



## City of Hallandale Beach City Commission Agenda Cover Memo

**Hallandale Beach**  
PROGRESS. INNOVATION. OPPORTUNITY.

<b>Meeting Date:</b>	September 18, 2019		<b>Item Type:</b> <i>(Enter X in box)</i>	<b>Resolution</b> <b>X</b>	<b>Ordinance</b>	<b>Other</b> <b>CONSENT</b>	
<b>Fiscal Impact:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Ordinance Reading:</b> <i>(Enter X in box)</i>	<b>1<sup>st</sup> Reading</b> <b>N/A</b>		<b>2<sup>nd</sup> Reading</b> <b>N/A</b>	
	<b>X</b>			<b>Public Hearing:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Yes</b>
<b>Funding Source:</b>	<b>170-2415-512000</b> <b>170-2415-531010</b>		<b>Advertising Requirement:</b> <i>(Enter X in box)</i>		<b>Yes</b>		<b>No</b>
						<b>X</b>	
<b>Account Balance:</b>	<b>512000-\$111,850</b> <b>531010- \$9,160</b> Availability in various accounts. See Exhibit 5		<b>Quasi-Judicial:</b> <i>(Enter X in box)</i>	<b>Yes</b>		<b>No</b>	
						<b>X</b>	
<b>Project Number:</b>	<b>N/A</b>		<b>RFP/RFQ/Bid Number:</b>	<b>RFQ #2017-08 Building Plan Examination and Inspection Services City of Parkland, FL</b>			
<b>Contract/P.O. Required:</b> <i>(Enter X in box)</i>	<b>Yes</b>	<b>No</b>	<b>Strategic Plan Priority Area:</b> <i>(Enter X in box)</i>				
	<b>X</b>		<b>Safety</b>	<input checked="" type="checkbox"/>			
			<b>Quality</b>	<input checked="" type="checkbox"/>			
			<b>Vibrant Appeal</b>	<input type="checkbox"/>			
<b>Sponsor Name:</b>	Greg Chavarria, City Manager		<b>Department:</b> <b>Development Services</b>	Vanessa Leroy, Development Services Director			

**SHORT TITLE:**

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER AUTHORIZING THE ADDITIONAL EXPENDITURE IN THE AMOUNT OF TWO HUNDRED FORTY NINE THOUSAND FIFTY SIX DOLLARS (\$249,056) DOLLARS ON TEMPORARY BUILDING PLAN REVIEW AND INSPECTION SERVICES FROM CALVIN, GIORDANO & ASSOCIATES, INC. ; AND PROVIDING FOR AN EFFECTIVE DATE.

## **STAFF SUMMARY:**

### **Summary:**

The Development Services Building Division has a demonstrated need to supplement inspections, plans review and permit technician services with outside providers. Currently, Calvin Giordano & Associates is providing these services through a piggyback contract agreement via the City of Parkland, Florida, (RFQ #2017-08) (Exhibit 2) and memorialized by Resolution 2018-063 (Exhibit 4). For the current Fiscal Year (FY) 2018-19 budget, the Building Division budgeted \$623,225 for these outside staffing services and purchase order (P.O.) #20190757 (Exhibit 3) was issued for that amount.

The Building Division utilized these services to fill several key positions, including the Building Official position, which was vacant for several months in the beginning of FY 18/19, nearly exhausting the P.O. capacity with paid expenses amounting to \$567,560. The Development Services Department has since hired a permanent Building Official and is seeking to permanently fill the remaining vacant key positions, otherwise currently outsourced. However, until the positions are filled, the Building Division continues to rely on the outside services to maintain an acceptable level of service.

Staffing services for the last quarter of FY 2018-19 are estimated at approximately \$234,000, of which, \$55,665 are already encumbered for the services. Staff is seeking an increase of \$180,000 to cover the remaining expenses. Funding is available in various Building accounts to increase the current purchase order; however, the requested amount exceeds the City Manager's authority to approve change orders; therefore, City Commission authorization is required.

The request, if authorized, will allow the City Manager to approve various change orders amounting to \$180,000 for the end of the current fiscal year. By September 30, 2019, the current purchase order will be closed and new purchase orders for FY 19-20 will be opened. This will allow the Division to maintain its level of services to our customers. Additionally,

### **Current Situation:**

The P.O. #20190757 was issued for a maximum of \$623,225 for staffing services through RFQ #2017-08. To date, \$567,560 have been used by the Building Division. A balance of \$55,665 is available in the P.O. To accommodate payment of the services a change/increase in the P.O. is needed. The remaining expenses for the 3<sup>rd</sup> quarter are estimated at approx. \$234,000; therefore, staff is seeking to increase the P.O. by \$180,000 to cover the remaining costs for services. The Building Division has funds available from various accounts within the Building Fund (170), the largest portion coming from salary savings for the current vacant Building positions. Available funds breakdown is provided in Exhibit 5.

If the request is approved, after the end of the fiscal year, by September 30, 2019, the current purchase order will be closed and new purchase orders for FY 19-20 will be opened.

### **Why Action is Necessary:**

Pursuant to Chapter 23, Section 23-12 (7) Change Orders, The City Manager may approve any change order, 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. This change order is in excess of the City Manager's threshold authority and City Commission authorization is required.

**Fiscal Impact:**

Staff advised that it would cost approx. \$234,000 to continue using outside services to support the Building Division's operations. As \$55,665 has already been encumbered, a total additional amount of \$180,000 is needed. This would increase the P.O. #20190757 to a total of \$803,225. Funding is available in the Building Fund from various accounts. See Exhibit 5. Funds will be transferred into account # 2415-531010

Development Services intends to fill the currently vacant positions which are otherwise outsourced, with permanent city employees. Once these positions begin to be filled, the Division will not have the need to employ outside services and therefore reducing the expenses for outside services in the future fiscal years.

**PROPOSED ACTION:**

Staff recommends the City Commission authorize the City Manager to authorize additional funding for staffing services for Fiscal Year 2018-19, pursuant to Resolution 2018-063. This will allow the Building Division Services to maintain a high level of responsiveness and protection to the public.

**ATTACHEMENT(S):**

- Exhibit 1 – Resolution
- Exhibit 2 - RFQ #2017-08
- Exhibit 3 - P.O. #20190757-00
- Exhibit 4 - COHB Resolution 2018-063
- Exhibit 5 - Available Funding Account breakdown