

**CITY OF MIRAMAR
PROPOSED CITY COMMISSION AGENDA ITEM**

Meeting Date: March 18, 2026

Presenter's Name and Title: Kelvin L. Baker, Sr., ICMA-CM, Deputy City Manager

Prepared By: Elizabeth Valera, Chief Capital Improvement Program Officer

Temp. Reso. Number: 8661

Item Description: Temp. Reso. No. 8661, APPROVING THE PROCUREMENT OF SERVICES FROM THE BELONY LAW GROUP, PLLC TO PERFORM CODE ENFORCEMENT LIEN AND PAST DUE BALANCE COLLECTION, LITIGATION, AND ALL OTHER RELATED SERVICES AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE BELONY LAW GROUP FOR THE PROPOSED SERVICES. (Kelvin L. Baker, Sr., ICMA-CM, Deputy City Manager)

Consent Resolution Ordinance Quasi-Judicial Public Hearing

Instructions for the Office of the City Clerk: Agreement signed on dais.

Public Notice – As required by the Sec. ____ of the City Code and/or Sec. ____, Florida Statutes, public notice for this item was provided as follows: on _____ in a _____ ad in the _____; by the posting the property on _____ and/or by sending mailed notice to property owners within ____ feet of the property on _____
(fill in all that apply)

Special Voting Requirement – As required by Sec. _____, of the City Code and/or Sec. ____, Florida Statutes, approval of this item requires a _____ (unanimous, 4/5ths etc.) vote by the City Commission.

Fiscal Impact: Yes No

REMARKS: Revenue will be deposited into the debut corresponding account. Payment to the vendor is available Non-Departmental Account No. 001-90-000-519-000-603190 entitled Prof Services - Other;

Content:

- **Agenda Item Memo from the City Manager to City Commission**
- **Resolution TR8661**
 - **Exhibit A: Proposal Agreement with The Belony Law Group, PLLC**
- **Attachment(s)**
 - **Attachment No. 1: The Belony Law Group PLLC Waiver of Competition for Professional Services**



**CITY OF MIRAMAR
INTEROFFICE MEMORANDUM**

TO: Mayor, Vice Mayor, and City Commissioners

FROM: Dr. Roy L. Virgin, City Manager 

BY: Kelvin L. Baker, Sr., ICMA-CM, Deputy City Manager

DATE: March 12, 2026

RE: Temp. Reso. No. 8661 approving the procurement of services from The Belony Law Group, PLLC collect and litigate outstanding code enforcement liens and past-due balances.

RECOMMENDATION: The City Manager requests approval of Temp. Reso. No. 8661 to engage The Belony Law Group, PLLC (“Law Group”) for specialized municipal collection services and authorization for the City Manager to enter into an agreement with the Law Group to collect and litigate outstanding code enforcement liens and past-due balances owed to the City, ensuring a systematic recovery of municipal funds.

ISSUE: City Commission approval is requested to procure the services of, and contract with, the Law Group to perform code-enforcement lien and past-due balance collection, litigation, and all other related services.

BACKGROUND: Staff recognizes the need for a systematic approach to addressing delinquent lien balances while ensuring actual code compliance. This initiative also targets long-standing, unpaid City invoices that have remained unresolved through standard administrative procedures.

Law Group is led by Erigene Belony, Esq. and Regine Monestime, Esq., who provide over 45 years of combined experience in intergovernmental affairs. Their expertise specifically focuses on code enforcement and lien mitigation, including distinguished service as Special Magistrates for local municipalities.

The fee proposed by Law Group is an amount equal to twenty percent (20%) of all amounts actually collected and received by the City on the assigned files. There will be

no hourly fees collected, and any litigation costs will be approved and reimbursed by the City.

DISCUSSION: The City has identified a critical need for specialized support to actively collect outstanding liens and balances. Based on their proven track record with other Florida municipalities, Law Group has been selected to provide these essential recovery services.

