



400 S. Federal Hwy
Hallandale Beach, FL 33009
07162025

City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	File No.:	Item Type:		1 st Reading	2 nd Reading
9/29/2025	25-419	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	N/A	N/A
			Public Hearing	<input type="checkbox"/>	<input type="checkbox"/>
			Advertising Required	<input type="checkbox"/>	<input type="checkbox"/>
			Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):	Account Balance (\$):		Funding Source:	Project Number:	
\$16,900	\$ 19,400		160-4110-553020	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	Marlon Lobban, Public Works Director	Public Works	
Strategic Plan Focus Areas:					
<input type="checkbox"/> Fiscal Stability	<input checked="" type="checkbox"/> Resident Services	<input type="checkbox"/> Public Safety	<input checked="" type="checkbox"/> Infrastructure & Mobility	<input checked="" type="checkbox"/> Economic Development & Affordable Housing	
Implementation Timeline:					
Estimated Start Date: 5/21/2025			Estimated End Date: 9/30/2025		

SHORT TITLE:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING AND RATIFYING THE INCURRING OF EXPENSES FOR THE ADDITIONAL AMOUNT OF SIXTEEN THOUSAND, NINE HUNDRED DOLLARS (\$16,900) PAID ON AN EMERGENCY BASIS BY THE CITY TO PALMA PAVING & CONCRETE, INC. TO RESTORE AN ADDITIONAL THIRTEEN (13) BURIED VALVE BOXES THAT HAD BEEN PAVED OVER AS A SECOND CHANGE ORDER TO THE PURCHASE ORDER FOR THE FDOT RFQ PAVING AND MILLING PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

This agenda item seeks City Commission approval for the ratification of expenses exceeding \$50,000 for urgent and necessary work associated with the Florida Department of Transportation's (FDOT) milling and resurfacing project along Federal Highway (US-1), from Pembroke Road to County Line Road. Repair services were completed by Palma Paving & Concrete, Inc. (Palma Paving). The amount requiring City Commission ratification is \$16,900. Additional unknown structures that were buried beneath existing pavement had to be raised that were not part of the original planned work, which caused the overage in cost.

Background:

The Florida Department of Transportation (FDOT) is responsible for the maintenance and repair of all state-owned roads, including those located within municipal boundaries. Under Florida Statutes, all roads that are part of the State Highway System remain under FDOT jurisdiction, regardless of City limits. Accordingly, FDOT retains authority to carry out repairs, resurfacing, and related improvements without municipal approval unless a formal agreement is in place. In the absence of such agreements, FDOT serves as the lead agency for both maintenance and capital improvements on state roads.

Current Situation:

FDOT recently initiated a planned project involving milling and resurfacing along Federal Highway (US-1), from Pembroke Road to County Line Road.

As part of this project, the City was responsible for raising all utility valve boxes, including those related to water, sewer, and stormwater systems, to the new finished grade. These adjustments were necessary to ensure ongoing access, proper functionality, and compliance with FDOT standards. City staff proactively identified all known and visible valve boxes and manhole lids. On March 25, 2025, Public Works staff received responses to a Request For Quote (RFQ) for roadway repair services in which Palma Paving was awarded the RFQ. The estimated cost of this work was \$47,200, and a Purchase Order in the amount of \$50,000 was issued to Palma Paving to complete the necessary adjustments. The proposed ratification approval will allow the project to be closed out completely. Invoices #01-25 (original PO), #02-25 (ratification memo #1), and #03-25 (proposed ratification memo #2) are attached as Exhibit 3, Exhibit 4, and Exhibit 5, respectively.

During initial milling operations, the FDOT contractor uncovered additional buried valve boxes that had been paved over during previous resurfacing projects, likely due to outdated records or prior construction oversight. To avoid delaying FDOT's schedule, which could have resulted in financial penalties, reputational harm, and potential safety concerns, the City directed Palma Paving to proceed immediately with the necessary adjustments and restorations. A previous change order and ratification of expenditures was approved by City Commission via Resolution Number 2025-101 (Exhibit 2) for \$15,800 which was for eight (8) buried valve boxes. However, another thirteen (13) were discovered and also adjusted. These resulted in an additional cost of \$16,900.

This additional work was essential to:

- Preserve the integrity of the City's underground infrastructure.
- Maintain coordination with FDOT's strict project timelines.
- Minimize disruption to traffic and surrounding businesses.
- Ensure Compliance with state-mandated roadway restoration specifications.

The additional work increased the total cost of services provided by Palma Paving beyond the City Manager's procurement authority. Considering the urgency and importance of maintaining continuity with FDOT's project schedule, staff proceeded in the best interest of the City and now seeks City Commission ratification of the added expense to ensure compliance with financial procedures and project closeout requirements.

The original Purchase Order (#20250949) for \$50,000 was approved administratively by the City Manager in accordance with City Ordinance and Procurement Policy; and a previous change order of \$15,800 was approved by Commission. It was based on verified quantities and locations of infrastructure requiring adjustment. The additional cost of \$16,900 requires City Commission ratification.

Why Action is Necessary:

Pursuant to the Code of Ordinances Chapter 23, the City Manager's purchasing authority is \$50,000.00. Per Code of Ordinances Chapter 23, Section 23-10, 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 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:

Coordinating with FDOT on this resurfacing project allowed the City to complete critical adjustments to underground utility infrastructure in a timely and cost-effective manner. By addressing the required work in tandem with FDOT's schedule and responding promptly to unforeseen field conditions, the City avoided costly delays, future excavation, and potential service disruptions. Advancing this work concurrently preserved infrastructure integrity, supported interagency coordination, and minimized public inconvenience, all at a reasonable cost relative to the scope and urgency of the improvements. By raising the additional structures so that they are now accessible, provides greater access to the infrastructure for future maintenance as well.

PROPOSED ACTION:

The City Commission considers the attached Resolution.

ATTACHMENT(S):

Exhibit 1 – Resolution
Exhibit 2 – Resolution # 2025-101 (Ratification #1)
Exhibit 3 - Invoice #01-25
Exhibit 4 - Invoice #02-25
Exhibit 5 - Invoice #03-25

Prepared By: Charles Casimir
Charles Casimir
Assistant Director of Public Works/Utilities

Reviewed By: Marlon Lobban
Marlon Lobban
Director of Public Works

Reviewed By: Noemy Sandoval
Noemy Sandoval
Assistant City Manager