

**POMPANO BEACH
COMMUNITY REDEVELOPMENT AGENCY**

Meeting Date: October 20, 2015

Agenda Item 2

REQUESTED CRA BOARD ACTION:

Resolution(s) Consideration Approval Other

SHORT TITLE OR MOTION: A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY, APPROVING REIMBURSEMENT BY THE CRA TO REDEVELOPMENT MANAGEMENT ASSOCIATES (RMA) IN THE AMOUNT OF \$11,009.67 FOR EXPENSES INCURRED BY RMA FOR ADDITIONAL SERVICES PROVIDED TO TO THE CRA; PROVIDING AN EFFECTIVE DATE.

Summary of Purpose and Why:

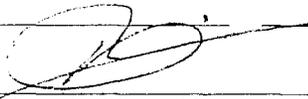
Part of RMA's scope of services includes managing and supervising City/CRA employees and consultants. In the first quarter of fiscal year 2015, RMA incurred expenses for additional services while paperwork and contracts were being processed. RMA is requesting reimbursement in the amount of \$11,009.67 for those services of Marketing Intern and Job Placement Director. RMA paid for these services to prevent a lapse in service provided by the CRA.

QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:

- (1) Origin of request for this action: Staff
- (2) Primary staff contact: Adriane Esteban Ext. 7841
- (3) Expiration of contract, if applicable: N/A
- (4) Fiscal impact and source of funding: \$11,009.67; Accounts 150-1910-539.31-60 & 160-1920-539.31-60 (Budget Adjustment attached)

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	AUTHORIZED SIGNATURE OR ATTACHED MEMO NUMBER
_____	_____	_____	_____

- CRA Executive Director
- CRA Attorney
- Finance Director



Claudia M. McKenna
S. Sibble

ACTION PREVIOUSLY TAKEN BY CRA BOARD:

Resolution	Consideration	Other:
Results: _____	Results: _____	Results: _____
_____	_____	_____
_____	_____	_____



P. O. Drawer 1300
Pompano Beach, FL 33060

Phone: (954) 786-5535
Fax: (954) 786-7836

MEMORANDUM

Date: October 20, 2015

To: Pompano Beach CRA Board

From: Kim Briesemeister, Co-Executive Director

Subject: RMA Reimbursement for Additional Services

Part of RMA's scope of services includes managing and supervising City/CRA employees and consultants. In the first quarter of fiscal year 2015, the CRA Marketing Intern resigned and a replacement was needed immediately to prepare for Light Up MLK, grand openings and other major events. There was a lag in processing the paperwork for the new Marketing Intern, Jahlisa Harvey, therefore RMA paid for the Marketing Intern services in the amount of \$1,225 to prevent a break in service. Similarly the CRA did not want to lose the Job Placement services of Dahlia Baker while the contract between her firm, Collective Community Initiative LLC, and the CRA was being negotiated. Again RMA stepped in and paid for these services in amount of \$9,784.67 to prevent any lapse of service. RMA is requesting reimbursement \$11,009.67 for those services. Although this amount was budgeted, RMA did not submit the invoice and recognized the error during an annual fiscal year end accounting review. These expenditures have been reviewed by the City Finance Department for proper supporting documentation.

RESOLUTION NO. _____

POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY

A RESOLUTION OF THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY, APPROVING REIMBURSEMENT BY THE CRA TO REDEVELOPMENT MANAGEMENT ASSOCIATES (RMA) IN THE AMOUNT OF \$11,009.67 FOR EXPENSES INCURRED BY RMA FOR ADDITIONAL SERVICES PROVIDED TO THE CRA; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Redevelopment Management Associates (RMA) paid \$11,009.67 for the services of Jalisha Harvey and Dahlia Baker provided to the CRA from the time such services commenced until such time as the contract for such services was signed by the CRA; copies of the RMA invoice, checks and time records for such services are attached to this Resolution as Composite Exhibit A.

