

**2. APPROVAL OF CONSULTANTS'/VENDORS' INVOICES
(ATTACHMENT - #2)**

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: BRIC

Control No.: Res 2011-03 Invoice No.: ND 009-11

Invoice Date: 11/1/2011 Payment Amount: \$ 6,000

Project Supervisor/Responsible Official: Scott Evans

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	<i>[Signature]</i>
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	<i>[Signature]</i>
<input type="checkbox"/> Deliverables due with this invoice have been received?	—
<input type="checkbox"/> If final payment, have all deliverables been received?	—
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis?	<i>[Signature]</i>
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	—
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	<i>[Signature]</i>
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<i>[Signature]</i>

The invoice and supporting documentation have been reviewed and it is approved for payment.

Approving Authority

Date: _____

Balance after this pymt = \$18,000

Payment approved by the Board of Commissioners by Motion No. _____ or the Consent Agenda, at its meeting on _____ (If applicable)

Broadway Re-Investment Coalition

Invoice No. ND 009_11

BRIC

P.O. Box 8561
West Palm Beach, FL 33407
(561) 840-7722

INVOICE

Customer

Name	Riviera Beach Beach/CRA	Date	11/1/2011
Attn	Tony Brown		
Address	2001 Broadway		
City	Riviera Beach, State FL ZIP 33404		
Phone	844-3408		

Description	Unit Price	TOTAL
<p>Work Completed This Period: Report Attached-</p> <p>Scope of Service For Month 9 October 2011</p> <p>Business Retention/Expansion</p> <p>Business Attraction</p> <p>Coordination</p> <p>CRA/Broadway Database</p> <p>Infrastructure Improvements</p> <p>See Contract Work Report For October 2011 Payment Period: October 2011 To be made out to the Broadway Re-Investment Coalition, (BRIC), P.O. Box 8561 West Palm Beach Fl. 33407</p> <p style="text-align: right;">Respectfully Submitted</p>	\$6,000.00	

Payment Details

Cash
 Check
 Credit Card

Name _____

CC # _____

Expires _____

Subtotal	\$6,000.00
Balance Prior To This Payment	\$24,000.00
Balance After This Payment	\$18,000.00
TOTAL DUE	\$6,000.00

Office Use Only

Thank you

October 2011 CRA Report For: The Broadway Re-Investment Coalition

Deliverables:

Month 9: October 2011

Business Retention/Expansion/Attraction

October Riviera Beach CRA Grant Incentive Program 2010-2011 Work Completion Table:

Projects	Completed	In Progress	Total
Round I	7	2	9
Round II	5	9	14
Total	12	11	23

October 2011 Round I & II Project Completion Status:

Projects Completed	Projects In Progress	Projects Cancelled
1 Vegetation Sensation: 31 E. Blue Heron 2 Dr. Timothy Toward: 2730 Broadway 3 Yasman Unisex Salon: 1630 Broadway 4 Courtney Elisabeth: 1101 Ave. E 5 Yachtsman: 115 E. 13th St. 6 Shoreline Utility Services: 1166 Commercial St. 7 Towboat: 2304 Broadway 8 Bower's Garage: 1301 Avenue E 9 Subway: 1301 Avenue E 10 Lume's Interiors: 221 E. Blue Heron 11 Ajmir: 1201 Broadway 12 Boats of Florida: 1501 Broadway	1 Boathouse Marine: 2124 Broadway 2 Waves End/Gerald Prop.: 2300 Broadway 3 New Beginnings: 501 W. 1st Street 4 Atkins Tender Loving Care: 1133 W. 10th Street 5 Dairy Belle: 2635 Broadway 6 Sea Shell City: 100 Broadway 7 Patio Island Resort: 1166 E. Blue Heron 8 Murray Marine: 1616 Broadway 9 Third Step Recovery Group: 1344 Ave. E. 10 Mariner Marine: 1429 Broadway 11 Courtney Elizabeth: 1606 Broadway	1 Big Daddy's BBQ: 2700 Broadway (\$19,200 Grant Paid 95% Work Done) (McCray's BBQ moved into space, & opened in October at no extra cost to CRA) 2 Guy Hill Properties: 1209-29 E. Blue Heron (Applicant Did Not Sign Contract) 3 Buddy's Cafe: 2431 Beach Ct. (Compliance Issues) 4 Ash LLC: 2933-2945 Broadway (Applicant Did Not Sign Contract) 5 McCray's Rackyard BBQ: 1200 Broadway (Lease Could Not Be Finalized At This Location)- (moved into rehabbed space at 2700 Broadway & opened in October at no extra cost to CRA)

- The following specific activities reflect BRIC's on-going business assistance services in facilitating, monitoring and finalizing each project:
 - Completed project management service to Shoreline Underground (reimbursement to Shoreline Underground was \$40,000)
 - Prepared and submitted reimbursement to Lume's (reimbursement was \$4,000) and completed project management service to Lume's
 - Prepared and submitted reimbursement Draw #1 (\$9,600) application for Sea Shell City (project at 50% completion)
 - Prepared and submitted Draw #1 (\$9,900) application for Boathouse Marine (project at 50% completion)
 - Met with all project principals to review progress on projects and confirmed anticipated completion dates
 - Completed inspection and documentation for final payment to Bowers Garage
 - Completed inspection and documentation for interim draw reimbursement to New Beginnings
 - Reviewing Dairy Belle's project for commencement or withdrawal- will have decision by early November 2011
 - Courtney Elisabeth-1101 Ave. E documentation complete, project finished
 - Boats of Florida-1501 Broadway documentation complete, project finished
 - Courtney Elisabeth 1606 Broadway Contract between owner & contractor being finalized, permits expected to be issued early November 2011
 - Murray Marine-1616 Broadway Contract between owner & contractor being finalized, permits expected to be issued early November 2011
 - Mariner Marine-1429 Broadway permits expected to be issued early November 2011
 - Waves End-2300 Broadway pending document from CRA to move forward, permits expected to be issued early November 2011

