

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

Professional Services Invoices for Board Approval

City of Riviera Beach (C3TS)		30,000.00
Florida Fishing Academy, Inc.		2,500.00
J. Michael Haygood		7,009.25
Song and Associates, Inc. (Work Order #1)		12,950.00
The Palm Beach Consulting Group, LLC		5,100.00
Tree Huggers Landscaping & Nursery, LLC	4,920.00	
Tree Huggers Landscaping & Nursery, LLC	2,358.75	<u>7,278.75</u>
		<u>\$ 27,559.25</u>

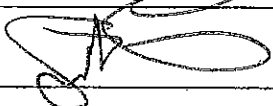
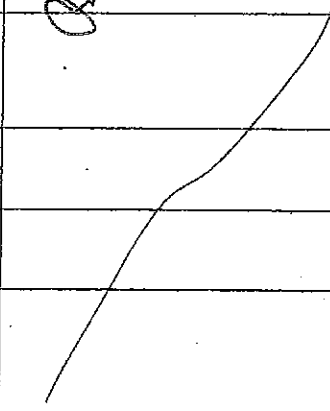


Riviera Beach CRA Payment Authorization Checklist

Vendor Name: City of Riviera Beach (C3TS)

Control No.: Res 2011-08-17 Invoice No.: 23161383

Invoice Date: 1/11/12 Payment Amount: \$ 30,000

Project Supervisor/Responsible Official: Scott Evans

	Reviewed/Approved by
<input checked="" 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 checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input checked="" type="checkbox"/> <u>Res 2011-08 Interlocal Agreement</u> The nature of work being performed is within the scope of the CRA plan.	
<input checked="" type="checkbox"/> <u>work order #1</u> 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.

Tony T. R.
Approving Authority

Date: 3/7/12

balance after this pymt = \$10,000 -

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

Interlocal Agreement

CITY OF RIVIERA BEACH

P.O. BOX 9757

RIVIERA BEACH, FLORIDA 33419

(561) 845-4050

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: 23161383

TERMS: NET 30 DAYS

CUSTOMER NO: 9022

INVOICE DT: 01/11/12

DUE DT: 02/11/12

REFERENCE: PYMT# 3 &4

LINE DESCRIPTION	QTY	PRICE	TOTAL
1 C3TS ENGINEERING: 9/30/11 CK #400998	1.00	25,000.0000	25,000.00
2 C3TS ENGINEERING: 10/31/11 CK #401598	1.00	5,000.0000	5,000.00

SUBTOTAL: 30,000.00

INVOICE DUE: 30,000.00

RECEIVED

JAN 20 2012

RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

Vendor No: 10295 CORZO CASTELLA CORBALLO THOMP Account No:

INVOICE	DATE	DESCRIPTION	PAYABLE	DISCOUNT	AMOUNT PAID
23408	09/30/11	PMT#3*RES#92-11*DEV FNL MARIN	25,000.00	.00	25,000.00
<i>Note:</i>					
<i>33408 was for \$15,000</i>					
				TOTAL	\$25,000.00
CITY OF RIVIERA BEACH			Check#	400993	

Report type:
Selected start date & time:
Account Group:
Account Number:

12/16/2011 02:53 PM EST
12/16/2011 12:00 AM EST
All
All

Report type:
Selected end date & time:
Deposit for:
Deposit Status:

Account Entry:
12/16/2011 11:59 PM EST
All
All

Deposit Detail by Account Report - Corzo Castella Carballo Thompson Salman

Account Name/Number: CORZO CASTELLA CARBALLO
(continued)

Number of Deposits: 1
Total of Deposits Submitted: 16,271.50
Total Number of Items: 2

CITY OF MIAMI BEACH
P.O. BOX 100000
MIAMI BEACH, FL 33109
CENTRAL PAYING ACCOUNT

BRANCH: BANK OF AMERICA
2000 WEST 10TH AVENUE
MIAMI BEACH, FL 33133
CHECK NO. 401398
AMOUNT: \$5,000.00

PAID BY: CORZO CASTELLA CARBALLO THOMPSON
901 PONCE DE LEON BLVD.
SUITE 900
CORAL GABLES, FL 33134

FOR DEPOSIT ONLY
MICROFILM
SERIALIZED
INDEXED

DATE: 12/16/11

DEPOSIT TO: CORZO CASTELLA CARBALLO THOMPSON SALMAN
CORZO CASTELLA CARBALLO THOMPSON SALMAN
CORZO CASTELLA CARBALLO THOMPSON SALMAN

