



400 South Federal Hwy
Hallandale Beach, FL 33009

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	June 21, 2017		Item Type: <i>(Enter X in box)</i>	Resolution X	Ordinance	Other	
Fiscal Impact: <i>(Enter X in box)</i>	Yes	No	Ordinance Reading: <i>(Enter X in box)</i>	1 st Reading		2 nd Reading	
		X					
				Public Hearing: <i>(Enter X in box)</i>	Yes	No	Yes
Funding Source:	N/A		Advertising Requirement: <i>(Enter X in box)</i>	Yes		No	
						X	
Account Balance:	N/A		Quasi-Judicial: <i>(Enter X in box)</i>	Yes		No	
						X	
Project Number :	N/A		RFP/RFQ/Bid Number:	N/A			
Contract/P.O. Required: <i>(Enter X in box)</i>	Yes	No	Strategic Plan Priority Area: <i>(Enter X in box)</i>				
		X	Safety <input type="checkbox"/>				
			Quality <input checked="" type="checkbox"/>				
			Vibrant Appeal <input type="checkbox"/>				
Sponsor Name:	Roger M. Carlton, City Manager		Department: Office of the City Manager		Roger M. Carlton		

Short Title:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING TO THE CITY MANAGER OR HIS DESIGNEE TO NEGOTIATE AND APPROVE, AS MIGHT BE NEEDED DURING THE SUMMER RECESS, FOR BIDS, CONTRACTS AND/OR CHANGE ORDERS ABOVE HIS PURCHASING AUTHORITY; AND PROVIDING AN EFFECTIVE DATE.

Staff Summary:

Background:

This item seeks City Commission delegation of authority to the City Manager, or his designee, to approve items above the City Manager's purchasing authority during the summer recess, should the need to do so arise. This request is made with the understanding that staff will bring forth a resolution ratifying City Manager's approvals during the first regular City Commission meeting in August.

Current Situation:

The City Commission's summer recess has been scheduled from July 1 – July 31. To provide continuity of City operations during such time, staff is requesting City Commission delegation of authority to the City Manager, or his designee, to negotiate agreements and approve items such as bids, award of contracts, and/or construction change orders above his purchasing authority. The approval will be for projects for which appropriations have already been approved by the City Commission. This delegation of authority will be only for the summer recess, and staff will bring forth a resolution ratifying City Manager's approvals during the first regular City Commission meeting in August.

Why Action is Necessary:

Pursuant to Chapter 23, Procurement, of the City of Hallandale Beach Code of Ordinances, the City Manager has authority to negotiate and award bids, contracts and/or change orders within his purchasing authority, which is fifty (\$50,000) thousand dollars for bids and services, and twenty-five (\$25,000) thousand dollars for professional services. The City Commission must approve all awards over the authority of the City Manager.

Since the City Commission will be in recess during the month of July, staff is requesting the City Commission to delegate authority for approvals above the City Manager's authority to ensure continuity of City operations. This grant of authority will be used judiciously and after consultation with the Procurement Director and the City Attorney.

Proposed Action:

The City Commission consider and approve the attached resolution delegating authority to the City Manager, or his designee, to negotiate and approve, as might be needed during the summer recess, bids, contracts and/or change orders above his purchasing authority.

Attachment(s):

Exhibit 1 – Resolution

400 South Federal Hwy
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Roger M. Carlton
City Manager