

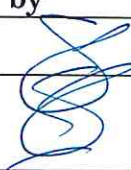
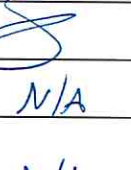
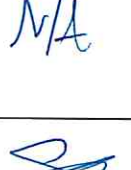
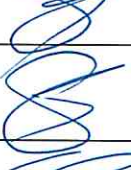

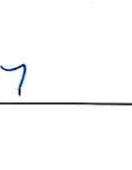
**Riviera Beach CRA  
Payment Authorization Checklist**

Vendor Name: **TORCIVIA, DONLON, GODDEAU & ANSAY, P.A.**

Control No.: **N/A** \_\_\_\_\_ Invoice No.: **15410** \_\_\_\_\_

Invoice Date: **November 3, 2017** \_\_\_\_\_ Payment Amount: **\$592.00** \_\_\_\_\_

Project Supervisor/Responsible Official: **SCOTT EVANS**

|   | Reviewed/Approved<br>by   |
|---|---|
| <input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?  |    |
| <input 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?   | N/A   |
| <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? | N/A   |
| <input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.  |  |
| <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.  |  |

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

 \_\_\_\_\_ Date: 4/21/2017

Approving Authority

☐ Payment approved by the Board of Commissioners by:

Motion No. N/A \_\_\_\_\_

or the Consent Agenda, at its meeting on N/A \_\_\_\_\_. (If applicable)

**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

November 03, 2017

In Reference To: *General Employment Matters*

*Federal Tax ID 65-0195026*

Invoice # 15410

Professional Services

|                                    |  | Hours | Amount    |
|------------------------------------|--|-------|-----------|
| 10/5/2017 LD                       | Review and analyze e-mail from Darlene Hatcher regarding public records request; e-mail to Christy Goddeau; respond to same  | 0.10  |           |
| 10/6/2017 MLR                      | Call with the client regarding a records request; analysis of the records request for surveillance material; draft a response for the records request; correspondence with the individual who made the request notifying him of the exemption of surveillance records. | 2.70  |           |
| 10/9/2017 LD                       | Review and analyze multiple emails regarding public records request and responses  | 0.20  | NO CHARGE |
| For professional services rendered |  | 3.00  | \$592.00  |
| Total Balance due                  |  |       | \$592.00  |

Timekeeper Summary

| Name                                  | Hours | Rate   | Amount   |
|---------------------------------------|-------|--------|----------|
| Lara Donlon, Shareholder              | 0.10  | 250.00 | \$25.00  |
| Lara Donlon, Shareholder              | 0.20  | 0.00   | \$0.00   |
| Matthew L. Ransdell, Senior Associate | 2.70  | 210.00 | \$567.00 |