

# BAL HARBOUR

- V I L L A G E -

OFFICE OF THE VILLAGE MANAGER

LETTER TO COUNCIL

NO. 074-2018

To: Mayor Gabriel Groisman and Members of the Village Council

From: Jorge M. Gonzalez, Village Manager 

Date: April 27, 2018

Subject: **New Appointment - Dolores Mejia, Management Services Administrator, Bal Harbour Village Police Department**

The purpose of this Letter to Council (LTC) is to inform you of the return of a former Village employee who will rejoin our team effective April 30, 2018. Dolores Mejia worked for Bal Harbour Village from January 2014 to February 2016 as the Management Services Administrator in the Bal Harbour Village Police Department. Dolores left Bal Harbour Village to accept a position with Miami-Dade County, Department of Transportation and Public Works. The position of Management Services Administrator is currently vacant as the most recent incumbent, Chanelle Pough, has resigned and accepted a position with a non-profit organization. Dolores has agreed to return to her former position which will ensure stability and a smooth and efficient continuation of the important administrative work in the Police Department while we continue to work to permanently fill the Police Chief's position.

The Management Services Administrator is a civilian staff-level position responsible for the oversight of the Administrative Division of the Police Department, including procurement of goods and services, as well as budget monitoring and fiscal management of the police budget. The position also includes oversight of the Village's Information Technology area.

Prior to her work in Bal Harbour Village, Dolores worked for the City of Miami Beach from 2002 through 2014 in a number of positions, including serving as the City's Public Safety Administrator responsible for the oversight of the Financial Management Unit of the Miami Beach Police Department as well as the Special Projects Administrator in the Office of the City Manager.

Please join me in welcoming Dolores back to our team. If you have any questions or need any additional information, please feel free to contact me.

JMG/RI