Riviera Beach CRA Payment Authorization Checklist

Vendo	r Name: Donnell Haency	·			
Contro	of No.: Res. No 2015-40 Invoice No.: BBCLA 121	5			
Invoic	e Date: <u>Nov. 30, 2015</u> Payment Amount: \$	1969,00			
Project Supervisor/Responsible Official: Darlene Hatcher					
Troject Supervisoritesponsies Sinemi.					
	я	Reviewed/Approved by			
	Project "scope of work and deliverables" reviewed?	SH			
	Payment support documentation appropriate based on work scope ?	est			
	Deliverables due with this invoice have been received?	•			
	If final payment, have all deliverables been received?				
	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?	Rod			
	Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.				
	The nature of work being performed is within the scope of the CRA plan.				
	Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	5'			
The in	voice and supporting documentation have been reviewed and i	t is approved for payment.			
	Date:	2			
Appro	ving Authority				
	Payment approved by the Board of Commissioners by Motion No. 1015-40 br the Consent Agenda, at its meeting on 00+ 18,2015 (If applicable)				

entered 12-2-159



INVOICE

Number:

RBCRA1215

Date:

November 30, 2015

Payment:

within 30 days, please

Ms. Darlene Hatcher Rivera Beach CRA

2001 Broadway Suite 300 Riviera Beach, FL 33404

Please make payment to: O'DONNELL AGENCY 303 BANYAN BLVD. SUITE 101 WEST PALM BEACH, FL 33401

JOB/ACCOUNT DESCRIPTION

CHARGE

Marketing and public relations services:

November 2015

(see activity report)

\$9,894.00

Advertising & Design

Riviera Beach Marina Village logo design, final 50% of total Facebook promotion for Fla Redevelopment Assoc. award Facebook promotion for Marina Raise the Roof photo album Facebook promotion for Coastal Angler article on booking Event Center

WIA \$25.00

\$30.00

\$20.00

Administration expenses November, 2015

Photocopies (in-house): 12 @ 0.15 each Photocopies (color): 42 @ 0.85 cents each

Postage:

Long-distance telephone (\$0.10 per minute)

FedEx: (see invoices)

Vocus/PR Web release distribution

Originals of publications: Photography/video services

News clips: Travel:

\$none charged

\$none charged

\$included

\$n/a \$none

\$none

\$none charged \$none charged

\$none

\$none charged

TOTAL:

Thank-You



Design & Printing | Summary Sheet

Client: Riviera Beach CRA

Date: November 2015

Job	Cost Estimate	Final Cost
Facebook promotion Paid promotion for the Florida Redevelopment Association's Annual Report Award	\$50	\$25 (O'Donnell Agency contributed 50%)
Riviera Beach Marina Logo Design Agency to design a marketing logo for RBMV.	\$5,000	Not Completed
Facebook promotion Marina Event Center Raising the Roof photo album	\$30	\$30.00
Facebook promotion Coastal Angler article promoting advance bookings at Marina Event Center	\$20	\$20

TOTAL:

9,969.00

303 Banyan Blvd., Ste. 101 West Palm Beach, FL 33401 T. 561. 832.2331 F. 561.659.1309 odonnell.agency



COST ESTIMATE

Date: September 29, 2015

Client: RB CRA

Job: Logo for Riviera Beach Marina Village

OBJECTIVE:

Create a logo for the "new" Riviera Beach Marina Village that establishes it as a destination and defines its points of differentiation from other waterfront/marina visitor destinations. It should reflect the "vibe" of Riviera Beach, the nature of the "working waterfront," the city's Bahamian roots and relaxing ambiance, all packaged in a manner that can express that this is an exciting, contemporary experience with broad appeal. We are marketing to the visitor, yet the design must feel authentic and realistic to the city's residents who must also feel at home in the re-imagined marina with its new amenities and merchants/restaurants. It must communicate the vibrancy and versatility of the new marina experience in a way that remains essentially "Riviera Beach" but has the power to attract visitors from many walks of life and backgrounds.

WHO ARE WE COMMUNICATING TO?

