

2. APPROVAL OF CONSULTANTS'/VENDORS' INVOICES

Professional Services Invoices for Board Approval

Catalyst Consulting		2,500.00
Florida Court Reporting	228.00	
	<u>474.00</u>	702.00
Gilbane Building Company		24,978.00
J. Michael Haygood		9,036.50
Links		<u>70.00</u>
		<u>\$ 37,286.50</u>

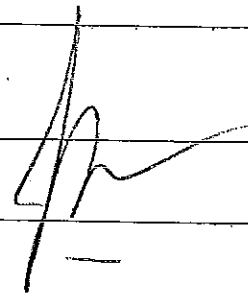



Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Catalyst Consulting

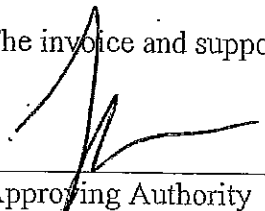
Control No.: (1) Res 2012-16 Invoice No.: 1201 RBCRA

Invoice Date: 8/13/12 Payment Amount: \$ 2,500 -

Project Supervisor/Responsible Official: Tony T. Brown

	Reviewed/Approved by
<input type="checkbox"/> Project "scope of work and deliverables" reviewed ?	
<input 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 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.	

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



Approving Authority

Date: 8/17/12

Balance after this payment = \$22,500

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

Antune Hill



INVOICE

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

INVOICE #1201RBCRA
DATE AUGUST 13, 2012

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
Management Capacity Draft & Review

DESCRIPTION	RATE	AMOUNT
Task – Completed Management Capacity Section Draft	FLAT	\$2,500.00
<p>RECEIVED</p> <p>8/13/12</p> <p>RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY</p>		
TOTAL		\$2,500.00



Building Capacity. Accelerating Change.

Invoice is due upon receipt

THANK YOU FOR YOUR BUSINESS

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Florida Court Reporting
 Control No.: Res No. 2012-06 Invoice No.: 147994
 Invoice Date: 8/17/12 Payment Amount: \$ 474.00
 Project Supervisor/Responsible Official: Darlene Hatcher

	Reviewed/Approved by
<input type="checkbox"/> Project "scope of work and deliverables" reviewed ?	<i>D. Hatcher</i>
<input type="checkbox"/> Payment support documentation appropriate based on work scope ?	<i>D. Hatcher</i>
<input 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 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.

[Signature] Date: _____
 Approving Authority

Balance after this pymt = 9,415.60

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

INVOICE

Florida Court Reporting
 2161 Palm Beach Lakes Blvd.
 Suite 302
 West Palm Beach FL 33409
 Phone:561-689-0999 Fax:561-689-2899

Invoice No.	Invoice Date	Job No.
147994	8/17/2012	98284
Job Date	Case No.	
8/8/2012		
Case Name		
Riviera Beach Community Redevelopment Agency		
Payment Terms		
Due upon receipt		

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

Original transcript of: Budget Workshop	29.00 Pages @ 6.00	174.00
Original transcript of: CRA meeting	50.00 Pages @ 6.00	300.00
TOTAL DUE >>>		\$474.00

We appreciate your business!

Past due balance in excess of 30 days shall bear interest at the maximum rate allowable by law. Client agrees to pay all costs of collection, including attorney's fees.

(-) Payments/Credits:	0.00
(+) Finance Charges/Debits:	0.00
(=) New Balance:	474.00

RECEIVED

RIVIERA BEACH COMMUNITY
 REDEVELOPMENT AGENCY

Tax ID: 65-0466508




Phone: 561-844-3408 Fax:561-881-8043

Please detach bottom portion and return with payment.

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

Job No. : 98284 BU ID : WPB
 Case No. :
 Case Name : Riviera Beach Community Redevelopment Agency
 Invoice No. : 147994 Invoice Date : 8/17/2012
Total Due : \$ 474.00

Remit To: **Florida Court Reporting**
2161 Palm Beach Lakes Blvd.
Suite 302
West Palm Beach FL 33409

PAYMENT WITH CREDIT CARD					
Cardholder's Name: _____					
Card Number: _____					
Exp. Date: _____			Phone#: _____		
Billing Address: _____					
Zip: _____		Card Security Code: _____			
Amount to Charge: _____					
Cardholder's Signature: _____					

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Florida Court Reporting
 Control No.: (6) Res 2012-06 Invoice No.: 147868
 Invoice Date: 7/31/2012 Payment Amount: \$ 228.00
 Project Supervisor/Responsible Official: Annetta Jenkins / RBCX

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?	AF
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?	AF
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?	AF
<input checked="" type="checkbox"/> If final payment, have all deliverables been received ?	AF
<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 ?	AF
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input 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.

