

TOWN OF OCEAN RIDGE

AGENDA



January 4, 2016

6:00 P.M.

TOWN HALL – MEETING CHAMBERS

TOWN COMMISSION

Mayor Geoffrey A. Pugh

Commissioner Gail Adams Aaskov

Commissioner Lynn L. Allison

Commissioner James A. Bonfiglio

Commissioner Richard J. Lucibella

ADMINISTRATION

Town Manager James S. Titcomb

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 one time up to three minutes or less regarding any single item on the agenda.** The Mayor or presiding officer has discretion to adjust the amount of time allocated.
 - A. Public Hearings: Any citizen is entitled to speak on items under this section.
 - B. Public Comments: Any citizen is entitled to be heard concerning any matter within the scope of jurisdiction of the commission under this section. The Commission may withhold comment or direct the Town Manager to take action on requests or comments. The Commission meetings are held for the purpose of discussing and establishing policy and to review such other issues that affect the general welfare of the Town and its residents. Where possible individual grievances should first be taken up with the Town Staff.
 - C. Regular Agenda and First Reading Items: When extraordinary circumstances or reasons exist and at the discretion of the Commission, citizens may speak on any official agenda item under these sections.

2. **ADDRESSING THE COMMISSION:** At the appropriate time, please step up to the podium and state your name and address for the record. All comments must be addressed to the Commission as a body and not to individuals. Any person making impertinent or slanderous remarks or who becomes boisterous while addressing the Commission shall be barred by the presiding officer from speaking further, unless permission to continue or again address the Commission is granted by a majority vote of the Commission members present.

APPELLATE PROCEDURES

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

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 Regular Town Commission Meeting of Dec. 7, 2015**

| MOTION | SECOND | DISCUSSION | VOTE |
|--------|--------|------------|------|
|--------|--------|------------|------|

ANNOUNCEMENTS AND PROCLAMATIONS

- 2. **The Administrative Offices will be closed on Monday, Jan. 18, 2016 for the Official Holiday (Martin Luther King Day)**
- 3. **The Workshop Meeting to Discuss Possibly Converting Old Ocean Blvd. to a One Way Street is scheduled for Tuesday, Jan. 26, 2016 at 6 PM**
- 4. **2016 Municipal Election/Eleccion Municipal 2016**
 - a. **Proclamation for Election Held on March 15, 2016/Proclamacion para eleccion sostenida el 15 de marzo de 2016**
 - b. **One Commission Seat Open for a Three Year Term/Comision uno puesto para tres anos cada**
 - c. **Qualified Candidates are Lynn Allison and Steve Cox/Candidatos calificados son Lynn Allison y Steve Cox**

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

5. **Presentation of Retirement Resolution from the Florida Association of City Clerks (FACC) to Retiring Town Clerk Karen Hancsak by Pamela Latimore, FACC SE Director and City Clerk of North Miami Beach**

PUBLIC HEARINGS

6. **An application submitted by, Everlast Realty LLC, a Massachusetts Limited Liability Co., and John Lauring, Mark Lauring, James Lauring, 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. (Continued from the Nov. 2, 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

7. **Town Manager**

8. **Town Attorney**
 - a. **Request from Counsel for Bill Swaim Regarding an Easement Pertaining to the Property Located West and North of Town Hall Property**
9. **Police Chief**
10. **Town Engineer**

ACTION ITEMS

11. **Discuss Shortlist and Schedule Special Meeting Date for Interviews for the Legal Representation Selection** By: Jamie Titcomb, Town Manager
12. **Discuss Proposed Format for Old Ocean Blvd. Workshop Meeting** By: Jamie Titcomb, Town Manager
13. **Authorize the Longevity Retirement Bonus for the Retiring Town Clerk Based on Adopted Resolution No. 2011-22** By: Jamie Titcomb, Town Manager
14. **Confirm the Hiring of One Police Officer, Katherine Berish, and One Police Dispatcher, Kelly Conte and also Request Authorization to Hire Upon Completion of Successful Background a Additional Police Dispatcher to Fill Budgeted Vacancies** By: Jamie Titcomb, Town Manager

RESOLUTIONS

None

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 FEB. 1, 2016 AT 6:00 PM**

REGULAR TOWN COMMISSION MEETING HELD DECEMBER 7, 2015

Regular Town Commission Meeting of the Town of Ocean Ridge held on Monday, December 7, 2015, at 6:00PM 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

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

Atty Spillias requested to add Item 12a - Addendum to his Employment Agreement extending his contract to 3/7/16. Comm. Allison also requested to speak under Town Commission Comments at the end of the meeting.

CONSENT AGENDA

1. Minutes of Regular Town Commission Meeting of Nov. 2, 2015

Comm. Allison motioned to approve the Agenda and Consent Agenda as amended. Seconded by Comm. Aaskov.

Motion Carried – yea (5)

ANNOUNCEMENTS AND PROCLAMATIONS

2. The Administrative Offices will be closed on Friday, Dec 25, 2015 and Friday, Jan 1, 2016 for the Official Holidays
3. The Workshop Meeting to Discuss Possibly Converting Old Ocean Blvd. to a One Way Street is scheduled for Tuesday, Jan 26, 2016 at 6PM.

PUBLIC COMMENT

Gerry Magruder, 9 Ridge Blvd, felt that closing off Midlane Rd would eliminate cut through traffic to Adams Road. She stated her concern for terrorist activity, and asked how Ocean Ridge would warn the residents of potential threats. She complimented that the anthrax scare in their neighborhood a few years ago was handled very efficiently.

Chief Hutchins assured the residents that our police department is actively participating and sharing information daily between local and federal agencies. Since 9/11 there is an established protocol, and the residents would be notified of any threats or danger. Currently there is no threat to our area.

Justus Brown, 39 Coconut Lane, thanked the Commission for the Holiday Party on Friday, December 4th. He commented that he felt that creating a new dead end street would preclude other requests and did not feel the Town should pay for the luxury of others.

