak summarized the September 10th Budget Meeting which resulted in the following reductions: removing the proposed Golf Cart (\$2500), removal of carpets (\$9000), modified general liability insurance costs (\$4100) and revised health insurance costs for the associated departments (\$17,391) with a total reduction of \$32,991. The Commission could reduce the expenditures by \$32,991 and also the same amount of reserves to balance the budget or possibly leave it in the budget, in the Contingency Account, in the event you approve partial funding towards possible shared multi-jurisdictional fire district consultant costs during the fiscal year. She advised that the budget still reflected a 5.35 millage rate.

Town Manager Schenck commented that Gulf Stream was advertising for consultant services to conduct a multi-jurisdictional fire district study. The cost to do the study could be approximately \$15,000 per community. He recommended that Ocean Ridge participate in the study, because if Boynton Beach Fire Department switched to Palm Beach County our costs would triple. Per the Commission, he had also retained pricing from Chris Wayne & Assoc. for additional mowing currently performed by our maintenance department. The costs would be \$9,000 - \$14,000, depending on mowing weekly or every other week. The existing mower had been repaired, and a new mower was not needed at this time. He did recommend that the funds for a new mower stay in the budget, but not adding the new mowing costs.

Comm. Bonfiglio felt it necessary to keep the \$32,991 in the budget toward the cost of the study for the Fire District. He felt this would send a message to Boynton Beach. Comm. Lucibella disagreed in keeping \$32,991 in the budget if the costs were only \$15,000. A resolution could be done, if the funds were needed at a later time.

Comm. Bonfiglio motioned to transfer \$32,991 from the designated accounts to the Contingency Account. Seconded by Comm. Allison.

Motion Carried – yea (5).

a. Public Comment and Comments from the Commission

Mayor Pugh opened for public comment to which there was none.

b. Adoption of Tentative Budget for Fiscal Year 2015-2016

Comm. Bonfiglio moved that a budget in the amount of \$6,278,420 be tentatively adopted for the 2015-16 Operating Fund. This includes an \$180,000 transfer to the Capital Projects Account. Comm. Allison seconded the motion.

REGULAR TOWN COMMISSION MEETING HELD SEPTEMBER 10, 2015

Motion Carried – yea (5).

c. Adoption of Tentative Millage for Fiscal Year 2015-2016

Comm. Allison moved that a millage rate of \$5.350 per \$1,000 of assessed valuation be tentatively adopted for the 2015-16 general operating revenues. Comm. Bonfiglio seconded the motion.

Motion carried – yea (5).

d. Mayor Pugh announced that the computed millage rate of \$5.35 per \$1,000 is 5.34% more than the rolled back rate of \$5.0787 (+5.34%).

e. Mayor Pugh announced that the date and time of the 2nd and final public hearing is established at 5:01 PM on Thursday, Sept. 17, 2015. The 2015-16 operating and capital projects budgets and corresponding millages will be finalized and adopted at that time.

PUBLIC HEARING

Adopt and Certify the Non-Ad Valorem Assessment Roll for 110 Bonito Drive

Manager Schenck stated that the Commission at the August 3rd meeting had set this Public Hearing for the purpose of Levying a Special Assessment. The total costs to be levied for the demolition of 110 Bonito Drive total \$25,854.12. This includes the actual demolition cost, publication costs, mailing costs and recording costs. The Property owner was noticed via regular and certified mail to both the 110 Bonito Drive address as well as the address listed with the Property Appraiser. Both letters were returned marked “Returned to Sender”. It will be necessary for the Mayor to execute the Certificate to Non-Ad Valorem Assessment Roll form. The assessment amount must be submitted to the Tax Collectors Office by 5:00pm. on September 11th and the form by September 15th, 2015. The cost for the demolition contractor has reduced from the original price of \$25,854.12 to \$23,628.80 because the removal of the dock is not included as we do not have FDEP approval. Only the house and pool was removed leaving the property in a zoning non-conformity as a dock is an accessory to a structure. We will notify the property owner that the property of the nonconformity.

Comm. Lucibella motioned to authorize the Mayor to execute the Certificate to Non-Ad Valorem Assessment Roll Form for 110 Bonito Drive. Comm. Allison seconded.

Motion Carried – yea (5).

Clerk Hancsak requested that a date be chosen for the Annual Town Function in December. Historically we have picked the first Friday in December, however it coincides with the Belle Glade barbeque and the second Friday would conflict with the Boynton Beach Boat Parade. There was a Consensus from the Commission to host the Annual Town Function on December 4th, 2015.

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

Comm. Bonfiglio requested to add Item #18 Applicants for Town Manager Position

CONSENT AGENDA

1. Minutes of Special Town Commission Meeting of Aug. 3, 2015
2. Minutes of Regular Town Commission Meeting of Aug. 27, 2015
3. Resolution No. 2015-06; Designating the Supervisor of Elections, Town Clerk, and a Third Designated Member as the Canvassing Board, to be in Attendance for the Testing of the Computer Electronic Systems Tabulating Equipment to be Used for the General Election Scheduled for March 15, 2015 and to Canvass Returns of Such Election Including the Absentee Ballots; Assigning Supervisor of Elections to handle the Absentee Ballots

REGULAR TOWN COMMISSION MEETING HELD SEPTEMBER 10, 2015

4. Resolution No. 2015-07; Authorizing the Mayor and Town Clerk to Execute the Agreement for Vote Processing Equipment Use and Election Services by and Between the Palm Beach County Supervisor of Elections (SOE) and the Town of Ocean Ridge
5. Ratify the Approval of Insurance Coverage for Workers Comp, General and Auto Liability, Property, Crime by Preferred Government Insurers Trust through Milton Carpenters Insurance at an Annual Cost of \$102,304 Effective Oct. 1, 2015 and Authorize an Additional Year with the Same Rates
6. Ratify the Approval of the Health Insurance Renewal with Neighborhood Health Partnership Effective Oct. 1, 2015

Comm. Bonfiglio motioned to approve the Consent Agenda and Agenda as presented. Comm. Allison seconded the motion.

Motion Carried – yea

ANNOUNCEMENTS AND PROCLAMATIONS

7. Proclamation Declaring September as “National Sickle Cell Month”

PUBLIC COMMENT

There was no public comment.

PUBLIC HEARINGS

8. An application submitted by, Everlast Realty LLC, a Massachusetts Limited Liability Co., and John Luring, Mark Luring, James Luring, and Mayanne Seibold, as Successors Co-Trustees of the Sunshine Estate Trust, 23 Brigham Rd., Worcester MA 01609 and 94 Island Drive So., Ocean Ridge FL 33435, requesting a Public Hearing regarding the provisions of the Land Development Code at Chapter 64; Zoning, Article 5; Subdivisions; Sections 64-100 through 64-105 pertaining to replatting requirements. The applicants are requesting to replat 3 single family lots into 3 new reconfigured single family lots. All 3 lots will meet the zoning requirements for the RSF – Residential Single Family District. The 3 properties are comprised of (a) Lot 92 and a portion of Lot 93 and (b) the remaining portion of Lot 93 and Lot 94 in the McCormick Mile Add No 1 Subdivision or 92-94 Island Drive South (exact legal description located at Town Hall). The request will also require a Release of Unity of Title and Release of a Recorded Easement/s.

Comm. Allison motioned to continue this item to the October 5th, 2015 meeting. Seconded by Comm. Aaskov.

Motion Carried – yea (5)

REPORTS

9. Town Manager

Manager Schenck reported the following: 1) Spanish River Drive – water is ponding, staff is analyzing the best way to solve the concentration problems in the driveway. 2) FEMA Flood Maps – FEMA is still reviewing our maps, however; the Town is requesting that they remove an additional 80 properties from the flood zone. They have agreed to look at it for their major study but staff would prefer them to make the changes in the present study. 3) FDOT Bridge Inspection – The approved bridge repairs are almost complete. 4.) Wastewater Proposal – The condo boards have dispersed for the summer, and when they return in the fall we will contact them. 5) Spanish River, Swaim Project – This item is later in the agenda 6) Villas of Ocean Ridge – They have had to change their drainage project to make it functional, and are completing the final design. When complete we'll get the necessary permits from FDOT and SFWMD and bid the project. 7) Demolition of 110 Bonito Drive – The house at 110 Bonito Drive has been

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demolished by Ocean Ridge and the costs will be a tax lien on the property. 8) Construction Fencing – The question of requiring fencing on construction sites was raised at a previous meeting. The Florida Building Code give the authority to require fencing to the building inspectors without having to amend our code. Fencing will be required at the Building Official's discretion.

Manager Schenck thanked Lisa Burns for her efforts and keeping up with the regulations of retaining Ocean Ridge at a 7 Flood Rating. He also stated that at the October meeting there would be a Change Order for necessary seawall repairs to the Inlet Cay Bridge.

Mayor Pugh stated that the Thompson property had utilized a french drain to retain their own water, and he questioned why the Villas of Ocean Ridge did not use a french drain in the front of their property and at their own cost. He was not in favor of them utilizing the Woolbright detention pond.

Terry Brown, 23 Harbour Drive So, stated that he was also not in favor of spending tax monies to assist for private use. Regarding the wastewater proposal, he felt that it would be problematic with possible future massive development if Ocean Ridge allowed sewer piping to extend along A1A in the south end.

Don Magruder, 9 Ridge Blvd, stated his concern with the need for construction fencing at the house on 36 Ixora Way and open dumpsters.

Steve Varga, 65 Spanish River Dr, stated that he is an owner and current contractor for 4 properties in Ocean Ridge within the last few years. He noted that some sites are able to have a construction fence, but some are restricted with overhead power lines and deliveries that they are not able to keep the fence up at all times. He wants to do what is best for Ocean Ridge, and has used construction fencing on his properties when possible. He asked the Commission to be flexible. He was informed that it was at the discretion of the Building Official and would be determined on a case by case basis.

10. Town Attorney

Atty. Spillias reported that an injunction had been filed for 87 Island Drive South and the owner and bank should be served soon. In regards to the Inspector General lawsuit, an extension has been granted to October 14, 2015. In regards to Cory Heith vs. Ocean Ridge, the ROW litigation ended 4 years ago, but has still been open at court. There has been a final dismissal of the case. Atty Spillias also reported that he has been requested to serve as an expert witness in a court case for Regent Bank. He is to interpret the city ordinance for a land use issue. It is not likely for there to be a conflict. The Deposition would be in December for over 20 hours. There was a Consensus by the Commission to allow Attorney Spillias to serve as a witness.

11. Police Chief

Chief Hutchins advised that his report was distributed. He stated that background checks had been completed for the hiring of Mr. Jeffrey VanCamp as a new Police Officer and Ms. Odalys Del Rio as a new dispatcher. He also announced that the promotional examination for filing of the open sergeant position has been posted.

