




DATE: April 30, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – April 30, 2021

Remodeling of the new Building Department

The contract amendment to remodel the lobby area was discussed at the commission workshop this week and will be presented to the commission for approval at their meeting in two weeks.

Amnesty Program

This week Staff and I met to discuss the details of the proposed amnesty program. During the meeting, I requested that an assessment be conducted at all mobile home parks to determine the magnitude of this issue. We will meet again next week to continue the discussion.

Holiday Decorations

As requested by Clerk Commissioner Dieuveille, Staff is researching options for new holiday decorations for the commission's consideration.

Sanitary Sewer Maintenance Agreements at Mobile Home Parks

The Town Attorney and I have received and are reviewing the agreements that were signed by the Town and the several mobile home park owners.

Departmental Updates

Police Department

This week, Interim Chief Howard and I met with the architect to review the final layout of the proposed police department. The architect made the final revisions and submitted the final plans to the town on Wednesday.

Public Works

Carolina Pumps Oil to Water Lube Conversion

The first pump overhaul was completed and the pump was reinstalled today. The contractor removed the second pump and took it in to their shop for refurbishment.

CDBG 45th Year Grant – ADA Restrooms

The contract has been awarded to ACT Services. The contract documents and the notice to proceed are being reviewed by the Town Attorney for legal sufficiency.

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 being finalized and should be advertised within the next two weeks.

Finance Department

This week, the Finance Department continued to work with the auditors on the final audit report. Staff also followed up with the USDA on the pre application that was submitted last week for the police department loan.

Human Resources

This week HR reviewed the resumes received for the Public Works Director position. The deadline was extended an additional two weeks. Staff also reviewed applications for the Stormwater/Wastewater position.

Town Clerk

The Town Clerk's Office worked on the follow up items from this week's commission workshop as well as the minutes from the last commission meeting. In addition, staff is continues working on several public records requests.

Town Planner

This week, the Town Planner worked with the Building and Code Department as well as the Town Attorney regarding an unsafe structure issue. Staff also reviewed the proposed exterior changes to the Hallandale Beach Boulevard RaceTrac.

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 4
- Zoning Inquiries (email/phh tone): 5
- Zoning Inspections: 1
- BTR Reviews: 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