



## City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading
<b>8/10/2022</b>	<input checked="" type="checkbox"/> <b>Resolution</b> <input type="checkbox"/> <b>Ordinance</b> <input type="checkbox"/> <b>Other</b>	Ordinance Reading	<b>N/A</b>	<b>N/A</b>
		Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
		Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
		Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
File No.:				
<b>22-262</b>				
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number :	
<b>\$59,081</b>	<b>\$56,984</b> <b>\$6,765</b>	<b>001-2130-534010</b> <b>001-1305-534010</b>	<b>N/A</b>	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>RFQ</b>	<b>Chief Michel Michel</b>	<b>Budget and Police Department</b>	
Strategic Plan Focus Areas:				
<input checked="" type="checkbox"/> <b>Finance &amp; Budget</b>		<input type="checkbox"/> <b>Organizational Capacity</b>		<input type="checkbox"/> <b>Infrastructure/Projects</b>
Implementation Timeline:				
Estimated Start Date: 8/15/2022    Estimated End Date: 9/30/2022				

### SHORT TITLE:

**A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA RATIFYING THE FISCAL YEAR 22-23 EXPENDITURE OF FIFTY-NINE THOUSAND EIGHTY TWO (\$59,082) DOLLARS FOR TEMPORARY STAFFING SERVICES FROM K-FORCE; AND PROVIDING FOR AN EFFECTIVE DATE.**

### STAFF SUMMARY:

#### Summary:

On September 21, 2021, Police Department staff sent a Request For Quote (RFQ) for temporary personnel services to cover departmental staffing shortages. KForce, LLC was awarded the RFQ. Both the Budget Department and Police Department separately utilized KForce, LLC to cover staffing shortages totaling \$59,081 through purchase order number 20220594 and 20220011 respectively.

Staff requests that the City Commission ratify the over expenditure of \$9,081. Funding for this expenditure is available in the Police Department account 001-2130-534010 and the Budget Department account of 001-1305-534010.

**Background:**

Due to staffing shortages, the implementation of the parking program, and planned leave, the Budget and Police Department supplemented services with KForce, LLC, a temporary personnel agency, to ensure a steady workflow.

**Current Situation:**

Costs for the two temporary positions surpassed the expected expenditures, incurring costs exceeding the City Manager's threshold of \$50,000. Due to ongoing staffing needs, the Police Department and Budget Department continued to utilize the services by the amount of \$9,081.

Staff from the Budget and Police Department requests City Commission approval to exceed the \$50,000 threshold and ratification of expenditures in excess of that amount.

**Why Action is Necessary:**

Pursuant to Chapter 23, Section 23-10 of the City Code of Ordinances, Appropriations required, (a) no obligation for expenditures of City funds may be incurred except pursuant to, and only to the extent of, a specific appropriation of funds in the budget. This provision shall apply, without being limited to, any formal or informal contractual obligation for the purchase of lease supplies, services or equipment, and personal services. No money may be drawn from the treasury of the City nor may the appropriate city officials execute any check, draft, warrant, note or other negotiable instrument, except pursuant to, and only to the extent of, a specific appropriation of funds in the budget to be debited for such payment; (c) The city manager, in a matter of public necessity, may incur obligations or expend funds, not in excess of \$50,000.00 without complying with this article or the requirements for public bidding, provided that he/she places the ratification of these expenditures on the first regularly scheduled commission meeting occurring after the incursion or expenditure. In an emergency involving urgent, and extreme matters of public health, safety or welfare, the city manager may exceed this monetary limitation, provided that, on the same business day that he/she takes such action, the city manager shall request that a special commission meeting be held at the earliest possible time, to ratify that action.

**Cost Benefit:**

The use of temporary personnel services from companies such as KForce, LLC, allows City departments to supplement employees during staffing shortages. This ability allows for the City staff to maintain workflow when a staffing shortage occurs.

**PROPOSED ACTION:**

Staff requests approval of the attached Resolution.

**ATTACHMENT(S):**

Exhibit 1 – Proposed Resolution  
Exhibit 2 – KForce 2022 Summary

Prepared By: Aaron Smith

Aaron Smith  
Captain

Reviewed By: Michel Michel

Michel Michel  
Chief of Police

Approved By: Jeremy Earle

Dr. Jeremy Earle  
City Mayor