

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

Professional Services Invoices for Board Approval

Broadway Re-investment Coalition (BRIC)	6,000.00
Catalyst Consulting	5,000.00
Paul Skyers	2,400.00
J. Michael Haygood	12,388.75
The Palm Beach Consulting Group	<u>10,000.00</u>
	<u>\$35,788.75</u>



INVOICE

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

INVOICE #1101RBCRA
DATE JUNE 10, 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 1 – Organization Structure and CDE Certification

DESCRIPTION	RATE	AMOUNT
Task 1 – Organization Structure and CDE Certification 16 page Project Management and Protocol Plan (Deliverable) Completed CDE Certification Application (Deliverable) Meetings <ul style="list-style-type: none"> - Project Kickoff - 4 In Progress Consulting Teleconferences - 3 Phase Draft Application Review Process 	FLAT	\$5,000.00
TOTAL		\$5,000.00



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

June 13, 2011

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

For Professional Services Rendered: **General Administration**

05/02/2011	Telephone conference with Tony Brown; Review of proposed resolutions for C318 and Song and Associates.	1.5 hours	\$397.50
05/02/2011	Review of Disclaimer file and telephone conference with Jody Miller.	1.1 hours	\$291.50
05/03/2011	Meeting with CRA Staff re: Marina.	3.2 hours	\$848.00
05/04/2011	Telephone conference with John Sciarrotti and Tony Brown.	.5 hours	\$132.50
05/04/2011	Preparation of modification to Palm Beach Consulting Agreement and preparation of resolution authorizing execution.	1.4 hours	\$371.00
05/04/2011	Preparation of proposed agreement for Catalyst Consulting, LLC.	1.3 hours	344.50
05/05/2011	Meeting with CRA Staff and Mike Clark re: Marina.	4.5 hours	\$1,192.50
05/05/2011	Preparation of Three Day Notice to Pastor Nelson.	.9 hours	\$238.50
05/05/2011	Preparation of Corrective Decd and legal description for disclaimer.	1.4 hours	\$371.00

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ATTORNEY AT LAW

05/06/2011	Telephone conference with Jody Miller and revised Disclaimer.	Corrective Deed for .7 hours	\$185.50
05/10/2011	Revised contract for Catalyst Consulting.	.5 hours	\$132.50
05/10/2011	Attendance at CRA Staff meeting re: Marina.	3.0 hours	\$795.00
05/11/2011	Attendance at CRA meeting.	2.5 hours	\$662.50
05/13/2011	Review of OMRD lease and Development Agreement.	1.3 hours	\$344.50
05/16/2011	Attendance at Marina Development Executive Committee meeting.	3.3 hours	\$874.50
05/17/2011	Telephone conference with Pam Ryan and Karen Hoskin.	.5 hours	\$132.50
05/18/2011	Review of City's procurement code re: local preferences.	1.4 hours	\$371.00
05/19/2011	Initial preparation of Interlocal Agreement for administration of BB&T Loan.	1.7 hours	\$450.50
	Subtotal	30.7	\$ 8,135.50

For Professional Services Rendered: New Market Tax Credit Application

05/04/2011	Research Federal Register and other sources re: NMTC.	2.1 hours	\$556.50
05/10/2011	Research and preparation of CDE to qualify as not for profit.	3.2 hours	\$848.00
05/11/2011	Research and drafting of Articles of Incorporation for CDE.	2.5 hours	\$662.50
05/12/2011	Telephone conference with City of Phoenix re: CDE; review of regulations re: government controlled CDE.	2.2 hours	\$583.00
05/19/2011	Review of application for CDE and finalized organizational documents for CDE.	2.9 hours	\$768.50

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ATTORNEY AT LAW

05/24/2011	Telephone conference with Keena Smith, Tony Brown and Scott Evans re: NMTC application.	.75 hours	\$198.50
05/31/2011	Preparation of Bylaws for CDE	2.4 hours	\$636.00
	Subtotal	16.05	\$ 4,253.25
			TOTAL DUE
			\$12,388.75

1:50 PM
06/02/11

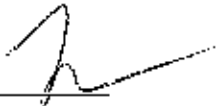
Riviera Beach Community Redevelopment Agency
Unpaid Bills Detail
As of June 2, 2011

