

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

**Professional Services Invoices for Board Approval**

Broadway Re-investment Coalition (BRIC)	6,000.00
J. Michael Haygood	7,870.50
J. Michael Haygood	7,340.50
The Palm Beach Consulting Group	2,700.00
The Palm Beach Consulting Group	<u>5,812.50</u>
	<u>\$ 29,723.50</u>

Broadway Re-Investment Coalition

Invoice No. ND 002\_11

**BRIC**

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

**INVOICE**

**Customer**

Name	<u>Riviera Beach Beach/CRA</u>	Date	<u>4/1/2011</u>
Attn	<u>Tony Brown</u>		
Address	<u>2001 Broadway</u>		
City	<u>Riviera Beach,</u>	State	<u>FL</u> ZIP <u>33404</u>
Phone	<u>844-3408</u>		

Description	Unit Price	TOTAL
<p><b>Work Completed This Period: Report Attached- Scope of Service For Month 2 March 2011 Business Retention/Expansion</b></p> <p><b>Business Attraction</b></p> <p><b>Coordination</b></p> <p><b>CRA/Broadway Database</b></p> <p><b>Infrastructure Improvements</b></p> <p>See Contract Work Report For March 2011 Payment Period: March 2011 To be made out to the Broadway Re-Investment Coalition, (BRIC), P.O. Box 8561 West Palm Beach Fl. 33407</p> <p>Respectfully Submitted</p>	\$6,000.00	

**Payment Details**

Cash  
 Check  
 Credit Card

Name \_\_\_\_\_

CC # \_\_\_\_\_ Expires \_\_\_\_\_

Subtotal	\$6,000.00
Balance Prior To This Payment	\$66,000.00
Balance After This Payment	\$60,000.00
<b>TOTAL DUE</b>	<b>\$6,000.00</b>

Office Use Only

 Thank you

March 2011 CRA Report For:  
The Broadway Reinvestment Coalition

Deliverables-

Month 2: March 2011

Business Retention/Expansion/Attraction

Results:

- Continued to work with CRA staff to distribute letters of commitment/contracts to businesses approved in June 2010/Round I & Round II
- Finalized and distributed approval letters and contracts for Round II applicants
- Conducted "as-needed" site visits to Round I awardees
- Conducted site visits for reimbursement draws and final disbursement
- Held meetings with Paul Skyers to edit and finalize Riviera Beach CRA Business Incentive Procedures Manual
- Briefed Round II grantees on grant processing procedures

Coordination

Results:

- Continued to discuss a grant request to start a business incubation & training center for Riviera Beach residents at the Marine Academy
- Drafted Marketing RFQ Scope of Services to review and refine with CRA staff
- Held several BRIC staff meetings to discuss: target areas, gateway concepts, and "properties of distinction"- developed strategies to identify 4-5 distinct districts- will review with CRA staff

CRA/Broadway Database

Results:

- Continued to monitor business data status for updates
- Continued to utilize database for multiple inquiries
- Began strategic property research for development

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

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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

March 25, 2011

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

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For Professional Services Rendered: **General Administration**

02/02/2011	Finalized and approved agenda items for 2/9/2011 CRA agenda.	2.4 hours	\$635.00
02/03/2011	Review of proposed RFP for loan services.	1.8 hours	\$477.00
02/04/2011	Review of City architectural agreement and RFP re: use of City selected architects; preparation of email re: piggybacking.	1.2 hours	\$318.00
02/08/2011	Preparation of lease agreement for Spanish Courts.	.9 hours	\$238.50
02/08/2011	Initial preparation of Interlocal Agreement for architectural services with CRA Area.	2.7 hours	\$715.50
02/09/2011	Review of City Agreement for architectural services; continued preparation of Interlocal Agreement.	1.8 hours	\$477.00
02/09/2011	Attendance at CRA meeting.	1.9 hours	\$503.50
02/10/2011	Meeting with City/CRA staffs re: modifications to Ocean Mall loan agreement.	1.7 hours	\$450.50
02/11/2011	Preparation of language for Improvement grants.	.8 hours	\$212.00

