









Riviera Beach CRA Payment Authorization Checklist

Vendor Name: The Palm Beach Consulting Group
 Control No.: 2017-05 Invoice No.: 2017-07-002
 Invoice Date: 8-1-17 Payment Amount: \$ 7,950⁰⁰
 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 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 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: 8-2-17

Payment approved by the Board of Commissioners by Motion No. 2017-05 or the Consent Agenda, at its meeting on 2-22-17. (If applicable)

entered 8-1-17
2



The Palm Beach Consulting Group, LLC

**6406 Blue Bay Circle
Lake Worth, FL 33467**

Invoice

Bill To:
Riviera Beach CRA 2001 Broadway, Suite 300 Riviera Beach, FL 33404

Date	Invoice #
8/1/2017	2017-07-002

Description	Amount
Professional Consulting Services - Riviera Beach CRA "Interim Finance Manager" services provided to the Riviera Beach Community Redevelopment Agency per the First Amendment to the Professional Service Agreement dated February 17, 2017. Invoice for the period July 1 - 31, 2017. Report of activities for the period July 1 - 31, 2017 attached.	7,950.00
Total	\$7,950.00

The Palm Beach Consulting Group, LLC
Interim Finance Manager
Activities During the Period July 1 - 31, 2017

1. Work status meetings with staff.
2. Planning for transition to the City's accounting system at September 30, 2017.
3. Prepared loan amortization and fiscal-year based payment schedules for all CRA debt issues including the 2011 BB&T Series Note, the 2013A and 2013B BB&T Notes, the Community Redevelopment Project Note Series 2006 (Wachovia/Wells Fargo), the Ocean Mall debt obligation, and the City Bond Issue debt.
4. Prepared a monthly cash flow analysis for the Event Center's operations.
5. Prepared a schedule/calendar of required payments, compliance reporting requirements, auditing requirements, tax return filing deadlines, and other required reporting requirements and critical actions of the CRA, the Riviera Beach CDE, Inc., and the Riviera Beach Event Center, LLC to be in compliance with the New Markets Tax Credits program.
6. Preparing an analysis of the Event Center loan agreement to insure that loan covenants are identified and the Event Center is in compliance.
7. Preparation activities for the Fiscal Year 2017 - 2018 budget.
8. Project status discussions with CRA Interim Executive Director.
9. Miscellaneous administrative activities, as required.