



## Cover Memorandum/Staff Report

File #: 22-679

Agenda Date: 6/7/2022

Item #: 6.I.1.

**TO:** Mayor and Commissioners  
**FROM:** Chief Javaro Sims, Police Department  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** June 7, 2022

APPROVAL OF RESOLUTION NO. 85-22 TO AWARD AN AGREEMENT WITH HART HALSEY, LLC DBA EXTRA DUTY SOLUTIONS FOR ADMINISTRATION OF OFF-DUTY POLICE DETAILS SERVICES, UTILIZING CITY OF NEWARK, DELAWARE CONTRACT RFP 21-04.

**Recommended Action:**

Motion to approve Resolution 85-22 to award an agreement with Hart Halsey, LLC dba Extra Duty Solutions for administration of off-duty police details, utilizing City of Newark, Delaware contract RFP # 21-04.

**Background:**

The Police Department would like to utilize the City of Newark, Delaware contract RFP 21-04 for administration of off-duty police details services. The contract is valid from October 20, 2021, through October 19, 2023. There are two additional one-year renewal options available after initial term. This contract is at no cost to the City. It is a revenue generating contract and per Purchasing Policies and Procedures Manual (PPPM) revenue contracts generating more than \$65,000 over the term of the contract require City Commission approval.

The vendor will provide complete administration of all extra duty police details, including requests for service, scheduling work, payroll, invoicing, financing accounts payable and collecting payments. The vendor will handle extra duty officer service requests, schedule approved officers, manage details for officers and complete all other administrative aspects of the program. Additionally, the vendor will provide timely payment to the City. Vendor will provide the administrative services for management of the program, invoices to customers and regular reports to be used by the City of Delray Beach for analysis of extra duties provided by the police officers. The total hourly fee charged to a company in need of an off-duty detail is split between the police officer, the City, and the vendor. The Delray Beach Police Department in cooperation with the Police Benevolent Association establishes competitive police officer rates for the regular, premium, out of jurisdiction, and establishments serving alcohol rates. The rate sheet is attached.

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

This is a revenue contract. GL Account Number for this revenue is 001-00-000-342-111 (Public Safety Off Duty Detail). Estimated revenue per fiscal year is approximately \$50,000. Total estimated revenue with renewal options is approximately \$150,000.

**Timing of Request:**

NA.