




DATE: October 22, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – October 22, 2021

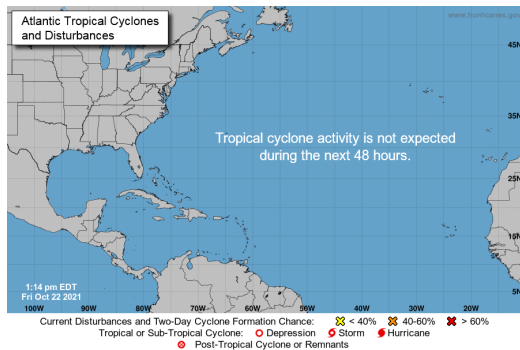
1st Annual Fall Music Festival

The Town's first fall music festival will be held on Friday October 29 from 7pm to 10pm.



Tracking the Tropics

At this time, the tropics continue to remain calm. Hurricane Season ends on November 30.



Lobbying Trip to Tallahassee

As was discussed at the last Commission meeting, I am currently working with Town Lobbyist, David Sigerson, to establish the best dates to go up to Tallahassee to meet with legislators regarding the Town's needs. As I indicated at the meeting, I strongly encourage each of you to witness the State's legislative process in person and meet face to face with your legislators. Please let me know if you are interested in going up to Tallahassee this year.

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

The six-acre site on Hallandale Beach Blvd, which includes a Wawa gas station, Popeyes fast food, office building and self-storage facility, received positive recommendation from the Planning and Zoning Board. The ordinance to allow the gas station and self-storage will be presented at the November Town Commission meeting with the rest of the applications at the December Town Commission meeting

Construction of the Police Station on the first floor of Town Hall

This week, Public Works arranged a meeting with Calvin Giordano and Associates, one of the Town's consultant engineering firms, to discuss the construction of the police station on the first floor of Town Hall. CGA will be providing the Town with a revised quote to develop the engineering and construction plans.

Town Hall Hardening Project – HMGP Grant

During our meeting with Calvin Giordano and Associates regarding the Police Department, we also discussed the Town Hall hardening. One of the concerns I have, is that the amount of the grant (\$450,000) will not be enough to cover the project. In reviewing the grant details submitted by the Town's previous Public Services Director, we realized that the proposed project only included 5 windows to be replaced and did not include the replacement of the roof. The project manager from CGA, advised us that we might be able to request a change of scope from the Department of Emergency Management (DEM) to add the remaining windows and receive additional funding. Staff has reached out to DEM to explore this option.

Town Hall Office and Commission Chambers Renovations

As was budgeted this year, Staff is in the process of obtaining quotes to remodel the Finance Department Office and Public Works Office on the second floor of Town Hall. Staff is also seeking to remodel the former Business Tax Receipt Office on the first floor, which once remodeled, will become the Town Planner's Office. In addition, staff is exploring the possibility of remodeling the Commission Chambers, which needs to be updated.

Departmental Updates

Police Department

This week, PD Staff met with Fort Lauderdale Police and BSO regarding Teletype and RMS. In addition, Interim Chief Howard met with the IT, the Town Attorney and the Town Manager to discuss the process of fulfilling public records requests for the Police Department. Police records are very sensitive and many of the items are exempt. In addition, Interim Chief Howard is coordinating the delivery of the Police cars which is scheduled for November 1.

Public Works

John P. Lyons HMGP Drainage Project

Bids for this project are due on November 4.

Hazardous Materials in Lift Station 32

The clean-up of the hazardous materials found in Lift Station 32 was completed on Tuesday, October 19.

Ryan's Park Trail and Picnic Facilities

The bids for this project were received and opened on October 21, 2021. Staff is evaluating the bids and will be preparing a recommendation for contract award to the Commission in the near future.

Lift Station 15

Replacement of Lift Station 15 is currently underway.

Other Public Works items:

- Received 47th Year CDBG agreement for execution with Broward County for the Preserve Safety Lighting.
- Continuing soliciting for quotes for a Public Services storage steel storage building.
- Coordination and relocation activities of Public Services and Finance's offices has begun (10/21).
- Continuing soliciting for quotes for the first and second floor offices renovation projects.
- Lift Station #15 Replacement is underway with C&I Design and Construction.
- Solicitation for Town Hardening project is underway.
- 40 Year Building Inspection of Town Hall is complete. Waiting for report.
- Design for the SW 25th Street Drainage project is 40% complete, and it is on schedule.

Finance Department

This week Finance worked with Synovus Bank to prepare for the transfer of our bank accounts from Wells Fargo to them. This item will be presented to the commission for their approval. This also included closing our current credit cards. Additionally, Finance continues to work on the year end audit with the Town's auditing firm, S. Davis and Associates.

Human Resources

Human Resources handled a number of employee relations matters this week including the completion outstanding personnel action forms. HR is also working on the recruitment for the open public works positions. Next week, HR will be conducting a team building pumpkin carving contest.

Town Planner

This week, the Town Planner prepared for and staffed the Planning and Zoning Board Meeting with was held on October 21, 2021.

Additionally, Staff completed the following:

Zoning Building Permit Reviews:	12
Zoning Inquiries (email/phone):	9
Zoning Inspections:	13
BTR Reviews:	3

Town Clerk

This week the Town Clerks Office finalized the agenda for next week's Commission workshop and also attended the Municipal Clerk's conference.

Code Compliance

Abate Order:	1
Affidavit of Compliance:	7

Affidavit of Non Compliance:	2
Notice of Formal Hearing:	4
Notice of Violation:	3
Final Order:	30
Amended Final Order:	3
Supplemental Order/Claim of Lien:	1

In addition, Code Compliance coordinated and participated in the Special Magistrate Hearing held on October 20, 2021.

Goals for next week

- Complete the Goals Setting Workshop report utilizing the feedback and comments provided by the Commission
- Conduct the team building pumpkin carving contest