Chief Hutchins announced that October 7, 2015, he was initiating "Coffee with the Chief", and he invited the residents to participate. Labor Day was uneventful for the residents but the police had to arrest 3-4 others. He also wished to recognize the police department for their preparation for Storm Erika. While it did not hit Ocean Ridge it was a wonderful exercise. All preparation had been made by Friday morning, and the officers/dispatch were on standby over the weekend. He wanted to thank them for their hard work.

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12. Town Engineer

Engineer Tropepe was absent with notice.

ACTION ITEMS

13. Approval of Utility & Easement Documents for South and West Side of Town Hall By: William Swaim, representing the owners, Todd Flato & Diana Fenimore, for the property northwest of Town Hall

Manager Schenck stated that Mr. Swaim had approached the commission several months ago requesting the Town provide a public utility and access easement along the southern and western boundary of the Town Hall property with the purpose being to allow access to the property northwest of the Town Hall. This property is zoned single family residential. There was a 50 ft. easement for this purpose, however, the new Town Hall was built on the easement. This proposed easement will replace the unusable easement.

Atty. Spillias noted on the survey that the new Town hall building was built across the utility easement, and this was discussed at the time the Town hall was built. While Mr. Swaim does not own the property he does have a Power of Attorney that is adequate for giving him the authority. There are also other owners who will have to provide him an easement for him to have access to his property. There are also permit issues with South Florida Waste Management. People are allowed the right to have access to their property.

It was discussed that there was still a 142ft gap between this property and Town Hall and that Mr. Swaim still needed to obtain easements from other owners.

Mayor Pugh questioned Manager Schenck why this item was on the Agenda. Mr. Swaim was informed at the last meeting to not approach the Commission until he had all other approvals first, which he had not obtained. Mr. Swaim stated that his permit is at a standstill until he provides them all legal access to the property. Without the ROW he can't move forward, someone has to go first, and he is asking Ocean Ridge for their easement first. Comm. Lucibella noted that Mr. Swaim never had continual access to the property, and that the land is a land locked property.

Mayor Pugh stated that while he respected the request, this was a major decision to allow an easement that would go nowhere until all other approvals had been received. There was a consensus to delay the approval of the Utility and Easement documents for the south and west side of Town Hall until easements from other affected property owners is obtained.

14. Confirm the Hiring of Dispatcher/Clerk Odalys Del Rio and Police Officer Jeffrey Van Camp to Fill the Vacant Positions

Chief Hutchins stated that all the background checks have been complete for Dispatcher Del Rio and Officer Van Camp, and he requested approval for hire. Neither were available for tonight's meeting. They would be present at the October meeting.

Comm. Lucibella motioned to confirm the hiring of Dispatcher/Clerk Odalys Del Rio and Police Officer Jeffrey Van Camp. Seconded by Comm. Allison.

Motion Carried -- yea (5).

15. Discuss Recommendations from the Planning & Zoning Commission Regarding Uniform Standard Prohibiting Exotic Vegetation Planting for New Construction, Proposed Increase to the Floor Area Ratio (FAR) from 36% to 40%, and Also Possible Stricter Requirements for Blighted Areas or Construction Sites By: Town Staff

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Mayor Pugh stated that they had requested that the P&Z Commission review three aspects of the Town Code to see if any updates were warranted and the following recommendations were made:

1) Exotic and Invasive Plants - Change the Code to extend the prohibition of exotic and invasive plants to single family homes and to provide a list of the preferred plants vs the exotics to the public.

Betty Bingham, 1 Ocean Avenue, asked if bamboo was considered an exotic. She was advised that they would check the code. Terry Brown, 23 Harbour Drive South, requested that the focus be on the Class 5 Evasive Exotics for elimination, and was concerned with enforcement. Richard Bajakian, Planning & Zoning Board Member, stated that the Town Code did include a list of exotic plantings.

The Commission discussed and agreed that the single family and duplex residences should not be exempt from the exotics, and that Planning & Zoning does an outstanding job and study in depth. They did request that the list of exotics be reviewed, to possibly add additional evasive plantings.

Comm. Allison motioned to direct the Town Attorney to prepare an ordinance amending the code to remove the exemption of single family and duplexes from the Landscaping Requirements. Seconded by Comm. Lucibella.

Motion Carried – yea (5).

2) Vacant and blighted buildings and code enforcement issues - Have the Town Attorney review the Gulfstream and Palm Beach County Code to determine whether the Town could add additional enforcement mechanisms, possibly increase the penalties (minimum \$250 daily), and strongly discourage lien reductions, and also suggested revising the code to prohibit partial demolitions unless building plans for new construction are submitted and to provide a time certain for the partial demolition to remain without active construction.

Atty. Spillias stated that code enforcement penalties are regulated by State Law and could not be increased. With the increase of foreclosures, a house can only be demolished if it is considered a safety issue. The Commission were in favor of amending the code to prohibit partial demolition without plans for construction. This would show their intent and additional permit fees would be incurred.

Comm. Bonfiglio motioned to prohibit partial demolition until building plans have been submitted. Seconded by Comm. Aaskov.

Richard Bajakian, 36 Harbour Drive North, advised that the P & Z Commission was in favor of prohibiting partial demolitions stating that the owner of 87 Island Drive So. had been allowed to partially demolish the residence and then not follow through with action to proceed for the rebuild.

Clerk Hancsak advised that a building permit for a partial demolition had just been approved, and applications would not be affected until the code is amended.

Motion Carried – yea (5).

3) Floor Area Ratio - Increase the FAR from 36% to 40%, no exclusion for garages, no changes to the setbacks and no changes to the lot coverage. Clerk Hancsak stated that changing the FAR had been brought up several times over the years. This time they discussed the possibly of reducing the setbacks if an enclosed garage was on side of house. Their recommendation was for no garage exemption, no change

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in setbacks, and to increase FAR from 36% to 40%. She presented a chart that showed the average lot size for single family homes, the 35% lot coverage, current 36% FAR and the proposed 40% to FAR.

Comm. Bonfiglio was not in favor of increasing FAR, and felt it would change the quality of life, as the size of the homes, driveway, size of family, numbers of vehicles and traffic would increase. He felt Ocean Ridge was a good town, and if not broken, don't fix it.

Comm. Lucibella stated that adding 400-500 sq ft was not that a huge increase, and would increase the value and not be a nuisance. He understood why affluent families would want a bigger home than 3500-4000 sq. ft. He was against exempting garages. He also felt it was an injustice to the P&Z Board to vote down their recommendations.

Comm. Allison and Comm. Aaskov were not in favor of changing the FAR and felt it would change the quality of life.

Don Magruder, 9 Ridge Blvd, Terry Brown, 23 Harbour Dr. So, and Betty Bingham, 1 E Ocean Ave. were not in favor of increasing the FAR. They felt it would cause drainage problems, increase the size of the homes, and change the atmosphere of Ocean Ridge.

Clerk Hancsak stated that the Lot Coverage would stay the same and not change the footprint. The setbacks were staying the same, and she also explained the 75% rule for 2 story homes.

Steve Varga, 33 Ixora Way, stated that as a contractor he had built 4 homes in Ocean Ridge and understood the ratios. He felt that increasing the FAR would make the homes more comfortable for buyers. The Commission could cap it off if they wanted.

Richard Bajakian, P&Z member, stated that the Commission had requested P&Z to review changing the FAR for the last 2 years. Ocean Ridge has the most restrictive zoning code. He felt it was important for the Commission to respond to the will of the people while maintaining a quality of life. He felt 40% was a nice compromise while keeping the current setbacks. Comm. Allison said the Commission appreciated the P&Z Board, but felt it was the Commission's job to approve any changes.

Jeff Lee, 15 Sabal Island Dr., stated that his request to the P&Z was to focus on the smaller lots (9000 - 11,000 sq. ft.), that were also restricted with water front setbacks. This would alleviate having to go through a variance process to build. He asked the Commission to readdress it at a later date, and focus on the smaller lots.

Comm. Bonfiglio motioned to keep FAR at 36%. Seconded by Comm. Aaskov.

Mayor Pugh urgently requested that this item be tabled and the facts reviewed more thoroughly by the Commission as to definition of FAR vs. Lot coverage.

Motion Carried – yea (3). Nae. (2) Mayor Pugh, Comm. Lucibella

16. Discuss Possible Changes to Old Ocean Blvd.

Mayor Pugh stated that Old Ocean Blvd was owned by Ocean Ridge, and his concern is for the safety of the residents and pedestrians and to make it easier to navigate. His idea was to change Old Ocean Blvd to a One Way street from Corrine St to Tropical Dr, while making Thompson St, Adams Rd, and Beachway Dr. dead ends, and to create a southbound left turn from A1A onto Beachway Drive. He also suggested to shut down the entrance to Midlane Rd from Woolbright Rd. This would make for a one way in/out for

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the residents that live in that area. He also suggested to change the name from Old Ocean Blvd to Ocean Ridge Blvd.

Chief Hutchins, stated that currently there is no southbound left turn onto Beachway Drive from A1A. He had spoken with FDOT, and they would approve the change. He didn't feel it would increase traffic flow if it was marked dead end. They had researched the width of the road and the ROW shoulders. The intersection would need a new traffic signal. If Old Ocean was changed to a one way street it would calm traffic in that area.

Comm. Allison and Comm. Lucibella thanked Mayor Pugh and Chief Hutchins for their work, citing that it has also been discussed in the past. While it was an exciting concept they would need time to review to see if the changes would work. Comm. Bonfiglio was concerned with fire rescue access.

There was a consensus for staff to get a cost for new signage and to further review any changes to Old Ocean for the October meeting.

Don Magruder, 9 Ridge Blvd., was in favor of the changes to Midlane Road because his neighborhood was too easy access for robbers. Blocking off Old Ocean Blvd. would create a walkabout, and prevent vehicles from dropping off others to beaches on Old Ocean Blvd. Terry Brown, 23 Harbour Dr. So, was also in favor of shutting off Midlane Rd from Woolbright Rd. However, concerning Old Ocean Blvd., he was concerned that Tropical Dr would be too narrow of a road for extra traffic, and that bicycles are only allowed to go with the traffic flow which would be one way on Old Ocean Blvd.

Christine Schulte, 5 Osprey Dr, stated her concern with pedestrians crossing A1A and not observing the traffic signals and asked the Police Dept. to monitor it closer. Chief Hutchins stated he would ask the officers to study the area, but as Boynton Beach grows so will pedestrian and bicycle traffic.

RESOLUTIONS

17. Resolution No. 2015-04; Amending the 2014/15 Budget to Include a Transfer from the Unassigned Fund Balance to the General Fund Operating Budget (for the purpose of reimbursement of legal fees to Commissioner Lucibella) (Deferred from the Aug. 3, 2015 Meeting)

Comm. Lucibella stated that this item had been tabled 2 times to allow for Comm. Allison to vote and express her thoughts.

