

RESOLUTION NO. 2017-_____

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY (THE AGENCY) APPROVING AMENDMENTS TO THE AGENCY'S COMPREHENSIVE POLICIES AND PROCEDURES MANUAL; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Agency has adopted a set of comprehensive policies and procedures to: direct its day-to-day operations and provide uniform standards to be followed by all employees in the conduct of their duties and responsibilities to the Agency; set forth the uniform standards to be followed by the Agency in its relationship with employees; and serves as a practical guide for training staff and Board members on the Agency's uniform operational principles and practices; and

WHEREAS, the Agency has received authorization from the Board to transition its accounting and financial reporting to the system used by the City and to utilize the Director of Finance and Administrative Services in the capacity of its "Finance Director" to manage and supervise the Agency's Finance Department staff; and

WHEREAS, to be more efficient and effective in its operations, Agency management believes it is in the best interests of the City and the Agency to have their various operational policies and procedures better aligned; and

WHEREAS, the Agency has identified several policy and procedure areas (travel, annual leave, sick leave, small purchases, and purchasing cards), that should be implemented to facilitate and start that alignment process and to respond to two findings identified by the Agency's external auditors in the Agency's 2016-2017 audit; and

WHEREAS, staff recommends approval of the proposed policies and procedures discussed in the attached memorandum detailing the staff's recommendations and reflected in the attached Exhibits.

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

SECTION 1. The Agency hereby approves and adopts the new, amended, and/or revised policies and procedures discussed in the attached memorandum and reflected in the Exhibits attached thereto.

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

[Signatures on attached page]

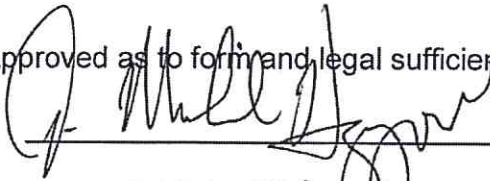
PASSED AND ADOPTED this _____ day of _____, 2017.

RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

By: _____
Name: Kashamba Miller-Anderson
Title: Chairperson

ATTEST:

Executive Director

Approved as to form and legal sufficiency


J. Michael Haygood
Date 12/16/2017
J. Michael Haygood, PA
General Counsel to CRA

MOTION BY: _____

SECONDED BY: _____

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