



April 28, 2025

Ms. Vanessa Leroy
City of Hallandale Beach
400 South Federal Highway
Hallandale Beach, FL 33009

RE: Hallandale Beach – Additional Services Agreement Code Enforcement Services

M.T. CAUSLEY HAS BEEN ADVISED TO PROCEED WITH THE FOLLOWING ADDITIONAL SERVICES:

M.T. Causley is pleased to present this Additional Services Agreements (ASA) to the City of Hallandale Beach (City) to provide Code Enforcement Services.

I. Code Enforcement Services

The Code Director, under the direction of the City of Hallandale Beach Department of Sustainable Development Director, is responsible for leading and managing code enforcement operations. Key responsibilities include:

- **Leadership and Management:** Lead and manage the code enforcement team, ensuring effective planning and prioritization of daily tasks.
- **Collaboration:** Engage and collaborate with the code team to plan and prioritize tasks and work closely with other City departments.
- **Workflow Management:** Assign and manage workflow as needed, ensuring efficient operations.
- **Supervision:** Supervise code team members, providing direction and acting as a resource.
- **Case and Report Review:** Review code cases and relevant reports to ensure compliance and accuracy.
- **Availability:** Be available to the Department of Sustainable Development for task assignments and high-priority code complaints.
- **Field and Office Work:** Participate in a variety of field and office work, supporting the code staff in their duties.

SCHEDULE OF FEES

Compensation for services under this Task Order will be billed hourly based on the rate shown below, new rate effective May 1, 2025. Previously approved proposal with a budget of \$25,000 will be closed completed, and this new proposal will become effective upon receipt of fully executed. It is assumed in this proposal that approximately 90 business days remain in this Fiscal Year from May 1 – Sept 30; this proposal includes a Not to Exceed budget of \$121,500.

SERVICES	STANDARD HOURLY RATE
Director of Code Enforcement	\$150.00 per hour

*Services requested beyond normal business hours, Monday through Thursday, will be invoiced at one-and-a-half times (1.5x) the standard rate with a two (2) hour minimum.

In-person services requested on Fridays or Saturdays, will be invoiced at one-and-a-half (1.5) times the standard rate with a four (4) hour minimum.

Services requested on Sunday or US Federal holidays will be invoiced at two (2) times the standard rate with a four (4) hour minimum.

We appreciate the opportunity to submit this ASA. M.T. Causley is prepared with the necessary manpower to proceed with the proposed scope of services upon receipt of the executed authorization. Our personnel are committed to completing the project in a timely manner. Please indicate your acceptance of this proposal by signing below and returning one executed copy of the contract to this office. We look forward to working with you in making this project a success.

Sincerely,

Matthew K. Causley
President

ACCEPTANCE OF CONTRACT

M.T. CAUSLEY, LLC

By: _____ Date: April 28, 2025 _____
Name: Matthew K. Causley
Title: President

By: _____ Date: _____
Name: Dr Jeremy Earle
Title: City Manager