




DATE: January 28, 2022

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – January 28, 2022

Police Consultant

This week we held the “Kick-off” meeting with the consultant and staff commenced submitting all of the information they require to conduct their study. Earlier this week I provided the Commission via email with the consultant’s contact information. Please feel free to contact them directly if you have any questions regarding their process.

Legislative Update

I am happy to report that as of today, all three projects that we are seeking funding for are still being considered by the state legislature. These projects include: Septic to Sewer Conversion of SW 30th Avenue, RMS System for the Police Department and Pedestrian/Bicycle Improvements throughout the Town.

Departmental Updates

Police Department

This week, Police Department staff worked on the following:

- This week the Police Department initiated managing our cars. Our cars were driven, batteries charged, and washed. One car is experiencing a power drain and I suspect the vehicle battery is no longer viable. I am scheduling service with the vendor to determine if the equipment is draining the battery. (Which I suspect)
- The Police Department was additionally notified by FDLE that we have been awarded another grant through the Florida Incident Based Reporting System (FIBRS). However, before we receive our grant, we had to remove items that were not deemed FIBRS related and add those that were. This was accomplished and submitted.
- The Police Department also assisted the lobbyist with legislative initiatives currently working their way through the legislative process.
- Met with Pro-Force regarding BOLO Wrap non-lethal implement.
- Drove through each community with various police cars daily
- Met with Power DMS and Guardian tracking software suites/scheduled training
- Obtained Grant funding for Florida Accreditation for one year.

Public Works

Projects

- Received and reviewing FPL's general program proposal.
- Uncovered roof leak on 3rd floor. Roofing companies will be on site today and next week to evaluate the damage and submit proposals for its repair.
- Flooring for Planner's office has completed. Wall painting has begun (01/21) and will be completed Friday (01/28).
- Flooring for Public Services Department's office commenced last week.
- Will post request for quotes on DemandStar for the Finance's office renovation.
- Architectural Continuing Services from Michelson under legal review. This is for services up to \$35,000.
- Sagoma Construction for the Elevated AC duct project may commence work next weekend (02/04).
- Maceda Contractors commenced construction for ITB 21-08 Ryan's Park Trail and Picnic Facilities project today (01/27).
- Waiting on from Keith & Associates Proposal for RFP 21-09 John P Lyons HMGP drainage project.
- Calvin, Giordano & Associates commenced engineering design for the 47th Year CDBG for the Preserve Safety Lighting project.
- Waiting on Proposal for feasibility study due (02/04) for turning John P Lyons as a one-way street because of the heavy trucks traffic on this road.
- Will setup meeting with Lift Station R Us to discuss execution of the Replacement of Lift Station #15. The contract with C&I is placed on hold. Seeking to piggyback on FIU's contract.
- The Town Hardening project (doors and windows) Bids are due 02/02.
- Permit application for the SW 25th Street Drainage Improvement project under review with Broward County.

Stormwater & Sewer

Stormwater

- Pump stormwater station #3 is operating with one pump, pump #1. Will temporary install a spare Keen pump to replace pump #2. Two Myers pumps will be ordered to reinstate the ones originally installed as designed.
- Generator of Pump stations #s 1 and 2 are non-operational and waiting for repair.
- All other pump stations are on automatic and operational. Lake level elevations are below 2.0 feet.

Sewer

- Met with A to Z to discuss and plan repair the break of a 6-inch sewer clay pipe at residential home in Pembroke Park Lake MHP. A to Z projected a 4–6-week lead time for the clay pipe delivery. However, may be able to obtain a clay pipe in 2 days from a supplier in California.
- Lift stations #1, 5, and 14 are operating with one pump. Pump at lift station #14 will be installed today (01/27). Lift station #3's impeller is damaged causing it to run below its capacity. Pump is on order.
- Quotes evaluation continues for RFQu21-14 Continuing, and On-Demand Services for Jet-Vac Cleaning of Lift Stations.
- Keith & Associates engineering design of the ACP force main replacement on SW 30th Street is underway. Work is anticipated to commence in April 2022.
- Request for quote to replace electrical conduit of lift station #1; wires are stuck inside the conduit and therefore must be abandoned.

