Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: J. Michael Haygood

Control No.: _____ Invoice No.: NC-98

Invoice Date: 7-6-17 Payment Amount: $ 6254.00

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.

_____ Date: 7/6/2017

Approving Authority

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

entered 7-6-17

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

July 6, 2017

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

Re: June Invoice

Dear Mr. Evans:

Attached are the statements for legal services from June 1, 2017 through June 30, 2017, in the total amount of $6,254.00.

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-98
Date: 7/6/17

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
6/5/17	Document Preparation	J. Michael Haygood	1.9 hrs	$265.00/HR	$503.50
	Preparation of resolution for Crab Pot project and review of agenda memorandum:.				
6/6/17	Review Document	J. Michael Haygood	0.7 hrs	$265.00/HR	$185.50
	Review of Summary report re: Event Center Roof.				
6/7/17	Document Preparation	J. Michael Haygood	2.1 hrs	$265.00/HR	$556.50
	Preparation of Resolution re: mobile vending for Spanish Courts and review of agenda memorandum:				
6/8/17	Document Preparation	J. Michael Haygood	1.1 hrs	$265.00/HR	$291.50
	Revised resolution re: Crab Pot.				
6/9/17	Document Review	J. Michael Haygood	0.7 hrs	$265.00/HR	$185.50
	Review and approval of mortgage subordination:				
6/13/17	Review Document	J. Michael	2.9 hrs	$265.00/HR	$768.50

		Haygood			
	Review various Community Benefit Agreements.				
6/13/17	Document Review	J. Michael Haygood	0.7 hrs	$265.00/HR	$185.50
	Review of Summary of Special Legislative Session.				
6/14/17	Meeting	J. Michael Haygood	1.5 hrs	$265.00/HR	$397.50
	Attendance at CRA meeting.				
6/14/17	Document Review	J. Michael Haygood	0.8 hrs	$265.00/HR	$212.00
	Review and modification of Veter Professional Service Agreement.				
6/14/17	Telephone Conference	J. Michael Haygood	0.3 hrs	$265.00/HR	$79.50
	Telephone conference with Conrad Koller.				
6/15/17	Document Review	J. Michael Haygood	1.5 hrs	$265.00/HR	$397.50
	Review bond surety programs.				
6/19/17	Telephone Conference	J. Michael Haygood	0.5 hrs	$265.00/HR	$132.50
	Telephone with Scott Evans re; personal matters.				
6/20/17	Meeting	J. Michael Haygood	1.7 hrs	$265.00/HR	$450.50
	Meeting with representatives from Rifiki Tikki restaurant re: lease.				
6/20/17	Meeting	J. Michael Haygood	1.8 hrs	$265.00/HR	$477.00
	Meeting with CRA Staff and Lara Donlon re: persona; actions.				
6/21/17	Document Review	J. Michael Haygood	0.9 hrs	$265.00/HR	$238.50
	Review of Public Record Request.				
6/21/17	Telephone Conference	J. Michael Haygood	0.5 hrs	$265.00/HR	$132.50
	Telephone conference with Chrisite Goddeau.				
6/22/17	Telephone Conference	J. Michael Haygood	0.3 hrs	$265.00/HR	$79.50
	Telephone conference with Rod McLeod.				
6/22/17	Review Document	J. Michael Haygood	1.5 hrs	$265.00/HR	$397.50
	Review of various emails re: Public Records request and research.				
6/26/17	Meeting	J. Michael Haygood	1.3 hrs	$265.00/HR	$344.50
	Meeting with CRA staff.				
6/26/17	Preparation of email	J. Michael	0.3 hrs	$265.00/HR	$79.50

		Haygood			
	Preparation of email to Christy Goddeau re: public records request.				
6/26/17	Review Document	J. Michael Haygood	0.6 hrs	$265.00/HR	$159.00
	Review of email from Rod McLeod and preparation of response re: Public Records request.				
	Hourly Fees Total		**23.6 hrs**		**$6,254.00**

Balance: $6,254.00