

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



**January 30, 2019
2:00 P.M.
TOWN HALL – MEETING CHAMBERS**

TOWN COMMISSION

Mayor Steve Coz

Commissioner Philip Besler
Vice Mayor Don MaGruder

Commissioner Kristine de Haseth
Commissioner Robert Sloat

ADMINISTRATION

Town Manager James S. Titcomb
Town Clerk Tracey L. Stevens
Building Official Wayne Cameron

Town Attorney R. Brian Shutt
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 of the Commission 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. (F.S. Section 286.0105)

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.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

ADDITIONS, DELETIONS, MODIFICATIONS, AND APPROVAL OF AGENDA

PUBLIC COMMENT – (15 minute maximum with 3 minute individual limit)

AGENDA ITEMS

1. Accept Resignation of Town Manager Jamie Titcomb and Discuss Succession Plan

ADJOURNMENT

**NEXT SCHEDULED TOWN MEETING(S):
TOWN COMMISSION REGULAR MEETING FEBRUARY 4, 2019 AT 6:00 PM**

Town of Ocean Ridge, Florida

Town Commission Agenda Memorandum

Office of the Town Clerk

Meeting Date: January 30, 2019
Subject: Town Manager Resignation & Succession Planning

Mayor & Commissioners:

Unfortunately, our Town Manager has submitted his resignation in order to pursue another opportunity. Although we are sad to see him leave, we are excited for him and his new opportunities for the future. With that being said, the next step is to accept Mr. Titcomb's resignation and discuss a departure date that is mutually beneficial for both parties.

At this meeting, the Town Commission will discuss succession planning including an interim solution for covering the position, and a plan on how to proceed in filling the position permanently. Having a defined succession/transition plan in place will ensure that the transition will be a smooth one.

In order to help in the discussions, I have developed an outline for a transition plan for the Commission to review. I also included a proposed job description for the Town Manager's position. In researching our Town records, I found that the Town did not have a formal job description for the Town Manager. In preparing the draft, I reviewed the Charter and Town Code, the Town Manager's contract, and also job descriptions from other local Towns such as Gulf Stream, Highland Beach, and Palm Beach, and other Town's that were kind enough to send me a sample such as Temple Terrace, Dade City, Mary Esther, and Venice. I found that all of the descriptions were very similar in nature. I made sure to include the duties as listed in our Town Charter when preparing the draft as well.

Rest assured that all of the Department Heads are ready to work together with Mr. Titcomb on the transition plan in order to continue serving the residents with high quality service as is customary in Ocean Ridge.

Kind Regards,



Tracey L. Stevens, MMC
Town Clerk & Treasurer

James S. Titcomb
453 North Country Club Drive
Atlantis, Florida 33462

PDF VIA EMAIL

January 16, 2019

The Town of Ocean Ridge
Honorable Mayor and Town Commission
6450 North Ocean Avenue
Ocean Ridge, Florida 33435

Dear Mayor Coz;

By way of this letter, I am giving you notice of my intent to leave the Town's employ in 60 days, or there about, per the terms of our mutual employment agreement contract.

It is with mixed emotion I make this announcement, as I have enjoyed working for the Town of Ocean Ridge! My ultimate respect and gratitude goes out to our great town staff, a team who works continuously and tirelessly on behalf of the Town and its residents. We have made tremendous progress together since my arrival here in October of 2015.

I was fortunate to have been selected to serve the citizens of Ocean Ridge over the past three plus years, and I am sorry for any disruption my news may bring the Town. Though, I am confident an excellent candidate can be identified to carry on the Town Manger's work here, most likely from within our staff ranks already. I will assist the Town in every way possible to help identify and work with my potential successor to meet your needs, while wrapping up any priority projects you deem important.

I am being offered the position as Town Manager in a community I helped to incorporate over 12 years ago. This unique opportunity to be at the helm of a fledgling community to help it grow into a vibrant long-term entity provides me unique challenges matching my professional interests.

It's truly been an honor and privilege to serve as Town Manager here. I look forward to coming back to visit this beautiful area often and the many friends made along the way!

Most sincerely yours,


Jamie Titcomb
Town Manager

TOWN OF OCEAN RIDGE TOWN MANAGER TRANSITION PLAN

A large part of leaving a job is smoothly transitioning projects and responsibilities. In order to set successors up for success, a transition plan is created and shared with key personnel before the final departure date approaches.