Form Number: 0000002

Back

Vendor No: 10295 CORZO CASTELLA CORBALLO THOMP Account No:

INVOICE	DATE	DESCRIPTION	PAYABLE	DISCOUNT	AMOUNT PAID
23487	10/31/11	BMT#4*RES#92-11	5,000.00	.00	5,000.00
				TOTAL	\$5,000.00

CITY OF RIVIERA BEACH




Check# 401598

Riviera Beach CRA Payment Authorization Checklist

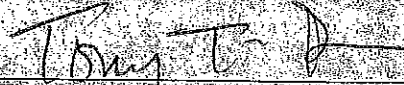
Vendor Name: Florida Fishing Academy
 Control No.: _____ Invoice No.: 002

Invoice Date: 2/29/12 Payment Amount: \$ 2,500

Project Supervisor/Responsible Official: Torrone Thomas

	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?	
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<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: 3/7/12

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



INVOICE

Florida Fishing Academy
 7067 Peninsula Court
 Lake Worth, Fla. 33467
 Phone (561) 740-7227 Fax (561) 963-2773

INVOICE #002
 DATE: FEBRUARY 29, 2012

TO:
 Riviera Beach Community Redevelopment Agency
 2001 Broadway #300
 Riviera Beach, FL 33404
 Ph. 561-844-3408, Fax 561-881-8043
 Att: Toccarra Thomas

FOR:
 Month of February

DESCRIPTION	Service Dates	AMOUNT DUE
Services rendered Note: Refer to Monthly Report	Feb 1, 2012 to Feb 29, 2012	\$2,500
	Feb 1, 2012 to Feb 29, 2012	\$2,500

64 Full scholarships where given to Riviera residents

2/4 Educational Outing/fishing-Riviera Beach Marina

- Students took an educational powerboat excursion and learned how to navigate around the island.

2/10 Intro to Fishing-Bicentennial Park

- Boys and girls club using back yard bass (NBC Filming) Kayaking cancelled due to wind

2/11 Educational Outing/community cleaning- Bicentennial Park

- Our students learned fishing basics and casting techniques the cleaned the local beach

2/18 Marina Day- Bicentennial Park

- Our trip took us on a nature walk and tour of Peanut Island

2/25 Deep Sea Fishing- Riviera Beach Marina

- Our trip took us briefly off shore. Due to bad weather, we trolled north on the intra coastal

Make all checks payable to **Florida Fishing Academy**

Thank you for your business!



ATTN: Toccarra Nicole Thomas, *AICP*
Riviera Beach CRA
2001 Broadway STE 300
Riviera Beach Fl, 33404

Re: Report for February 2012

Hi Toccarra,

Summary of Students

- **64 Full scholarships** where given to Riviera residents
- 21 Full scholarships where given to non Resident (part of our United Way funding)

List of Staff

- **Richard Brochu** attended 6 sessions
- **Robert Cawood** attended 6 sessions

List of Academy Volunteers (in regards to the Riviera Beach Marina Day)

- We had 140 volunteer hours in February

- **Adult Volunteers**

Brochu	Nicole
Bochicchio	Kathy
Bochicchio	Jim
Freeman	Alyssa
Culbertson	Linda
Culbertson	Roger
Freeman	Linda
Wellman	Nathan
Suncine	Brie
Suncine	Jim
Clingman	Scott
Baker	Sharon
Baker	Rodney
Lee	Marc
Sterghos	Stratton
Sterghos	Vivian

Student Volunteers

Corzo	Nicholas
Reyka	Layne
Scholine	Janel
Del Valle	Anthony
Scholine	Janel
Stone	Eden

