

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

Professional Services Invoices for Board Approval

| | |
|-----------------------------------------|--------------|
| Broadway Re-investment Coalition (BRIC) | 6,000.00 |
| Catalyst Consulting | 45,000.00 |
| J. Michael Haygood | 10,732.50 |
| Paul Skyers | 1,350.00 |
| The Palm Beach Counselling Group | 10,000.00 |
| | <hr/> |
| | \$ 73,082.50 |

Broadway Re-Investment Coalition

Invoice No. ND 006_11

BRIC

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

INVOICE

Customer

| | | | |
|---------|------------------------------------------|------|-----------------|
| Name | Riviera Beach Beach/CRA | Date | 8/1/2011 |
| 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 6 July 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 July 2011 Payment Period: July 2011 To be made out to the Broadway Re-Investment Coalition, (BRIC), P.O. Box 8561 West Palm Beach Fl. 33407 Respectfully Submitted</p> | \$6,000.00 | |

Payment Details

Cash

Check

Credit Card

Name _____

CC # _____

Expires _____

| | |
|-------------------------------|-------------------|
| Subtotal | \$6,000.00 |
| Balance Prior To This Payment | \$42,000.00 |
| Balance After This Payment | \$36,000.00 |
| TOTAL DUE | \$6,000.00 |

Office Use Only

Thank you

July 2011 CRA Report For:

The Broadway Re-Investment Coalition

Deliverables-

Month 6: July 2011

Business Retention/Expansion/Attraction

Results:

- Conducted “as-needed” site visits to Round I & II awardees
- Attended Plan Review Sessions with awarded applicants
- Conducted site visits to confirm work completed for reimbursement draws & final payments for Round I & II
- Updated reports identifying status & impact of each incentive project
- Finalized Round I & II Assessment Report, recommending revisions to the business incentive program for potential future rounds

Coordination

Results:

- Continued to coordinate a Marketing Program with the City’s Promotion Committee
- Participated in the Executive Director’s Advisory Committee
- Continued to hold staff meetings to discuss: target areas, gateway concepts, and “properties of distinction”- developed strategies to identify 4-5 distinct districts- reviewed with CRA staff
- Attended public events on the Marina Place Project
- Continued identifying and reviewed feasibility for grant/loan opportunities for CRA
- Completed various draft sections for the New Market Tax Credits Application assigned to BRIC, and reviewed entire application for edits

CRA/Broadway Database

Results:

- Continued to monitor business data status for updates
- Continued to utilize database for multiple inquiries
- Continued to research database to identify & query “Property of Distinctions”



FINAL INVOICE

1638 Minturn Dr.
New Albany, OH 43054
Attn: Keena M. Smith, Principal
614.439.3059
KSmith@CatalystConsultingOhio.com

INVOICE #1102RBCRA
DATE JULY 27, 2011

TO:
Riviera Beach Community Development Agency
2001 Broadway, Suite 300
Riviera Beach, FL 33404
Attention: Tony Brown, Executive Director

FOR:
Riviera Beach New Markets Tax Credit Application
Task 2 – Direct Completion of 2011 NMTC Application
for at least \$50 million in NMTC authority

| DESCRIPTION | RATE | AMOUNT |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------|
| Task 2 – Direct and assist staff and sub-contractors in completing a an application for an allocation of a minimum of \$50 million in NMTC authority | FLAT | \$45,000.00 |
| 16 page Project Management and Protocol Plan Updated (Deliverable) | | |
| Drafter-Reviewer Memo (Deliverable) | | |
| NMTC Action Plan and To-Do Matrix (Deliverable) | | |
| Business Strategy First Draft & Review (Deliverable) | 20,000 | |
| Community Impact First Draft & Review (Deliverable) | 15,000 | |
| Management Capacity First Draft & Review (Deliverable) | 5,000 | |
| Capitalization First Draft & Review (Deliverable) | 5,000 | |
| Meetings | | |
| - Project Kickoff | | |
| - 45+ In Progress Consulting Teleconferences | | |
| - Multi- Phase Draft Application Review Process | | |
| - Project Closure | | |
| TOTAL | | \$45,000.00 |



Building Capacity. Accelerating Change.

Invoice is due within 30 days

THANK YOU FOR YOUR BUSINESS

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)

August 1, 2011

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

For Professional Services Rendered: General Administration

| | | | |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|
| 07/05/2011 | Preparation of termination of contract letter to Villa & Sons.. | 1.2 hours | \$318.00 |
| 07/06/2011 | Telephone conference with Tony Brown. | .5 hours | \$132.50 |
| 07/06/2011 | Preparation of resolution authorizing execution of Skyers and finalized modification to contract. | .8 hours | \$212.00 |
| 07/07/2011 | Review of Master Developer Agreement for Marina District. | .7 hours | \$185.50 |
| 07/07/2011 | Review of proposed agreement for healthy food initiative; preparation of revised Healthy Food Initiative agreement; telephone conference with Paul Skyers. | 3.2 hours | \$848.00 |
| 07/08/2011 | Revised proposed healthy food initiative agreement; preparation of resolution authorizing execution; telephone conference with Chairman Davis; telephone conference with Paul Skyers. | 2.3 hours | \$609.50 |
| 07/11/2011 | Telephone conference with Tony Brown. | .3 hours | \$79.50 |
| 07/11/2011 | Review of proposed RFP; telephone conference with Toccarra Thomas. | 2.2 hours | \$583.00 |