- **Existing and Potential Relocating Businesses Requesting Assistance: Inquiries & Assistance Provided by BRIC for October 2011:**
 - Busch Canvas- relocation, searching for site & incentives
 - INS Auto- existing Broadway business inquiring on status of CRA incentives
 - Southern Cross-relocation from Ft. Lauderdale, relocating over 20 jobs and have begun to hire local
 - Marquis Dowling- wants to open a Hair Replacement Salon at 2715 Broadway- needs renovation and start-up incentives
 - Spoke to a business (Zach Ibanez) who is relocating from California inquiry concerning the RB CRA incentive programs
 - Club B & C- 1117 Broadway, Mr. Beneby inquired on CRA business incentives
 - Van's Sprinkler Service- 1117 Avenue H requested incentive request file

Coordination

Work Completed

- Prepared and circulated to staff and consultants, the Commercial Real Estate/Property Owner Roundtable Report
- Presented highlights and discussed implications of the Commercial Real Estate/Property Owner Roundtable report at a subsequent staff meeting on October 18, 2011
- Participated in the Riviera Beach Heights citizen's workshop on October 8.
- Met with Song Associates to discuss ideas and strategies to move the Heights development forward
- Continued to identify & inform businesses for scheduling SHOPLocal training sessions
- Began to design excel database in October displaying Newcomb Hall usage and event income for 2010- to be completed in November 2011
- Continued to meet with City's Promotion to plan events and discuss RFQ

CRA/Broadway Database

Work Completed

- In addition to continuing weekly inventory surveys, researched LoopNet for new listings of commercial properties located within the CRA for database update
- Utilizing Database:
 - Met with realtor Tim Wengierski, who is interested in bringing businesses to Riviera Beach
 - Met with Martin County realtors at a Multiple Listing function, for those interested in attracting businesses in the Riviera Beach CRA area, especially the marina district
 - Met with members of the Jupiter, Tequesta, Hobe Sound Multiple Listing Board, with those interested in attracting businesses to Riviera Beach and discussed properties of distinction utilizing database information





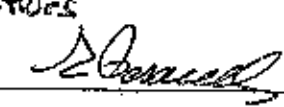
Riviera Beach CRA Payment Authorization Checklist

Vendor Name: City of Riviera Beach

Control No.: _____ Invoice No.: 23161063

Invoice Date: 9/30/11 Payment Amount: \$ 85,000

Project Supervisor/Responsible Official: _____

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	
<input type="checkbox"/> If final payment, have all deliverables been received?	
<input type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis?	
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input type="checkbox"/> FY 2010-11 Redevelopment Program - Project Initiatives Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	

The invoice and supporting documentation have been reviewed and it is approved for payment.

Approving Authority

Date:

Payment approved by the Board of Commissioners by Motion No. _____ or the Consent Agenda, at its meeting on _____ (If applicable)



CITY OF RIVIERA BEACH

P.O. BOX 9757

RIVIERA BEACH, FLORIDA 33419

(561) 845-1050

FAX (561) 845-8843

OFFICE OF
BILLING & COLLECTION

***** I N V O I C E *****

Page 1

RIVIERA BEACH C.R.A.
2001 BROADWAY SUITE 300

RIVIERA BEACH, FL. 33404

INVOICE NO: 23161063
INVOICE DT: 09/30/11

TERMS: NET 30 DAYS
DUE DT: 10/31/11


CUSTOMER NO: 9022
REFERENCE:

LINE DESCRIPTION	QTY	PRICE	TOTAL
1 CT3 ENGINEERING:8/19/11 CK #324904	1.00	85,000.0000	85,000.00

SUBTOTAL: 85,000.00

INVOICE DUE: 85,000.00

RECEIVED
OCT 07 2011
RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

 <p>CITY OF RIVERA BEACH P.O. DRAWER 1082 RIVERA BEACH, FL 33419 CENTRAL PAYING ACCOUNT</p>	<p>Bank of America 1001 MARKET ST RIVERA BEACH, FL 33414</p>	<p>Seq: 2 Dep: C00875 R/T: 011000138 Date: 08/22/11</p>					
	<table border="1"> <tr> <th>Check Date</th> <th>Check Number</th> <th>Amount</th> </tr> <tr> <td>08/19/11</td> <td>324904</td> <td>\$85,000.00</td> </tr> </table>	Check Date	Check Number	Amount	08/19/11	324904	\$85,000.00
Check Date	Check Number	Amount					
08/19/11	324904	\$85,000.00					
<p>PAY TO THE ORDER OF *** EIGHTY-FIVE THOUSAND AND 00/100 DOLLARS</p>							
<p>TO THE ORDER OF: CORZO CASTELLA CORBALLO THOMP 901 PONCE DE LEON BLVD. SUITE 900 CORAL GABLES, FL 33134</p>							
<p><i>Thomas M. Mast...</i> <i>Karen L. Hopkins</i> Authorized Signature</p>							
<p>⑆ 324904⑆ 406300004763440120023⑆</p>							

Check Info	
Account:	3446420623
Amount:	85,000.00
Check #:	324904
Posted Date:	08/22/2011

Electronic Endorsements	
08/22/2011	BANK OF AMERICA, NA (BOFD)
R/T:	11000138
Seq #:	7782420298

BOFD - Bank of First Deposit

Bank of America, N.A. Member FDIC.
©2005 Bank of America Corporation. All rights reserved.

