




DATE: January 13, 2022

TO: The Honorable Mayor and  
Members of the Town Commission

FROM: J.C. Jimenez   
Town Manager

RE: **Letter to Commission – January 14, 2022**

#### **Police Consultant**

This week I received the proposal from the Police Consultant, Center for Public Safety Management, LLC, in the amount of \$46,800, which is less than the amount authorized by the commission. The agreement is currently being reviewed by the Town Attorney and will be executed once it is complete. Please note that the time frame to complete this project is 100 days (3 months).

#### **Lobbying Trip to Tallahassee**

This week our lobbyist team and I met with several legislators up in Tallahassee to seek funding for the legislative priorities identified by the Town Commission. The three projects currently being considered are:

1. Septic to Sewer Conversion of SW 30<sup>th</sup> Avenue: the Town is requesting \$2.5 Million from the State. Legislators we met with for this project: Senator Albritton, Senator Jones, Senator Pizzo, Representative Woodson, Representative Geller
2. Records Management Software for the Police Department: the Town is requesting \$212,937. Legislators we met with for this project: Representative Gottlieb, Senator Perry, Senator Jones, Representative Woodson, Representative Geller
3. Bicycle/Pedestrian Improvements on SW 52<sup>nd</sup> Avenue, SW 48<sup>th</sup> Avenue, SW 40<sup>th</sup> Avenue, Park and County Line Roads: the Town is requesting \$195,000. Legislators met with for this project: Representative Williamson, Senator Jones, Representative Woodson and Representative Geller. It should be noted that this project was placed on the consent agenda for the Infrastructure and Tourism Appropriations Sub Committee.

Thus far, all of the Town's projects are still being considered for funding.

#### **Departmental Updates**

##### **Police Department**

This week, Police Department staff worked on the following:

- Police were able to submit the FDLE report regarding forfeiture account on file. This report was generated when the Town obtained its Police Designation Number a year ago. I am awaiting confirmation that the report submitted is finalized for 2022. However, there will

be other State and Federal reports due on the secure portal and I am anticipating the departments MODEM to be onsite this month.

- Requested of the Managers office that Cameras be installed on our floor as we have received the bulk of our supplies this week. The only remaining items are the body cameras, tasers, uniforms, and hand-held lasers, along with a few odds and ends that we won't require until we are closer to opening.
- I have requested of the Manager that our Police Network is built out to accommodate better all these software applications and reports moving forward.

## Public Works

### Projects

- Sagoma Construction conducted another site survey for the Elevated AC duct project; work will commence once team is Covid-free.
- Owner of the Doctor's Store objected to closure of SW 30<sup>th</sup> Avenue to mitigate this road fragmented conditions, and numerous potholes. It would disrupt his business and customers.
- Waiting for full permit approval for ITB 21-08 Ryan's Park Trail and Picnic Facilities project. Maceda Contractors will commence construction once completed.
- Waiting for proposal from Keith & Associates for RFP 21-09 John P Lyons HMGP drainage project.
- Waiting for approval to proceed with feasibility study of turning John P Lyons as a one-way street because of the heavy trucks traffic on this road.
- Met Friday (01/07) with Calvin, Giordano & Associates to survey the park at sundown for the 47<sup>th</sup> Year CDBG for the Preserve Safety Lighting project. Light poles were added to add illumination to several dark spots.
- Met with Sourcewell for the first and second floor offices renovation projects; proposals are still overpriced.
- Met with 2 more Architects to get proposals for the Commission Chambers buildout. Will plan \$75,000 for the project.
- Construction of Lift Station #15 is placed on hold.
- Solicitation for Town Hardening (doors and windows) is posted. Bids are due 02/02/2022.
- Application with DERM underway for the SW 25<sup>th</sup> Street Drainage project. Design is 90% complete.

### Stormwater & Sewer

#### **Stormwater**

- All pumps are on automatic and operational. Lake level elevations are below 2.0 feet.
- Generator of Pump stations #s 1 and 2 are non-operational and waiting for repair.

#### **Sewer**

- RFQ 21-14 Continuing, and On-Demand Services for Jet-Vac Cleaning of Lift Stations is due (01/13).
- Keith & Associates engineering design of the ACP force main replacement on SW 30<sup>th</sup> Street is underway. Work is anticipated to commence in April 2022.
- Lift stations #1, 5, and 14 are operating with one pump.
- Withdrawal of easements for sewer services on MHPs continues to be on hold until a plan is developed and put in place. Meanwhile, staff continues to respond to sewer service calls.
- All lift stations except for the missing pumps above are fully operational as of today (01/14).

### Roads & Streets

- Holiday banners on the boulevard will be removed next week.

- Asphalt replacement of SW 30th Avenue with Southern Asphalt Engineering (SAE) will begin within the next 2 weeks.
- Irrigation pipe leak repair on Lake shore Drive (Park Estates MHP medians) will resume tomorrow (01/14). Contractor had Covid.

### Parks

- Interviewed a candidate for the evening and weekend shift.
- Canadians are meeting up at the Preserve every Wednesday, starting (01/05).
- Replacement of Behan building is ongoing; this is to replace the existing depilated and termite-infested one.

### Finance Department

This week Finance continued working with Synovus Bank to finalize the transfer of our bank accounts from Wells Fargo to them. Additionally, staff continues to work with the auditors to complete the Town's year end audit by March 30, 2022.

### Human Resources

This week, HR onboarded a temporary employee to assist in the reception desk and scheduled interviews for the open Public Works position. In addition, HR handled a number of employee relations matter.

### Town Planner

This week, the Town Planner:

- Began review of Land Use Plan Amendment (LUPA) for Trinity Lakes.
- Drafted Property Rights Element Comprehensive Plan amendment. The amendment should be presented at the February Planning and Zoning Board meeting.
- Met with leadership of Park Lake Estates about future recreation facilities and entrance sign.
- Attended Broward MPO virtual meeting.

Additionally, Staff completed the following:

Zoning Building Permit Reviews:	9
Zoning Inquiries (email/phone):	9
Zoning Inspections:	8
Zoning Determination Letters:	1

### Town Clerk

This week, the Town Clerk's Office worked on the following items:

- Worked on several public records requests
- Worked on the minutes from the Commission Meeting.

### Code Enforcement

This week, Code Enforcement worked on the following:

- Re-inspections - violation corrections
- Met with multiple residents and business owners to discuss their open violation
- Receive and resolved complaints
- New Code Enforcement Officer will begin 1/17/22
- Continuously working on violation backlog

### Building Department

This week, Building Department staff worked on the following:

- The amnesty program is in progress and as of today we have 14 applicants and nearly 40 requests (which they are gathering the required information for a completed application)
- Building Department completed their Amnesty tracking database in “Microsoft Access”; also, this mentioned to staff and will be shared to the Managers, Finance and Code Offices)
- CRS planning is underway and had a meeting (01/12/2022) with the needed staff; also, the planning tracker via “Microsoft Planner” and “Microsoft Teams”, and this was introduced to staff during the meeting.

### Goals for next week

- Work with Interim Chief Howard to provide the Police Consultant the information they will need to begin their review.