




DATE: March 25, 2022

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – March 25, 2022

Lakeside Park Estates

This week we learned that the owner of Lakeside Park Estates started the eviction process of all tenants in their. Staff has prepared a list of all services available to residents from the County for assistance in this matter.

Resignation of Town Planner Heidi Siegel

As you are aware, Town Planner Heidi Siegel submitted her resignation after accepting job offer at another organization. I would like to thank Heidi for all of her hard work to the Town and truly wish her all the best in her future endeavors.

Walkway at the Orchard/Food Forest

The new walkway at the food forest is complete. The contractor is currently working on the punchlist items.



Meeting with Lobbyist Team and Public Works

This week, Public Works staff and I met with the Town’s Lobbyist team to discuss the upcoming projects and the funding need for each.

Meeting with Broward County Regional Communications

Broward County is scheduling a meeting with our Police Staff and myself to discuss the project timeline to integrate the Town's PD into the County's communication system.

Contract Extension with BSO

This week we received a contract extension letter from BSO to provide us police coverage until the end of the fiscal year. The Town Attorney is reviewing the letter.

Conflict Resolution Training

The Conflict Resolution Training Session with Department Heads is currently being rescheduled.

Departmental Updates

Police Department

Joy

- Attending Accreditation Manager training in Tallahassee
- The cost of the course is grant funded
- Handing out flyers today and tomorrow and planning on the Easter extravaganza
- Joy continued to train on Power DMS

Reservists

- Began the process to onboard
- One volunteer
- 4 reservists

FDLE

- Submitted the necessary forms for onboarding with SMARTCOP, this is a free RMS solution for our department. I anticipate its completion to be around October.
- Submitted numerous forms for onboarding with FDLE
- Will need to set up agency emails regarding communications with FDLE moving forward. These cannot be an individual emails but rather agency based.
- FIBRS construction won't be completed until the end of May

The Broward County Regional Dispatch Center or ORCAT

- BSO will not allow us to hold on to our "19" designator
- I believe a block of numbers have been assigned to BSO and other numbers were assigned to individual City's so we will have to obtain one of those numbers
- I have requested from ORCAT to start the process of assigning us a designator and to start the process of onboarding our 10 Premier One Motorola licenses with ORCAT.

BSO

- I have been put in touch with the CJNET coordinator for BSO and she is sending us those contracts which will allow us to share information
- I will forward these contracts to the Attorney for review
- I will be again reaching out to Major Grandville to again request the remaining MOU's be initiated by BSO as this process will take time and I need them to be in place prior to our opening.

Broward State College

- I will be attending a recruiting event this Saturday starting at 9am for Women in Law Enforcement.

- HR designed a poster for us
- I will be handing out flyers to any interested

908 Devices

- Received a vendor demonstration for the drug/explosive's sniffer for the agency. This is the same system we attempted to obtain from the Broward County CDC earlier this year. Hopefully, these will still be grant funded when we begin operations.

Jupiter Police Cars

- 3 cars have been transported to Strobes in Jupiter to facilitate changing out from Jupiter to Pembroke Park
- I am requesting two town employees to assist with driving the vehicles from Jupiter to Pembroke Park once the task is complete.

Public Works Department

Projects

- Town Hall's AC units on 2nd and 3rd floors are not fully operational. Maintenance provider conducted service and determined a faulty coil on the 3rd floor and a coolant leak on the 32nd floor. Portable units are placed at the Police and IT departments offices as an immediate and temporary solution. An estimate replacement for all 3 units is \$82, 609.
- Waiting for final Commission approval of Keith & Associates proposal for RFP 21-09 John P Lyons Lane Drainage Improvements.
- Will meet with Town Planner to discuss Surtax projects.
- Maceda Contractors completed construction of the trail at the Preserve.
- Staff attended a meeting at Architect Michelson's office to review the Police Buildout preliminary design from Calvin Giordano.
- Permit application for the SW 25th Street Drainage Improvement project under review with South Florida Water Management District.
- Finance Department's office and conference room painting is ongoing.
- Calvin, Giordano & Associates is preparing the bid documents for the 47th Year CDBG Preserve Safety Lighting project.

Stormwater & Sewer

Stormwater

- Staff repaired the generator's contacts at pump station #3. Generator and station are fully operational now.
- The generators behind Town Hall require troubleshooting and repair to get them fully operational.
- MWI motor fan fabrication is continuing 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

- Lift stations #s 1 and 18 are operating with one pump. Waiting for lift station #18 pump.
- C&I Construction & Design will run new conduit and wiring for lift station #1.

- Lift station #37 is operating on bypass due to a broken pump bracket; a replacement is being fabricated.
- Lift station 14's defective breaker was repaired and is back in operation.\
- Lift stations 5, 23, 24, 25, 30, 32, and 37 are scheduled for Jet-Vac cleaning.
- 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 (03/25).

Roads & Streets

- Team picked up litter and illegally dumped as usual throughout Town.
- Team filled 8 potholes on SW 33rd Street by the Azur Apartments.

Parks

- Rec Hall door frame is jammed and is scheduled for repair next week.
- Pressure-washed and recoated Circle of Honor and walkway.
- There is one pavilion rental for this weekend at the Preserve.
- Picnic grills installation throughout the Preserve and Behan is complete.
- The last Club Richelieu Piquenique at the Preserve was this week (03/23). Commission Hodgkins, Executive Admin, Town Manager, and Public Services Director attended this last event at the Preserve. They have been meeting at the Preserve every Wednesday, starting (01/05).

Plan Reviews and Inspections

- Performed plan reviews for 1 ROW projects.

Finance Department

Finance staff is finalizing the transfer of accounts to Synovus Bank and continued working on the end of year audit with the auditors. In addition, staff processed payroll and accounts payable invoices for next week's check run.

Human Resources

This week, HR worked on the following:

- Working on rescheduling Conflict Resolution training with Staff
- Working on creating an Employee Recognition Program
- Continued recruitment for Stormwater/Wastewater Maintenance Worker position
- Continued recruitment for Parks position
- Investigating employee complaint

Town Planner

This week, the Town Planner:

- Coordinated a meeting with the Town Manager and a potential developer of the Pembroke Oaks site next to Town Hall.
- Met with pertinent staff to go over the projects she was working on since her last day of employment is on Monday.

Town Clerk

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

- Finalized the newsletter, receiving quotes for postage.

- Working on the minutes from this week's commission workshop
- Helping to create 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

- Reviewed multiple Code Enforcement Cases
- Prepared notices for Special Magistrate Hearing 4/20/22
- Sent out notices by certified mail for Special Magistrate Hearing 4/20/22
- Attended meeting with City of Deerfield Beach to oversee GovEasy Demo and Code Enforcement Procedures
- Multiple meeting/re-inspection with Property Managers and Contractors regarding their open violations
- Responded and resolved public's complaints via phone and in person
- Removal of Snipe Signs throughout the Town
- Continuation of training Officer Erik Richwagen
- Tagged abandon property on swale and railroad corridors
- Monitoring Town Corridors
- Notice of Formal Hearing 32
- Notice of Violation 7
- Supplemental Order/Claim of Lien 1

Building Department

This week, Building Department staff worked on the following:

- Chief Code Enforcement Officer, Joseline Ramirez and Building Official Miguel Nunez visited Deerfield Beach learn more about their Building Department and Code enforcement software and to learn about their processes.
- The amnesty program is in progress and as of today we have 28 applicants.

Goals for next week

- Meet with Broward County Regional Communications regarding the future integration of the PD with the County
- 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.