

Town of Ocean Ridge

Memorandum

Date: April 4, 2016
To: Honorable Mayor and Commissioners
From: Jamie Titcomb, Town Manager
Re: Town Manager Report – Regular Town Commission Meeting

Public Records Management Day – Town Hall Closed One Day (March 28th)

Thank you to the entire staff, including volunteers and staff children, who donned jeans and T-shirts to spend a full day moving archival records from several locations about the campus, including the town's garage into Town Hall for consolidation and reorganization. I am happy to report that all the Town official records reside under one roof. However, there are hours and hours of sorting and processing time remaining for identification and organizational merge and purge in process. We are also conversing with digital document systems experts this week to begin the due diligence on implementing a solution for better efficiencies and retrieval. Another side benefit is the Police Department was able to reduce the amount of old equipment warehoused on site.

Town Wide Maintenance Initiatives

You may notice there's a lot of main thoroughfare maintenance, tree trimming and beautification initiatives going on. We aim to systematically work through the responsibility areas of the Town to provide an enhanced aesthetic, more efficient proactive trimming and maintenance schedules and to be proactive on the quality look and feel of the Town, especially on our own campus and key entry points. Please be sure to let us know when you see something that needs more specific attention so that we may schedule and respond as quickly as possible to priority projects about the Town.

New Town Commissioner Elected

Congratulations to newly elected **Commissioner Steve Coz** being sworn in at tonight's meeting. Along with the organizational process to assign new seats, duties within and to outside organizations and appoint members on Town Boards; we look forward to working with each and every one of you in your new or returning roles.

Thank you to former Commissioner Lynn Allison for her years of service to the Town.

Public Notes

Significant changes have occurred over the last year in the Town's personnel and administrative leadership. There is a lot of active innovation and change evolving quietly behind the scenes at Town Hall, yet we all strive to provide customer friendly service as 'Job One' to every person whom interacts with the Town, residents, vendors and guests alike. Please let us know if there's anything we can do to enhance the idyllic atmosphere of this unique seaside community or your experience in it!

Best Regards,


Town Manager