




DATE: February 19, 2021

TO: The Honorable Mayor and  
Members of the Town Commission

FROM: J.C. Jimenez   
Town Manager

RE: **Letter to Commission – February 19, 2021**

### **Promotions and Personnel Changes**

I wanted to take a moment to formally announce some personnel changes in the Building Department that became effective this week.

- Joseline Ramirez, Code Enforcement Officer has been promoted to Chief Code Enforcement Officer.
- Teresa Malcolm, Building Clerk/Permit Tech has been recently become certified in Code and will be transferred to a new role as Code Enforcement Officer.
- Jeffrey Louis, Code Enforcement Supervisor, has been reclassified/transferred as the Emergency Management Manager/Building Clerk.

### **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.

### **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, however, we have been informed that no new PODs are opening until more vaccines are received.

### **Newsletter**

The newsletter has been completed and is currently being printed and prepared for mailing. We expect the newsletter to be delivered to the residents and businesses the first week of March.

### **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 demolition of the old administration office commenced this week.

## Departmental Updates

### Police Department

Staff is working on reducing start up costs and seeking alternative financing methods.

### 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*

This week the contractor pressure washed the medians and sidewalks along Hallandale Beach Boulevard.

#### *Carolina Pumps Oil to Water Lube Conversion*

The first pump will be removed by the contractor next week for repair and modification. 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*

The directional arrow board was delivered this week. This will improve the safety of our employees when they are working in the roadways.

#### *New Logos on the Bus Shelters*

This week, the old town logo on the bus shelters was replaced with the new logo.



### Finance Department

The Finance Department continued working on the audit as well as the implementation of the new financial software. Please note that we expect to complete the audit in time this year for the first time in several years. In addition, the department is still working with Broward County on CARES Act reimbursement to the Town.

### Human Resources

This week Human Resources conducted two training sessions on the new employee handbook and addressed any questions or concerns from employees. HR also continued to work and train on the ADP system to build out the applicant tracking system and onboarding feature.

### Town Clerk

The Town Clerk's Office worked on the agenda for next week's commission workshop. The Clerk's Office also continued to finalize the website which is expected to go live next week and finished the newsletter which will be sent out to residents the week of March 1<sup>st</sup>.

### Town Planner

This week staff participated in the Hearing Examiner Meeting and the Planning and Zoning Board Meeting. The Town Planner also finished formatting the Comprehensive Plan into a single document as well as organized the Town Planner site plan files to be consistent with Florida Records Retention Laws.

Additionally, Staff completed the following:

- Zoning Building Permit Reviews: 20
- Zoning Inquiries (via phone): 5
- Zoning Inspections: 6
- Business Tax Receipt Review: 2

### Information Technology (I.T.)

The fiber cables were successfully transferred to the new server room and the old server room has been fully vacated.

### Goals for next week

- Work with Interim Chief Howard to on the Police Budget in an effort to lower costs.
- Conduct employee evaluations for Department Directors.