

## **Notice of Teleconferencing for Special Town Commission Meeting**

Based upon guidance issued by the President of the United States, by the Centers for Disease Control and Prevention, and Executive Orders issued by the Governor of the State of Florida, the Regular Town Commission meeting of the Town of Ocean Ridge shall be limited to no more than 10 persons with social distancing. Based on these restrictions, it is anticipated that no public will be admitted into the Commission Chambers for the meeting and thus, must submit their public comments as described below.

**DATE AND TIME:** Tuesday, April 21, 2020 at 2 P.M.

**GENERAL SUBJECT MATTER TO BE CONSIDERED:** The Town of Ocean Ridge will meet for the purpose of discussing Legal Matters, Hazard Pay for Certain Employees and to review other items as described on the agenda. The agenda was posted on the Town's website, at Town Hall, and in Town Hall's shadow box, 24-hour prior to the meeting pursuant to Section 3-07 of The Town's Code of Ordinances.

A copy of the agenda & the package may be obtained by contacting the Town Clerk at [karmstrong@oceanridgeflorida.com](mailto:karmstrong@oceanridgeflorida.com).

**PLACE:** The meeting will be held at Town Hall, 6450 N. Ocean Blvd, Ocean Ridge, FL. However, due to COVID-19 social distancing requirements, the public will not be allowed to be present. The Town of Ocean Ridge will provide for public participation through [GotoMeeting.com](https://gotomeeting.com), a communication media technology (teleconference). Interested persons may attend by using the following information:

- **Please join the meeting from your computer, tablet or smartphone.**  
<https://www.gotomeet.me/AprilOceanRidgeTownCommissionMeeting/specialtowncommissionmeeting>
- **You can also dial in using your phone.** United States: [+1 \(571\) 317-3122](tel:+15713173122) and **Access Code:** 533-546-525
- Download the application (App) by clicking: <https://global.gotomeeting.com/install/533546525>

If any person has technical difficulties using GotoMeeting before or during the meeting, please call Town Hall immediately at 561-732-2635 to report the issue to a staff member.

### **PUBLIC COMMENTS:**

Persons who can access the meeting by teleconference using a computer with speaker capabilities or through a smart phone application (app) can provide public comment by typing their name in the chat box along with the agenda item they would like to speak about. When public comment is called by the Mayor during each agenda item, the Town Clerk will unmute each person, in the order received, that have placed their name in the chat box, and ask them to speak at that time.

Persons that are unable to attend the meeting by teleconference may submit public comments by utilizing the following options:

1. Email the Town Clerk at [karmstrong@oceanridgeflorida.com](mailto:karmstrong@oceanridgeflorida.com) by Tuesday, April 21, 2020 at 12 p.m. The email must contain the agenda item number and exactly what is to be read out loud at the meeting (3 minute limit). The Town Clerk will respond to the email if it has been received. If you do not receive a response email from the Town Clerk, assume that it was not received and follow up with a phone call to Town Hall at 561-732-2635. The Town Clerk will read the public comment into the record when the item is taken up.
2. Call Town Hall at 561-732-2635 either before or during the meeting. Tell Town Hall Staff which agenda item you would like to submit a comment on, and submit your comments to them (3 minute limit). The Town Hall staff will notify the Town Clerk of the public comment. Town Clerk will read the public comment into the record when the item is taken up.

**ADDITIONAL INFORMATION:**

The recording of the meeting along with the action item summary sheet will be made available to the public the following day.

Please be aware that Communications Media Technologies as a tool for meeting communication is permitted through Executive Order Number 20-69 issued by Governor DeSantis. To view the executive order or obtain more information, please call Town Hall at 561-732-2635.

Consistent with section 286.0105, Florida Statutes, if a person decides to appeal any decision made by the Town Commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Persons who need an accommodation in order to attend or participate in this meeting should contact the Town Clerk at (561) 732-2635 at least 5 days prior to the meeting in order to request such assistance.



