




DATE: January 7, 2022

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – January 7, 2022

Police Consultant

The consultant's proposal is expected early next week. The Town Attorney and I are working to ensure compliance with the Town's procurement ordinance.

Lobbying Trip to Tallahassee

Please be advised that I will be traveling up to Tallahassee on Monday evening to discuss our legislative priorities with State Legislators. Our lobbyist team has scheduled numerous meetings for Tuesday and Wednesday. I will be back in the office on Thursday.

Development of the 6-Acre Lot on Hallandale Beach Boulevard (Wawa site)

This project has received all approvals from the commission and can now move on to the permitting phase.

Departmental Updates

Police Department

This week, Police Department staff worked on the following:

- This week the police purchased the Power DMS software application. We will begin the process of migrating all of our policies and procedures to this online venue next week. This will be an ongoing effort.
- Purchased the guardian internal affairs software.
- Contacted several surrounding agency's to request storage of our ammo to be delivered next week. More to follow.
- Received the P.O. to purchase two hand held lasers for traffic enforcement. I will contact the vendor regarding how long I will have to purchase as we don't intend to enforce traffic until the department is open.
- Received an inquiry from FDLE IG. we need to upload our forfeiture and police budget (only) to a secure terminal. I have requested the use of such terminal from BSO as ours if not yet on-site. The Interim Chief has requested the items and will complete as soon as received.

Public Works

Projects

- 360 Electrical & Engineering Services were on site conducting power surveys for a generator program between FPL and the Town.
- Elevated AC duct work with Sagoma Construction may commence week of January 17th.
- Feasibility study of closure of SW 30th Avenue to mitigate this road fragmented conditions, and numerous potholes.
- Maceda Contractors will commence construction next week for ITB 21-08 Ryan's Park Trail and Picnic Facilities; project.
- Waiting for proposal from Keith & Associates for RFP 21-09 John P Lyons HMGP drainage project.
- Waiting for approval to proceed with feasibility study of turning John P Lyons as a one-way street because of the heavy trucks traffic on this road.
- Will Meet today (01/07) with Calvin, Giordano & Associates to survey the park at sundown for the 47th Year CDBG for the Preserve Safety Lighting project.
- Received itemized quotes from Sourcewell for the first and second floor offices renovation projects, under review.
- Met with Architects to get proposals for the Commission Chambers buildout.
- Construction of Lift Station #15 is placed on hold.
- Re-posted solicitation for Town Hardening to add missing information for the doors and windows. Bids are due 02/02/2022.
- Application with DERM underway for the SW 25th Street Drainage project. Design is 90% complete.

Stormwater & Sewer

Stormwater

- All pumps are on automatic and operational. Lake level elevations are below 2.0 feet.
- Generator of Pump station #3 is non-operational and waiting for repair.

Sewer

- Keith & Associates engineering design of the ACP force main replacement on SW 30th Street underway.
- Lift stations #1, 3, 14, 16, 22, and 32 are operating with one pump; pumps 1 and 16 will be installed today (12/10); waiting for repair quote for pumps 3 and 22; replacement pumps are on order for pumps 14 and 32.
- 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 operational as of today.

Roads & Streets

- Holiday decorations were removed and placed in contractor's storage.
- Asphalt replacement of SW 30th Avenue to repair contract has been awarded with Southern Asphalt Engineering (SAE). Work will begin within the next 2 weeks.
- Contractor has Covid. Will resume repair of the irrigation pipe leak on Lake shore Drive (Park Estates MHP medians) once recovered.

Parks

- Canadians resumed Wednesday meet up at the Preserve.
- Behan's precast building to replace the existing depilated and termite-infested one.

Finance Department

This week Finance continued working with Synovus Bank to finalize the transfer of our bank accounts from Wells Fargo to them. Staff is also the closeout paperwork from the USDA for the sewer loan that was secured by the Town many years ago. Additionally, staff continues to work with the auditors to complete the Town's year end audit by March 30, 2022.

Human Resources

This week, HR finalized the recruitment of the new Code Enforcement Officer Eric Richwagon. His first day is scheduled for January 17, 2022. In addition, HR handled a number of employee relations matter.

Town Planner

This week, the Town Planner:

- Received several calls this week about possible business locations in the Town. Types of businesses include event spaces, hookah bar, beauty salons.
- Assisted developers of a site on SW 30 Avenue, new townhomes on SW 52 Avenue, and a recreation field.
- Continued to coordinate with the developer of 6-acre site on Hallandale Beach Boulevard (Wawa site)
- Coordinated with Finance on transition of Business Tax Receipt function to Planning.
- Received the Land Use Designation change application for Trinity Lakes. Will review and take to the Planning and Zoning Board and Town Commission over the next several months.

Additionally, Staff completed the following:

Zoning Building Permit Reviews:	6
Zoning Inquiries (email/phone):	14
Zoning Inspections:	8
Business Tax Receipts:	1
Zoning Determination Letters:	2

Town Clerk

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

- Prepared for this week's Special Commission Meeting
- Worked on several public records requests
- Worked on the minutes from the Commission Meeting.

Code Enforcement

This week, Code Enforcement worked on the following:

- Re-inspections - violation corrections
- Mailed out notices for special magistrate hearing on 1/19/22
- Met with multiple residents and business owners to discuss their open violation
- Posted Special Magistrate notices to properties
- Receive and resolved complaints
- New Code Enforcement Officer will begin 1/17/22
- Continuously working on violation backlog

Building Department

This week, Building Department staff worked on the following:

- Unveiled the new Amnesty Program and had over 30 residents come in to inquire. 8 applications have been received.
- CRS planning is underway and preparing for the process for communication with staff; also, we are creating a planning tracker via Microsoft Planner, and this was briefly introduced to staff.

Goals for next week

- Receive and execute contract with Police Consultant
- Meet with State Legislators in Tallahassee on behalf of the Town.