Riviera Beach CRA
 Redevelopment Program Expenses
 Amended Budget (3) FY 2010-11

EXHIBIT I.1

	AMENDED BUDGET (3)
	FY 2010-11
Redevelopment Program Expenses	
Redev.Prg-Redevelopment Project Initiatives	
Ocean Mall Redevelopment	2,066,091
Blue Heron East	-
Marine District South	-
Bicentennial Park & Civic	-
Public Market	-
Marina Mixed use Development	-
Public Infrastructure	-
Newcomb Hall	-
Marina South Docks Allowances	-
Parking Garage	-
Spanish Courts	-
Temporary Parking Facility (Spanish Courts)	-
Riviera Beach Heights- Street Improvements	-
Contingencies	523,402
Total Redev.Prg-Redevelopment Project Initiatives	2,589,493
Redev.Prg-Streets & Infrastructure	
13th Street & Ave. C - Replanting	216,375
Blue Heron Lights	500,000
Avenue E	-
Broadway Street Improv. (Overhead Utility Burial)	-
Facade Improvements	-
Public Infrastructure	-
Total Redev.Prg-Streets & Infrastructure	716,375
Redev.Prg-Business Programs	
Grant Incentive Program	809,192
Public Market Grant Match	30,000
Grants-Other	5,400
Total Redev. Prg- Business Programs	844,592
Redev.Prg-Community Programs	
Clean & Safe Program	225,000
Community Boating -Awarded grant	40,500
Neighborhood Stabilization & Enhancement (R3 Heights)	-
Total Redev.Prg-Community Programs	265,500
Redev.Prg-Real Estate Maintenance	115,000
Total Redevelopment Program Expenses (Schedule I)	\$ 4,531,020



RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

BANK OF AMERICA FINANCIAL CENTRE
2001 BROADWAY SUITE 300
RIVIERA BEACH FLORIDA 33401
PHONE: 561-811-1118
FAX: 561-881-8043
WEBSITE: www.rbcra.org

MEMORANDUM

TO: Mary McKinney
Director of Community Development

FROM: Tony T. Brown
Executive Director, CRA

DATE: August 11, 2011

CC: File

SUBJECT: C3TS Invoice for Work Order No.1 Transmittal

The CRA has reviewed the invoice and supporting information for Invoice Number 22882R submitted by C3TS, 1st scheduled payment for Work Order Number One. The CRA has been working closely with C3TS on this project and finds that all work related to the first work order has been successfully completed in accordance with the work order approved on July 6, 2011.



Engineers
Architects
Planners

August 9th, 2011

Ms. Mary McKinney, AICP
Director, Department of Community Development
City of Riviera Beach
600 W. Blue Heron Boulevard
Riviera Beach, Florida 33404

RE: Worked Performed in July for Invoice # 22882R of Work Order No.1

Dear Ms. McKinney:

Enclosed please find back up summary information of all the tasks performed to date in accordance with the work order justifying the invoice payment completed in July for Work Order No.1 – Invoice 22882R (attached).

EB0005022
AAC002142

- Development of the Site Plan which incorporated the CRA's comments:
 - Site Plan, Floor Plans, Elevations Details and Renderings
- Three Neighborhood Meetings
 - Preparation of Boards and Power Points for the meetings.
 - Attendance, and presentations, collection of signatures of the attendees and Public Comment Sheets.
 - Seven Team Members present at all the meetings.
 - Assisting CRA in the Public Outreach to the Community regarding time and locations of meetings
- Development of alternate locations of the Mixed Use Parking Garage/Retail Liner & Newcomb Hall.
- Meetings with adjacent property/owners.
- Meeting with CRA for updates in our progress & schedule.

Should you have any questions or need additional information, please feel free to contact us.

Respectfully submitted,

Corzo Castella Carballo Thompson Salman, P.A.

Javier F. Salman, AIA, LEED AP
Principal Architecture Department

JFS/mg



Engineers
Architects
Planners

INVOICE FOR PROFESSIONAL SERVICES

901 Ponce de Leon Blvd., Suite 900
Coral Gables, Florida 33134
305.445.2900 - 305.445.0227
Facsimile = 305.445.3366
EBC0005022 AAC002142

Riviera Beach Community Redevelop.
Agency
2001 Broadway, Suite 300
Riviera Beach, FL 33404

Invoice number 22882R
Date 7/29/2011

Tony T. Brown, Executive Director
Contract: 01839-003
Final Project Site Plan W.O. 1

Customer ID: 1839

Scope of Work: For professional Architecture & Planning Services rendered in connection with Final Project Site Plan - Work Order No. 1.

Architecture/Planning

Total fee	200,000.00
Percent complete	42.50
Total fee billed	85,000.00
Fee previously billed	0.00
Current fee billing	85,000.00

Invoice total 85,000.00

Contract Summary

	Prior	Current	Total
Fee	0.00	85,000.00	85,000.00
Total	0.00	85,000.00	85,000.00

Approved by

Javier F. Salmer

Principal






Riviera Beach CRA Payment Authorization Checklist

Vendor Name: City of Riviera Beach

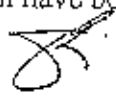
Control No.: _____ Invoice No.: 23161133

Invoice Date: 10/26/11 Payment Amount: \$ 75,000 -

Project Supervisor/Responsible Official: _____

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	
<input type="checkbox"/> If final payment, have all deliverables been received?	
<input type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis?	
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input checked="" type="checkbox"/> FY 2010-11 Redevelopment Program - Project Initiatives Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	

The invoice and supporting documentation have been reviewed and it is approved for payment.



