

Memorandum

**Date:** March 6, 2016  
**To:** Honorable Mayor and Commissioners  
**From:** Jamie Titcomb, Town Manager  
**Re:** Town Manager Report – March Commission Meeting

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Town Paving Program Update:

Review of the draft street ranking paving / maintenance chart (attached), where we have identified streets to prioritize for our FY17 cycle paving bid. Our RFP is planned for release soon, pending some survey work and site borings to confirm the extent of road replacement required in each instance. In addition to paving under the FY17 budget allocation, we may also leverage extra paving segments and calming, utilizing revenues from the Penny Sales Tax, leveraging more resources moving forward. The total paving upgrade footprint for this year will be determined by the bid value to funds allocated.

Town Street Signs Program:

The Engineers lent us a surveyor/civil engineer intern to spend time working with our Public Works crew for mapping the Town's signs and street infrastructure elements into a GIS based master database in progress. We will use this data to configure our RFP for a rotational replacement upgrade of our town-wide identification and directional signage program. Cost proposals and choices for sign stock choice upgrades will be presented at an upcoming meeting soon.

Woolbright Detention Area:

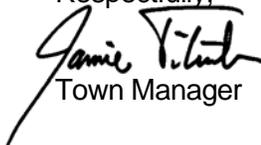
DBI/Aquagenix recently completed special upgrade maintenance projects to remove large amounts of exotic, invasive plant materials. An increased maintenance contract "fence to fence" footprint that Aquagenix is assigned is moving to accelerated removal and additional in-fill plantings on scheduled. Stormwater facilities inspection and maintenance has been increased to optimize our drain system.

See Click Fix

We are finalizing configuration mode on a mobile application "SeeClickFix" that will allow our residents to quickly report maintenance issues, dangerous situations and other observations via their cellphone, tablet or computer. Every report logged will assist the Town to create work tickets and will communicate status updates to the sender. The Town sets the parameters and deploys the appropriate resources in response to requests. The system creates data to track service requests and performance. We introduced the app concept at "Coffee with a Cop" to good reviews. Code Enforcement will still be handled traditionally through Dispatch and the Police Department.

Good luck and best wishes to all the candidates running for Town Commission next week!

Respectfully,

  
Town Manager