



DATE: July 2, 2021

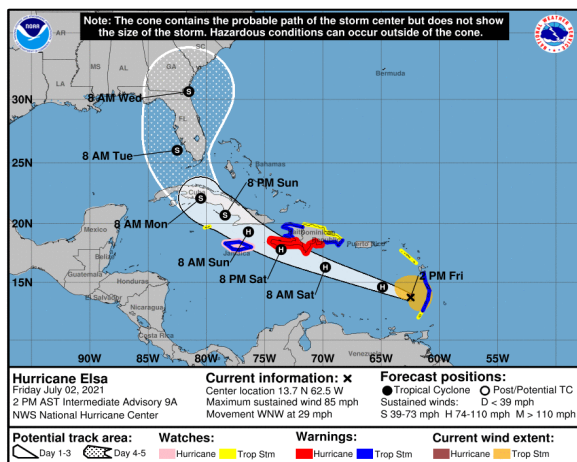
TO: The Honorable Mayor and  
Members of the Town Commission

FROM: J.C. Jimenez  
Town Manager

RE: Letter to Commission – July 2, 2021

### Hurricane Elsa

Please be advised that we are currently tracking Hurricane Elsa. Some of the models bring the storm very close to South Florida late Monday night into early Tuesday morning. Town staff is taking the necessary precautions in the event we are impacted by this storm.



### New Building Department

This week, the Building Department moved into their new office space. To commemorate the opening of our new building department, we will be scheduling a ribbon cutting ceremony in the near future. The Town Clerk will be reaching out to each of you to determine your availability.

### Special Commission Meeting on July 6, 2021

The special commission meeting will be held on Tuesday, July 6<sup>th</sup> at 6:00 pm. There are several business items on the agenda that allow us to continue moving forward during the summer hiatus.

### Town Hall Lobby renovation

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

This week, Interim Chief Howard attended the Florida Police Chiefs Conference. Staff also worked on finishing three grants: Accreditation - \$300,000, Crime Prevention - \$300,000, and School Police - \$300,000. It should be noted, that after consultation with our Grant Writing and Lobbyist team, it was determined that it would be more beneficial to apply for the COPS More Grant next year instead of this year.

#### Public Works

##### *Stormwater Operator Training*

This week, Interim Director Jacques attended the Stormwater Operator Level 1 Certification training.

##### *Carolina Pumps Oil to Water Lube Conversion*

The refurbishment of Pump No. 2 has been completed and the pump will be returned later today, weather permitting.

##### *CDBG 45<sup>th</sup> Year Grant – ADA Restrooms*

The contractor submitted a change order to accommodate the new location of the proposed restroom. This change order as well as the easement agreement are on the agenda for the Special Commission meeting on July 6<sup>th</sup>.

##### *Town Hall Hardening Project*

Keith and Associates provided a proposal to prepare the construction documents for the Town Hall Hardening and Police Department. These proposals were higher than expected and staff is seeking other alternatives.

##### *Lift Station 15*

This project has been postponed pending the completion of the electrical drawings which will be included in the bid documents.

##### *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 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

This week the Town Planner received plans for a new 227,000 square foot building on SW 30<sup>th</sup> Avenue. In addition, staff also worked with Public Works on the proposed Capital Improvement Plan as well as the surtax projects solicitation for Broward County review.

Additionally, Staff completed the following:

Zoning Building Permit Reviews:	6
Zoning Inquiries (email/phone):	8
Zoning Inspections:	4
BTR Reviews:	1

Code Compliance

Affidavit of Compliance:	1
Affidavit of Non-Compliance:	2
Amended Final Order:	2
Final Order:	9
Notice of Formal Hearing:	32
Notice of Violation:	6
Removal of Snipe Signs:	5

Goals for next week

- Continue working with the Finance Director to prepare next year's budget and start meeting with Commissioners to review the proposed budget.