




DATE: April 23, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – April 23, 2021

Remodeling of the new Building Department

The installation of the tile in the lobby is nearing completion. Staff is exploring the possibility of amending this contract to include the remodel for the rest of the lobby area.

Sanitization of Town Hall

On Friday, April 16, Town Hall was sanitized after one of the contractor's employees working in the building department tested positive for Covid. All employees monitored themselves for symptoms over the weekend and all reported back this week.

Meeting regarding Business Tax Receipt process

This week I met with Finance, the BTR Administrator, the Town Planner, Code Enforcement and the Building Department to discuss the BTR application and renewal process, in particular the outstanding invoices. As indicated in the Town Code, Code Enforcement will visit the addresses on the list to determine whether they are still in business.

Departmental Updates

Police Department

This week, Interim Chief Howard worked with HR on the application and screening process for police officers. Next week, the Interim Chief and Town Manager will be meeting with the architect to finalize the plans for the new police department.

Public Works

Carolina Pumps Oil to Water Lube Conversion

The work on the pump continues and the first overhauled pump will be returned in approximately 2 weeks.

CDBG 45th Year Grant – ADA Restrooms

The contract has been awarded to ACT Services. The contract documents and the notice to proceed are being prepared.

John P Lyons HMGP Drainage Project

Staff has prepared the Request for Proposals for this project and it is currently under review.

Town Hall Hardening Project

The Invitation to Bid is currently being prepared.

Lift Station 15

The Invitation to Bid was advertised today.

Irrigation Pump Cover on median

Staff has received another proposal for a custom-made irrigation pump cover in the amount of \$1,800. This proposal will be presented to the commission for approval.

Hallandale Beach Boulevard Median Beautification

This week the crew worked on the median at SW 56 avenue. Next week sod will be installed along the perimeter of the median.

Finance Department

This week, the Finance Department submitted the pre-application to the USDA for the funding of the Police Department.

Human Resources

This week HR continued the recruitment process for the Stormwater/Wastewater Team Leader position utilizing the new ADP Applicant Tracking System and also advertised the position of Public Works Director.

Town Clerk

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

Town Planner

Last week, the Town Planner and the Manager met with the owners of the vacant 6 acre property on Hallandale Beach Boulevard next to Seneca regarding their development plans. The owners will be providing staff with preliminary renderings in the next two weeks. Staff also met with the Town's GIS consultant to review progress and researched the Town boundaries for GIS implementation.

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 15
- Zoning Inquiries (email/phh tone): 13
- Zoning Inspections: 13
- BTR Reviews: 4
- Special Events Permits: 1

Goals for next week

- Continue working with Town Attorney and Town Planner on the sanitary sewer easement issue at various mobile home parks.
- Work with Town Attorney and Building Department on final details of the Amnesty Program.
- Continue the individual meetings with commissioners and the property owners of Trinity RV Park