

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

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**Meeting Date: May 3, 2021**  
**Subject: Town Manager's Report**

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Mayor, Commissioners & Residents of Ocean Ridge:

Chief Hutchins has submitted his notice of intent to retire on August 23, 2021, and I have attached the letter for your review. As you know, we already commenced with our succession plan to promote Lieutenant Jones as Chief of Police, and he will be ready to take over on August 23<sup>rd</sup> for a seamless transition. The Treasurer prepared an analysis regarding vacation and sick time payouts for Chief Hutchins and we have determined that there will be no negative impact on the budget for FY21. Please join me in congratulating Chief Hutchins on his impending retirement and years of service to the Town of Ocean Ridge!

In the month of April, we celebrated the following employee anniversaries with the Town: Community Police Officer Debra Boyle, 4 years; Police Officer Mike Parkerson, 3 years; and Police Officer Aleksey Sasov, 1 year. We thank them for their service and dedication to the Town of Ocean Ridge!

The annual shred event was held on April 17<sup>th</sup> in the back parking lot of Town Hall for residents of Ocean Ridge and Briny Breezes. There were around 50 residents that attended, and Town Staff was available to assist.

We kicked off the annual budget season on Monday, April 19<sup>th</sup> with the Goal Setting meeting and review of the Capital Improvements Plan. Please join us for the next budget meeting on June 7<sup>th</sup> at 2:00 p.m. at Town Hall.

The City of Boynton Beach will set off fireworks from Intracoastal Park on July 4<sup>th</sup> as is customary, after a one year hiatus due to COVID-19. However, they will be limiting attendance in the park due to the ongoing state of emergency for the pandemic.

P&Z has asked staff to review and address the following items based on public comments that were made at the P&Z meeting in March: 1. increasing the height of construction fences; and 2. limiting heavy excavating equipment. In order to move forward with these code amendments, staff will need consensus direction from the Town Commission.

The Town's collective bargaining agreement with the Palm Beach County Police Benevolent Association, Inc. (PBA) for the Police Bargaining Unit ends on September 30, 2021, and we will begin contract negotiations in the near future. Unless directed otherwise, the Town's bargaining team will consist of the Town's Labor Attorney and Town Manager. The Chief of Police and Lieutenant will be available for questions as they arise.

Please check the Town's website regularly for important informational updates regarding COVID-19 vaccine opportunities. Palm Beach County extended the emergency order until May 18<sup>th</sup> that mandates facial coverings be worn in all businesses and establishments, in all county and municipal buildings, on Palm Tran, and in any outdoor public places where social distancing cannot be accomplished. We ask that our residents and visitors continue to do your part in wearing a facial covering, maintaining proper social distancing, and washing hands frequently to help slow the spread of this deadly virus. Emergency Orders and other information related to COVID-19 may be reviewed on the Town's website at [www.oceanridgeflorida.com](http://www.oceanridgeflorida.com). We hope you all continue to remain safe and healthy!

Respectfully,



Tracey L. Stevens, MMC  
Town Manager & Finance Director