



DATE: June 17, 2022

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez
Town Manager

RE: Letter to Commission – June 17, 2022

HR Director

I am currently scheduling one on one interviews between the candidates and the commission for next week. There are currently two finalists as one of the candidates withdrew their name from consideration.

Finance Director

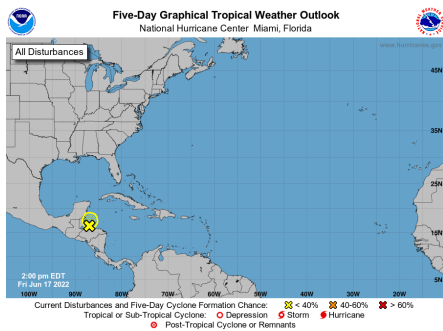
Roy Brown, the Finance Director candidate selected by the commission, has accepted the Town's offer pending the successful completion of a background check and pre-employment drug screening. His tentative start date is July 5.

Planner Position

Cai Schwarts has accepted the Town's offer to become the Planner pending the successful completion of a background check and pre-employment drug screening. His tentative start date is July 5.

Hurricane Season

As you know, hurricane season started on June 1. At this time, there is one tropical wave off the coast of Belize. This particular tropical system has only a 10% chance of developing and poses no threat to our area at this time. Forcasters are predicting, however, that the tropical activity is expected to increase over the atlantic basin in the coming weeks.



Koinonia Worship Center

This week I met with Pastor Jones and other members of his team as they would like to build a new sanctuary on their property. Apparently this effort started in 2019 and was delayed by a right-of-way issue and then COVID. I am researching this issue and will be meeting with them again in the near future.

Departmental Updates

Police Department

- Continued maintenance and upkeep of police fleet vehicles. (Rotate/use vehicles to maintain battery life, Unit 104 to Dodge for warranty battery replacement)
- Final work completed on “De-escalation Training” grant and forwarded to Chief Howard for final approval/submission.
- Reached out to community partners seeking unmarked vehicles for the Detectives
- Finished the final wiring/installation of internet/telephones to the east side wing offices of Sgt Douty, Officer Thurston, the Police Intern, and Officer Tallentire. Savings of about \$3000.
- Comprised thank you letters to send to the Firefighter Benefits Foundation and the Lee County Sheriff’s Office to thank them for the donations to our department.
- Contacted “Blue Shield Tactical” and the St. Petersburg College to arrange for de-escalation course training for the department. Training is tentatively scheduled for December or January and will be free of charge to the department for the 8-hour certification course titled “De-escalation Practitioner”.
- finalized Officer oral interview questions/processes
- At the request of the IT Department, checked all the vehicles in the police department fleet for compatibility and functioning of the laptop charger cords. It was confirmed that all the fleet vehicles have a compatible and functional cord to use with the laptops that will be used in the patrol vehicles.
- Reviewed 100 personnel files / called 50 candidates began backgrounds for Sergeant and Officer positions
- Working on the final dates for the drop shipment of the PPE from HCA looking to be the last week of June 2022. This represents a \$80,000 donation of PPE equipment. Reached out to Public Works for use of one of their trucks and employees to assist with moving this donation to Pembroke Park.
- Attended meeting with Verizon wireless for discussion of cell phones that have the push-to-talk ability.
- Determined with IT the location and needs for the docking stations for the body cameras.
- Determined with IT temporary workstations for officers.
- Floor plan and marking to IT for Data/phone drop locations
- Updated Social media platforms while creating an Instagram and Twitter accounts
- Due in part to the recent school shooting; we are assisted Pembroke Park Church of Christ by parking a police car in their lot while they are hosting summer camp.
- Completed and Forward police project timeline to Broward County OCAT per request
- Conducted interview with Channel 10 regarding criminal activity.
- Chief Howard was selected by the Broward Chief Association to sit on the Broward Mental Wellness Committee. First meeting is July 7th at 1330 hours. This is to explore alternatives for people suffering from Mental Illness in our County.
- Live Scan fingerprint machine moved to the third floor to be set up for use. Once open we can offer this service to our community and surrounding areas.

- Installed Electronic License & Vehicle Information System or ELVIS and have conducted training on same.
- Received notification from the American Heart Association regarding possible donation of 25 AEDs, and AED trainer, and associated training cost for up to 25 officers. Will update as information comes available.
- Meeting with Broward Health regarding donation of a Fentanyl/Explosive device for the Town. Will follow up as information becomes available.

Since we lost our HR function the Police Department would like to offer our assistance in conducting background checks, fingerprinting, and criminal history reviews for any new hires for the Town moving forward. We can also provide Administrative and Criminal investigations if needed.

Just a recap of grants received and applied for thus far.

Received.

- FDLE FBRS grant -\$200,000 with \$80,000 request for reimbursement applied for
- Firemen's Association \$300 received
- De Escalation training for 30 officers received \$5000 in free training.

