RESOLUTION NO. 2017- 05

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY (THE AGENCY) APPROVING THE FIRST AMENDMENT TO THE PROFESSIONAL SERVICE AGREEMENT BETWEEN THE PALM BEACH CONSULTING GROUP, LLC ("CONSULTANT") AND THE AGENCY; PROVIDING AN EFFECTIVE DATE.

. . . . . .

WHEREAS, the Agency and Consultant entered into a Professional Service Agreement, dated November 17, 2016 ("the Agreement"); and

WHEREAS, the Agency has additional services it desires the Consultant to perform to further enhance the operations of the Agency's Finance Department; and

WHEREAS, prior to the end of the current fiscal year, the Agency is considering the implementation of a new accounting and financial reporting system, which will require the Consultant to develop a detailed strategy and implementation plan for the system conversion;

WHEREAS, Satff recommends that the term Agreement be extended through December 31, 2017 and the compensation be provided not to exceed $60,000.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:

SECTION 1. The Agency hereby approves the First Amendment to the Professional Service Agreement between The Palm Beach Consulting Group, LLC and the Riviera Beach Community Redevelopment Agency attached as Exhibit "A".

SECTION 2. The resolution shall be effective immediately upon its adoption.

[Signatures on following page]

PASSED AND ADOPTED this 22nd day of February 2017.

RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

By: _____
Name: Terence Davis
Title: Chairperson

ATTEST:

_____
Executive Director

Approved as to form and legal sufficiency

_____
J. Michael Haygood
Date 2/17/2017

General Counsel to CRA

MOTION BY: T. Davis Johnson

SECONDED BY: L. Hubbard

D. PARDO	AYE
K. MILLER-ANDERSON	AYE
L. HUBBARD	AYE
T. DAVIS JOHNSON	AYE
T. DAVIS	AYE

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

This **FIRST AMENDMENT TO THE PROFESSIONAL SERVICE AGREEMENT** is entered into as of this 22 day of February, 2017, by and between **Riviera Beach Community Redevelopment Agency,** a body corporate and politic created pursuant to Part III, Chapter 163, Florida Statutes (hereinafter called "AGENCY") and **THE PALM BEACH CONSULTING GROUP, LLC,** a Florida limited liability company (hereinafter called **"CONSULTANT"**).

WHEREAS, the CONSULTANT has served as the AGENCY'S Interim Finance Director pursuant to a contract dated November 17, 2016; and,

WHEREAS, the AGENCY has additional services it desires the CONSULTANT to perform to further enhance the operations of the AGENCY's Finance Department; and

WHEREAS, prior to the end of the current fiscal year, the AGENCY is considering the implementation of a new accounting and financial reporting system, which will require the CONSULTANT to develop a detailed strategy and implementation plan for the system conversion.

NOW THEREFORE, in consideration of the mutual promises contained herein, the AGENCY 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 full completion by December 31, 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 ten (10) month period March through December 2017, an amount not to exceed $60,000. The services to be provided are specified in the amended Scope of Services identified in "Attachment A."

CONSULTANT shall provide AGENCY 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**
March 2017	53
April 2017	53
May 2017	27
June 2017	27
July 2017	27

August 2017	53
September 2017	53
October 2017	53
November 2017	27
December 2017	27
Total	**400**

CONSULTANT shall bill AGENCY at the end of each billing period. AGENCY shall make payments to CONSULTANT based on receipt of a valid invoice submitted to the AGENCY, 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.

Section 3. **Scope of Amendment.** Except as otherwise provided for or as amended herein, all other terms and conditions of the Original shall remain unchanged and in full force and effect throughout the remainder of the term, and any permitted extensions thereto, unless further amended by written agreement between the parties hereto.

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: _____
Scott Evans, Interim Executive Director

ATTEST:

BY: _____

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY

BY: _____
J. MICHAEL HAYGOOD
J. Michael Haygood, PA
AGENCY ATTORNEY
Date: 2/17/2017

CONSULTANT
The Palm Beach Consulting Group, LLC.

BY: _____
Arnold A. Broussard, President/Managing Member

Attachment A

FIRST 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 and the function is properly staffed.

SCOPE OF SERVICES:

- Provide general management and oversight for the Finance Department.
- Assist in preparing the first amendment to the fiscal year 2017 budget.
- 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. Special attention to be given to findings identified by the Agency's external auditor in the fiscal year 2016 annual audit.
- Assist in the completion of the CRA's Audit(s), and in preparing recommendations for related system improvements, enhancements, corrections, and adjustments.
- Assist the CRA in evaluating its participation in the new accounting system being proposed by the City of Riviera Beach Finance Department.
- Develop an implementation plan for converting the CRA's accounting and financial reporting system to a "new" system using the current accounting software or the City's new system, as appropriate.
- Supervise the completion of 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, make recommendations for any required changes.
- Insure that there is an effective and efficient interface between the Event Center's booking system and its accounting system. Insure that there are properly documented policies and procedures in effect.

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

Florida's Dynamic
Waterfront Community

2001 BROADWAY, SUITE 300
RIVIERA BEACH, FL 33404
PHONE: 561-844-3408
FAX: 561-881-8043
Website: www.rbcra.com

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: February 17, 2017

SUBJECT: **A Resolution approving the First Amendment to the Professional Service Agreement between the Riviera Beach Community Redevelopment Agency and the Palm Beach Consulting Group LLC.**

REQUEST FOR BOARD ACTION

The Agency is requesting the Board of Commissioners to approve a Resolution authorizing the First Amendment to the Professional Service Agreement between the Riviera Beach Community Redevelopment Agency and the Palm Beach Consulting Group LLC., to extend their professional services in the capacity of Interim Finance Manager for the Agency. Between now and the end of this fiscal year the Agency will consider implementation of a new accounting and financial reporting system which will require a detailed strategy for the system conversion and implementation.

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 contract amendment provides 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 and staffing. Recent Audits completed last year highlighted the need the CRA to more closely coordinate its financial reporting with the City of Riviera Beach. Consultant Mr. Arnold Broussard will provide the role of Interim Finance Manager, and work closely with the City's Finance department for this years on-going audits. The services provided between March 1, 2017, and December 31, 2017, are listed below.

SCOPE OF SERVICES:

- Provide general management and oversight for the Finance Department.
- Assist in preparing the first amendment to the fiscal year 2017 budget.
- 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. Special attention to be given to findings identified by the Agency's external auditor in the fiscal year 2016 annual audit.

- Assist in the completion of the CRA's Audit(s), and in preparing recommendations for related system improvements, enhancements, corrections, and adjustments.
- Assist the CRA in evaluating its participation in the new accounting system being proposed by the City of Riviera Beach Finance Department.
- Develop an implementation plan for converting the CRA's accounting and financial reporting system to a "new" system using the current accounting software or the City's new system, as appropriate.
- Supervise the completion of 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, make recommendations for any required changes.
- Insure that there is an effective and efficient interface between the Event Center's booking system and its accounting system. Insure that there are properly documented policies and procedures in effect.

RECOMMENDATIONS

Staff recommends Board approval of a Resolution authorizing the contract amendment with Palm Beach Consulting LLC., in the amount not to exceed $60,000.00 between March 1, 2017, and December 31, 2017, to perform the services of Interim Finance Manager.