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Due Date</u>	<u>Open Balance</u>
Broadway Re-Investment Coalition (BRIC)					
Bill	05/31/2011		Invoice ND004-11	06/02/2011	6,000.00
Total Broadway Re-Investment Coalition (BRIC)					<u>6,000.00</u>
Paul Skyers					
Bill	05/31/2011	Resolution 2011-05	May 2011 Inv#3357	06/02/2011	2,400.00
Total Paul Skyers					<u>2,400.00</u>
The Palm Beach Consulting Group, LLC					
Bill	05/31/2011	Resolution 2011-16	May 2011-Prof Services	05/31/2011	10,000.00
Total The Palm Beach Consulting Group, LLC					<u>10,000.00</u>
TOTAL					<u><u>18,400.00</u></u>

Prepared by: Elia E. Pasarell

Note:

These vendors will be paid according to the terms of their contracts
The invoices will be presented to the CRA Board with the Agenda for June 22 meeting.
Meeting for June 8 was cancelled



Tony T. Brown
Executive Director

Broadway Re-Investment Coalition

Invoice No. ND 004_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 **6/1/2011**

Description	Unit Price	TOTAL
<u>Work Completed This Period: Report Attached-</u>		
Scope of Service For Month 4 May 2011	\$6,000.00	
Business Retention/Expansion		
Business Attraction		
Coordination		
CRA/Broadway Database		
Infrastructure Improvements		
See Contract Work Report For May 2011		
Payment Period: May 2011		
To be made out to the Broadway Re-Investment		
Coalition, (BRIC), P.O. Box 8561 West Palm Beach FL 33407		
Respectfully Submitted		

Payment Details

Cash

Check

Credit Card

Name _____

CC # _____

Expires _____

Subtotal	\$6,000.00
Balance Prior To This Payment	\$54,000.00
Balance After This Payment	\$48,000.00
TOTAL DUE	\$6,000.00

Office Use Only

Thank you

May 2011 CRA Report For:
The Broadway Re-Investment Coalition

Deliverables-

Month 4: May 2011

Business Retention/Expansion/Attraction

Results:

- Audited Round I & II files, utilized checklist to identify required documents
- 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
- Completed reports identifying status & impact of each incentive project
- Completed & sent deadline letters for projects with unsigned contracts and issue oriented projects
- Continued to work with consultant on Incentive Procedural Manual

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
- Met with Northern Chamber of Commerce to coordinate representation for Riviera Beaches Small Business Coalition

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

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

Invoice No. 3357

INVOICE

Customer

Name Riviera Beach Community Redeployment Agency
 Address 2001 Broadway, Suite 300
 City Riviera Beach State Fl. ZIP 33404
 Phone _____

Misc

Date 5/25/2011
 Order No. RBCRA-2011-0132
 Rep _____
 FOB _____

Qty	Description	Unit Price	TOTAL
1	Grant Contracts Review & Disbursement: Verified Signatures on Contracts & submitted status report to Mr. Brown	\$ 50.00	\$ 50.00
10	Economic Development Tasks for Director: Accompanied Director on visit to Business Development Board Researched RIMS & REMI Models for Director Participated in BRIC Project Status Meetings Met with Fred Sancillio re Biz Relocation opportunity	\$ 50.00	\$ 500.00
37	Compilation of the Economic Incentives Procedure Manual: Submitted Procedure Manual draft for review	\$ 50.00	\$ 1,850.00
Ref: Professional Services Agreement between Riviera Beach Community Redeployment Agency and Paul Skyers, Independent Consultant February 10th, 2011			

SubTotal	\$ 2,400.00
Shipping	
TOTAL	\$ 2,400.00

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 #
6/1/2011	02102010-41

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. <i>Arnold A. Broussard</i> <i>6/2/2011</i>	10,000.00
Total	\$10,000.00

(561) 315-5243

ABroussard@PalmBeachConsulting.com

Riviera Beach CRA
Project Administrator's Project Activity Report
for the Period May 1 - 31, 2011

Project Activities During the Period May 1 - 31, 2011

- a. In process of developing accounting, financial, and management reporting procedures to administer and control BB&T project loan funds.
- b. Provided oversight for the Agency's accounting, financial, and management accounting system and operations.
- c. Developed project budgeting, cost estimating, and reporting mechanism.
- d. Provided support to the Agency's Executive Development Team (EDT).
- e. Started the process to develop a Critical Path Method (CPM) based project management and control system.
- f. Researched and prepared report on real property acquisition by the Agency. Prepared data for use by appraisers.
- g. In process of preparing new procedures (sponsorships, cellular telephone usage, real property acquisition/disposal) and updating existing procedures (job descriptions, travel) followed by the Agency.
- h. Started the process of preparing the tax-exempt organization application for the Community Development Entity (CDE) to be used in the New Markets Tax Credit application.
- i. Provided support assistance on various projects assigned by the Executive Director.