Approving Authority

Date:

Payment approved by the Board of Commissioners by Motion No. _____ or the Consent Agenda, at its meeting on _____ (if applicable)



CITY OF RIVIERA BEACH

P.O. BOX 9757

RIVIERA BEACH, FLORIDA 33419

(561) 845-4050

FAX (561) 845-0048

OFFICE OF
BILLING & COLLECTION

***** I N V O I C E *****

Page 1

RIVIERA BEACH C.R.A.
2001 BROADWAY SUITE 300

RIVIERA BEACH, FL 33404

INVOICE NO: 23161133

TERMS: NET 30 DAYS

CUSTOMER NO: 9022

INVOICE DT: 10/26/11

DUE DT: 11/26/11

REFERENCE: PYMT #2

LINE DESCRIPTION	QTY	PRICE	TOTAL
1 C3TS ENGINEERING: 10/7/11 CK #400137	1.00	75,000.0000	75,000.00
		SUBTOTAL:	75,000.00
		INVOICE DUE:	75,000.00



CITY OF RIVIERA BEACH
 P.O. DRAWER 10582
 RIVIERA BEACH, FL 33419
 CENTRAL PAYING ACCOUNT

VOID AFTER 180 DAYS

BRANCH BANKING & TRUST
 2000 PGA BLVD STE 5400
 NORTH PALM BEACH FL 33408-2726 0600148349045

Check Date	Check No.	Amount
10/07/11	400137	\$75,000.00

PAY **** SEVENTY FIVE THOUSAND AND 00/100 DOLLARS

Thomas Mastas

TO THE ORDER OF CORZO CASTELA CORBALLO TIOMP
 901 PONCE DE LEON BLVD.
 SUITE 900
 CORAL GABLES, FL 33134

Karen A. Hopkins

Authorized Signatures

⑈400137⑈ ⑆283191387⑆0000148349045⑈

Account	Date	Check/Ref #	Amount
0000148349045	10/07/2011	00000400137	75,000.00



Engineers
Architects
Planners

INVOICE FOR PROFESSIONAL SERVICES

901 Ponce de Leon Blvd., Suite 900
Coral Gables, Florida 33134
305.445.2900 1.800.448.0227
Facsimile 305.445.3366
EB0005022 AAC002142

RECEIVED

SEP - 6 2011

COMMUNITY DEVELOPMENT

DEPARTMENT

Invoice number 23168

Date

8/29/2011

City of Riviera Beach
Dept. of Community Development
600 W. Blue Heron Blvd.
Riviera Beach, FL 33404

Mary McKinney, AICP Director

Contract: 01839-003

Customer ID: 1839

Final Project Site Plan W.O. 1

Scope of Work: For professional Architecture & Planning Services rendered in connection with Final Project Site Plan - Work Order No. 1.

Architecture/Planning

Total fee	200,000.00	
Percent complete	80.00	
Total fee billed	160,000.00	
Fee previously billed	85,000.00	
Current fee billing		75,000.00

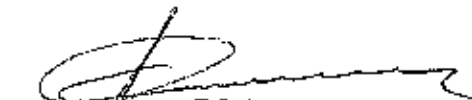
Invoice total

75,000.00

Contract Summary

	Prior	Current	Total
Fee	85,000.00	75,000.00	160,000.00
Total	85,000.00	75,000.00	160,000.00

Approved by


Javier F. Salman
Principal

10-3-11
OIC TO PAY
Mary McKinney
J. Salmeron

J. MICHAEL HAYGOOD, P.A.
ATTORNEY AT LAW

1551 Forum Place
Suite 400-B
West Palm Beach, FL 33401

Mailng Address:
P.O. Box 3183
West Palm Beach, FL 33402-3183
Tel: 561-684-8311
Fax: 561-684-9380
E-Mail: [haygood @bellsouth.net](mailto:haygood@bellsouth.net)

November 7, 2011

Tony Brown
Executive Director
Riviera Beach CRA
Bank of America Financial Centre
Riviera Beach, FL 33404

For Professional Services Rendered: **General Administration**

09/23/2011	Preparation of Second Modification to A. Broussard employment agreement and resolution authorizing execution.	1.2 hours	\$318.00
09/23/2011	Telephone conference with T. Brown, S. Evans and A. Broussard re: Avenue F.	.5 hours	\$132.50
09/27/2011	Review of contract for Underground Utilities Coordinator.	1.2 hours	\$318.00
09/27/2011	Telephone conference with T. Brown and T. Thomas re: Community Boating Program and other agenda items.	1.5 hours	\$397.50
09/28/2011	Preparation of lease for Food Bank at Spanish Courts.	1.1 hours	\$391.50

Total Due

\$1,557.50

J. MICHAEL HAYGOOD, P.A.
ATTORNEY AT LAW

1551 Forum Place
Suite 400-B
West Palm Beach, FL 33401

Mailing Address:
P.O. Box 3183
West Palm Beach, FL 33402-3183
Tel: 561-684-8311
Fax: 561-684-9380
E-Mail:[haygood @bellsouth.net](mailto:haygood@bellsouth.net)

November 7, 2011

Tony Brown
Executive Director
Riviera Beach CRA
Bank of America Financial Centre
Riviera Beach, FL 33404

