




DATE: September 3, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – September 3, 2021

COVID 19 (Delta Variant)

This week HR and I started working on a Covid 19 Policy for employees. Once it is completed, it will be presented to the commission for discussion and approval.

New Public Works Director

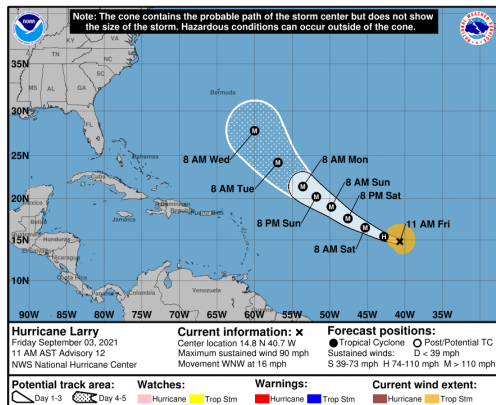
The new Public Works Director, Robert Clark, starts on Tuesday, September 7.

Legislative Priorities List

This week, the Town Planner, the Interim Public Works Director and I met with our Lobbyist Team to review and prepare the list of projects to include in this year’s legislative priorities list. This list will be presented to the Commission at the September 8 meeting.

Tracking the Tropics

At this time, Staff continues to monitor Hurricane Larry, which is forecasted to become an extremely powerful and dangerous hurricane. Fortunately, this storm poses no threat to South Florida at this time.



3rd Floor Air Condition Unit

Staff is working with the State and Broward Departments of Emergency Management on the possibility obtaining grant funding to replace all AC units in Town Hall.

American Recovery Plan Act (ARPA)

Staff is still awaiting the executed agreement from the State. Once the agreement is fully executed, the Town will be receiving half of the grant funds.

Police Department Loan

The funds from the loan have been deposited into the Town's account and is ready to be used.

Departmental Updates

Police Department

This week Staff continued the background process of 33 personal history questionnaires and worked on with the State Attorney's Office to develop a Memorandum of Understanding regarding Civil Citations. In addition, Interim Chief Howard went up to Jupiter to inspect and set up the patrol cars.

Public Works

Hazardous Materials in Lift Station 32

Staff recently discovered the presence of hazardous chemicals in lift station 32. Samples were sent to the lab and the presence of benzene and naphthalene were detected. Both of these chemicals are commonly found in paint solvents, motor cleaners and insecticides. Staff is investigating this issue in an attempt to identify the source.

CDBG 45th Year Grant – ADA Restrooms

The project is nearing completion and the park will reopen on September 7.

Town Hall Hardening Project and Police Department

Staff received and is currently evaluating the design and engineering proposal from Calvin Giordano for this project.

Lift Station 15

The bid deadline was extended to September 7.

Finance Department

This week, Finance next year's annual operating and capital budgets for the Town. Meetings are being scheduled for next week to review the budget with commissioners.

Human Resources

This week HR Off Boarded an employee this week from the Parks Department and is currently working to find a replacement. Staff also continues to coordinate with the Police Department for the recruitment on new police officers.

Additionally, HR worked with St. Thomas University's Law School to establish an internship program for the Legal Department. Once the details are finalized, this item will be presented to the commission for approval.

Town Planner

This week the Town Planner attended the Florida Planning Conference in order to maintain her AICP Certification. In addition, the Town Planner also attended her deposition for the Progressive Waste Lawsuit.

Additionally, Staff completed the following:

Zoning Building Permit Reviews:	5
Zoning Inquiries (email/phone):	5
Zoning Inspections:	6
BTR Reviews:	3

Town Clerk

This week, the Town Clerks office worked on the agenda for next week's Town Commission meeting and also completed multiple public records requests.

Code Compliance

Affidavit of Compliance:	7
Affidavit of Non-Compliance:	15
Amended Final Order:	1
Notice of Formal Hearing:	46
Notice of Violations:	11

In addition, Code staff continues to remove snipe signs and monitor the Town corridors. Staff also met with a number of residents regarding their notice of violations.

Building Department

Training for the new building department software is planned for the second and third week of September. In addition, Amazon is in the last phase of construction and has been speaking with the Building Department regarding the Temporary Certificate of Occupancy. Staff is also working coordinating the final remaining items with the owner, contractor and private provider.

Goals for next week

- Review the proposed budget with Commissioners.