




DATE: April 22, 2022

TO: The Honorable Mayor and  
Members of the Town Commission

FROM: J.C. Jimenez   
Town Manager

RE: Letter to Commission – April 22, 2022

#### Interim Finance Director

Christian Noel has been doing an excellent job in handling the day to day activities in the Finance Department. I am still looking for someone to come in and temporarily assist her in closing out the year end audit and to commence the budget process for this year. The budget process is highly regulated by the state and we have to meet certain deadlines.

#### 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 attorney for BSO informed us that they will be leaving the Town in June (the original expiration date) if the Town does not approve the extension which was table last meeting.

#### Departmental Updates

##### Police Department

- Determined that our Ft Lauderdale teletype agreement would not work so I reached out to several other agencies in the local area to start working another teletype solution.
- Attended "ELVIS" training. Every officer will have access to this FDLE sponsored and hosted by the Tallahassee PD. Will be used to run tags, people, assist in backgrounds etc. Elvis is FREE!
- Continued to work on BWC grant and contacted Lexis Nexis for assistance with future grants
- Installed ID printer for Town Use
- On boarded Maj Bill Gordon (Ret) as a volunteer
- Communicated numerous times with our Lobbyist D Harper regarding grants and other issues.
- Joy obtained the 3 tags for the Jupiter PD cars
- On boarded 3 police reserves
- Attended the County ORCAT Meeting
- Joy had to cancel the May 28<sup>th</sup> Health Fair event, new date coming

- Chief Howard will be out of the office next week due to an Accreditation Meeting in St Augustine and will return Friday the 29<sup>th</sup>.

## Public Works Department

### **Projects**

- Calvin, Giordano & Associates has completed the bid documents for the 47<sup>th</sup> Year CDBG Preserve Safety Improvements project. Will send it to Broward County for their review.
- Tim's Tiles has completed tiles placement in all the offices under the renovation project.
- Will conduct evaluation of proposals for the CCNA RFQ 22-03 next week (04/26).
- Received more 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).
- Will attend new ID printer usage training with Mark.
- Maceda Contractors will pressure wash and seal the trail at the Preserve.
- Craig A. Smith sent response to comments from Broward County and South Florida Water Management District towards the permit application for the SW 25<sup>th</sup> Street Drainage Improvement project.

### **Stormwater & Sewer**

#### *Stormwater*

- There is another Broward County service water line break on Lake Shore Drive in front of the first median going into Park Lake Estate. Broward County is on its way for the repair.
- MWI has taken the lead for the motor fan fabrication for Pump station #1 (Carolina Street). The former shop has not delivered as arranged.
- 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*

- Cost proposal from C&I to run new conduit and wiring lift station #1 was too high (\$5,840); seeking other quotes.
- 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 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 (04/22).

### **Roads & Streets**

- Picked up two blocks of illegal dumping along the alley between Carolina Street and the storage warehouses. Looking into fencing this alley to control this activity.
- Replacement of shrubs in front of Town Hall building. Will plant other shrubs all around the building.

- Received 2 quotes to pressure wash Town Hall walls.
- Truck 41 estimate (\$3,749.24) from Pines Ford for body repair due to damage from an accident. Insurance payment is \$4,000.
- Commissioner Hodgkins donated 500 wall tiles to the Town. They can be used for backdrop for the bathroom or the kitchen.

#### **Parks**

- Gallo Sign repaired the main monuments at both entrances.
- Removed all old mulch and weed from remaining exercise stations in Preserve Park; replaced with fresh mulch.
- No pavilion rental this Saturday, April 23<sup>rd</sup>.

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

- Performed 1 zoning inspection and 12 plan reviews.

#### Finance Department

This week Finance staff worked on the following:

- Attended an unclaimed property webinar
- Continued working on transferring the credit cards over to Synovus Bank. The new credit cards will be distributed by the end of next week.
- Christian Noel will be attending a webinar on Monday for the American Recovery Plan Act (ARPA) from the Federal Government. The first status report is due at the end of the month.

#### Code Enforcement

- Reviewed and scanned multiple Code Enforcement Cases for Special Magistrate 4/20/22
- Executed Special Magistrate on 4/20/22 at 9am
- Prepared certified mail to deliver orders signed by the Special Magistrate
- Meeting with Mike Everett, Miguel Nunez and Lucie Manzerolle on 4/18/22 regarding Lake Trinity MHP open violation discussion
- 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
- Monitoring Town Corridors
- Abate Order 1
- Affidavit of Compliance 2
- Final Order 9
- Notice of Violation 4
- Supplemental Order/Claim of Lien 1

#### Town Clerk

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

- Preparation of meeting agenda
- Preparation of meeting minutes
- Preparation of public notices for multiple meetings such as: DRC, P&Z, Charter Review and Commission meetings
- Addressing Public Records Requests
- Uploading information to iCompass and website

### Building Department

- The Community Rating System (CRS) recertification report has been completed and send as a draft for staff review, in preparation for submittal to the Florida Department of Emergency Management (FDEM) and the State Floodplain Office (SFO).
- The amnesty program is in progress and as of today we have 31 applicants and out of those 3 certifications, had been submitted.
- Car Wash project is in the “Clear and Grubbing” application status as it appears they are expected to start within 2 weeks.
- “Wawa” site application for permit is almost completed and pending the Broward County Environmental and minor documentation.
- Memo provided and included in the next commission meeting for the use of “Easy-Gov, as the current software replacement.
- Memo provided for the purchase of a new vehicle for the Building Department and included in the next commission meeting.

### Goals for next week

- Finalize a recommendation to the commission for temporary help in the finance department.
- Continue working with CPSM (police consultant) to provide them any and all information they need to conduct their study.