For Professional Services Rendered: **General Administration**

10/12/2011	Telephone conference with T. Brown re: burial of utility lines.	.3 hours	\$79.50
10/13/2011	Review of Federal Regulations re: CIIDO.	2.6 hours	\$689.00
10/18/2011	Research and preparation of memorandum to T. Brown re: requirements for formation of CIIDO.	2.2 hours	\$583.00
10/18/2011	Preparation of resolution authorizing execution of Interlocal re: Avenue E improvements.	1.1 hours	\$291.50
10/19/2011	Telephone conference with T. Brown re: CDC.	.4 hours	\$106.00
10/19/2011	Telephone conference with A. Broussard re: service reimbursement agreement.	.6 hours	\$159.00
10/25/2011	Review of lease extension for CRA office and proposed lease for Clean and Safe program and preparation of memorandum; preparation of resolution authorizing execution.	2.8 hours	\$742.00
10/26/2011	Telephone conference with T. Brown and A. Broussard re: service reimbursement agreement.	.5 hours	\$132.50

J. MICHAEL HAYGOOD, P.A.
ATTORNEY AT LAW

10/27/2011 Telephone conference with City's Human Relations Department re: temporary employees; Preparation of employment letter for Paul White.
1.5 hours \$397.50

10/28/2011 Telephone conference with T. Brown and Bond Counsel re: Florida NMTC; telephone conference with T. Brown and Advantage Capital re: Florida NMTC; telephone conference with T. Brown re: NMTC
3.5 hours \$927.50

Subtotal: \$4,107.50

For professional services rendered for Marina Development:

10/12/2011 Review of BB&T Loan Documents and T. Brown's memorandum re: structure of NMTC transaction; conference call with T. Brown and Bond Counsel re: Florida NMTC.
1.8 hours \$477.00

10/13/2011 Attendance at City/CRA staff meeting re: development of marina.
2.75 hours \$728.75

10/18/2011 Telephone conference with T. Thomas re: Community Boating Program; review of scope of services for Community Boating Program.
1.5 hours \$397.50

10/25/2011 Review of Marina Survey; telephone conference with surveyor.
1.3 hours \$344.50

10/26/2011 Preparation of Community Boating Program agreement.
1.4 hours \$371.00

10/26/2011 Preparation of Interlocal Agreement with City re: development of Marina.
2.9 hours \$768.50

10/27/2011 Attendance at City/CRA meeting re: Marina Development.
3.6 hours \$954.00

10/31/2011 Meeting with T. Brown re: pending development matters.
1.9 hours \$503.50

Subtotal \$4,544.75

TOTAL DUE \$8,652.25

0.3	265	79.5
2.6	265	689
2.2	265	583
1.1	265	291.5
0.4	265	106
0.6	265	159
2.8	265	742
0.5	265	132.5
1.5	265	397.5
3.5	265	927.5
<u>15.5</u>		<u>4107.5</u>

1.8	265	477
2.75	265	728.75
1.5	265	397.5
1.3	265	344.5
1.4	265	371
2.9	265	768.5
3.6	265	954
1.9	265	503.5
<u>17.15</u>		<u>4544.75</u>

8652.25

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Paul Skyers
 Control No.: Res 2011-05 Invoice No.: 3417
 Invoice Date: 10-17-2011 Payment Amount: \$ 1,350
 Project Supervisor/Responsible Official: _____

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	
<input checked="" type="checkbox"/> If final payment, have all deliverables been received ?	
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis ?	
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	—
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<i>[Signature]</i>

The invoice and supporting documentation have been reviewed and it is approved for payment.

Tony T. P.
 Approving Authority

Date: 11/3/11

Balance after this payment = 0

Payment approved by the Board of Commissioners by Motion No. _____ or the Consent Agenda, at its meeting on _____ (if applicable)

Paul Skyers
 2001 Broadway, Suite 210
 Riviera Beach, FL 33404

Invoice No. 3417

INVOICE

Customer

Name Riviera Beach Community Redevelopment Agency
 Address 2001 Broadway, Suite 300
 City Riviera Beach State FL ZIP 33404
 Phone _____

Misc

Date 10/17/2011
 Order No. RBCRA-2011-0132R
 Rep _____
 FOB _____

Qty	Description	Unit Price	TOTAL
13	Economic Development Tasks for Director: Follow-up with C.E.O. on the results of the Healthy Food Initiative Grant Refined the CRA's Project/Program Tracking Framework & Integrated the changes within the Accounting Software Performed Site Selection exercises with Busch Canvas; also discussed potential incentives that the Project could benefit from. Submitted request for Company Mapping & Unemployed Residents Occupational Competencies Profiles from Workforce Alliance	\$ 50.00	\$ 650.00
14	Grant Incentive Program Project Management Participated in Project Progress Meetings w/Mike, John & Gary Reviewed Outstanding Projects Status Performed site visits (SeaShell & Boat House) to verify task completion Followed-up on Projects that were slow in developing; performed site visits where warranted (Murray Marine & Dairy Belle) Participated in BRIC Strategy Session Submitted reimbursements requests to both the Director of Planning & to the Executive Director - ensured accuracy of supporting docs and made sure that the requests were consistent with CRA Policy	\$ 50.00	\$ 700.00
Ref: Professional Services Agreement between Riviera Beach Community Redevelopment Agency and Paul Skyers, Independent Consultant February 10th, 2011			

SubTotal	\$ 1,350.00
Shipping	
TOTAL	\$ 1,350.00

Payment Check

Comments _____
 Name _____
 CC # _____
 Expires _____

Tax Rate(s)

Office Use Only

This invoice is due on receipt.