- A. Prospective tenants who may consider future development opportunities at the Marina Village, such as restaurants, residential, office, hotel, educational and marine-related businesses.
- B. Local, national and international visitors
- C. Riviera Beach residents and business owners

REASONS TO BELIEVE IN THE BRAND:

- A. Spectacular waterfront / marina setting near Palm Beach and West Palm Beach
- B. A real, working waterfront
- C. Eco-tourism with diving and proximity to Peanut Island
- D. Authenticity, rather than a manufactured visitor experience

APPROACH:

Agency will create a logo for the Marina Village that defines the location as a visitor destination in a modern, contemporary way that captures the essence of the area and permits the logo to remain relevant over time. This will be achieved through a thoughtful use of color and font selection that promotes the benchmarks of quality, authenticity, area history and its new lease on life that will be features of the new Marina Village. Agency to present a minimum of five options for consideration.

Creative Services Estimate:

\$5,000.00

One round of revisions up to three hours included in the fee.
Additional revisions will be billed at \$150 per hour.
Final artwork provided to the client in .eps and .jpeg formats.
Agency to provide brand use standards upon completion of the final logo.

Production Assignment Agreement

Signed Approvals: By signing this estimate, Client gives Carey O'Donnell Inc., dba the O'Donnell Agency (Agency), full authority to proceed with all assignments described in this cost estimate, including the work associated with obtaining printing bids, the 17.65% fee associated with same and providing Client with the recommended option. Signed proofs or email or faxed approvals of work submitted to Client for review and approval legally binds Client to full payment for goods and services described above, including any verbal or written modifications to the scope of the project(s), under the payment terms described in next paragraph.

Payment Terms: 50% of total due upon commencement of project; final 50% due upon completion. All invoices are payable in full within (15) days upon receipt unless otherwise noted. A 1.0% monthly service charge is payable on all overdue balances after 30 days. All ownership rights and license of copyright will be granted upon receipt of full payment from client. Agency retains exclusively the native file for two years on behalf of client, and will make changes and updates in a timely manner as requested following approval of all cost estimates.

Estimates: If this form is used for an estimate or assignment confirmation, fees and expenses shown are represented as minimum estimates only. Final fees and expenses shall be shown when final invoice is rendered. Client's approval shall be obtained for any increases in fees or expenses that exceed the original estimate by 10% or more.

Client Changes: Client shall be responsible for additional hours required for changes requested by Client in excess of hours estimated in original assignment. However, no additional payment shall be made for changes required to conform to the original assignment description.

Expenses: Client shall reimburse Carey O'Donnell Inc., dba the O'Donnell Agency, for all out-of-pocket expenses arising from this assignment, including the payment of any sales tax due – if applicable.

Cancellation: Agency retains the rights to the artwork until all outstanding invoices/cancellation fees are paid by the client. Upon final payment to agency, client shall retain all copyrights and the original artwork (native file if Client wishes).

Credit Lines: Carey O'Donnell Inc., dba the O'Donnell Agency, and any other creators shall receive a credit line with any editorial usage of artwork other than logos.

Releases: Client shall indemnify Carey O'Donnell Inc., dba the O'Donnell Agency, against all claims and expenses, including reasonable attorney's fees, due to uses for which no release was requested in writing or for uses which exceed authority granted by a release.

Modifications: Modification of the Agreement must be written, except that the invoice may include, and Client shall pay, fees or expenses that were orally authorized in order to progress promptly with the work.

Arbitration: Any disputes in excess of the maximum limit for small claims court arising out of the Agreement shall be submitted to binding arbitration before the Joint Ethics Committee or mutually agreed upon arbitrator based in Palm Beach County, pursuant to the rules of the American Arbitration Association. The Arbitrator's award shall be

Approved by Tony D, B Date 16/14/15

RIVIERA BEACH CRA

Public Relations Activity Report for November 2015

Prepared by Carey O'Donnell and Tony Theissen

The following report outlines the public relations activities and results for the Riviera Beach CRA for the period of November 1, 2015 through November 30, 2015.

STATUS

1. STRATEGIC PLANNING AND ISSUE MANAGEMENT

On 11/17, C. O'Donnell and T. Theissen met with CRA staff to review preliminary designs Agency created for the Riviera Beach Marina Village logo. CRA staff selected five contenders and Agency is making revisions for further evaluation.

At no cost to the CRA, J. Fanning attended a reception in New York on Nov. 17 hosted by Discover the Palm Beaches and attended by more than 55 national travel, tourism and lifestyle media. She championed the exciting transformation underway in Riviera Beach, the marina redevelopment and new event center in an effort to raise awareness for the city among national travel and lifestyle media to help cultivate future coverage. She talked to a group about the world-renowned diving off Blue Heron Bridge and sparked the interest of photographer Alison Wright, who shot the cover of this month's National Geographic.

