




DATE: February 4, 2022

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – February 4, 2022

Police Consultant

This staff continued submitting all of the information required by the consultant to conduct their study. Last 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:

- Initiated the onboarding of our Guardian Tracking software as well as our Frontline application.
 - Guardian tracking at a cost of \$1500 per year is an alternative application then what is the industry standard Blue Team software, which costs upwards of \$9000 annually.
 - Benefits of Guardian are as follows:
 - Ability to track use of force incidents
 - Ability to alert management of too many use of force incidents for each officer
 - Ability to track "Show of Force!" this will be very helpful in any future litigation as a result of a use of force.
 - Ability to produce the reports required for Accreditation compliance
 - Frontline benefits include:
 - Software that we can allow public access to perform both complaints and compliments on officers or the agency
 - Software to alert the agency of a resident going on vacation so we can perform an extra patrol on the residence, the software will alert the residence via email of our check of the residence in real time.
 - Software that will notify the agency of a special needs resident so we can check on them at prescribed times etc.

- The Police Department also began the Onboarding of Power DMS - This will be an ongoing process and will include policy and procedures, training for the officers to complete in their car, any subpoenas that the officers might receive, etc
- Attended the BSO resident meeting

Public Works

Projects

- 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 and painting for Planner's office are done. Planner moved into her office.
- Flooring for Public Services Department's office will be completed this week.
- Flooring work will begin in the conference room (formerly Planner's) next week.
- 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 (02/11).
- Maceda Contractors continuing construction for ITB 21-08 Ryan's Park Trail and Picnic Facilities project.
- Received Keith & Associates Proposal (\$179,177) for RFP 21-09 John P Lyons HMGP drainage project. It's an agenda item for Commission's approval.
- Calvin, Giordano & Associates continuing engineering design for the 47th Year CDBG for the Preserve Safety Lighting project.
- Received 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 (\$44,000).
- Received Bids for the Town Hardening project (doors and windows) project 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 temporary pump for pump #1.
- Megawattage performed Maintenance on generators of Pump stations #s 1 and 2.
- All other pump stations are on automatic and operational. Lake level elevations are below 2.0 feet.

Sewer

- Lift stations #1, 5, and 14 are operating with one pump. Pump at lift station #14 was 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

- Asphalt replacement of SW 30th Avenue with Southern Asphalt Engineering (SAE) will begin once permitting process is finalized.

Parks

- Comcast fixed loose and sagging cables on the Behan building.
- Parks closed and applied today (02/04) the annual fertilizer at the Preserve.
- HR will finalize hiring of the candidate interviewed for the evening and weekend shift.
- 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.

Plan Reviews and Inspections

- Conducted plan reviews for 1 ROW project.

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 accounts payable invoices for next week's check run.

Human Resources

This week, HR worked on the following:

- Meeting with Building, Code, Finance, and Planning to draft an updated job description and plan for the newly created Temporary Code Enforcement Officer position to catch up on all pending BTR billing.
- Scheduled the interview for the Temporary Code Enforcement Officer candidate and received the approval to hire him for the position.
- Candidate is being sent the offer letter and onboarding process today for a tentative start date of Wednesday, February 9th.
- Parks position candidate was also paused due to salary negotiations. Salary negotiations have been finalized and the onboarding process is starting now for a tentative start date of February 17th. This candidate will be working Thursday, Friday, Saturday, and Sunday for 10-hour shifts and will be off Monday, Tuesday, and Wednesday.
- Dealt with various Employee Relations matters.
- Ensuring that all personnel files are up to date in preparation of the upcoming audit review.

Town Planner

This week, the Town Planner:

- Attended and staffed the Planning and Zoning Board Meeting. The Board approved an amendment to the Comprehensive Plan (Property Rights Element) that is required by Florida Statute. Once the item can be properly noticed, it will be brought to the Town Commission.
- Met with consultant for Market Analysis to review progress.
- Met with consulting engineers to review the Land Use Plan Amendment (LUPA) submitted for Trinity. The proposal is to convert the property from mobile home/RV park to retail/industrial.
- Met with developer of 6-acre site and their architectural team regarding some possible changes to the site. These changes will need to be reviewed by the Planning and Zoning Board and approved by the Town Commission.

- Attended a meeting with Finance, Manager, HR and Building/Code to talk about transition of duties related to BTR and other items.
- Met with GIS consultant to review next phase. The consultant is assisting staff with creating address lists for each Commission district.
- Building Permit Reviews: 4
- Zoning Inspections: 2
- Zoning Inquiries (Phone Call/Email): 15
- Business Tax Receipt: 1

Town Clerk

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

- Charter Review Committee meeting on Monday
- Planning and Zoning Board meeting on Thursday
- Minutes for multiple boards
- Organizing and scanning documents
- Creating Special Meetings
- Responding to Public Records Requests
- Execution of contracts
- Updating website and iCompass

Code Enforcement

This week, Code Enforcement worked on the following:

- Meeting about BTR roles & responsibilities
- Interviewed new BTR/Code Assistant
- Prepared Formal Hearing notices for Special Magistrate
- Mailed out Notices by Certified Mail
- Responded and resolved public's complaints via phone and in person
- Multiple meetings with residential and commercial properties regarding their open violations
- Posting of Notices on property for the Special Magistrate
- Continuation of training Erik Richwagen
- Affidavit of Compliance 7
- Affidavit of Non-Compliance 7
- Notice of Formal Hearing 32
- Notice of Violation 10

Building Department

This week, Building Department staff worked on the following:

- Continued working with residents interested in the 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.