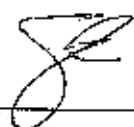
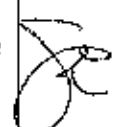
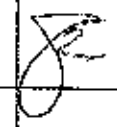
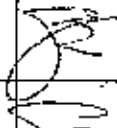
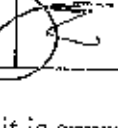
Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Song + Associates, Inc

Control No.: CRA Res 2011-32 Invoice No.: 1

Invoice Date: Oct 26, 2011 Payment Amount: \$ 19,000 -

Project Supervisor/Responsible Official: Scott Evans

	Reviewed/Approved by
<input type="checkbox"/> Project "scope of work and deliverables" reviewed?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	
<input type="checkbox"/> Deliverables due with this invoice have been received?	
<input type="checkbox"/> If final payment, have all deliverables been received?	
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis?	
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	

The invoice and supporting documentation have been reviewed and it is approved for payment.

Approving Authority

Date:

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. _____ or the Consent Agenda, at its meeting on _____ (if applicable)
--

Invoice

To: Riviera Beach Community Redevelopment Agency
 Bank of America Financial Center
 2001 Broadway, Suite 300
 Riviera Beach, FL 33404
 Attention: Scott Evans

Project: 11019 **Riviera Beach Heights Neighborhood Revitalization - Work Order #1**

Project Manager: Mark Clary
 Professional Services Through: 10/15/2011

Billing Group: A **Project Management - Team Coordination, Public & Progress Meetings**

Phase	Phase Fee	Billing Fee:				Current Fee
		Percent Complete	Fee Earned	Prior Billing		
SURVEY & COMMUNITY CHARETTE	19,000.00	100.00	19,000.00	0.00	19,000.00	
PROPERTY INVENTORY REPORT	8,000.00	0.00	0.00	0.00	0.00	
EVALUATION OF PRIOR FINDINGS	4,000.00	0.00	0.00	0.00	0.00	
ENGINEERING FIELD VERIFICATION REPORT	28,000.00	0.00	0.00	0.00	0.00	
FINDINGS OF 1ST NEIGHBORHOOD CHARETTE	7,000.00	0.00	0.00	0.00	0.00	
SCHEMATIC DESIGN CONCEPTUALS PART 1	40,000.00	0.00	0.00	0.00	0.00	
SCHEMATIC DESIGN CONCEPTUALS PART 2	33,000.00	0.00	0.00	0.00	0.00	
CITY, FDOT, TCIRPC, CRA REVIEW OF SD	5,000.00	0.00	0.00	0.00	0.00	
DRAFT FINAL REPORT	15,000.00	0.00	0.00	0.00	0.00	
REPORT PRESENTATION & REVISIONS - COUNCIL COMMENTS	10,000.00	0.00	0.00	0.00	0.00	
	169,000.00		19,000.00	0.00	19,000.00	

Billing Group Subtotal: 19,000.00

Project Totals:

***** Total Project Invoice Amount: \$19,000.00**



ARCHITECTURAL SERVICES

PROJECT: Riviera Beach Heights Neighborhood Revitalization

DATE: 10/26/2011

TO: Riviera Beach Community Redevelopment Agency
Mr. Scott Evans
2001 Broadway, Suite 300
Riviera Beach, Florida 33404
Lawrenceville, New Jersey 08648

WORK ORDER: 1
CONTROL NUMBER: 11019.01

ARCHITECT'S PROJECT NO: 11019

ARCHITECTURAL BASE SERVICES:

Architect - Peter Gilstad	23.00	Hrs. @	\$	160.00	\$	3,680.00
Project Manager - Mark Clary	31.00	Hrs. @	\$	150.00	\$	4,650.00
Designer - Yoon Lee	9.00	Hrs. @	\$	125.00	\$	1,125.00

TOTAL AMOUNT DUE THIS INVOICE \$ 9,455.00

Total Balance Due \$ 9,455.00

Services Include but are not limited to:

Client Meetings
Project Management
Community Meetings & Preparation
Neighborhood Tour
Board Meetings
Research/Inventories
Design Concepts/Implementation/Clusters
Maps/Data Charts
Probable Costs

ARCHITECT: SONG + ASSOCIATES, INC.
BY: J. Brent
ADDRESS: 400 Australian Avenue South, 6th Floor
West Palm Beach, FL 33401
(561) 656-2423



Land Planning
Site Planning
Development Consultants

Project #11-1161P
Project Name: Riviera Beach Heights CBA 1

Invoice: #11026001
Client: Song + Associates, Inc.
400 Australian Avenue, Suite 600
West Palm Beach, Florida 33401

Date	Number	Customer	Memo/Description	Quantity	Rep.	Rate	Charge	Paid	Balance
09.29.2011	1	S+A, Inc.	Port of Palm Beach Mtg.	2	Principal	\$ 150	\$ 300.00	\$-	
09.28.2011	1	S+A, Inc.	Project Mtg.	2	PM	\$100	\$ 200.00	\$-	
10.3.2011	1	S+A, Inc.	Project Mtg.	2	PM	\$100	\$ 200.00	\$-	
10.4-7.2011	1	S+A, Inc.	PEP pres. / neighborhood mtg prep	4	Principal	\$150	\$ 600.00	\$-	
10.4-7.2011	1	S+A, Inc.	Administrative coord.	5	Admin	\$85	\$ 425.00		
10.8.2011	1	S+A, Inc.	neighborhd mtg.	5	Admin	\$85	\$ 425.00		
10.8.2011	1	S+A, Inc.	neighborhd mtg.	5	Principal	\$150	\$ 750.00	\$-	
10.12.2011	1	S+A, Inc.	Project Mtg.	2	PM	\$100	\$ 200.00	\$-	
10.12-26.2011	1	S+A, Inc.	Mapping analysis	16	PM	\$100	\$ 1,600.00	\$-	
10.18-26.2011	1	S+A, Inc.	Memo / report analysis / field verif.	8	Principal	\$150	\$ 1,200.00	\$-	
10.27-30.2011	1	S+A, Inc.	Engineering review	7	Admin	\$85	\$ 595.00	\$-	
10.27-30.2011	1	S+A, Inc.	Mapping analysis / draft DAVQC	8	Principal	\$150	\$ 1,200.00	\$-	
10.30.2011	1	S+A, Inc.	Survey coord. in field & QA/QC	5	Principal	\$150	\$ 750.00	\$-	
10.30.2011	1	S+A, Inc.	Commercial prop. Owner contacts	2	PM	\$100	\$ 200.00	\$-	
11/1/2011	1	S+A, Inc.	Teap meeting (client & subs.)	3	PM	\$100	\$ 300.00	\$-	
11.2.2011	1	S+A, Inc.	Final variables pkg. QAVQC	4	Principal	\$150	\$ 600.00	\$-	
			Total This Invoice				\$ 8,345.00		