Law Group provided a Proposal Letter, No. 2026-10-001028. The services are being procured in accordance with Procurement Authority Exemption Section 2-413(2) of the City Code, *Professional Services*.

ANALYSIS: Revenue will be deposited into the corresponding account. Payment to the vendor is available in Non-Departmental Account No. 001-90-000-519-000-603190 entitled Prof Services – Other.

Temp. Reso. No. 8661
3/11/26
3/12/26

**CITY OF MIRAMAR
MIRAMAR, FLORIDA**

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA, APPROVING THE PROCUREMENT OF SERVICES FROM THE BELONY LAW GROUP, PLLC TO PERFORM CODE ENFORCEMENT LIEN AND PAST DUE BALANCE COLLECTION, LITIGATION, AND ALL OTHER RELATED SERVICES, AND AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE BELONY LAW GROUP FOR THE PROPOSED SERVICES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, staff has identified a significant number of outstanding code enforcement liens and past-due balances on certain residential and commercial properties in the City; and

WHEREAS, staff recognizes the need for a systematic approach to addressing delinquent lien balances while ensuring actual code compliance and targeting long-standing, unpaid city invoices; and

WHEREAS, the City recognizes that these have remained unresolved through the standard administrative procedures; and

WHEREAS, the City has identified The Belony Law Group, PLLC (“Law Group”) with over forty five (45) years of combined experience in intergovernmental affairs and expertise specifically focused on code enforcement and lien mitigation; and

WHEREAS, the City Manager recommends that the City Commission approves the procurement of services from Law Group for specialized municipal collection

Reso. No. _____

Temp. Reso. No. 8661
3/11/26
3/12/26

services and authorizes the City Manager to enter into an agreement with the Law Group to manage and litigate outstanding code enforcement liens and past-due balances owed to the City, ensuring a systematic recovery of municipal funds; and

WHEREAS, the City Commission deems it to be in the best interest of the citizens and residents of the City of Miramar to procure the services and enter into agreement with Law Group; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MIRAMAR, FLORIDA AS FOLLOWS:

Section 1: That the foregoing “**WHEREAS**” clauses are ratified and confirmed as Being true and correct and are made a specific part of this Resolution.

Section 2: That it approves to procure the services of The Belony Law Group, PLLC to perform code enforcement lien and past due balance collection, litigation, and all other related services.

Section 3: That the City Manager is authorized to execute the proposed Agreement with The Belony Group, PLLC., in the form attached hereto as Exhibit “A,” together with such non-substantive changes as are deemed acceptable to the City Manager and approved as to form and legal sufficiency by the City Attorney.

Section 4: That the appropriate City Officials are authorized to do all things necessary and expedient to carry out the aims of this Resolution.

Section 5: That this Resolution shall take effect immediately upon adoption.

Temp. Reso. No. 8661
3/11/26
3/12/26

PASSED AND ADOPTED this _____ day of _____, _____.

Mayor, Wayne M. Messam

Vice Mayor, Yvette Colbourne

ATTEST:

City Clerk, Denise A. Gibbs

I HEREBY CERTIFY that I have approved
this RESOLUTION as to form:

City Attorney,
Austin Pamies Norris Weeks Powell, PLLC

<u>Requested by Administration</u>	<u>Voted</u>
Commissioner Maxwell B. Chambers	_____
Commissioner Avril Cherasard	_____
Vice Mayor Yvette Colbourne	_____
Commissioner Carson Edwards	_____
Mayor Wayne M. Messam	_____

TBG

THE BELONY LAW GROUP, PLLC.