Comm. Allison stated that this issue has upset Ocean Ridge. In her 12 years there has never been a recall petition. While citizens have a right to recall a Commissioner, the Town has every right to protect their Commissioners and provide legal counsel. Her understanding was that the recall petition was insufficient on its face. She felt it could have been resolved in a different way, and it got out of hand. She considers Comm. Lucibella a serious Commissioner; however, it does not excuse his inappropriate behavior. She would vote to approve reimbursing him his legal costs.

Comm. Lucibella stated he felt he had to take a stand. Residents must show proof that there were 2 illegal actions as alleged in the petition. The election process is sacred. It was very personal attack against him and he did regret some of his actions. It was a bogus recall and felt if the Commission had taken action at the beginning, it would not have gone to court and the costs would not have been as high.

Comm. Bonfiglio motioned to Approve Resolution No. 2015-04. Seconded By. Comm. Aaskov.

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Atty. Spillias stated that for insurance purposes the Commission would need to set aside funds to pay the legal expenses for \$82,080.10. The insurance company remains in contact with him regarding reimbursement.

Motion Carried – yea (5).

Jeff Eder, 6480 N Ocean Blvd, thanked the Commission for their decision on the Utility Easement. He stated that William Swaim has spent over \$100,000 of tax payer funds to overrule FDEP and to build without approvals. He thanked the Commission for their support.

18. Discuss Applicant for Town Manager.

Clerk Hancsak stated that this was an opportunity for the Commission to select another short list of 3 applicants or they could re-interview the two previously selected.

It was discussed and a consensus was made to interview applicants on September 17th, 2015 at 2:30pm. It would be a first interview for Violet Leffingwell and second interviews for James Titcomb and Joe Gerrity.

Meeting Adjourned at 7:55 pm.

Attest By:

Town Clerk

Mayor Pugh

Commissioner Aaskov

Commissioner Allison

Commissioner Bonfiglio

Commissioner Lucibella

SPECIAL MEETING HELD BY THE TOWN COMMISSION FOR THE TOWN OF OCEAN RIDGE, FLORIDA, IN THE TOWN HALL ON TUESDAY, SEPTEMBER 8, 2015, AT 9:00 A.M.

The meeting was called to order and roll call was answered by the following:

Commissioner Aaskov Commissioner Allison
Commissioner Bonfiglio Commissioner Lucibella
Mayor Pugh

1. INTERVIEWS FOR TOWN MANAGER POSITION

Mayor Pugh commented that there would be four interviews today and he felt that the interview should begin with a brief description of their background and end with their compensation, time frame, and compensation expectations. At this point the Commission decided that the Mayor would ask the majority of the question/s listed below and then the other Commissioners could ask individual questions. These included:

1. Describe your background and experience.
2. How does your experience qualify you for this position?
3. How would you describe your management style?
4. How do you view the relationship between the administrator and governing body?
Also your relationship with department heads/local government staff?
5. Describe your experience in budget preparation and finance.
6. Describe your experience in personnel and labor relations.
7. What are your strengths and weaknesses?
8. Why are you interested in this position?
10. Why are you leaving your current position?
11. What is your experience regarding Zoning, FEMA, and Land Use?
12. How will you go about assessing the strengths and weaknesses of the organization and identifying opportunities to improve?
13. What is important to you in establishing effective working relations with others?
14. How do you approach the planning process? What system do you use to set objective and priorities?
15. What techniques have you found to be most successful in assisting local government officials establish and implement long and short range goals for the community?
16. To what extent do you believe contact with citizens and citizen groups is important? How do you typically handle this responsibility?
17. What do you feel are the major duties of the Town Clerk position (given the fact that the current Town Clerk/Treasurer is retiring and Finance will be transferred to your position)
18. What are your expectations with respect to compensation?

Atty Spillias cautioned the Commissioners not to ask questions regarding sex, age, family, disability, and religion.

SPECIAL MEETING OF TOWN COMMISSION ON SEPT 8, 2015

Once the last interview was conducted Mayor Pugh asked if there was any public comment.

Robert Sloat, 6550 N Ocean Blvd., Betty Bingham, 1 Ocean Ave., Pat Kropp, 16 Tropical Drive, and Zoanne Hennigan, 91 Island Drive So all provided their insight regarding the candidates. They appeared to favor candidate #1 and #4.

After a brief discussion, the Commission appeared to favor candidate #1 and #4 but also agreed they could submit another short list of 3 candidates from resumes received on or before Sept. 8th by noon on Sept. 10th if so desired. The item of Town Manager candidates will be added to the Sept 10th agenda to discuss any additional interviews or the next step.

On an unrelated matter, pursuant to the Town's employee policies, Atty Spillias requested approval by the Commission to possibly engage in outside work as an expert witness in a court case to be heard in December. It should involve approximately 20 hours of his time. He advised that he would ascertain the actual parties involved in the suit to determine if there was any possible conflicts of interest prior to the Sept 10th meeting. There was a consensus of the Commission to permit Atty Spillias to engage in outside work provided there are no conflicts.

ADJOURNMENT.

The meeting was adjourned at approximately 11:45 A.M.

ATTEST:

Town Clerk

Mayor Kenneth Kaleel

Vice Mayor Allison

Comm Aaskov

Comm Bonfiglio

Comm Lucibella

SPECIAL MEETING HELD BY THE TOWN COMMISSION FOR THE TOWN OF OCEAN RIDGE, FLORIDA, TO BE HELD IN THE TOWN HALL ON THURSDAY, SEPTEMBER 17, 2015, AT 3:00 P.M.

The meeting was called to order at 3:00 P.M. and roll call was answered by the following:

Commissioner Aaskov	Commissioner Allison
Commissioner Bonfiglio	Commissioner Lucibella
Mayor Pugh	

INTERVIEWS AND POSSIBLE AUTHORIZATION FOR TOWN ATTORNEY TO NEGOTIATE WITH CANDIDATE FOR TOWN MANAGER CONTRACT

Town Clerk Hancsak summarized the last meeting and advised that Mr. Titcomb was asked back for a 2nd interview, Mr. Gerrity withdrew his application, and Violet Leffingwell's initial interview would follow.

Mayor Pugh commented that Ms. Leffingwell's interview would be conducted in the same manner as the four interviewed the prior week. He stated that Mr. Titcomb's interview would include more pointed questions from the individual Commissioners.

The interview for Mr. Titcomb began at approximately 3:15 PM. Mr. Titcomb explained some of his prior employment history, which included: Town Manager of the Village of North Palm Beach, Interim Town Manager for the Town of Lake Park, Executive Director of the Palm Beach County League of Cities, Town Manager for the Town of Melbourne Beach (until Oct. 23rd), Boynton Beach City Commissioner, and his own business ventures. He did advise that there was a non-disclosure/severance agreement with the Village of North Palm Beach. He was asked to follow up and provide a couple of references from the Village of North Palm Beach. The Commission asked several questions which included salary range, tenure projection, planning & zoning, code enforcement, and contract experience. They also asked whether he would continue his own consulting business to which Mr. Titcomb advised that the business is actively registered but he hasn't had ample to devote to it. He was also asked about his favorite and least favorite aspects of the job. Mr. Titcomb concluded his interview by stating that he did not feel overqualified – just really qualified. When asked about the availability for contract negotiations he advised that if offered the position he could be available for contract negotiations immediately.

Ms. Leffingwell was introduced at approximately 4:10 PM and she was asked some of the same questions and in the same manner as the other applicants were asked on Sept. 8, 2015. The Commission thanked her for her interest in the position.

Atty Spillias advised that both he and Chief Hutchins had performed a preliminary background on both Mr. Titcomb and Ms. Leffingwell. Regarding Mr. Titcomb, he advised that the personal references, which were more on a macro level, were

SPECIAL MEETING OF TOWN COMMISSION ON MAY 29, 2002

complimentary. He stated the Mayor of Melbourne Beach was extremely complimentary and added that they tried to extend his contract but they understood he wanted to move closer to his family. Lake Park advised that their morale improved during his tenure and the Village of North Palm Beach confirmed that there is a non-disclosure agreement and there had been significant morale issues.

Regarding Ms. Leffingwell, Atty Spillias advised that he spoke with two references from the Town of Mangonia Park who advised that she was a hard worker, experienced and very direct. Chief Hutchins advised that a quick review of court public records revealed several civil suits regarding foreclosure action. Comm Bonfiglio commented that she could have been named and have done nothing wrong.

Mayor Pugh opened the discussion for public comment.

Robert Sloat, 6550 N Ocean Blvd., appreciated Comm Lucibella's questions and added that he was concerned that this job may be stepping stone to return back to this area. He added that he like Ms. Leffingwell but she appeared nervous and a 2nd interview may be better.

After a brief discussion, the Commission agreed that Mr. Titcomb would be best for the Town and he can grow with the Town also.

Comm Lucibella moved to authorize the Town Attorney to negotiate with Jamie Titcomb for the position of Town Manager, subject to a probationary period and then a 2 year contract. Comm Allison seconded the motion.

Atty Spillias reminded the Commission that he will be on vacation starting Sunday, Sept. 20th and return on Oct. 5, 2015 but he would attempt to work diligently with Mr. Titcomb before he leaves.

Motion carried – yea (5).

ADJOURNMENT.

The meeting was adjourned at approximately 4:58 P.M.

ATTEST:

Town Clerk

Mayor Pugh

Comm Aaskov

Comm Allison

Comm Bonfiglio

Comm Lucibella

Public Hearing/Special Town Commission Meeting of the Town of Ocean Ridge held on Tuesday, September 17, 2015 at 5:01 PM in the Town Hall Meeting Chambers

The meeting was called to order by Mayor Pugh and roll call was answered by the following:

Commissioner Aaskov Commissioner Allison
Commissioner Bonfiglio Commissioner Lucibella
Mayor Pugh

PUBLIC HEARING

A. Fiscal Year 2015-2016 Budget

Mayor Pugh stated that this was the final hearing for the 2015/2016 Budget and opened it to Commission and public comment.

Clerk Hancsak summarized the prior meetings including the Sept 10th Tentative Budget Adoption Meeting, whereby the budgeted insurance for both general liability and health insurance were decreased. The total reduction totaled \$32,991 and unfortunately was reflected in the motions for the tentative budget adoption, even though they moved to keep the amount in the Contingency Account. This reduced the amount to balance the budget to \$286,650 from the unappropriated funds. She added that a budget amendment may be necessary if the Commission wished to contribute towards any special fire district consultant costs in the new fiscal year. She advised that the Resolutions were prepared with the final figures reflecting the 5.35 millage rate per \$1,000 of assessed valuation (same as current year) and also a total General Operating Budget of \$6,278,420.00.

There was no public comment.

1. Mayor Pugh announced – THE TOWN OF OCEAN RIDGE’S ROLLED BACK RATE IS \$5.00787 AND THE TENTATIVE MILLAGE RATE WILL BE \$5.35 WHICH IS 5.34 % MORE THAN THE ROLLED BACK RATE.

2. Adopt Resolution No. 2015-08 Making a Tax Levy Based on the 2015 Assessment Roll with a Final Millage Rate for Fiscal Year 2015-2016

Clerk Hancsak read Resolution No. 2015-08 in its entirety into the record.

