

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

Meeting Date: October 4, 2021
Subject: Town Manager's Report

Mayor, Commissioners & Residents of Ocean Ridge:

In the month of September, we celebrated the employee anniversary of our Police Chief, Richard Jones, who has served the Town for the past 7 years. We thank him for his service and dedication to the Town of Ocean Ridge!

Holiday Events:

1. The Cruisin' Santa Golf Cart Parade will be held on Saturday, December 11th at 3:00 p.m.
2. If the Town Commission desires to hold the annual "Light the Lights" event this year, I would recommend that we hold an all outdoor event due to the COVID-19 pandemic. We typically hold this event on the first Friday of December, which would be Friday, December 3rd. If the Commission wishes to proceed, staff will begin the planning process.

On September 20th, we had a full moon which created higher than usual tides, along with a lot of rain which caused some minor flooding on the street along Spanish River Drive. I observed several areas along that roadway that we will be reaching out to residents to help us with in reference to roof drains draining into the street, swales that were filled in, and exfiltration trenches that should be cleared to help alleviate street nuisance flooding during high tides/rain storms. All other areas of town seemed fine.

The City of Boynton Beach Public Works Department recently notified us that they will be replacing the blue light poles on their side of the Ocean Ave bridge with black light poles, and will be replacing all bulbs with LED lighting. They have requested that Ocean Ridge do the same. As you may recall, we have an item in the FY22 budget to replace some of the lights along Ocean Ave. If the Commission wishes to proceed with black light poles and LED lighting, I will have Public Works research prices and we will place an item on the next Town Commission agenda for approval.

I met with the Town Attorney, Police Chief, and Building Official to finalize our plans to switch to a tiered code enforcement system including the option to issue citations for minor violations. We decided to change our language in the code from "code enforcement" to "community standards", and the Town Attorney is working on an ordinance draft for the team to review prior to us submitting the final draft to the Town Commission for approval. Chief Jones has agreed to designate one of the Police Officers as the primary Community Standards Officer to work with the Building Official on Code Compliance. This Officer will not wear the typical Police Officer uniform, and instead will wear a more relaxed uniform that is less intimidating when interacting with residents

and contractors. The Officer will work a schedule of Tuesday through Saturday, which will help us in making sure contractors are complying with the code during working hours on Saturdays when the Building Official is off duty. We are all excited to roll out the new plan.

Recently, we have had issues with attendance of Board Members at the Planning & Zoning Commission meetings. For the past four meetings, we have only had four members out of five attend the meetings, and alternates have not been available as they have been out of town for the summer. As you may recall, when the Town Commission recently appointed an alternate to the P&Z, the Town Clerk had asked that member if he would be available during the summer months, and his answer was "yes"; however, he has been out of town and unable to attend the meetings since he was appointed. This poses a problem, as we have an odd number of members in order for business to move forward. Now may be the time to address this by adopting a code amendment on the removal of board members who miss consecutive meetings. If the Commission desires to move forward with that, we can do some research and work with the Town Attorney on language to amend the code.

Currently, Boards & Commissions other than the Town Commission fill their Chair and Vice-Chair positions by making a motion and second on the floor and then calling for a vote. I am inquiring to see if there is any desire to change the process to fill the Chair and Vice-Chair positions by ballot which is how the Town Commission fills the Mayor and Vice-Mayor seats each year. See current and proposed language below:

Current Language: Section 10.4 - To fill the positions of Mayor and Vice-Mayor, the Town Commission shall vote by ballot. The Town Clerk shall prepare the ballots, listing each Town Commissioner's name. The Town Commission may, by majority vote of the Commission, change the voting process at any time.

Proposed Language: Section 10.4 – To fill the positions of Mayor and Vice-Mayor, the Town Commission shall vote by ballot. The Town Clerk shall prepare the ballots, listing each Town Commissioner's name. The Town Commission may, by majority vote of the Commission, change the voting process at any time. To fill the positions of Chair & Vice-Chair on the Planning & Zoning Commission and Board of Adjustment, the Members of each Board shall vote by ballot. The Town Clerk shall prepare the ballots, listing each Board Member's name. The Board may, by majority vote of the Board, change the voting process at any time.

If the Commission desires to make this change, we will place an item on the next Town Commission agenda for approval.

Respectfully,



Tracey L. Stevens, MMC
Town Manager & Finance Director