

M E M O R A N D U M

To: Howard Tipton, Town Manager
From: Allen Parsons, Planning, Zoning, and Building Dept. Director
Report date: May 22, 2024
Meeting date: June 3, 2024
Subject: Special Magistrate Services Agreement

Recommended Action

Authorize the Town Manager to execute the contract for the reappointment of Attorney Milan Brkich as the Town's primary Code Enforcement Special Magistrate.

Background

Pursuant to the Town Code, the Town may retain the services of a special magistrate to hold quasi-judicial hearings and assess fines for code violations in accordance with the Town Code, Florida Statutes, Chapter 162, or other applicable Florida law.

Section 38.26(A) of the Town Code allows the Town to contract professional and consultant services, other than those services identified in Section 287.055, Florida Statutes (F.S.), without a competitive proposal, Request for Proposal (RFP), or Request for Information (RFI) process, when the cost of such professional and consultant services is less than \$35,000.00, and where a written finding has been jointly made by the Department Head, Procurement Manager, and the Town Manager (Exhibit A of the contract) outlining that the purchase of such professional and consultant services, without the competitive proposal, RFP, or RFI process, is in the best interest of the Town.

Attorney Milan Brkich has served in the capacity of primary Special Magistrate since 2019, with subsequent contract renewals in 2022 and 2023 in accordance with the original contract. Attorney Brkich is responsive to the needs of the Town and has intricate knowledge of the Town Code and the Code Enforcement processes.

Staff Recommendation

Authorize the Manager to execute the contract for the appointment of Milan Brkich as the Town Code Enforcement Special Magistrate.

Attachments

- A. Special Magistrate Contract (Available in Town Clerk's Office)

End of Agenda Item