

Date: August 15, 2017
To: Honorable Mayor and Commissioners
From: Jamie Titcomb, Town Manager
Re: Town Manager Updates Report – July Commission Meeting

Town Selection Committee Consideration

In compliance with State CCNA rules, the Commission should consider recommendations for a selection committee to review submissions of our RFQ for an Inlet Cay Island Engineering Drainage Study.

Finance

- Today’s earlier workshop meeting was held to help finalize priorities under Commission direction for included capital projects and operational appropriations for the coming “FY18” fiscal year.
- An additional workshop slot is reserved for August 22nd to complete the budget formation process if needed. Public Hearings for formal budget adoption are scheduled September 11th and 21st.
- The FY16 Annual Financial Report presented by Nowlen, Holt & Miner, P.A. was adopted by the Town Commission at the July RTCM meeting. The Auditor stated we should be proud of our good audit with no significant findings. Identified software and procedural items causing tracking and data concerns in FY16/17 were isolated, corrected and procedurally improved for moving forward.
- Bank statements and required source documents are now being fully reconciled directly to the General Ledger. Administration office staff has done a tremendous job working together to improve reporting and accounting procedures to avoid future issues. Proposals for new generation accounting software upgrades are in discussion in the current budget process.

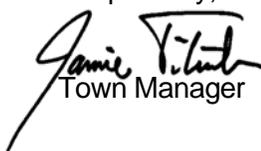
FLC Annual Conference & Legislative Policy Committees

- I will be out of the office on Thursday, Friday and Saturday, August 17-19th attending the 91st Annual Florida League of Cities Conference in Orlando. I represent the Town on the Municipal Administration Policy Committee and FAST (Federal Action Strike Team), and as designated Voting Delegate for Resolutions and other business matters before the League membership.
- We have proposed a slight increase in the Town Commission Travel & Per Diem budget line item to fund an interested Commissioner to attend and participate in this event next year.

General

- To reassure residents, Town of Ocean Ridge Codes prevail within the Town at all times. Significant change to Town Ordinances requires consideration at the Town Commission with their directive to proceed and a process of public meetings and hearings to amend applicable local laws (code). This process assures residents and interested parties plenty of opportunity to weigh in on any proposals presented for Town consideration. Recently, citizens have voiced concerns over media coverage on adjacent cities/county ideas possibly affecting Ocean Ridge (e.g. dogs on beach, Inlet Park, High-speed trains and other general urban expansion impacts).

Respectfully,


Town Manager