




DATE: April 2, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – April 2, 2021

All Staff Meeting

This week, I conducted an all staff meeting to discuss our mission as a town. At the meeting, employees shared the different characteristics and traits that they believe are vital in our mission. We took all those characteristics and traits and came up with a proposed Mission Statement for the Town.

Trinity RV Park

The owners of Trinity RV park would like to meet with each commissioner individually to discuss the future of their property. I will work with our Town Attorney and Town Planner to schedule those meetings.

Meeting with FDOT

This week Code Enforcement, the Town Planner and I met with FDOT regarding their right-of-way maintenance efforts. At the meeting, we expressed our dissatisfaction with the current service levels and to seek ways to improve the overall aesthetic of the Town.

Eggstravaganza Event

The Eggstravaganza Event was held on March 27th from 1 to 3 pm. Approximately 90 cars participated in the “drive-by” event.

Request from BSO to speak at the Commission Meeting

Sheriff Tony has requested to speak at the Commission Meeting next week.

Remodeling of the new Building Department

The contractor continues to make significant progress. On April 8th, the contractor will begin removing the flooring in the lobby area of Town Hall and preparing it for new tile.

Departmental Updates

Police Department

Interim Chief Howard continues to finalize the remaining start up items. The architect also submitted to staff a revised layout for the proposed police station on the first floor of Town Hall.

Public Works

Carolina Pumps Oil to Water Lube Conversion

The work on the pump continues as expected. Once the first pump is complete, the contractor will reinstall it and take the second pump out of service for rehab.

CDBG 45th Year Grant – ADA Restrooms

This week, staff held the mandatory pre-bid meeting for the project. A total of 4 contractors attended the meeting.

New Bus Shelter from Broward County

Broward County continued installing the concrete bases for the new bus shelters this week.

Invitations to Bid

Public Works staff has prepared invitations to bid for John P. Lyons Drainage Project, the electrical services contract, and the replacement of lift station 15. All are currently under review.

Finance Department

This week, Finance and HR worked together as the auditors inspected the maintenance of personnel files.

Human Resources

This week HR continued the recruitment process for the Stormwater/Wastewater Team Leader position utilizing the new ADP Applicant Tracking System. Staff also worked with the auditors regarding the maintenance of personnel files as well as assisted the Town Manager in completing employee evaluations.

Town Clerk

The Town Clerk's Office worked on preparing the agenda for next week's commission meeting as well as the minutes from last week's workshop. In addition, the Clerk's office is working on public records requests.

Town Planner

This week, the Town Planner attended and led the Development Review Committee meeting for 16 new townhomes at SW 41st Street and 48th Avenue. Staff also met with FDOT's right of way maintenance manager regarding the entrance fence along Hallandale Beach Boulevard and I-95 in front of the Advanced Auto Parts.

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 10
- Zoning Inquiries (email/phone): 8
- Zoning Inspections: 12
- Business Tax Receipt Review: 3

Goals for next week

- Continue working with Town Attorney and Town Planner on the sanitary sewer easement issue at various mobile home parks.
- Meet with Department Directors to review their employee evaluations.
- Schedule the individual meetings with commissioners and the property owners of Trinity RV Park