[Signature]

 Approving Authority

Date: _____

Balance after this pymt \$ 9,889.60

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

[Signature]

INVOICE

Florida Court Reporting
 2161 Palm Beach Lakes Blvd.
 Suite 302
 West Palm Beach FL 33409
 Phone: 561-689-0999 Fax: 561-689-2899

Invoice No.	Invoice Date	Job No.
147868	7/31/2012	97968
Job Date	Case No.	
6/7/2012		
Case Name		
Riviera Beach Community Development Corporation		
Payment Terms		
Due upon receipt		

Tocarra Thomas
 Riviera Beach Community Development Corporation
 2001 Broadway
 Suite 300
 Riviera Beach FL 33404

Original transcript of:

Riviera Beach CDC meeting

38.00 Pages @ 6.00 228.00

TOTAL DUE >>> \$228.00

We appreciate your business!

Past due balance in excess of 30 days shall bear interest at the maximum rate allowable by law. Client agrees to pay all costs of collection, including attorney's fees.

Tax ID: 65-0466508

Phone: 561-844-3408 Fax: 561-881-8043

Please detach bottom portion and return with payment.

Tocarra Thomas
 Riviera Beach Community Development Corporation
 2001 Broadway
 Suite 300
 Riviera Beach FL 33404

Job No. : 97968 BU ID : WPB
 Case No. :
 Case Name : Riviera Beach Community Development Corporation
 Invoice No. : 147868 Invoice Date : 7/31/2012
Total Due : \$228.00

Remit To: Florida Court Reporting
2161 Palm Beach Lakes Blvd.
Suite 302
West Palm Beach FL 33409

PAYMENT WITH CREDIT CARD



Cardholder's Name: _____
 Card Number: _____
 Exp. Date: _____ Phone#: _____
 Billing Address: _____
 Zip: _____ Card Security Code: _____
 Amount to Charge: _____
 Cardholder's Signature: _____




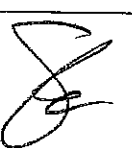


Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Gilbane Building Company

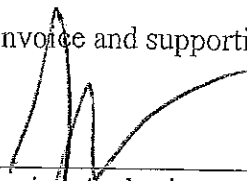
Control No.: (1) Res 2012-24 Invoice No.: 1

Invoice Date: 8/16/12 Payment Amount: \$ 24,978 -

Project Supervisor/Responsible Official: Saltzman

	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 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.	

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



Approving Authority

Date: _____

Balance after this pymt \$22 -

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

Antonee White

APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER: PROJECT: APPLICATION NO: 1

Owner Representative for Construction Related Projects
in the CRA

2001 Broadway, Suite 300
Riviera Beach, FL 33404

FROM CONTRACTOR:

Gilbane Building Company

661 University Boulevard, Ste 107
Jupiter, FL 33458

CONTRACT FOR: Construction Management

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

- 1. ORIGINAL CONTRACT SUM \$ 25,000.00
- 2. Net change by Change Orders \$ 0.00
- 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 25,000.00
- 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 24,978.00

5. RETAINAGE:

- a. 0 % of Completed Work \$ 0.00
(Column D + E on G703)
 - b. 0 % of Stored Material \$ 0.00
(Column F on G703)
- Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00

- 6. TOTAL EARNED LESS RETAINAGE \$ 24,978.00
(Line 4 Less Line 5 Total)
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 0.00
- 8. CURRENT PAYMENT DUE \$ 24,978.00
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 22.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$0.00	\$0.00
NET CHANGES by Change Order	\$0.00	

Distribution to:

- OWNER (4)
- ARCHITECT
- CONTRACTOR
- Gilbane/SRQ (1)

PERIOD TO: 8/16/2012

PROJECT NO: 275737

CONTRACT DATE: 6/19/2012

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: _____ Date: August 16, 2012

State of: FLORIDA County of: PALM BEACH
Subscribed and sworn to before me this 16th day of August, 2012
Notary Public:

My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED\$ 24,978.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By: _____ Date: _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

G702, Application and Certificate For Payment, containing Contractor's signed Certification is attached.
 Application Number: 1 (One)
 Application Date: 8/16/2012
 Period To: 7/31/2012
 Use Column I on Contracts where variable retainage for line items may apply
 Gilbane Project Number: 275737000

