



DATE: April 1, 2022

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez
Town Manager

RE: Letter to Commission – April 1, 2022

Congratulations Michelle Grooms

This week, after 30 years of dedicated service to the Town, Michelle Grooms retired from the Town of Pembroke Park. Although having worked with her for only two of those years, I truly appreciate Michelle's professional and kind demeanor. Throughout her career, Michelle's role evolved from Business Tax Receipts to include, Fire Fees, Sign Inspection Fees, RV Tie Downs and Special Event Permits just to name a few. Please note that Michelle has agreed to assist the Town on a part-time basis to assist in the transition of her role to Code Enforcement. I would personally like to thank Michelle for her 30 years of hard work and dedication and wish her nothing but the best in the future.

Personnel Updates

As a result of Heidi's departure, please be advised that I have asked Keith and Associates to handle all Planning and Zoning matters for commercial properties and new construction and Public Works will handle the more routine planning and zoning matters for residential projects. This move is only temporary until a permanent replacement is found. In addition, with the retirement of Michelle Grooms, I have moved the administrative and enforcement component of the Business Tax Receipt (BTR) Process to the Code Compliance Department. The billing and collections component will be handled by the Finance Department.

Circle of Honor at the Preserve

This week Public Works restored the landscaped areas around the Circle of Honor at the Preserve.



Meeting with Broward County Regional Communications

This week, Interim Chief Howard, IT Director Pakula and I met with representatives from the Broward County Regional Communications Department regarding the outstanding communications issues for the integration of our police department. They will continue moving forward with the integration and have requested a timeline from Interim Chief Howard.

Easter Eggstravaganza

The Easter Eggstravaganza will be held tomorrow at the Preserve from 11am to 3pm.

Lakeside Park Estates

We continue to monitor this situation, however, since this is a private matter we cannot get involved at this time. We will continue to provide residents with contact information to resources for assistance.

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. This item will be presented to the commission for approval at their April 13th Meeting.

Conflict Resolution Training

The Conflict Resolution Training Session with Department Heads is scheduled for Wednesday, April 6 at 12 noon.

Departmental Updates

Police Department

- This week the Police Department conducted A kickoff meeting with Broward County ORCAT for our need for Computer Aided Dispatch or CAD. The Town Manager was part of the meeting and assured ORCAT that Pembroke Park is moving forward with its own Department. We will have weekly meetings moving forward to ensure that our radios, laptops, network, etc. are properly vetted and connected to the systems required.
- We also provided the Consultants with both a requested budget and a timeline of our efforts for the last year.
- Set up our online access for FIBRS Test and FIBRS with FDLE. This is a Mandatory function moving forward
- Continued the process of moving forward with onboarding of Four reservists' officers and one volunteer and should have them onboarded by next week. Additional retired officers have contacted the Police Department for both volunteer and full-time positions moving forward. Reserves and volunteers have already begun the process of creating our officer training program for both initial and moving forward.
- Obtained NARCAN for the use at incidents where someone is suspected of overdosing. Medical supplies such as Trauma Kits and other items to maintain in the community AED resources are being explored.
- Miami Tronox has received our badging printer and is designing our employee badges and we should have that system up and running in the next week or so. We believe we can keep it on the third floor however this might have to be reevaluated due to the high heat levels were experiencing.
- Attended the first-ever Recruitment Event at Broward College on Saturday 3/26 and made numerous viable officer candidates. Another event is planned for the fall.
- Joy attended Accreditation Manager Training in Tallahassee as she will lead our agencies efforts in obtaining and maintaining our accreditation status moving forward. The cost of the class was grant funded.

- Joy also finished up final preparation for the Town's Easter Extravaganza to be held on 4/2/2022 at the park. This included vendors and a donation from Coca-Cola. I understand a slim Easter Bunny will be in attendance.
- The AC is still inoperative on the third floor, and we are working with both the Manager and Public Works Director to either find a fix or move to cooler surroundings.

