

Date: December 04, 2017
To: Honorable Mayor and Commissioners
From: Jamie Titcomb, Town Manager
Re: Town Manager Report – December Commission Meeting

Garden Club Annual Seasonal Event

Ocean Ridge Garden Club stages a rummage/garden show type event typically each February entitled “Estate Sale for the Ocean Ridge Garden Club” (see attached) asking permission to use our community room, limited staff logistical assistance and temporary signage to stage the event in Town Hall facilities. The Garden Club is a 50+ year organization with a long history of direct support to the Town, its residents and projects. *Seeking Town Commission consensus to deem this a “town sanctioned” event in order to assist the Garden Club members further in its hosting a successful community based event.*

FY18 “Phase Two” Paving Update

Phase 2 scheduled streets for milling/repaving has been completed (see attached). Our contract company M&M/All County Paving is finalizing the process and performing additional repairs, signage, striping and finishing restoration steps under the Town contract. Still to be installed are two “traffic calming” speed tables (PBC approved Seminole hump design) in-line along Beachway with markings and signage required for installation. This is done several weeks after paving operations allowing the under-base pavement to set properly. Additional reported finishing repairs are added to a “punch list.”

Inlet Cay Drainage Maintenance & Inspection

In November we deployed extensive inspections, camera-scoping, issue identification, cleaning services and minor repairs to assure that our underground drainage infrastructure on Inlet Cay Island functions in as optimal condition as the engineering allows. Seasonally extreme high tides, combined with saturated grounds and heavy spells of tropical rain produced some of the most problematic temporary flooding we’d seen in this area. These emergency services improved the functionality of the current systems installed and identified numerous issues to address moving forward.

Tonight’s agenda contains action items on a proposed “piggyback” contract with TeleVac South, Inc. for ongoing rotational maintenance of all the drain systems in town on a quarterly schedule; and a proposed “Inlet Cay Island Drainage Study” scope of work contract with Higgins Engineering, Inc. to identify and make long term recommendations addressing this Island’s acute water issues.

Tropical Drive Pumping Station

Since Tropical Storm Phillipe, the Tropical Drive Pumps System has been aggressively watched and maintained to avoid failure from any electrical power and, or system control issues until FPL contractors complete their retrofit and hardening of the power grid to that area. Direct fail-safe wiring, operational measures and protocols have been implemented temporarily until we retrofit the control box,

generators and pump switching features to permanent status at this installation collaborating with specialty contractors for each of these functions. Consideration in the future should be given to long-term lifespan prediction for equipment replacements and engineering upgrades.

Hurricane Irma Update

Hurricane Irma recovery efforts by storm contractors, town staffing and other emergency related expenditures are being processed working under FEMA rules with their process liaisons for future reimbursements to the Town.

Coincidentally, the Town just received a State/FEMA reimbursements check for about \$27K from Hurricane Matthew (Sept. 28 – Oct. 10, 2016) for Town Emergency Operations efforts in Matthew.

FY17 Year-End Closing Operations

November 30th officially closes our town budget for year-end financial adjustments, which now move into preparation toward annual auditing operational functions by Town staff and our contract auditors. Typically, the State of Florida releases FRS Pension and other required data soon after January, then the auditors produce our Annual Financial Audit Report for projected early-spring presentation to the Town Commission for official review and release to the State prior to the June 30th deadline. We are also assisting/performing Palm Beach County Inspector General Office Capital Asset auditing and FEMA eligible reimbursements auditing concurrently in cooperation with those government agencies.

Municipal Research & Innovation Symposium and FLC Legislative Policy Committee Conference

December 6-8th I will be out of town attending the Florida League of Cities' Fall Symposium: "Ready & Resilient: Combating Water Hazards in an Era of Extreme Weather" and the annual Legislative Conference and Policy Committees in Orlando. Chief Hutchins is designated "acting" Town Manager in my brief absence. Normal points of contact apply during regular business hours at Town Hall.

Respectfully,


Town Manager