

Town of Ocean Ridge

Memorandum

Date: March 1, 2016
To: Honorable Mayor and Commissioners
From: Jamie Titcomb, Town Manager
Re: Town Manager Report - March Commission Meeting

Meeting with Boynton Beach City Manager, et al

I've started to reach out more vigorously to other adjacent governments and related agencies. The City Manager of Boynton Beach and I met on February 23rd for a one-on-one discussion lunch meeting and vowed to meet regularly to improve communications and get heads up on important matters of joint concern. As you know, I also actively participate in League of Cities, local City Managers Association regional county commission/local official briefings and other intergovernmental organizations to keep abreast of current trends, pending legislation, communal issues and local actions impacting us.

Auditor Meetings on Best Practices Recommendations

Administration Department heads met February 24th with the Town Auditor for discussing internal process, changes and future practices. In the era of new talent in many key town roles, we are striving toward evolving best practices to all the systems in the Town to work more efficiently while maintaining compliancy standards.

New Intern Started

We started a new intern through a program of FAU, giving the Town a few hours a week of "free" back-office records and organization assistance in return for course credit. Our current intern, Kathy Brana is doing a great job, she hit the ground running on our records management project and we are elated have her extra efforts.

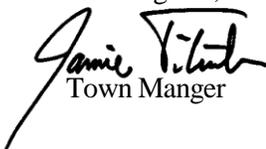
Public Records Requests Up Significantly

Public Records requests are up exponentially in the Town. The amount of staff time and resources required to fulfill these requests is impacting the Town's day to day operations and efficiencies. I will report during budget development cycles on recommendations for appropriate staffing and record archival systems to bring us into modern management practices. We need to invest in this capability for the town to get more efficient mechanisms and compliancy in regards management for Public Records requirements as well as the better flow of critical information within daily Town operations to assist the public.

Public Records Management Day – Town Hall to Close for Regular Permits/Town Business One Day

We are requesting a set aside day in late March, or early April in order to thoroughly examine, catalog and officially schedule allowable purge of Public Records in the archives of the Town (of course all to Statute requirements). The amount of staff time and resources necessary will require us to close Town Hall for a day to complete the overhaul project. Proposed dates are currently either Friday, March 25th or Friday April 1st, 2016. No building, zoning or other Town services business would be performed for that day except for regular Police, Dispatch and emergency operations.

Best Regards,


 Town Manager