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

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02/14/2011	Meeting with City/CRA staffs re: Interlocal Agreement for Architectural Services.	1.5 hours	\$397.50
02/17/2011	Research of Florida CCNA Act; finalized Interlocal Agreement re: architectural services.	2.8 hours	\$477.00
02/22/2011	Revised proposed contract for maintenance for 13 <sup>th</sup> Street.	1.7 hours	\$450.50
02/22/2011	Review and preparation of response to proposed Executive Director Advisory Committee.	1.2 hours	\$662.50
02/22/2011	Research and preparation of response to public records request.	1.5 hours	\$265.00
02/22/2011	Preparation of Three Day Notice re: Spanish Court.	.5 hours	\$132.50
02/23/2011	Attendance at CRA workshop.	2.2 hours	\$583.00
02/23/2011	Review of Florida landlord Tenant Act and preparation of email to Tony Brown re: procedures for eviction.	.8 hours	\$212.00
02/23/2011	Review of contract for web site.	.7 hours	\$185.50
02/23/2011	Review of modifications to Horgan Agreement.	.5 hours	\$132.50
02/28/2011	Review of Ocean Mall Maintenance Agreement.	1.1 hours	\$291.50
	<b>Total hrs</b>	<b>29.7</b>	
	<b>TOTAL DUE</b>		<b>\$ 7,870.50</b>

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

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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: [jhaygood@bellsouth.net](mailto:jhaygood@bellsouth.net)

April 8, 2011

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

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For Professional Services Rendered: **General Administration**

03/02/2011	Review of Florida Financial Disclosure Act re: ED Advisory Board.	.8 hours	\$212.00
03/02/2011	Telephone conference with Tony Brown and Scott Evans.	.9 hours	\$238.50
03/04/2011	Attendance at meeting with City/CRA staff re: Marina.	3.5 hours	\$927.50
03/11/2011	Preparation of First Modification to loan agreement for payment of debt for Ocean Mall.	2.5 hours	\$662.50
03/14/2011	Telephone conference with Bruce Loren; telephone conference with Scott Evans; telephone conference with Andy Degraffenreidt.	1.1 hours	\$291.50
03/23/2011	Telephone conference with Brown, Herring, and Reid re: bond issue.	1.2 hours	\$318.00
03/23/2011	Telephone conference with Tony Brown and Scott Evans.	.5 hours	\$132.50
03/23/2011	Finalized proposed First Amendment to Interlocal for Ocean Mall debt.	1.7 hours	\$450.50





The Palm Beach Consulting Group, LLC

6406 Blue Bay Circle  
Lake Worth, FL 33467

**Invoice**

Date	Invoice #
3/19/2011	02102010-28

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

**RECEIVED**  
MAR 21 2011  
RIVIERA BEACH COMMUNITY  
REDEVELOPMENT AGENCY

Description	Amount
Professional Consulting Services - Riviera Beach CRA - per contract dated February 9, 2011, supported by CRA Request for Professional Services Work Order No. 1-2011. Time report by Task attached.	2,700.00
<b>Total</b>	<b>\$2,700.00</b>

**Riviera Beach Community Redevelopment Agency  
Request for Contracted Professional Services**

**Professional Services Provider:** The Palm Beach Consulting Group, I.I.C.  
**Professional Services Work Order No.:** 1 - 2011  
**Nature of Services Rendered:** Financial Accounting and Administrative Support Services  
**Services Start Date:** March 1, 2011  
**Expected Completion Date:** April 30, 2011

**Project Budget:**

**Estimated Man-hours:** 20 - 25  
**Budget:** \$3,000 - \$3,750

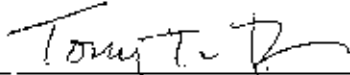
**Scope of Services:**

1. Assist with finalizing the journal entries associated with the 2010 fiscal year-end audit.
2. Assist in finalizing the revisions to the Ocean Mall Interlocal Agreement.
3. Provide the staff accountant with necessary support services to make required changes to the Agency's accounting and financial reporting system to properly interface with the City's FMS system, including, but not limited to, updating the respective charts of accounts, assigning/re-assigning costs to proper accounts, implementing a purchase order tracking system, and developing a systematic interface with the City's Finance Department and FMS system.
4. Assist the Administrative Director in updating the Agency's comprehensive policies and procedures manual.