Kristine de Haseth, representative of the Ocean Ridge Garden Club presented a poinsettia plant to Clerk Hanscak and thanked her for her help throughout the years to the Garden Club.

Terry Brown, Harbour Drive So, was concerned with the rise of the sea level in Ocean Ridge. Miami is drowning, and Key West has had a sea level rise of 9". He requested that the Commission schedule a future meeting regarding the impact on the Town's infrastructure, citing that some roads will need to be totally rebuilt. He also encouraged property owners to maintain their dunes, and for the barrier island communities to seek a collaboration approach for grant funding.

REGULAR TOWN COMMISSION MEETING HELD DECEMBER 7, 2015

Nancy Hogan, 37 Hibiscus Way, questioned the purpose of the Speed Radar in her neighborhood. She was also concerned that the heavy rains had caused drainage problems and seawall issues from 33 Hibiscus Way and pictures had been dropped off to Town Hall. Clerk Hancsak stated that the photos had been forwarded to Engineer Tropepe, and a courtesy inspection was scheduled for Tuesday.

PUBLIC HEARINGS

- 4 An application submitted by, Everlast Realty LLC, a Massachusetts Limited Liability Co., and John Lauring, Mark Lauring, James Lauring, 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. (Continued from the Nov. 2, 2015 Regular Meeting)

Clerk Hancsak read the application. Atty. Spillias stated that the representatives for this project have requested that this item be continued to the January 4th, 2015 meeting.

Comm. Bonfiglio motioned to continue this item to the January 4th, 2015 meeting. Seconded by Comm. Allison.

Motion Carried – yea (5).

REPORTS

5. Town Manager

Manager Titcomb reported the following: 1) Midlane Road Closure – There has been a short set back while the Town Engineer is verifying the FDOT standards and also that Palm Bch Co has no concerns. The No Thru/Local Only” signage has been installed, and letters were mailed to all Ocean Ridge Beach Subdivision Residents. Pylons have also been ordered. The residents should expect some unintended impacts as everyone gets used to the closure configuration. Police enforcement to mitigate negative impacts will be increased accordingly. *He also commented that additional pylons are needed and painting of lines on the streets will be required. He suggested approving an additional \$250 - \$350 to complete the project.* 2) Barrier Island Fire District – Meetings with the selected consultants for the study and communities will take place this week. This is the first official data/information gathering under the newly let contract being managed by Gulf Stream. As the contract came in at a rate below original projections, each municipality’s prorated share was reduced from \$15,000 to \$9600. There is an agenda item tonight to authorize these funds officially from contingency. 3) Town Landscaping Special Projects – many areas in town need substantial maintenance, removal or replacement of vegetation including entryway islands, bride, medians, retention areas, right of ways, crossovers and Town kiosks. We have contracts and agreements with Chris Wayne Associates and Able Tree, and some areas are maintained by our own Public Works dept. We should consider design proposals for “high visibility” signature beautifications projects in the next budget cycle. *The sea level rising was also acknowledged and there was mention of future inspections and possibly studies that may be required to adequately prepare the Town.*

REGULAR TOWN COMMISSION MEETING HELD DECEMBER 7, 2015

Comm Lucibella moved to approve an additional \$1,000 to complete the temporary Midlane Road closure, seconded by Comm Allison.

Motion carried – yea (5).

6. Town Attorney

Atty Spillias commented that the Town was provided information regarding a pending a federal class action suit concerning the distribution of unsolicited fax advertisements. He mentioned that the Town could either stay in the suit and receive approximately \$500 or withdraw. No action was required to remain in the suit. The consensus was to remain in the suit.

Regarding the suit involving the Inspector General, Atty Spillias mentioned that Palm Beach County has requested a time extension after at which time the municipalities also will have an opportunity to seek an extension.

7. Police Chief

Chief Hutchins advised that his report was distributed. He also mentioned a recent commendation for Investigator Jones. There were no questions.

8. Town Engineer

Engineer Tropepe was absent with notice.

ACTION ITEMS

9. Discuss Shortlist and Interview Process for the Legal Representation Selection By: Jamie Titcomb, Town Manager

Town Manager Titcomb commented that the Commissioners have all been provided with the correspondence received from the seven interested attorneys and/or firms (several additional firms did not respond). At this point staff was seeking direction on how the Commission wanted to proceed with the vetting process and subsequent meetings.

Atty Spillias reiterated that the Commission directed staff to send letters of interest and identify the solicited and unsolicited responses received, of which seven firms responded. He stated that he was had professional dealings with all seven and they were all capable firms. He summarized each firm based on size, sole practitioner or multi-attorney firm, and governmental experience.

The consensus of the Commission was to submit a short list of 3-4 firms prior to the Jan. 4th meeting at which time a special meeting to conduct interviews will be scheduled and a selection made, with an anticipated start date in February.

Stella Kolb, 204 Beachway Drive, cautioned the Commission on selecting a firm that may have a potential conflict of interest with other towns they may be representing.

10. Confirm the Hiring of Tracey Stevens for the New Town Clerk Position By: Jamie Titcomb, Town Manager

Town Manager Titcomb advised that the Town had advertised for the new Town Clerk back in July and any decisions for hire were delayed until the new Town Manager was in place. He reviewed the 9 resumes originally received, along with an additional 3 (including one in-house candidate), and short listed the candidates based on an experience matrix. Several candidates have since been employed elsewhere. After narrowing the list, Manager Titcomb was recommending and made an offer to Tracy Stevens (who was also present in the audience) for hire effective Jan. 4, 2016. He advised that he

REGULAR TOWN COMMISSION MEETING HELD DECEMBER 7, 2015

previously supplied the Commission with her resume and offer. He added that he also knows her personally and felt she was the best fit for the job.

Comm Aaskov moved to confirm the hiring of Tracy Stevens as the next Town Clerk based on the offer letter supplied by the Town Manager. Comm Bonfiglio seconded the motion.

