



DATE: January 22, 2021

TO: The Honorable Mayor and  
Members of the Town Commission

FROM: J.C. Jimenez  
Town Manager

RE: Letter to Commission – January 22, 2021

#### **BSO Update**

Undersheriff Anderson has informed me that the proposal from BSO will be hand delivered to me on Monday morning.

#### **COVID-19 Vaccinations**

As we have seen in the news, the vaccination process for residents 65 years of age and older has been slow and disorganized. The State Dept. of Health created a new vaccine appointment scheduling system. The Mayor has asked that this information be posted on the message boards at all of the mobile home parks and apartment buildings. Staff is creating a flyer to be distributed. In addition, staff continues to work with the EOC in the hopes of opening a vaccination site in our Town.

#### **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**

The Vision and Mission statement brainstorming meeting with staff was postponed and is currently being rescheduled.

#### **Newsletter**

This week staff met again with the newsletter designer to discuss the formatting and content changes. Staff also obtained quotes for printing and postage. This item will be presented to the commission at next week's workshop.

#### **Remodeling of the new Building Department**

The contractor is in the process of obtaining the permit to begin construction. Construction is anticipated to begin the first week of February.

## **Departmental Updates**

### **Public Works**

#### *Sewer Main Break on SW 30<sup>th</sup> Street*

This week the sewer department repaired on the Town owned sewer main which is adjacent to West Park. While the repair was being performed, officials from West Park arrive on the scene to inform staff that they need to pull permits. The staff was able to complete the repair and is working on filling out the proper permit applications with West Park.

#### *Replacement of the Decorative Poles*

The contractor has confirmed that the two decorative poles will be installed next week.

#### *Median Improvements on Hallandale Beach Boulevard*

The damaged irrigation pump has been replaced and the irrigation system is now operational. The Streets crew resumed clearing out another section of median this week and sod will be installed the first week of February.

#### *Asphalt Restoration on 52<sup>nd</sup> Avenue*

The asphalt restoration will take place the week of February 15 while students are on spring break.

### **Finance Department**

This week, the Finance Department started submitting the financial information requested by the auditors in the portal.

### **Town Clerk**

This week, the Clerk's office obtained the quotes for the production and mailing of the newsletter and continues to work on the final edits with the graphic designer. Additionally, they are working on final formatting and content for the new website.

### **Information Technology (I.T.)**

Staff is trying to finalize a date with Comcast to move the fiberoptic cables to the new server room. Staff is also working on the work order software with the anticipation of going live in 3 to 4 months.

### **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
- Review workshop agenda with Commissioners