Following the event, J. Fanning met with Ashley Svarney, director of public relations and communications for Discover, to update her on all the progress happening in Riviera Beach. We had previously learned about a Visit Florida initiative to target African American travelers and talked to Svarney about getting Riviera Beach included in the program. She plans to look into it and also wants to brainstorm ideas to promote the city tied to Black History Month. We have a planning call scheduled with her on Dec. 8.C. O'Donnell and T. Theissen met with CRA staff on11/4 to present final revisions to the new CRA web site. New web site is expected to go live in early December.

In progress

Completed

Completed

On 11/6, T. Theissen spoke with Heather Andrews from Discover the Palm Beaches about a partnership to promote Riviera Beach Marina Village and the multitude of water sports-related activities throughout the city. Minimum cost for a partnership is \$365, maximum is \$5,000. Agency to work with CRA to identify marina vendors and their associations who could help share the cost.

In progress

On 11/9, T. Theissen held a call with R. McLeod to discuss upcoming Clean and Safe initiatives.

On 11/12, T. Theissen held a call with S. Evans to discuss selection of the marina Event Programmer and coordination of marketing and promotional opportunities with O'Donnell. On Monday 11/16, C. O'Donnell and T. Theissen attended a meeting with the CRA and AEG Live to discuss event planning and promotion.

On 11/17, T. Theissen spoke with A. Jenkins to get background on the Palm Healthcare grant and opportunities for publicity.
On 11/19, T. Theissen spoke with M. Blomeke to get an update on the progress of construction at the Marina.

Agency created a fact sheet about marina redevelopment for distribution to the media and others at the Raising the Roof event at the Marina Event Center.

Completed

Agency drafted talking points for D. Pardo to be given at the Raising the Roof event at the Marina Event Center.

Completed

2. RIVIERA BEACH NEWSROOM

Marina Event Center Topping-off

Agency drafted and distributed a media advisory for the Raising the Roof event at the Marina Event Center. The event was attended by the Palm Beach Post, WPEC-TV, WPTV-TV, the South Florida Times and Florida Weekly. Agency is monitoring for publication.

Completed

North Palm Beach Chamber

Agency drafted copy of a submission about T. Brown to the NPB Chamber for a campaign aimed at identifying significant members and highlighting their involvement with the Chamber.

Completed

Monthly Facebook

Likes: 1,345 (+566)

Monthly Twitter Likes: 199 (+3)

3. MARINA DEVELOPMENT AND PROMOTION

Marina Village logo

Design revisions are underway for the creation of a marketing logo for the launch of Riviera Beach Marina Village. It was decided that this logo would represent not only Marina Village, but could be adopted for use by the Marina Event Center, the Public Market and other facilities at the marina as needed.

Construction updates

Agency continues to provide regular construction updates on Facebook in an effort to raise awareness about the progress happening at the marina and keep marina visitors and tenants informed. We maintain regular contact with M. Blomeke to gather background information for social media posts, and regularly visit the marina to take photographs.

5. WEBSITE REDESIGN

RBCRA Web site redesign

Final revisions are complete and website expected to go live in the first week of December.

6. EVENTS

Agency assisted with planning for the Raising the Roof event at the Marina Event Center. T. Theissen and C. O'Donnell attended the event to assist with coordination. Agency took photos and shared on social media.

In progress

Ongoing

Completed

PRESS RELEASES:

 Media Advisory: RAISING THE ROOF CELEBRATION FOR RIVIERA BEACH MARINA VILLAGE EVENT CENTER

MEDIA PLACEMENT INDEX

Print/Online:

Palm Beach Post: "Fishing charity to help disabled kids, vets," Linda Haase, 11/12/15

-End Report



MEDIA ADVISORY

RAISING THE ROOF CELEBRATION FOR RIVIERA BEACH MARINA VILLAGE EVENT CENTER

WHAT:

Please join us as we literally raise the roof – the beautiful, decorative cupola on top of the Marina Event Center at the new Riviera Beach Marina Village. City leaders and contractors will sign the cupola in the ceremony before its hoisted into place on top of the new, \$8 million community building.