BE IT RESOLVED BY THE POMPANO BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:

SECTION 1: The reimbursement by the CRA to Redevelopment Management Associates in the amount of \$11,009.67 is hereby approved.

SECTION 2: This Resolution shall become effective upon passage.

PASSED AND ADOPTED THIS _____ day of _____, 2015.

LAMAR FISHER, CHAIRPERSON

ATTEST:

MARGARET GALLAGHER, SECRETARY

Composite Exhibit A

(see next pages)



REINVENTING YOUR CITY

Invoice Date: August 24, 2015

Invoice Number: 3406B

Dennis Beach, Contract Administrator
City of Pompano Beach CRA
100 West Atlantic Boulevard
Pompano Beach, FL 33062

Re: Reimbursements for the Pompano Beach CRA

Date	Vendor	Description	Amount
9/12/2014	Jahlisa Harvey	Compensation	600.00
10/1/2014	Shanna Benson	Reimbursement for Jahlisa Harvey	625.00
11/5/2014	Dahlia Baker	10/20/2014-10/31/2014	1,846.15
11/20/2014	Dahlia Baker	11/03/2014-11/14/2014	1,846.15
12/3/2014	Dahlia Baker	11/17/2014-11/28/2014	1,846.15
12/18/2014	Dahlia Baker	12/01/2014-12/12/2014	1,846.15
12/31/2014	Dahlia Baker	12/15/2014-12/26/2014	1,846.15
1/16/2015	Dahlia Baker	12/29/2014-12/31/2014	553.92
Total			<u>11,009.67</u>

TOTAL DUE

\$11,009.67

Please make check payable to RMA. Thank you.

Total amount due is payable upon 15 days from receipt. Delinquent accounts are subject to finance charges of 1.0 percent per month

Received
Pompano Beach CRA
2015 AUG 24 PM 3:57



To: City of Pompano Beach CRA
From: Kim Briesemeister
CC:
Date: 7/9/2015
Re: Jahlisa Harvey

Comments: RMA agreed to pay Miss Harvey to accommodate the CRA and the City while they processed her paperwork.



To: City of Pompano Beach CRA
From: Kim Briesemeister
CC:
Date: 7/9/2015
Re: Dahlia Baker

Comments: RMA agreed to pay Ms. Baker to accommodate the CRA and the City while they finalized her contract.

Abbie Berman

From: Nguyen Tran
Sent: November 04, 2014 11:02 AM
To: Abbie Berman
Cc: Alicia Alleyne; 'dahlia.baker1@gmail.com'
Subject: Dahlia Baker's Timesheet
Attachments: DOC074.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Abbie,
Attached is Dahlia's timesheet for this period. Thanks.

Nguyen Tran
Senior Associate

Redevelopment Management Associates
3109 E. Atlantic Boulevard, Suite B
Pompano Beach, FL 33062
(561) 676-6154
nguyen@rma.us.com

No virus found in this message.
Checked by AVG - www.avg.com
Version: 2015.0.5315 / Virus Database: 4189/8509 - Release Date: 11/04/14



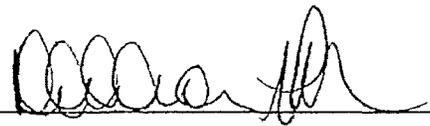
BI-WEEKLY

PAY PERIOD: 11/03/14 - 11/14/14

PAYDATE: 11/21/2014

NAME: Dahlia Baker

	Date	Pay Type	Hours	Project
Mon	11/3/2014	R	8	City of Pompano Beach
Tues	11/4/2014	R	8	City of Pompano Beach
Wed	11/5/2014	R	8	City of Pompano Beach
Thurs	11/6/2014	R	8	City of Pompano Beach
Fri	11/7/2014	R	8	City of Pompano Beach
Mon	11/10/2014	R	8	City of Pompano Beach
Tues	11/11/2014	R	8	City of Pompano Beach
Wed	11/12/2014	R	8	City of Pompano Beach
Thurs	11/13/2014	R	8	City of Pompano Beach
Fri	11/14/2014	R	8	City of Pompano Beach
TOTAL			80	