**April 21, 2020 - 2:00 P.M.**

**SPECIAL TOWN COMMISSION MEETING AGENDA PACKAGE  
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**TOWN OF OCEAN RIDGE  
SPECIAL TOWN COMMISSION MEETING  
AGENDA**



**April 21, 2020  
2:00 P.M.**

**TOWN HALL – MEETING CHAMBERS**

**TOWN COMMISSION**

Mayor Kristine de Haseth

Commissioner Philip Besler

Vice Mayor Steve Coz

Commissioner Susan Hurlburt

Commissioner Martin Wiescholek

**ADMINISTRATION**

Town Manager Tracey L. Stevens

Town Attorney R. Brian Shutt

Town Clerk Karla M. Armstrong

Police Chief Hal C. 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 (561) 732-2635 at least 2 days prior to the meeting in order to request such assistance.

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA**

**PUBLIC COMMENT – (3 minute individual limit)**

**APPROVAL OF CONSENT AGENDA (Items that do not require discussion)**

1. Memo from Attorney Regarding Legal Matter

**REGULAR AGENDA ITEMS**

2. Voting by Ballot for Board Appointments
3. Approve Hazard Pay for Certain Employees
4. Salary Range Updates for Building Official & Public Works Department

**ADJOURNMENT**

**NOTICE: THE PUBLIC MAY VIEW THE HARD COPY OF THE MEETING MATERIALS AT TOWN HALL BEFORE OR DURING THE MEETING**

**NEXT SCHEDULED TOWN MEETING(S):  
REGULAR TOWN COMMISSION MEETING MAY 4, 2020 AT 6:00 PM**

# MEMORANDUM

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**TO:** MAYOR AND COMMISSIONERS  
**FROM:** R. BRIAN SHUTT, TOWN ATTORNEY  
**RE:** APPROVAL FOR OUTSIDE COUNSEL TO FILE/COMMENCE LEGAL ACTION REGARDING NOTIFICATIONS RECEIVED BY THE TOWN RELATED TO CERTAIN WATERWAYS LOCATED IN THE TOWN  
**DATE:** APRIL 14, 2020

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On February 3, 2020 the Town appointed the firm of Jones Foster, P.A. to be retained regarding the ability of the Town to issue building permits on certain canals based on ownership claims by an entity that is not an adjacent property owner. Since that time the Town has received other correspondence from the same entity regarding the drainage into certain canals. At this time we are seeking approval for outside counsel to file/commence legal action regarding the above matters.

If you have any questions please feel free to call me prior to the meeting.

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

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**Meeting Date: April 21, 2020**  
**Subject: Voting by Ballot for Board Appointments**

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Mayor & Commissioners:

Board appointments will be made at the May 4<sup>th</sup> Town Commission meeting. A Commissioner suggested that the appointments be made by ballot, similar to the way the Mayor and Vice Mayor are selected. In order to accomplish this, the Town Commission will need to vote to suspend rule #10.3 of the Town Commission Rules of Order & Procedure: **10.3 To fill a vacancy on any Board or Committee of the Town other than the Town Commission, the Town Commission shall vote on the appointment by motion and second.**

If you would like to use the ballot format for all board appointments in the future, please let me know and I will amend the rules of order and procedure as such.

**Suggested Motion: I move to suspend Rule #10.3 of the Town Commission Rules of Order and Procedure and to vote by ballot for the Board Appointments to be made at the May 4, 2020 Town Commission meeting.**

**Suggested Motion: I move to direct Town Manager Stevens to draft an amendment to the Town Commission Rules of Order and Procedure to change the procedure for voting on Board & Committee appointments from a motion and second to a ballot vote.**

Respectfully,



Tracey L. Stevens, MMC  
Town Manager & Finance Director

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

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**Meeting Date: April 21, 2020**  
**Subject: Hazard Pay for Certain Employees**

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Mayor & Commissioners:

It is my understanding that some employees have inquired as to whether the Town of Ocean Ridge will be providing compensation in the form of hazard pay, and the PBA union has requested in writing hazard pay for its members. In addition, there have been some agencies in our region that have provided extra time off or compensation for essential personnel that have continued to work during hazardous conditions during the COVID-19 response.