The Marina Event Center is part of a \$35 million transformation of the Riviera Beach Marina, which includes a rebuilt and reimagined Bicentennial Park. The Marina Event Center is a two-story community gathering space containing a second-story patio, large and small meeting and banquet rooms, a two-story restaurant and a café. The Marina Event Center will also be home to the first-ever permanent exhibit showcasing the rich history of the City of Riviera Beach. Future plans include a waterfront Restaurant Row, a Public Market and a mixed-use, multi-story building featuring a hotel, retail shops, offices and a parking garage.

Riviera Beach Marina Village is a partnership between the **City of Riviera Beach** and the **Riviera Beach Community Redevelopment Agency.** It is expected to be completed in early spring.

WHEN:

Tuesday, November 24, 2015 11:30 a.m. – 12:30 p.m.

(Food and refreshments will be provided)

WHERE:

13th & Broadway, Riviera Beach

CONTACT:

Because this is an active construction site, media wishing to attend is asked to RSVP with Tony Theissen of the O'Donnell Agency at tony@odonnell.agency or 561-602-1096.



RIVIERA BEACH MARINA VILLAGE FACT SHEET

New name:

Riviera Beach Marina Village (previously Riviera Beach Marina)

Opening to public:

Spring 2016

Ribbon Cutting:

February 25, 4:30 p.m. (mark your calendar)

Public investment:

Approximately \$35 million dollars

Partners:

Riviera Beach CRA, City of Riviera Beach, Viking Developers

Goal:

Transform the Riviera Beach waterfront into a vibrant and authentic destination spot for residents and visitors alike, spurring a revitalization out to Broadway

and beyond

Attractions:

Marina Event Center, Bicentennial Park, restaurants, events, watersports

activities including deep-sea fishing, scuba diving, snorkeling, paddleboarding,

kayaking, boating

Now under construction:

Marina Event Center

- Main ballroom called "Newcomb Hall" plus two smaller meeting rooms (room for 10-300 guests)
 - Weddings
 - Family reunions and celebrations
 - Corporate meetings and business groups
 - Fishing tournaments
 - Community groups and clubs
- Tropical Shipping is sponsoring the first-ever permanent exhibit showcasing the history of Riviera Beach
- o Two story restaurant with indoor and outdoor seating (CBRE identifying tenants)
- Café (Letter of intent signed with local Palm Beach County-based business)
- Rooftop patio overlooking the Intracoastal Waterway, Peanut Island and beyond to the ocean

Bicentennial Park

- \$4 million in improvements
- o Covered pavilion with refreshment stand
- Stage area and grand lawn for concerts and events
- Weekly, monthly and annual events being planned
- o Interactive splash fountain

Future plans:

- o Waterfront "Restaurant Row"
- Public Market (in partnership with Palm Beach County)
- Mixed-use building with hotel, parking, offices and retail shops

INFOCUS

Fishing charity to help disabled kids, vets

Donations needed for wheelchairaccessible bus.

By Linda Haase Special to The Palm Beach Post

The Florida Fishing Academy has opened the world of the ocean and undersea life to thou. sands of Palm Beach County kids who have discovered the joys of fishing and kayaking, boating, snorkeling and the intricacies of marine

life. "Florida is considered the fishing capital of the world and we need to let more kids experience this. There is an unmet need. For some kids, this is their first introduction to the sport," says captain Richard Brochu, who founded the Riviera Beach-based nonprofit organization in 2006.
"We want to educate them, let them how to be responsible anglers. Our resources are dwindling and if we don't teach the next generation by the time they get to our age there won't be any resources," he said. He combines nature

with learning: his pro-grams use fishing and water sports to teach life, environmental and social skills. But Brochu wants to expand his mission that empowers at-risk, disadvantaged youth with positive life skills. alternative life paths and a sense of responsibility for shaping the world around them.

The former Delray Beach police officer has outfitted his 49-seat pas-senger boat to make it



Rich Brochu, founder of the Florida Fishing Academy, has outfitted his 49-seat passenger indicap accessible. The group wants to open the program to kids and vets with physical disabilities. I GWENDOWNER BERRY THE PALMBEACH POST

handicap accessible; and has the use of special-ly designed SeaSpi snorkeling water scooters and a kayak launch on a floating dock at the Riv-iera Beach Marina that accommodates wheelchairs so more people can participate in the

academy's programs.
The SeaSpi scooters
have an electric motor
and a glass bottom - and are driven with hand controls, much like a motorized wheelchair. The scooters allow for almost anyone with special needs to explore the magnificent underwater world while simply cruis ing the water surface," notes the group's web-

It's a fantastic opportunity to open the program to kids and vets with physical disabilities, says Brochu. But the group, which relies on grants, donations and fundrais ing for expenses, needs help before it can put the program in motion: they need a wheelchair accessible bus so participants can be transported to the dock, and donations to pay staff to help out during the outings.