Attorneys at Law

3150 South West 145th AVENUE ■ SUITE 302
MIRAMAR FLORIDA 33027
T. 954.310.9115 ■ D. 754.201.4107
ebelony@tbg-law.com

March 3, 2026

Via Email: klbaker@miramarfl.gov

Kelvin L. Baker, Sr., Deputy City Manager
City of Miramar—Office of the City Manager
2300 Civic Center Place
Miramar Florida 33025

Re: Proposal File No.: 2026-10-001028 - **CITY OF MIRAMAR AGREEMENT FOR LEGAL SERVICES -CODE ENFORCEMENT LIEN COLLECTION**

Dear Mr. Baker:

Pursuant to our conversation, The Belony Law Group, PLLC (TBG) is pleased to submit this letter of interest to provide support and legal services to the City of Miramar (“City” or “Client”) in Code Enforcement Lien Collection Services, Litigation, and all other related services. TBG presents to you a team of professionals with extensive experience and availability to start this project immediately. Key personnel committed by TBG to this contract have specific, recent, and extensive experience and thorough knowledge of municipal liens and code enforcement arena, in the State of Florida. Also, TBG offers a thorough understanding of procedures and processes, up to and including post-judgment collection. Lastly, TBG offers Quality Assurance and Quality Compliance, IT management, as well as an understanding of the inner workings and structure of municipal law, the Court systems, and processes.

We are committed to delivering a quality product on each item of the job or task requests processed and delivered by this office, on time and complete. Our goal is to build a meaningful relationship that transcends traditional business values and communications. Our proposed Project Manager, Mr. Erigene Belony, Esq., will serve as primary point of contact for your designated point person or project manager from the inception and referral phase to the completion of our contractual obligation. In sum, we stand ready and prepared to serve your needs and remain committed to the complete, successful, and faithful delivery of our performance in connection with this project.

I. PROJECT DESIGN AND TECHNICAL INFORMATION

TBG has a full understanding of the critical elements of this project as well as issues specific to the development of a secure and reasoned process for the triage, review, and research methodologies to complete this task. The following are some of the critical issues as presented by our experience and expertise in this arena, the anticipated Statement of Work and the controlling lien collection processes and laws.

- ✓ Litigation experience
- ✓ Proficient Legal Research
- ✓ Settlement and Negotiations skills
- ✓ Discovery and Deposition skills
- ✓ Pleadings
- ✓ Motion Practice
- ✓ Trials

TBG understands this area of the law and remains ahead of changes in procedures and laws governing code enforcement lien collections. Moreover, in the customary delivery of this service, TBG personnel has conducted extensive research in preparation and litigation of this type of work and found the following to be preliminary technical elements that may be critical for successful implementation of this project:

- Timely access to the City's records, lien/violation files, and preferred processing workflow (including any electronic case management or document management systems);
- An expedient means of communication between TBG and the City (e.g., email, Microsoft Teams, telephone, or other City-approved platform);
- A secure method for exchanging documents and work product (e.g., encrypted email, secure portal, or other City-approved system);
- A collaborative working relationship and clear understanding of the City's internal procedures, including coordination with Code Compliance, the Special Magistrate/Code Enforcement Board process, and the City Clerk's Office. TBG will coordinate strategy, settlement authority, and communications with the City's designated representative(s) and will conduct a conflicts check upon receipt of assigned matters. TBG will comply with Chapter 162, Florida Statutes, applicable local ordinances, and all court rules and ethical obligations.

This letter of interest outlines our qualifications, technical expertise, administrative capabilities, efficiency in performance and staff availability, and addresses the following customary selection criteria:

A. EXPERIENCE—based on past experiences on similar projects and exposure to Code Enforcement Lien collection practices and functions, TBG's responsive submittal demonstrates a clear understanding of the challenges

associated with the tasks outlined in the anticipated project scope.

B. TECHNICAL PROPOSAL – Our approach to this project is based on a clear management plan that ensures tasks are completed on time, legally sound, accurate, and defensible, with a built-in quality control process.

C. KEY PERSONNEL – Our highly specialized personnel offer extensive experience on similar assignments and work experience in the public sector and can immediately respond to the needs of this project on short notice.

D. PAST PERFORMANCE – The depth of personnel we offer includes attorneys, paralegals, quality assurance and control, and experienced IT personnel who have worked with and for government on various similar or related projects and understand the logistical day-to-day activities that must be successfully executed to complete this engagement.

