

Memorandum

Agenda Item # 5

Date: April 3, 2017
To: Honorable Mayor and Commissioners
From: Jamie Titcomb, Town Manager
Re: Town Manager Report – April Commission Meeting

Congratulations to re-elected Commissioner Jim Bonfiglio and newly elected Commissioner Don MaGruder... We look forward to working with you!

Legislative Hot List:

Attached is the Legislative “Hot Sheet” of issues circulated at the Florida League of Cities Legislative Action Days March 21-22, for League member advocacy before members of the State Legislature. Approximately 180 local municipal officials descended upon Tallahassee to visit our respective individual delegations to affect these important “Home Rule” related pieces of legislation. Bills opposed are shown in Red, supportive legislation shown in Green. Full explanation and resources on these and more critical issues can be found here:

<http://www.floridaleagueofcities.com/advocacy/news-and-resources>

State and County Ethics Requirements:

The State Legislature mandates all elected/appointed officials to take a 4-hour Ethics Course. Palm Beach County also requires Commission on Ethics Ordinances related ethics training on a semi-annual basis. The Town of Ocean Ridge opted to offer Palm Beach County course requirements in-house every other year through town resolution, the latest update presentation needs to be scheduled in 2017. Let Town staff know your preferred availability to attend the required course offerings and we will schedule a presentation/workshop in town, or reserve you space with other presenters accordingly.

Street Sign Upgrade:

All Town’s street signs and related elements have been placed into a GIS master database. We are seeking pricing for replacement of town-wide Street traffic signs. I met with current sign vendor, Jeff Industries, to research and price upgraded poles that will be more FDOT compliant, and to examine efficiencies on production runs of existing sign designs for rotational replacement purposes. Our current sand-blasted, hand painted wooden signs are very expensive to replace as “one-offs” so we are working with this vendor to hone production and material changes for replacing aging sign stock, and become more FDOT compliant in the process. Other vendors contacted are preparing comparative quotes on similar product lines. We like using Jeff Industries as a locally operated “sheltered workshop” providing jobs and opportunity for area challenged populations. We will scale the sign replacement program through upcoming budget appropriations. (Sign examples attached).

Building Department Configuration:

We are exploring issues involved to bring more Building Department functionality in-house. The Town currently utilizes third party contracts for the Building Official, Zoning Official, drainage and plans review Engineers and trade/site inspections; along with the daily processing services of our capable in-house town staff. Over the past few years, budget numbers for building permits, inspections, project meetings and related pass-through activities have exponentially increased generating revenues and expenses which are passed through the Town's coffers. General ad valorem revenues should only underwrite these activities in limited capacity. We believe we can achieve increased personalized services, enhanced scrutiny and troubleshooting on town interests, and stay within budget levels generated from foreseeable market related activity volume from our building, zoning and engineering can all be achieved for our desired "Concierge Community" levels of service.

Some practical impacts may be to reclassify a front office position to a dedicated Building Clerk role; along with adding an Administrative Assistant position for general office support, and advertising for a full-time credentialed "Building Official" to work in Town Hall who will officiate over relevant department activities and active building sites in town. Real time interpretation enforcement of Building Code and Code Enforcement activities will create additional efficiencies for other town departments as well. Some level of contract services may still need to be deployed for services related to engineering, trade inspections services and other specialty needs. Budgetary impact will be assessed upon direction from the commission; though as stated I believe migration can be achieved within current budgetary parameters from the activity revenues generated to the Town.

Respectfully,


Town Manager