Notes:

External meetings with FDOT, Port of Palm Beach, etc..
Weekly update and progress meetings
Field analysis work in RBH
Community meeting at RB, Zion in RBH
Coord. of subs consultants
QAVQC work of subs and LDC product

Date: 11/2/2011

Authorized by:

Payable to:

Land Developers Consortium, LLC (LDC)
1354 Pebble Ridge Lane, Wellington, FL 33411

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: The Palm Beach Consulting Group, Inc.
 Control No.: Res 2011-37 Invoice No.: 02102010-51
 Invoice Date: 11/3/11 Payment Amount: \$ 8,250.00
 Project Supervisor/Responsible Official: Tony T. Brown

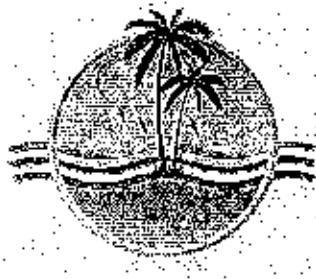
	Reviewed/Approved by
<input type="checkbox"/> Project "scope of work and deliverables" reviewed?	<i>[Signature]</i>
<input type="checkbox"/> Payment support documentation appropriate based on work scope?	<i>[Signature]</i>
<input type="checkbox"/> Deliverables due with this invoice have been received?	<i>[Signature]</i>
<input type="checkbox"/> If final payment, have all deliverables been received?	<i>[Signature]</i>
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis?	<i>[Signature]</i>
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	<i>[Signature]</i>
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<i>[Signature]</i>

The invoice and supporting documentation have been reviewed and it is approved for payment.

Tony T. Brown
 Approving Authority

Date: 11/9/11

Payment approved by the Board of Commissioners by Motion No. _____ or the Consent Agenda, at its meeting on _____ (If applicable)



The Palm Beach Consulting Group, LLC

*6406 Blue Bay Circle
Lake Worth, FL 33467*

Invoice

Bill To:
Riviera Beach CRA Bank of America Financial Centre 2001 Broadway, Suite 300 Riviera Beach, FL 33404

Date	Invoice #
11/3/2011	02102010-51

Description	Amount
Professional Consulting Services - Riviera Beach CRA. Project financial administration and management accounting; project budgeting; and, related Agency support activities per contract. October 1 - 15, 2011 and October 16 - 31, 2011 Time Sheets and a Project Activities report for the month of October 2011 are attached.	8,250.00
Total	\$8,250.00

The Palm Beach Consulting Group, LLC
Project Activities for the Month of October 2011

1. Fiscal Year 2010 External Audit Report

The "DRAFT" external audit report for the year ended September 30, 2010 was delivered on October 6, 2011. Although the audit report is prepared by the external auditors, it is the Agency's responsibility to determine that the report is correct and complete.

The auditors requested that we review the report and identify any changes, corrections, or any other reporting issues we might have with the report and discuss with them before the "FINAL" report was issued. Working with the Agency's Staff Accountant, we performed a detailed review of the report, including all of the financial statements, report narrative, supporting schedules, and footnotes. The detailed review process yielded several issues which were brought to the auditor's attention and to the attention of Agency management. The Agency's Staff Accountant identified other issues with the "DRAFT" report subsequent to the review conducted in September.

2. Accounting and Operations

- (a) BB&T Cost Guidelines - Developed questions regarding the proposed eligibility of certain costs to be charged to the BB&T Loan Fund.
- (b) Worked with the Staff Accountant on accounting process issues.

3. Manage Redevelopment Program Budget and Staff Development Executive Team Committee

- (a) Provided staff support for bi-weekly meetings of the Development Executive Team
- (b) Managed and maintained the DET Legal Actions Matrix and team assignments
- (c) Updated the project reporting system and made system refinements
- (d) Prepared project cost/funding worksheets and solicited input from project managers
- (e) Worked with consultant and Staff Accountant to develop project job costing framework within the Agency's accounting system to track project budgets and expenditures on a multi-year basis

4. Requests for Proposal/Qualifications

Researched background and project information and started development of the Newcomb Hall and Green Market market study request for proposal.

