




DATE: April 9, 2021

TO: The Honorable Mayor and  
Members of the Town Commission

FROM: J.C. Jimenez   
Town Manager

RE: Letter to Commission – April 9, 2021

**Request from BSO to speak at the Commission Meeting**

This week I was contacted by Sheriff Tony's office indicating that they were not going to speak at next week's commission meeting. The email they sent to us was in error.

**Evaluations**

This week I worked with HR to finalize all of the employee evaluations for department heads and started meeting with each of them to review. Next week, I will complete all of the remaining face-to-face meetings with them.

**Vacant Lot on SW 30<sup>th</sup> Avenue**

This week, the Mayor, Town Planner and I met with the property owner for the vacant lot on SW 30<sup>th</sup> Avenue regarding the future of the property. They have interest in developing their land but did have some questions about the Town's plans to convert that area from septic tank to sewer customers.

**Meeting with FDOT**

As a result of our meeting last week, FDOT has replaced the chain link fence in front of the Advanced Auto Parts at the entrance of I-95. Staff is still working with FDOT to improve the overall aesthetic of their right-of-way.

**Remodeling of the new Building Department**

The contractor continues to make significant progress. This week, the contractor removed the flooring in the lobby area of Town Hall and started installing the new tile.

**Departmental Updates**

**Police Department**

This week Staff finalized the start up costs and will present them to the Commission next week. Interim Chief Howard is also scheduling a meeting with the architect to finalize the plans for the buildout of the new police station.

Public Works

*Carolina Pumps Oil to Water Lube Conversion*

The work on the pump continues as expected.

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

The bid deadline was this week and a total of 3 bids were received. Staff is evaluating all of the bids to ensure they all of the requirements in the Invitation to Bid.

*New Bus Shelter from Broward County*

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

*Lift Station 15*

The Invitation to Bid was advertised today.

Finance Department

This week Finance continued to finalize the audit with the auditors. Additionally, staff worked with the Interim Police Chief to finalize the agenda items for next week’s Commission Meeting and worked with the USDA on the funding for the police start-up costs.

Human Resources

This week HR continued the recruitment process for the Stormwater/Wastewater Team Leader position utilizing the new ADP Applicant Tracking System. HR also worked with the Town Manager to finalize all of the evaluations for the department heads.

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, staff worked with the website designer to make additional modifications and improvements to the new website.

Town Planner

This week the Town Planner met with the property owners of the vacant lot along SW 30<sup>th</sup> Avenue regarding the future of the property. Staff also received plans for exterior modifications at the RaceTrac on Hallandale Beach Boulevard.

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 15
- Zoning Inquiries (email/phh tone): 8
- Zoning Inspections: 8
- Zoning Determination Letters: 2

Code Compliance

Summary of Activity:

- Affidavit of Compliance: 9
- Notice of Formal Hearing: 2
- Notice of Violation: 2

**Goals for next week**

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