




DATE: May 27, 2022

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – May 27, 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.

Meeting with BSO Fire regarding relocation of their Fire Inspectors

This week I met with BSO Fire to discuss the relocation of the BSO Fire Inspectors we share with West Park. Currently they are still utilizing the old building department space, however, I started discussions with them about them relocating to West Park or another location for free up the space for the new Police Department. I will bring this item up to the Commission for their approval.

Meeting with Building Department, Code Enforcement and Billing Administrator Grooms

This week I met with the Building Department, Code Enforcement and Billing Administrator Grooms to discuss the progress of the Transition. Lisa Cannon, the new employee who will assume the BTR function has been training with Michelle Grooms for several weeks. Next week we will meet again to establish an official transition date.

Interim Finance Director

This week, the finance consultant continued work and assisted Christian Noel in completing the outstanding bank reconciliations and worked 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 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

Public Works Department

Projects

- Project Manager, Stephanie Woodbury is back to work.
- Public Services has moved from the first to second floor offices and vacated the space in readiness for the police buildout.
- Broward County and South Florida Water Management District have sent their response to Craig A. Smith for the SW 25th Street Drainage Improvement project. The permit should be issued soon.
- Pre-Bid meeting for ITB 22-05 47th Year CDBG Preserve Safety Improvements project is June 2nd at 10:00AM.
- Agreements will be going out to all Proposers for the CCNA RFQ 22-03.
- 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.

Stormwater & Sewer

Stormwater

- The Stormwater Wastewater Maintenance worker and the Superintendent began work this week. They're being trained accordingly for their respective positions.
- Waiting for quotes from PCI to clean catch basins in front of the A&B Recycling facility.
- Megawattage is scheduled to install the automatic transfer switch at lift station 17.
- MWI has installed the motor fan and its cover for Pump station #1 (Carolina Street). Pump #1 is now off-line because of a bad fuse.
- 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 was unable to run new conduit nor wiring at lift station #1.
- Sent pump of lift station 4, pump 2 to Hydra Service for repair of a damaged electric cord.
- Will sent lift stations 7 and 18 to Hydra Service for repair of damaged electric cords.
- Lift station #s 1 and 4 are operating with one pump.
- Jet-Vac cleaned lift stations 4, 5, 7, 18, 18A, 24, 26, and 35 by Johnson Environmental.
- Waiting on response from Broward County for the Environmental permitting of the ACP force main replacement on SW 30th Street. Reviewing current construction contract to implement a piggyback contract with the Town.
- 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 (05/27).

Roads & Streets

- Town Hall building is scheduled to be pressure washed next week.
- Truck 38 is at Pines Ford for engine issues repairs.
- Truck 41 is also at Pines Ford for body repair due to damage from an accident. Paid by Insurance.

Parks

- Cherry Roofing will visit and give a cost estimate to replace/repair the roof of the Behan building.
- Regular routine maintenance work: cut grass, edge and hedge, facility maintenance.
- No pavilion rental this weekend.

Plan Reviews and Inspections

- Performed 8 zoning inspections and 8 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
- Worked with the finance consultant
- Christian Noel will be attending the Florida Government Finance Officers Association conference in June.

Building Department

- Received to additional applications for the amnesty program
- Conducting interviews for the Town Planner position
- Next week, Building Official Nunez will be attending the Building Official Association of Florida Conference.

Code Enforcement

This week, Code Enforcement worked on the following:

- Prepared Notices for Special Magistrate Hearing scheduled on 06/15/22 at 9am
- Delivered Notices by certified mail for Special Magistrate Hearing scheduled on 06/15/22 at 9am
- 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
- Walkthrough with Town Attorney at Lakeshore MHP at 2701 S Park Rd regarding Case 6642 appeal
- Removal of Snipe Signs throughout the Town
- Monitoring Town Corridors
- Abate Order 6
- Affidavit of Compliance 4
- Final Order 1
- Notice of Formal Hearing 25
- Notice of Violation 12
- Supplemental Order/Claim of Lien 6

Human Resources

This week HR worked on the following:

- Continued recruitment for an in-house HR Director
- Received candidate rankings from the Commission this week for Finance Director. This item will be discussed by the Commission again

- Continued recruitment of a Town Planner and arranged for interview with the Building Official
- Continued recruitment for vacant public works positions

Town Clerk

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

- Working on preparation of Regular Commission Meeting agenda
- Working on the minutes from this week's Commission meeting
- Executed various documents from this week's 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