Comm. Bonfiglio moved that Resolution No. 2015-08 making a tax levy based on the 2015 Assessment Roll with a final millage rate of \$5.35 per \$1,000 of assessed valuation be adopted for the 2015-2016 general operating revenues. Comm. Allison seconded.

There was no public comment.

Motion carried - Yea (5)

3. Adopt Resolution No. 2015-09 Adopting an Annual Final Budget and Appropriating Funds Beginning October 1, 2015 and Ending September 30, 2016, Providing an Effective Date

Clerk Hancsak read Resolution No. 2015-09 in its entirety into the record.

Comm. Allison moved to adopt Resolution No. 2015-09 appropriating funds for the Fiscal Year 2015-2016 for the Ocean Ridge Budget to be finalized at \$6,278,420 for operating expenses. Seconded by Comm. Bonfiglio.

There was no public comment.

Motion carried - Yea (5)

SPECIAL TOWN COMMISSION MEETING HELD SEPTEMBER 17, 2015

4. Adopt Resolution No. 2015-10; Updating Funds for the Capital Projects Fund for the Fiscal Year Beginning October 1, 2015 and Ending September 30, 2016

Clerk Hancsak read Resolution No. 2015-10 in its entirety into the record.

Comm. Bonfiglio moved that Resolution 2015-10 updating funds for the Capital Projects Fund for Fiscal Year 2015-2016 be adopted. Seconded by Comm. Aaskov.

There was no public comment.

Motion carried - Yea (5).

The Commission thanked Town Clerk Hancsak for her dedication in the preparation of the budgets, recognizing that this will be her last one.

Adjournment

Meeting adjourned at 5:15 PM

Attest By:

Town Clerk

Mayor Pugh

Commissioner Aaskov

Commissioner Allison

Commissioner Bonfiglio

Commissioner Lucibella

Agenda: Oct. 5, 2014
Memo: Item #5

Town of Ocean Ridge, Florida

Agenda Memorandum

Office of the Town Clerk

**Subject: Authorize Garbage/Trash Liens and Alarm
Monitoring Liens**

Mayor and Town Commissioners:

It has been determined that at FY 2014/15 year end there are still several outstanding garbage/trash and alarm monitoring invoices. The residents have been sent certified letters regarding these outstanding payments and it is anticipated that several of them will pay however the remaining few will need to be liened.

It will be necessary for the commission to authorize the Mayor and Town Clerk to execute the liens and forward them to the Attorney to record at the County.

Approving the Consent Agenda will also approve the necessary liens.

TOWN OF OCEAN RIDGE
6450 NORTH OCEAN BOULEVARD
OCEAN RIDGE, FLORIDA 33435

www.oceanridgeflorida.com
(561) 732-2635 ♦ FAX (561) 737-8359

GEOFFREY A. PUGH
MAYOR, CHAIRMAN OF COMMISSION

KENNETH N. SCHENCK, JR.
TOWN MANAGER



COMMISSIONERS
GAIL ADAMS AASKOV
DR. LYNN L. ALLISON
JAMES A. BONFIGLIO
RICHARD J. LUCIBELLA

PROCLAMATION BY THE TOWN OF OCEAN RIDGE
DECLARING OCTOBER AS DOMESTIC VIOLENCE AWARENESS MONTH

WHEREAS, domestic violence is a serious crime that affects people of all races, ages, gender, and income levels; and

WHEREAS, domestic violence is widespread and affects over 4 million Americans each year; and

WHEREAS, one in three Americans have witnessed an incident of domestic violence; and

WHEREAS, children that grow up in violent homes are believed to be abused and neglected at a rate higher than the national average;

WHEREAS, domestic violence costs the nation billions of dollars annually in medical expenses, police and court costs, shelters, foster care, sick leave, absenteeism, and non-productivity; and

WHEREAS, only a coordinated community effort will put a stop to this heinous crime; and

WHEREAS, Domestic Violence Awareness Month provides an excellent opportunity for citizens to learn more about preventing domestic violence and to show support for the numerous organizations and individuals who provide critical advocacy, services and assistance to victims;

NOW, THEREFORE, BE IT RESOLVED that I, Geoffrey a. Pugh, Mayor of the Town of Ocean Ridge, do hereby proclaim October 2015,

“DOMESTIC VIOLENCE AWARENESS MONTH”

BE IT FURTHER RESOLVED that a copy of the Proclamation will be sent to The Emily Fund, Post Office Box 430, Roosevelt, NJ 08555-0430.

(SEAL)

Geoffrey A. Pugh, Mayor

Karen E. Hancsak, Town Clerk

Agenda: Sept. 10, 2015
Memo: Item #7a

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

Subject: 92 – 94 Island Drive South Replat Request

Request:

The applicants, Everlast Realty LLC and Sunshine Estate Trust, request approval of a replat to reconfigure Lots 92, 93 and 94, McCormick Mile Add No 1 (92-94 Island Drive South) into three new configured lots. The applicant appeared before the P & Z Commission on Aug. 10, 2015. (see attached P & Z Commission Minutes from Aug. 12, 2015).

Background/ Discussion of Proposal:

The applicants have owned 92 Island Dr So since 2006 and 94 Island Dr So since 1996. Each of these parcels also include ½ of Lot 93. They would like to replat the original platted lots into three new lots in order to eventually build on Lot 93. However; the driveway and septic system currently encroach onto Lot 93. Staff had recommended to the P & Z that the plat not be recorded until the encroachments have been relocated because a similar request was made for Hudson Ave. In that case the home was not demolished until a couple of years after that plat was recorded. The applicant requested that the plat be approved and recorded with a contingency that the encroachments be removed prior to the submittal of any building permits. Staff then in turn suggested, based on Town Attorney approval, that the plat could be approved contingent on the encroachments being removed prior to the sale of any of the parcels.

Since the P & Z meeting the applicants have submitted a revised plat containing the requested minor changes by our Town Engineer, Engenuity Group. In addition to those changes the applicant added on the General Utility Easement that "the private on-site sewage treatment and disposal system and related components may be included in the General Utility Easement". It was discovered that Lot 92's drainfield would definitely encroach into this easement as this is already existing. However; the Town should be cautious to any future encroachment for Lot 93 or Lot 94 because this could definitely present an issue if the Town wanted to utilize this proposed easement at the end of a cul-de-sac. Obviously the septic/drainfield is a necessity to a home and if located in the easement may hinder the use of a general utility easement in the future. Just as an example, this would be similar to constructing a retaining wall within an easement, which may be required to stabilize a structure, and then could never be moved once constructed.

The application also includes a Release of Unity of Title request for Lot 94 and ½ of Lot 93. Lot 92 and ½ of Lot 93 do not have a recorded Unity of Title. They are also requesting a release of the 2.5' easements that run on each side of the center of Lot 93 for the proposed 10' General Utility Easement adjacent to the Island Dr So ROW for all 3 properties, already explained above.

Prior to any actual permitting it will be necessary for the applicant to submit any and all required documents for zoning/building review and each property must meet all zoning regulations.

Legal Issues:

The attorney will be present at the meeting.

Fiscal Impact:

Such a project would not negatively impact the Town as the original plat reflected 3 lots.

Staff Recommendation:

Staff recommends approval of the replat, contingent on Town Engineer approval and also the removal and relocation of the encroachments on Lot 93 to Lot 94, with passed final inspections, or possibly contingent on the removal and relocation of the encroachments on Lot 93 to Lot 94 prior to the sale of any of the properties prior to recordation. Staff also recommends that there be no on-site sewage treatment and disposal system or related components permitted within the new proposed dedicated easement on Lot 93 or Lot 94 (Lot 92 would be grandfathered since it is already existing)

PLEASE REMEMBER TO BRING YOUR PACKETS WITH YOU.

UPDATE FOR OCTOBER 5, 2015 MEETING

The applicant has requested a postponement for this item while they continue to address the concerns raised by the staff. In order to continue the Public Hearing it will be necessary to continue it to time certain.

Staff recommends continuing this application request until the November 2, 2015 Regular Commission Meeting at 6 PM.

CHAPIN, BALLERANO & CHESLACK

ATTORNEYS AND COUNSELORS AT LAW

COMMITTED TO CLIENTS, COUNSELING & COMMUNITY

SINCE 1970

TELEPHONE 561-272-1225

FACSIMILE 561-272-4442

E-MAIL: mdalessandro@chapin-law.com

www.chapin-law.com

Reply to : Boca Raton Office

DELRAY BEACH OFFICE
1201 GEORGE BUSH BOULEVARD
DELRAY BEACH, FLORIDA
33483-7203

BOCA RATON OFFICE
399 WEST PALMETTO PARK ROAD
SUITE 202
BOCA RATON, FLORIDA
33432-3760

JAMES A. BALLERANO, JR.
ROBERT D. CHAPIN
BRIAN G. CHESLACK
STANLEY B. GREENE
JAY L. KAUFFMAN
VIRGINIA R. KURTZ
JAY D. MUSSMAN
BRIAN E. THOMPSON

September 29, 2015

VIA ELECTRONIC DELIVERY

KHANCSAK@OCEANRIDGEFLORIDA.COM

Town of Ocean Ridge
Attn: Karen Hancsak
6450 North Ocean Boulevard
Ocean Ridge, FL 33435

Re: Owner: Everlast Realty LLC
Sunshine Estate Trust U/A/D September 2, 2008
Property: 92 Island Drive South, Ocean Ridge, Florida
94 Island Drive South, Ocean Ridge, Florida
Parcel #: 46-43-45-22-10-000-0920
46-43-45-22-10-000-0931

Dear Karen:

As you know, we are working with a septic engineer to address the easement concerns raised by the Town's Engineer prior to the September 10th meeting. In addition, we have requested an extension of the deadline to file the replat from the Environmental Appeals Board from November 2015 to a date sometime in the future. Since we have not reached a resolution of either issue, this letter shall serve as our request for a postponement of the October 5, 2015 hearing on our replat application.

Should you have any questions or require additional information, please contact me. Thank you for your continued attention to this matter.

Very truly yours,

Michele C. D'Alessandro

Michele C. D'Alessandro, CP
Certified Paralegal

MCD/

cc: James A. Ballerano, Jr., Esq. (via email)
Jay D. Mussman, Esq. (via email)
Mr. John Lauring (via email)

Memorandum

Date: **September 29, 2015**
To: **Mayor & Commissioners**
From: **Ken Schenck, Town Manager**
Re: **Town Update, October, 2015**

I am providing you with brief updates on some of the Town's continuing projects and events.

Spanish River Drive

We are reviewing several drainage problems on Spanish River Drive where water is ponding. We're analyzing the best way to eliminate these problems. Most of the problems remaining are in driveways and not a major priority but do need to be corrected. We're getting major projects completed and then we'll address these.

FEMA Flood Maps

We received a letter from FEMA stating that we've retained our flood insurance rating of 7. As they've changed the rules we were concerned that we would drop back to an 8. There's a 5% difference in premium from one rating to the next. Town staff, especially Lisa Burns, worked hard to keep the rating.

