




DATE: May 20, 2022

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – May 20, 2022

Florida City/County Managers Association Conference

Please be advised that I will be attending the FCCMA Conference in Orlando starting on June 1. I will be back in the office on Monday, June 6. This conference provides me with half of the credits I need to maintain my credentialed manager designation with the ICMA.

Interim Finance Director

This week, the finance consultant commenced work and assisted Christian Noel in completing the outstanding bank reconciliations and started working with our town auditors to complete this year's audit.

Police Department Study

As per their request, the one on one meetings with Vice Mayor and Clerk Commissioner Hodgkins are being scheduled for May 31st..

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

- Worked with Finance in obtaining financial information for several Federal Grants we are applying for.
- Worked with the Grant Writer from Lexis nexis regarding CopsMore grant
- Submitted Body Worn Camera (BWC) Grant
- Had the Agency entered the Ballistic Vest Program (Grant)
- Identified 3 more DOJ grants to apply for
- Communicated with FDLE regarding Law Enforcement Certifications.
- Worked with Town Attorney regarding BSO Contracts
- Requested 5 officers to be onboarded on June 1, 2022. Worked with Gloria regarding benefits

- Reviewed Consultants Report
- Evaluated and developed several Patrol Schedules for officer deployment once they are hired
- Had the batteries replaced in two vehicles for a total of 7
- Responded to the west coast and picked up donations of brand-new equipment from several agencies
- Finalized with HCA Health Care Systems a one-year supply of Latex gloves and N95 masks for the Department.
- Created PowerPoint for Charter Review Committee
- Received our Duty Ammo (2000 Rounds)
- Evaluated numerous police supply vendors for uniforms and accessory's
- Completed IA Guardian Tracking training
- Completed Power DMS Training
- Joy Brown attended Administrative Assistant training at no cost and Core training at the villages this week

Public Works Department

Projects

- May 15 - 20 is National Public Works Week. This year's theme is ***Public Works: Ready and Resilient.***
- Investigated water quality for the Holiday Park MHP. Water is within standard limits; problems, such as rust and sediments inside the pipes and valves must be internal to the mobile home park.
- Pre-Bid meeting for ITB 22-05 47th Year CDBG Preserve Safety Improvements project is postponed to June 2nd at 10:00AM.
- Agreements will be going out to all Proposers for the CCNA RFQ 22-03.
- Received quotes for Termites extermination.
- Public Services will move from the first to second floor offices by 05/20 and vacate the space in readiness for the police buildout.
- 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.
- 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

- Interviewed candidates accepted the job offers for the Stormwater Wastewater Maintenance Worker and the Superintendent positions.
- PCI inspected conditions of catch basins for cleaning in front of the A&B Recycling facility. Megawattage will be scheduled to install the automatic transfer switch at lift station 17.
- MWI has installed the motor fan for Pump station #1 (Carolina Street). The fan cover was missing; it will be replaced by 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

- Imperial Electric is attempting to run new conduit and wiring at lift station #1.
- Environmental permit with Broward County is underway for the replacement of lift station 15.
- Will send lift station 4, pump 2 to Hydra Service for repair of the damaged electric cord.
- Pump 2 at lift station #18 has been replaced.
- Lift stations #1 is operating with one pump.
- Lift stations 4, 5, 6, 18, 18A, and 37 are scheduled for Jet-Vac cleaning by Johnson Environmental on Monday 05/23.
- 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.
- 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 (05/20).

Roads & Streets

- Got Commission approval to proceed with beautification projects (replacement of shrubs, pressure wash of building, and fence replacement).
- repaired the backhoe's oil leak.
- Repaired the lift gate for truck 38 at Knapheide. It is now at Pines Ford for engine issues repairs.
- Truck 41 estimate (\$3,749.24) from Pines Ford for body repair due to damage from an accident. Insurance payment is \$4,000.

Parks

- Interviewed Maintenance Worker did not report to work.
- No pavilion rental this weekend.

Plan Reviews and Inspections

- Performed 5 zoning inspection and 18 plan reviews.

Finance Department

This week Finance staff worked on the following:

- Worked on the outstanding bank reconciliations
- Closed out the old credit cards and started distributing the new credit cards
- Attended the ARPA Webinar and submitted the first status report as required by law
- Worked with the finance consultant
- Christian Noel will be attending the Florida Government Finance Officers Association conference in June.

Code Enforcement

This week, Code Enforcement worked on the following:

- Executed Special Magistrate 05/18/2022
- Prepared certified mail to deliver Orders from 05/18/2022 Special Magistrate – Completed 05/19/22

- Erik Richwagen completed Fundamental's of Code Enforcement Training 05/2-5/7/22 – Test Results pending
- 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
- Abate Order 6
- Affidavit of Compliance 3
- Amended Final Order 2
- Final Order 17
- Notice of Formal Hearing 13
- Notice of Violation 3
- Supplemental Order/Claim of Lien 6

Human Resources

This week HR worked on the following:

- Started recruitment for an in-house HR Director
- Continued recruitment of a Finance Director
- Continued recruitment of a Town Planner
- Continued recruitment for vacant public works positions

Town Clerk

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

- Working on preparation of Workshop Commission Meeting agenda
- Attended the Florida State Floodplain Managers Conference
- Uploaded resident resources and RFP addendum to the website
- Executed various documents from the last Commission Meeting

Goals for next week

- Meet with Building Department and Michelle Grooms to continue the transition of BTR function over to Lisa Cannon.
- Work with the Town Auditor and Finance Consultant to finalize this year's audit