

Memorandum



CITY OF DALLAS

DATE January 21, 2021

TO Rocky Vaz, Emergency Management Coordinator

SUBJECT Vaccine Registration Hubs

Dear Rocky:

Under the authority granted to the mayor as the city's Emergency Management Director under the Texas Government Code, Chapter 418, and the Dallas City Code, Section 14-B, I hereby order the Office of Emergency Management to set up registration hubs to assist City of Dallas residents in underserved areas who do not have the means to register themselves in Dallas County's online COVID-19 vaccine registration portal.

The hub locations shall be strategically placed based on data from Parkland Center for Clinical Innovation, the Community Health Needs Assessment, and City of Dallas Office of Equity data on internet accessibility, computer usage, and vulnerability.

Once the state-designated Emergency Management Coordinator deems that a hub is necessary, the City of Dallas Office of Emergency Management shall identify an appropriate site for the hub and inform the area's City Councilmember(s) and the mayor that the location has been selected. It is imperative that these sites are selected based on the city staff's assessment of the data and the community's needs, and not on the whims of elected officials.

The Office of Emergency Management shall then work with City Councilmembers to solicit community volunteers to serve as registration facilitators at the identified sites. If additional city staff is needed to help support operations of the site, their use must first be approved by the Emergency Management Director. These sites should be outfitted with necessary computer and technological support for the registration process.

The proposed sites shall have enough space to conform to Centers for Disease Control and Prevention recommendations regarding social distancing, personal protective equipment (PPE), and proper site cleanliness. Masks must be worn properly by all volunteers at the site, and appropriate precautions such as temperature checks and COVID-19 pre-screening should be instituted.

The Office of Emergency Management shall coordinate with appropriate city departments to provide PPE, as well as personal and building sanitizing agents.

Thank you for your diligence and for assessing relevant data to develop your proposal. It is important for our city government to make decisions that are based on data and facts rather than on politics or anyone's "gut feeling," as one City Councilmember recently put it. That is what good government does, and it is what our community demands from us.

In addition, I am grateful that the City of Dallas is once again stepping up to provide robust additional assistance to the COVID-19 response efforts of our contracted public health authority, Dallas County. I am hopeful that the city will also soon be able to distribute vaccines to the public.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'E. Johnson', with a long horizontal stroke extending to the right.

Eric Johnson
Mayor

Cc: Casey Thomas, Chair, Ad Hoc Committee on COVID-19 Response and Recovery
Cara Mendelsohn, Chair, Government Performance & Financial Management Committee
T.C. Broadnax, City Manager