

# Riviera Beach CRA/CDC Payment Authorization Checklist

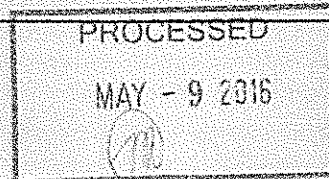
Vendor Name: Florida Fishing Academy  
 Control Nos: 2015-43 Invoice No.: 0916  
 Invoice Date: MAY 3, 2016 Payment Amount: \$ 2,500  
 Project Supervisor/Responsible Official: LATAYA A. JAMES 5-6-16

|  | Reviewed/Approved by                    |
|--|---|
| <input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed ?  | <i>[Signature]</i> / <i>[Signature]</i> |
| <input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope ?  | <i>[Signature]</i> / <i>[Signature]</i> |
| <input checked="" type="checkbox"/> Deliverables due with this invoice have been received ?  | <i>[Signature]</i> / <i>[Signature]</i> |
| <input type="checkbox"/> If final payment, have all deliverables been received ?   | <i>[Signature]</i> / <i>[Signature]</i> |
| <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 ? | <i>[Signature]</i> / <i>[Signature]</i> |
| <input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.  | <i>[Signature]</i> / <i>[Signature]</i> |
| <input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.  | <i>[Signature]</i> / <i>[Signature]</i> |
| <input type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.  | <i>[Signature]</i> / <i>[Signature]</i> |

The invoice and supporting documentation have been reviewed and it is approved for payment.

*[Signature]* Date: 5-9-16  
 Approving Authority

☐ Payment approved by the Board of Commissioners by Motion No. 2015-43 or the Consent Agenda, at its meeting on MAY 28, 2015. (If applicable)



*Entered 5-9-16*



# INVOICE

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

INVOICE #0416  
DATE: MAY 3, 2016

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

**FOR:**  
Re: April 1, 2016 to April 27, 2016

| DESCRIPTION  | Service Dates                       | AMOUNT DUE |
|--|-------------------------------------|------------|
| Services rendered<br><br>Note: Refer to Monthly Report | Re: April 1, 2016 to April 27, 2016 | \$2,500    |
|  |                                     | \$2,500    |

**Class Overview: Please see attached report, Highlights section.**

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

**Thank you for your business!**





ATTN: Latoya James  
Riviera Beach CRA  
2001 Broadway STE 300  
Riviera Beach Fl, 33404

Re: April 1, 2016 to April 27, 2016

|                                   | Annual Target | Current Month | November 2015 To Date |
|-----------------------------------|---------------|---------------|-----------------------|
| Community Events                  | 2             | 0             | 1                     |
| Riviera Residents-Single Sessions | 550           | 0             | 106                   |
| Riviera Residents-Camp            | 140           | 0             | 0                     |
| Non-Residents-Single Sessions     | 0             | 2             | 4                     |
| Non-Residents-Camp                | 0             | 34            | 34                    |
| Classes                           | 55            | 5             | 15                    |
| Weeks of Camp                     | 7             | 0             | 0                     |
| Volunteer Hours                   | 0             | 0             | 0                     |

### **Highlights**

The following was provided by FFA Program Director Capt. Bob Cawood and Instructor Erin Ryan:

#### **4/2/2016**

We had two students show up.

#### **4/9/2016**

We decided to take some kids from gardens School of Technology kayaking to Peanut Island. We kayaked to the west side of the island. We walked around the beach observing our environment and spent some time in the water before returning to the marina. We also took a sponsor and his friends out fishing! We had a lot of fun this week.

#### **4/16/2016**

We had this weekend reserved for Parks and Recreation Fishing day. Unfortunately, Ken Payne did not have enough kids for the trip. This is suppose to

be a monthly event but they did not show up or call to cancel. During our meeting on Tuesday the 19<sup>th</sup>, he stated that he had 10 kids maybe and would call me with an update

#### 4/23/2106

We tried to schedule some residents for this day but no-one showed up.

#### Challenges

We had great weather this month.

We scheduled an event with Parks and Recreation for the 26th from Riviera Parks and Recreation. This is suppose to be a monthly event but they did not show up or call to cancel. During our meeting on Tuesday the 19<sup>th</sup>, he stated that he had 10 kids maybe.

For the past five years, we have had a great relationship with Jay's Ministries and Seagull Academy. Due to some staffing changes, they have stopped participating in our program. We are in the process of establishing some new community partners.

#### Volunteer Names

Nothing new to report.

#### Community Partners

Seagull Academy, Jay Ministries, Parks and Recreation and Acts of Kindness

#### Compliance

Nothing new to report.

#### Innovation and News

Nothing new to report.

#### Pictures





Thank you,

*Captain Richard Brochu*

Executive Director  
Florida Fishing Academy, Inc.  
7067 Peninsula Court  
Lake Worth, FL 33467  
561-740-7227