




# Riviera Beach CRA Payment Authorization Checklist

Vendor Name: J. Michael Haygood  
 Control No.: N/A Invoice No.: NC-93  
 Invoice Date: 3-6-17 Payment Amount: \$ 7,685<sup>00</sup>  
 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 ?	<u>N/A</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>dy</u>
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<u>dy</u>
<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.	<u>dy</u>

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

  
 Approving Authority

Date: March 8/17  


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

*Entered 3-8-17*



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

March 6, 2017

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

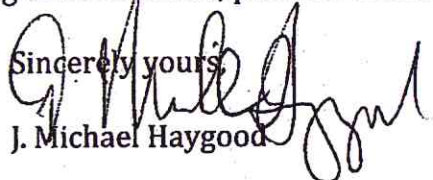
Re: February Invoice

Dear Mr. Evans:

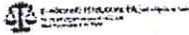
Attached are the statements for legal services from February 1, 2017 through February 28, 2017, in the total amount of \$7,685.00.

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

Sincerely yours,

  
J. Michael Haygood

Enclosures



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

# Statement

Invoice No: NC-93  
 Date: 3/6/17

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

<b>General Administration</b>					
<b>Hourly Fees</b>					
<u>Date</u>	<u>Description</u>	<u>Timekeeper</u>	<u>Time</u>	<u>Rate</u>	<u>Amount</u>
2/1/17	Document Preparation  Preparation of resolutions for dissolution of LLCs	J. Michael Haygood	2.6 hrs	\$265.00/HR	\$689.00
2/1/17	Review File  Review of CRA Policy for execution of subordination agreement for Houses of Distinction and preparation of email to Scott and preparation of subordination agreement.	J. Michael Haygood	0.9 hrs	\$265.00/HR	\$238.50
2/1/17	Document Preparation  Preparation of revised ICYG resolution and Quit Claim Deed.	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
2/1/17	Document Preparation  Preparation of revised resolution for Commercial Grant Program.	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
2/2/17	Telephone Conference  Telephone conference with Scott Evans.	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00

2/2/17	Document Preparation	J. Michael Haygood	0.8 hrs	\$265.00/Hr	\$212.00
	<i>Review of agreement for Job Training Progrm and review and modification of resolution approving.</i>				
2/7/17	Meeting	J. Michael Haygood	1.7 hrs	\$265.00/Hr	\$450.50
	<i>Meeting with Scott Evans and Paul Skyars.</i>				
2/7/17	Telephone Conference	J. Michael Haygood	0.4 hrs	\$265.00/Hr	\$106.00
	<i>Telephone conference with Scott Evans and Arnold Broussard.</i>				
2/7/17	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/Hr	\$79.50
	<i>Telephone conference with Jolinda Herring.</i>				
2/8/17	Meeting	J. Michael Haygood	2.4 hrs	\$265.00/Hr	\$636.00
	<i>Attendance at CRA meeting.</i>				
2/13/17	Meeting	J. Michael Haygood	2.2 hrs	\$265.00/Hr	\$583.00
	<i>Meeting wih Chairman and Viking.</i>				
2/14/17	Review Document	J. Michael Haygood	1.5 hrs	\$265.00/Hr	\$397.50
	<i>Review of proposed agreement with Shan Davis.</i>				
2/16/17	Telephone Conference	J. Michael Haygood	0.4 hrs	\$265.00/Hr	\$106.00
	<i>Telephone conference re: CDE audit.</i>				
2/16/17	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/Hr	\$79.50
	<i>Telephone conference with Arnold Broussard.</i>				
2/17/17	Review Document	J. Michael Haygood	1.3 hrs	\$265.00/Hr	\$344.50
	<i>Review and revise proposed agreement and preparation of resolution approving for PBCG</i>				
2/21/17	Meeting	J. Michael Haygood	1.5 hrs	\$265.00/Hr	\$397.50
	<i>Meeting with Scott Evans and Roland ___ re Rikki Tikki Lease.</i>				
2/22/17	Revise Document	J. Michael Haygood	1.3 hrs	\$265.00/Hr	\$344.50
	<i>Revised proposed agreement with Seven Kings.</i>				
2/22/17	Meeting	J. Michael Haygood	4.7 hrs	\$265.00/Hr	\$1,245.50
	<i>Attendance at CRA meeting.</i>				
2/23/17	Research	J. Michael Haygood	1.8 hrs	\$265.00/Hr	\$477.00

*Research Local Preferences in contracting by municipalities.*

2/24/17	Meeting	J. Michael Haygood	2.5 hrs	\$265.00/Hr	\$662.50
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*Meeting with Scott Evans and Paul Skayers.*

2/27/17	Review Document	J. Michael Haygood	0.8 hrs	\$265.00/Hr	\$212.00
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*Review criteria for Commercial Improvement Grant.*

<b>Hourly Fees Total</b>			<b>29.0</b>		<b>\$7,685.00</b>
			<b>hrs</b>		

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**Balance: \$7,685.00**