




DATE: April 15, 2022

TO: The Honorable Mayor and  
Members of the Town Commission

FROM: J.C. Jimenez   
Town Manager

RE: Letter to Commission – April 15, 2022

#### **Incident regarding a Resident at Town Hall**

This week a female resident was Baker Acted by BSO was acting irrationally and had a pocket knife in her possession jus outside of Town Hall. This resident had originally come in to speak with the Mayor. The same resident returned the next day and BSO was contact again to respond. Accordinly, she was issued a trespass warning and told not to come to Town Hall again. She was informed that if she had any questions, to call or email Town Hall. Staff has been advised that if she comes again to Town Hall, to contact the police immediately.

#### **Interim Finance Director**

I am in the process of obtaining proposals from firms to fill in as Interim Finance Director for the Commission to consider.

#### **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 the Commission tabled this item. The Town Attorney and I will obtain the answers to the questions asked by the Commission.

#### **Departmental Updates**

##### **Police Department**

- Police Department relocated from the third to the second floor after two months of no AC on the third floor.
- Prepped for the workshop regarding FIBR grant. Presented FIBR grant at commission. Monday, we have a meeting with FDLE to start reimbursement process and to move money from the RMS purchase to other items we have already purchased.
- Obtained 25 trauma kits donation from the National Sheriff Association.
- Conducted a swearing in of our first three officers.
- Attended the Broward Chiefs of Police meeting where we discussed our onboarding with Broward County.

- Reached out to the Ft Lauderdale Police Chief regarding their willingness to still conduct our teletype.
- Reached out to Miramar in anticipation of an issue with Ft Lauderdale for teletype.
- Spent Friday with the Badging vendor. Continued work on the Body Worn Camera DOJ grant.
- Joy was contacted by CFA and was advised she is the recipient of a mentorship grant for Accreditation. She will start working with Coconut Creek Police as she learns her new role for the Police.
- Joy is currently working on putting tighter a health fair for the Commission.
- She is also the point of contact for the 65 annual Broward League of Cities Gala.
- She is also working on travel arrangements for the mayor to attend the Conference of Mayors event in June.

## Public Works Department

### **Projects**

- Received Commission approval of Keith & Associates proposal for RFP 21-09 John P Lyons Lane Drainage Improvements.
- Tim's Tiles has completed tiles placement in the last two offices on the 2<sup>nd</sup> floor.
- Will conduct evaluation of proposals for the CCNA RFQ 22-03 next week.
- Received only one (1) bid package, Craig A. Smith. They were responsive and met all bid requirements.
- Received several quotes for the replacement of Town Hall's AC units (all 3 floors).
- Coordinating zoning and planning tasks with Keith & Associates the Consultant Town Planner.
- The force main pipe replacement will begin sometime this month (April 2022).
- Maceda Contractors will pressure wash and seal the trail at the Preserve.
- Craig A. Smith sent response to comments from South Florida Water Management District towards the permit application for the SW 25<sup>th</sup> Street Drainage Improvement project.
- Calvin, Giordano & Associates is preparing the bid documents for the 47<sup>th</sup> Year CDBG Preserve Safety Improvements project.

## **Stormwater & Sewer**

### **Stormwater**

- Misael is now the Crew Leader for the Stormwater and Sewer
- There was a Broward County service water line break on S Park Road. It has been repaired.
- Discovered a possible illicit discharge at the back of 2520 SW 30<sup>th</sup> Avenue. Code Enforcement will investigate.
- MWI has completed the motor fan fabrication for Pump station #1 (Carolina Street). It will be installed next week.
- 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**

- Candidate selected for the stormwater and sewer maintenance worker position did not pass its background check. HR will send other candidates for interview next week.
- Received cost proposal from C&I to run new conduit and wiring lift station #1.
- There was a sanitary sewer main again on SW 30<sup>th</sup> Street and

- Conducted a field survey at Holiday Park MHP to decipher the recent installed sewer lines between 2<sup>nd</sup> and 5<sup>th</sup> Streets.
- 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.
- Received pump bracket for lift station #37; it will be replaced next week.
- Lift stations 5, 6, 7, 10, 18, 18A, 24, 25, 26, 29, 30, 31, 32, 34, 35, and 37 are scheduled for Jet-Vac cleaning.
- Keith & Associates is continuing with the engineering design of the ACP force main replacement on SW 30<sup>th</sup> Street. Site work is anticipated to commence this month.
- 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 (04/15).

#### **Roads & Streets**

- Conducted inspection at the A to B Recycling site. Items were found removed as requested by the deadline on 04/15.
- shrubs in front of Town Hall building. Will plant other shrubs all around the building.
- Received 2 quotes to pressure wash Town Hall walls.
- Brought Truck 41 to Pines Ford for body repair.

#### **Parks**

- Cleaned signs in Preserve park; sprayed all signs with rust aid.
- Removed all old mulch and weed from remaining exercise stations in Preserve Park; replaced with fresh mulch.
- Cleaned and will redesign the Pétanque courts at the Preserve in readiness for the Canadians' winter visit next year.
- Rec Hall jammed door frame has been repaired.
- Two pavilion rentals this Saturday, April 16<sup>th</sup>.

#### **Plan Reviews and Inspections**

- Performed 15 zoning inspections and 8 plan reviews.

#### 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 on creating an Employee Recognition Program
- Continued recruitment for Stormwater/Wastewater Maintenance Worker position
- Continued recruitment for Parks position
- Started the screening process for Town Planner candidates

#### Code Enforcement

- Reviewed multiple Code Enforcement Cases
- Bulk Trash nuisance on 3221 SW 56 AVE – Cited
- Stopped work on 3301 W HBB – Grubbing and clearing land without the issuance of a permit.

- Scanned cases for Special Magistrate Agenda on 4/20/22
- Worked on sending notices of formal hearing for Special Magistrate scheduled on 5/18/22
- Multiple meeting/re-inspection with Property Managers and Contractors regarding their open violations
- Meeting with resident and Town Manager – Violation complaint
- Meeting with Town Manager, Town Attorney, Public Works Director and Building Dept regarding A&B recycling, 1708 SW 31 AVE, Unsafe Structure enforcement.
- Responded and resolved public's complaints via phone and in person
- Removal of Snipe Signs throughout the Town
- Continuation of training Officer Erik Richwagen
- Received multiple RV tiedown applications for Embassy RV Park – Tie down Inspections pending
- Tagged multiple trucks on SW 30<sup>th</sup> Ave, they were removed
- Monitoring the Town Corridors
- Notice of Formal Hearing 12
- Notice of Violation 8
- Affidavit of Compliance 5

#### Town Clerk

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

- Worked on minutes from this weeks commission meeting.
- Creating training manual
- Update Website
- Input meetings into the Website
- Schedule advertisements for Ordinances
- Completed multiple Public Records Requests

#### 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.

#### 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.