

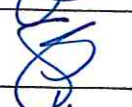




Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Torrivia, DONLON, Goddeau, ANSAY, PA
 Control No.: NA Invoice No.: 15117
 Invoice Date: 8-4-17 Payment Amount: \$ 825⁰⁰
 Project Supervisor/Responsible Official: Scott Evans

	Reviewed/Approval 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>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>ey</u>
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<u>ey</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>ey</u>

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


 Approving Authority

Date: 6-9-17

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

entered 9-6-17
ey

**TORCIVIA, DONLON,
GODDEAU & ANSAY, P.A.**

701 Northpoint Parkway, Suite 209
West Palm Beach, Florida 33407

Riviera Beach Community Redevelopment Agency
2001 Broadway, Suite 300
Riviera Beach, FL 33404
Attn: Darlene Hatcher

561-686-8700
561-686-8764 fax
www.torcivialaw.com

August 04, 2017

In Reference To: *General Employment Matters*

Federal Tax ID 65-0195026

Invoice # 15117

Professional Services

			<u>Hours</u>	<u>Amount</u>
7/3/2017	LD	Telephone conference with Demetri Salloum regarding follow up on documents	0.10	
	CG	Drafted letter to attorney (Ferguson); reviewed final and e-mail to Attorney Ferguson; forwarded to Lara Donlon and M. Haygood with recommendation to preserve records	0.40	
7/7/2017	LD	Leave message for Demetri Salloum	0.10	NO CHARGE
	LD	Telephone conference with Michael Haygood regarding update	0.10	
	LD	Review and analyze policies relating to various alternatives relating to employee issue	0.50	
	LD	Telephone conference with Michael Haygood regarding update	0.20	
	LD	Leave message for Edwin Ferguson regarding former employee	0.10	NO CHARGE
	LD	Telephone conference with Scott Evans regarding update	0.20	
	LD	Leave message for Roland Salloum	0.10	NO CHARGE
7/10/2017	LD	Review and analyze public records relating to former employee	0.10	
7/11/2017	LD	Draft affidavits based upon information gathered; draft e-mail to Roland Salloum regarding same	0.80	
	LD	Review and analyze e-mail from Roland Salloum regarding affidavits	0.10	
	LD	Meeting with Roland Salloum	0.20	NO CHARGE

		<u>Hours</u>	<u>Amount</u>
7/11/2017	LD Draft e-mail to Scott Evans regarding affidavits	0.10	
7/12/2017	LD Review and analyze affidavit; draft e-mail to Scott Evans regarding same	0.10	
	LD Telephone conference with Scott Evans regarding former employee issue	0.10	
7/13/2017	LD Leave message for Edwin Ferguson	0.10	NO CHARGE
	LD Telephone conference with Edwin Ferguson	0.10	
	LD Review and analyze e-mail from Edwin Ferguson; respond to same	0.20	
	LD Draft e-mail to Scott Evans regarding update on employee issue	0.10	
7/31/2017	LD Review and analyze e-mail from Darlene Hatcher regarding unemployment claim	0.10	

For professional services rendered	<u>3.90</u>	<u>\$825.00</u>
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Previous invoice balance		<u>\$1,675.00</u>
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Total Balance due		<u><u>\$2,500.00</u></u>
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Timekeeper Summary

Name	Hours	Rate	Amount
Christy Goddeau, Shareholder	0.40	250.00	\$100.00
Lara Donlon, Shareholder	2.90	250.00	\$725.00
Lara Donlon, Shareholder	0.60	0.00	\$0.00