Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: J. Michael Haygood

Control No.: N/A Invoice No.: MC-94

Invoice Date: April 3, 2017 Payment Amount: $ 9,619.50

Project Supervisor/Responsible Official: Scott Evans

		Reviewed/Approved by
☑	Project "scope of work and deliverables" reviewed ?	
☑	Payment support documentation appropriate based on work scope ?	
☑	Deliverables due with this invoice have been received ?	
☐	If final payment, have all deliverables been received ?	N/A
☑	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 ?	
☑	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.	

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

Approving Authority

Date: 4/12/2017

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

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

April 3, 2017

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

Re: March Invoice

Dear Mr. Evans:

Attached are the statements for legal services from March 1, 2017 through March 31, 2017, in the total amount of $9,619.50.

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

Sincerely yours,

J. Michael Haygood

Enclosures

OFFICE: 561.684.8311 | FAX: 561.686.8764 | MHAYGOOD@HAYGOODLAW.COM

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

Statement

Invoice No: NC-94
Date: 4/3/17

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

General Administration

Hourly Fees

Date	Description	Timekeeper	Time	Rate	Amount
3/2/17	Review File	J. Michael Haygood	1.8 hrs	$265.00/HR	$477.00
	Review of discovery request in Cagle v. CRA.				
3/3/17	Meeting	J. Michael Haygood	2.5 hrs	$265.00/HR	$662.50
	Meeting with Scott Evans and Paul Skyars.				
3/7/17	Preparation of Response	J. Michael Haygood	3.3 hrs	$265.00/HR	$874.50
	Preparation of resposes to discovery request in Cagle v. CRA.				
3/7/17	Document Preparation	J. Michael Haygood	1.5 hrs	$265.00/HR	$397.50
	Preparation of response to request for audit letter.				
3/7/17	Review File	J. Michael Haygood	0.7 hrs	$265.00/HR	$185.50
	Review lease office lease file.				
3/8/17	Review Document	J. Michael Haygood	1.5 hrs	$265.00/HR	$397.50

	Review and comments to proposed marketing agreement for Marketing agreement for Robin Williams.				
3/9/17	Meeting	J. Michael Haygood	2.0 hrs	$265.00/HR	$530.00
	Meeting with Scott Evans and Darlene re: Lease and pending discovery.				
3/9/17	Meeting	J. Michael Haygood	1.1 hrs	$265.00/HR	$291.50
	Meeting with representative from Landlord re: Office lease.				
3/9/17	Review File	J. Michael Haygood	0.9 hrs	$265.00/HR	$238.50
	Review Trawler Fest emails re: Cagle.				
3/13/17	Meeting	J. Michael Haygood	2.0 hrs	$265.00/HR	$530.00
	Meeting with Scott Evans and Payl Skyars re: RFP.				
3/13/17	Review Document	J. Michael Haygood	0.7 hrs	$265.00/HR	$185.50
	Review of email from attroney for Rafiki Tikki re: additional costs.				
3/13/17	Review Document	J. Michael Haygood	1.2 hrs	$265.00/HR	$318.00
	Review emails and documents re; Marina Uplands insurance.				
3/15/17	Telephone Conference	J. Michael Haygood	0.3 hrs	$265.00/HR	$79.50
	Telephone conference with Scott Evans re: Tikki lease.				
3/20/17	Meeting	J. Michael Haygood	1.5 hrs	$265.00/HR	$397.50
	Meeting with Scott Evans and Tikki representatives re: lease.				
3/20/17	Review File	J. Michael Haygood	2.5 hrs	$265.00/HR	$662.50
	Review of Notice of Disposition and response from Tony's Subs and preparation of resolution authorizing negotiations.				
3/21/17	Document Preparation	J. Michael Haygood	3.4 hrs	$265.00/HR	$901.00
	Preparation of initial outline of development agreement for Tony's Subs.				
3/23/17	Revise Document	J. Michael Haygood	0.5 hrs	$265.00/HR	$132.50
	Review and revised memorandum re: Blue Lagoon.				
3/24/17	Document Preparation	J. Michael Haygood	1.6 hrs	$265.00/HR	$424.00
	Preparation of agreement for costs of additional work for Tikki.				
3/29/17	Meeting	J. Michael Haygood	3.0 hrs	$265.00/HR	$795.00
	Attendance at CRA meeting.				

3/30/17	Review Document	J. Michael Haygood	2.3 hrs	$265.00/HR	$609.50
	Review existing Economic Development Incentive Program, CRA Procurment Code; prior Commercial Improvement Program Grant Agreement. proposed Underwriting Criteria.				
3/31/17	Meeting	J. Michael Haygood	2.0 hrs	$265.00/HR	$530.00
	Meeting with Scott evans and Paul Skyars.				
	Hourly Fees Total		**36.3 hrs**		**$9,619.50**

Balance: $9,619.50