SECOND AMENDMENT
TO THE PROFESSIONAL SERVICE AGREEMENT
BETWEEN
RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
AND
THE PALM BEACH CONSULTING GROUP, LLC

This SECOND AMENDMENT to the Agreement between the RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY (hereinafter referred to as the "CRA" or the "AGENCY") and THE PALM BEACH CONSULTING GROUP, LLC (hereinafter referred to as the "CONSULTANT") is made as of this ___ day of October, 2017.

WHEREAS, the CONSULTANT was retained by CRA on or about November 17, 2016 to serve as the CRA's Interim Finance Manager ("Original Agreement"); and

WHEREAS, the Original Agreement was amended on or about February 22, 2017, to provide additional tasks for the Consultant ("First Amendment")(the Original Agreement and the First Amendment are collectively referred to as the "Agreement"); and

WHEREAS, the AGENCY desires to have CONSULTANT complete the services identified in the First Amendment and additional tasks it needs addressed by the CONSULTANT to further enhance the operations of the CRA's Finance Department; and

WHEREAS, the AGENCY is in the process of converting its accounting system to the system used by the City of Riviera Beach ("City"), which requires the CONSULTANT to develop a detailed strategy and implementation plan for the system conversion; coordinate with City staff; provide oversight of Agency staff; and engage in specific tasks required to insure proper system implementation; and

WHEREAS, the City will start to provide direct oversight of the Agency's accounting staff as part of the system implementation process; and

WHEREAS, policies and procedures must be developed between the City and the Agency, and the AGENCY's policies and procedures will need to be updated to meet the requirements of the accounting system and new accountability structure being implemented; and

WHEREAS, the Agency and the Consultant desire to amend the Agreement as set forth herein.

NOW THEREFORE, in consideration of the mutual promises contained herein, the CRA and the CONSULTANT agree to the following amendments to their original Agreement.

SECTION 1: ARTICLE 2 - SCHEDULE shall be amended to read as follows:

A. Time of Completion - Services must begin within five (5) calendar days from the date of receipt of official notice to proceed. All work shall be carried on at a rate for substantial completion by December 20, 2017, the rate of progress and time of completion being essential conditions of this Agreement.

B. Reports - Reports and other items shall be delivered or completed in accordance with the detailed schedule set forth in the revised Scope of Services contained in "Attachment A".

SECTION 2: ARTICLE 3 – FUNDING CONSIDERATION/PAYMENT shall be amended to read as follows:

The AGENCY agrees to pay the CONSULTANT for its services, over the term of this agreement (October 1 – December 20, 2017) an amount not to exceed $28,000. The services to be provided are specified in the amended Scope of Services identified in "Attachment A."

CONSULTANT shall provide CRA with a minimum number of hours of work effort per month based on the schedule below. The CONSULTANT shall be compensated at the rate of $150.00 per hour.

Monthly Schedule of Hours	
Month	**Hours per Month**
October 2017	60
November 2017	61
December 2017	60
Total	**181**

CONSULTANT shall bill CRA at the end of each billing period. CRA shall make payments to CONSULTANT based on receipt of a valid invoice submitted to the CRA, along with a status report summarizing work efforts performed during the period. CONSULTANT's payment is due on or before the 10th day of the month following the billing period.

SECTION3: To the extent that there exists a conflict between this Modification, the Scope for Services and any work orders, terms, conditions, covenants, and/or provisions of this Modification shall prevail. Whenever possible, the provisions of such documents shall be construed in such a manner as to avoid conflicts between provisions of the various documents.

SECTION4: All other terms in the Original Agreement shall remain in effect.

[Signatures of following page]

IN WITNESS WHEREOF, the parties unto this Agreement have set their hand and seal on the day and year above written.

Riviera Beach Community Redevelopment Agency

BY: _____
KASHAMBA MILLER-ANDERSON

ATTEST:

BY: _____

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
J. MICHAEL HAYGOOD,
J. Michael Haygood, PA
CRA ATTORNEY
Date: 10/19/2017

CONSULTANT
The Palm Beach Consulting Group, LLC.

BY: _____
Arnold A. Broussard, President/Manager

Attachment A

SECOND AMENDMENT
TO THE PROFESSIONAL SERVICE AGREEMENT
BETWEEN

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
AND

THE PALM BEACH CONSULTING GROUP, LLC

SCOPE OF SERVICES

OBJECTIVE:

Provide the CRA with management and oversight of the Finance Department until the department and its associated responsibilities are reorganized and restructured under a new operation's model which includes oversight and management of the Agency's accounting staff by the City Finance Department.

SCOPE OF SERVICES:

- Provide general management and oversight for the Finance Department.
- Identify and implement required modifications to the accounting system to properly account for and report on transactions for all entities serviced by the CRA's Finance Department beginning with fiscal year 2017.
- Assist the CRA in converting its accounting and financial management system to the system used by the City.
    - Develop an implementation plan for converting the CRA's accounting and financial reporting system to the City's current accounting system and software.
    - Assist in the conversion to the CRA's "new" accounting and financial reporting system.
    - Restructure the CRA's accounting function based on the decision to implement the new accounting system. Insure that there are properly documented policies and procedures in effect.
    - Document procedural changes needed to insure operational efficiency and segregation of responsibilities between the Agency and the Finance Department
- Provide updates to the Agency's policies and procedures manual in the following areas.
    - Purchasing/Procurement
    - Travel
    - Use of Credit Cards
    - Human Resources
    - Fixed Assets
    - Vendor Payments
    - Other, as required