



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	File No.:	Item Type:		1 st Reading	2 nd Reading
9/15/2025	24-558	<input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	9/15/2025	TBD
			Public Hearing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
			Advertising Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):	Account Balance (\$):		Funding Source:	Project Number:	
N/A	N/A		N/A	N/A	
Contract Required:	P.O. Required:	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	N/A	Andrea Lues, Procurement Director	Procurement	
Strategic Plan Focus Areas:					
<input checked="" type="checkbox"/> Fiscal Stability	<input 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: 9/15/2025			Estimated End Date: Upon Adoption		

SHORT TITLE:

AN ORDINANCE OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AMENDING THE CITY OF HALLANDALE BEACH PROCUREMENT CODE, CHAPTER 23 OF THE CITY OF HALLANDALE BEACH CODE OF ORDINANCES; AND PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

City Administration, in partnership with the Office of the City Attorney, is bringing forth revisions to the Procurement Code Chapter 23 to City Commission. The Procurement Code establishes the process and procedures to be followed for purchases of materials, supplies, services, equipment, construction, and contractual services made by the City.

Staff recommends that the City Commission review and provide comments and feedback which can be addressed during second reading.

The Procurement Department is proposing a comprehensive update to the Procurement Code. The proposed ordinance amends the City's Procurement Code, Chapter 23 of the City's Code of Ordinances to better align with the current economic climate.

Background:

The City's Procurement Code, Chapter 23 was adopted by the City Commission in 2013. There have been revisions to certain sections of the procurement code throughout the years. City Administration, in partnership with the Office of the City Attorney, has reviewed Chapter 23 of the City Code of Ordinances in its entirety with the intent of revising all outdated sections and provisions to make the Code align with the most current market needs to efficiently process the City's procurement activities.

The Procurement Department maintains the City's Procurement Code, Chapter 23 of the City's Code of Ordinances. Although numerous Procurement Code revisions have been codified through the years, the City Procurement Code has not been fully reviewed in 12 years.

To enable more effective and efficient procurement processes, staff reviewed the City's existing policies and procedures and compared them with practices exercised by other cities. Subsequently, proposed revisions to Chapter 23 are being presented to the City Commission.

It is the goal of the Procurement Department to ensure a professional, proficient, and fiscally responsible procurement process for the City of Hallandale Beach while maintaining transparency, integrity, and excellence. All processes relating to the purchases of goods and services are to be in accordance with Chapter 23, of the City of Hallandale Beach Code of Ordinances.

Current Situation:

The City's Procurement Code sets out detailed procedures for City purchasing processes. To improve policies and procedures and stay up to date with federal guidelines, Florida State Statutes, local rules, and regulations, and "lessons learned" throughout the years, staff has drafted a comprehensive revision to the City's Procurement Code, Chapter 23 (Exhibit 2).

Due to the comprehensive nature of the revisions, refer to Exhibit 2 for all changes. Below are a few of the proposed revisions:

1. Streamlines procurement mechanisms and reorganizes requirements to make code more user friendly.
2. Revises the City's Local Vendor Preference language to streamline the process and encourage greater involvement from the local business community.
3. Eliminates the "unique circumstances" exception and adopts a more efficient "best interest waiver."

4. Increases the City's formal solicitation threshold and City Manager's approval authority threshold to \$75,000.
5. Requires Commission approval of all purchases over \$75,000, except emergency purchases, rather than the current varying levels of exceptions.
6. Allows the City Manager to enter into negotiations with the highest-ranked firm or lowest bidder resulting from a formal solicitation prior to bringing the recommendation of award to the City Commission.
7. Addition of a Private-Public-Partnership (P3) section, which is silent in the City's current Procurement Code.
8. Delegates authority to City Manager to reject all submissions to a competitive solicitation.
9. Delegates authority to City Manager to initiate termination of contracts, subject to commission ratification for contracts over \$200,000.
10. Refers to state statute requirements for design-build and private partnerships. Additional regulations in this area are under review and may be brought to the commission in the future.

These changes will conform to current standards and best practices.

Why Action is Necessary:

Pursuant to Article V, Division I, Section 5.01 of the City of Hallandale Beach Charter, a City Ordinance is required to amend an existing Ordinance.

Cost Benefit:

There is no cost associated with this proposed code amendment. These revisions enable City staff to procure in a responsible, transparent, and efficient manner.

PROPOSED ACTION:

The City Commission considers the attached Ordinance.

ATTACHMENT(S):

Exhibit 1 – Proposed Ordinance

Exhibit 2 – Clean Draft of Proposed Procurement Code

Exhibit 3 - Procurement Thresholds August 2025

Exhibit 4 – Procurement Code Revision Presentation.

Prepared By: Andrea Lues

Andrea Lues
Procurement Director

Reviewed By: Noemy Sandoval

Noemy Sandoval
Assistant City Manager