




DATE: June 11, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – June 11, 2021

Public Services Director Interviews

This week HR Director Menegazzo and I interviewed the top 5 candidates for the Public Services Director position. We further narrowed the list down to 3 and submitted them to the commission (please see the email from HR dated Thursday, June 10). Please contact HR Director Menegazzo to schedule a time for you to interview the candidates.

Loan for the creation of the Police Department

Please be advised that Synovus Bank has approved the Town for a 10-year, \$2.5 million loan for the creation of the Police Department with an interest rate under 2%. Finance is currently finalizing the details and will present this item at the special commission meeting on June 21. Staff is also exploring the possibility of utilizing the American Recover Plan funds to assist in offsetting some of the start up cost.

Remodeling of the new Building Department and Town Hall Lobby

The construction of the new Building Department is substantially complete. The contractor is currently working on the lobby renovations. There currently is one pending change order to retrofit the air conditioning duct work in the hallway leading to the back parking lot. It is on the agenda for the special commission meeting tentatively scheduled for June 21.

Florida City and County Manager Association Conference

Last week I attended the FCCMA conference in Orlando. As a credentialed manager through the International City Managers Association, I am required to complete 40 credit hours of training per year. Some of the topics addressed in this years conference were Ethics, Modern Day Policing, Diversity, Strategic Planning, and Negotiations to name a few.

FEMA COVID 19 Vaccination Site at the Preserve

On Saturday, June 5th, FEMA administered 102 second-doses of the Pfizer Vaccine. The event went very smoothly.

Departmental Updates

Police Department

Over 200 applications have been received by HR for the recruitment of the police staff. Interim Chief Howard and HR have begun the vetting process. Staff continues to work on multiple grants to help offset the start up costs.

Public Works

Carolina Pumps Oil to Water Lube Conversion

Pump no. 2 has been completed and will be reinstalled early next week. Once installed, it will be tested to ensure proper functionality. Pump no. 3 will then be removed and taken to the factory for refurbishment.

CDBG 45th Year Grant – ADA Restrooms

The project is on hold until the commission meets to approve the agreement with Broward County Schools which would allow us to connect the new restroom to their sewer system. This item is scheduled for the special commission meeting on June 21.

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 contract with Keith and Associates to prepare the construction documents for the Town Hall Hardening and Police Department will be presented to the commission at the special meeting on June 21.

Lift Station 15

This project has been advertised and all bids are due on June 24 pending the inclusion of the electrical drawings in the solicitation package.

Hallandale Beach Boulevard Median Improvements

The crew continues to lay sod and repair the irrigations system in the median.

Finance Department

This week, Finance received approval from Synovus Bank for the loan to establish the police department. Staff is finalizing the details and will present a recommendation to the commission at the special commission meeting on June 21.

Human Resources

This week, HR coordinated and conducted interviews for the Public Services Director position with the Town Manager as well as set up interviews for the stormwater/wastewater position. Staff is also recruiting for a temporary position in the Building Department.

Town Clerk

This week, the Town Clerk's Office worked on the summer edition of the newsletter. Staff is also preparing the agenda for the special commission meeting on June 21.

Town Planner

This week, the Town Planner met with Public Works to coordinate the development of a new Capital Improvement Plan. Staff also met with ProLogis and the owners of the six acre site on Hallandale Beach Boulevard to discuss their respective future developments. The Town Planner also virtually attended the Broward County Surtax Oversight Board regarding the award of construction funds for the SW 25th Street Drainage Project.

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 12
- Zoning Inquiries (email/phone): 12
- Zoning Inspections: 4
- BTR Reviews: 1

Goals for next week

- Finalize the order of Police cars
- Work with the Finance Director to prepare the initial budget details