



CITY COMMISSION STAFF REPORT

DEPARTMENT: Community Development

DATE: February 10, 2026

SUBJECT: Motion to approve the change order for an additional expenditure of \$8,200 under the PH Consulting contract. – **Community Development**

CITY MANAGER RECOMMENDATION:

The City Manager requests approval of a change order for PH Consulting for \$1,200.00 to cover services provided beyond the approved purchase order and \$7,000 for work performed after the expiration of the contract under a new contract was executed.

BACKGROUND OF ITEM:

This item seeks approval for additional expenditure under the 2025 PH Consulting contract with Patti Hoot for arborist services. To date, the City has spent \$19,700.00 under this contract. Outstanding invoices totaling \$1,500.00 for services provided during the contract period for a total of \$21,200. This amount surpassed the City Manager's delegated spending authority of \$20,000.00 and therefore requires City Commission approval. The overrun is mostly because of multiple departments using the same vendor (Community Development, Police and Utilities) and the lack of centralized financial control.

Further to the expiration of the contract, there was no notification by procurement to the departments, nor did the departments acting proactively to renew the contract. A new contract was not issued until late January. Bills accumulated during this period added to a total of \$7,000 incurred by the three departments previously mentioned.

As part of the City's beautification initiative, these services are utilized as follows:

- Code Enforcement Division of the Broward Sheriff's Office hired Ms. Hoot's professional services to help update the City's commercial shopping plaza landscape plans to meet current standards. This effort, which has resulted in visible improvements to the City's visual environment and overall community appearance, was not anticipated during the development of the 2025 contract budget and contributed to the contract shortfall.
- Community Development Department is using these services for site plan – landscaping reviews and inspections.
- Utilities Department is using these services for tree removal permits and advising our staff on the conditions of trees that residents are requesting removal or trimming.

Approving this item will authorize payment for the outstanding invoices and ensure full compensation for services already rendered. The over-expenditure stems from services provided to three different departments under this work order.

STRATEGIC PLAN:

This item supports the City’s Strategic Plan by promoting community beautification, improving code compliance, and encouraging sustainable landscape management practices that enhance the overall quality of life and economic vitality of the city.

FISCAL IMPACT:

A change order for \$1,200 to cover services provided beyond the original purchase order amount, and \$7,000 for a confirmation purchase for services provided during a period where no contract was in place.

Workflow History			
User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*COMPLETE: Forward to City Att...	01/29/26 06:11 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward to City Man...	01/29/26 06:12 PM
	<i>Can we also include the vendor's expired contract as additional back-up?</i>		
Rey, Alex	Assigned to City Manager	COMPLETE: Forward to City Clerk	02/02/26 04:04 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	02/02/26 04:12 PM
Allen, Tedra	END WORKFLOW - APPROVED		02/03/26 11:13 AM