




DATE: March 4, 2022

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – March 4, 2022

Broward League of Cities workshop – Behavioral Health Access Program

This week I attended a Broward League of Cities Workshop hosted by the City of Coral Springs to discuss the issue of mental health as it pertains to city employees. The City of Coral Springs discussed their Behavioral Health Access Program, a mental wellness initiative focused on providing internal health counselors and resources to employees and their families.

Public Records Training

I have asked the Town Clerks Office to prepare a training session for staff on how to deal with Public Records requests. State Statutes are very specific and I want to make sure we do not unknowingly violate anyone's rights to information.

New Policy for Visitors

Please note that, for security reasons, visitors to Town Hall will now be asked to park and come in through the front entrance to Town Hall.

Departmental Updates

Police Department

- FDLE sent us the requirements for our SMART COP Records Management System (RMS) to that end we had to supply the following information:
 - DUI Citations numbers and login information from DHSMV – Completed
 - Uniform Traffic Citation numbers and login information from DHSMV – Completed
 - Crash report numbers and log in info -Completed
 - Citation Export Credentials – Not completed
 - FIBRS Credentials – Not Completed
 - FCIC / NCIC ORI's and Mnemonics – Not Completed
- FIBRS and FCIC/NCIC will not be completed until our system is connected to the State. Mark in IT is working with FDLE to get this accomplished as fast as possible.
- By utilizing SMART COP for our RMS solution, we completely bypass the County system, and the cost is FREE. This is a first-year savings of almost \$200,000 and an annual cost savings of \$20,000.
- The Motorola vendor was contacted in order to order the additional handheld radios and we went with a less expensive version than we previously purchased. The "Fleet" Map was also previously designed by Mr. Wehmeyer however with the teletype issue resolved

utilizing the Fort Lauderdale Police Department Mr. Wehmeyer will need to accomplish the "Fleet" map for another approval thru Broward County. Once complete, Mark in IT will program the 28 radios for police use. I am hopeful this will be accomplished in the next 90 days.

- Premier one was issued a P.O. by finance, and we sent this to the vendor. I do not anticipate any issues with adding just 10 licenses thru Broward County as we have previously signed contracts etc, which allows us access. The County however is experiencing hardware issues etc but I am being informed that these issues will be resolved by October at the latest and should not impact our opening. Premier One is a how the police department will receive call information referred to as CAD or Computer Aided Dispatch.
- FIBRS Grant – the much-anticipated grant was finalized earlier this week for a total of \$288,000. This included \$165,000 for an RMS system we no longer need. The grant pays for computers and other hardware we have already purchased, and I will be requesting additional RMS specific hardware in an effort to utilize the funding. Currently, we are waiting for FDLE to send us a contract. Once signed, we can start the reimbursement. I will be working with the Finance Director to move this process along quickly.
- I also attended a Broward Chiefs meeting and broached the above referenced county issue regarding on boarding our agency. The Chiefs group has agreed to communicate with the County as we are not the only agency trying to get onboarded.
- I have initiated contact with both the Broward County Urban League and NAACP regarding building partnerships moving forward.
- I have requested that we onboard 4 Auxiliary officers beginning next month. These officers combined represent several hundred hours of experience and are needed as we push to our opening date. The Request is currently with the Town Manager for approval.

Public Works Department

Projects

- Maceda Contractors passed inspection for the construction for ITB 21-08 Ryan's Park Trail and Picnic Facilities project. They installed the picnic facilities and will replace sods that were damaged during the construction next week.
- Got a proposal to renovate the Commission Chambers, \$15,945.
- Calvin, Giordano & Associates preliminary engineering design plans for the Police Buildout project is due April 4th.
- Public Services Department's office is being prepared for painting. Conference room will be next.
- Waiting on results of asbestos survey for Town Hall.
- Calvin, Giordano & Associates is preparing the bid documents for the 47th Year CDBG Preserve Safety Lighting project.
- Permit application for the SW 25th Street Drainage Improvement project under review with Broward County.

Stormwater & Sewer

Stormwater

- MWI is fabricating a motor fan to replace the damaged one for Pump station #1 (Carolina Street).
- Automatic transfer switch (ATS) for generator pump station #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

- Keith & Associates is continuing with the engineering design of the ACP force main replacement on SW 30th Street. Site work is anticipated to commence in April 2022.
- Lift stations #1, 7, and 18 are operating with one pump. Pumps are on order for #s 7 and 18.
- Lift station #37 pump bracket is being fabricated to replace the broken one.
- Lift stations 5, 23, 24, 25, 30, 32, and 37 are scheduled for Jet-Vac cleaning.
- 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 (03/04).

Roads & Streets

- Repaired and reprogrammed the irrigation timers on the medians.
- Permitting process is finalized and approved for the asphalt replacement of SW 30th Avenue. Waiting on Southern Asphalt Engineering (SAE) to pay permitting fees.

Parks

- There are two pavilion rentals for this weekend, 1 at the Preserve and 1 at Behan.
- Picnic grills installation next to the pavilion areas are complete.
- Canadians gatherings at the Preserve are ongoing. They have been meeting at the Preserve every Wednesday, starting (01/05).

Plan Reviews and Inspections

- Performed plan reviews for 3 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:

- Recruitment for Stormwater/Wastewater Maintenance Worker position
- Recruitment for Parks position
- Recruitment for Planner I position
- Investigating employee complaints
- Reviewing policies and procedures for body-worn cameras

Town Planner

This week, the Town Planner:

- Met with applicants for the Trinity Lakeside Estates RV/MHP Park Land Use Plan Application regarding concerns about civil and transportation engineering portions of the application.
- GIS meeting with GIS consultant and Public Services Director regarding improvements to GIS system.
 - Reviewed M-1 Ordinance history
 - Continued to work on sign ordinance for updating
- Building Permit Reviews: 10
- Zoning Inspections: 4
- Zoning Inquiries (Phone Call/Email): 8

Town Clerk

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

- Continued working on the newsletter, receiving quotes for postage.
- Working on agenda for the meetings coming up.
- Helping to creating a public records requests and customer service training for the staff.
- Filling Public Records Requests
- Continue the scanning process and obtaining a company that can convert microfilm to digital.

Code Enforcement

This week, Code Enforcement worked on the following:

- Prepared & mailed out Notices for 3/16/22 formal hearing by certified mail
- Posted to Notice of 3/16/22 formal hearing to 30 properties
- Preparing and posting agenda at City Hall, icompass & Website for Special Magistrate on 03/16/22 at 9am
- Responded and resolved public's complaints via phone and in person
- Continuation of training Erik Richwagen
- Completed training for Legal Aspects of Code Enforcement (J.Ramirez) on 2/21-2/25/22
- Monitoring Town Corridors
- Received RV Tie Down Inspections Request for multiple RV parks
- Affidavit of Compliance 2
- Notice of Formal Hearing 30
- Notice of Violation 3

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.
- Follow up with Hollywood and Hallandale on the possibility of them providing Police Services to the Town as approved by the Commission.