Comm Allison clarified that Ms. Stevens would have the standard probationary period (six months) as outlined in the Employee Handbook and that any increases would be based on the annual review to which Manager Titcomb advised any increases would be based the same as other employees. He did state that the only difference in this hire was that his offer included 2 weeks of banked vacation time.

Terry Brown, Harbour Dr So, commented that the salary should possibly be higher. Comm Allison commented that Lantana had recently advertised for a Town Clerk with a salary between \$58,000 and 62,000.

Motion carried – yea (5).

The Commission and audience welcomed Tracey Stevens.

Town Manager Titcomb also stated that because the current Town Clerk has performed many functions he was recommending that she receive special compensation for the additional training that will be required for the next two months. He stated the Employee Manual (through the PBA contract) allows for special compensation and he was suggesting 10% of her annual salary. He added that once she ends her employment and completes her drop period with FRS she cannot perform any consultant duties. He also stated the retirement longevity bonus is separate and will be addressed next month.

Comm Bonfiglio moved to authorize an increase in salary of \$13,000, equivalent to 1/6 of her current annual salary, to be taken from the Contingency Account. Comm Lucibella seconded the motion.

Motion carried – yea (5).

Town Clerk Hancsak thanked the Commission.

11. Authorize the Purchase of Three (3) Fully Equipped Police Vehicles from Budgeted Funds By: Jamie Titcomb, Town Manager

Chief Hutchins stated that based on the condition of the current fleet and that \$117,000 had been approved in the FY 15/16 Budget, he was recommending the purchase of three new vehicles. The vehicles included 2 – 2016 Ford Interceptor Utility Vehicles (Explorer Model) and one Dodge Charger sedan. The total costs include upfit with new equipment for all three vehicles. His justification and costs, previously distributed to the Commission, were discussed. The maximum total for the three vehicles is \$112,932.22, however, there is a possibility that it may be lower if the Town purchases 2 from a previous vendor, whose costs have been lower than that Florida Sherriff's Assoc. Bid Base Price. He added that the excess funds (\$4,000) can be used to purchase a new police radio.

Comm Lucibella moved to authorize the purchase of three police vehicles as outlined in the Chief's memo at a cost not to exceed \$113,000 from budgeted funds. Comm Allison seconded the motion.

Motion carried – yea (5).

REGULAR TOWN COMMISSION MEETING HELD DECEMBER 7, 2015

12. Authorize an Amount Not Exceed \$10,000 to Fund a Portion of the Multi-Jurisdiction Fire Consulting Study By: Jamie Titcomb, Town Manager

Town Manager Titcomb advised that the Commission had previously agreed to participate in the Multi-Jurisdiction Fire Consulting Study to explore the issues, costs, and logistics to improve Fire Rescue Service Providers and options to the barrier island communities. The Commission conceptually approved \$15,000, however; the cost has been reduced to \$9,600. He recommended an amount not to exceed \$10,000.

Comm Bonfiglio moved to authorize an amount not to exceed \$10,000 from the Contingency Account to fund the Town's proportional share of the Multi-Jurisdiction Fire Consulting Study. Comm Aaskov seconded the motion.

Motion carried – yea (5).

12a. Authorize Addendum to Employment Agreement with Ken Spillias

Atty Spillias commented that the addendum was to extend the term of the agreement through the March 7, 2016 Regular Commission Meeting.

Comm Bonfiglio moved to approve the addendum extending the employment date through March 7, 2016, seconded by Comm Allison.

Motion carried – yea (5).

Atty Spillias commented that he anticipated that the new law firm would begin 1-2 weeks prior to March 7, 2016.

13. Ordinance No. 612; Amending Article IV, Division 1, Section 66-117 of the Code of Ordinances to Make the Landscape Provisions of Division 1, Parking Area Landscape, Applicable to Single Family and Duplex Dwelling Units; Providing for Codification; Providing for Repeal of All Ordinances in Conflict, Providing for Severability; and Providing for an Effective Date

Town Clerk Hancsak read Ordinance No. 612 by title only and summarized the ordinance.

Comm Bonfiglio moved to adopt Ordinance No. 612 on second reading. Comm Aaskov seconded the motion.

There was no public comment, other than support voiced by Kristine de Haseth on behalf of the Garden Club.

Motion carried – yea (5).

14. Ordinance No. 613; Amending Section 1-3, Definitions, of the Code of Ordinances to Include Partial Demolitions of Improvements; and Further Amending Article III, Technical Codes and Other Construction Standards, Division 2, Administration and Enforcement, Section 67-51, Permit Required, to Include Requirements Relative to Partial Demolition Permits and the Prevention of Blight; Providing for Codification; Providing for Severability; Providing for Repeal of All Ordinances in Conflict; and Providing for an Effective Date

Town Clerk Hancsak read Ordinance No. 613 by title only and summarized the ordinance.

REGULAR TOWN COMMISSION MEETING HELD DECEMBER 7, 2015

Comm Bonfiglio moved to adopt Ordinance No. 613 on second reading. Comm Allison seconded the motion.

There was no public comment.

Motion carried – yea (5).

Meeting Adjourned at 7:30pm.

Attest By:

Town Clerk

Mayor Pugh

Commissioner Aaskov

Commissioner Allison

Commissioner Bonfiglio

Commissioner Lucibella

TOWN OF OCEAN RIDGE

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GEOFFREY A. PUGH
MAYOR, CHAIRMAN OF COMMISSION

JAMES S. TITCOMB
TOWN MANAGER



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

JANUARY 4, 2016

PROCLAMATION

I, Geoffrey A. Pugh, Mayor of the Town of Ocean Ridge, Florida, do this day proclaim a Municipal Election for the election of one (1) Commissioner for a three (3) year term each.