Signature: 

- R= Regular
- H= Holiday
- V= Vacation
- S= Sick
- B= Bereavement

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RMA

REDEVELOPMENT
MANAGEMENT
ASSOCIATES

BI-WEEKLY

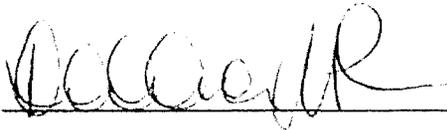
PAY PERIOD: 11/17/14 - 11/28/14

PAYDATE: 12/5/2014

NAME: Dahlia Baker

	Date	Pay Type	Hours	Project
Mon	11/17/2014	R	8	City of Pompano Beach
Tues	11/18/2014	R	8	City of Pompano Beach
Wed	11/19/2014	R	8	City of Pompano Beach
Thurs	11/20/2014	R	8	City of Pompano Beach
Fri	11/21/2014	R	8	City of Pompano Beach
Mon	11/24/2014	R	8	City of Pompano Beach
Tues	11/25/2014	R	8	City of Pompano Beach
Wed	11/26/2014	R	8	City of Pompano Beach
Thurs	11/27/2014	R	8	City of Pompano Beach
Fri	11/28/2014	R	8	City of Pompano Beach
TOTAL			80	

Signature: _____



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REDEVELOPMENT
MANAGEMENT
ASSOCIATES

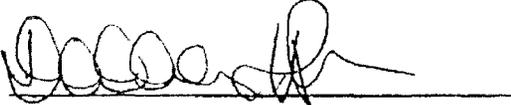
BI-WEEKLY

PAY PERIOD: 12/01/14 - 12/12/14

PAYDATE: 12/19/2014

NAME: Dahlia Baker

	Date	Pay Type	Hours	Project
Mon	12/1/2014	R	8	City of Pompano Beach
Tues	12/2/2014	R	8	City of Pompano Beach
Wed	12/3/2014	R	8	City of Pompano Beach
Thurs	12/4/2014	R	8	City of Pompano Beach
Fri	12/5/2014	R	8	City of Pompano Beach
Mon	12/8/2014	R	8	City of Pompano Beach
Tues	12/9/2014	R	8	City of Pompano Beach
Wed	12/10/2014	R	8	City of Pompano Beach
Thurs	12/11/2014	R	8	City of Pompano Beach
Fri	12/12/2014	R	8	City of Pompano Beach
TOTAL			80	

Signature: 

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Printed 12 18 2014

RMA

REDEVELOPMENT
MANAGEMENT
ASSOCIATES

BI-WEEKLY

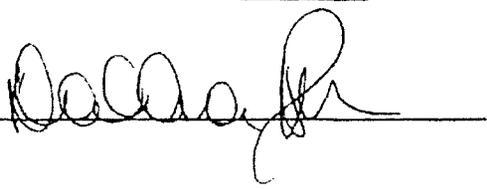
PAY PERIOD: 12/15/2014

PAYDATE: 12/26/2014

NAME: Dahlia Baker

	Date	Pay Type	Hours	Project
Mon	12/15/2014	R	8	City of Pompano Beach
Tues	12/16/2014	R	8	City of Pompano Beach
Wed	12/17/2014	R	8	City of Pompano Beach
Thurs	12/18/2014	R	8	City of Pompano Beach
Fri	12/19/2014	R	8	City of Pompano Beach
Mon	12/22/2014	R	8	City of Pompano Beach
Tues	12/23/2014	R	8	City of Pompano Beach
Wed	12/24/2014	H	8	City of Pompano Beach
Thurs	12/25/2014	H	8	City of Pompano Beach
Fri	12/26/2014	R	8	City of Pompano Beach
TOTAL			80	

