




DATE: May 28, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – May 28, 2021

Building Department Renovations

The following is breakdown of the construction costs for the new building department (Please note that this project is funded with Building Department funds):

Building Department Construction		
Original Contract	\$	188,500 Approved by Commission January 13
Change Orders		
#001 New Ceiling Grid and tile in offices	\$	13,300 Approved by Commission March 10
#002 Additional Doors	\$	3,400 Approved by Commission March 10
#003 Electrical Panel Upgraded	\$	10,350 Going to Commission on June 9
#004 Main Lobby Flooring replaced due to const. damage	\$	14,300 Approved by Commission March 10
#005 Mechanical Revisions to AC Ductwork	\$	1,140 Going to Commission on June 9
#006 Additional Drywall	\$	2,070 Approved by Commission March 10
#007 Additional floor repairs	\$	1,460 Going to Commission on June 9
#008 Additional Electrical Scope due to LV	\$	5,950 Approved by Commission March 10
#009 Deletion of Recessed Lights	\$	(1,558) Going to Commission on June 9
#010 Millwork and Countertop revision	\$	(2,000) Approved by Commission March 10
#011 New Interior storefront doors (entrance to the Building Department)	\$	12,980 Going to Commission on June 9
#012 Deletion of Modular Cubicles	\$	(2,500) Going to Commission on June 9
#013 Deletion of Curved glass	\$	(10,103) Going to Commission on June 9
Total Change Order Amount	\$	48,789
 Total Cost of Construction of new Building Department	 \$	 237,289

It should be noted that at the March 10 Commission meeting, the Commission granted me permission to approve change orders in this project in order to avoid project delays. Although some of the change orders were already approved by commission, the remaining items will be presented to the commission for ratification on June 9th.

Town Hall Lobby Renovation

At the Town Commission Meeting in May, the Commission approved an amendment to the New Building Department Contract to include the renovation of the Town Hall Lobby. It should be noted that when the renovations commenced in the lobby, the Fire Alarm Company was contacted to repair and relocate the fire alarm pull boxes (price included below).

Town Hall Lobby

Amendment to the Building Department Contract	\$ 32,810 Approved by Commission on May 12
City Fire Inc. (Repair and Relocation of Fire Alarm Pull Boxes)	\$ 955 Going to Commission on June 9

Florida City and County Manager's Association Conference

Please note that next week I will be attending the FCCMA Conference in Orlando. Harry Taubenfeld will be serving as acting Town Manager while I am away, but if you need to speak with me, please do not hesitate to call me.

Amnesty Program

The Building and Code Compliance Department will be preparing a recommendation with the details for the Amnesty Program. I expect to have this recommendation in 2-3 weeks. Once it is received I will share it with the commission and will place it on the commission workshop after the summer recess.

Meeting with the State Attorney

This week, the Town and Attorney and I met with the newly elected State Attorney, Harold F. Pryor. Mr. Pryor request the meeting with us to introduce himself to us. He shared with us his vision for reforming the processing juvenile crimes and looks forward to working closely with us and our new Police Department.

Cops More Grant

After technical difficulties in logging into the grant portal, staff has successfully logged into the system and is now working on the grant application. If awarded, this grant can fund up to 3 years of our police officers' salaries.

Departmental Updates

Police Department

This week staff met with the Broward County Regional Dispatch Center to follow up on their previous meetings. Staff is also attempting to set up a meeting with Ft. Lauderdale Police to discuss the use mental health counselors and/or social workers. Staff will also be meeting with the Hollywood Police Department.

Public Works

Median Improvements on Hallandale Beach Boulevard

This week, the public works crew continued working on the medians. The following is a detailed account of expenditures for this project up to now:

Big O Nursery - Palm Trees (4 palms) -	\$3,300.00
Mar Pines Nursery – Sod -	\$2,492.00
SiteOne – Supplies and Herbicides -	\$4,263.72
SiteOne – Irrigation Supplies -	\$1,672.02
Qualitair – Pump Cover Replacement -	\$1,800.00
Total:	\$13,527.74

Carolina Pumps Oil to Water Lube Conversion

The overhaul/refurbishment of pump No. 2 continued this week. The overhaul process is expected to last a total of 6 weeks.

CDBG 45th Year Grant – ADA Restrooms

The commission discussed the easement agreement with Broward Schools at their workshop this week. This item will be on the next commission meeting agenda for approval.

John P Lyons HMGP Drainage Project

Staff has prepared the Request for Proposals for this project and it is currently under review.

Town Hall Hardening Project

The Invitation to Bid is being finalized and should be advertised within the next two weeks.

Lift Station 15

The bid deadline for this project has been extended to June 4.

Finance Department

This week, Finance staff continued working on the implementation of the new financial software. In addition, staff is assisting the Police Department in applying for the Cops More Grant.

Human Resources

HR staff is currently scheduling interviews for the Public Works Director position. Staff is also working on the risk management assessment for all Town vehicles so we can properly create a maintenance schedule and replacement plan.

Town Clerk

The Town Clerk’s Office worked on the follow up items from this week’s commission meeting. Staff is also working on the content for the next newsletter to be sent to residents in early July.

Town Planner

This week, the Town Planner met with the owners of the Pembroke Oaks site next to Town Hall regarding future development. Staff also met with the development team for 16 new townhomes on Countyline Road and held the kickoff meeting for the Septic To Sewer Route Study for SW 30th Avenue. In addition, Green Acres MHP submitted a DRC application for 6 new mobile home sites.

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 10

- Zoning Inquiries (email/phone): 8
- Zoning Inspections: 13
- BTR Reviews: 0

Goals for next week

- Get the first draft of the newsletter
- Commence budget preparations with Finance
- Attend the FCCMA Conference