




DATE: February 12, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez 
Town Manager

RE: Letter to Commission – February 12, 2021

COVID-19 Protocols at Town Hall

Reminder: Only authorized personnel are allowed in Town Hall. Everyone entering Town Hall is required to take their temperature and wear a mask. Absolutely no exceptions are being made.

Proposed Improvements to I-95 by FDOT

This week Staff and Commissioner Clark met with FDOT regarding a proposed improvement/expansion of I-95 from County Line Road to Hollywood Boulevard. The proposal would require FDOT to acquire a number of properties directly adjacent to I-95 to allow for this expansion. This item will be coming up for discussion at the next commission workshop.

Possible Development on Hallandale Beach Boulevard

Staff met with the representative for the property owner of the 6 acre lot on Hallandale Beach Boulevard and SW 32nd Avenue about their development plans for the property. I will share more information regarding these plans as they become available.

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 is scheduled for Tuesday, February 16.

Newsletter

Staff is working with the graphic designer on the final edits. There are currently two corrections that need to be made. Staff is also working on obtaining a mailing list for the town.

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 building permits were issued this week. Construction is expected to commence next week once the results of the asbestos test are received.

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. Staff is pricing out the sod.

Pressure washing of Hallandale Beach Boulevard

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

Carolina Pumps Oil to Water Lube Conversion

This week, the Commission approved the proposal from MWI to overhaul the pumps. The contractor will need 6 weeks to overhaul each of the three pumps.

Portable Pump at Bamboo MHP

The portable pump at Bamboo MHP will be reinstalled next week.

Purchase of a Directional Arrow for Maintenance of Traffic

Staff is purchasing a directional arrow board for the public works department to use to improve worker safety when the crew is working in the roadway. Below is an example.



Finance Department

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

Human Resources

This week staff started the onboarding process for the Interim Chief of Police and for the Temporary Scanning Clerk. HR also continued uploading the personnel files into the ADP system.

Town Clerk

The Town Clerk's Office worked on the follow up items from this week's commission meeting. Staff is also working with the web designer to finalize the Town's new website, which is expected to go live on February 22. Staff is also finalizing the newsletter.

Town Planner

This week staff met with a developer's representative regarding a potential development on Hallandale Beach Boulevard and spoke with another representative regarding a proposed development of the Tom Thumb Gas Station on 56th Avenue and County Line Road. Staff is also in the process of formatting the Town's Comprehensive Plan into on concise document.

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 14
- Zoning Inquiries (via phone): 4
- Business Tax Receipt Review: 2

Information Technology (I.T.)

Comcast is on site today to switch over the fiber cables from the old server room to the new server room. The old server room should be fully vacated by next week.

Goals for next week

- Work with Interim Chief Howard to finalize the design/layout of the new department
- 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.