VOTE FOR NOT MORE THAN ONE

Lynn Allison
Steve Coz

The election will be held at the Town hall, 6450 North Ocean Blvd., Ocean Ridge, Florida, polls to be open at 7:00 A.M. and to close at 7:00 P.M. on Tuesday, March 15, 2016.

TOWN OF OCEAN RIDGE, FLORIDA

Geoffrey A. Pugh
Mayor

(SEAL)

Agenda: Jan. 4, 2016

Memo: Item #6

**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 this meeting be continued in Oct., Nov, Dec., and now January 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 February 1, 2016 Regular Commission Meeting at 6 PM.



Town of Ocean Ridge

Memorandum

Date: January 4, 2016
To: Honorable Mayor and Commissioners
From: Jamie Titcomb, Town Manager
Re: Town Manager Update Report, January 2016

Here are brief updates on some of the Town's projects and events.

Midlane Road Closure

The installed temporary barrier pylons at Midlane and Woolbright Road are working as intended to restrict ingress/egress. Several residents contacted me about impacts of the closure and will most likely address their concerns at Public Comment. As everyone gets used to the closure pilot project new traffic configurations, our Police, Public Works and Town staff are working cooperatively to mitigate any negative impacts the closure may create. Town provided traffic stats and information may not conclusively make a case for the permanent status of closure, so resident input will be key.

Town Drainage

Many areas of town are kept drained and dry due to extensive investments made toward flood mitigation and storm water system improvements. However, isolated pockets of water retention areas continue to challenge us. This year's seasonal high tides and our unique topography made for some chronic saturated areas and other drainage related problems. We deployed our vendor Vacuum Truck service to all drainage ports on Inlet Cay Island this past month as part of a preventative maintenance sweep, which vastly improved the efficient operation of the system there.

We plan additional preventative drain maintenance in other areas following up, and various outfall valves systems in place will be inspected and serviced where needed. With sea level notably rising, we will be dealing with these issues perpetually. Town Code requires the capture and treatment of stormwater runoff on one's property to certain calculation standards. Many properties continue to have issues of compliance and sometimes experience negative impacts in this area regardless.

Landscaping Maintenance

I am planning to convene meetings with various community stakeholders to mediate long-standing landscaping maintenance agreements and disagreements. We have communities in the town in need of more regular maintenance schedules and the parties need to work together for an effective long term fix. In essence this becomes an issue of improving communications, reasonable expectations, and code compliance attention, while occasionally mediating a private/public fix to disputed areas.

New Staff

We welcome new police employees soon and a new Town Clerk starting today, who'll overlap Karen in her final month. As the Town transitions through long-time employees retiring and moving on, we strive to bring best practices and innovation toward making this a best run small town to be proud of.

Memorandum

Date: January 4, 2016
To: Mayor & Commissioners
From: Ken Spillias, Town Attorney
Re: William Swaim Request

At the September 10, 2015, Town Commission meeting, William Swaim addressed the Commission asking that the Town provide a specific public utility and access easement along the southern and western boundary of the Town Hall property. The purpose was to access property, of which he was the contract purchaser and which he now owns, several lots north of the Town Hall property which is zoned single family residential. Mr. Swaim indicated, as he had in 2014, that he needed the easement to demonstrate to other permitting agencies that he had access to his property.

At the meeting, it was the consensus of the Commission to delay consideration of the approval of any such easement until Mr. Swaim could demonstrate that he had obtained easements from other affected property owners.

On December 22, 2015, Mr. Swaim's attorney, Alfred A. LaSorte, Jr., of the law firm of Shutts & Bowen, contacted me to renew Mr. Swaim's request for immediate action by the Commission. The underlying purpose for the timing of Mr. LaSorte's request was that he was in the process of preparing a complaint or complaints to file in the Circuit Court to seek the easement(s) Mr. Swaim would need by judicial action since he was having no success in

obtaining them by consent of the relevant property owners. Before he named the Town as a defendant, he wanted to know if there was a willingness on the Town's part to either provide the requested easement now or commit to doing so once all other easements had been obtained. I informed Mr. LaSorte that that was a decision the Town Commission would need to make and that if he wanted the item to be placed on the next meeting's agenda, he should provide me with a written request and explanation of specifically what he and his client were seeking.

I have provided you with the following documents: 1) Mr. LaSorte's letter of December 23, 2015, sent pursuant to my suggestion; 2) the minutes of the Town Commission meeting of June 2, 2014, sent along with Mr. LaSorte's letter where this matter was first presented to the Commission; 3) former Town Manager Schenck's letter to Mr. Swaim of June 3, 2014, also accompanying Mr. LaSorte's letter, pursuant to the Commission's comments at the June 2, 2014, meeting; 4) the minutes of the Town Commission meeting of September 10, 2015, where the Commission informed Mr. Swaim that the Town would not move forward on the easement until and unless Mr. Swaim had obtained all other easements necessary from other property owners regarding access.

As you can see from Mr. LaSorte's letter, he has laid out three options for the Town: 1) grant the requested easement immediately; 2) agree to be bound by the results of the lawsuit against other property owners and provide the requested easement if the results of that lawsuit provide him with the remaining easements necessary for access; or 3) be a named defendant in the lawsuit. For the following reasons, I recommend that the Commission choose the third option.

There is still much that we don't know first-hand regarding the status and likelihood of success of Mr. Swaim's regulatory applications. As such, it is difficult to determine at this time what the likelihood of success is of his development plans for the property and the necessity for access through Town property. In addition, the proposed lawsuit will involve at least two, and perhaps more, present property owners and/or residents of the Town: Mr. Swaim, Jeffrey Eder and perhaps Wellington Arms or

others. As I understand it, Mr. Eder has refused to grant Mr. Swaim an easement and without that easement the Town's easement does not constitute the missing link to access.

