

**Town of Ocean Ridge, Florida****Town Commission Agenda Memorandum****Office of the Town Manager, Tracey Stevens**

---

**Meeting Date: August 2, 2021**  
**Subject: Town Manager's Report**

---

Mayor, Commissioners & Residents of Ocean Ridge:

In the month of July, we celebrated the following employee anniversaries with the Town: Treasurer, Jean Hallahan, 16 years; Building Official, Durrani Guy, 1 year; Public Works II, Billy Armstrong, 11 years; Lieutenant, Scott McClure, 5 years; Sergeant, Richard Ermeri, 6 years; and Sergeant, Jimmy Pilon, 6 years. We thank them for their service and dedication to the Town of Ocean Ridge!

We received the final vulnerability assessment report from our contracted vendor; however, we're still waiting for the final deliverables such as the Adaptation Action Area Recommended Policies document, the Adaptation Strategies Menu, and recommended policy actions and adaptation action area maps. As soon as we receive the final deliverables, the Coastal Resilience Partnership needs to review them and we will meet again as a group to discuss our next steps. We are very fortunate that we have the expertise of several Sustainability Coordinators in our group who are taking the lead. We have been talking as a group about grants, but it is still too early to know what our plan is. There are resilience grants available now with an application deadline of September 1<sup>st</sup>, but I can't imagine we will be ready to go after those grants by the deadline date. We are hoping that additional grants will become available during the next grant cycle.

Legal Services Contract – It is my intent to renew the Legal Services contract with Torcivia, Donlon, Goddeau & Rubin for a one-year term. The original contract was entered into on March 1, 2016, with a clause that the contract may be renewed or extended by the parties. We are currently on our fourth amendment (extension) to the contract, which ends on September 1, 2021. I have spoken with our Town Attorney and the firm is willing to extend for another year, however, they are requesting a slight fee increase from \$190 per hour to \$200 per hour for the regular attorney rate, as the fees have not increased at all since we first signed the contract in 2016. They charge other coastal communities our size the same rate or higher. The rates for litigation and paralegal will remain the same at \$225 and \$95, respectively. The increase of 5% would be an impact of \$7,000 on the FY22 budget.

Engineering Services Contract – It is my intent to renew the Engineering Services contract with Engenuity for a one-year term. The original contract was entered into in 2002 when the firm was under a previous name, SFRN, with a clause that extensions may be given in one-year increments at the Town's sole discretion. The current extended contract ends on September 30, 2021. I have spoken with our Town

Engineer, and Engenuity is willing to extend for another year at the same fees that we have been paying since 2010.

We recently received \$33,490.15 in FEMA Grant money in reimbursement for expenditures related to Hurricane Isaias. Thank you to Town Clerk Armstrong for all her hard work in administering this grant!

In light of the condo collapse in Surfside, the Palm Beach County League of Cities is hosting a working group regarding building safety standards, along with several Building Officials and Fire Marshals in Palm Beach County. They are placing a focus on buildings that are near the ocean due to the harmful effects that saltwater intrusion may pose. Once the standards are developed, they will share with all municipalities in Palm Beach County, and then it will be up to each municipality to adopt code through local technical amendments to the building code.

The Town Engineer submitted the revised lighting plans to FDOT for the Crown Colony Crosswalk, and we are now waiting for permit approval and updated cost estimates from the lighting engineer. I have informed Ron Kirn at Crown Colony that the Commission is looking for a donation for the lighting upgrades, and Mr. Kirn indicated that they will bring that subject up at their next Board meeting once the estimate is received from the lighting engineer.

Bargaining sessions are still in progress and we hope to have a police union contract finalized by the end of the fiscal year on September 30<sup>th</sup>.

The joint meeting with the Town Commission and Planning & Zoning Commission has been scheduled for Tuesday, October 12<sup>th</sup> at 4:00 p.m. Please mark your calendars!

Respectfully,



Tracey L. Stevens, MMC  
Town Manager & Finance Director