



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	File No.:	Item Type:	1 st Reading	2 nd Reading
5/7/2025	25-126	<input checked="" type="checkbox"/> Resolution	Ordinance Reading	N/A
		<input type="checkbox"/> Ordinance	Public Hearing	<input type="checkbox"/>
		<input type="checkbox"/> Other	Advertising Required	<input type="checkbox"/>
		Quasi-Judicial:	<input type="checkbox"/>	
Fiscal Impact (\$):		Account Balance (\$):	Funding Source:	Project Number:
\$171,500		\$45,000 \$5,000	5050-531010 2415-531010	N/A
Contract/P.O. Required		RFP/RFQ/Bid Number:	Sponsor Name:	Department:
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	N/A	Vanessa Leroy, Director	Sustainable Development
Strategic Plan Focus Areas:				
<input type="checkbox"/> Fiscal Stability	<input checked="" type="checkbox"/> Resident Services	<input type="checkbox"/> Public Safety	<input type="checkbox"/> Infrastructure & Mobility	<input type="checkbox"/> Economic Development & Affordable Housing
Implementation Timeline:				
Estimated Start Date: 5/7/2025			Estimated End Date: 9/30/2025	

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING AN EXCEPTION TO COMPETITIVE BIDDING UNDER SEC. 28-3 OF THE CODE OF ORDINANCES TO APPROVE THE PROPOSED CONTRACT WITH M.T. CAUSLEY, LLC FOR CODE COMPLIANCE OFFICIAL PROFESSIONAL SERVICES FOR FY 2024-25 IN AN AMOUNT NOT TO EXCEED ONE HUNDRED SEVENTY ONE THOUSAND FIVE HUNDRED DOLLARS (\$171,500); AND PROVIDING FOR AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

The proposed Resolution approves additional professional services to temporarily fill the recently vacant Code Official position and expands the scope of services to include Code

Assessment services through M.T.Causley, LLC. for a total amount not to exceed \$171,500.

Background:

The Code Official position has been vacant since March 27, 2025. DSD is actively recruiting for a full-time replacement, but until then, the position is being temporarily filled by Bernard Pita from M.T. Causley LLC. The department will continue to rely on these temporary services until a permanent hire is made.

Current Situation:

The existing Purchase Order (P.O.) #20250956 with M.T. Causley LLC is for \$25,000 to temporarily fill the Code Official position. Staff proposes to increase the contract terms to provide services until the end of the fiscal year, in case it is needed. The additional Code Official services are estimated at \$121,500.

The City is also taking the opportunity to assess the Code Compliance Division's effectiveness delivered in a comprehensive report known as Code Assessment Services. Staff is proposing to include Code Assessment Services, which provide as overview of the Code Division operations and recommendations for improvements, valued at \$25,000.

Therefore, we propose increasing the P.O. to a maximum of \$171,500 to cover the extended period of services and added scope of work.

- Existing PO:	\$25,000	Budgeted
- Additional Code Official Services:	\$121,500	Requested
- <u>Additional Code Division Assessment:</u>	<u>\$25,00</u>	<u>Requested</u>
TOTAL:	\$171,500	

Why Action is Necessary:

Pursuant to Section 23-8 Exception to Bid Requirements, (2) Professional Services, of the City of Hallandale Beach Code of Ordinances, contracts for professional services involving peculiar skill, ability, experience or expertise, which are in their nature unique and not subject to competitive bidding, are exempt from the competitive bidding requirements of this article; however, a formal written contract, approved by the commission, shall be required for all such contracts in excess of twenty-five thousand (\$25,000.00) dollars.

Pursuant to Code of Ordinances, Chapter 23, Section 23-12 Procedures for purchases in excess of \$50,000, item (7) Change Orders, any change in the contract price, scope of work, or time for completion of any project following the award of a contract shall be by written change order, approved by the City Manager and executed with the same formalities as the contract. (7)(a) The City Manager may approve any change orders so long as the total sum of all change orders does not exceed the total amount awarded by the City Commission by more than either ten percent of the contract cost or \$50,000,

whichever is less. The scope of any project may not be changed without prior approval of the City Commission.

Cost Benefit:

By increasing the PO, the department ensures uninterrupted services to the Code Division without the risk of service disruption. The continued use of M.T. Causley LLC allows the department to maintain operational efficiency while actively recruiting for the permanent position.

Staff negotiated a reduced hourly rate for the Code Official to \$150/hour (from \$176/hour in previous contract). The total additional services counting from May 1 to the end of the fiscal year is estimated at \$121,500. This is in addition to the previous P.O. of \$25,000 for a total NTE of \$146,500 for the Code Official service.

The Code Assessment Services are valued at \$25,000. Therefore, the costs associated with this P.O. are expected not to exceed \$171,500.

PROPOSED ACTION:

The City Commission considers the attached Resolution.

ATTACHMENT(S):

Exhibit 1 – Resolution
Exhibit 2 – Additional Services Agreement
Exhibit 3 – Code Assessment Services Agreement

Prepared By: Vanessa Leroy
Vanessa Leroy
Director

Reviewed By: Noemy Sandoval
Noemy Sandoval
Assistant City Manager