




DATE: March 11, 2022

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – March 11, 2022

Asphalt Repair on SW 30th Avenue

This week the roadway at SW 30th Avenue was refurbished with brand new asphalt. All of the pot holes were repaired. Several of the business owners on that street expressed their gratitude and appreciation for this much needed repair. I would like to commend the Public Works Department for an excellent job.



Walkway at the Orchard/Food Forest

The new walkway at the food forest is nearing completion. The contractor is installing sod in the areas that were damaged during the construction and repairing the irrigation system. As a reminder, this project is partially funded by a state grant.

Sewer Force Main on SW 30th Street

This week the sewer force main on SW 30th Street suffered two breaks, both of which have been repaired. This pipe is in unacceptable condition and as such, staff is exploring options to have the entire force main replaced.

Conflict Resolution Training

On Monday, HR will be conducting a Conflict Resolution Training Session with Department Heads.

Departmental Updates

Police Department

- Efforts continued with our department obtaining citation, DUI, and crash report case numbers. These are all issued by various state agencies, and I am happy to report that all have been received and will be provided to SMARTCOP (RMS) vendor through FDLE.
- The Department is still awaiting the contract from FDLE regarding the \$288,000 grant we have been awarded. This grant started last July and will conclude at the end of this June and will help with some of the startup costs we have already spent.
- Accreditation:
In continuing our efforts towards accreditation Joy has been selected as our Accreditation Manager and will be attending the Accreditation Manager Training and Assessor Training soon in Tallahassee. At the conclusion of training, she will be provided a Mentor and Joy will be representing Pembroke Park Police while conducting assessments of Florida Police Departments in the future.
- Core training: Joy has been additionally selected to attend Administrative Assistant training hosted by the Florida Police Chiefs Association in May.
- The Town Manager has approved bringing on a total of four Reserve Officers. Look for them joining our team by the first of April.
- I will be attending an Officer recruitment activity at Broward College on Saturday March 26th. HR is assisting with the creation of a recruiting poster for the this and other events moving forward.

Public Works Department

Projects

- Chief of Police along with PS Director met at Architect Charles Michelson Calvin, to review the preliminary engineering design plans for the Police Buildout project.
- Permit application for the SW 25th Street Drainage Improvement project under review with South Florida Water Management District.
- 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.
- Public Services Department's office and conference room are being prepared for painting.
- 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.

Stormwater & Sewer

Stormwater

- Checked and tested the hydraulic pumps and the generator behind Town hall. The battery must be replaced for the hydraulic pumps and the spare generator.
- MWI motor fan fabrication is underway 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.
- Inspected all storm water stations. All other pumps are on automatic and operational. Lake level elevations are below 2.0 feet.

Sewer

- Team repaired another force main break which occurred around 6:45PM on Monday (03/07) between SW 30th Street and 34th Avenue.
- Lift station 14 has a defective breaker. Placed on order, it will be replaced once received.
- Lift stations #s 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.
- 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.
- 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 (03/11).

Roads & Streets

- Southern Asphalt Engineering (SAE) completed the asphalt replacement on SW 30th Avenue Tuesday (03/08). Many business owners expressed their gratitude to the Town and Public Services Director.
- Repaired and reprogrammed the irrigation timers on the medians.

Parks

- Contractor replaced the irrigation damaged PVC pipe with galvanized pipe.
- 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 continuing.]
- The last Canadians' gathering at the Preserve will be March 30th. The Club Richelieu President has extended an invitation to the Commission and Department Directors to attend a special presentation. They have been meeting at the Preserve every Wednesday, starting (01/05).

Plan Reviews and Inspections

- Performed 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:

- Preparing for next week's Conflict Resolution training
- Continued recruitment for Stormwater/Wastewater Maintenance Worker position
- Continued recruitment for Parks position
- Continued 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 applicant for Revolution Soccer. A private soccer facility proposed for West Hallandale Beach Blvd.
- Attended the Broward MPO meeting with Commission Hodgkins.
- Met with applicants for 6-acre site on Hallandale Beach Blvd (wawa site) and Commission Hodgkins regarding upcoming changes to previously approved site plan.
- Reviewed variance request for Wawa signage.
- Building Permit Reviews: 13
- Zoning Inspections: 6
- Zoning Inquiries (Phone Call/Email): 9
- Business Tax Receipt: 4

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.
- 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 all documentation for Special Magistrate on 03/16/22 at 9am
- Scanned documentation for Special Magistrate on 03/16/22 at 9am
- Drafted Final Orders Special Magistrate on 03/16/22 at 9am
- Multiple meeting with Property Managers and Contractors regarding open violations
- Meeting with City of Doral – Reviews Code Enforcement procedure and equipment (body cams, printer and supplies)
- Ride along with Public Works Director regarding overgrown trees and road issues
- Responded and resolved public's complaints via phone and in person
- Continuation of training Officer Erik Richwagen
- Monitoring Town Corridors
- Received RV Tie Down Inspections Request for multiple RV parks
- Affidavit of Compliance 3
- Notice of Violation 5

Building Department

This week, Building Department staff worked on the following:

- Chief Code Enforcement Officer, Joseline Ramirez and I, Visited the City of Doral to learn more about their Code enforcement software and to learn about their processes; in addition, we spoke with code and building staff and exchanged ideas and experiences.
- Building Department reached out to the managers of the Condado Real Condominium Building due the previously received 40 Year Safety Inspection and reminded them about the Engineer of Record requests and instructions to maintain occupancy in the building where he is requesting structural shoring and other temporary work to be performed within 60 days of his report (due date 04/02/2022). In addition, we will continue to monitor their actions.

- The amnesty program is in progress and as of today we have 28 applicants.

Goals for next week

- Conduct Conflict Resolution Training
- Continue working with CPSM (police consultant) to provide them any and all information they need to conduct their study. I am expecting a draft report in mid-April.
- Follow up with Hollywood and Hallandale on the possibility of them providing Police Services to the Town as approved by the Commission.