

# Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Michael Haygood  
 Control No.: NA Invoice No.: NC-87, NC 85, NC-86  
 Invoice Date: 12-6-16 Payment Amount: \$ 10,070.00  
 Project Supervisor/Responsible Official: N/A

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

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

[Signature]  
 Approving Authority

Date: 12/7/16

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

*entered  
12-7-16*



**J. MICHAEL HAYGOOD, P.A.** | ATTORNEY AT LAW  
701 NORTHPOINT PARKWAY, SUITE 209  
WEST PALM BEACH, FL 33407

December 6, 2016

Riviera Beach Community Redevelopment Agency  
C/O Scott Evans  
2001 Broadway, Suite 300  
Riviera Beach, FL 33404

Re: November Invoice

Attached are the statements for legal services from November 1, 2016 through November 30, 2016, in the total amount of \$10,070.00.

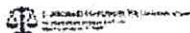
If you have any questions regarding this statement, please let me know.

Sincerely yours,

J. Michael Haygood

A handwritten signature in black ink, appearing to read "J. Michael Haygood", written over the typed name.

Enclosures



J. Michael Haygood, PA  
 701 Northpoint Parkway  
 Suite 209  
 West Palm Beach, Florida 33401  
 561-684-8311

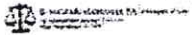
# Statement

Invoice No: NC-87  
 Date: 12/6/16

**Bill to:** *Riviera Beach Community Redevelopment Agency*

*2001 Broadway  
 Suite 300  
 Riviera Beach, FL 33404*

<b>Riviera CDC</b>					
<b>Hourly Fees</b>					
<u>Date</u>	<u>Description</u>	<u>Timekeeper</u>	<u>Time</u>	<u>Rate</u>	<u>Amount</u>
11/16/16	Document Review	J. Michael Haygood	1.8 hrs	\$265.00/HR	\$477.00
	<i>Review of Amended and Restated LOI and preparation of questions therefore.</i>				
11/29/16	Document Preparation	J. Michael Haygood	3.7 hrs	\$265.00/HR	\$980.50
	<i>Preparation of Purchase and Sale Agreement; telephone conference with Annetta Jenkins.</i>				
11/29/16	Telephone Conference	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
	<i>Telephone conference with Annetta Jenkins re: Purchase and Sale Agreement.</i>				
11/30/16	Document Review	J. Michael Haygood	1.3 hrs	\$265.00/HR	\$344.50
	<i>Review of proposed contract for sale and purchase.</i>				
<b>Hourly Fees Total</b>			<b>7.3 hrs</b>		<b>\$1,934.50</b>
					<b>Balance: \$1,934.50</b>



J. Michael Haygood, PA  
 701 Northpoint Parkway  
 Suite 209  
 West Palm Beach, Florida 33401  
 561-684-8311

# Statement

Invoice No: NC-85  
 Date: 12/6/16

**Bill to:** *Riviera Beach Community Redevelopment Agency*  
 2001 Broadway  
 Suite 300  
 Riviera Beach, FL 33404

<b>Viking/Marina Development</b>					
<b>Hourly Fees</b>					
<u>Date</u>	<u>Description</u>	<u>Timekeeper</u>	<u>Time</u>	<u>Rate</u>	<u>Amount</u>
11/15/16	Telephone Conference	J. Michael Haygood	0.6 hrs	\$265.00/HR	\$159.00
	<i>Telephone conference with Scott Evans.</i>				
11/15/16	Review File	J. Michael Haygood	1.1 hrs	\$265.00/HR	\$291.50
	<i>Review of Exchange Agreement file.</i>				
11/16/16	Meeting	J. Michael Haygood	2.7 hrs	\$265.00/HR	\$715.50
	<i>Meeting with CRA staff and Viking representative.</i>				
<b>Hourly Fees Total</b>			<b>4.4 hrs</b>		<b>\$1,166.00</b>
					<b>Balance: \$1,166.00</b>



J. Michael Haygood, PA  
 701 Northpoint Parkway  
 Suite 209  
 West Palm Beach, Florida 33401  
 561-684-8311

# Statement

Invoice No: NC-86  
 Date: 12/6/16

Bill to: *Riviera Beach Community Redevelopment Agency*  
 — *J* —  
 2001 Broadway  
 Suite 300  
 Riviera Beach, FL 33404

## General Administration

### Hourly Fees

<u>Date</u>	<u>Description</u>	<u>Timekeeper</u>	<u>Time</u>	<u>Rate</u>	<u>Amount</u>
11/2/16	Document Preparation  Preparation of revised resolution and new lease with MTN	J. Michael Haygood	2.3 hrs	\$265.00/HR	\$609.50
11/2/16	Telephone Conference  Telephone conference with Scott Evans.	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
11/2/16	Document Preparation  Preparation of memorandum to Board.	J. Michael Haygood	2.3 hrs	\$265.00/HR	\$609.50
11/8/16	Review Document  Review of memorandum from Finance.	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
11/8/16	Review Document  Review of title search.	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
11/9/16	Meeting	J. Michael Haygood	2.2 hrs	\$265.00/HR	\$583.00

*Attendance at CRA meeting:*

11/9/16	Telephone Conference	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
<i>Telephone conference with Weitz re: lien.</i>					
11/10/16	Meeting	J. Michael Haygood	2.3 hrs	\$265.00/HR	\$609.50
<i>Meeting with CRA staff.</i>					
11/14/16	Document Preparation	J. Michael Haygood	2.1 hrs	\$265.00/HR	\$556.50
<i>Preparation of memorandum to Scott Evans.</i>					
11/14/16	Document Review	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
<i>Review of email and response re: Cagle v. Riviera Beach.</i>					
11/14/16	Review Document	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
<i>Review and comments to memorandum from Scott Evans re: Sublease.</i>					
11/15/16	Review Document	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
<i>Review of final drafts of kiosk license agreements.</i>					
11/16/16	Review Document	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
<i>Review of Kiosk documents.</i>					
11/16/16	Meeting	J. Michael Haygood	3.8 hrs	\$265.00/HR	\$1,007.00
<i>Meeting with CRA staff and CDE Board members.</i>					
11/17/16	Meeting	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
<i>Meeting with Jon O'Connell re: Pascarella.</i>					
11/17/16	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
<i>Telephone conference with Tenant at Rafiki Tiki.</i>					
11/28/16	Meeting	J. Michael Haygood	2.2 hrs	\$265.00/HR	\$583.00
<i>Meeting with CRA Staff</i>					
11/29/16	Meeting	J. Michael Haygood	2.5 hrs	\$265.00/HR	\$662.50
<i>Meeting with Scott Evans and Jon O'Connell re: Elia Pascerilla.</i>					
11/30/16	Document Preparation	J. Michael Haygood	1.8 hrs	\$265.00/HR	\$477.00
<i>Preparation of revised agreement for MTN Investments.</i>					
<b>Hourly Fees Total</b>			<b>26.3</b>		<b>\$6,969.50</b>
			<b>hrs</b>		

*Balance: \$6,969.50*