



Office of the Town Manager

Rafael G. Casals
Town Manager

MEMORANDUM

To: Honorable Mayor and Town Council
From: Rafael G. Casals, Town Manager
Date: May 18, 2016
Re: Professional Consulting Services Agreement with Debra E. Eastman, MMC

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING THE PROFESSIONAL CONSULTING SERVICES AGREEMENT BETWEEN THE TOWN AND DEBRA E. EASTMAN, MMC; PROVIDING FOR A WAIVER OF COMPETITIVE BIDDING; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

In March 2015, the Town Manager entered into an agreement with Debra E. Eastman, MMC (the "Consultant") for Professional Consulting Services (*Attachment "A"*) in order to assist the Town Manager's Office with research and review of documents, departmental efficiencies, assist and participate in special projects, review departmental records management processes, and other office process reviews and administrative tasks.

Due to the Consultant's flexibility and availability for "special projects" as prescribed by the Town Manager, in addition to the Consultant's expertise and experience with the Town and other municipalities, it is in the best interest of the Town to continue to retain the Consultant for Professional Consulting Services.

The attached Resolution provides for the approval of a Professional Consulting Services Agreement with Debra E. Eastman and the waiver of competitive bidding. Pursuant to its adoption, the Agreement shall not exceed a total annual amount of \$25,000. The Town Manager has identified funds within the General Government section of the Town Budget to support this Agreement.

RECOMMENDATION

Town staff is recommending the adoption of the attached Resolution authorizing the Town Manager to enter into a Professional Consulting Services Agreement with Debra E. Eastman, MMC on behalf of the Town.