In order to protect employees during the coronavirus pandemic, the Town of Ocean Ridge has adopted a pandemic leave policy and added 80 hours of Federal Public Emergency Health Leave for employees that may experience COVID-19 symptoms; provided shift swaps for employees that have child care issues due to COVID-19; made aggressive efforts to maintain our inventory of PPE to protect our employees; developed an employee screening policy to help reduce exposure; changed Police Department protocols for safely handling certain calls for service; adopted policies for social distancing within the Town Hall/Police Department facility and Town vehicles; worked to reduce exposure by adding additional sanitizing efforts in our cleaning crew; hired an additional company to fog and sanitize Town vehicles and screening areas; closed Town Hall to the public; and have not yet cancelled any vacation requests.

My position is that the Town of Ocean Ridge should consider offering some type of hazard benefit; however, the following considerations must be reviewed in calculating what that benefit may be:

- The Town of Ocean Ridge may be subject to financial strain due to lost revenue from sales tax, local option gas & fuel tax, occupational license tax, rental registrations, building permit & zoning fee revenue, state revenue sharing proceeds, interest revenue, and potentially ad valorem decreases.
- It is very difficult to estimate the full impact of lost revenues due to the uncertainty at this time. Further, I foresee the Town Commission being put under tremendous pressure to keep the tax levy increase for FY21 as low as possible during a period of challenging and uncertain economic times and potentially a depression. As such, we may need to preserve our resources for the provision of services, and spending freezes may be enacted in the near future.
- The Federal Government has not included municipalities to date in any pandemic relief programs to cover lost revenues.



- Many local governments across the State will likely be considering drastic measures in the near future and Ocean Ridge may not be immune to that. Further, the unemployment rates continue to rise and are predicted to rise to alarming levels.
- Ocean Ridge revenue streams are different than larger agencies such as West Palm Beach and the Palm Beach County Sheriff's office due to its size and residential nature. When considering hazard pay, we must rely on our own data and not compare our offerings to larger communities or organizations.

With that said, we value and appreciate the work that is being done and the potential risks that COVID-19 poses to our employees that work on the front lines out in the public. We will continue to make every effort to protect our employees. This certainly is an unprecedented and uncertain time. I am very proud of all of our Town staff, and have heard from residents and Town Commissioners that it doesn't feel like we skipped a beat through this pandemic.

Fiscal responsibility demands that the Town focus its resources on maintaining essential services to its residents. Because we have been fiscally prudent, we are in position to weather this storm, but we will not be immune from difficult decisions. To the extent we have discretionary funds, we're using them to mitigate immediate public health risks. Although we fully expect a financial impact to our organization and our community, our main focus has been to maintain our level of service.

With a focus and commitment to managing this crisis, it is important to realize that one of the Town's greatest assets is its employees. And while the Town must protect its assets, Town Commissioners and Management also have a fiscal responsibility and must weigh all of the factors in granting hazard pay.

Although essential personnel are aware that there are inherent risks in their everyday work and should have an expectation that they will be required to work without additional bonus compensation during an emergency, in this case being a public health emergency, it is the recommendation of Management to grant hazard pay in the total amount of \$300 for all sworn Police Officers, the Building Official, and Public Works employee who have worked on the front lines in hazardous conditions during the COVID-19 pandemic. This amount represents \$100 per pay period for the past three pay periods, or approximately \$1.00 per hour increase. The financial impact on the Town will be approximately \$7,000. Further, if the Town experiences a lower loss of revenue than expected later in the fiscal year, additional hazard pay could be considered by the Town Commission at a later date to cover the weeks moving forward.

