RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

Florida's Dynamic Waterfront Community

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MEMORANDUM

TO: Honorable Chair and Members, CRA Board of Commissioners
City of Riviera Beach, Florida

FROM: Scott Evans
Interim Executive Director, CRA

COPY: J. Michael Haygood
General Counsel, CRA

DATE: October 18, 2017

SUBJECT: **Resolution authorizing a Second Amendment to the Professional Services Agreement between the Agency and The Palm Beach Consulting Group, LLC for providing the Agency with management and oversight of its Finance Department and to update certain sections of the Agency's Comprehensive Policies and Procedures Manual.**

REQUEST FOR BOARD ACTION

During fiscal year 2017, the Riviera Beach Community Redevelopment Agency has used the management consulting services of The Palm Beach Consulting Group, LLC (PBCG) to provide much needed oversight and management of the Agency's accounting and financial reporting function. The Agency is in the final stages of this engagement which is set to expire at the end of December 2017, but a work scope change and adjusted payment schedule is required which anticipates the need for certain additional services to substantially complete the work being performed by the Consultant. The proposed Resolution will approve a Second Amendment to the original Agreement dated November 17, 2016.

BACKGROUND / SUMMARY

The Palm Beach Consulting Group has been providing consulting assistance to the CRA since November 2016, in the capacity of Interim Finance Manager. The Consultant's services are set to be concluded by December 31, 2017 under the present Agreement. The Agency's accounting and financial reporting functions are in the process of being converted to the City's accounting and reporting system. The effective date of the transition is October 1, 2017. The City Finance Director is also set to provide direct oversight of the Agency's accounting and financial reporting functions and staff as a part of the transition process. The Consultant's services are required to

ensure that the transition process is properly planned and executed and that all appropriate processes, policies, procedures, reporting responsibilities, and related functions are anticipated and put in place. This contract amendment provides for additional tasks that are required to successfully complete the transition process and it adjusts the end date of the Agreement from December 31st to December 20th. The contract amendment also adjusts the amount payable to the Consultant for the remaining term of the agreement from $16,050 to $27,150 (increase of $11,100, for completing additional tasks identified in the Consultant's modified "Scope of Services," which is included as "Attachment A" to the contract amendment.

RECOMMENDATIONS

Staff recommends Board approval of a Resolution authorizing the contract amendment with The Palm Beach Consulting LLC. For the period October 1, 2017 and December 20, 2017, to perform the services of Interim Finance Manager.