A Item No.	B Description of work	C Scheduled Value		D Work Completed		E From Previous Application (D + E)	G Total Completed And Stored To Date	H Balance To Finish (C - G)	I Retainage
		Value		From Previous Application (D + E)	This period				
Construction Costs									
Work Order # 1									
1001	Team Meeting Management	4,725.00		0.00	4,725.00		4,725.00	0.00	0
1002	Project Organization/Coordination	11,131.00		0.00	11,131.00		11,131.00	0.00	0
1003	Develop A/E RFC	3,159.00		0.00	3,159.00		3,159.00	0.00	0
1004	Develop CM RFC	2,509.00		0.00	2,509.00		2,509.00	0.00	0
1005	Develop Preliminary Project Schedule	1,274.50		0.00	1,274.50		1,274.50	0.00	0
1006	Develop Preliminary Project Budget	1,669.50		0.00	1,669.50		1,669.50	0.00	0
1007	Develop Project Delivery Recommendations	510.00		0.00	510.00		510.00	0.00	0
	Total Work Order # 1	24,978.00		0.00	24,978.00		24,978.00	0.00	0.00
	SUB TOTAL	24,978.00		0.00	24,978.00		24,978.00	0.00	0.00
APPLICATION TOTALS		24,978.00		0.00	24,978.00		24,978.00	0.00	0

WORK ORDER 1

Scope, Tasks, Staffing	Hourly Rate	Hours by Task		Hours by Task		TOTALS
		Jun-12		Jul-12		
		Hours	Fees	Hours	Fees	
Organize the Project and Project Team						
Team Meetings Management		15		20		
5 weekly meetings, agendas, ALLS SAS weekly call with Scott Evans						
Steve Stern	\$ 140.00	9	\$ 1,260.00	12	\$ 1,680.00	
Rick Carlisle	\$ 127.50	6	\$ 765.00	8	\$ 1,020.00	
Diana Kuka	\$ 83.00		\$ -		\$ -	
Total			\$ 2,025.00		\$ 2,700.00	\$ 4,725.00

WORK ORDER 1

Scope, Tasks, Staffing	Hourly Rate	Hours by Task		Hours by Task		TOTALS
		Jun-12		Jul-12		
		Hours	Fees	Hours	Fees	
Project Organization/Coordination		46		50		
June/July administrative procedures/6/19 CRA org mtg invoicing and work orders Collect and review current project materials Begin development of project Directory Begin development of ftp sites including uploading of information Develop time sheets, work orders, invoicing procedures Participate in weekly CRA coordination meetings Begin participation with various City staff including attendance at organization meetings						
Diana Kuka	\$ 83.00	6	\$ 498.00	12	\$ 996.00	
Steve Stern	\$ 140.00	12	\$ 1,680.00	16	\$ 2,240.00	
Rick Carlisle	\$ 127.50	8	\$ 1,020.00	6	\$ 765.00	
Chris Jones	\$ 127.50	4	\$ 510.00	4	\$ 510.00	
Carlton Jones	\$ 140.00		\$ -	4	\$ 560.00	
Bill Price	\$ 98.00	8	\$ 784.00	4	\$ 392.00	
Dave Anderson	\$ 98.00	8	\$ 784.00	4	\$ 392.00	
Total		46	\$ 5,276.00	50	\$ 5,855.00	\$ 11,131.00

WORK ORDER 1

Scope, Tasks, Staffing	Hourly Rate	Hours by Task		Hours by Task		TOTALS
		Jun-12		Jul-12		
		Hours	Fees	Hours	Fees	
Develop A/E RFP		2		26		
June/July develop master RFQ schedule include consultants for additional scopes - urban planning, traffic, Newcomb Hall programming and operations plan Develop minority procurement policies, etc. Develop draft request for proposals						
Rick Carlisle	\$ 127.50	2	\$ 255.00	8	\$ 1,020.00	
Bill Price	\$ 98.00		\$ -		\$ -	
Steve Stern	\$ 140.00		\$ -	4	\$ 560.00	
Carlton Jones	\$ 140.00		\$ -		\$ -	
Connell Heyward	\$ 75.00		\$ -	2	\$ 150.00	
Diana Kuka	\$ 83.00		\$ -	8	\$ 664.00	
Chris Jones	\$ 127.50		\$ -	4	\$ 510.00	
Total			\$ 255.00		\$ 2,904.00	\$ 3,159.00

