




DATE: March 5, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez
Town Manager 

RE: Letter to Commission – March 5, 2021

Employee Performance Evaluations

This week, I started meeting with the Department Directors to go over their performance evaluations.

Newsletter

The newsletter was mailed out this week and residents should begin to receive them in the mail within the next few days.

New Website

The new website went live this week. Please make sure to visit www.tppfl.gov and provide me with your feedback and suggestions. Our goal is to make this website as user friendly as possible while providing our residents and businesses full transparent access to their government.

Remodeling of the new Building Department

Construction continued this week and the contractor has made significant progress. Construction is expected to be completed in April. At next week's commission meeting, Change Order #1 will be presented for approval. This change order is for the ceiling and tiles as they were listed as alternates in the original contract. The amount of the change order is \$13,300. Please note that additional change orders are likely due to discrepancies between the plans and existing conditions.

Departmental Updates

Police Department

Staff continues to work on reducing the start up costs. A strategizing meeting was held today with Interim Chief David Howard, the lobbyist team, Interim Finance Director Taubenfeld and Mayor Jacobs in which we discussed a loan program from the USDA to finance the start up costs.

Public Works

Carolina Pumps Oil to Water Lube Conversion

Staff is awaiting the analysis report from MWI of the first pump that was removed for overhauling.

Portable Pump at Bamboo

The portable pump will be reinstalled next week.

CDBG 45th Year Grant – ADA Restrooms

Only one bid was received for this project. Staff is awaiting on CDBG’s opinion on how to proceed. There is a possibility that they request that we re-bid the project.

New Bus Shelter from Broward County

Staff is reviewing an engineering permit for the installation of 14 new decorative bus shelter from Broward County.

Finance Department

The Finance Department continued working on the audit as well as the implementation of the new financial software. The Auditors have advised that they are nearing completion of the audit and expect it to be presented to the commission at their workshop later this month. The deadline to submit the audit is March 31st. Finance Director Harry Taubenfeld also met with representatives from the USDA to discuss funding options for the new police department.

Human Resources

This week HR worked with Department Directors on conducting performance evaluations with their staff.

Town Clerk

The Town Clerk’s Office worked on the agenda for next week’s commission meeting. The Clerk’s Office also continued to finalized the website which went live on March 1st. Staff also finished the newsletter which was mailed out this week.

Town Planner

This week staff identified and started working on an AARP Grant application for the beautification of the medians on Hallandale Beach Boulevard. The Town Planner also reviewed the Town’s Alcohol Ordinance and distance separation requirements as well as finalized research on Town Impact Fees.

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 19
- Zoning Inquiries (via phone): 6
- Zoning Inspections: 3
- Business Tax Receipt Review: 2

Information Technology (I.T.)

This week IT continued working on the buildout for the new building department and the new wifi for the Town. Staff is also working with the website designer to ensure all ADA requirements are met.

Goals for next week

- Continue to work Interim Chief Howard to on the Police Budget in an effort to lower costs.
- Finish employee evaluations for Department Directors
- Meet with Commissioners to review the agenda