As for Wellington Arms, the information we have received indicates that Mr. Swaim is claiming that he owns not only the land included in the deed previously provided him, but also all of the submerged land to the east of his property up to the boundary with Wellington Arms. It appears that this may also be the subject of a lawsuit which may be separate from the lawsuit with Mr. Eder or possibly joined with that lawsuit. We have also heard that Mr. Swaim may be claiming a right to access the submerged portion of the property he claims through Wellington Arms and, if he were given the authority to fill and develop it, there could be access from there. This could affect the necessity claim regarding access through the Town's and Mr. Eder's properties.

At this point in time, there are a number of unanswered factual issues in play. In addition, the legal issues surrounding the request for a statutory way of necessity are equally unclear in the present circumstances. Moreover, the Town has been placed in the middle of a dispute between Town property owners in which any action taken by the Town could be viewed as favoring one (or more) property owner(s) over others.

RECOMMENDATION

It is my recommendation that the Town take no affirmative action at this time. If Mr. Swaim, or any other Town resident or property owner, seeks a judicial determination of whether he is entitled to access or an easement of necessity over any particular property, a court will determine what those rights are. If the Town is named as a party-defendant, we will then know the precise facts being alleged and the precise legal grounds being asserted against the Town. At that point, the factual and legal issues to be addressed will have been clarified and the Town will be in a better position to determine whether to vigorously defend the action or consider a negotiated settlement.



ALFRED A. LASORTE JR.
PARTNER
Shutts & Bowen LLP
1100 CityPlace Tower
525 Okeechobee Boulevard
West Palm Beach, Florida 33401
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December 23, 2015

VIA E-MAIL: kspillias@oceanridgeflorida.com

Kenneth G. Spillias, Esq.
Ocean Ridge Town Attorney
Town of Ocean Ridge
147 Gregory Road
West Palm Beach, FL 33405-5029

Re: Proposed access across Ocean Ridge Town Hall property
Our client: Waterfront ICW Properties, LLC

Dear Ken,

In follow up to our phone call yesterday afternoon, as we discussed I am in the process of drafting a complaint for my client, Waterfront ICW Properties, LLC (Bill Swaim's company) seeking a way of necessity across properties between its property and the nearest public road. This is the same property for which Mr. Swaim appeared before the Ocean Ridge Town Council a couple of months ago seeking an easement or right-of-way across the Town Hall property, which is the last link between my client's property and A-1-A. This complaint will name each property owner along the proposed access route for this way, including the Town of Ocean Ridge concerning the Town Hall property.

As we see it, there are three options for the Town: 1) grant the requested easement from the northwest corner of the Town Hall property south and then east to A-1-A, as the town had already approved in principle at the June 2, 2014 commission meeting (see attached letter and minutes); or 2) agree to be bound by the results of the lawsuit, such that if the court grants my client access across the intervening properties between its property and the Town Hall property, the Town shall grant it the access route referred to in 1) above; or 3) be named as a defendant in the lawsuit.

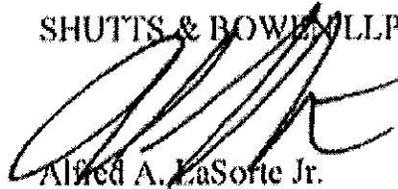
Alternatives 1 and 2 allow the Town to avoid the expense of the lawsuit, and merely grant the replacement of the former public right-of-way across the Town Hall property which the Town has on multiple occasions publicly expressed the intention to grant. In the event of litigation, we expect that attorneys fees will be granted to my client under F.S. 704.04 should the Town now decline to voluntarily grant it this same access. Either alternative would need to be approved by the Town Commission in a manner that could not be revoked, consistent with its previous expressions of approval.

Kenneth G. Spillias, Esq.
Ocean Ridge Town Attorney
Town of Ocean Ridge
December 23, 2015
Page 2

My client requests that the Town agree to alternative 1) or 2), and that this matter be put on the January 6, 2016 agenda for approval.

Sincerely,

SHUTTS & BOWEN LLP



Alfred A. LaSorte Jr.

REGULAR TOWN COMMISSION MEETING HELD JUNE 2, 2014

Mark Marsh, Bridges Marsh & Assoc, stated that this request was to build a pool on the east side of the property, and that it did conform to the Town's setback requirements.

Terry Brown, 23 Harbour Drive South, asked if there were pilings for the pool. Mr. Marsh confirmed there were.

Comm. Bonfiglio motioned to approve application for the Land Development Permit at 6059 Old Ocean Blvd to construct an 8 x 14 pool and pool decking, contingent upon approval from DEP and meeting all the zoning and building requirements. Seconded by Comm. Allison.

Motion Carried – yea (4).

REPORTS

7. Town Manager

Manager Schenck reported the following: 1) Inlet Cay Island – The leak in the drainage pipe on Bimini Cove Drive has been sealed, and we're going to install a new type of valve to reduce the flooding from the canal. We advertised for bids to redo Eleuthera Dr. We received 3 bids and this item is on the agenda. 2) FEMA Flood Maps – FEMA has accepted our map revisions and will include them in their evaluations. However since they're revising the overall rates, it's impossible to tell what the final results will be. 3) Old Ocean Right of Way – The documentation for the abandonment has been sent to the property owners for their signatures. When they're all returned we'll record the documents as needed. 4) Beach Crossovers – the review status will be discussed at a public workshop on June 23rd. 5) Town Hall Utility and Access Easement – Staff has met and requested 2 items from Mr. Swaim. The first is approval from FDOT that they will allow a driveway opening that close to our driveway entrance. If they won't that will change the proposal. We will also need a survey of whatever property we agree on. 6) PBA Contract Negotiations – staff met the PBA and local representatives on May 20th. They have presented a proposed contract. The Town Manager and Chief recommended agreement on some items. Staff is presently updating the contract and will prepare a counter proposal. Staff will request a shade meeting soon to review the financial aspects of the contract.

Manager Schenck stated that Mr. Swaim is requesting a letter from the Commission to FDOT to move the easement. There was a consensus on approval of a Town letter supporting an easement on the south and west property lines of the Town Hall property to provide access to the properties located west and north of the Town Hall. Formal approval will still be necessary at a later date.

