

**Date:** February 12, 2018  
**To:** Honorable Mayor and Commissioners  
**From:** Jamie Titcomb, Town Manager  
**Re:** Town Manager Report – February Commission Meeting

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Town Drain Systems Projects

I've had the Town Engineer survey to scale an inline catch basin drainage solution for the NE corner of the Beachway Drive and Osprey Court intersection. There is a drain catchment system in place there, but it fails to redirect all the standing water that accumulates around the street's hardscape. We will ask the Town Engineer to submit a design/build quote to add to this in-ground upgrade. Similarly, the Town's ROW between 101 Dolphin Bend and adjacent 111 Dolphin Bend is in need of vegetative/earth clearing, a redesign solution/swale and removal of resident-planted landscaping for proper drainage flow and function, I will ask the Town Engineer to survey and propose a solution to this area's water issues and quote a design/build installation in the Town's ROW to improve function.

Tropical Pumping Station

Our "hurricane-zapped" equipment at the Tropical Drive Pump Station is in process for receiving upgraded controller and electronic components with the system manufacturer contractor. A claim is being reviewed under eligible insurance coverages for partial cost reimbursement. Interim steps stabilizing the system have worked well. Fortunately, we are also in dry season giving us extra time to finish controller upgrades and test all systems attached before in this year's wet season arrives.

Certified Building Official

On February 8, 2018 we an in-person interview with our top candidate for the proposed in-house CBO (Certified Building Official) position. My plan is to present an offer and bring the selection to the March 5th (RTCM) Commission meeting to ratify hire. Based upon the process timeline and the applicant(s) in consideration, we needed a bit extra time to run background checks and negotiate a final hire.

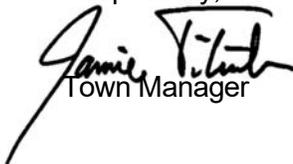
Town Contract Updates

Administration is working closely with the Town Attorney and Clerk staff to expand a contracts database to track all Town agreements and Interlocals. As we identify service agreements in need of update for compliance and compatibility with Town Code and purchasing policies, we will bring any recommended modifications forward as necessary to assure town agreements are properly executed for services.

LSV Parking

Two LSV (Low Speed Vehicle) pervious paving block parking spaces, approved by the Commission last year, have now been constructed at the Porter Street public ROW - a donated project. A Town Permit is required to use them. We seek direction to modify the Code and set a resident/non-resident rate to utilize these limited spaces. A directional sign is ordered for the location in the Town's sign motif.

Respectfully,



Town Manager