E. PRICE – TBG proposes a contingency fee equal to twenty percent (20%) of all amounts actually collected and received by the City on files assigned to TBG, including amounts recovered through suit, settlement, or post-judgment collection. TBG will not bill hourly for these collection services. Litigation and collection costs (e.g., filing fees, service of process, title/ownership searches, publication, and other taxable costs) will be advanced only as authorized by the City and will be reimbursed to TBG from recoveries or as otherwise approved by the City.

TBG takes pride in our superior legal reasoning and analysis, quality control process, as well as responsiveness to our clients. Our project management approach is “committed to impress, and deliver impressively.” This approach is built around our experienced project manager keeping constant communication with the client’s key personnel to provide frequent unsolicited case updates of such collection case files. We are committed to exceeding your expectations, and we remain confident that you will be delighted with the quality of the services we provide.

II. APPROACH TO THE PROJECT:

TBG will use a traditional approach to contract management supported by modern technology. Our workflow typically includes the following phases:

- (1) Intake, file setup, and lien enforceability review;
- (2) Pre-suit outreach, demand, and settlement negotiations;
- (3) Litigation authorization, pleadings, and service of process;
- (4) Case prosecution through judgment, judicial sale, and/or post-judgment collection; and
- (5) Reporting, funds reconciliation, and file closeout.

III. ADMINISTRATIVE PROJECT SUPPORT (Ex. A)

A case-specific document log will be established to record and index each document that is received and sent. Correspondence and other documents made part of the case file will be cross-referenced so that the chain of communication on any given action, and all corresponding supporting documents, can be traced. Because most documents will be in 8.5 x 11 format, we propose scanning documents into PDF using Adobe Acrobat Pro and storing them electronically on a secure, access-controlled network for ease of access and reference. Documents will be available for inspection and review by the City upon request. We anticipate a process substantially as outlined below, beginning with a referral package.

A. A referral package should include the following items:

- ✓ Excel spreadsheet of all assigned liens/cases (with supporting documents, as available), including case number, property address, folio/parcel ID, recording instrument number, lien amount, interest start date, and daily fine (if applicable).
 - ✓ Copy of recorded lien(s), if any, and recording information.
 - ✓ Notices of Violation and proof of service.
 - ✓ Special Magistrate/Code Enforcement Board order(s) and any related findings.
 - ✓ Proof of abatement (if applicable) and status notes.
 - ✓ Payoff/ledger (principal, accrued interest, costs, and credits).
 - Principal balance
 - Due date
 - Date interest due from (usually one month before due date)
 - Payoff figures
 - Occupancy of business property – business owner
 - Nature of Business
 - Business Licenses

B. The lien collection process is substantially as follows:

- ✓ Initial demand/notice letter (with response deadline per City policy and applicable law).
- ✓ Ownership and address verification (including corporate/registered agent search, as applicable).
- ✓ Due diligence to identify proper parties/defendants (e.g., title search and identification of unknown/tenant/HOA interests as applicable).
- ✓ Prepare and file complaint/petition (lien foreclosure or other authorized collection action).
- ✓ Effect service of process. (Service and locating defendants can impact timelines.)
- ✓ If no response, pursue default and final judgment.

- ✓ If responsive pleading/defenses are filed, evaluate and respond (including motions, discovery, and ADR as appropriate).
- ✓ Pursue dispositive motions (e.g., summary judgment) when appropriate.
- ✓ Attend final hearing/trial and obtain final judgment.
- ✓ Observe applicable court and statutory waiting periods before sale/execution.
- ✓ Initiate post-judgment discovery/enforcement (as needed).
- ✓ Proceed with post-judgment collection (writs, garnishment, levy, sale, and funds reconciliation).

IV. EXPERIENCE & PROPOSED STAFFING:

Erigene Belony, Esq.