Public Works Department

Projects

- Transfer of Planning and Zoning related tasks coordination underway.
- Waiting for final Commission approval of Keith & Associates proposal for RFP 21-09 John P Lyons Lane Drainage Improvements.
- Generated punch list items for Maceda Contractors construction of the trail at the Preserve.
- Craig A. Smith received and is addressing comments from South Florida Water Management District towards the permit application for the SW 25th Street Drainage Improvement project.
- Finance Department's moved back to their offices on the 2nd floor.
- Public Services Director moved to the former Planner's office on the 1st floor.
- Calvin, Giordano & Associates is preparing the bid documents for the 47th Year CDBG Preserve Safety Lighting project.

Stormwater & Sewer

Stormwater

- Fished out accumulated coconuts and clothes basket from stormwater pump station #2.
- 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

- Conducted interviews with two candidates. Will submit recommendation selection to HR.
- C&I Construction & Design revisited lift station #1 to run new conduit and wiring.
- Environmental permit with Broward County is underway for the replacement of lift station 15.
- Lift stations #s 1 and 18 are operating with one pump. Waiting for lift station #18 pump.
- Lift station #37 is operating on bypass due to a broken pump bracket; a replacement is being fabricated.
- 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 (04/01).

Roads & Streets

- Assisted in picking-up an old boat illegally dumped in front of Behan Park.
- Brought Code Enforcement's car to a body shop for repair.

- Team filled potholes on Bryan Road.

Parks

- Assisted in picking-up an old boat illegally dumped in front of Behan Park. Checked it and brought it to Broward County landfill on Sheridan St. and 205 Avenue.
- Repaired and picked up the golf cart from the mechanic shop.
- Applied Weed-eating and changed mulch around middle trail and exercise station in Preserve Park.
- Trimmed the bushes around middle trail in the Preserve Park.
- Pressure washed Circle of Honor and walkway area.
- Rec Hall door frame is jammed and is scheduled for replacement next week.
- Pressure-washed and recoated Circle of Honor and walkway.
- Setting up for the Eggstravangazza event on Saturday, April 2nd.

Plan Reviews and Inspections

- Performed 5 zoning inspections.

Finance Department

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

Human Resources

This week, HR worked on the following:

- Working Conflict Resolution training with staff which is scheduled for Wednesday, April 6.
- Working on creating an Employee Recognition Program
- Continued recruitment for Stormwater/Wastewater Maintenance Worker position
- Continued recruitment for Parks position
- Started recruitment for Town Planner
- Investigating employee complaint

Town Clerk

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

- Finalized newsletter
- Training to create the video for iCompass meetings and setting up the video in the Commission Chambers
- Creating training manual
- Update Website
- Input meetings into the Website
- Schedule advertisements for Ordinances
- Creating agenda for the Regular Commission meeting on April 13th.
- Assisting with scheduling P&Z boards meetings
- Completed multiple Public Records Requests

Code Enforcement

- Reviewed multiple Code Enforcement Cases
- Special Magistrate live video streaming and recording training by Town Clerk
- Worked on Special Magistrate Agenda for 4/20/22
- Drafted Final Orders, Lien Orders and Abatement Orders for 4/20/22

- 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
- Towed abandon property on Town's Right of Way
- Monitoring the Town Corridors
- Affidavit of Compliance 2
- Notice of Formal Hearing 2
- Notice of Violation 6

Building Department

This week, Building Department staff worked on the following:

- The Building Official / Flood Plain Manager is currently preparing the CRS recertification report for submittal.
- The amnesty program is in progress and as of today we have 31 applicants.
- Car Wash project is in the "Clear and Grubbing" application status as it appears they are expected to start within 2 weeks.
- Building 2 & 3 at Seneca are back in review.
- Provided memo for the use of "Easy-Gov, for the current software replacement.

Goals for next week

- Weekly meeting 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.
- Now that the start up date has been set for February 2023, I will be working with BSO to see if we could extend the contract until that time.
- Follow up with Hollywood and Hallandale on the possibility of them providing Police Services to the Town as approved by the Commission.