In addition, if the Town makes a decision to suspend vacations in the future in order to maintain adequate staffing levels and fill overtime hours, it is our recommendation to suspend the vacation and compensatory leave accrual cap of 210 hours, and allow all employees with over 210 accrued hours to accrue up to 250 hours and cash in up to 80 hours of earned leave during this fiscal year. This approach will ensure employees do not lose benefits that were earned, and will draw down on the accrual liability on the balance sheet.

Respectfully,



Tracey L. Stevens, MMC  
Town Manager & Finance Director

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

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**Meeting Date: April 21, 2020**  
**Subject: Salary Range Updates for Building Official and Public Works Department**

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Mayor & Commissioners:

Beginning in 2018 until the present, the Town experimented with having the Building Official serve as the Public Works Director. The outcome of this experiment was not favorable, as the work load for these two positions is too great for one person to realistically handle.

The Town Commission adopted a salary range chart as part of the budget process for FY20, and due to re-organization of the Building and Public Works Departments, the chart needs to be updated so we can properly advertise for a Building Official and Public Works employee. The changes in the chart are as follows:

1. Removed Building & Public Works Director position
2. Removed Deputy Chief of Police position
3. Added Building Official position
4. Added Public Works Supervisor position

If you have any questions, please let me know.

Respectfully,



Tracey L. Stevens, MMC  
Town Manager & Finance Director

## TOWN OF OCEAN RIDGE SALARY RANGES

RANGE	POSITION	MINIMUM SALARY	MAXIMUM SALARY
1	ADMINISTRATIVE ASSISTANT	\$ 37,500	\$ 58,500
2	ASSISTANT TOWN CLERK	\$ 38,500	\$ 59,500
3	MAINTENANCE I	\$ 39,500	\$ 60,500
4	DISPATCHER/CLERK	\$ 42,500	\$ 68,500
5	PUBLIC WORKS I	\$ 44,500	\$ 70,500
6	EXECUTIVE ASSISTANT	\$ 45,500	\$ 71,500
7	MAINTENANCE II	\$ 46,500	\$ 75,500
8	BUILDING & PUBLIC WORKS CLERK	\$ 47,500	\$ 82,500
9	DEPUTY TOWN CLERK	\$ 48,500	\$ 83,500
10	PUBLIC WORKS II	\$ 51,500	\$ 85,500
11	POLICE OFFICER	\$ 54,500	\$ 86,500
12	INVESTIGATOR	\$ 57,500	\$ 88,500
13	DISPATCH MANAGER	\$ 60,500	\$ 90,500
14	PUBLIC WORKS SUPERVISOR	\$ 61,500	\$ 91,500
15	TREASURER/HUMAN RESOURCES ADMIN	\$ 61,500	\$ 91,500
16	SERGEANT	\$ 67,500	\$ 97,500
17	TOWN CLERK & DEPUTY TREASURER	\$ 75,000	\$ 115,000
18	LIEUTENANT	\$ 85,000	\$ 125,000
<b>DEPARTMENT HEADS</b>			
19	BUILDING OFFICIAL	\$ 85,000	\$ 125,000
20	CHIEF OF POLICE	\$ 105,000	\$ 157,000
21	TOWN MANAGER & FINANCE DIRECTOR	\$ 125,000	\$ 185,000

Note 1: If a new employee is hired with required position certifications already obtained, the minimum salary may be increased by 5% upon hire at the discretion of the Town Manager.

Note 2: Topped out employee's maximum salary never increases; however, employee receives up to 5% stipend annually based on evaluation.

Note 3: Employees covered by the current PBA contract are exempt from the topped out salary requirement until the contract expires.

Note 4: Salaried positions are: Town Manager, Chief of Police, Building Official Deputy Chief of Police, Lieutenant, Town Clerk/Deputy Treasurer

Adopted by the Town Commission on April 21, 2020