

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

**Professional Services Invoices for Board Approval**

Broadway Re-investment Coalition (BRIC)	6,000.00
J. Michael Haygood	10,043.50
The Palm Beach Consulting Group	<u>10,000.00</u>
	<u>\$ 26,043.50</u>

Broadway Re-Investment Coalition

Invoice No. ND 005\_11

**BRIC**

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

**INVOICE**

**Customer**

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

Date **7/1/2011**

Description	Unit Price	TOTAL
<b>Work Completed This Period: Report Attached- Scope of Service For Month 5 June 2011 Business Retention/Expansion</b>	<b>\$6,000.00</b>	

**Business Attraction**

**Coordination**

**CRA/Broadway Database**

**Infrastructure Improvements**

See Contract Work Report For June 2011  
Payment Period: June 2011  
To be made out to the Broadway Re-Investment  
Coalition, (BRIC), P.O. Box 8561 West Palm Beach FL 33407

Respectfully Submitted

<b>Payment Details</b>	
<input type="radio"/>	Cash
<input checked="" type="radio"/>	Check
<input type="radio"/>	Credit Card
Name	
CC #	
	Expires

Subtotal	\$6,000.00
Balance Prior To This Payment	\$48,000.00
Balance After This Payment	\$42,000.00
<b>TOTAL DUE</b>	<b>\$6,000.00</b>

Office Use Only

Thank you

## June 2011 CRA Report For:

### The Broadway Re-Investment Coalition

#### Deliverables-

Month 5: June 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
- Drafted 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
- Held staff meetings to discuss: target areas, gateway concepts, and "properties of distinction"- developed strategies to identify 4-5 distinct districts- reviewed with CRA staff
- Continued identifying grant/loan opportunities for CRA
- Drafted Transportations Grant For Avenue E for \$500,000
- Began work on sections of the New Market Tax Credits assigned to BRIC

#### *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”
- Added variables from the Business Development Board to identify “dirt-ready” sites

**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](mailto:haygood@bellsouth.net)

July 5, 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**

06/01/2011	Meeting with Pam Ryan, City Manager and Tony Brown re: Marina.	3.2 hours	\$848.00
06/01/2011	Preparation of response to issue of authority of City to lease City owned property in CRA.	1.1 hours	\$291.50
06/01/2011	Preparation of modification to Links Design and Print Agreement.	.5 hours	\$132.50
06/02/2011	Review of revised land swap agreement.	.6 hours	\$159.00
06/02/2011	Review of WEBQA agreement.	1.2 hours	\$318.00
06/03/2011	Revised corrective warranty deed re: Disclaimer.	.5 hours	\$132.50
06/07/2011	Meeting with Arnold Broussard.	1.3 hours	\$344.50
06/13/2011	Revised proposed resolutions amending budget.	.7 hours	\$185.50
06/14/2011	Review of proposed termination for Villa and Sons.	.5 hours	\$132.50
06/15/2011	Reviewed and revised resolution approving Patio Island Strategic Enhancement Grant Application.	1.2 hours	\$318.00

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**ATTORNEY AT LAW**

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06/15/2011	Review and revised resolution approving amended redevelopment plan.	1.5 hours	\$397.50
06/15/2011	Review of OMRD lease and Development Agreement.	1.3 hours	\$344.50
06/15/2011	Review of comments from Aurigemma re: revised warranty deed re: Disclaimer; preparation of response to comments.	1.6 hours	\$424.00
06/16/2011	Preparations of modification to Skyers contract.	.9 hours	\$238.50
06/20/2011	Research procurement of professional services by CRA.	1.8 hours	\$477.00
06/20/2011	Telephone conference with Tony Brown.	.5 hours	\$132.50
06/21/2011	Telephone conference with Pam Ryan and Mary McKinney re: Work Order #1.	.5 hours	\$132.50
06/22/2011	Review of proposed work order # 1 for Architectural Services at Marina.	1.7 hours	\$450.50
06/22/2011	Attendance at CRA meeting.	1.5 hours	\$397.50
06/23/2011	Meeting with City/CRA Staff.	3.5 hours	\$927.50
06/23/2011	Review of draft of response to Villas & Son objection to termination.	.8 hours	\$212.00
06/24/2011	Review of Request for Proposals for Surveyors; telephone conference with Tocarra Williams.	1.1 hours	\$291.50
06/24/2011	Review of proposed contracts for Newbold Consultants.	.8 hours	\$212.00
06/27/2011	Review of revised WEBSHOP agreement.	.5 hours	\$132.50
06/28/2011	Review of documents re: Green Market Application.	1.5 hours	\$397.50

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**ATTORNEY AT LAW**

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06/29/2011	Review of revised Work Order # 1 for Architectural Services.	.5 hours	\$132.50
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06/29/2011	Telephone conference with Tony Brown re: Green Market application; telephone conference with Paul Skyers re: Green Market application.	.9 hours	\$238.50
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Subtotal	31.7	\$ 8,400.50
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For Professional Services Rendered: **New Market Tax Credit Application**

06/02/2011	Review of 2011 NMTC regulations.	1.8 hours	\$477.00
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06/06/2011	Review of proposed agenda for organizational meeting for CDE Board of Directors.	.6 hours	\$159.00
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06/06/2011	Attendance at organizational meeting of CDE Board of Directors.	1.5 hours	\$397.50
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06/21/2011	Review of Business Strategy and Pipeline report re: NMTC application.	1.4 hours	\$371.00
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06/21/2011	Participation in conference call re: NMTC.	.9 hours	\$238.50
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Subtotal	6.2	\$1,643.00
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<b>TOTAL DUE</b>		<b>\$10,043.50</b>
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**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 #
7/5/2011	02102010-43

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. June 2011 Activity report attached.  <i>Arnold A Broussard</i>  7/5/2011	10,000.00
<b>Total</b>	<b>\$10,000.00</b>

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

1. Performed project administration and management functions including, but not limited to, the following.
  - a. Monitored the CRA Plan budget.
  - b. Developed a project detail and summary reporting structure and associated reporting.
  - c. Insured that project payments are made and accounted for in a timely manner, based on properly approved documentation.
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. Started preparing a tax-exempt organization [Section 501(c)(3)] application for the Riviera Beach CDE.
4. Provided general oversight of the CRA's accounting and financial reporting function.
5. Revised Agency chart of accounts and transaction coding structure to properly account for, control, and report on program and project budgets.
6. Assisted in developing the Agency's 2012 program and project budget and budget presentation format.
7. Assisted in preparing the New Markets Tax Credit application.
8. Provided support to the Agency's auditors.
9. Provided support to the Executive Director's project coordination team.
10. Provided such other support to the Agency's staff and Executive Director, as required.