




DATE: February 18, 2022

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – February 18, 2022

Congratulatulations to Robert Clark

Please be advised that Public Services Director Robert Clark's wife gave birth to their son this week. Both the mother and baby are doing very well and should be going home soon.

Town Manager Vacation

Please be advised that I will be on vacation starting Wednesday, February 23 through Friday February 25. I will be back in the office on Monday the 28th. Marlen Martell will be acting Town Manager in my absence.

Termination of Roger Rounds from Sewer/Stormwater Department

Please be advised that Roger Rounds was terminated this week. Please contact me for any additional information.

Departmental Updates

Police Department

- Submitted application for our Accreditation Manager to participate in the Florida Mentoring Program (grant funded)
- Continued to edit and upload policy and procedures
- Accreditation Manager has been signed up for Accreditation Manager Training in March (grant funded tuition)
- Administrative Executive & Core Training in May thru Florida Police Chiefs Association.
- Continuing to work with FDLE regarding our FIBRS grant to identify what we can utilize the monies for
- Received notification that our Fargo, double-sided and laminating identification card printer is enroute (Badging)
 - IT has turned over our badging initiatives to the Public Works Director.
 - Police will maintain control over the badging system for Law Enforcement with a separate log in and site code for non-police employees.
 - Public Works will develop badges for non-police Town employees and issue same
 - I recommend that quotes be obtained to incorporate the new badges into our current system and utilize our old badges for vendors etc.
 - IT ordered a stand-alone computer to be used solely by the badge printer for \$900

- Initiated contact with FDLE regarding a free solution to RMS
- Attended 3 webinars and zooms regarding the cops-more grant to be submitted in June
- Gave permission to Strobes -R-U's to utilize one of our police cars in a static display for their board of directors meeting. They will update our social media pages with photos.
 - Strobes-R-U's also switched out the bad battery in the same vehicle, saving a trip to the dealer for the change out. (Free of charge to the town_)

Public Works Department

Projects

- Held an internal meeting prior to negotiate with Calvin, Giordano & Associates on Tuesday (02/22) to discuss engineering design for the Police Buildout project.
- Maceda Contractors continuing construction for ITB 21-08 Ryan's Park Trail and Picnic Facilities project.
- Submitted Keith & Associates Proposal (\$179,177) for Commission's approval regarding RFP 21-09 John P Lyons HMGP drainage project.
- Reviewing Calvin, Giordano & Associates engineering design for the 47th Year CDBG for the Preserve Safety Lighting project.
- Permit application for the SW 25th Street Drainage Improvement project under review with Broward County.
- Flooring for Public Services Department's office will be completed next week.
- Staff removed carpeting floor in the conference room (formerly Planner's); applied for asbestos inspection as per Building Official instructions.
- 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 weekend of President Day (02/25 to 02/27).

Stormwater & Sewer

Stormwater

- Roger Rounds, Stormwater & Sewer Department Maintenance Worker, was terminated yesterday (02/16).
- Automatic transfer switch (ATS) for generator pumpstation #1 is not operational. Scheduled for repair.
- All other pump stations are on automatic and operational. Lake level elevations are below 2.0 feet.

Sewer

- Valve repair is complete for lift station 19 (Coke Company).
- Lift stations #1, 7, and 18 are operating with one pump. Pumps will be placed 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. Site work is anticipated to commence in April 2022.
- Continuing to attempt release of wires inside the conduit electrical conduit of lift station #1.
- 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 (02/18).

Roads & Streets

- Irrigation sprinkler heads on median #17 (I-95) installation job is complete.

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

Parks

- Shrubs around the monument were removed and replaced by Cocoplum plants and arranged into a semi-circle. Sod and landscaping stones will be added as the final beautification step.
- Staff will install picnic grills next to the pavilion areas.
- Canadians gatherings at the Preserve are ongoing. They have been meeting at the Preserve every Wednesday, starting (01/05).

Plan Reviews and Inspections

- Conducted plan reviews for 2 ROW projects.

Finance Department

This week Finance Director resolved an issue a sewer billing issue between Broward County and Coca Cola Plant. In addition, Finance staff continues to work on the transfer of accounts to Synovus Bank, the end of year audit with the auditors and processed accounts payable invoices for next week's check run.

Human Resources

This week, HR worked on the following:

- Met with the auditors last week for review of all personnel forms.
- Worked on personnel matters including the termination of two employees: Roger Rounds from the Sewer/Stormwater Crew and the other was a temporary employee that failed to show up for work.

Town Planner

This week, the Town Planner:

- Prepared staff reports and conducted Planning and Zoning Reviews for the upcoming Development Review Committee (DRC). The meeting is Wednesday February 23rd and includes the following projects:
 - 21-SP-07 Site Plan Review – 2550 SW 30 Avenue / 95 Office Building / Review #2
 - Site Plan Review for the development of a 242,397 square foot office building
 - 21-SP-08 Site Plan Review – 2991 SW 32 Avenue / Assisted Living Facility / Review #2
 - Site Plan Review for the development of an Assisted Living facility.
 - 21-SP-09 Site Plan Review – 4678 West Hallandale Beach Blvd / Recreation Center / Review #2
 - Site Plan Review for the development of a privately-owned recreation facility
 - 22-CP-01 - 3324 Pembroke Road / Future Land Use Map Amendment
 - Application for Amendment to the Town of Pembroke Park Future Land Use Map
 - 21-SP-05(Rev) - 3195 West Hallandale Beach Boulevard / Seneca Town Center
 - Revision to a previously approved site plan for the development of approximately 6.22 acres
- Met with consultant for Market Analysis, Town Manger and all three members of the Town Commission individually.
- Attended software demo for Business Tax Receipt software. Meeting with GIS consultant regarding next items to be completed. The consultant is assisting in providing mailing list of the entire Town broken out by Commission District.

- Building Permit Reviews: 21
- Zoning Inspections: 8
- Zoning Inquiries (Phone Call/Email): 10
- Business Tax Receipt Reviews: 3

Town Clerk

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

- Working on minutes for the February 11th meeting.
- Continue scanning and disposing of documents.
- Updated website
- Assisting with Development Review Committee meeting.
- Working on Newsletter.

Code Enforcement

This week, Code Enforcement worked on the following:

- Meeting with 4520 W Hallandale Beach Blvd – Regarding multiple violations on property
- Meeting with 2701 S Park Rd – Lakeshore MHP – Regarding multiple violations on property
- Case overview with Town Attorney
- Foreclosure Case overview with Attorney Brian Sherman
- Drafting orders for Special Magistrate
- Mailing out Signed orders by certified mail
- Responded and resolved public's complaints via phone and in person
- Continuation of training Erik Richwagen
- Notice of Violation 3
- Registered Erik Richwagen for the Fundamental of Code Enforcement Course & Exam in May 2022
- Monitoring Town Corridors
- Received RV Tie Down Inspections for multiple RV parks

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.
- Visited the City of Wilton Manors to learn more about the Proposed software "CitizenServe"; also, spoke with staff and exchanged ideas and experiences with the software.

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.