



DATE: January 8, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez
Town Manager

RE: Letter to Commission – January 8, 2021

COVID-19 Vaccination Site

This week, we were informed that the State has approved the opening of a vaccination site at Koinonia Church here in Town. The vaccines will be administered through Florida Dept. of Health of Broward County on Sunday from 10:00 am until 6:00 pm for Seniors 65 years of age and older. A total of 500 vaccinations will be administered. Traffic detail is being coordinated through BSO.

Departmental Accomplishments and Goals

I have directed staff to prepare a report highlighting their accomplishments for 2020 and their goals for 2021. The purpose of this report is to provide the commission with an in-depth view of not only what has been accomplished but also the vision of each department head. I intend on providing these reports to the Commission to provide a better understanding of each department and assist when you meet to discuss your vision and goals. In addition, I have directed staff to come up with a Mission Statement for their departments.

Town Mission and Vision Statements

On January 19, I will be conducting a brainstorming session with the department heads to come up with Mission and Vision Statements for the Town. This exercise will help remind all employees of the Town's purpose and help us create the goals to achieve that purpose. The proposed mission and vision statements will be presented to the Commission for their approval.

Procurement Manual

This week, I met with staff to discuss and clarify the town's procurement procedures. The town attorney and I are reviewing the current policy to determine if any changes or improvements need to be made. Any proposed changes will be presented to the commission for approval.

BSO Update

As BSO advised the commission at the December workshop, their proposal will be submitted in time for the January workshop meeting.

Broward County Cares Act

After much discussion, Broward County has agreed to accept our Cares Act reimbursement request. Staff is working with the County to finalize the reimbursement.

New Town Website

The launch of the new website has been delayed. Upon final review, there were several areas that needed to be reformatted.

Newsletter

Today, I met with the graphic designer of the newsletter. She is preparing a second draft that I will distribute to the commission for their comments. My goal is to get the newsletter in the mail before the end of the month.

Remodeling of the new Building Department

A total of 3 bids were received. A recommendation for contract award will be presented to the commission next week.

Departmental Updates

Public Works

New Water Service Line at Town Hall

This project was successfully completed on December 23. This week, public works completed the asphalt patch of the trench where the new water line was installed.

Asphalt of Howard P. Clark Linear Pathway

The contractor returned to the site and repaired the areas that needed to be addressed. Public Works inspected the walkway and the project has been closed out.

Irrigation Pump on Hallandale Beach Boulevard

The irrigation pump has delivered and has been installed. Staff is now looking to replace the cabinet that houses the pump.

Human Resources

This week, Human Resources built out the ADP Performance Module, which will help streamline the employee evaluation process. HR also assisted the Town Clerk in creating a Public Records Training for employees.

Finance Department

This week, Finance Director Taubenfeld and I met with the auditors in preparation for the upcoming audit. Our goal this year is to get the audit completed on time and without any findings.

Police Department

Police Consultant Howard is finalizing the costs of the Computer Aided Dispatch system.

Town Clerk

This week staff worked on finalizing the agenda for next week's Commission meeting. The Clerk's Office also prepared a Public Records training for staff.

Information Technology (I.T.)

Construction on the new server room is nearing completion.

Goals for next week

- Review the agenda with Commissioners
- Send draft newsletter to the commission and get their comments.
- Work with staff to finish the edits to the website
- Follow up with Public Works regarding a plan of action for the maintenance and beautification of the parks, medians and right-of-way areas.