5. Policies and Procedures

- (a) Researched travel policy and procedures issues, State statutes, Redevelopment Agency Handbook, Palm Beach County, and federal policy guidelines and procedures to develop needed changes to the travel section of the Agency's Comprehensive

The Palm Beach Consulting Group, LLC
Project Activities for the Month of October 2011

- Policies and Procedures Manual**
 - (b) Prepared updates to the "DRAFT" Real Property Acquisition and Disposition Policies and Procedures
 - (c) Started conversion and reformatting of the Agency's policies and procedures manual
6. **Executive Director Work Orders and Special Projects**
- (a) Mahoney property purchase letter
 - (b) FDOT/FPL underground utility burial planning meeting
 - (c) Economic development consultants planning and coordination meeting

The Palm Beach Consulting Group, LLC

Riviera Beach Community Redevelopment Agency - Project Administration

Summary for the Month of October 2011

		Total Time:	55.00
Task Number	Description		
1.00	Project Planning and Administration	6.00	
2.00	Accounting and Operations	7.25	
3.00	Audit	6.00	
4.00	Manage Redevelopment Program Budget	8.25	
5.00	Staff Development Executive Team Committee	8.00	
7.00	Executive Director Work Orders and Special Projects	6.50	
8.00	Real Estate Owned Projects	0.00	
9.00	City/CRA Interlocal Agreements	0.00	
10.00	Requests for Proposal/Qualifications	4.50	
11.00	Policies & Procedures	8.50	
12.00		0.00	
Total Time		55.00	

The Palm Beach Consulting Group, LLC
Riviera Beach Community Redevelopment Agency - Project Administration
for the Period 10/01/2011 - 10/15/2011

Arnold A. Brousseau

Signature: _____
 Name: Arnold A. Brousseau

Task Number	Description	Total Hours	10/1	10/2	10/3	10/4	10/5	10/6	10/7	10/8	10/9	10/10	10/11	10/12	10/13	10/14	10/15
1.00	Project Planning and Administration	0.00															
2.00	Accounting and Operations	6.00		1.50	0.50	4.00											
3.00	Audit	3.50					0.50	0.50									
4.00	Manage Redevelopment Program Budget	1.25					0.50										
5.00	Staff Development Executive Team Committee	4.25						0.25									
7.00	Executive Director Work Orders and Special Projects	1.50				0.50											
8.00	Real Estate Owned Projects	0.00															
9.00	City/CRA Intertical Agreements	0.00															
10.00	Requests for Proposal/Qualifications	4.00			0.50												
11.00	Policies & Procedures	2.75															
12.00		0.00															
Total Time		23.25		1.50	1.00	4.50	1.25	1.00	0.00	1.50	1.00	4.50	1.25	1.00	0.00	3.50	0.00

The Palm Beach Consulting Group, LLC
Riviera Beach Community Redevelopment Agency - Project Administration
for the Period 10/16/2011 - 10/31/2011

Arnold A. Broussard

Signature:

Name: Arnold A. Broussard

Total Time: 31.75

Task Number	Description	Total Hours	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31
1.00	Project Planning and Administration	6.00	1.50				1.00				0.50		1.00	1.00				1.00
2.00	Accounting and Operations	1.25			0.75						0.50							
3.00	Audit	2.50	0.50		0.50	0.50								0.50				
4.00	Manage Redevelopment Program Budget	7.00				1.50		2.00			0.50	2.00	1.00					
5.00	Staff Development Executive Team Committee	3.75												2.00				1.00
7.00	Executive Director Work Orders and Special Projects	5.00			1.50										2.00			0.50
8.00	Real Estate Owned Projects	0.00																
9.00	City/CKA Interlocal Agreements	0.00																
10.00	Requests for Proposal/Qualifications	0.50						0.50										
11.00	Policies & Procedures	5.75									1.50	1.50	1.00		1.00			0.75
12.00		0.00																
Total Time		31.75	2.00	0.00	2.75	0.50	3.00	2.50	0.00	0.00	3.00	3.50	5.00	3.50	2.25	0.00	0.00	3.75

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: TCRPC

Control No.: _____ Invoice No.: _____

Invoice Date: Sept 30, 2011 Payment Amount: \$ 25,000

Project Supervisor/Responsible Official: Scott Evans

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	<i>[Signature]</i>
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	<i>[Signature]</i>
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	<i>[Signature]</i>
<input type="checkbox"/> If final payment, have all deliverables been received?	—
<input checked="" type="checkbox"/> Amount of payment is in agreement with payment schedule or is appropriate and is within the limits of the total agreement amount, on a cumulative amount basis?	<i>[Signature]</i>
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	—
<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	<i>[Signature]</i>
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<i>[Signature]</i>

The invoice and supporting documentation have been reviewed and it is approved for payment.

[Signature]

Approving Authority _____

Date: _____

Balance after this payment = \$50,000 -

Payment approved by the Board of Commissioners by Motion No. _____ or the Consent Agenda, at its meeting on _____ (If applicable)

A detailed map of the Treasure Coast region in Florida, showing major cities and roads. The map is overlaid with the text of the invoice header.

TREASURE COAST REGIONAL PLANNING COUNCIL

INDELAN RIVER ROCKledge MARTIN PALM BEACH

INVOICE

Tony Brown, Director
City of Riviera Beach
Community Redevelopment Agency
2001 Broadway, Suite 300
Riviera Beach, FL 33404

Re: Interlocal Agreement Among the City of Riviera Beach Community Redevelopment Agency, the City of Riviera Beach and the Treasure Coast Regional Planning Council.

Ten percent (10%) due when Revised Draft of the Community Redevelopment Plan is submitted for approval by City Council.	\$25,000.00
---	-------------

Amount Now Due	\$25,000.00
----------------	-------------

"Regionalism One Neighborhood At A Time"- Est.1976

421 SW Camden Avenue - Stuart, Florida 34994
Phone (772) 221-4860 - Fax (772) 221-4067 - www.turpc.org