Freeman, is an import-

ant one.
"As time has gone on, we as an organization have realized that there is a big need to help those

who have physical dis-abilities. We now have a boat that can accommo-date those kids who are in wheelchairs who can now have the opportuni-ty to go out and fish com-fortably and have the capability to experience what other students without these restrictions are out these restrictions are experiencing," says Free-man, who is president of the group's board of directors. "The biggest problem we have found is transportation. We have decided that this can no longer be an obstacle holding these kids back from having these great experiences so we have decided to purchase a wheelchair-accessible



Beach head toward the ocean to do some deep sea fishing with Captain Richard Brochu. Brochu uses his boat, The Florida Fishing Academy, to teach kids fishing, ecology, and life skills, payon ecology and life skills, payon ecology.

bus. This bus will cost approximately \$50,000 and our hope is to purchase this bus as soon as possible. To make this dream a reality we are going to have to do a lot of fundraising." And that includes get-

ting the word out about the organization's mis-sion and successes.

The biggest reason why I got involved and why organizations like this are important is because I believe we need to invest in our youth and provide them with expeprovide them with expe-riences that will empower them to become success-ful adults, 'he explains.' 'I have always been a pro-ponent of providing kids new experiences that gives them something to look forward to. Seeing the faces of our kids when they experience some thing for the first time is priceless. Most of our kids live within 5 miles of the ocean, but yet the majority of them have never swam in it before.

swam in it before."
The group, he notes, has accomplished a lot in its short time – such as relationships with groups including Palm Beach County School District, United Way, Prime Time of the Palm Beach. Time of the Palm Beaches and the Marine Industries Association of Palm Beach County and many more generous organi-zations. "Through these organizations FFA has been able to impact thou-sands of kids over the past eight years. Just this summer alone we were able to make an impact on 1,500 kids in just eight

And, if Freeman and others involved with the group have their way, they'll soon be helping even more kids.

For information, visit www. floridatishingacademy com or email Rich@ floridafishingacademy.com







Social Media Analytics Report

November 2015







Facebook

facebook.com/RBCRA 20 posts

Facebook Fans = 1,345

Up 329.7% from November 2014 (+1,032 fans) Up 73.5% from October 2015 (+570 fans)

Facebook Audience

- > 59% women
- > 40% men
- > Top age groups: 28% (35-44)

Top 5 Countries

- 1. United States (1,256)
- 2. Puerto Rico (2)
- 3. Honduras (2)
- 4. France (1)
- 5. Netherlands (1)

Top 5 Cities

- 1. West Palm Beach (731)
- 2. Lake Worth (88)
- 3. Palm Beach Gardens (77)
- 4. Jupiter (51)
- 5. Boynton Beach (36)



Most Engaged Posts (received most likes, comments and shares) BOOSTED

- 1. Although the wind kept us from "Raising the Roof" at the Marina Event Center topping-off party today, we still got the opportunity to thank (and feed) all the talented workers and companies building Riviera Beach Marina Village, including general contractors The Weitz Company and their partners, owner's rep Gilbane Building Company, and architects Song + Associates. 30-percent of the work, totaling \$7 million dollars, is being performed by contractors based right here in the City of Riviera Beach. Thanks also to McCrays Backyard BBQ for the delicious lunch. #BelieveinRB
- 2. Florida Gov. Rick Scott is taking notice of the tremendous improvements underway in the City of Riviera Beach. Today he stopped at Baron Sign Manufacturing and met with Council Chair Dawn Pardo, CRA Executive Director Tony Brown, and Baron Sign's Sandie Foland. Behind them, a sneak peek at the entrance sign for Riviera Beach Marina Village.
- 3. Coastal Angler Magazine reports on the transformation underway at Riviera Beach Marina Village. The Marina Event Center will be an ideal space to host everything from family weddings to fishing tournaments. Email Mark at mblomeke@rbcra.com to ask about pricing and availability.