A transition plan lays out the following:

1. Regular duties and responsibilities;
2. Current outstanding projects;
3. Upcoming deadlines; and
4. Key contacts.

Regular Duties and Responsibilities

List the main responsibilities that need to be taken care of in order for the town to experience as little interruption as possible. Be sure to note any recurring duties, such as managing a task weekly or monthly (ie – Town Manager’s weekly or monthly updates to the Town Commission). List any yearly duties such as the annual budget preparation timelines and the yearly report to residents.

Outstanding Projects

List all outstanding projects and the status of them, who is involved in the projects, project deadlines, and the location of relevant data and files. While organizing the plan, be sure to describe where things stand with in-progress items, lay out the next steps, and provide instructions for accessing any relevant files.

If a major project is in the works, make a separate plan that someone can follow step by step to ensure the project goes off without a hitch such as the background information, specific tasks involved to complete the project and any other guidance that can be provided. Be sure to list who is involved in the project, project timelines and deadlines, and the location of relevant data and files.

Upcoming Deadlines

While upcoming deadlines associated with projects will be listed, there may also be stand-alone deadlines that need to be included in the plan. For example, there may be a deadline coming up for a quarterly deadline to file forms with the state or federal government. List the due date and the manner of the deadline (e.g., someone needs to fill out a form or send an email to a specific person).

Key Contacts

The contacts section should focus on the most important contacts, not everyone in the address book, such as the people who staff will need to be in touch with to execute the duties and take over the projects that have been described in the transition plan. List other key contacts such as local, state, county, and federal partner agencies as well.

PROPOSED

TOWN OF OCEAN RIDGE JOB DESCRIPTION

JOB TITLE: **TOWN MANAGER / FINANCE DIRECTOR**

ADMINISTRATION DEPARTMENT

GENERAL STATEMENT OF JOB

As per the Town Charter, Part I, Article IV, the Town Manager serves as the Chief Administrative Officer of the Town, and is responsible to the Commission for the administration of all Town affairs placed in his/her charge by the Town Charter, Code of Ordinances, or by direction of a majority vote or consensus of the Town Commission. Reports to the Town Commission. The Town Manager shall not be required to be a resident or property owner of the Town.

SPECIFIC DUTIES AND RESPONSIBILITIES AS TOWN MANAGER

ESSENTIAL JOB FUNCTIONS

Appoints, and when he/she deems it necessary for the good of the Town, suspends or removes, any or all Town employees and appointive administrative officers provided for by or under the Town Charter, except approval must be obtained from the Commission prior to terminating the Police Chief, except as otherwise provided by law or the Town Charter. The Town Manager shall authorize and delegate any administrative Department Head to exercise these powers with respect to subordinates in that Department Head's Department.

Directs and supervises the administration of all Town Departments, offices and agencies of the Town, except as otherwise provided by the Town Charter or by law.

Directs and oversees the preparation of the Town Commission meeting agendas and packages.

Attends all Town Commission meetings and shall have the right to take part in discussion, but may not vote.

Sees that all laws, provisions of the Town Charter and Code, and acts of the Town Commission, subject to enforcement by him/her or by officers subject to his/her direction and supervision, are faithfully executed.

Prepares and submits the annual budget, together with the budget message and capital program, to the Commission in a form provided by ordinance.

Submits to the Town Commission and makes available to the public a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.

Makes such other reports as the Town Commission may require concerning the operations of the Town Departments, officers and agencies of the Town, subject to his/her direction and supervision.

Keeps the Town Commission fully advised as to the financial condition and future needs of the Town and makes such recommendations to the Commission concerning the affairs of the Town as he/she deems necessary.

Negotiates and signs contracts, documents, instruments, and papers on behalf of the Town pursuant to approved policies, ordinances, or as may be specifically authorized by the Town Commission.

Adopted by the Town Commission on _____.

Confers with Department Heads regarding policies, procedures, and problems, and advises Department Heads about on-going operations and the preparation and implementation of new programs and services.

Represents the Town before appointive officers of other governmental bodies except when the Commission has designated another person to act in that capacity. Represents the Town before the public and media, providing information in response to inquiries or as otherwise deemed appropriate and in accordance with applicable state public records and financial disclosure laws.

Maintains community respect through good public relations and by responding to taxpayer's concerns, and keeping residents informed.

Represents the Town, along with the Town Attorney, in matters of litigation, mediation, grievance procedures, and labor negotiations.

Keeps abreast of all County, State, and Federal regulations that may affect the Town so that the Town remains in compliance with these regulations.

