




DATE: May 14, 2021

TO: The Honorable Mayor and  
Members of the Town Commission

FROM: J.C. Jimenez   
Town Manager

RE: Letter to Commission – May 14, 2021

**FEMA COVID 19 Vaccination Site at the Preserve**

Tomorrow, FEMA will be opening up a walk-up vaccination site at the Preserve from 8 am to 4 pm. This site will offer the Pfizer Vaccine.

**Meeting with BSO**

This week, Staff and I met with representatives of BSO to begin discussions on the transition plan.

**Hurricane Season**

With hurricane season starting on June 1<sup>st</sup>, I will be meeting with staff to properly plan and strategize and clarify each department's role in the preparation for and recovery from a hurricane. Additionally, this week Public Works and I met with our emergency debris contractor.

**Remodeling of the new Building Department**

The Commission approved the contract amendment to remodel the lobby at their meeting this week. This work is expected to commence on Monday.

**Amnesty Program**

This week Staff and I met again to continue discussing the details of the proposed amnesty program. Staff has completed the assessment of five mobile home parks and is nearly complete with a sixth. Staff is expected to complete the assessment of all parks in two weeks.

**Departmental Updates**

**Police Department**

This week, Staff met with BSO to discuss the transition plan. In addition, Staff visited the Juneau Beach Police Department to see their facilities and infrastructure.

**Public Works**

This week the Public Works Department commenced preparations for the 2021 Hurricane Season by assessing all stormwater pumps and generators. In addition, the crews cleaned 7 lift stations. All lift stations are operational at this time, however, stations 37 is currently operating on one pump due to a broken bracket which has been ordered.

*Carolina Pumps Oil to Water Lube Conversion*

The overhaul/refurbishment of pump No. 2 continued this week. The overhaul process is expected to last a total of 6 weeks.

*CDBG 45<sup>th</sup> Year Grant – ADA Restrooms*

This week staff held the pre-construction meeting with the contractor. The contractor is now preparing to apply for their permit from the building department.

*John P Lyons HMGP Drainage Project*

Staff has prepared the Request for Proposals for this project and it is currently under review.

*Town Hall Hardening Project*

The Invitation to Bid is being finalized and should be advertised within the next two weeks.

*Lift Station 15*

This project has been advertised and all bids are due on May 26, 2021.

Finance Department

This week the auditors issued their final audit report. In addition, the Finance Department went live with the new financial software. Finance staff also conducted several training sessions for all staff on the new software.

Human Resources

HR staff has scheduled interviews for the Stormwater Wastewater position for next week. HR is also reviewing resumes for the Public Works Director position.

Town Clerk

The Town Clerk's Office worked on the follow up items from this week's Commission Meeting and the minutes from the last commission workshop. Staff is also working on the content for the next newsletter to be sent to residents.

Town Planner

This week, the Town Planner met with Public Works to continue coordination on the impact fee study. In addition, staff reviewed various ongoing projects including possible revisions to the Seneca car wash, development of the 6-acre lot on Hollandale Beach Boulevard and improvements to mobile homes.

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 17
- Zoning Inquiries (email/phone): 8
- Zoning Inspections: 2
- BTR Reviews: 0

Goals for next week

- Continue working with Town Attorney and Town Planner on the sanitary sewer easement issue at various mobile home parks.
- Work with Town Attorney and Building Department on final details of the Amnesty Program.
- Continue the individual meetings with commissioners and the property owners of Trinity RV Park