Mr. Belony, project manager, is key to a successful project. TBG understands that a project manager must be proactive, identify issues before they become a problem, and offer solutions before they become a crisis. The Project Manager, Erigene Belony, Esq., has more than 20 years of experience working with governmental agencies at the Federal, State, and Local level, including serving as Chairman of the Miami-Dade County Equal Opportunity Board, a quasi-judicial and advisory body charged with enforcing Miami-Dade County's civil and human rights ordinance (Chapter 11A, Miami-Dade County Code). Additionally, Mr. Belony served as a Civil Rights Officer and Manager for one of the nation's largest transportation agencies. Specific to this project, Mr. Belony is a seasoned attorney respected for analytical skills, legal reasoning, and careful planning and research. He is admitted to the Florida Bar and to the United States District Courts for the Southern and Middle Districts of Florida. He will be fully committed and will be available approximately 70% during the course of this project. Mr. Belony will be supported by experienced professionals with proven legal acumen and skills in this field, as needed.

Regine Monestime, Esq.

Regine Monestime, Esq., brings over twenty-five years of experience in municipal and government law to this project, with particular depth in code enforcement and lien collection matters. Ms. Monestime has served as a municipal attorney for more than two decades, representing over five municipalities throughout South Florida. Her code enforcement experience is extensive and multifaceted: she currently serves as Assistant City Attorney for the Cities of Lauderhill and Tamarac, where she directly advises the Code Enforcement Boards on procedural compliance, lien imposition, and enforcement actions. In this capacity, she routinely counsels on the legal sufficiency of code violation notices, the proper procedures for imposing and recording liens, and strategies for lien collection and enforcement through litigation. Ms. Monestime also serves as a Special Magistrate for North Bay Village, where she presides over and adjudicates municipal code violation hearings—giving her firsthand knowledge of the evidentiary standards, procedural requirements, and legal challenges that arise

in code enforcement proceedings. She previously served as Special Magistrate for Miami Gardens, North Miami, and Sunny Isles Beach, further deepening her expertise in code violation adjudication. This dual perspective—as both legal advisor to code enforcement boards and adjudicator of code violation cases—provides her with comprehensive insight into every stage of the code enforcement process, from initial violation through lien imposition, recording, and ultimate collection.

She earned her Juris Doctor from the University of Florida Levin College of Law in 1996. Ms. Monestime's unique combination of experience advising code enforcement boards, adjudicating code violations as a special magistrate, and litigating municipal matters makes her exceptionally qualified to support the City's code enforcement lien collection efforts.

V. PAST PERFORMANCE

TBG has an ongoing commitment to produce and deliver quality work product. Upon request, TBG is prepared to provide references and representative examples of prior lien collection matters and related municipal litigation experience.

VI. PRICE: COST PRINCIPLE AND PRICE RELATED FACTORS:

Pricing for this project is on a contingency-fee basis as described above. Subject to City authorization and applicable procurement requirements, TBG will advance approved out-of-pocket costs (e.g., filing fees, service of process, title/ownership searches, publication, deposition transcripts) on assigned files. TBG will submit monthly invoices for reimbursement of approved costs and for any contingency fee due based on amounts collected and received by the City. Invoices will be itemized by case reference and will include receipts where applicable. All funds collected will be remitted to the City, and the City will remit the agreed contingency fee and approved reimbursable costs to TBG.

VII. PLACE AND PERIOD OF PERFORMANCE

TBG will manage and perform the aforementioned services from its office in Miramar, Florida, and will be available to meet at City Hall or virtually as needed.

We understand the value of providing the City with the ability to meet at a moment's notice, and believe that our ability to teleconference and videoconference (e.g., Zoom, Microsoft Teams, or other City-approved platforms) will alleviate any concerns that your office may have. Additionally, TBG is prepared to travel to your office as often as the needs of the project and/or the City's direction may dictate.

VIII. PROJECT COORDINATION

Coordination of a multi-member team requires regular attention. All matters related to the project will be coordinated with the City. We will strive to minimize the City's day-to-day involvement by keeping the City informed electronically (email) and through regular status reporting. Mr. Erigene Belony, Esq., will serve as the focal point of coordination and will provide timely responses and prompt follow-up to any issues. Recognizing that the City's point person may be managing multiple projects at the same time, TBG will strive to: (1) obtain needed information proactively where appropriate, (2) maximize secure electronic transfer of information, (3) use conference calls as needed, and (4) schedule progress meetings as often as the City desires.

