Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: **J MICHAEL HAYGOOD** _____

Control No.: **NA** _____ **Invoice No.:** **NC 103 AND NC 104**

Invoice Date: **10/10/17** _____ **Payment Amount:** **$5962.50** ____

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.

_____ **Date:** 9-29-17

Approving Authority

☐ Payment approved by the Board of Commissioners by:

Motion No. _____

or the Consent Agenda, at its meeting on _____. (If applicable)

Processed to mcd 10-10-17

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

October 10, 2017

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

Re: September Invoice

Dear Mr. Evans:

Attached are the statements for legal services from September 1, 2017 through September 30, 2017, in the total amount of $5,962.50.

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-103
Date: 10/10/17

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
9/5/17	Revise Document	J. Michael Haygood	0.9 hrs	$265.00/HR	$238.50
	Revised Constant Computing Agreement.				
9/5/17	Review Document	J. Michael Haygood	0.5 hrs	$265.00/HR	$132.50
	Review memorandum re: FFA.				
9/18/17	Document Preparation	J. Michael Haygood	2.3 hrs	$265.00/HR	$609.50
	Preparation of resolution and Agreement for Florida Fishing Academy.				
9/18/17	Meeting	J. Michael Haygood	2.4 hrs	$265.00/HR	$636.00
	Meeting with City Finance and CRA Staff.				
9/18/17	Document Review	J. Michael Haygood	0.6 hrs	$265.00/HR	$159.00
	Review of proposed resolution adopting budget.				
9/19/17	Document Review	J. Michael Haygood	0.8 hrs	$265.00/HR	$212.00

	Initial review of proposed Architecturial PSA.				
9/20/17	Document Preparation	J. Michael Haygood	2.1 hrs	$265.00/HR	$556.50
	Finalized Termination Interlocal Agreement and resolution authorizing execution.				
9/26/17	Document Preparation	J. Michael Haygood	1.7 hrs	$265.00/HR	$450.50
	Preparation of resolution and First Modification to Florida Court Reporting.				
9/26/17	Document Preparation	J. Michael Haygood	1.3 hrs	$265.00/HR	$344.50
	Preparation of Ground Lease termination.				
9/27/17	Meeting	J. Michael Haygood	3.2 hrs	$265.00/HR	$848.00
	Attendance at CRA meeting.				
	Hourly Fees Total		15.8 hrs		$4,187.00

Balance: $4,187.00

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

Statement

Invoice No: NC-104
Date: 10/10/17

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

Marina Development (Misc)

Hourly Fees

Date	Description	Timekeeper	Time	Rate	Amount
9/14/17	Revise Document	J. Michael Haygood	3.4 hrs	$265.00/HR	$901.00
	Redraft of Exchange Agreement.				
9/19/17	Revise Document	J. Michael Haygood	1.5 hrs	$265.00/HR	$397.50
	Finalize Exchange Agreement and prepared resolution authorizing execution.				
9/20/17	Telephone Conference	J. Michael Haygood	0.5 hrs	$265.00/HR	$132.50
	Telephone conference with Scott Evans re: Exchange Agreement.				
9/21/17	Preparation of Response	J. Michael Haygood	1.3 hrs	$265.00/HR	$344.50
	Review of Exchange Agreement and preparation of response to Scott Evans re: Exchange Agreement.				
	Hourly Fees Total		6.7 hrs		$1,775.50

Balance: $1,775.50