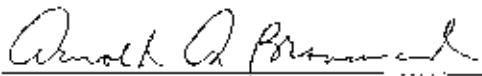
**Deliverables:**

1. Appropriate 2010 year-end journal entries.
2. Finalized proposed Interlocal agreement.
3. Enhancements to the Agency's accounting and financial reporting system and its capabilities, and a documented interface with the City Finance Department and FMS system.
4. Updated policies and procedures manual.

**Authorization:**

  
\_\_\_\_\_  
CRA Executive Director

3/1/2011  
Date

  
\_\_\_\_\_  
Professional Services Contractor

3/1/2011  
Date



The Palm Beach Consulting Group, LLC

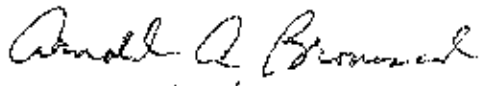

6406 Blue Bay Circle

Lake Worth, FL 33467

# Invoice

Date	Invoice #
4/4/2011	02102010-31

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

Description	Amount
Professional Consulting Services - Riviera Beach CRA - per contract dated February 9, 2011, supported by CRA Request for Professional Services Work Order No. 1-2011 (Revision 1). Time report by Task attached.   2/31/2011 	5,812.50
<b>Total</b>	<b>\$5,812.50</b>

**The Palm Beach Consulting Group, LLC**  
**International Harbor at Riviera Beach Project Time Report**  
**for the Period 03/16/2011 - 03/31/2011**

Signature: *Arnold A. Broussard*  
 Name: Arnold A. Broussard

Task Number	Description	Total Hours	03/16	03/17	03/18	03/19	03/20	03/21	03/22	03/23	03/24	03/25	03/26	03/27	03/28	03/29	03/30	03/31
1.00	Assist with finalizing the journal entries associated with the 2010 fiscal year-end audit	0.00																
2.00	Assist in finalizing the revisions to the Ocean Mall Interlocal Agreement.	0.00																
3.00	Provide the staff accountant with necessary support services to make required changes to the Agency's accounting and financial reporting system to properly interface with the City's FMS system, including, but not limited to, updating the respective charts of accounts, assigning/re-assigning costs to proper accounts, implementing a purchase order tracking system, and developing a systematic interface with the City's Finance Department and FMS system.	38.75						5.50	9.00	8.00	0.50	5.00					5.25	5.50
4.00	Assist the Administrative Director in updating the Agency's comprehensive policies and procedures manual.	0.00																
5.00		0.00																
5.00		0.00																
<b>Total Time</b>		<b>38.75</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.50</b>	<b>9.00</b>	<b>8.00</b>	<b>0.50</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5.25</b>	<b>5.50</b>

**Riviera Beach Community Redevelopment Agency  
Request for Contracted Professional Services**

**Professional Services Provider:** The Palm Beach Consulting Group, LLC  
**Professional Services Work Order No.:** 1 - 2011 (Revision 1)  
**Nature of Services Rendered:** Financial Accounting and Administrative Support Services  
**Services Start Date:** March 1, 2011  
**Expected Completion Date:** April 30, 2011  
**Project Budget:**  
**Revised Estimated Man-hours:** 70 - 75  
**Revised Budget:** \$10,500 - \$11,250

**Scope of Services:**

1. Assist with finalizing the journal entries associated with the 2010 fiscal year-end audit.
2. Assist in finalizing the revisions to the Ocean Mall Interlocal Agreement.
3. Provide the staff accountant with necessary support services to make required changes to the Agency's accounting and financial reporting system to properly interface with the City's FMS system, including, but not limited to, updating the respective charts of accounts, assigning/re-assigning costs to proper accounts, implementing a purchase order tracking system, and developing a systematic interface with the City's Finance Department and FMS system.
4. Assist the Administrative Director in updating the Agency's comprehensive policies and procedures manual.