Locations Serviced

- Riviera Beach Marina
- Bicentennial Park
- Boys and Girls Club

Monthly Community Event Preparation

Marina Day Planning Committee, which met semi-regularly beginning December 2011

- Aladia Franks
- Andy Flack
- Dr. Gary Barrette
- Rich Brochu
- Darlene Hatcher
- Mike Tarlitz
- Ed Kunuty
- Marian Dozier

Post-Monthly Community Event Report

Approximately \$18,250 raised in in-kind services and cash donations

Sponsors who helped make this event free and open to the public

- Bowers Garage
- C3TS
- Coca Cola
- CRB Marina
- CRB Parks and Recreation Department
- Donald Young
- Dr. Gary Barrette
- Dr. William Stronge
- Florida Court Reporting
- FPL
- Marine Industries Education Foundation
- Maritime Museum
- Old Port Cove
- Port of Palm Beach
- Publix
- Randall Granberry
- Summerdays Shaved Ice
- Sysco Southeast Florida
- Tiki Waterfront Sea Grill
- Treasure Coast Regional Planning Council
- Viking
- Waste Management

408 people attended the event.

The following vendors participated at the Exhibition Tent:

- Drowning Coalition of Palm Beach County
- Palm Beach County Supervisor of Elections
- Riviera Beach Fire Rescue
- Riviera Beach Police Department and Clean and Safe Officers provided security
- Chobee Steelers and Mighty Mike provided music
- Riviera Beach Youth Lifeguards guarded the water
- Maritime Academy provided youth volunteers
- The Florida Fishing Academy provided a table to enroll children in the CBP

Activities included:

- Dance Contest
- Exhibition Tent
- Face painting
- Free food and snow cones
- Grant check presentation
- Kayaking
- Knot Tying
- Life Jacket Relay Race
- Live Music
- Marine Art
- Marine Life Touch Tank
- Peanut Island Shuttles & Kennedy Bunker Tours
- Reigning Miss Teen Riviera Beach and Miss Riviera Beach in attendance
- Rock climbing

List of additional Community Partners (classes)

- Boys and Girls Club
- Youth Empowerment Center
- Cub Scouts
- Riviera Beach CRA
- Riviera Beach Marina Staff
- Dan Callaway

Bimonthly Shore and Waterway Cleanup

- After our educational outing, we cleaned the shoreline of Bicentennial Park. Water was too cold to enter into.

Class Overview

2/4 Educational Outing/fishing-Riviera Beach Marina

- Students took an educational powerboat excursion and learned how to navigate around the island.

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- Our trip took us briefly off shore. Due to bad weather, we trolled north on the intra coastal

Thank you,

Captain Richard Brochu

Executive Director

Florida Fishing Academy, Inc

7067 Peninsula Court

Lake Worth, FL 33467

561-740-7227

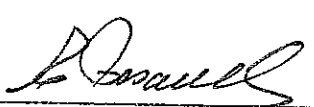
Riviera Beach CRA Payment Authorization Checklist

Vendor Name: J. Michael Haygood

Control No.: _____ Invoice No.: February

Invoice Date: 3/6/12 Payment Amount: \$ 7,009.²⁵

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 type="checkbox"/> Deliverables due with this invoice have been received ?	
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<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.

Tony T. Brown
Approving Authority

Date: 3/7/12

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

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)

March 6, 2012

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

For Professional Services Rendered: **General Administration**

02/01/2012	Review of letter to Grantees of Grant Incentive Program.	.6 hours	\$159.00
02/02/2012	Review of final report for Clean and Safe Program.	.8 hours	\$212.00
02/03/2012	Preparation of correspondence to City Staff re: Disclaimer application.	.7 hours	\$185.50
02/03/2012	Review of notice of disposition for CRA owned property.	1.4 hours	\$371.00
02/06/2012	Review of letter from Hamilton re: meetings on Saturday.	.5 hours	\$132.50
02/07/2012	Review of T. Brown comments to Bylaws for CDC.	1.1 hours	\$291.50
02/08/2012	Review of Interlocal Agreement between the City of Riviera Beach, City of West Palm Beach, and Port.	.7 hours	\$185.50
02/09/2012	Preparation of First Modification to Link's Contract.	1.3 hours	\$344.50