FEMA is still reviewing our requests for flood zone changes.

FDOT Bridge Inspection & Repairs

The approved bridge repairs are complete and a change order will be addressed later in the meeting.

Wastewater Proposal

The Boards of these condos have dispersed for the summer. I feel we need their approval to continue with this project since there will be funding involved. We'll get in touch with them in the fall when they return.

Villas of Ocean Ridge Drainage

The Villas has had to change their drainage project to make it functional. They are in the process of completing the final design. When completed we'll get the necessary permits from FDOT and SFWMD and bid the project. We'll bring this back to the Commission when we get an estimated cost.

Alley Between Ocean and Hudson

The improvements to the alley to prevent drainage on some adjoining property have been completed.

Barrier Island Fire District

Gulf Stream has advertised for proposals to complete a study and develop a cost for a barrier island fire district that would run from Highland Beach to South Palm Beach. The purpose is to know what a system like this would cost so we know where we stand in comparison to contracting out these services. When we get the proposals we'll know what our share will be. Proposals are due by October 30th.

Calendar of Events

Regular Town Commission-----November 2, 2015 @ 5:01 PM

Code Enforcement-----November 3, 2015 @ 10 AM

Cc: Hal Hutchins, Police Chief
Karen Hancsak, Town Clerk
Employees

Agenda: October 5, 2015
Memo: Item #10

Town of Ocean Ridge, Florida

Agenda Memorandum

Office of Police Chief

- Subject:**
- 1. Monthly Activity Report (August 2015)**
 - 2. Monthly Boynton Beach Fire/EMS Activity Report**

Mayor and Town Commissioners:

Attached you will find the August Monthly Police Activity Report; including the Boynton Beach Fire/EMS Activity Report. All of these reports are on the Town's website under Police Department/Monthly Reports.

It is my pleasure to introduce the two new employees hired under your confirmation last month:

Odalys Delrio started on September 14, 2015 as our newest Dispatcher/Clerk. This is Odalys' first foray into dispatch. She is a graduate of the Clewiston High School Criminal Justice program and comes to us with dispatch certification through that program.

Jeffrey Van Camp comes to us from the panhandle of Florida. Jeff joined us on September 28, 2015. Jeff has worked with Pensacola PD, Escambia County Sheriff's Office and most recently after retiring from Escambia worked for the Okaloosa County Airport Police department. Jeffery brings over 20 years of experience to the agency and has relocated to be closer to his family, specifically his new granddaughter.

The Police Department has entered into an agreement with the University of Florida, College of Government, and will be working on several traffic safety initiatives during the season. This agreement will assist us by offsetting costs for personnel to provide traffic and pedestrian education in addition to regular patrols.

During the meeting I will provide a very brief update on meetings with Palm Beach County Parks Department and The Law Enforcement Roundtable conducted with State Rep. Hager

As always, I will be happy to answer any questions you may have, either prior to, or at the meeting.

Agenda: Oct. 5, 2015
Memo: Item # 12

Town of Ocean Ridge, Florida

Agenda Memorandum

Office of the Town Clerk

Subject: Approval of Procurement Policy and Procedures

Mayor and Town Commissioners:

Attached please find a proposed Procurement Policy and Procedure for your consideration. Although the Town has followed state or code regulations regarding bids or purchases, the Town has never actually had a formal written policy. Staff believes this policy, similar to the Town of Manalapan, best suits the Town needs. There is a possibility that this policy may be amended in several months along with possible code amendments.

Staff recommends approval of the attached procurement policy and procedure.



**TOWN OF OCEAN RIDGE
PROCUREMENT POLICY AND PROCEDURES
Effective 10/5/15**

Purpose

The purpose of this manual is to provide for the fair and equitable treatment of all persons involved in purchasing by the Town, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a purchasing system of quality and integrity.

Roles and Responsibilities

The Charter and Ordinances of the Town of Ocean Ridge delegate purchasing approval to the office of the Town Manager. In order to best accomplish this delegated responsibility, purchasing is organized around the Town Manager and the Town Clerk/Treasurer. Their duties consist of procurement of all commodities, as well as establishing and maintaining responsible and ethical standards. The Town Commission approves each purchase through countersigning each issued check, both from the General Fund or the Capital Projects Fund, with backup such as the Purchase Orders and Invoices attached for proper review.

PURCHASING PROCEDURES

Purchase of Items less than \$1,000.00

- At least one (1) quote must be obtained, either verbally or in writing.
- A Town of Ocean Ridge purchase requisition form (required for Police Department purchases) is completed by the ordering department and is approved by the Department Head or designee.
- A Town of Ocean Ridge purchase requisition form is submitted to the Town Clerk/Treasurer and Town Manager for approval and a Purchase Order is generated for purchases. This applies to General Fund purchases only. The Purchase Order software program is directly linked with the Accounts Payable software program for the General Fund. Capital Project Fund payments are minimal and are all approved by the Town Manager.

- The remaining departments have Purchase Orders generated for approval by the Town Manager and Town Clerk/Treasurer and are returned to the ordering department to await the invoice for payment.
- Purchase Order forms are generally approved by the Town Manager or designee; however, in the absence of the Town Manager the Town Clerk may approve the Purchase Order.

Purchase of Items from \$1,001.00 to \$10,000.00

- At least three (3) quotes must be obtained either verbally or in writing. Verbal quotes shall be reported in writing to the Town Manager by the requesting department.
- In the event that there is a tie between two (2) or more quotes, the Town Manager or designee shall determine which quote to accept based on the following factors and conditions: delivery dates, cost of shipping of goods involved, past performance records, payment terms, guaranties, warranties.
- A Town of Ocean Ridge purchase requisition form (required for Police Department purchases) is completed by the ordering department and is approved by the Department Head or designee.
- The requisition form is submitted to the Town Clerk/Treasurer and Town Manager for final approval and a Purchase Order is generated for General Fund purchases only. The Purchase Order software program is directly linked with the Accounts Payable software program for the General Fund. Capital Project Fund payments are minimal and are all approved by the Town Manager.
- The remaining departments have Purchase Orders generated for approval by the Town Manager and Town Clerk/Treasurer and are returned to the ordering department to await the invoice for payment.
- Purchase Order forms are generally approved by the Town Manager or designee; however, in the absence of the Town Manager the Town Clerk may approve the Purchase Order.

Purchases of Items and/or Contractual Services In Excess of \$10,000.00

- Three (3) sealed bids must be obtained.
- In the event that there is a tie between two (2) or more quotes, the Town Manager or designee shall determine which quote to accept based on the following factors and conditions: delivery dates, cost of shipping of goods involved, past performance records, payment terms, guaranties, warranties.
- A Town of Ocean Ridge purchase requisition form is completed by the ordering department (required for Police Department purchases) and is approved by the Department Head or designee.
- The requisition form is submitted to the Town Clerk/Treasurer for processing and verification of unencumbered budgeted funds.
- The requisition form is submitted to the Town Manager for final approval.

- Upon receipt of the completed, approved requisition form, the Finance Department prepares a Purchase Order form for General Fund purchases only. The Purchase Order software program is directly linked with the Accounts Payable software program for the General Fund. All Capital Project Fund purchases are minimal and are approved by the Town Manager.
- Purchase Order forms are generally approved by the Town Manager or designee; however, in the absence of the Town Manager the Town Clerk may approve the Purchase Order.
- The successful bidder's proposal is submitted to Town Commission for review and final approval.
- A Copy of the completed, approved Purchase Order is returned to the ordering department.

Purchases in Excess of \$25,000.00

- Bids must be obtained using a formal bidding process; or in the alternative, an invitation may be advertised for the provision of sealed, competitive bids.
- Upon award to the successful bidder, a Town of Ocean Ridge purchase requisition form is completed by the ordering department and is approved by the Department Head or designee.
- The requisition form is submitted to the Town Clerk/Treasurer for processing and verification of unencumbered budgeted funds.
- The requisition form is submitted to the Town Manager for approval.
- Upon receipt of the completed, approved requisition form, the Town Clerk/Treasurer prepares a Purchase Order form for General Fund purchases only. The Purchase Order software program is directly linked with the Accounts Payable software program for the General Fund. Capital Project Funds are all approved by the Town Manager.
- Purchase Order forms are generally approved by the Town Manager or designee; however, in the absence of the Town Manager the Town Clerk may approve the Purchase Order.
- The successful bidder's proposal is submitted to Town Commission for review and final approval.
- A Copy of the completed, approved Purchase Order is returned to the ordering department.

Blanket Requisition Forms

Blanket Requisition Forms are used to by the Police Department for the purchase specific items for which specified quantities cannot be identified. All Blanket Requisition Forms shall expire no later than the close of the current fiscal year. Blanket Requisition Forms shall include the following information:

- Specific item to be purchased
- A not-to-exceed dollar amount
- A defined expiration date no later than the close of the current fiscal year.

- Applicable special shipping instructions
- Quote or bid back-up information for Orders over \$2,500.00

Purchases from Petty Cash

The Town maintains one (1) petty cash fund for the General Fund. The Town Clerk/Treasurer is the custodian of the Town's petty cash funds.

When an employee requests reimbursement from petty cash for approved purchases he or she made on behalf of the Town, a petty cash voucher form must be completed and signed by both the employee receiving the money and the Town Clerk/Treasurer for which the purchase was made. The receipt must be stapled to the petty cash voucher. **Please note that sales tax will not be reimbursed.** The Town is tax-exempt, and it is the responsibility of the purchaser to properly notify the vendor of the Town's tax-exempt number. Copies of the Town's tax-exempt certificate are available from the Town Clerk/Treasurer.

Petty cash funds should be reconciled and reimbursed on a monthly basis. Any discrepancies in the petty cash fund discovered during reconciliation should be brought to the attention of the Town Manager immediately. If theft is suspected, the Police Department should also be notified.

Unbudgeted Purchases

In the event that a department needs to procure goods or services in an amount that exceeds the approved budget for the department, the following procedure will be followed:

- Procurements for \$2,500.00 or less must be approved by the Town Manager or designee; however, in the absence of a Town Manager the Town Clerk/Treasurer may approve the procurement.
- Procurements in excess of \$2,500.00 must be approved by the Town Commission.
- All unbudgeted purchase requests must be accompanied by a memo from the ordering Department Head explaining the need for the procurement.

FORMAL BIDDING PROCESS

For the procurement of goods or services in excess of \$25,000.00 but less than \$100,000.00, and for the procurement of public construction projects projected to cost less than \$200,000.00, three (3) or more written offers to supply goods and/or services at a stated price and in full compliance with written bid specifications and bidding procedures shall be obtained by the Town, unless an exception as stated below applies. The Town Manager or designee is authorized to establish bidding procedures and bid specifications. The bids shall be opened publicly by the Town Manager or designee, with the Town Clerk in attendance at the time and place stated in the bid specifications. The Town Manager shall submit a tabulation of

the bids and shall make a recommendation to the Town Commission for authorization of the procurement.

