




DATE: September 24, 2021

TO: The Honorable Mayor and  
Members of the Town Commission

FROM: J.C. Jimenez   
Town Manager

RE: Letter to Commission – September 24, 2021

**Commissioner William R. Hodgkins**

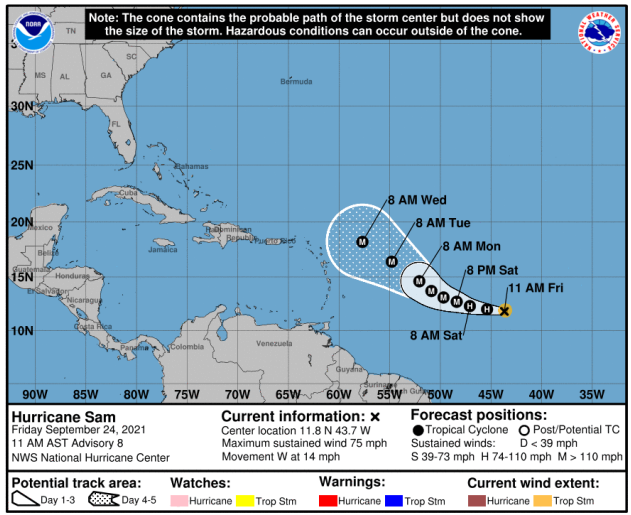
This week, the Town Commission appointed William R. Hodgkins to the District 2 Commission seat, which was vacated by the sudden resignation of Howard Clark.

**New Public Works Director Robert Clark**

Our new Public Works Director, Robert Clark, started earlier this month. Director Clark is currently assessing all of the Town’s infrastructure and Public Works operations and will develop a plan to make improvements where necessary.

**Tracking the Tropics**

At this time, Staff continues to monitor Hurricane Sam, which is forecasted to become an extremely powerful and dangerous hurricane. At this time, Sam is in the Atlantic and it is too early to tell if this storm will impact our area.



**American Recovery Plan Act (ARPA)**

This week, the Town \$1.6 million in ARPA funds. This represents half of the total amount the Town is expected to receive.

**Departmental Updates**

**Police Department**

The PD staff continues to accept and process applications for police officers. In addition, Interim Chief Howard also met with the Public Safety Director for the City of Parkland.

**Public Works**

*John P. Lyons HMGP Drainage Project*

RFP 21-04 for the John P. Lyons HMGP Drainage Project will be advertised in two weeks.

*Survey of all Lift Stations*

Two firms, US Water Services and Aqualis Corporation, conducted site surveys of all lift stations this week. This survey will provide staff with a better understanding of the conditions of each and determine what maintenance/service each will need to ensure proper functionality.

*Hazardous Materials in Lift Station 32*

Staff is scheduling the clean up efforts of the hazardous materials found in Lift Station 32.

*CDBG 45<sup>th</sup> Year Grant – ADA Restrooms*

The project is substantially complete. Staff is preparing the punch-list for the contractor to complete.

*Lift Station 15*

Staff received all of the bids and recommended awarding the contract to the lowest responsible bidder, C&I Inc. The Commission approved Staff recommendation and the Town is now negotiating the contract with the contractor. A preconstruction meeting was held this week to review the project timeline.

**Finance Department**

This week, the proposed annual operating and capital budgets for Fiscal Year 2021-22 were approved on second reading by the commission.

**Human Resources**

Human Resources handled a number of employee relations matters this week including the implementation of a Legal Internship Program with St. Thomas University’s Law School. The new legal intern, Dennis Giang, started this week.

**Town Planner**

This week, the Town Planner coordinated and participated in the Development Review Committee (DRC). The proposed development (Wawa Project) at the six-acre lot was found complete and will now be presented to the Planning and Zoning Board.

Additionally, Staff completed the following:

Zoning Building Permit Reviews:	6
Zoning Inquiries (email/phone):	6
Zoning Inspections:	13
BTR Reviews:	3

### Town Clerk

This week, the Town Clerks Office worked on setting up the Emergency Commission Meeting which was called to appoint a new commissioner. In addition, staff also worked on the follow up items from this week's commission workshop.

### Code Compliance

This week the Code Compliance team attended the Florida Association of Code Enforcement Conference.

### Building Department

Amazon has received their Temporary Certificate of Occupancy (TCO). Staff continues to coordinate the pending project details with Amazon and the contractor so their Certificate of Occupancy can be issued in a timely manner.

In addition, staff is preparing for training on the new building department software (Smartgov).

### Goals for next week

- Conduct "All Staff" Meeting to review the past year's accomplishments and set the expectations for the upcoming fiscal year.