WORK ORDER 1

Scope, Tasks, Staffing	Hourly Rate	Hours by Task		Hours by Task		Hours by Task	
		Jun-12		Jul-12		Jul-12	
		Hours	Fees	Hours	Fees	Hours	Fees
Develop CM RFP		1		22			
June/July							
develop schedule and action items							
Develop minority procurement policies, etc.							
Develop draft request for proposals							
Rick Carlisle	\$ 127.50		\$ -	8	\$ 1,020.00		
Chris Jones	\$ 127.50		\$ -	2	\$ 255.00		
Steve Stern	\$ 140.00	1	\$ 140.00	2	\$ 280.00		
Connell Heyward	\$ 75.00		\$ -	2	\$ 150.00		
Diana Kuka	\$ -		\$ -	8	\$ 664.00		
Total			\$ 140.00		\$ 2,369.00		\$ 2,509.00

WORK ORDER 1

Scope, Tasks, Staffing	Hourly Rate	Hours by Task		Hours by Task		Hours by Task	
		Jun-12		Jul-12		Jul-12	
		Hours	Fees	Hours	Fees	Hours	Fees
Develop Preliminary Project Schedule		1		10			
June/July							
Obtain Broadway and wetlands schedules							
Update project schedule for marina, utility, maintain schedules for MDA effort							
Diana Kuka	\$ 83.00		\$ -	4	\$ 332.00		
Steve Stern	\$ 140.00		\$ -	4	\$ 560.00		
Rick Carlisle	\$ 127.50	1	\$ 127.50	2	\$ 255.00		
Chris Jones	\$ 127.50		\$ -		\$ -		
Carlton Jones	\$ 140.00		\$ -		\$ -		
Bill Price	\$ 98.00		\$ -		\$ -		
Total			\$ 127.50		\$ 1,147.00		\$ 1,274.50

WORK ORDER 1

Scope, Tasks, Staffing	Hourly Rate	Hours by Task		Hours by Task		Hours by Task	
		Jun-12		Jul-12		Jul-12	
		Hours	Fees	Hours	Fees	Hours	Fees
Develop Preliminary Project Budget		1		13			
June/July							
Obtain Current Budget, Funding, BBT Loan info.							
Develop Preliminary Budget Categories, Template							
Create Soft Cost Estimates							
Diana Kuka	\$ 83.00		\$ -	4	\$ 332.00		
Steve Stern	\$ 140.00		\$ -	5	\$ 700.00		
Rick Carlisle	\$ 127.50	1	\$ 127.50	4	\$ 510.00		
Joe Strub	\$ 125.00		\$ -		\$ -		
Jason Wilson	\$ 86.00		\$ -		\$ -		
Total			\$ 127.50		\$ 1,542.00		\$ 1,669.50

WORK ORDER 1

Scope, Tasks, Staffing	Hourly Rate	Hours by Task		Hours by Task		Hours by Task	
		Jun-12		Jul-12		Jul-12	
		Hours	Fees	Hours	Fees	Hours	Fees
Develop Project Delivery Recommendation				4			
June/July							
Closed							
Rick Carlisle	\$ 127.50		0	4	\$ 510.00		
Total					\$ 510.00		\$ 510.00

TOTAL WORK ORDER 1 BY MONTH		68	\$ 7,951.00	168	\$ 17,027.00	\$ 24,978.00
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TOTAL WORK ORDER 1					\$ 24,978.00	
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Riviera Beach CRA Payment Authorization Checklist

Vendor Name: J. Michael Haygood, P. A.

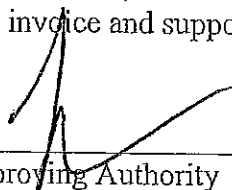
Control No.: _____ Invoice No.: —

Invoice Date: 8/14/12 Payment Amount: \$ 9,036.⁵⁰

Project Supervisor/Responsible Official: _____

	Reviewed/Approved by
<input type="checkbox"/> Project "scope of work and deliverables" reviewed ?	
<input 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 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.	<i>B. Connelly</i>
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<i>B. Connelly</i>

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)

Estelina Siles

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 14, 2012

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

For Professional Services Rendered: **General Administration**

07/02/2012	Review of proposed easements maps and property easements worksheets for burial of utility lines.	.8 hours	\$212.00
07/05/2012	Telephone conference with Scott Evans re: Utility easements.	.2 hours	\$53.00
07/03/2012	Telephone conference with Annetta Jenkins.	.2 hours	\$53.00
07/09/2012	Research air rights development	1.4 hours	\$371.00
07/10/2012	Telephone conference with Commissioner Pardo.	.2 hours	\$53.00
07/12/2012	Revised land swap agreement with Viking	.8 hours	\$212.00
07/13/2012	Review of Interlocal Agreement with City re: maintenance for Ocean Mall.	.4 hours	\$106.00
07/17/2012	Meeting with CRA staff.	4.5 hours	\$1,192.50.
07/17/2012	Review of lots to be surveyed.	.3 hours	\$79.50
07/19/2012	Review of proposed lease with City.	.9 hours	\$238.50