Manager Schenck stated he had received a letter from the Red Cross stating that they would be available to any condo or homeowner association to give a presentation of hurricane readiness.

8. Town Attorney

Atty. Spillias stated that he had given to each of the Commissioners and Staff a document from the Florida Police Council regarding public records. It is used primarily for Law Enforcement, but would be a good resource for the Commissioners' use also.

9. Police Chief

Chief Yannuzzi announced that before the meeting he had the 2 new police vehicles and ATV displayed in front of Town Hall. The cost of the new vehicles were \$85,000, and we were able to receive \$500 for the old ATV, \$2000 for the Ford Escape, and possibly \$5000 for the Crown Victoria.

The Town in partnership with CINTAS Document Management will be hosting free document shredding on June 20th, 2014 from 9am to 12pm at Town Hall. This event is open to Ocean Ridge and Briny Breezes residents only – photo identification is required, and it will be held behind Town Hall. There is a limit of

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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

June 3, 2014

Mr. William Swaim
600 Via Lugano Circle
Apt. 104
Boynton Beach, Fl. 33436

Re: Town Easement

Dear Mr. Swaim,

The Town Commission has agreed to provide an access and utility easement along the southern border of the Town property and also along the western boundary pursuant to your drawings. This will provide an easement to enable access to the property west of Town Hall. The easement will be about 30 feet wide with the actual width based on the ultimate need.

This should be sufficient for the regulatory agencies to prove you have access to the property west of Town Hall.

Sincerely,

Kenneth N. Schenck, Jr.
Town Manager

made by Friday morning, and the officers/dispatch were on standby over the weekend. He want to thank them for their hard work.

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. The purpose being to allow access to the property northwest of the Town Hall. This property is zoned single family residential. There is a present 50 ft. easement for this purpose, however, the new Town Hall was built on the easement. This proposed easement will replace the present unusable easement.

Atty. Spillias noted on the survey that the new Townhall building was built across the utility easement, and this was discussed at the time the Townhall 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 their property. There are also permit issues that 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 he 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 done. 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 stated that he never had continual access to the property, and that the land was purchased as 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 he had all other approvals. 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 Ms. Del Rio, dispatcher and Officer Van Camp, and was requested approval for hire. Neither were available for tonight's meeting. They would be present at the October meeting.

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

Motion Carried – yea (5).

Agenda: Jan. 4 2016

Memo: Item # 9

Town of Ocean Ridge, Florida

Agenda Memorandum

Office of Police Chief

- Subject:**
- 1. Monthly Activity Report (November 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.

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



2016

Agenda: January 4,

Memo: Item # 11

Town of Ocean Ridge, Florida
Agenda Memorandum
Office of the Town Manager

Subject: Shortlist Interviews for the Legal Firm Representation

Initial Results from Town Commission Poll:

Table with 7 columns: Firms Represented, GP, LA, GA, JB, RL, INTVW. Rows include Torcivia, Donlon, Goddeau & Ansay, P.A., Gray | Robinson, Attorneys At Law, Weiss, Serota, Helfman, Cole & Bierman, Lohman Law Group, P.A., Bradley W. Biggs, P.A., Corbett, White, Davis & Ashton, P.A., and Brandenburg & Associates, P.A.

*Selection of any law firm may require additional selections for a designated Town Code Enforcement Magistrate and, or Board of Adjustment Special Council.

Initial response from the Town Commission preferences polled at their December regular meeting indicates consensus on 4 firms for direct presentations. The proposed date for a Special Meeting is either Monday January 11th, or Tuesday January 12th for a backup or overflow meeting time. The meeting would start at 8:30 AM allowing 30 minutes for each firm to present, plus a half hour for discussion and possible action, to conclude by 11:00 AM.

Recommendation:

The Town Commission should confirm the short listed presenters, set the meeting time to hear formal presentations with Q&A, and proceed to select the next Town Law Firm.



Agenda: January 4, 2016

Memo: Item # 12

Town of Ocean Ridge, Florida

Agenda Memorandum

Office of the Town Manager

Subject: Old Ocean Boulevard Workshop Format

The Town Commission will hold a public workshop on Tuesday, January 26th at 6:00 PM to discuss Old Ocean Boulevard and aspects relating to uses, traffic patterns, public access, pedestrians, bicyclists, beach crossovers, right of ways, etcetera; including liabilities, legal ramifications, resident concerns and enforcement issues.

If you have concerns or questions and won't be able to attend the workshop you may submit them to Town Hall either by phone or email prior to the workshop.

Old Ocean Boulevard Public Workshop

Town of Ocean Ridge, Florida

January 26th at 6:00 PM

Agenda

1. Welcome and Introductions
2. Overview of Old Ocean Boulevard & History - Mayor Pugh
3. FDOT Standards, Rights of Way, Engineering and Related Issues – Town Engineer
4. Public Comment –
Members of the public may speak for 3-5 minutes (time may be allocated differently depending upon the number of residents present desiring to speak to the topic).
5. Town Commission Comments and follow up questions to residents
6. Consensus on Next Steps with staff direction
7. Adjournment



Agenda: January 4, 2015

Memo: Item # 13

Town of Ocean Ridge, Florida
Agenda Memorandum
Office of the Town Manager

Subject: Authorize Longevity Retirement Bonus for the Retiring Town Clerk per Adopted Town Resolution 2011-22

Mayor and Town Commissioners:

Longest-standing employee Town Clerk, Karen Hancsak, is retiring after 35 years of service to the Town of Ocean Ridge (since January 1981)! Karen's last day is January 29th, 2016 when she will enter the FRS DROP program, permanently retiring from the Town's employ.