IX. CONCLUSION

TBG is in an excellent position to serve and represent the City in its code enforcement lien collection and related debt collection efforts. We have assembled a team of professionals with excellent legal qualifications, experience, and expertise to ensure the success of this project and the delivery of high-quality service.

We fully understand the scope and intent of this project, so that there will be no learning curve. We look forward to your favorable review and the opportunity to work together on this important undertaking. Please do not hesitate to contact us with any questions or requests for additional information.

Very truly yours

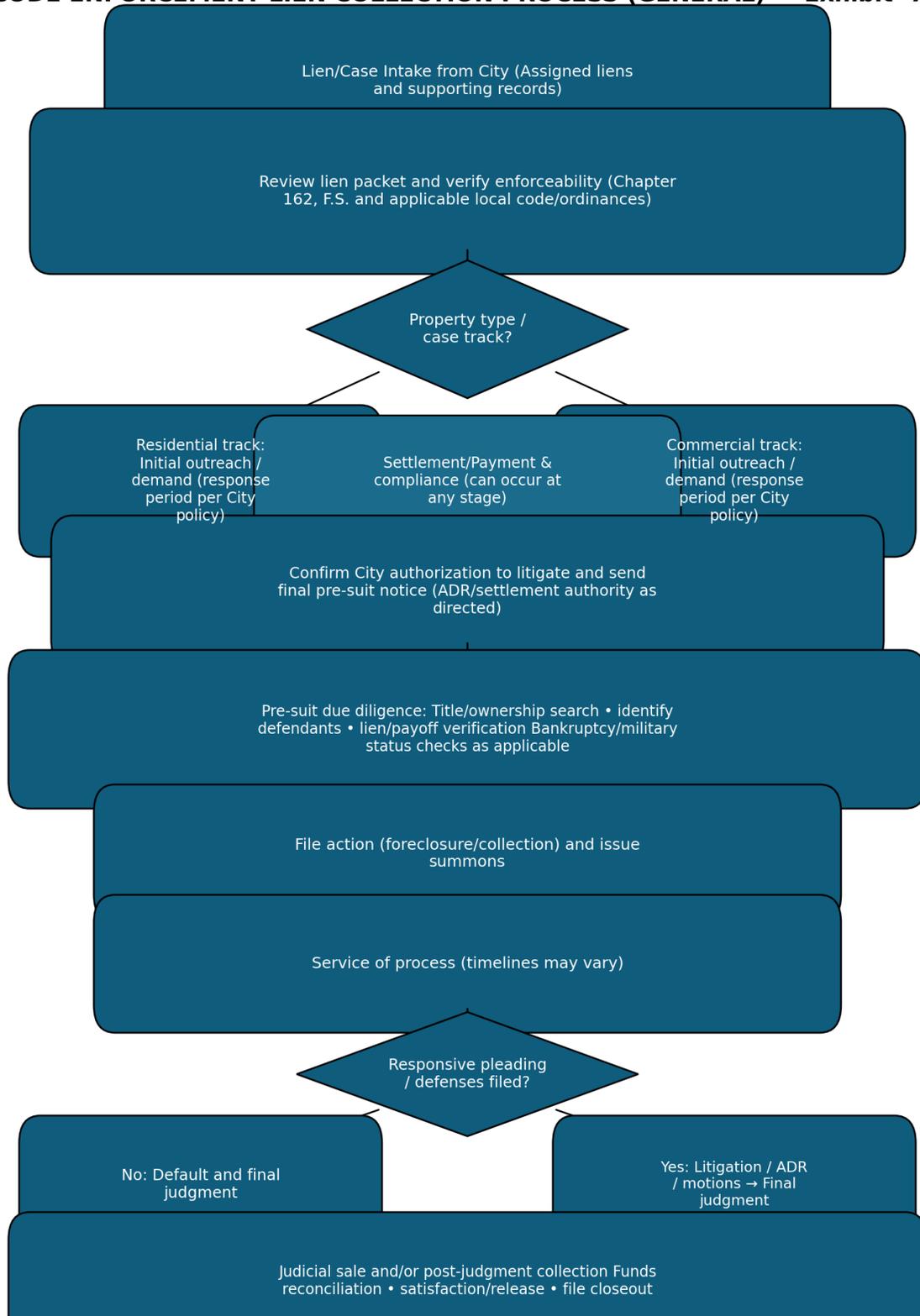
THE BELONY LAW GROUP, PLLC

For the Firm:

/s/ Erigene Belony

Erigene Belony, Esq.
Principal-in-Charge.

CODE ENFORCEMENT LIEN COLLECTION PROCESS (GENERAL) — Exhibit “A”



**City of Miramar
Waiver of Competition For Professional Services**

Requisition No.:	Department: Office of the City Manager
Recommended Vendor(s), if any: The Belony Law Group, PLLC	Date: March 11, 2025 Estimated Cost: T.B.D.
Estimated Hours for Consulting Engagement: TBD	Contact Person: Kelvin L. Baker, Sr.
<input type="checkbox"/> Ongoing Purchase / Replacement	<input checked="" type="checkbox"/> New Purchase
If an Ongoing/Replacement Purchase, what was the prior year expenditure \$ N/A	
Does this purchase request represent an increase or a decrease in utilization or price? (Please explain in detail) No	

SECTION I

Completion and approval of this form is required in advance of all Waiver of Competition of Professional Services purchases in excess of \$5,000. (City Code Section 2-413, Procurement Authority exemptions, Item 2)

Check one of the following that best describes the proposed Request for Waiver of Competition:

- The proposed professional service provider exhibits a particular skill, ability, experience or expertise, which are in their nature unique.
- Expert Witness on behalf of the City in litigation or potential litigation
- Other reason deemed to be in the best interests of the City (Commission Approval Required)

City of Miramar Waiver of Competition For Professional Services

1. In 'layman's terms', describe the purpose or function of the required professional service. (Minimum 3 sentences required.)