SOLICITATION FOR SEALED COMPETITIVE BIDS

Sealed Competitive Bids shall be required for each purchase in excess of \$100,000.00 unless an exception as stated below applies. The Town Manager or designee is authorized to establish bidding procedures and bid specifications in a manner that is consistent with the policies stated below.

In addition, Pursuant to Sec. 255.0525(2), *Florida Statutes*, Sealed Competitive Bids are required for public construction projects that are projected to cost more than \$200,000.00, in a manner that is consistent with the policies stated below:

Invitation to Bid

Sealed Competitive Bids for purchases in excess of \$100,000.00, or for construction projects that are projected to cost more than \$200,000.00 but less than \$500,000.00 shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least twenty-one (21) days prior to the date of receiving bids/proposals and at least five (5) days prior to any scheduled pre-bid conference.

Sealed Competitive Bids for construction projects that are projected to cost more than \$500,000.00 shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least thirty (30) days prior to the date of receiving bids/proposals and at least five (5) days prior to any scheduled pre-bid conference.

In addition to the above referenced newspaper advertisement requirements, procurement via Sealed Competitive Bids shall also be advertised by posting a notice in a conspicuous location in Town Hall and by posting the bid documents on the Town's website.

Notice of Bids

All advertised invitations to bid must include the standard Town of Ocean Ridge "Notice to Bidders".

Determination of Best Bid

It shall be the responsibility of the Town Manager, as well as the Town engineers when necessary, to determine the lowest, best, responsible bidder meeting specifications and conditions of an invitation to bid. Where recommendations are made to accept a bid other than the lowest responsive, responsible bidder for procurements of more than \$25,000.00, or in the event of a tie bid, the Town Manager's recommendation with justifications shall be submitted to the Town Commission for final determination.

Procurements Not to Be Divided; Records to be Maintained

No procurement shall be divided or sub-divided in order to circumvent requirements of the Florida Statutes, the Town of Ocean Ridge Code, or these procurement policies and procedures. The Finance Department shall keep record copies of all specifications, bids and tabulations.

Right to Reject Bids

The Town Manager, or the Town Commission, as appropriate, shall reserve the right to reject any and all bids and make no award; or to waive any formalities and make an award in the best interest of the Town. Such reservation shall be indicated in all advertised invitations to bid and instructions to bidders. Any exercise of these rights by the Town shall be properly documented by the Town Manager or designee.

Waiver of Policy

Subject to the approval of the Town Commission, the Town Manager or designee may authorize the waiver of any or all of the procurement policies and procedures contained herein, when the Town Commission determines that use of such policy or procedure is not practicable and is not advantageous to the Town.

EXCEPTIONS TO FORMAL BIDDING REQUIREMENTS AND SEALED COMPETITIVE BID REQUIREMENTS

Emergency Procurement

Notwithstanding any other provisions contained in these policies, the Town Manager or designee may make or authorize others to make emergency procurement of supplies, services or construction items when there exists a threat to the public health, welfare, or safety. Such emergency procurement shall be subsequently reviewed by the Town Commission at its next regularly scheduled Town Commission meeting.

Emergency procurement may not be implemented to procure goods and/or services needed to carry on what should be considered as normal operations. Failure to anticipate normal operating needs does not rise to the level of an emergency. Although poor planning, overlooked requirements, inaccurate usage history or inadequate forecasting may result in the need for expedited purchasing, these are not bona fide emergencies.

The Town Commission shall be notified immediately of all emergency procurement where the cost of the commodity or service exceeds \$25,000.00.

Sole Source Procurement

All sole source procurement where the cost of the commodity or service exceeds \$25,000.00 shall be authorized by the Town Commission.

Piggybacking

The Town may procure commodities or services under the provision of current contracts that have been procured by other local, state or federal agencies. The following requirements must be met in order to piggyback:

- The specific items to be procured were included in the original bid and were evaluated as part of the contract award decision by the other local, state or federal agency (Piggybacking is not permissible when the action would call for a substitution of goods or services or an increase in quantities that were not originally bid on and not originally evaluated by other local, state or federal agencies as part of the contract award)
- The contract is current and in effect
- The original contract was publicly advertised, issued and awarded by a bona-fide governmental agency
- The vendor consents to the piggybacking and executes a separate agreement with the Town which confirms that the same prices, terms and conditions granted to the original contracting agency will be granted to the Town. A copy of the executed agreement shall be attached to the request for purchase order.
- All piggyback procurement where the cost of the commodity or service exceeds \$25,000.00 shall be authorized by the Town Commission.

Procurement of Professional Services (CCNA)

The procurement of professional services for the practice of architecture, professional engineering, landscape architecture, or registered land surveying shall be pursuant to the requirements of the Consultants' Competitive Negotiation Act (CCNA), Sec. 287.055 *Florida Statutes*.

Procurement of Exempt Contractual Services

The procurement of contractual services that involve special skill, ability, training or experience which are in their nature unique, original or creative in accordance with Sec. 287.057, *Florida Statutes*. Such contractual services include, but are not limited to, artistic services, lecture services, legal services, or health services. This type of contractual service may be procured by Letter of Interest or requests for proposals and selected through Competitive Selection and Negotiation.

Procurement of Town Vehicles

Town vehicles may be procured via piggybacking or obtaining three (3) written quotes. This procurement category is not subject to advertisement requirements.

TERMS AND DEFINITIONS

Although this listing of terms and definitions is comprehensive, it is not to be considered as being completely inclusive of all terms related to the procurement of commodities and services by the Town.

Award means the acceptance of a bid, offer, or proposal by the proper authority. The Town Commission must award all contracts of \$25,000.00 or more with the exception of emergency purchases.

Bid Bond means a form of bid security executed by the bidder as principal and by a surety to guarantee that the bidder will enter into, and satisfactorily completes the contract within a specified time and furnish and required performance bond.

Blanket Purchase Order is a purchase order that covers the purchase of repetitive type supplies of a like nature for a stipulated period of time (e.g. 12 months).

Capital Purchases means all tangible personal property having an original acquisition cost of \$2,500.00 or more per unit and a probable useful life expectancy of more than one year. This would include the capitalized purchase of any software.

Change Order is a written order amending a purchase order. Purchase orders may be amended to correct errors, discrepancies, acceptable overruns, freight costs, or amendments to contracts which entail additional cost.

Commodities include but are not limited to, goods, equipment, material and printing, purchased, leased or otherwise contracted for by the Town.

Competitive Bids or Competitive Offers means the receipt of bids or offers submitted by responsive and qualified bidders or offerors.

Competitive Selection and Negotiation is a method of purchasing whereby qualified professional firms are invited to submit "Letters of Interest" and are short listed by an appropriately appointed evaluation committee.

Construction means the process of building, altering, repairing, improving or demolishing any public structure or building or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair or routine maintenance on existing structures, buildings or real property.

Construction Change Order is a written order authorized by the proper authority, directing the contractor to make changes which the change's clause of the construction contract authorizes. Construction Change Orders will require Town Commission approval. The Purchasing Agent must be notified when the construction change order occurs.

Contract means all types of binding agreements, including purchase orders, for the procurement of supplies and contractual services.

Contractor means any person or business having a contract with the Town of Manalapan to perform services or sell a product.

Contractual Services means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities, materials, goods, equipment and other personal property. The term applies only to those services rendered by individuals and firms who are independent contractors.

Cooperative Purchasing means the procurement conducted by or on behalf of more than one government entity.

Debarment means a disqualification of a business or person from receiving invitations for bids or requests for proposals or the award of contracts by the Town, because of previous illegal or irresponsible action, for a specific period of time commensurate with the gravity of the offense or the failure or the inadequacy of performance.

Designee means a duly authorized representative of a person holding a superior position.

Emergency means a situation brought about by a sudden unexpected turn of events (i.e. Act of God, riots, fires, floods, accidents, etc.) or any circumstances or causes beyond the control of the Town in the normal conduct of business. Emergencies could be involving health, welfare, injury, or loss to the Town, which can only be rectified by immediate purchase of equipment, supplies, materials, or services.

Exempt Contractual Services means any services where the Town is obtaining advice, instruction, or specialized work that involves special skill, ability, training or experience which are in their nature unique, original or creative in accordance with Sec. 287.057, *Florida Statutes*. Such contractual services include, but are not limited to, artistic services, lecture services, legal services, or health services. Professional services may include a report, or written advice which may be lengthy; however, the main thrust of the service is not considered labor, but the exercise of intellectual or artistic ability. The procurement of professional services does not lend itself to normal competitive bidding and price competition alone. These

services may be procured by Letter of Interest or requests for proposals and selected through Competitive Selection and Negotiation.

Invitation to Bid means a written solicitation for competitive sealed bids with the title, date, and hour of the public bid opening designated and specifically defining the commodities or contractual services for which bids are sought. The invitation for bid will be used when the Town is capable of specifically defining the scope of work for which a contractual service is required or when the Town is capable of establishing precise specifications defining the actual commodities required. The invitation to bid will include instructions to bidders, plans, drawings and specifications, if any bid form and other required forms and documents to be submitted with the bid.

Letter of Interest (Request for) is a method of selecting a vendor whereby all vendors are invited to submit a summary of their qualifications and state their interest in performing a specific job or service.

Negotiations for Professional Services means the act of determining terms, conditions, and prices for the performance of professional services. An appropriately appointed negotiation committee will negotiate with the top ranked candidate from the competitive selection of professional service firms, in an attempt to reach agreement on a contract for the provision of services to the Town.

Notice of Award means the written notice by the Town to the apparent, successful bidder stating that upon compliance by the successful bidder with the conditions precedent to the contract within the time specified, the Town will sign and deliver the contract.

Open-End Contract means a contract whereby an indefinite quantity of supplies, services, or construction are to be procured over an identified time span, as and when needed.

Procurement is the buying, purchasing, renting, leasing or otherwise obtaining any supplies, all functions that pertain to the obtaining of any supplies, services, construction or an other item(s), including description of requirements, selection and solicitation of sources, preparation and award of contracts and all phases of contract administration.

Professional Services means any services where the Town is obtaining advice, instruction, or specialized work in the field of architecture, professional engineering, landscape architecture or registered land surveying. Procurement of such services shall be pursuant to the Consultants' Competitive Negotiation Act (CCNA), Sec. 287.055 *Florida Statutes*.

Purchasing Agent is the Purchasing Agent for the Town of Manalapan of the person designated to act in behalf of the Purchasing Agent. This position has the

authority to solicit bids and issue purchase orders for the Town. All purchase orders entered into by the Town will require the authorizing signature of the Purchasing Agent.

Purchase Order means a purchaser's document to formalize a purchase transaction with a vendor, conveying acceptance of a vendor's proposal. The purchase order should contain statements as to quantity, description and price of the supplies, services or construction ordered and applicable terms as to payment, discounts, date of performance, transportation, insurance and other factors.

