




DATE: January 15, 2021

TO: The Honorable Mayor and
Members of the Town Commission

FROM: J.C. Jimenez
Town Manager 

RE: Letter to Commission – January 15, 2021

Meeting with Representative Marie Woodson

This week, I met with State Representative Woodson at her request, to introduce myself and to discuss the Commission's priorities this year. I reiterated to her that the Town supports her and is a partner in her quest to bring positive change to our district.

COVID-19 Vaccination Site

As requested by Commission this week, staff continues to pursue the opening of a vaccination site at the Preserve. I spoke with Dr. Thaqui from the Florida Department of Health in Broward and she indicated that all requests for vaccination sites are going through Broward Office of Emergency Management. The Town's request was submitted to the County on Thursday.

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. The deadline for this report is January 25.

Town Mission and Vision Statements

On January 19, Human Resources and 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.

Newsletter

Today, I met with staff to review the draft newsletter for typos, grammatical errors and other corrections. We will work with the graphic designer to make those changes. Also, staff is inquiring about getting the mailing list for the Town and prices from printing companies. The goal is to have

the newsletter mailed out by the end of the month. The Clerk's Office will be meeting with each commissioner to review their pages.

Remodeling of the new Building Department

This week, the Commission approved the contract award for this project. The contract is currently under review by the Town Attorney. Construction is expected to begin at the beginning of February.

Departmental Updates

Public Works

Asphalt of Howard P. Clark Linear Pathway

Staff has identified additional cracking in the linear walkway project and will have the contractor come back to correct.

Replacement of the Decorative Poles

The proposal for the decorative poles was approved by the Commission this week and the project is currently under way. The two decorative poles will be installed by next week.

Human Resources

This week, Human Resources finalized the on boarding process for the new Town Planner and finalized the background check for the Police Chief candidate, David Howard.

Finance Department

This week, Finance staff started gathering all of the information requested by the auditors for the year end audit.

Town Clerk

This week, the Clerk's Office conducted a Public Records training for staff. Also, the Clerks Office is assisting in the editing of the newsletter and coordinating the efforts to acquire the mailing list of the Town.

Information Technology (I.T.)

Construction on the new server room is nearing completion. Staff is also working with the cabling contractor and with comcast for the rewiring to the new server room.

Goals for next week

- Finalize newsletter and obtain the mailing list, a price for printing and a price for postage
- Follow up with the County on the creation of a Vaccination Site at the Preserve
- 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.