Per Town Resolution 2011-22, Sec. III Retirement Bonuses (attached); administration seeks authorization to payout a longevity retirement bonus in addition to regular and special assignment duties pay provided. Per Town policy and in compliance with Florida Statutes; employees who perform their services in an exemplary fashion beyond expectations be eligible for recognition under this bonus policy. Karen has consistently assumed and excelled in every task, additional assignments and duties given to her over her term of employment. While this new Town Manager only worked in direct observation recently, all indicators are that Karen is most eligible and deserving of this extra compensation for exemplary service and longevity.

Terms of the policy allow for a maximum of up to \$100 per year of service for eligible employees, with a recommendation by the employee's supervisor. In this case the Town Clerk's supervisor for historical record is the Town Commission. Based upon calculations for Karen's term of service, the amount to be appropriated to her for retirement longevity can be a lump sum payout of up to \$3,500.

Recommendation:

Per Town Policy Resolution 2011-22, authorize payout of a longevity retirement bonus to retiring Town Clerk Karen Hancsak, CMC.

Special Farewell Recognition Event:

Staff is finalizing farewell activities for our longest serving employee, Town Clerk Karen Hancsak, CMC. Karen's last day is on January 29th. We will host a private (invitational) luncheon in Karen's honor on Friday the 29th to include town staff, elected officials and select invited guests and family for Karen. Invitations will be forthcoming to identified staff and guests.

PUBLIC OPEN HOUSE EVENT:

Also on Karen's last day Friday, January 29th, the Town will host an Open House here in the Community Room/Commission Chambers from 3:00 – 5:00 PM for members of the public including our residents, vendors and other friends to come share memories and say goodbye to Karen on her last day. Light refreshments will be served. Open to the public, no RSVP required.

RESOLUTION NO. 2011-22

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF OCEAN RIDGE, FLORIDA, ESTABLISHING EMPLOYEE BONUS POLICIES PURSUANT TO SECTION 215.425, FLORIDA STATUTES, AS AMENDED BY THE 2011 LEGISLATURE; ESTABLISHING ELIGIBILITY REQUIREMENTS AND QUALIFICATIONS; PROVIDING FOR REPEAL OF PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Commission believes that it is in the best interests of the Town and its residents who employ employees who perform their services in an exemplary fashion beyond expectations be eligible for recognition by bonuses; and

WHEREAS, the Florida Legislature in 2011 enacted amendments to Section 215.425, Florida Statutes regulating the giving of bonuses to public employees; and

WHEREAS, in order to be in compliance with Florida statutory provisions and provide for a bonus policy, said policy should be in writing and be made known to all employees.

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

Section 1. The above recitals are true and correct and are hereby adopted as if fully set forth herein.

Section 2. The Town of Ocean Ridge bonus policies as set forth in Attachment 1 herein are adopted as official policy as to bonuses for employees of the Town of Ocean Ridge.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

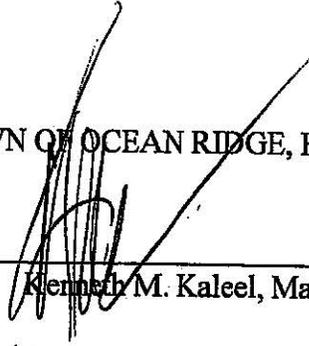
Section 4. This resolution shall take effective immediately upon adoption.

Commissioner Allison offered the foregoing Resolution and moved its adoption. The motion was seconded by Commissioner Pugh and duly passed by the Commission.

The Mayor thereupon declared this Resolution approved and adopted effective December 5, 2011.

TOWN OF OCEAN RIDGE, FLORIDA

By:



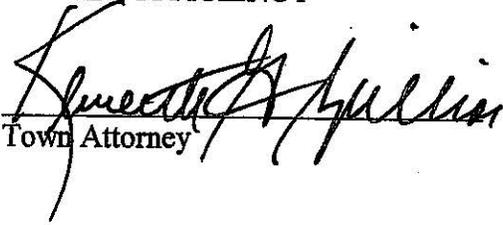
Kenneth M. Kaleel, Mayor

Attest:



Karen Hancsak, Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY



Town Attorney

TOWN OF OCEAN RIDGE BONUS POLICIES

I. ANNUAL EMPLOYEE BONUSES

Bonus Funds

At the end of each calendar year, The Town of Ocean Ridge will review its financial situation and determine whether funds are available to be used for distributing employee bonuses. The amount of any bonuses will vary from year to year depending upon the financial situation of the Town and, at the discretion of the Town, there may be no bonus if circumstances do not warrant one.

Eligibility

Subject to Part IV below, all full-time employees of the Town shall be eligible for consideration for a bonus.

Qualifications

For the purposes of determining employees who may be awarded a bonus, the following work performance factors will be considered:

- Attitude
- Attendance
- Teamwork
- Leadership
- Loyalty
- Productivity
- Self-Motivation
- Skills (speed, accuracy, organization)
- Professionalism
- Interpersonal Skills
- Self-Improvement over previous year

Evaluation Period

At least two months prior to each calendar year for which the Town sets aside bonus funds, employee supervisors shall review the records of the employees they supervise and shall evaluate each employee's work performance based on the previously listed qualifications and provide the Town Manager with a written report for each employee wherein the supervisor shall either recommend that the employee receive a bonus or not receive a bonus. The final decision regarding bonuses or any particular employee's entitlement to a bonus and amount shall remain with the Town Commission.

II. BONUS FOR EXCEPTIONAL PERFORMANCE DURING EMERGENCY

Bonus Funds

In each year in which an emergency as defined below occurs, The Town of Ocean Ridge will review its financial situation and if funds are available may provide bonuses to employees who performed exceptionally during such emergency. The determination of whether to provide bonuses and, if so, how much is a matter that remains within the sole discretion of the Town Commission.

Eligibility

All full-time employees of the Town are eligible for consideration for a bonus for exceptional performance during an emergency. An emergency is either a natural or man-made catastrophic event resulting in, or having the potential to result in, significant damage to public and/or private property and/or loss of life or injury to Town residents and/or Town employees. Such events include, but are not limited to, hurricanes, tropical storms, tornadoes, terrorist attacks, hazardous chemical spills, and oil spills.