Quotation means an informal (verbal) or formal (written) notice by a vendor to the buyer stating the prices, terms and conditions under which they will furnish certain goods or services.

Request for Proposals means all documents, whether attached or incorporated by reference, for soliciting sealed proposals.

Selection and Negotiation Committee is a group of persons appointed by the Town Manager to rank in preferential order those professional firms or individuals interested in providing services on a particular project and to negotiate a final contract with the highest ranked firm.

Sole Brand means the only known brand or only reasonable brand capable of fulfilling the needs of the Town.

Sole Source means the only known vendor or the only reasonable vendor capable of providing a service of commodity to the Town.

State Contract is the State of Florida Purchasing Division's formal bidding process and award of various equipment and services contracts extended for use by all political subdivisions (entities).

Surplus Property means any property belonging to the Town, which is capable of being used, but is in excess of the normal operating requirements of the Town. This property is disposed by auction, or other means which proves to be more beneficial to the Town as determined by all or two of the following: Town Manager, Purchasing Agent and Finance Director. The Town Commission will approve the awarded sale of the property.

Suspension means the disqualification of a business or person from receiving Invitations for Bids or Request for Proposals of the award of a contract by the Town for a given period.

Memorandum

Date: September 28, 2015
To: Mayor & Commissioners
From: Ken Schenck, Town Manager
**Re: Change Orders for Inlet Cay and Sabal Island
Bridge Repairs**

The repairs have been completed on all three bridge. This is the first overall repair on the Inlet Cay and Sabal Island bridges since they were built in 1997. The bids were based on the repairs needed as FDOT reported them. Unfortunately when they stripped away the concrete there was more erosion underneath that wasn't visible from the surface. Some of it was extensive. Attached are change orders for the Inlet cay and Sabal Island bridges. These have been approved by our inspectors. The change order for Inlet Cay is \$8,723 and Sabal Island is \$5,445. The total is \$14,168. The funds will come from the Capital Funds account. Staff recommends approval.

**CHANGE
ORDER**

AIA DOCUMENT G701

OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

**ANZCO
INC.**

PROJECT: **Inlet Cay, Sabal Island**
 Ocean Ridge, fl.

CHANGE ORDER NUMBER: 001
 DATE: 9/2/2015
 ARCHITECT'S PROJECT NO:

CONTRACTOR: **Anzco Inc.**
 9671 Carousel Circle South
 Boca Raton, Fl. 33434

CONTRACT DATE:

The Contract is changed as follows:

Item #	Description:	C.O. Amount
<i>This change order represents:</i>		
<i>Additional work at Inlet cay bridge</i>		
1.	Bent #1 2 men X 8 hours @ \$45.00/hr	\$ 720.00
	Sika 223 4 bags @ \$30.00/bag	\$ 120.00
2.	Bent #2 2men X 4daysX8 hours X \$45.00/hr	\$ 2,880.00
	Sika 223 6 bags @ \$30.00/bag	\$ 180.00
3.	Bent #3 2men X 2 days X 8hours X\$45.00/hr	\$ 1,440.00
	Bent #3 1man X 3 days X 8hours X\$45.00/hr	\$ 1,080.00
	Sika 223 9 bags @ \$30.00/bag	\$ 270.00
	Armatec 110 1 kit	\$ 160.00
4	Bent 4 1 man X 8 Hours X\$45.00/hr	\$ 360.00
5	Steel pipe repair 2men X 8hours X \$45.00/hr	\$ 720.00
		<hr/> <hr/>
	Subtotal	\$ 7,930.00
	Contractor Fee 10%	\$ 793.00
	Total	\$ 8,723.00

Approved

 **Brian Rheault**
 Sep 25 2015



John Zak <jzak@anzcoinc.com>

Ocean ridge/ inlet cay bridge

1 message

James Durham <jdurham@anzcoinc.com> Fri, Aug 28, 2015 at 8:34 AM
To: John Zak <jzak@anzcoinc.com>
Cc: Harvey Moore <harveymoore5557@gmail.com>

End bent 1

- (3) Corrosion stain - no extra work
- (4) Abutment cap horizontal crack 6'6" long (not 27" long) x 6" high
- (12) Pile 1-5, spall 7" x 3" x 1" - no extra work

End bent 2

- (8) SE pile 2-4 pile stub w/rebar - no extra work
- (6) Bottom rebar - 12 spots total, 2 had extra work:
 1. 7ft long x 6" high
 2. 2ft long x 1ft high

End bent 3

- (7) Pile 3-6, 8ft long (not 4" long)
- (6) Bottom rebar - no extra work
- (Extra work) - crack repair - 10ft long x 6" high

End bent 4

- (3) Corrosion stain - 4ft. Long repair
- (5) Void 2"x2"x2" - no extra work
- (Extra work) - crack repair 1'x1'x6"

* CORRUGATED PIPE REPAIR @ SOUTH SEAWALL CAP
16 HOURS

Approved

**CHANGE
ORDER**

AIA DOCUMENT G701

OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER



PROJECT: **Inlet Cay, Sabal Island**
 Ocean Ridge, fl.

CHANGE ORDER NUMBER: 002
 DATE: 9/14/2015
 ARCHITECT'S PROJECT NO:

CONTRACTOR: **Anzco Inc.**
 9671 Carousel Circle South
 Boca Raton, Fl. 33434

CONTRACT DATE:

The Contract is changed as follows:

Item #	Description:	C.O. Amount
<i>This change order represents:</i>		
<i>Additional work @Sabal Island</i>		
1.	Bent #1 1 manX 8 hours @ \$45.00/hr	\$ 360.00
2.	Bent #2 West 2men X 2daysX8 hours X \$45.00/hr	\$ 1,440.00
3.	Bent #2 East 2men X 3daysX8 hours X \$45.00/hr	\$ 2,160.00
	Sika 223 9 bags @ \$30.00/bag	\$ 270.00
4.	End Bent #3 2 men X 1 day X 8 hours X \$45.00/hr	\$ 720.00

			<hr style="border-top: 3px double #000;"/> Subtotal \$ 4,950.00
Contractor Fee	10%	\$	495.00
Total		\$	5,445.00



John Zak <jzak@anzcoinc.com>

Ocean Ridge sabal island numbers

1 message

James Durham <jdurham@anzcoinc.com>

Tue, Sep 8, 2015 at 9:12 AM

To: John Zak <jzak@anzcoinc.com>

End bent one

10) but is written as 2) says 3ft but actually 2ft7in plus a hole 3.5" x 3.5" x 1.5"

2) but is written as 10) says 11ft but actually 14ft6in

Extra work) 3ft2in

1) not started yet, not foreseeing any extra work

End bent two west

6) says 4ft6in but actually 5ft7in

7,8) says 6ft and 20in but actually one long run at 9ft6in

End bent two east

4,5) says 11ft6in but actually 19ft6in * ~~DEPTH~~ WAS 12" WIDE & HIGH.

Extra work) two cracks Lower 2ft7in and upper 1ft8in

Extra work) 3ft5in

9) Bottom ties not started yet

End bent three

3) says 2ft but actually 2ft7in

11) says 2ft but actually 5ft2in and 1ft11in

Memorandum

Date: September 21, 2015
To: Mayor & Commissioners
From: Ken Schenck, Town Manager
Re: Cost Estimates for Converting Old Ocean Blvd. to a One Way Street and Blocking off the Entrance to Midlane Rd. from Woolbright Rd.

The Mayor brought up the concept of changing Old Ocean Blvd. to a one way street. The Commission requested staff to develop estimated costs for the project. The following are some cost estimates involved in converting Old Ocean Blvd. into a one way street. As this street is used primarily for bike and pedestrian traffic there is a concern for the safety of these residents. By converting the street to one way traffic the safety of the users would be enhanced.

The proposal is to have traffic moving from north to south on the west half of the road. The eastern half would be restricted for pedestrian and bike traffic. It would include closing the entrances to Old Ocean from Thompson St., Adams Rd. and Beachway Dr. The main entrance to Old Ocean would be from Corrine St. The exits from Old Ocean would be Tropical Dr. and Oceanview Dr. The costs also include blocking off Midlane Rd. from Woolbright Rd.

As there are several options for traffic barriers and signage the following is a general estimate until a more detailed plan and designs are developed. The variables would not alter the costs significantly.

If a traffic study is desired by the Commission the estimated cost would be about \$10,000. I believe this would be beneficial as this is a significant change and there may be technical and legal aspects in traffic and pedestrian flow and signage we should address.

The estimated construction costs are as follows.

Paving: Based on present costs the estimated cost to pave Old Ocean Blvd. from Corrine to Oceanview would be about \$120,000. This cost varies as the cost of oil fluctuates.

Stripping: The cost to stripe a double solid white line on Old Ocean Blvd. is about \$4,600. The cost to put on the designation for a bike lane is about \$150 each. To place these every 500 feet would be about \$1,350. The placement of signs will have to follow any State requirements so this distance may change. The markings would be thermoplastic and not paint as paint doesn't hold up very well. The cost for these markings would be about \$5,950.

Signage: There are two types of signs that could be used. One is the fancy wooden signs we use in Town and the other is the standard metal sign. The wooden signs are much more expensive but are much better looking. The number of signs will vary depending on the final design of the project. These costs will also vary depending on the final wording and sign size. Sign distances will follow State requirements which may change the numbers. The dead end streets will be Thompson, Adams and Beachway. Midlane will also be a dead end on the west side of A1A if that part is done.

	wooden	metal
Five one way signs and one enter and one exit sign:	\$1,800	\$540
Four dead end signs at street entrances:	<u>1,600</u>	<u>480</u>
Total	\$3,400	\$1,020

Dead End Barriers: There are several types of dead end barriers. The individual pipe is the least expensive. Depending on height, design and mounting method they vary in price but average about \$50 each. If we used six on each road the cost would be about \$1,200. More substantial barriers could be \$3,000 or more.

<u>Summary:</u>	Study	\$ 10,000
	Paving	120,000
	Stripes	5,950
	Signage - wood	3,400
	Road Barriers	<u>1,200</u>
	Total	\$140,550

An additional item that needs to be addressed is a left turn lane on A1A from the north to turn into Beachway Dr. Without the turn lane the only way onto

Beachway is from Woolbright or from the south on A1A. I have no idea of the cost as FDOT would have to do a study to determine the distances and the traffic light changes that will be required.

I've spoken to the Boynton Beach Fire Dept. and they would like to review any plans we develop to make sure it won't affect their response time to emergencies and access on the dead end streets as there are no cul-de-sacs for turning. Republic Services also needs to comment as it relates to the collection of trash and turning of their vehicles.

Agenda: Oct. 5, 2015
Memo: Item # 15

Town of Ocean Ridge, Florida

Agenda Memorandum

Office of the Town Clerk

Subject: Town Manager Negotiations with James Titcomb

Mayor and Town Commissioners:

At the Sept. 17th Meeting the Commission authorized the Town Attorney to negotiate the Town Manager's contract with Jamie Titcomb. Atty Spillias did have several conversations with Mr. Titcomb before he left for his two week vacation. The proposed contract was not provided to me prior to the agenda packet distribution.