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

07/25/2012	Telephone conference with Elia re: lease with CDC	.5 hours	\$132.50
07/26/2012	Review of proposed changes to P&P Manual.	1.2 hours	\$318.00
07/26/2012	Review of revised Purchase and Sale Agreement for Viking.	.5 hours	\$132.50
07/27/2012	Telephone conference with A. Broussard.	.4 hours	\$106.00
07/30/2012	Review of revised P&P Code; telephone conference with A. Broussard.	.7 hours	\$185.50
07/30/2012	Review of Gilbane contract re: RFP re: surveying.	.5 hours	\$132.50
07/30/2012	Review of proposed scope of services and preparation of agreement for AGS.	1.8 hours	\$477.00
07/30/2012	Preparation of resolution selecting Castle Construction.	.8 hours	\$212.00
07/31/2012	Preparation of resolution adopting revised P&P Coe.	.5 hours	\$132.50
07/31/2012	Preparation of modification to KCK consulting contract..	1.2 hours	\$318.00
Subtotal:			\$4,717.00

For professional services rendered for Marina Development:

07/03/2012	Review of draft MOU.	1.5 hours	\$397.50
07/13/2012	Preparation of modification agreement with C3TS for grant writing.	1.5 hours	\$397.50
07/16/2012	Discussion with Elia re: C3TS invoice.	.3 hours	\$79.50
07/24/2012	Meeting with Gilbane representative re: billing.	.9 hours	\$238.50
07/24/2012	Review of comments from City Staff re: MOU.	.5 hours	\$132.50

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

07/26/2012	Meeting with City/CRA staff re: MOU.	2.5 hours	\$662.50
07/27/2012	Review of revisions to MOU.	.4 hours	\$106.00
07/27/2012	Telephone conference with William Mueller re: MOU.	.8 hours	\$212.00
07/31/2012	Review of proposed reimbursements for Gilbane.	.7 hours	\$185.50
07/31/2012	Review of Gilbane's proposed Modified Work Order.	.5 hours	\$132.50

Subtotal: \$2,544.00

For professional services for CDC:

07/09/2011	Review of public notice requirements for not for profits.	.8 hours	\$212.00
07/10/2012	Review and redraft of agreement for facilitator agreement for CDC retreat.		
07/11/2012	Review of volunteer waiver or CDC.	.7 hours	\$185.50
07/17/2012	Meeting with Annetta Jenkins re: CDC.	.8 hours	\$212.00
07/19/2012	Review and revised proposed agreement between CDC and the CRA.	1.7 hours	\$450.50
07/23/2012	Review of file revised MOU.	1.2 hours	\$318.00
07/25/2012	Preparation of license agreement for use of property for RB Heights in Bloom affair.	1.5 hours	\$397.50

Subtotal \$1,775.50

TOTAL DUE \$9,036.50




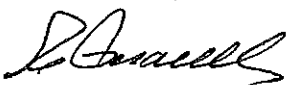

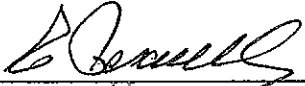
Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Links Design & Print

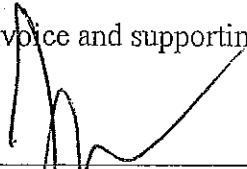
Control No.: _____ Invoice No.: 1631

Invoice Date: 6/22/12 Payment Amount: \$ 70.00

Project Supervisor/Responsible Official: Toscarra N. Therman

	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 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.	

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



Approving Authority

Date: _____

Balance after this pymt \$19,855.36

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

Butterfield



Connecting Your Business to the World

Invoice

Date	Invoice #
6/22/2012	1631

Bill To
Riviera Beach CRA Tocarra Thomas 2001 Broadway, Suite 300 Riviera Beach, Fl 33404

Job Title
In Bloom Poster

Quantity	Description	Price
20	Goods: Print Poster, 11x 17, 4/0, 100lb Gloss Text	40.00
	Service: Graphic Design Fee to format poster size print ready file	30.00

WE APPRECIATE YOUR BUSINESS.
THANK YOU.

We accept checks and major credit cards.
An additional 3% processing fee will be applied to all credit card payments.

Subtotal	\$70.00
Sales Tax (0.0%)	\$0.00
Total	\$70.00

Links Design and Print LLC
203 Palmetto Court
Jupiter, Florida 33458

Office Hours: Monday-Friday 8:00am to 5:00pm
Office: 561-747-1282
Email: service@linksdesignprint.com