




DATE: May 21, 2021

TO: The Honorable Mayor and  
Members of the Town Commission

FROM: J.C. Jimenez   
Town Manager

RE: Letter to Commission – May 21, 2021

**FEMA COVID 19 Vaccination Site at the Preserve**

On Saturday, FEMA opened up walk-up vaccination site at the Preserve from 8am to 4pm in which over 100 Pfizer vaccines were administered. FEMA will be back on June 5<sup>th</sup> to administer the second dose of the vaccine. They also indicated that first doses will be provided to anyone that wants to get vaccinated.

**Amnesty Program**

Staff and I continue to work out the details of an amnesty plan to address the issue of “illegal additions” to mobile homes. In order to get a better understanding of the number of mobile homes impacted, I have asked staff to conduct an assessment of each of the mobile home parks in the Town. This assessment will provide a more accurate picture of field conditions. Please know that I have been contacted by several residents concerned over this matter and our intention is to work with the mobile home park owners and the mobile home owners to resolve this issue.

**Cops More Grant**

Please note that the Town is working on an application for the Cops More Grant. This is a federal grant which, if awarded, will cover the cost of the police officer’s salaries for up to three years.

**Remodeling of the new Building Department**

The remodeling of the Town Hall, which was approved by the Commission at their last meeting lobby commenced this week. This work is expected to commence on Monday.

**Departmental Updates**

**Police Department**

This week, staff worked with the Town’s lobbyist team on a Cops More Grant application. If funded, this grant will provide funding for the police officer salaries for the first three years of operation.

Public Works

*Median Improvements on Hallandale Beach Boulevard*

The Roads and Street Crew continued this week with the improvements to the medians on Hallandale Beach Boulevard. Last week, four new palm trees were planted on one of the empty medians. Public Works staff is also working with a contractor to repaint the entryway sign on Hallandale Beach Boulevard and 56<sup>th</sup> Avenue.

*Carolina Pumps Oil to Water Lube Conversion*

The overhaul/refurbishment of pump No. 2 continued this week. The overhaul process is expected to last a total of 6 weeks.

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

Staff is in the process of negotiating an easement agreement with Broward County Schools to allow us to connect the new bathroom to their sewer system. This item will be discussed at next week's commission workshop.

*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.

*Lift Station 15*

All bids for this project are due next week on May 26, 2021.

Finance Department

This week, Finance staff continued working on the implementation of the new financial software. Staff also attended training on the American Recovery Act. Staff is also preparing for the upcoming budget season.

Human Resources

HR staff has commenced preliminary interviews for Public Works Director and for the Stormwater/Wastewater position. I also tasked HR to complete a risk management assessment for all Town vehicles so we can properly create a maintenance schedule and replacement plan.

Town Clerk

The Town Clerk's Office finalized the agenda for next week's commission workshop. Staff is also working on the content for the next newsletter to be sent to residents.

Town Planner

This week, the Town Planner met with the Broward County Planning Council regarding the Town's flexibility units. Staff also met with representatives from Green Acres MHP regarding future mobile home sites and with the owner of the six acre lot on Hallandale Beach Boulevard regarding their proposed project.

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 42
- Zoning Inquiries (email/phone): 8
- Zoning Inspections: 0
- BTR Reviews: 1

**Goals for next week**

- Get the first draft of the newsletter
- Commence budget preparations with Finance
- Work with Town Attorney and BSO on the transition plan
- Continue the individual meetings with commissioners and the property owners of Trinity RV Park