




DATE: October 1, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – October 1, 2021

ICMA Conference

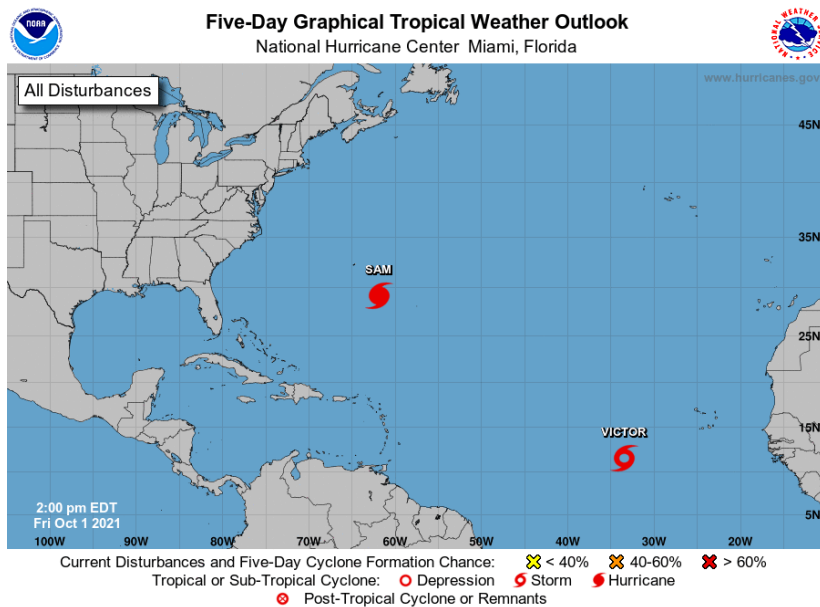
Please be advised that I will be out of the office next week attending the ICMA Conference. I will be back in the office on Friday, October 8. Harry Taubenfeld will be acting manager in my absence.

All staff meeting - Beginning of the Fiscal Year 2021-22

This week I held a staff meeting with all of the entire staff to discuss our accomplishments from the past year and the obstacles we faced in doing so. In addition, we spoke about our goals for the upcoming year.

Tracking the Tropics

Staff is monitoring two storms in the Atlantic: Hurricane Sam and Tropical Storm Victor. Fortunately, neither of them poses any threat to our area.



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

Please be advised that this project has been approved by the DRC and will now go before the Planning and Zoning Board on October 7. This item should be presented to the Commission for their approval in November and December.

Departmental Updates

Police Department

The PD staff continues to accept and process applications for police officers. Additionally, Interim Chief Howard and I are setting up a meeting with the City of Margate regarding their Teletype System.

Public Works

John P. Lyons HMGP Drainage Project

RFP 21-04 for the John P. Lyons HMGP Drainage Project will be advertised on October 3.

Hazardous Materials in Lift Station 32

Staff is waiting for Commission approval to proceed with the clean-up efforts of the hazardous materials found in Lift Station 32.

CDBG 45th Year Grant – ADA Restrooms

This week staff conducted the final inspection of the new ADA restroom.

Lift Station 15

Staff is awaiting the executed agreement from C&I to begin construction of Lift Station 15.

Finance Department

This week staff prepared for the close of FY 2020-21 and the beginning of FY 2021-22. Staff's attention will now focus on the annual audit.

Human Resources

Human Resources handled a number of employee relations matters this week including a disciplinary matter. HR is also working on the recruitment for the open public works positions.

Town Planner

This week, the Town Planner coordinated and attended a meeting between the developers for the "Wawa" project and new Commissioner Hodgkins to review the proposed project and answer any of his questions. The project will be presented to the Planning and Zoning Board on October 7.

Additionally, Staff completed the following:

Zoning Building Permit Reviews:	10
Zoning Inquiries (email/phone):	5
Zoning Inspections:	17
BTR Reviews:	3

Town Clerk

This week the Town Clerk's Office work on the agendas for the Visioning/Goal Setting Session and the Commission meeting on October 13. Staff is also organizing another records shredding event.

Code Compliance

Recording of Liens:	10
Affidavit of Compliance:	10
Affidavit of Non Compliance:	2
Notice of Formal Hearing:	26
Notice of Violation:	9

In addition, Code Compliance staff continues to meet with residents and business owners regarding their violations to assist them in achieving compliance.

Goals for next week

- Attend the International City Manager Association Conference.