The City requires the services of a Law Firm to provide specialized legal services and action specific to Code Enforcement Lien Collection Services, Litigation, and all other related services. The purpose of obtaining these services is the collection of liens and outstanding invoices on behalf of the City of Miramar, ensuring a systematic recovery of municipal funds.

2. Explain why the proposed professional service provider exhibits a particular skill, ability, experience, or expertise that is unique and the only one that can satisfy your requirements and explain why any alternatives are unacceptable. Be specific with regard to the uniqueness of the provider. Describe what steps have been undertaken to make this decision. (Minimum 4 sentences required.)

The Belony Law Group, PLLC, are attorneys with more than 45 years combined experience working with government agencies such as Miami Gardens, North Miami and Sunny Isles Beach. This has further deepened their expertise in code violation adjudication. Key personnel committed by TBG to this contract have specific, recent, and extensive experience and thorough knowledge of municipal liens and code enforcement arena, in the State of Florida including serving as Special Magistrates. TBG also offers a thorough understanding of procedures and processes, up to and including post-judgment collection.

City of Miramar Waiver of Competition For Professional Services

3. If the particular professional service provider was not available or could not be procured, how would the department proceed with its work? (Minimum 3 sentences required)

Neither the City Attorney nor anyone else on staff has the experience and knowledge needed to defend against and address the issue at hand, which could negatively affect our city. The volume of outstanding liens and balances requires attention beyond the City Attorney, suggesting a firm with specialized experience and knowledge in this area. Their having experience with local law matters and knowledge of local code enforcement regulations and permitting requirements will be quite beneficial. The city does not have any experience with any other firm that has experience with municipal collections success.

4. Explain why a waiver of competitive bidding is in the best interest of the city. Be specific. (Minimum 3 sentences required.)

