




DATE: December 10, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – December 10, 2021

23rd Annual Toy Give Away

This year's Holiday Toy Giveaway will be held on December 20th at Town Hall from 5:00 pm to 8:00 pm.

Town Holiday Decorations

Please be advised that the holiday decorations approved by the commission at the last meeting were installed this week on the medians at the Town entryways on the east and west ends of Hallandale Beach Boulevard.

Lobbying Trip to Tallahassee

Please be advised that the Mayor and I will be traveling up to Tallahassee on January 10 to discuss our legislative priorities with State Legislators. Our lobbyist team is currently scheduling the meetings.

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

Final six-acre site on Hallandale Beach Blvd, which includes a Wawa gas station, Popeyes fast food, office building and self-storage facility received approval on first reading at the November Commission Meeting. Second reading is scheduled for next week's commission meeting on December 15.

Departmental Updates

Police Department

This week the PD spend a lot of time reviewing previously written policy in anticipation of migrating them to Power DMS and simultaneously identifying specific standard for Florida Law Enforcement Accreditation efforts.

We also reviewed numerous police budgets from other similar sized agencies and determined that costs of both operations and Information technology (IT) appear to be higher than what is being reported. Moving forward we need to continually review our costs in an effort to maintain system integrity while ensuring the most cost-effective system is in place. The RMS issue will also have to be revisited after our department is open as we are on the waiting list with the Florida Department

of Law Enforcement for a free RMS solution. Unfortunately, if we try to migrate to this free solution now it very well might require to the County to incur unacceptable delays to our start up. It is best to migrate on the States next roll out of which we have 25 licenses.

Due to the pause created by the RMS system implementation we have reached out to another company for quotes and will be investigating their implementation timeline to see if it is more aligned with our desires.

We have also had to put our backgrounds and interviews on standby until the RMS issue is resolved. We lost one of our temporary employees to no fault of her own and we issued her a certificate of appreciation to HR for all of her hard work.

Public Works

Projects

- Met with FPL and 360 Electrical & Engineering Services for a possible generator contract proposal with the Town.
- Met with HVAC contractor to modernize Town Hall
- Asphalt replacement of SW 30th Avenue to repair this road's fragmented conditions, and numerous potholes.
- Feasibility study of closure of SW 30th Avenue to mitigate this road fragmented conditions, and numerous potholes.
- Preparing agreement with Maceda Contractors for ITB 21-08 Ryan's Park Trail and Picnic Facilities; project.
- Met with Keith & Associates to discuss RFP 21-09 John P Lyons HMGP drainage project.
- Requesting and looking of feasibility of turning John P Lyons as a one-way street because of the heavy trucks traffic on this road.
- Will Meet today (12/10) with Calvin, Giordano & Associates for a survey site for 47th Year CDBG for the Preserve Safety Lighting project.
- Waiting for quotes from Sourcewell for the first and second floor offices renovation projects, but the quotes were inexplicably higher than anticipated. Requested an itemized quote.
- Got quotes from Sourcewell for the Commission Chambers buildout, but the quote (\$140,000) seems unreasonably higher than anticipated. Requested an itemized labor and materials quote.
- C&I Design and Construction is preparing the site to commence construction of Lift Station #15.
- Re-posted solicitation for Town Hardening to add missing information for the doors and windows.
- Application with DERM underway for the SW 25th Street Drainage project. Design is 90% complete.

Stormwater & Sewer

Stormwater

- All pumps are on automatic and operational. Lake level elevations are below 2.0 feet.
- Pump station #3 is operating with one pump; Keen pump will be pulled and brought for repair today (12/10).

Sewer

- Met with Keith & Associates for the engineering design of the ACP force main replacement on SW 30th Street. K&A will do a feasibility study of pipe bursting with so many clamps in the system.

- Lift stations #1, 3, 14, 16, 22, and 32 are operating with one pump; pumps 1 and 16 will be installed today (12/10); waiting for repair quote for pumps 3 and 22; replacement pumps are on order for pumps 14 and 32.
- Withdrawal of easements for sewer services on MHPs continues to be on hold until a plan is developed and put in place. Meanwhile, staff continues to respond to sewer service calls.
- All lift stations except for the missing pumps above are operational as of today.

Roads & Streets

- The holiday decorations were installed on Tuesday (12/07) as scheduled; additional extension cords and timers are left to be added to complete the job.
- Waiting for Commission approval to repair SW 30th Avenue roadway.
- Repair of the irrigation pipe leak on Lake shore Drive (Park Estates MHP medians) will be done on 12/14.
- SFRTA has completed their yearly railroad crossing maintenance. (December 1-8, 2021).

Parks

- Staff visited in Nursery in Homestead that is willing to donate palm trees to the Town because of going out of business.
- Continue preparing an agreement with Sourcewell to build the Behan's precast building which will replace the existing depilated and termite-infested one.

Finance Department

This week Finance continued working with Synovus Bank to prepare for the transfer of our bank accounts from Wells Fargo to them. Staff is also working with the USDA to pay off the sewer loan that was secured by the Town many years ago. Additionally, staff continues to work with the auditors to complete the Town's year end audit by March 30, 2022.

Human Resources

This week, HR set up interviews for the position of Commission Assistant with Mayor Jacobs. Staff also set up interviews for the open Public Works and Code Enforcement positions.

Town Planner

This week, the Town Planner:

- Finalized staff report for an after-the-fact variance for an accessory structure at 3804 SW 52 Avenue. Coordinated with Hearing Examiner. The Hearing Examiner meeting is scheduled for December 16.
- Prepared items for December 15th Commission meeting.
- Attended the Broward MPO meeting with Commissioner Hodgkins.
- Kicked off Fire Assessment Study project.
- Attended Charter Review Committee meeting.
- Met with Broward College staff about a possible GIS intern.
- Met with GIS consultant to close out Phase 1. Attended GIS administrator training.

Additionally, Staff completed the following:

Zoning Building Permit Reviews: 6

Zoning Inquiries (email/phone): 8
Zoning Inspections: 6

Town Clerk

This week, the Town Clerk's Office worked on the following items:

- Prepared for the Charter Review Committee meeting this week and worked on the minutes of the meeting
- Executed the documents and agreements approved at the last Commission meeting and worked on the minutes from the November 23 meetings.
- Worked on the agenda for the Workshop and Special meetings scheduled for December 15th.
- Completed Newsletter
- Advertisements for Planning Department
- Preparing for Hearing Examiner meeting on December 16

Code Enforcement

This week, Code Enforcement worked on the following:

- Code Compliance conducted multiple meetings and inspections with residents and business owners regarding their open violations.
- Responding and resolving complaints from residents and businesses
- Monitored the Town Corridors
- Met with FDOT and SFRTA with regards to maintenance on the railroad corridors
- Interviewed three candidates for the Code Enforcement position.

In addition, staff also issued the following:

Affidavit of Compliance: 5
Notice of Violation: 9

Building Department

This week, Building Department staff worked on the following:

- Building Department completed their tracking database in Microsoft Access; also this was briefly introduced to staff.
- Amazon in Under their Temporary Certificate of Occupancy (TCO); also, the Building Department is coordinating the project pending details with the customer and the contractor, so their Certificate of Occupancy (CO) is issued before the last day of December.
- CRS planning is underway and preparing for the process for communication with staff; also, we are creating a planning tracker via Microsoft Planner, and this was briefly introduced to staff.

Goals for next week

- Finalize agenda for December Commission Meetings
- Review agenda with each Commissioner