



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	October 5, 2016		Item Type: <small>(Enter X in box)</small>	Resolution <div style="text-align: center;">X</div>	Ordinance	Other		
Fiscal Impact: <small>(Enter X in box)</small>	Yes	No	Ordinance Reading: <small>(Enter X in box)</small>	1st Reading		2nd Reading		
	X			Public Hearing: <small>(Enter X in box)</small>	Yes	No	Yes	No
Funding Source:	Projects under Office of Capital Improvements		Advertising Requirement: <small>(Enter X in box)</small>	Yes		No		
						X		
Account Balance:			Quasi Judicial: <small>(Enter X in box)</small>	Yes		No		
						X		
Project Number :	Various Projects		RFP/RFQ/Bid Number:	N/A				
Contract/P.O. Required: <small>(Enter X in box)</small>	Yes	No	Strategic Plan Priority Area: <small>(Enter X in box)</small> <div style="display: flex; justify-content: space-between;"> <div>Safety</div> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <div>Quality</div> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-between;"> <div>Vibrant Appeal</div> <input checked="" type="checkbox"/> </div>					
	X							
Sponsor Name:	Daniel Rosemond, City Manager		Department: Office of the City Manager		Jennifer Frastai, Deputy City Manager			

Short Title:

A RESOLUTION OF THE MAYOR AND CITY COMMISSION OF THE CITY OF HALLANDALE BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH GOVERNMENT & ERP IMPLEMENTATION SERVICES, LLC TO PROVIDE PROJECT ACCOUNTANT SERVICES FOR THE OFFICE OF CAPITAL IMPROVEMENTS IN AN AMOUNT NOT TO EXCEED THIRTY TWO THOUSAND (\$32,000) DOLLARS FOR TWELVE (12) MONTHS; AND PROVIDING FOR AN EFFECTIVE DATE.

Staff Summary:

BACKGROUND

The Office of Capital Improvement is responsible to oversee the design and construction of the Parks Master Plan projects and Main Fire Station Project. The total project costs are estimated over \$70 Million. To provide for dedicated fiscal oversight of the project funds and to ensure compliance with monitoring and reporting of the bond and capital projects dollars, the City wishes to engage the serves of a Project Accountant to work with the Office of Capital Improvement to oversee the financial accounting of the department. This position will act as a support service, not supplant the role of the Finance Department, but rather an additional check and balance, whose sole responsibility is the oversight of the funds.

CURRENT SITUATION

Attached please find the draft agreement and scope of services to be performed by Ms. Barbara Hastings of Government & ERP Implementation Services, LLC. (Exhibit 2)

Barbara Hastings brings over twenty years of experience within the public government finance sector. She is a Certified Public Accountant (CPA) and has worked full time with over five cities in various positions from Finance and Administrative Services Director to Assistant Finance Director. Within those capacities, Ms. Hastings has direct experience and extensive knowledge of project accounting, oversight of capital projects, and the rules and regulations of accounting, reporting, and expending of bond dollars. Government & ERP Implementation Services currently works with cities and offers various accounting services including software implementations. In this capacity, and as a former public finance officer, she has the systems knowledge and expertise utilized for tracking, reporting, and expending of the bond dollars including, the City's financial system (munis), as well as other, corresponding systems such as kronos and energov. In addition, she has previously consulted with the City on other smaller projects and is familiar with the City's processes and procedures.

Ms. Hasting will work under the direction and supervisor of the Director of the Office of Capital Improvements. She will act as liaison between the Office of Capital Improvements and the Finance Departments. Her scope of work includes, but is not limited to:

Performs Capital Improvement Program (CIP) budgeting and monitoring:

- Prepares budget sheets, updates costs as needed, and assists Project Managers in developing budget estimates.
- Performs monthly review of all project budgets and accounts and coordinates reconciliations with the Office of Capital Improvement and Finance Department.

- Prepares quarterly financial report to be provided and presented to the City Manager and City Commission
- Prepares monthly CIP report for the Finance Department.
- Coordinates and facilitates monthly CIP meetings with Office of Capital Improvement and Finance Department to review monthly CIP report and any pending subjects.
- Tracks all Office of Capital Improvements costs to ensure capital and operating expenditures are within approved budget.
- Tracks the use of unallocated contingency funds, if any, and interest earnings available for capital projects.
- Performs quarterly personnel true-up and coordinates reconciliation with Humans Resources and Finance Department.
- Monitors personnel time allocation in coordination with Office of Capital Improvements to ensure time keeping documentation, projections, and quarterly true-up meets bond requirements.

Administers debt service and other funds:

- Reviews debt draw down schedule on a monthly basis and compares to actual expenditures. Updates and adjusts schedules with project Managers prior to forwarding to Finance Department and investment advisor.
- Maintains files and documents to support expenditures of bond and other funds.
- Tracks all Bond related dollars to ensure all money is budgeted properly and accounted for in the City's financial management system.
- Tracks interest earning from Bond funds and coordinate with Director to ensure interest earnings is spent to comply with arbitrage requirements.

Monitors construction contracts and other agreements for the Office of Capital Improvement including:

- Tracks construction and consultant agreements to ensure that payments are made within authorized scope of services, limits, and budget.
- Ensures that financial documentation related to appropriation requests and change orders/Contingency use/field orders are prepared as required.

WHY ACTION IS NECESSARY

Pursuant to Section 23-8 Exception to Bid Requirements, (2) Professional Services, of the City of Hallandale Beach Code of Ordinances, contracts for professional services involving peculiar skill, ability, experience or expertise, which are in their nature unique and not subject to competitive bidding, are exempt from the competitive bidding requirements of this article; however, a formal written contract, approved by the commission, shall be required for all such contracts in excess of twenty-five thousand (\$25,000.00) dollars. Ms. Hastings experience and expertise as a former

public finance officer with over twenty years of experience, is uniquely qualified in her knowledge and expertise in the area of bond dollars and capital project accounting.

FISCAL IMPACT

\$32,000

Proposed Action:

Staff recommends approval of the attached Resolution authorizing the City Manager to execute the attached contract, in substantially the same for as the attached Exhibit 2, to retain Government & ERP Implementation Services, LLC. to provide Project Accountant Services for the Office of Capital Improvement in an amount not to exceed Thirty-Two Thousand Dollars (\$32,000).

Attachment(s):

Exhibit 1- Resolution
Exhibit 2- Agreement