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

02/08/2012	Review of liability release form; telephone conference with T. Thomas.	1.1 hours	\$291.50
02/09/2012	Review of employment extension letter for Paul White.	.5 hours	\$132.50
02/09/2012	Review of Agency's Procurement Code.	.6 hours	\$159.00
02/10/2012	Review of public records request re: State Road 710.	.4 hours	\$106.00
02/10/2012	Preparation of correspondence to CRA Staff re: procurement code.	.8 hours	\$212.00
02/13/2012	Review of notice of disposition (26 th Street West, 44 th Street W, and 16 th Street.	.7 hours	\$185.50
02/13/2012	Telephone conference with A. Broussard re: reimbursement of City for services.	.5 hours	\$132.50
02/13/2012	Review of program for marina Day; telephone conference with T. Thomas.	1.9 hours	\$503.50
02/13/2012	Preparation of resolution adopting City's local vendor preference regulations.	1.3 hours	\$344.50
02/16/2012	Review of proposed amendment to Court Reporter's agreement.	.7 hours	\$185.50
02/16/2011	Review of Clean and Safe memo and report.	.5 hours	\$132.50
02/19/2011	Receipt and review of T. Brown's memo re: property acquisition by CRA on Singer Island.	.8 hours	\$212.00
02/21/2012	Preparation of Audit Letter.	1.6 hours	\$424.00
02/22/2012	Attendance at CRA meeting.	2.8 hours	\$742.00
02/23/2012	Attendance at meeting with CRA staff.	1.45 hours	\$384.50
02/24/2012	Review of proposed letter to CDC.	.5 hours	\$132.50
02/24/2012	Telephone conference with Scott Evans; preparation of contract for grant writer.	1.1 hours	\$291.50

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

02/24/2012	Review of proposed contract for the purchase of 13 th Street property.	.7 hours	\$185.50
02/24/2012	Telephone conference with T. Brown.	.5 hours	\$132.50
02/27/2012	Preparation of resolution authorizing execution of 2nd Modification to Florida Court Reporting agreement.	.9 hours	\$238.50

Total: \$7,009.25


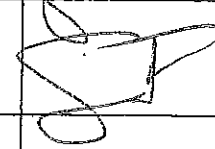



Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Song + Associates, Inc.

Control No.: (5) Res 2011-32 Invoice No.: 5

Invoice Date: 3/1/12 Payment Amount: \$ 12,950

Project Supervisor/Responsible Official: Scott Evans

	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 type="checkbox"/> Deliverables due with this invoice have been received ?	
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<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"/> <u>Work Order #1 RB Heights (PFA)</u> 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.

Tomy T. R
Approving Authority

Date: 3/7/12

Balance after this payment \$9,900

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

Invoice Number: 5

Thursday, March 01, 2012

Revised Monday, March 05, 2012

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: 2/29/2012

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

Billing Fee: \$169,000.00

<u>Phase</u>	<u>Phase Fee</u>	<u>Percent Complete</u>	<u>Fee Earned</u>	<u>Prior Billing</u>	<u>Current Fee</u>
SURVEY & COMMUNITY CHARETTE	19,000.00	100.00	19,000.00	19,000.00	0.00
PROPERTY INVENTORY REPORT	8,000.00	100.00	8,000.00	8,000.00	0.00
EVALUATION OF PRIOR FINDINGS	4,000.00	100.00	4,000.00	4,000.00	0.00
ENGINEERING FIELD VERIFICATION REPORT	28,000.00	100.00	28,000.00	28,000.00	0.00
FINDINGS OF 1ST NEIGHBORHOOD CHARETTE	7,000.00	100.00	7,000.00	7,000.00	0.00
SCHEMATIC DESIGN CONCEPTUALS PART 1	40,000.00	100.00	40,000.00	40,000.00	0.00
SCHEMATIC DESIGN CONCEPTUALS PART 2	33,000.00	95.00	31,350.00	26,400.00	4,950.00
CITY, FDOT, TCRPC, CRA REVIEW OF SD	5,000.00	95.00	4,750.00	3,750.00	1,000.00
DRAFT FINAL REPORT	15,000.00	50.00	7,500.00	7,500.00	0.00
REPORT PRESENTATION & REVISIONS - COUNCIL COMMENTS	10,000.00	95.00	9,500.00	2,500.00	7,000.00
	<u>169,000.00</u>		<u>159,100.00</u>	<u>146,150.00</u>	<u>\$12,950.00</u>

