



**CITY OF DANIA BEACH  
COMMUNITY DEVELOPMENT DEPARTMENT  
STAFF REPORT**

**DATE:** August 26, 2014  
**TO:** Robert Baldwin, City Manager  
**FROM:** Marc LaFerrier, AICP, Director  
**SUBJECT:** **Community Development – Albion Staffing Services**

**BACKGROUND**

On September 18, 2013 a Purchase Order was approved in the amount of \$12,500 to provide additional staffing services. Additional services were obtained to address the increased activity of building permitting services and other clerical and administrative tasks. Community Development is requesting approval to increase the initial Purchase Order for Albion from \$12,500 to \$20,500 and approval of the necessary budget transfers to allow payment for FY 2013/2014 to Albion for staffing services.

Funding for the current Purchase Order total of \$12,500 was provided from the Building Fund. Funding for the additional amount of \$8,000 will be transferred from Building Fund – Other Use Contingency, Account No. 107-15-02-524-99-10 to the Building Fund – Building Permit Operations, Professional Services Account, Account No. 107-15-02-524-31-10; thus providing a total of \$20,500 for staffing services from Albion Staffing for the Community Development Department, Building Fund

**STAFF RECOMMENDATION**

Staff recommends that the City Commission approve the resolution to appropriate additional funds for staffing services from Albion, under the terms and conditions therein.