



DATE: January 29, 2021

TO: The Honorable Mayor and  
Members of the Town Commission

FROM: J.C. Jimenez  
Town Manager

RE: Letter to Commission – January 29, 2021

**Meeting with Trinity RV Park**

Today staff and I met with representatives from Trinity RV Park regarding a possible redevelopment project they are considering on their property. This proposal is still in the early stages. I will share more information with the commission as it becomes available.

**COVID-19 Vaccination site at the Preserve**

At the Commission workshop this week, Senator Jones indicated that state officials would be contacting us to perform a site walk-through at the park to determine if it could be used as a vaccination site. Please note that we have not yet been contacted and I will reach out to Senator Jones' office for an update.

**2<sup>nd</sup> Dose COVID-19 Vaccinations at Koinonia**

The second doses of the COVID-19 vaccinations will be administered tomorrow at Koinonia church to the 500 people that received the first dose a few weeks ago. The traffic detail is being handled by BSO.

**Departmental Accomplishments and Goals**

This week the department directors presented their accomplishments and goals report to the commission.

**Town Mission and Vision Statements**

The Vision and Mission statement brainstorming meeting with staff will be held on Tuesday, February 2.

**Newsletter**

This week the commission approved the quotes for the printing and mailing of the newsletter. Staff is working with the graphic designer on the final edits.

**Remodeling of the new Building Department**

The contractor is in the process of obtaining the permit to begin construction. Construction is anticipated to begin the first week of February.

## Departmental Updates

### Finance Department

This week, the Finance Department continued working on the audit as well as the implementation of the new financial software.

### Human Resources

This week, the part-time community gardener applicant accepted the position and staff is currently finalizing the onboarding process. Next week, HR, will be training all supervisors on how to complete the employee evaluation through the new ADP System.

### Town Clerk

This week, the Town Clerk's office worked on the follow up items from the commission workshop and started working on the commission meeting agenda. Staff is also working on finalizing the newsletter and the new website.

### Town Planner

This week staff worked on the establishment of Zoning Code application fees which was discussed at this week's commission workshop. Additionally, the Town Planner worked with Michael Miller to discuss past applications and reports.

Additionally, the following tasks were performed:

Zoning/Building Permit Review: 10

Zoning Inspections: 1

Zoning Inquiries: 1

### Information Technology (I.T.)

Construction of the new server room is nearing completion. Staff is trying to finalize a date with Comcast to move the fiberoptic cables to the new server room. Staff is also working on the work order software with the anticipation of going live in 3 to 4 months.

### Goals for next week

- Finalize newsletter and obtain the mailing list, a price for printing and a price for postage
- Follow up with Senator Jones' office regarding a site walk-through at the Preserve for a possible vaccination site.
- Conduct employee evaluations for Department Directors.