AGENDA ITEM NO. 5.j

STAFF AGENDA REVIEW WORKSHOP AGENDA ITEM REPORT

DATE: August 25, 2025

SUBMITTED BY: Kimberly Dillon

ITEM TYPE: Resolution

TEMP. RESOLUTION NUMBER:

AGENDA SECTION: **Consent Agenda:**

TITLE: TR14313 - A Resolution of the City Commission of the City of Tamarac, Florida, ratifying prior expenditures to Done Films LLC for media production and advertising services in the amount of $14,038.79, in excess of the City Manager's threshold, in accordance with Section 6-145(b)(6) of the Code; authorizing additional payment up to $10,500 for future services in Fiscal Year 2025; providing for conflicts; providing for severability; and providing for an effective date.

RECOMMENDATION: It is recommended that the City Commission ratify prior expenditures in the amount of $14,038.79 paid to Done Films LLC more than the City Manager's approval threshold and authorize an additional payment of up to $10,500 for ongoing and future media production and advertising services in Fiscal Year 2025.

BACKGROUND: Payments made to Done Films LLC for professional media and advertising services during Fiscal Year 2025 have exceeded the City Manager's purchasing authority threshold of $65,000, established under Section 6-145(b)(6) of the City's Procurement Code. As a result, City Commission approval is required to ratify these expenditures and authorize additional services.

Done Films LLC provides the City of Tamarac with professional media production, advertising, and content creation services in support of events, programs, and community engagement initiatives. Services during FY2025 have included media content development, event promotion, graphic design, and outreach campaigns.
As of this date, the City has expended a total of $79,038.79 with Done Films LLC. Of this amount, $14,038.79 exceeds the City Manager's expenditure authority. To ensure continuation of services for ongoing and upcoming projects

through September 2025, an additional $10,500 in services is requested, bringing the total authorized expenditure with Done Films LLC to $89,538.79 for FY2025.

The City Manager recommends ratification of the prior expenditures and approval of the additional amount needed to support programmatic and promotional needs.

(See Exhibit A)

STRATEGIC GOALS: Goal #5: Tamarac is Smart and Connected

ATTACHMENTS: