

# Town Manager Report - June 2022

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This month was extremely busy for the entire Town staff.

The Town's Annual Audit is still ongoing. The audit should be completed by the end of the month.

The Town staff is receiving bids/quotes on new IT service which would provide the Town the ability to keep all of its records electronically filed and readily available. This process has taken some time to compare the companies.

The Public Works staff and I upgraded to new mobile phones powered by T-Mobile and they work much better; and cut the mobile service bill cost in half, for the Town.

The shelving has been ordered for the storage room.

A required sewer and storm water analysis was completed and sent to the County for review. This was done to provide information for infrastructure needs to the State because there may be some more federal money coming to the Town, for more sewer and storm water upgrades.

The Town staff is preparing a replat package for the Planning & Zoning Commission (P&Z), based on several submissions by Mr. Colin Groff. The P&Z is scheduled to hear the presentation of the Hunters Ridge Subdivision being done on Paso Fino Road. The next public meeting will be held in July. All required notices were sent out on June 24<sup>th</sup>. In addition, the P&Z are still continuing their review of the Town's Comprehensive Plans and Land Development Regulations to provide updates.

New caution signs were installed on Palmetto Avenue to warn pedestrians and drivers of the ditch nearby.

The first of two public hearings for the upcoming Community Development Block Grant (CDBG) was held on June 20<sup>th</sup> with a Citizens Advisory Task Force meeting; and a Fair housing meeting. The second public hearing is scheduled for the beginning of July.

The Town staff advertised for an engineer as required, for the CDBG grant. The bids were opened and a new engineer was chosen for the new water line replacement project, if the Town receives the CDBG grant. The winning engineer was Infrastructure Consulting & Engineering.

I have attended all of the required town meetings; County Manager's meeting and the Northeast Florida League of Cities dinner for this month.

BY: David Cooper  
Town Manager