- 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 (01/21).

Roads & Streets

- Holiday banners on the boulevard were removed yesterday (01/26). Crew also remove and dispose of the holiday decorations stored on the roof.
- Asphalt replacement of SW 30th Avenue with Southern Asphalt Engineering (SAE) will begin once permitting process is finalized.
- Waiting on Star Pump's proposal to install a pumping station using the nearby lake thereby replacing the Broward County water irrigation line on Lake shore Drive (Park Lake Estates MHP medians).

Parks

- Bathroom renovation underway. Team has placed the dry wall; will install bathtub and sink next.
- Parks will be closed next Friday (02/04) during the annual fertilizer application.
- Waiting on HR to finalize hiring of the candidate interviewed for the evening and weekend shift.
- Will install 3 BBQ grills at the Preserve and 1 at Behan Park.
- Canadians are meeting up at the Preserve every Wednesday, starting (01/05).
- Waiting on Comcast communication to properly hang the detached and sagging lines on the Behan Park building.
- Replacement of Behan building is ongoing; this is to replace the existing dilapidated and termite-infested one.

Plan Reviews and Inspections

- Conducted plan reviews for 2 ROW projects.

Finance Department

This week Finance staff continued working with Synovus Bank to transfer all Town funds to them. The Town auditors continued working on the end of year audit. In addition, Finance staff processed payroll and the accounts payable checks to vendors.

Human Resources

This week, HR worked on the following:

- Addressed rumors in the workplace specifically with department heads
- Handled employee relations matters
- Finalizing employment terms for parks maintenance worker

Town Planner

This week, the Town Planner:

- Continued review of Land Use Plan Amendment (LUPA) for Trinity Lakes.
- Finalized agenda for February 3, 2022 Planning and Zoning Board.
- Met with developers of vacant lot on SW 30 Avenue
- Met with owners of parcels in Seneca (on-site) to discuss drainage.
- Provided data for Town Community Rating System study.
- Attended Transportation Surtax Oversight Board Meeting (virtually). Two of our projects' funding were moved up. The 52 Ave Complete Streets moved construction funds from

2026 to 2025 and County Line Road Storm Water Connection moved construction funds up to 2026.

- Attended Broward County virtual meeting regarding historic preservation services.
- Will be meeting next week with representatives of the 6-acre site on Hallandale Beach Boulevard regarding potential changes to the site.

Additionally, Staff completed the following:

Zoning Building Permit Reviews:	5
Zoning Inquiries (email/phone):	5
Zoning Inspections:	3
Business Tax Receipts:	11

Town Clerk

- Update Resolutions and Ordinances from 2019 to present
- Created agenda for the Charter Review Board
- Created a presentation for the Charter Review Board
- Create and update meeting minutes
- Create agenda for the Special Commission meeting on February 4th
- Complete the organization of the storage room on the second floor

Code Enforcement

This week, Code Enforcement worked on the following:

- Multiple meetings and re-inspections with Residents and Business owners regarding their open violations
- Responding and resolving complaints
- Monitoring the Town Corridors
- Affidavit of Compliance 7
- Affidavit of Non-Compliance 1
- Notice of Formal Hearing 6
- Notice of Violation 13
- Multiple violations at Lone Pine MHP & multiple violations at Holiday MHP – Working on violation backlog
- Training new Code Enforcement Officer Erik Richwagen
- Meeting with Town Attorney regarding foreclosure

Building Department

This week, Building Department staff worked on the following:

- Thus far a total of 22 applications have been submitted for the Town's amnesty program.
- Continued working on the Community Rating System annual recertification.

Goals for next week

- Continue working with CPSM (police consultant) to provide them any and all information they need to conduct their study.
- Work with the Town Attorney regarding the contract extension with BSO to the end of the fiscal year as approved by the Commission.
- Follow up with Hollywood and Hallandale on the possibility of them providing Police Services to the Town as approved by the Commission.