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BOOSTED:



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Riviera Beach CRA

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Florida Gov. Rick Scott is taking notice of the tremendous improvements underway in the City of Riviera Beach. Today he stopped at Baron Sign Manufacturing and met with Council Chair Dawn Pardo, CRA Executive Director Tony Brown, and Baron Sign s Sandle Foland. Behind them, a Sheak peek at the entrance sign for Riviera Beach Marina Wilage.



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Riviera Beach CRA

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Coastal Angler Magazine reports on the transformation underway at Riviera Beach Marina Village. The Marina Event Center will be an ideal space to host everything from family weddings to fishing tournaments Email Mark at mbiomeke@rbcra.com to ask about pricing and availability.



Riviera Beach Marina

Riviera Beach Marina Transformation Nearly Complete The transformation of one of south Florida's largest and most conveniently located marinas is nearly complete. The first phase of the

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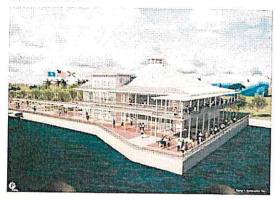
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Riviera Beach CRA

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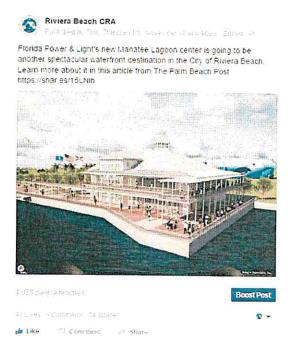
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Twitter

twitter.com/Rivierabeachcra

*O'Donnell Agency has no access to the existing Twitter account as the CRA has said they do not have the login information and password for the account.





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BOOSTED:



Riviera Beach CRA added 29 new photos

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Although the wind kept us from "Raising the Roof" at the Marina Event Center topping-off party today, we still got the opportunity to thank (and feed) all the talented workers and companies building Riviera Beach Marina Village, including general contractors The Weitz Company and their partners, owner's rep Gilbane Building Company, and architects Song + Associates.

30-percent of the work, totaling \$7 million dollars, is being performed by contractors based right here in the City of Riviera Beach. Thanks also to McCrays Backyard BBO for the delicious lunch.



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Riviera Beach CRA

Florida Gov. Rick Scott is taking notice of the tremendous improvements underway in the City of Riviera Beach. Today he stopped at Baron Sign. Manufacturing and met with Council Chair Dawn Pardo, CRA Executive Director Tony Brown, and Baron Sign's Sandle Folland, Senind them, a sneak peek at the entrance sign for Riviera Seach Marina Village.



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Riviera Beach CRA

Punished by Tony Theisten 'el November 24 at 6.4 Tam. Edited. viv.

Coastal Angler Magazine reports on the transformation underway at Riviera Beach Marina Village. The Marina Event Center will be an ideal space to host everything from family weddings to fishing tournaments. Email Mark at mblomeke@rbcra.com to ask about pricing and availability.



Riviera Beach Marina

Riviera Beach Marina Transformation Nearly Complete The transformation of one of south Florida's largest and most conveniently located marinas is nearly complete. The first phase of the...

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Florida Gov. Rick Scott is taking notice of the tremendous improvements underway in the City of Riviera Beach. Today he stopped at Saron Sign. Manufacturing and met with Council Chair Dawn Pardo, CRA Executive Director Tony Brown, and Baron Sign's Sandie Foland, Behind them, a sneak peek at the entrance sign for Riviera Beach Marina Village.



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Post Details

Riviera Beach CRA

Florida Power & Light's new Manatee Lagoon center is going to be another spectacular waterfront destination in the City of Riviara Beach. Learn more about it in this article from The Palm Beach Post. https://shar.es/15LNih



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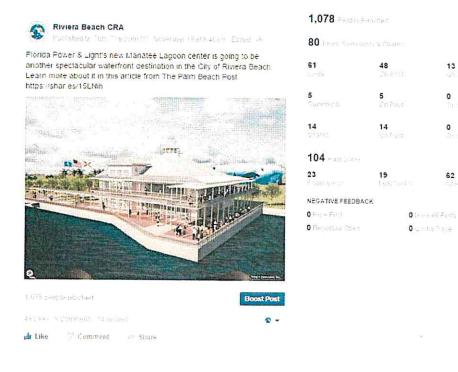
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twitter.com/Rivierabeachcra

*O'Donnell Agency has no access to the existing Twitter account as the CRA has said they do not have the login information and password for the account.