Staff recognizes the need for a systematic approach to addressing delinquent lien balances while ensuring actual code compliance. We also need to address long-standing, unpaid city invoices that have remained unresolved through standard administrative procedures. Based on their proven track record with other Florida municipalities, the Belony Law Group is being selected to provide these essential recovery services. The Belony Law Group is led by Erigene Belony, Esq. and Regine Monestime, Esq., who provide over 45 years of combined experience in intergovernmental affairs. Their expertise specifically focuses on code enforcement and lien mitigation, including distinguished service as Special Magistrates for local municipalities.

5. Provide a description of the market survey, research, and reference checks conducted and the results, or a statement of the reasons a market survey or research was not conducted. (Minimum 4 sentences required.)

The City conducted a targeted survey focusing on law firms with documented success in municipal code enforcement and debt recovery. This included firms that possess an understanding of the City's unique legal challenges and the specific local opposition surrounding recent enforcement efforts. Reference checks and performance reviews confirmed that The Belony Law Group, PLLC maintains a very good track record in managing lien portfolios and working collaboratively with existing municipal counsel, such as Attorney Norman Powell. Consequently, the firm was selected based on its immediate readiness to implement a collection strategy for outstanding liens and past-due fees while maintaining legal continuity for the City.

6. Will this purchase obligate the City to a particular provider for future purchases?

This purchase will not obligate the City for any future purchases.

7. Explain why the price for this product or service is considered to be fair and reasonable.

Pricing for this service is on a contingency fee bases which is twenty percent (20%) of the amounts collected for and received by the City. We find 20% for the specialized attorney services to be fair and reasonable and consistent with industry standards for municipal representation for the same scope of services.

City of Miramar Waiver of Competition For Professional Services

8. Describe the negotiations efforts, if any that have been made with the vendor/provider to obtain the best possible price.

Negotiations were held and together both parties agreed on a cost that was found to be fair and equitable for both parties. The fee proposed by the Law Group is an amount equal to twenty percent (20%) of all amounts actually collected and received by the City on the assigned files.

9. Describe the actions the department will take, if feasible, to overcome the present barriers to competition prior to any future procurement of this service.

This is a very complex and in-depth process that cannot simply be taken over by just any other firm. Time is of the essence and the combined expertise of a legal collection process while understanding the code enforcement legalities are unique. Perhaps after this process, we would be better able to identify the qualifications needed to perform these services successfully.

DEFINITIONS

EXPERT WITNESS- A person examined as witness in a cause, who testifies in regard to some professional or technical matter arising in the case, and who is permitted to give their opinion(s) as to such matter on account of their special training, skill, or familiarity with it. An expert is a person who possesses peculiar skill and knowledge upon the subject matter that he is required to give an opinion upon.

PROFESSIONAL SERVICE PROVIDER EXHIBITING A PARTICULAR SKILL, ABILITY, EXPERIENCE, OR EXPERTISE, WHICH ARE IN THEIR NATURE UNIQUE- A person who has risen to the highest levels of their profession and has earned the highest level of certification or licensing by their professional accreditation body. The person has received recognition and acclaim for their professional association or has a significant record of publication in professional journals or books of academic recognition. The person may also have specific knowledge of a local or of a specific specialized area of study that would exceed others in the profession.

PLEASE ALSO ATTACH ADDITIONAL SHEETS OR INFORMATION AS NEEDED

Name of the person who prepared this request and justification:

Name: Kelvin L. Baker, Sr. Position: Deputy City Manager

Office of the City Manager Date: 03/11/2025

I hereby certify that the above request and Justification is accurate and complete to the best of my knowledge and belief.

DocuSigned by:
Kelvin Baker 3/12/2026

6DC946374C8E43A
Department Director Signature Date

For Procurement Department Use Only

This approval is effective for 9-30 days

A good faith review of available sources has been conducted by:

User Department Procurement Department Standards Committee

I concur that this contract is not suitable for competitive bids or proposals

[Signature] 3-17-26
Chief Procurement Officer Date