Applied for.

DOJ

- Cops Hiring Grant potentially \$4,000,000 over three years/will be notified in October
- Accreditation Grant Potentially \$110,000 over two years/will be notified in October
- De Escalation Grant Potentially \$50,000 over two years/will be notified in October
- BVP (Body Armor) grant; Potentially \$20,000 for three years.

Public Works Department

Projects

- Pre-Bid meeting for ITB 22-05 47th Year CDBG Preserve Safety Improvements project is June 23rd.
- ITB 22-06 Asphalt Replacement at SW 32nd Street bid due date is 07/07
- RFP 22-01 Town Hall Roofing project bid due date is 07/14.
- Kick-off meeting with Keith for the John P Lyons Drainage Improvement Project is 06/17.
- Will meet with Keith to discuss MPO Surtax projects status.
- Waiting for Broward County and South Florida Water Management District final approval for issuing the permit for the SW 25th Street Drainage Improvement project.
- Waiting on Broward County comments for the Environmental permit application submitted by Eco Tech Consulting for the Lift Station 15 Replacement Project.
- Coordinating zoning and planning tasks with Keith, the Consultant Town Planner.

Stormwater & Sewer

Stormwater

- Crew is now on 7 to 4 working hours schedule.
- Replaced solar panel of the portable diesel pump at Bamboo MHP. MWI Tech is scheduled to troubleshoot constant shutoffs and install a gauge to monitor the pump pressure.
- Continuing activities toward hurricane preparedness ensuring all pump station pumps and generators are operational. Cleaning of catch basins and manholes. Drawing down lake level to 1.0 foot.
- Received quotes from PCI to clean catch basins on Carolina Street and SW 31st Avenue by A&B Recycling. (\$2,700).

- Megawattage is scheduled to install the automatic transfer switch at lift station 17.
- Pump station #1 (Carolina Street) is off-line. Ordered fuse to replace faulty one.
- 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 at 2.5 feet.

Sewer

- Crew is now on 7 to 4 working hours schedule.
- Lift station 24 at Green Acres pumps will be pulled to troubleshoot cause of fail-safe mode after a few seconds of operation.
- Town has rejected to perform service after having received a sewer service call from La Siesta MHP because it was discovered upon investigation that it may have been caused by an incomplete or improper decommission of their septic tank years ago.
- Waiting on the check valve delivery to repair lift station 17 that has a broken pipe and was flooded during the last storm event.
- Continuing activities toward hurricane preparedness ensuring all lift station pumps and generators are operational.
- Still searching for contractors to run new conduit and wiring at lift station #1.
- Lift station #s 1, 4, 7, and 18A are operating with one pump.
- 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 (06/17).

Roads & Streets

- Crew is now on 7 to 4 working hours schedule.
- Town Hall building is scheduled to be pressure washed Saturday (06/18).
- Two portable generators are out for repair.
- Repaired sinkhole on SW 52nd Avenue. Waiting for a scan (penetration radar) from CAS to investigate the cause.
- Received truck 38 back from Pines Ford.
- Trucks 29 and 41 are at Pines Ford for repairs.
- Truck 41 is also at Pines Ford waiting on parts for body repair due to damage from an accident.

Parks

- Received another cost estimate from Paul Bange to replace/repair the roof of the Behan building (\$12,617).
- Regular routine maintenance work: cut grass, edge and hedge, facility maintenance.
- No pavilion rental this weekend.

Plan Reviews and Inspections

- Performed 20 zoning inspections and 8 plan reviews.

Code Enforcement Department

This week Code Enforcement worked on the following:

- Executed Special Magistrate Hearing scheduled on 06/15/22 at 9am
- Prepared and Delivered Signed Orders by certified mail
- Training of BTR/Code Officer – Lisa Cannon
- Strobe lights were installed in two Code Enforcement Vehicles
- Multiple meeting/re-inspection with Property Managers and Contractors regarding their open violations
- Responded and resolved public's complaints via phone and in person
- Monitored the Town Corridors
- Abate Order 4
- Affidavit of Compliance 2
- Amended Final Order 5
- Final Order 4
- Supplemental Order/Claim of Lien 7

Finance Department

This week Finance staff worked on the following:

- Will be meeting with the auditor next week to close out the audit
- Assisted with HR functions such as onboarding, background checks and pre-employment drug screens for the new planner and finance director
- Worked on updating BTR and other billing records
- Worked on the outstanding bank reconciliations
- Continued working with the finance consultant
- Christian Noel will be attending the Florida Government Finance Officers Association conference in June.

Town Clerk

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

- Worked on Fall/Winter Newsletter
- Prepared the agenda for next week's commission workshop
- Fulfilled public records requests
- Media Inquires
- Sent out and collected Financial Disclosure Statements

Goals for next week

- Work with the Finance Consultant and auditor to finalize the annual audit
- Finish coordinating HR Director interviews with the Commission