



Cover Memorandum/Staff Report

File #: 24-1611

Agenda Date: 11/19/2024

Item #: 7.E.

TO: Mayor and Commissioners
FROM: Terrence R. Moore, ICMA-CM
DATE: November 19, 2024

CONSULTING SERVICES INVOLVING CALVIN, GIORDANO & ASSOCIATES REGARDING CODE ENFORCEMENT OPERATIONAL ANALYSIS

Recommended Action:

Motion to authorize the City Manager to finalize and enter into an agreement with the multi-disciplinary firm, Calvin Giordano & Associates, Inc for professional services for a Code Enforcement operational analysis in an amount not to exceed \$25,000.

Background:

To address the City Commission's concerns related to Code Enforcement, City staff reached out to several providers that might be able to perform an operational analysis of our Code Enforcement Division to determine if the Division is operating at its peak efficiency and with appropriate guidelines in place. During the search, It became apparent that Calvin Giordano & Associates (CGA) was the proper firm to engage for this endeavor. Not only has CGA done similar analyses for other cities, but they currently hold contracts to act as outsourced Code Compliance staff to several cities in South Florida. Mr. Bernard Pita, CGA's Director of Code Services, will head of this project on behalf of the firm. Mr. Pita is well suited for this assignment as he not only heads CGA's Code Services, but he comes to the task with 30 of experience in Law Enforcement and 19 years of experience in Building and Zoning Code enforcement.

Understanding the City's desire to complete this project in an expeditious manner, CGA has submitted a draft proposed agreement (which is attached to this agenda item) with a Scope of Work that includes: meeting with the City's management staff, Neighborhood and Community Services Department leadership, and staff of the Code Division. Further CGA will conduct a full Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis, evaluate the connection between the City's vision and goals with that of the Division's, assess resident's and business owner's perceptions or experience with the Code Enforcement Division through a random survey, and they will perform an analysis of the code enforcement process. The assignment will culminate with the provision of a Final Report will include all of there final analysis, findings, opportunities and recommendations. CGA will begin the project as soon as possible after the execution of an agreement and will have a Final Report completed within 45 days of the end of all their surveys, interviews, investigations, and analysis.

The approval of a contract of this size (not to exceed \$25,000) would normally be within the \$65,000 signature authority of the City Manager, however, CGA being a multi-disciplinary firm, the City has a Continuing Services Agreement with the Firm for Engineering, Surveying, and Landscaping Architectural Services through August 31, 2025 with a not-to-exceed value of \$500,000. The addition

of an additional not-to-exceed \$25,000 cost from the Firm for this agreement therefore requires involvement and approval of the City Commission. Given the time-sensitive nature of this project, it is requested that the City Commission authorize the City Manager to enter into an agreement with CGA for the provision of professional services in an amount not to exceed \$25,000. This will allow for the finalization and execution of the agreement and for CGA to begin on the assignment as soon as possible.

City Attorney Review:

City Attorney has reviewed

Funding Source/Financial Impact:

The proposal is in an amount not to exceed \$25,000. This amount will be paid for from savings found in the existing FY 2024-25 Code Enforcement Division budget.

Timing of Request:

The City seeks to undertake this analysis immediately so as to maximize efficiencies in the Code Enforcement process and regain the public trust in an expeditious manner.