**Deliverables:**

1. Appropriate 2010 year-end journal entries.
2. Finalized proposed Interlocal agreement.
3. Enhancements to the Agency's accounting and financial reporting system and its capabilities, and a documented interface with the City Finance Department and FMS system.
4. Updated policies and procedures manual.

**Riviera Beach Community Redevelopment Agency  
Request for Contracted Professional Services**

**Explanation for Change Order:**

The last audit of the CRA as a separate entity was for the fiscal year ended 09/30/2007 (fiscal year 2007). For fiscal years 2008 and 2009, the CRA was "audited" as part of the City of Riviera Beach's comprehensive audit. The CRA did not receive a separate audit report, specific to the Agency, for those two years. Additionally, the comprehensive audits covering 2008 and 2009 were conducted simultaneously and were not completed until approximately September 2010. In fiscal years 2008 and 2009, due to inadequate coordination and inadequate procedures for recording transactions between the City and the CRA, and due to the nature of the external audit performed on the CRA for the 2008 and 2009 fiscal years, the CRA's accounting and recordation of certain transactions was done in an effort to "reconcile" certain of its balances with City records rather than to record and account for the related CRA transactions based on their proper timing and nature. This has caused the CRA's accounting records to be inconsistent with its supporting documentation for certain transactions, causing differences in certain accounts between the City's 2009 comprehensive audit balances and CRA documented balances for the same accounts.

The significant increase in the time estimate for this project is related to the complexity of the tasks involved in identifying and properly documenting the specific transactions referenced above. Additionally, we will be required to meet with the City Finance Department and the City's auditors to resolve the issues. Failure to complete this process will negatively impact the integrity of the CRA's financial accounting and reporting.

**Authorization:**

  
CRA Executive Director

\_\_\_\_\_  
Date

  
Professional Services Contractor

3/31/2011  
Date

Riviera Beach Community Redevelopment Agency  
Professional Services Contracts Report  
As of February 28, 2011

Vendor	Purpose	Contract Date	Total \$ Allocated	Pymts TD	Balance	Amended Y/N	Expiration Date
Anderson & Carr, Inc.	Appraisers	9/18/2008	45,500.00	37,400.00	8,100.00	Yes	10/30/2010
Broadway Re-investment Coalition	Develop and promote incentives for businesses in the CRA	1/27/2010	72,000.00	6,000.00	66,000.00		1/31/2012
Chris Wayne and Associates	13th Street Beautification Plan-Landscape Architect	8/31/2010	7,500.00	5,170.00	2,330.00		
Paul Skyer	Economic Development-Grant Writing-Project underwriting	2/10/2011	15,000.00	-	15,000.00		
The Palm Beach Consulting Group, LLC	Provide oversight of the Agency's accounting and financial reporting function and project management	2/9/2011	15,000.00	-	15,000.00		
Treasure Coast Regional Planning Council	Revise CRA Plan & update Comprehensive Plan	7/21/2008	650,000.00	605,000.00	45,000.00	No	Aprox. Jan 2010
Vila and Son Lanscaping Corp	13th Street Beautification Plan	9/3/2010	133,780.20	13,343.71	120,436.49	yes	

938,780.20	666,913.71	271,866.49
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Riviera Beach Community Redevelopment Agency  
Professional Services Contracts Report  
As of February 28, 2011

Vendor	Purpose	Contract Date	Total \$ Allocated	Pymts TD	Balance	Ammended Y/N	Expiration Date
Anderson & Carr, Inc.	Appraisers	9/18/2008	45,500.00	37,400.00	8,100.00	Yes	10/30/2010
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Vila and Son Lanscaping Corp	13th Street Beautification Plan	9/3/2010	133,780.20	13,943.71	120,436.49	yes	

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