



## Memorandum

**Date:** January 25, 2016  
**To:** Honorable Mayor and Commissioners  
**From:** Jamie Titcomb, Town Manager  
**Re:** Town Manager Update Report - February Commission Meeting

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### **Old Ocean Boulevard**

We will have just completed the Old Ocean Boulevard Town Meeting (workshop) discussions by the time you are receiving this report. Hopefully a productive conversation with some consensus outcome.

### **Town Drainage**

I'm scheduling more frequent preventative drain maintenance, outfall systems inspection and related services as needed. Town Code requires capture and treatment of stormwater runoff on one's property to certain calculation standards. Many properties continue to have issues of compliance and as a result may experience negative impacts with tide, fresh spring water and general water table rise.

### **Town Sponsorship of League of Cities "Small Town" Joint meeting**

The League of Cities asked us to co-sponsor the February monthly meeting along with the other small communities unable to host a monthly League meeting individually. Communities to co-sponsor this meeting include: Atlantis, Village of Golf, Gulf Stream, Haverhill, Hypoluxo, Manalapan, Ocean Ridge and South Palm Beach. In addition to the League meeting, the managers association monthly meeting (PBCCMA) is included in this sponsorship to be held on the following day. \$500 is the total cost to the Town, which is contained within the budget approved for Town Events and related items under "GL 519.106.504.900: Other Current Charges."

### **Staff Change**

Today (Feb. 1) marks the beginning of a new era of administrative leadership for Ocean Ridge following significant changes such as retirement of long-time Town Clerk Hancsak, appointing me as the new TM, selecting the new Police Chief and other personnel changes of late, including the Town Attorney changes, which occur at next month's meeting. Town Administration is now represented by a new generation talent team. We'll strive to empower employees in their positions, take collaborative approaches to issue resolution and advocate best practices for best outcomes. We look forward to delivering exemplary customer service to the Town and its citizens.

### **County Seeks Consensus on Sales Tax Increase**

I attended County Commissioner Abrams' Mayor/Manager Roundtable meeting last week in Delray. The main topics discussed were PBC Impact Fees distribution formulas, seeking change for more local utilization (our area is considered a "donor" region). The County is also considering both a half-penny, or possibly one-penny sales tax increase referendum for the November ballot, dependent on whether the School District, Cultural Council and Municipal groups opt in for the infrastructure and related funding criteria. Note the PBC Professional Firefighters are also potentially pushing for a half-penny during the August primaries. The county commission should make decisions during this month. They seek supportive resolutions from municipalities and other agencies involved.

## **FLC Legislative Advocacy Day in Tallahassee**

Tuesday and Wednesday (Feb 2nd & 3rd) I am scheduled to be out of the office in Tallahassee for the Florida League of Cities Legislative Action Days during this 2016 Legislative Session. Municipal officials from across the State are convening upon the Capital and advocating for our “Home Rule” legislative priority issues. Here is a link to FLC information on the event.

<http://www.floridaleagueofcities.com/EventsAndTrainingCalendar.aspx?CNID=15660>

## **Recognition**

I would like to thank everyone involved for honoring Karen Hancsak for her years of service and naming a day (Jan. 29th 2016) in her honor here in the Town of Ocean Ridge. Thank you for recognizing the importance of long-term employees, their efforts, loyalty and contributions made to the Town and showing the workforce the care our Town has for them.

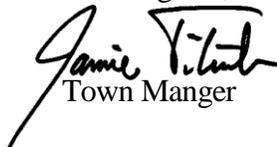
## **Internship Program**

I am exploring internship opportunity offered through a program at FAU (Florida Atlantic University) that can give the Town a few hours a week of “free” back-office records and organization assistance in return for “time sheets” the student receives for course credit. Using these programs in the past, I’ve found them to be “win/win” for both the organization and the undergrad students involved.

## **Town Manager**

It is official, January 26<sup>th</sup> I passed my contractual 90-day probation period as your new Town Manager. I strive to provide the Town with excellent leadership, skills and care and hope to for a long time to come. Please don’t hesitate to communicate with me on any issue large or small, together we will meet and exceed expectations for customer service and problem solving for the betterment of all.

Best Regards,

  
Town Manger