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

| | | | |
|------------|------------------------------------------------------------------------------------------------------------------------------|-------------|--------------------|
| 07/12/2011 | Review of CRA procurement code; review of Work order # 3 for the Marina; preparation of email to Tony Brown and Scott Evans. | 2.4 hours | \$636.00 |
| 07/13/2011 | Preparation of email to Tocarra Thomas and Scott Evans re: Bicentennial Park; review of research re: Bicentennial Park. | 1.2 hours | \$318.00 |
| 07/13/2011 | Telephone conference with Pam Ryan; preparation of emails to Tony Brown. | 1.5 hours | \$397.50 |
| 07/13/2011 | Attendance at CRA meeting. | 3.3 hours | \$874.50 |
| 07/14/2011 | Review of agreement with Novogradac. | .6 hours | \$159.00 |
| 07/16/2011 | Preparations of modification to Skyers contract. | .9 hours | \$238.50 |
| 07/18/2011 | Telephone conference with Carol Westmorland; review of Interlocals re: payment for City Services. | 1.8 hours | \$477.00 |
| 07/18/2011 | Attendance at meeting with City/CRA staff re: payment for City services. | 2.1 hours | \$556.50 |
| 07/19/2011 | Telephone conference Arnold Broussard. | .3 hours | \$79.50 |
| 07/20/2011 | Meeting with Scott Evans, Tony Brown and Arnold Broussard re: marina. | 2.5 hours | \$662.50 |
| 07/20/2011 | Review of CWA agreement. | .5 hours | \$132.50 |
| 07/20/2011 | Review of Palm Beach County Inspector General Ordinance. | .8 hours | \$212.00 |
| 07/26/2011 | Initial preparation of interlocal with City re: development of marina.. | 3.4 hours | \$901.00 |
| | Subtotal | 32.5 | \$ 8,612.50 |

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

For Professional Services Rendered:
New Market Tax Credit Application

| | | | |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|
| 07/15/2011 | Review of proposed Bylaws for Riviera Beach CDE; preparation of Articles of Amendment for CDE; preparation of email to Board of Directors re: Bylaws. | 2.8 hours | \$742.00 |
| 07/21/2011 | Review of draft of business strategy of NMTC application. | 2.1 hours | \$556.50 |
| 07/25/2011 | Telephone conference with Tony Brown; review of NMTC application. | 3.1 hours | \$821.50 |

Subtotal 11.4 **\$2,120.00**

TOTAL DUE **\$10,732.50**

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

Invoice No. 3384

INVOICE

Customer

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

Misc

Date 7/19/2011
 Order No. RBCRA-2011-0132R
 Rep _____
 FOB _____

| Qty | Description | Unit Price | TOTAL |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|
| 25 | Economic Development Tasks for Director: Held meetings (2) with CEO, SYSCO & C-B-I re Healthy Food Initiative Participated in BRIC Strategy Session (May 27th) Participated in NMTC Strategy Meetings Drafted project concept for HHS Grant Researched PPA for HHS Grant - submitted to CRA Attorney Compiled various NMTC Application Responses for Catalyst Consulting Researched Marine Industries Econ Impact for Catalyst Consulting | \$ 50.00 | \$ 1,250.00 |
| 2 | Business Assistance Programs Initial Consultation - Frances Elien Compiled Letter of Collaboration for Paragon Foundation | \$ 50.00 | \$ 100.00 |
| 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

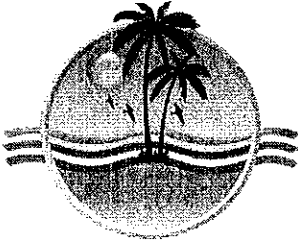
Comments _____
 Name _____
 CC # _____
 Expires _____

Tax Rate(s) _____

Office Use Only

This Invoice is due on receipt.

It has been a pleasure serving you




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 # |
|----------|-------------|
| 8/2/2011 | 02102010-45 |

| Description | Amount |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Professional Consulting Services - Riviera Beach CRA. Project administration and control; financial administration and management accounting; project budgeting; real property acquisition and disposal; and, related Agency support activities per contract. July 2011 Activity report attached. | 10,000.00 |
|  8/2/2011 | |
| Total | \$10,000.00 |

The Palm Beach Consulting Group, LLC
Contract Scope of Services
Project Activities for the Month of July 2011

1. Performed program/project administration and management functions addressing the Agency's Plan and budget.
2. Worked with the Agency's attorney to develop the nature and scope of an interlocal agreement to provide for effective administration and control over construction of projects located in the Marina District.
3. Assisted in the preparation of the Agency's New Markets Tax Credits application which was submitted on July 27, 2011.
4. Provided general oversight of the CRA's accounting and financial reporting function.
5. Prepared for and provided documentary support for the Agency's July 13th budget workshop covering a restructuring of the Agency's accounting and reporting for professional services costs; program and project identification, priority setting, and budgeting; long-term cash flow planning and management; operations and debt service reserve setting; and, overall Agency operations planning.
6. Worked with the Agency's staff accountant and provided support to the Agency's external auditors.
7. Researched and addressed issues related to the proper accounting for and support, through adequate documentation, of the City Services Fee budgeted in fiscal years 2010 and 2011.
8. Provided support to the City/CRA Executive Development Team which provides inter-agency Marina District project coordination services.
9. Continued research and development of the Agency's property acquisition and disposal policy and procedures.
10. Provided other support to the Agency's staff and Executive Director, as required.