Performs such other duties as are specified in the Town Charter or may be required by the Town Commission.

SPECIFIC DUTIES AND RESPONSIBILITIES AS FINANCE DIRECTOR

Participates in the maintenance, control, and analysis of the fiscal operations of the Town government; maintains adequate accounting records to document compliance with local, state and federal laws and ordinances; safeguards assets of the Town through implementation or acquisition of adequate internal control mechanisms and investments.

Formulates and implements finance policies and procedures, ensuring all policies and procedures are according to accepted accounting practices and are legally sufficient.

Oversees the operations of the Treasurer and Deputy Treasurer, ensuring proper posting and balancing of Town ledgers, accounts receivable, cash receipting, accounts payable, payroll, capital assets, and related records.

Reviews financial statements and other related reports periodically.

Oversees and approves the preparation of the monthly bank statement reconciliations.

Signs off on all invoices, ensuring that the invoices are being coded to the proper accounts and within budgetary amounts.

Oversees the preparation, posting, and maintenance of all journal entries and month-end and year-end closing procedures.

Prepares periodic reports pertaining to the Town's financial program, administrative activities, financial condition and future needs, and makes presentation of such information to the Commission as requested or otherwise deemed necessary; provides formal and informal advice, assistance and recommendations to the Town Commission, and keeps its members properly informed about financial matters.

Prepares the annual Town budget proposal for presentation to the Commission, and administers approved budget; aids department heads in preparing budget estimates and in determining costs for new, expanded or

Adopted by the Town Commission on _____.

reorganized programs; prepares budget amendments as necessary, making appropriate ledger adjustments and estimating available fund balance.

Works with the Treasurer to assist Auditors with the annual audit of financial operations.

Performs such other duties as are specified in the Town Charter or may be required by the Town Commission.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Public Administration, Business Administration, or related field, and 10 years of progressively responsible managerial experience, administrative and accounting work, preferably in a governmental setting; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including typewriters, calculators, copiers, audio records, facsimile machines, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those of Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the workers sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, report, forms, manuals, ordinances, invoices, accounting ledgers, manuals, etc. Requires the ability to prepare correspondence, reports, technical studies, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently in standard English, and in a variety of technical or professional languages, including accounting, legal, and governmental terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; interpret graphs; calculate discount, interest, profit and loss ratio and proportion; and understand and apply the theories of statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Olfactory Discrimination: Does not require the ability to identify and distinguish odors.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instruction. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of Town and departmental rules, regulations, policies and procedures, and has the ability to interpret them.

Considerable knowledge of the organization and operation of Town departments.

Considerable knowledge of state laws pertaining to the administration of municipal government, including taxation and other sources of revenue.

Considerable knowledge of federal, state, and municipal laws and policies concerning municipal fiscal operations.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state or local laws, rules and regulations.

Considerable knowledge of state open meetings, public records, and financial disclosure laws.

Considerable knowledge of personnel and management principles, practices and techniques as they relate to the administration of human resources, and planning, position management, staff development and training, policy development and administration, employee relations, and related personnel and management functions and services.

Considerable knowledge of the practices and procedures for planning and formulating departmental budgets and monitoring related expenditures.

Considerable knowledge of legal requirements regarding purchasing of supplies and equipment for municipal operations.

Considerable knowledge of the principles of supervision, organization, and administration.

Considerable knowledge of the current literature, trends, and developments in the field of public policy administration.

Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

Skill in the collection, analysis, and presentation of statistical and technical data.

Skill in effectively expressing ideas orally and in writing.

Adopted by the Town Commission on _____.

Skill in the operation of common office machines, including computers and their associated software programs, spreadsheets, and file maintenance programs.

Ability to balance requests and opinions of a five member elected body.

Ability to provide leadership and to supervise the planning, development, and establishment of new, modified, and/or improved programs, services, and activities.

Ability to analyze and interpret policy and procedural guidelines, and to formulate, develop, and present recommendations to resolve problems and questions.

Ability to organize disparate groups of professionals into cohesive working groups.

Ability to use initiative, independent judgment and discretion in preparing goals, setting schedules, assigning and supervising work of subordinates, and planning for future needs of the Town.

Ability to prepare and make oral presentations before large groups of people.

Ability to exercise tact and courtesy in frequent contact with town and other public officials of various levels of authority and influence, media representatives, and the general public.

Ability to establish and maintain complex records and files.

Ability to establish and maintain effective working relationships as necessitated by work assignments.



Elected Body: Mayor & Town Commission (5)

