

Memorandum

Date: February 6, 2016

To: Honorable Mayor and Commissioners

From: Jamie Titcomb, Town Manager

Re: Town Manager Report – February Commission Meeting

Dear Mayor & Commissioners;

Town Paving Program:

As directed at last month, Administration, Town Engineer and Public Works are working to rank our town street grid for replacement paving. We have already identified a few acute condition streets we'd prioritize for the first round of paving bids, based upon the condition of specific problem areas. We are also identifying streets paved more recently in conjunction with town stormwater projects, and trying to identify streets projected to have high levels of building permit activity in the near future to avoid paving conflicts with other activities. We hope to put a phase one paving RFP out for bid in the next few weeks. Note that paving and drainage construction we pursue may qualify under the county's new Penny Sales Tax criteria, leveraging our resources moving forward.

Town Street Signs Replacement Program:

We are researching for a RFI (request for information / proposal) on a town street sign replacement program. I am talking to neighboring communities and seeking sign systems most suitable as replacement stock for our lovely town street signs. The sandblasted wood and painted signs in use today are clearly showing their age and deterioration; though we have our maintenance department continuing to paint and repair existing signs. Cost of these existing signs are quite high to replace and maintain, and many no longer meet FDOT requirements in several usages. I will bring forward information in the near future for a sign replacement program proposal for Commission approval, with samples of sign systems that are durable, cost effective and aesthetically pleasing to the town.

Woolbright Detention Area Update:

DBI/Aquagenix is our town vendor on the Woolbright Stormwater Detention area facilities. We recently completed the special upgrade maintenance contract with DBI to spray and remove large amounts of exotic, invasive plant materials topsides in an attempt to improve the efficiency and functionality of this 11 year old infrastructure. Much of the exotic vine and non-native species has been killed and removed as possible. Additional vine materials have been spray killed and left in place as to not spread seed pods and exacerbate the growth of these invasive plants. We also increased the maintenance contract foot print to Aquagenix "fence to fence" to assure improved responsibility for the work performed on an ongoing monthly basis. Additional spraying and removal will take place over the next two cycles or so to eradicate any residual exotic plant material.

Related: Town vendor Barnacle Busters has just completed a town-wide sweep of marine growth on most of the flap, red and duck valves attached to various stormwater outfalls to improve the functionality of the drainage system and ward against king tides and other reverse intrusion factors. All stormwater facilities maintenance operations are being increased or accelerated to optimize our drain system.

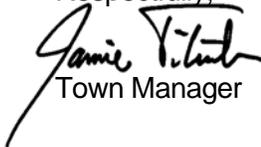
Public Records & Building Plans

The level of Public Records fulfillment requests and volume of Building Permits and plans processing continues to increase notably in Ocean Ridge. We believe potential litigation is driving voluminous public records requests, and building activity continues to expand in the town with no relief in sight. I plan to deploy our current volunteer intern for additional hours in a paid temporary part-time capacity for assisting building administration staff to fulfill the service volume requirements while not derailing other time sensitive duties and deadlines required.

Public Works and Code Enforcement

We are currently in testing mode on a mobile app software reporting system that will allow anyone: staff, residents, officials and guests; to quickly report, document and respond to any maintenance issues, dangerous situations or other observations about the town. Every report logged assists to create prioritization work tickets from anywhere and any device (cellphone, tablet, website, call-in, etc.) and will communicate with the sender status updates. The Town sets the parameters and permissions and deploys the appropriate resources in response to the requests, and the system creates the data to track type and frequency of service requests and performance. We will be introducing and demonstrating the app to residents to try out for themselves in the next few weeks at either our "Coffee with a Cop" format program or similar setting in Town Hall.

Respectfully,


Town Manager