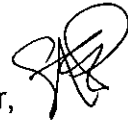


CITY OF HALLANDALE BEACH, FLORIDA
MEMORANDUM

DATE: June 2, 2017

TO: City of Hallandale Beach Commission

FROM: Steven F. Parkinson, P.E., PWLF, Assistant City Manager/Director,
Department of Public Works




SUBJECT: Sustainability Action Plan Update

The City Commission awarded RFP 2015-2016-24 Development of a Sustainability Action Plan (SAP) to Reynold, Smith and Hills (RS&H. Inc.) during the Match 1, 2017 City Commission Meeting. The City issued a Notice to Proceed to RS&H on May 25, 2017 noting an official project start date of May 31, 2017. An initial kick-off phone call between the City and the Consultant occurred on this start date to discuss the logistics of the project's next steps: 1) Kick-Off Meeting, 2) Staff Interviews and 3) Site Assessment.

A tentative date of Monday, June 19, 2017 has been set for the Kick-Off Meeting and Staff Interviews. The one-hour Kick-Off Meeting is being scheduled to occur during the morning of June 19th. This Meeting will include a presentation of the project scope, identify key sustainability issues to be addressed in the SAP, establish protocols for communication and shared responsibilities and identify stakeholder groups and key community participants. Staff from the City Manager's Office, Department Directors as well as members of the newly formed Interdepartmental Project Team (IPT) will be invited to this meeting. The Meeting will be followed by group/individual IPT member interviews. The Green Initiatives Coordinator will also be reaching out to each individual member of the City Commission to schedule individual interviews the afternoon of June 19th. If Commission Members are not available, interviews may be conducted via telephone or in person on an alternate date.

The Site Assessment is tentatively set for Tuesday, June 20, 2017. This Site Assessment will serve to familiarize RS&H with key infrastructure in the City, such as: the Public Works Compound, Garage and Water Treatment Plant, City Hall, Fire Stations, Parks, utility infrastructure, Community Center/s etc.

After the Kick-Off Meeting, Staff Interviews and Site Assessment are complete, the focus will shift to data collection in order to form a baseline picture of the City's current operations.

Prepared By: 
Susan Fassler, Green Initiatives Coordinator

Attachments:

Sustainability Action Plan Scope of Work