




DATE: May 5, 2022

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – May 5, 2022

Interim Finance Director

Christian Noel has been doing a excellent job in handling the day to day activities in the Finance Department. I have received proposals from firms to provide Finance servcies to the Town while we transition to a new Finance Director. This item is on the agenda for next week for commission approval.

Police Department Study

The draft report from the consultant was submitted to the Town to which I made a few corrections. I am awaiting the corrected report at the beginning of the week. I will be setting up one on one meetings with the consultant for each of you to meet with them and discuss the report in detail.

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.

Departmental Updates

Police Department

- PowerDms meeting with Rachel stark, uploaded polices in powerdms.
- Began the process of gathering invoices to submit to FDLE for grant reimbursement for the Town; first monthly report due May 15, 2022.
- Transported 2 of the 3 police cars from Jupiter to Pembroke Park
- Transported police cars to Dodge to switch out bad batteries; covered under warranty, five cars completed at no cost to the town.
- Continued recruitment efforts for the Police department.
- Submitted for ARPA request for commission to hire full-time staff.
- Waiting to hear back from Fort Lauderdale about teletype. Lauderhill stated they could not help us with Teletype. Miramar stated they may be able to perform this function. Hollywood has not responded to numerous attempts to contact them.
- Submitted change of Administrator for SAMS account for federal grants.
- Meeting with Lexipol about cops- more grant.

- Continued working on Body Worn Camera Grant due May 20th Worked with D Carper and Connie regarding same.
- Ribbon cutting tonight for Cureleaf, new business for the Town of Pembroke Park
- Attended Broward County Chiefs Meeting
- Discussed with ADP regarding building police officer schedules
- The police volunteer (Bill Gordon) has been very knowledgeable helping with the creation of the Police department. All the training for the police officers will be assessed by Bill Gordon.
- Setting up body worn cameras trial for Code Enforcement.

Public Works Department

Projects

- May 15 - 20 is National Public Works Week. This year's theme is ***Public Works: Ready and Resilient.***
- Repaired Town Hall's AC units on both the 2nd and 3rd floors.
- Will publish advertising of the 47th Year CDBG Preserve Safety Improvements project in the Sunday Sun Sentinel (05/08 and 05/15).
- Waiting for Commission approval of the proposals' evaluation and ranking for the CCNA RFQ 22-03.
- Team has finished painting the last two offices under the renovation project. Public Services will move into these offices next week and vacate the space in readiness for the police buildout.
- Preparing MPO construction check list for the Surtax projects.
- Waiting on cost proposal from Eco Tech Consulting to submit Environmental permit plans associated with the Lift Station 15 Replacement Project.
- Coordinating zoning and planning tasks with Keith & Associates, the Consultant Town Planner.
- Maceda Contractors has pressure washed the trail at the Preserve, they will seal it next week.
- Waiting for Broward County and South Florida Water Management District response to Craig A. Smith remedial steps towards the permit application for the SW 25th Street Drainage Improvement project.

Stormwater & Sewer

Stormwater

- Gary Nereus, Superintendent, separated employment with the Town as of 04/29/22.
- Interviewed two candidates for the Stormwater Wastewater Maintenance Worker and one candidate for the Superintendent positions.
- Repaired faulty valve at lift station 15.
- Megawattage will be scheduled to install the automatic transfer switch at lift station 17.
- Preparing agreement with Megawattage using Town of Davie's contract as a piggyback contract as directed by Town Attorney.
- MWI is fabricating the motor fan for Pump station #1 (Carolina Street). Waiting on completion, delivery, and installation.
- 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

- Will replace damaged electric cord at lift station 4, pump 2 (05/05).
- Requested a quote from Imperial Electric to run new conduit and wiring at lift station #1.
- 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. Pump for lift station #18 has been shipped.
- Scheduled Jet-Vac cleaning for lift stations 5, 6, 7, 10, 18, 18A, 24, 25, 26, 29, 30, 31, 32, 34, 35, and 37 using 3 different vendors (Johnson Environmental, A to Z, and Shenandoah).
- Environmental permitting plans for the ACP force main replacement on SW 30th Street were sent to Broward County for their review. Site work was anticipated to commence in April. The Project Engineer was out with Covid.
- Rescheduled meeting with Keith & Associates to discuss progress status for the engineering design of the John P Lyons Lane drainage and ACP force main replacement.
- 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 (05/06).

Roads & Streets

- Waiting on Commission approval to proceed with beautification projects (replacement of shrubs, pressure wash of building, and fence replacement).
- Gathering quotes to repair the backhoe's oil leak.
- Team will repair potholes on SW 32nd Street.
- Truck 38 is at Knapheide for repair of the lift gate. Waiting for cost estimates.
- Truck 41 estimate (\$3,749.24) from Pines Ford for body repair due to damage from an accident. Insurance payment is \$4,000.
- Town picked up Commissioner Hodgkins donated wall tiles; will be used for the Preserve's bathroom.

Parks

- Conducted interviews for the Maintenance Worker position.
- Waiting on Commission approval to erect two signs as stipulated by the Broward County and FRDAP grants.
- One pavilion rental this weekend.

Plan Reviews and Inspections

- Performed 2 zoning inspection and 8 plan reviews.

Finance Department

This week Finance staff worked on the following:

- Processed payroll this week as well as the AP check run
- 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

- Began to prepare Agenda for Special Magistrate hearing for 05/18/2022
- Prepared certified mail to deliver Notice of Formal Hearing for 05/18/2022
- Erik Richwagen – taking the Fundamental's of Code Enforcement Training 05/2-5/7/22

- Training of BTR/Code Assistant – Lisa Cannon
- 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
- Affidavit of Compliance 16
- Notice of Formal Hearing 20
- Notice of Violation 11

Town Clerk

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

- Working on agenda for the pension and commission meeting
- Addressing public records request
- Working on making changes to the iCompass minutes system
- Uploading documents to LaserFiche

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).
- A meeting with the Florida Department of Emergency Management (FDEM) and the State Floodplain Office (SFO) of a proposed revision to our flood ordinances; with the intent to lower the Town CRS rating is scheduled for next week.

Goals for next week

- Finalize a recommendation to the commission for temporary help in the finance department.
- Set up individual meeting with the commissioners and the police consultant to review the study.