



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: May 5, 2015

Subject: Resolution 2015—28 Terminating the Professional Services Agreement with the Non-Profit Assistance Center, Inc.

Prepared By: Heidi Siegel, AICP, Village Manager

Sponsored By: Staff

BACKGROUND

On January 9, 2013 the Village Commission approved Resolution 2013-03 and entered into a Professional Services Agreement with the Non-Profit Assistance Center, Inc., (NPAC) for accounting and finance services which served the role as "Finance Director". On September 10, 2013 the Village Commission adopted Resolution 2013-34 which extended the Agreement with NPAC for two (2) additional one (1) year terms. Within the agreement a termination clause states that the Agreement shall be terminable by the Village upon thirty (30) days written notice without cause.

Due to current circumstances, the Village administration finds it necessary to terminate the agreement with NPAC without cause effective June 4, 2015. There are many outstanding and upcoming Finance issues that are currently unattended to and need to be supported by a finance professional including the on-going fiscal year 2014 audit, the establishment of the construction loan accounts, the upcoming budget process and the day-to-day oversight of our finance function.

In order to serve the day-to-day needs of the Village better, the in-house Finance Clerk position will be converted into a higher functioning Finance Manager who will provide day-to-day support for all Village financial transactions. Upon evaluation of the operations, a part-time bookkeeper will be considered to support the day-to-day operations. Additionally, the Village Manager will seek an accounting firm that will provide quarterly review and monitoring of the in-house Finance Department. With salary and benefits, these changes will save the Village approximately \$5,000 - \$10,000 for the remainder of this fiscal year and approximately \$20,000 next fiscal year. These savings may increase once the new in-house Finance employee fully assesses the needs of the Village. This staffing model will serve the financial needs of the Village more efficiently by having the necessary level of expertise overseeing the day-to-day operations and providing professional support to all Village departments and the clerical position serving as support when needed. All of these changes will be accomplished within the established budget.

FISCAL/BUDGET IMPACT

The proposed changes will be an annual cost savings to the Village and provide a more efficient work model.

May 5, 2015

Commission Agenda Report

Resolution 2015–28 Terminating the Professional Services Agreement with the Non-Profit Assistance Center, Inc.

STAFF RECOMMENDATION

Staff recommends approval on of Resolution No. 2015-28.

ATTACHMENTS

- Resolution 2015-28

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RESOLUTION NO. 2015-28

A RESOLUTION OF THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA, TERMINATING THE PROFESSIONAL SERVICES AGREEMENT WITH THE NON-PROFIT ASSISTANCE CENTER, INC., DIRECTING THE VILLAGE CLERK TO TRANSMIT THIS RESOLUTION TO THE NON-PROFIT ASSISTANCE CENTER, INC. AS NOTICE OF TERMINATION OF THE PROFESSIONAL SERVICES AGREEMENT; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Village Commission of the Village of Biscayne Park adopted Resolution 2013-03 on January 9, 2013, entering into a Professional Services Agreement with the Non-Profit Assistance Center, Inc., (hereinafter referred to as "NPAC") for accounting / finance services; and,

WHEREAS, the Village Commission adopted Resolution 2013-34 on September 10, 2013, that extended the Agreement with NPAC for two (2) additional one (1) year terms; and,

WHEREAS, a termination clause is provided that the Agreement shall be terminable by the Village upon thirty (30) days written notice without cause; and,

WHEREAS, due to current circumstances, the Village administration finds it necessary to terminate the agreement with NPAC effective June 4, 2015.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE COMMISSION OF THE VILLAGE OF BISCAYNE PARK, FLORIDA.

Section 1. The foregoing "Whereas" clauses are hereby ratified and confirmed as being true and correct and hereby made a specific part of this Resolution upon adoption hereof.

Section 2. The Village Commission of the Village of Biscayne Park terminates the Professional Services Agreement with the Non-Profit Assistance Center, Inc., as provided in the terms of the Agreement, effective June 4, 2015, and directs the Village Clerk to transmit this Resolution to the Non-Profit Assistance Center, Inc. as notice of termination of the Professional Services Agreement.

Section 3. This Resolution shall become effective upon adoption.

1 PASSED AND ADOPTED this ____ day of _____, 2015.

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David Coviello, Mayor

Attest:

Maria C. Camara, Village Clerk

Approved as to form:

John J. Hearn, Village Attorney

**The foregoing resolution upon being
put to a vote, the vote was as follows:**

Mayor Coviello: ____

Vice Mayor Jonas: ____

Commissioner Anderson: ____

Commissioner Ross: ____

Commissioner Watts: ____