Qualifications

Exceptional performance must have been such as to merit recognition of the employee for service rendered in a clearly exceptional manner during an emergency. Performance of routine duties expected of the employee's position is not an adequate basis for this bonus.

Evaluation Period

At the conclusion of an emergency, employee supervisors shall provide the Town Manager with a written report for each employee that performed exceptionally during an emergency and shall provide a detailed description of said employee's exceptional service. In turn, the Town Manager will submit the request(s) to the Town Commission with a recommendation as to each request. The Town Commission will then determine if any bonuses shall be paid and, if so, the amount of each bonus. In making such decisions, the Town Commission shall apply the same or equivalent criteria to all eligible employees. The final decision regarding bonuses for exceptional performance during an emergency shall remain with the Town Commission.

III. RETIREMENT BONUSES

Eligibility

All full-time employees of the Town with a minimum of 20 years of continuous employment with the Town are eligible for consideration for a retirement bonus to be awarded upon said employee's retirement. Retirement shall mean the voluntary cessation of full-time employment with the Town.

Qualifications

For the purposes of determining employees who may be awarded a retirement bonus, the following work performance factors will be considered:

Attitude
Attendance
Teamwork
Leadership
Loyalty
Productivity
Self-Motivation
Skills (speed, accuracy, organization)
Professionalism
Interpersonal Skills

Evaluation Period

Upon an eligible employee's written notice to the Town that he/she intends to retire, the employee's supervisor shall review all of the records of the employee and shall evaluate the employee's work history based on the previously listed qualifications and provide the Town Manager with a written report. In the report the supervisor shall provide an explanation based on the listed qualifications why the employee should either receive a retirement bonus or not receive a retirement bonus. If the supervisor recommends that an eligible employee receive a retirement bonus, the amount of the retirement bonus shall be determined by the Town Commission based on a written recommendation from the Town Manager factoring in the fiscal situation of the Town at that time, but in no event shall the bonus exceed \$100 per year of employment with a cap of \$_____. If the supervisor recommends that an eligible employee not receive a retirement bonus, then the Town Manager shall review the supervisor's report and the eligible employee's work history and either affirm the supervisor's recommendation or overrule the supervisor's recommendation and prepare a written recommendation to the Town Commission concerning the amount of the retirement bonus as previously outlined herein. The final decision regarding retirement bonuses or any particular employee's entitlement to a retirement bonus and amount shall remain with the Town Commission.

IV. COLLECTIVE BARGAINING UNIT EMPLOYEES

The eligibility or non-eligibility for bonus consideration and the criteria therefore for employees who are members of a collective bargaining unit shall be as set forth in the collective bargaining agreement.

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GEOFFREY A. PUGH
MAYOR, CHAIRMAN OF COMMISSION

JAMES S. TITCOMB
TOWN MANAGER



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

AGENDA Jan 4, 2016

Memo: Item #14

MEMORANDUM

Date: January 4, 2016
From: Jamie Titcomb, Town Manager
To: Honorable Mayor and Commissioners
Re: Recommendation of Hires to the Town Police Department

Background:

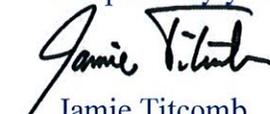
The Town advertised for and received applications for various open and budgeted positions for a new Police Officer and two Police Dispatchers. Our Police Department interviewed suitable candidates and performed background, psychological and credit checks to find no known cause for concern from selected applicants. At time of publication, one applicant is still being vetted to completion. All necessary background requirements will be completed prior to official hires.

Please see the attached Memo from Chief Hutchins for hiring of new Police Employees.

Recommendation:

Per Town policy, the Police Chief has presented these candidates to me and is seeking approval for pending hire, which will complete the roster of positions open at this time. I am therefore recommending the candidates outlined in Chief Hutchins Memo for Commission ratification of these new hires as requested.

Respectfully yours,


Jamie Titcomb
Town Manager

**Ocean Ridge Police Department
Inter-Office Memo**

To: James S. Titcomb, Town Manager
From: Hal C. Hutchins, Chief of Police
Date: December 29, 2015
Subject: Hiring of a new Police Employees

The Police Department has completed background investigations of two police employee candidates and is currently in the process of completing a background investigation of a third candidate. All have successfully completed the application and interview process.

Dispatch Applicant Kelly Conte: Ms. Conte is a graduate of Royal Palm Beach High School and holds an Associate of Arts Degree from Palm Beach State College. Ms. Conte is currently employed at the Office of the State Attorney as a legal secretary. Ms. Conte has no prior dispatch experience and will be trained in-house for the position of Police Dispatcher Clerk.

Requested Date of Employment: January 5, 2016

Police Officer Applicant Katherine Berish: Ms. Berish started her law enforcement career in 2000 as a police officer with the Boynton Beach Police Department and moved to the Jupiter Police Department in 2001, serving until 2003. Since 2003 Ms. Berishg has worked in the private security industry and is currently employed by Norred Associates as a Court Security Specialist.

Requested Date of Employment: January 5, 2016

Dispatch Applicant Thomas Storey: Mr. Storey is currently employed by the City of Delray Beach. Mr. Storey has successfully completed the Public Safety Telecommunication Certification Program at Palm Beach State College and is eligible for certification as a State Certified Public Safety Dispatcher. Mr. Storey is currently completing background investigation and in the process of completing the Florida DOH State examination for certification.

Requested Date of Employment: I am requesting authorization to hire Mr. Storey upon successful completion of the background investigation process, which is anticipated to be shortly before February 1,

Therefore, I submit these candidates to you for your review and approval for hiring. If you agree, I am also requesting that you place their names on the Agenda for the January 4, 2016 Town Commission meeting for their consideration and authorization to hire.