




DATE: February 5, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez
Town Manager 

RE: Letter to Commission – February 5, 2021

COVID-19 Protocols at Town Hall

Late last week, three members of our team tested positive for COVID-19. As a result, Town Hall was disinfected and all employees were tested. Fortunately nobody else tested positive. As a reminder, any one entering town hall MUST wear a mask and have their temperature taken at the front desk. Only authorized personnel may be inside of town hall after hours.

Possible Development on Hallandale Beach Boulevard

Next week, staff will be meeting with the owners of the 6 acre lot on Hallandale Beach Boulevard and SW 32nd Avenue about their development plans for the property.

COVID-19 Vaccination site at the Preserve

Staff is still working with the County EOC and the State in an effort to open a drive thru vaccination POD at the Preserve.

Town Mission and Vision Statements

The Vision and Mission statement brainstorming meeting with staff scheduled for Tuesday, February 2 was postponed as a result of the new COVID cases in Town Hall.

Newsletter

Staff is working with the graphic designer on the final edits. The goal is to go to print in the next two weeks.

New Website

The final edits and modifications are being made by the web designer. All of the content has been uploaded and formatted. Staff expects a go-live date of February 22.

Remodeling of the new Building Department

The construction contract was finalized this week and sent out to the contractor for execution. Construction should begin shortly after execution.

Departmental Updates

Public Works

Beautification of the Medians

This week, the crew continued the beautification of the medians by clearing out another one of the median islands and preparing it for sod and testing the irrigation. Sod will be delivered next week.

Pressure washing of Hallandale Beach Boulevard

Staff is presenting a quote to the Commission next week to pressure wash the entire boulevard.

Finance Department

This week, the Finance Department continued working on the audit as well as the implementation of the new financial software. In addition, the department is working with Broward County on CARES Act reimbursement to the Town.

Human Resources

This week, Human Resources, conducted the onboard process for the new community gardener. Additionally, staff continued to update the new ADP system.

Town Clerk

This week the Town Clerk's Office finalized the agenda for next week's commission meeting. Staff is also working with the web designer to finalize the Town's new website.

Town Planner

This week staff continued working on the establishment of Zoning Code application fees which was discussed at last week's commission workshop. This item will be presented to the Commission next week for their consideration and approval.

Information Technology (I.T.)

Comcast will be on site to move the fiberoptic cables to the new server room next Friday, February 12.

Goals for next week

- Meet with the Police Committee to review the proposed design/layout of the new department
- Meet with the property owner of the 6 acre lot on Hallandale Beach Boulevard to discuss their development plans
- Follow up with Senator Jones' office regarding a site walk-through at the Preserve for a possible vaccination site.
- Conduct employee evaluations for Department Directors.