Any paperwork that may become available will be distributed prior to the meeting.

Agenda: Oct. 5, 2015
Memo: Item # 16

Town of Ocean Ridge, Florida

Agenda Memorandum

Office of the Town Clerk

Subject: Resolution No. 2015-11; Approving the Joint Powers Agreement with the National Joint Powers Alliance and Authorizing the Mayor to Execute Same

Mayor and Town Commissioners:

As you may recall the Commission approved the purchase of new carpet for the Chambers/Community Room and Dispatch Center out of the FY 2014/15 budget.

Unfortunately when the Purchase Order was forwarded to the company, as they requested, it was discovered that the only manner the Town can receive the competitively solicited reduced pricing is to sign the above referenced agreement. Staff has checked with another governmental agency who advised that they too are members. They advised there is no obligation and they have only benefited from the competitive pricing.

The Purchase Order has been encumbered so the funding will still come from the FY 2014/15.

Staff recommends approval of same through the adoption of Resolution No. 2015-11 in order to proceed with the purchase and installation of the carpet.

RESOLUTION NO. 2015-11

RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, AUTHORIZING THE MAYOR TO EXECUTE THE JOINT POWERS AGREEMENT BETWEEN THE NATIONAL JOINT POWERS ALLIANCE (NJPA) AND THE TOWN OF OCEAN RIDGE (TOWN) FOR THE PURCHASE OF ACCESSING AVAILABLE CONTRACTS FOR GOODS AND SERVICES FROM NJPA AWARDED VENDORS

WHEREAS, the Town is committed in obtaining purchases that can produce an overall savings to the taxpayers;

WHEREAS, the NJPA can provide contracts for commodities and services available to the Town that may be a lower costs due to vendors that participate in their program; and

WHEREAS, the Town is interested in participating in an agreement with the NJPA in order to receive goods and/or services that the NJPA provides possibly at reduced costs.

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

Section 1. the Town hereby authorizes the Mayor to execute the Joint Powers Agreement (attached as Exhibit "A") between the NJPA and the Town for the purpose of obtaining goods and/or services competitively solicited.

Section 2. This Resolution shall become effective immediately upon passage.

The Mayor thereupon declared the resolution duly passed and adopted this 5th day of October, 2015.

TOWN OF OCEAN RIDGE, FLORIDA

Geoffrey A. Pugh, Mayor

Attest:

Karen E. Hancsak, Town Clerk

**JOINT EXERCISE OF POWERS
AGREEMENT**



**NATIONAL JOINT POWERS ALLIANCE
JOINT POWERS AGREEMENT**

This Agreement, made effective on the date hereof, is between the National Joint Powers Alliance® (hereinafter referred to as "NJPA") and _____ (hereinafter referred to as "Governmental Unit").

Recitals

WHEREAS, NJPA asserts it is a Minnesota Service Cooperative created and governed under Minnesota Statute §123A.21; and

WHEREAS, under Minnesota Statute §471.59, NJPA is permitted to enter into agreements with other governmental units in the United States and Canada to jointly or cooperatively exercise any power common to the contracting powers or similar powers, as deemed necessary; and

WHEREAS, Governmental Unit asserts it is authorized by its Statutes to utilize contracts competitively solicited by another governmental unit; and

WHEREAS, Governmental Unit and NJPA desire to enter into a "Joint Exercise of Powers Agreement" for the purpose of Governmental Unit accessing available contracts for goods and services from NJPA Awarded Vendors;

NOW THEREFORE, NJPA and the Governmental Unit hereby agree as follows:

Agreement

1. NJPA will make its contracts for commodities and services and/or other NJPA services available to the Governmental Unit. The Governmental Unit will be deemed a non-voting Participating Member.
2. The Governmental Unit may utilize the contracts or services procured or offered through NJPA to purchase supplies, equipment, materials and services hereinafter referred to as "goods and services" for its eligible users.
3. The Parties to this Agreement will adhere to any and all applicable laws pertaining to the purchasing of goods and services as they pertain to the laws of their state or nation.
4. This Agreement will become effective on the date hereof and shall remain in effect until canceled by either party upon thirty (30) days' written notice to the other party.
5. Each party agrees that it is responsible for its acts and the results thereof, to the extent authorized by law, and will not be responsible for the acts of the other party and the results thereof. The Governmental Unit will be responsible for all aspects of its purchase, including ordering its goods and/or services, inspecting and accepting the goods and/or services, and paying the Vendor who will have directly billed the Governmental Unit placing the order.
6. Both Parties to this Agreement agree to strict accountability of all public funds disbursed in connection with this joint exercise of powers as required by each party's respective laws.
7. To purchase commodities or services from NJPA's contracts, the Governmental Unit must issue a purchase order or other subsequent agreement in accordance with the terms and conditions of NJPA's contracts and any requirements applicable to the Governmental Unit's governing body. The Governmental Unit must send purchase orders directly to the applicable Vendor and will make payments directly to the Vendor in accordance with its established procedures and terms of NJPA's contract. The Governmental Unit will not use the goods available under NJPA's contracts for purposes of resale.

**JOINT EXERCISE OF POWERS
AGREEMENT**



8. Pursuant to Minn. Stat. §471.59, subd. 5, if applicable, the Parties shall provide for the disposition of any property acquired as the result of such joint or cooperative exercise of powers, and the return of any surplus moneys in proportion to contributions of the several contracting parties after the purpose of the Agreement has been completed.
9. There shall be no financial remunerations by the Governmental Unit to NJPA for the use of NJPA's procurements, contracts or agreements or the payment of any membership fee to NJPA.
10. Both Parties to this Agreement acknowledge their individual responsibility to gain ratification of this agreement through their governing body, if required by law.
11. The NJPA contracts utilized by the Governmental Unit through this Agreement were procured or will be procured through the Uniform Municipal Contracting law, MN Statute Sec. 471.345.

IN WITNESS WHEREOF, the Parties have executed this Agreement effective the date hereof.

Member Name:

National Joint Powers Alliance®

By _____
AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

Its _____
TITLE

TITLE

DATE

DATE

JOINT EXERCISE OF POWERS AGREEMENT



ORGANIZATION INFORMATION (** Required Fields)

Applicant Name: ** _____
Address: ** _____
City, State, Zip ** _____
Federal ID Number: _____
Contact Person: ** _____
Title: ** _____
E-mail: ** _____
Phone: _____
Website: _____

Reference:
Minnesota Joint Exercise of Powers
M.S. 471.59

Participating Agency
Joint Exercise of Powers Authority
granted under State Statute

APPLICANT ORGANIZATION TYPE:

- K-12
- Government or Municipality (please specify: _____)
- Higher Education
- Other (please specify: _____)

I WAS REFERRED BY: (please specify)

- Advertisement _____
- Current NJPA Member _____
- Vendor Representative _____
- Trade Show _____
- NJPA Website _____
- Other _____

Completed applications may be returned to:

National Joint Powers Alliance ®
202 12TH Street NE
Staples, MN 56479

Duff Erholtz

Phone 218-894-5490
Fax 218-894-3045
E-mail duff.erholtz@njpacoop.org

PURCHASE ORDER

TOWN OF OCEAN RIDGE
 6450 NORTH RIDGE BLVD.
 OCEAN RIDGE, FLORIDA 33435
 (561) 732-2635 - FAX (561) 737-8359

DATE	DATE REQUIRED	P.O. NUMBER	PAGE
09/02/2015		00014016	1

VENDOR NO.: 1559

VENDOR

SHAW INTEGRATED SOLUTIONS
 616 DUVALL ROAD
 DALTON, GA 30720

SHIP TO

TOWN OF OCEAN RIDGE
 6450 N OCEAN BLVD
 OCEAN RIDGE, FL 33435

SHIP VIA:
 F.O.B.:
 TERMS:
 EXP. DATE:
 DESCRIPTION: CARPETS: POLICE DISPATCH

ORDERED BY: CONTINGENCY
 P.O. TYPE: Regular
 REQ. NO.:
 ACCT. NO.:

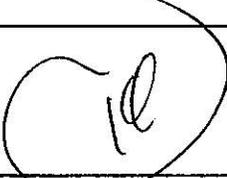
QUANTITY	CODE	DESCRIPTION	UNIT PRICE	TOTAL COST
1.000		CARPETING: POLICE DISPATCH	2,328.6300	2,328.63
1.000		INCLUDES: CARPET TILE INSTALL,	0.0000	0.00
1.000		ADHESIVE, CARPET REMOVAL/DISPOSAL	0.0000	0.00
1.000		INST/FURNISH BASE, FLOOR PREP	0.0000	0.00
1.000		FURNITURE MOVING, INST/FURNISH	0.0000	0.00
1.000		TRANSITIONS, FREIGHT	0.0000	0.00
			TOTAL: \$	2,328.63

001-580.114-509.900

CONTINGENCY

2,328.63

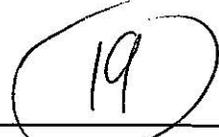
✓✓



DEPARTMENT HEAD



FINANCE DEPARTMENT



MANAGER'S APPL.

PURCHASE ORDER

TOWN OF OCEAN RIDGE
 6450 NORTH RIDGE BLVD.
 OCEAN RIDGE, FLORIDA 33435
 (561) 732-2635 - FAX (561) 737-8359

DATE	DATE REQUIRED	P.O. NUMBER	PAGE
09/02/2015		00014015	1

VENDOR NO.: 1559

VENDOR
SHAW INTEGRATED SOLUTIONS 616 DUVALL ROAD DALTON, GA 30720

SHIP TO
TOWN OF OCEAN RIDGE 6450 N OCEAN BLVD OCEAN RIDGE, FL 33435

SHIP VIA:
 F.O.B.:
 TERMS:
 EXP. DATE:
 DESCRIPTION: CARPETING: THALL CHAMBERS/COMMUNITY RM

ORDERED BY: CONTINGENCY
 P.O. TYPE: Regular
 REQ. NO.:
 ACCT. NO.:

QUANTITY	CODE	DESCRIPTION	UNIT PRICE	TOTAL COST
1.000		CARPETING - THALL CHAMBERS/COMM. RM	4,363.1300	4,363.13
1.000		INCLUDES: BROADLOOM INSTALL,	0.0000	0.00
1.000		ADHESIVE, CARPET REMOVAL/DISPOSAL	0.0000	0.00
1.000		FLOOR PREP, FURNITURE MOVING,	0.0000	0.00
1.000		INST/FURNISH TRANSITIONS, FREIGHT	0.0000	0.00
			TOTAL: \$	4,363.13

001-580.114-509.900

CONTINGENCY

4,363.13

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 DEPARTMENT HEAD

 KH
 FINANCE DEPARTMENT

 19 ✓✓
 MANAGER'S APPL.