

Foreman, Mikeria

From: Busby, Lina
Sent: Thursday, July 05, 2018 4:33 PM
To: Foreman, Mikeria
Cc: Ramoutar, Kerry; James ,Shelia Y; Sherman, Randy
Subject: RE: updated section on disclosures

Ok Ms. Foreman,

This agreement is legally sufficient.

Sincerely,
Lina

Lina Busby, Esquire
Assistant City Attorney
City of Riviera Beach
600 W. Blue Heron Blvd.
Riviera Beach, FL 33404
Tel: (561) 845-3414
Fax: (561) 845-4017

CONFIDENTIALITY NOTE: The information contained in this transmission is legally privileged and confidential, intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you receive this communication in error, please notify the sender immediately by telephone call to (561) 845-4069 and delete the message.

From: Foreman, Mikeria
Sent: Thursday, June 28, 2018 12:04 PM
To: Busby, Lina <lbusby@Rivierabch.com>
Cc: Ramoutar, Kerry <kramoutar@Rivierabch.com>; James ,Shelia Y <Sjames@Rivierabch.com>; Sherman, Randy <Rsherman@Rivierabch.com>
Subject: RE: updated section on disclosures

Hello, Lina.

Per the attached, I've updated the Disclosure and Ownership section.

Mikeria Foreman
Treasury Manager
City of Riviera Beach
600 W Blue Heron Blvd.
Riviera Beach, FL 33404

Tel: (561) 840-3115
Fax: (561) 845-8843
mforeman@rivierabch.com



From: Busby, Lina
Sent: Thursday, June 28, 2018 11:50 AM
To: Foreman, Mikeria <mforeman@Rivierabch.com>
Cc: Ramoutar, Kerry <kramoutar@Rivierabch.com>; James ,Shelia Y <Sjames@Rivierabch.com>
Subject: updated section on disclosures

Good afternoon Ms. Foreman,

Your standard professional services contract with PFM should reflect the updated contract provision for Disclosure and Ownership of Documents (Article 17 in your version).

You can cut and paste the following but remember to input the correct information that is required (highlighted in yellow.)

Sincerely,

Lina

The Contractor shall comply with Florida's Public Records Act, Chapter 119, Florida Statutes, and, if determined to be acting on behalf of the City as provided under section 119.011(2), Florida Statutes, specifically agrees to:

- (a) Keep and maintain public records required by the City to perform the service.
- (b) Upon request from the City's custodian of public records or designee, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Contract and following completion of this Contract if the Contractor does not transfer the records to the City.
- (d) Upon completion of this Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records or designee, in a format that is compatible with the information technology systems of the City.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS OR DESIGNEE AT _____ (telephone number, e-mail address, and mailing address).

(the above statement must be in at least 14-point boldfaced type).

Lina Busby, Esquire
Assistant City Attorney
City of Riviera Beach
600 W. Blue Heron Blvd.
Riviera Beach, FL 33404
Tel: (561) 845-3414
Fax: (561) 845-4017

CONFIDENTIALITY NOTE: The information contained in this transmission is legally privileged and confidential, intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, or copying of this communication is strictly prohibited. If you receive this communication in error, please notify the sender immediately by telephone call to (561) 845-4069 and delete the message.