



DATE: June 25, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – June 25, 2021

Ribbon Cutting Ceremony for New Building Department

To commemorate the opening of our new building department, we are going to schedule a ribbon cutting ceremony in the near future. The Town Clerk will be reaching out to each of you to determine your availability.

Contract with BSO

This week, we were notified by BSO that they are terminating our contract with them for police services. Per the contract we are now in a transition period which expires February 1, 2022. We will be working with BSO to renegotiate a contract for fire services.

Special Commission Meeting on July 6, 2021

Please be advised that we will be having a special commission meeting on Tuesday, July 6th at 6:00 pm. There are several business items on the agenda that allow us to continue moving forward during the summer hiatus.

ADA Restrooms at the Preserve

A revised site plan has been submitted to the contractor moving the proposed restroom to a new location to avoid any conflict with the Town's setback requirements. Staff is still waiting for the Commission to approve the easement agreement with the Broward County School Board to connect the restroom to their sanitary sewer system.

In order for staff to complete this project an easement agreement with the Broward County School Board needs to be approved at the special commission meeting.

Meeting with the Developers for the 6-Acre Site on Hallandale Beach Boulevard

This week the Mayor, Town Planner, Clerk Commissioner, and I met with the developers of the 6-acre site on Hallandale Beach Boulevard.

Public Services Director Interviews

This week, Mayor Jacobs, and Clerk Commissioner Dieuville interviewed the top 3 candidates for the Public Works Director position. HR is in the process of scheduling a time for Commissioner Clark to interview the candidates.

Remodeling of the new Building Department and Town Hall Lobby

The building department furniture was delivered this week and the project is now substantially complete.

The lobby renovation is nearing completion. 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 July 6.

Departmental Updates

Police Department

Interim Chief Howard and Joy Brown continued working on the Cops More Grant. If awarded, these grants would provide the town with a tremendous savings in the startup costs. In addition, Interim Chief Howard is working with other police departments to prepare mutual aid agreements.

Public Works

MOT Training from the Florida League of Cities

This week the Public Works Department attended a Maintenance of Traffic (MOT) training provided by the Florida League of Cities.

Carolina Pumps Oil to Water Lube Conversion

The completion of the Pump No. 2 overhaul is pending the receipt of a special motor spring assembly.

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 July 6.

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 July 6.

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. This item needs to be approved by the Commission at the special meeting on July 6.

Hallandale Beach Boulevard Median Improvements

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

Finance Department

This week, Finance Director Taubenfeld and I worked on the proposed budget. Finance staff continued working on the implementation of the new financial software.

Human Resources

This week, HR coordinated scheduled interviews for the new network administrator position and is working with commissioners to schedule interviews for the Public Works Director position. Additionally, HR staff is working to fill temporary positions in the building department and part time positions in the police Department as well as reviewing all the applications for police officer.

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 July 6 as well as determining the Commission's availability for the ribbon cutting ceremony.

Town Planner

The Town Planner completed the review of 6 additional mobile home sites at Green Acres Mobile Home Park and also received modifications to the previously approved car wash on Hallandale Beach Boulevard. Staff also met with the Building Department, Finance and Public Works to determine the data needs for the Impact Fee Study.

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 23
- Zoning Inquiries (email/phone): 8
- Zoning Inspections: 2
- BTR Reviews: 4

Goals for next week

- Continue working with the Finance Director to prepare next year's budget.