Signature: _____



R= Regular
H= Holiday
V= Vacation
S= Sick
B= Bereavement

Dahlia Baker

13 08 hr



BI-WEEKLY

PAY PERIOD: 12/27/2014 – 12/31/2014

PAYDATE: 1/16/2015

NAME: Dahlia Baker

	Date	Pay Type	Hours	Project
Mon	12/29/2014	R	8	City of Pompano Beach
Tues	12/30/2014	R	8	City of Pompano Beach
Wed	12/31/2014	H	8	City of Pompano Beach
TOTAL			24	

Signature: 

- R= Regular
- H= Holiday
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- B= Bereavement

2014 12/27/2014 - 12/31/2014



REDEVELOPMENT
MANAGEMENT
ASSOCIATES

BI-WEEKLY

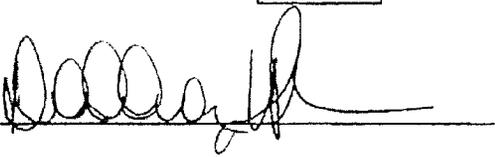
PAY PERIOD: 10/20/14 - 10/31/14

PAYDATE: 11/7/2014

NAME: Dahila Baker

	Date	Pay Type	Hours	Project
Mon	10/20/2014	R	8	City of Pompano beach
Tues	10/21/2014	R	8	City of Pompano beach
Wed	10/22/2014	R	8	City of Pompano beach
Thurs	10/23/2014	R	8	City of Pompano beach
Fri	10/24/2014	R	8	City of Pompano beach
Mon	10/27/2014	R	8	City of Pompano beach
Tues	10/28/2014	R	8	City of Pompano beach
Wed	10/29/2014	R	8	City of Pompano beach
Thurs	10/30/2014	R	8	City of Pompano beach
Fri	10/31/2014	R	8	City of Pompano beach
TOTAL			80	

48

Signature: 

- R= Regular
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- S= Sick
- B= Bereavement

Psted 11.04.2014 e

Dahlia Baker

11/05/2014

Date Type Reference
11/04/2014 Bill 10/18-10/31

Original Amt.
1,846.15

Balance Due
1,846.15

Discount

Check Amount

Payment
1,846.15
1,846.15

BOA Checking

10/18/2014 - 10/31/2014

1,846.15

Date	Type	Reference	Original Amt.	Balance Due	11/20/2014 Discount	Payment
11/18/2014	Bill	11/01-11/14	1,846.15	1,846.15		1,846.15
					Check Amount	1,846.15

BOA Checking	11/01/2014 - 11/14/2014	1,846.15
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REDEVELOPMENT MANAGEMENT ASSOCIATES

0522

Date	Type	Reference	Original Amt.	Balance Due	12/03/2014 Discount	Payment
12/03/2014	Bill		1,846.15	1,846.15		1,846.15
					Check Amount	1,846.15

Stonegate		11.15.2014-11.28.2014				1,846.15
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REDEVELOPMENT MANAGEMENT ASSOCIATES

0541

Date	Type	Reference	Original Amt	Balance Due	12/18/2014 Discount	Payment
12/18/2014	Bill	12/1/2014-12/12/2014	1,846.15	1,846.15		1,846.15
					Check Amount	1,846.15

Stonegate		12/01/2014 - 12/12/2014				1,846.15
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REDEVELOPMENT MANAGEMENT ASSOCIATES

0550

Dahlia Baker					12/31/2014	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
12/26/2014	Bill	12/13-12/26	1,846.15	1,846.15		1,846.15
					Check Amount	1,846.15

Stonegate		12/13/2014-12/26/2014				1,846.15
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REDEVELOPMENT MANAGEMENT ASSOCIATES

0562

Date	Type	Reference	Original Amt.	Balance Due	01/16/2015 Discount	Payment
01/16/2015	Bill	12/27-12/31	553.92	553.92		553.92
					Check Amount	553.92

Stonegate

553.92