Billing Group Subtotal: 12,950.00

Project Totals:

***** Total Project Invoice Amount:**

\$12,950.00



ARCHITECTURAL SERVICES

PROJECT: Riviera Beach Heights Neighborhood Revitalization

DATE: 3/1/2012

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

WORK ORDER: 5
CONTROL NUMBER: 11019.05

ARCHITECT'S PROJECT NO: 11019
Services through February 29, 2012

ARCHITECTURAL BASE SERVICES:

Principal - Young Song	2.75	Hrs. @	\$ 175.00	\$ 481.25
Architect - Peter Gilstad	6.00	Hrs. @	\$ 160.00	\$ 800.00
Project Manager - Mark Clary		Hrs. @	\$ 150.00	\$ 2,873.00
Designer - Youn Lee	3.00	Hrs. @	\$ 125.00	\$ 375.00
Designer - Daniel Diaz	20.75	Hrs. @	\$ 125.00	\$ 2,593.75

TOTAL AMOUNT DUE THIS INVOICE

\$ 7,123.00

Total Balance Due

\$ 7,123.00

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) 655-2423

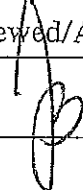

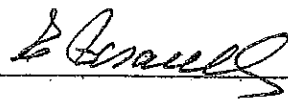

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: The Palm Beach Consulting Group

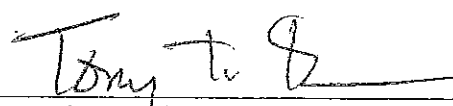
Control No.: (15) Res. 2011-37 Invoice No.: 02102010-65


Invoice Date: 3/2/12 Payment Amount: \$ 5,100 -

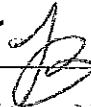
Project Supervisor/Responsible Official: _____

	Reviewed/Approved by
<input type="checkbox"/> Project "scope of work and deliverables" reviewed ?	
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<input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input checked="" type="checkbox"/> <u>Marina Plan + Project Development</u> 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: ~~3/2/12~~ 3/7/12 

Balance after this pymt = \$35,412 - 

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 #
3/2/2012	02102010-65

Description	Amount
Professional Consulting Services - Riviera Beach CRA. Project financial administration and management accounting; project budgeting; and, related Agency support activities per contract. February 1 - 15, 2012 and February 16 - 29, 2012 Time Reports, along with a Project Activities report and task Summary for the month of February 2012 attached.	5,100.00
Total	\$5,100.00

The Palm Beach Consulting Group, LLC
Project Activities for the Month of February 2012

1. Project Planning and Administration

Participated in Agency staff meetings.

2. Accounting and Operations

Assisted the Staff Accountant and staff with accounting issues, vendor contracts, and related accounting support services.

3. Executive Director Work Orders and Special Projects

Worked on RBCDC/CHDO board structure and related issues; worked on development of 2012 City Services Fee methodology; worked on Riviera Beach Heights planning process; participated in real estate broker and real estate appraiser RFQ selection processes; assisted with EDA grant preparation; and, assisted with preparation of the Agency's annual report.

4. Policies & Procedures

Worked on updates to procedures manual recently passed by Board of Commissioners.

The Palm Beach Consulting Group, LLC
Riviera Beach Community Redevelopment Agency - Project Administration
Summary for the Month of February 2012

		Total Time:	34.00
Task Number	Description		
1.00	Project Planning and Administration	0.00	
2.00	Accounting and Operations	13.75	
3.00	Audit	0.00	
4.00	Manage Redevelopment Program Budget	0.00	
5.00	Staff Development Executive Team Committee	0.00	
6.00	Executive Director Work Orders and Special Projects	15.75	
7.00	Real Estate Owned Projects	0.00	
8.00	City/CRA Interlocal Agreements	0.00	
9.00	Requests for Proposal/Qualifications	0.00	
10.00	Policies & Procedures	4.50	
Total Time		34.00	