


# Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **J MICHAEL HAYGOOD** \_\_\_\_\_


Control No.: **NA** Invoice No.: **NC-105** \_

Invoice Date: **DECEMBER 6, 2017** Payment Amount: **\$8,109.00**

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

	Reviewed/Approved 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?	
<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?	
<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: 12-7/2018

Payment approved by the Board of Commissioners by:

Motion No. NA

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



**J. MICHAEL HAYGOOD, P.A.** | ATTORNEY AT LAW

701 NORTHPOINT PARKWAY, SUITE 209  
WEST PALM BEACH, FL 33407

December 6, 2017

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

Re: November Invoice

Dear Mr. Evans:

Attached are the statements for legal services from November 1, 2017 through November 30, 2017, in the total amount of \$8,109.00.

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

Sincerely yours,

A handwritten signature in blue ink, appearing to read "J. Michael Haygood". The signature is fluid and cursive, with the first letter of the first name being a large, prominent "J".

J. Michael Haygood

Enclosures

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

Statement

Invoice No: NC-105  
Date: 12/6/17

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

**General Administration**

**Hourly Fees**

<u>Date</u>	<u>Description</u>	<u>Timekeeper</u>	<u>Time</u>	<u>Rate</u>	<u>Amount</u>
11/2/17	Meeting	J. Michael Haygood	1.1 hrs	\$265.00/HR	\$291.50
	Meeting with CRA staff re: Bonnie Larson.				
11/2/17	Document Preparation	J. Michael Haygood	0.9 hrs	\$265.00/HR	\$238.50
	Preparation of letter to Property Appraiser.				
11/6/17	Document Preparation	J. Michael Haygood	1.8 hrs	\$265.00/HR	\$477.00
	Preparation of Agreement for Management Advisory (pay study)				
11/8/17	Document Preparation	J. Michael Haygood	1.6 hrs	\$265.00/HR	\$424.00
	Preparation of Ground Lease Termination Agreement.				
11/8/17	Document Preparation	J. Michael Haygood	2.3 hrs	\$265.00/HR	\$609.50
	Preparation of initial draft of Management Agreement for Marina Uplands.				

11/13/17	Meeting	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50
Meeting with Commissioner Hubbard.					
11/16/17	Research	J. Michael Haygood	0.9 hrs	\$265.00/HR	\$238.50
Tax exempt of governmental entities.					
11/16/17	Document Preparation	J. Michael Haygood	2.8 hrs	\$265.00/HR	\$742.00
Revised Development Agreement					
11/16/17	Document Preparation	J. Michael Haygood	2.3 hrs	\$265.00/HR	\$609.50
Preparation of Mortgage and Note for Blue Lagoon Development Agreement.					
11/21/17	Document Preparation	J. Michael Haygood	2.3 hrs	\$265.00/HR	\$609.50
Preparation of resolution and 5th Modification to Song Agreement.					
11/22/17	Document Preparation	J. Michael Haygood	2.1 hrs	\$265.00/HR	\$556.50
Preparation of resolution and First Amendment to Chris Wayne agreement.					
11/22/17	Document Review	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
Review and comment to agenda memorandum re: Song Modification.					
11/28/17	Document Review	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
Review of Cash America Lease					
11/29/17	Meeting	J. Michael Haygood	2.1 hrs	\$265.00/HR	\$556.50
Attendance at CRA meeting.					
11/29/17	Meeting	J. Michael Haygood	2.2 hrs	\$265.00/HR	\$583.00
Meeting with CRA staff re: Blue Lagoon Development.					

11/30/17	Document Preparation	J. Michael Haygood	3.1 hrs	\$265.00/HR	\$821.50
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Preparation of revisions to Blue Lagoon Development Agreement.

11/30/17	Draft Document	J. Michael Haygood	2.4 hrs	\$265.00/HR	\$636.00
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Preparation of Purchase and Sale Agreement.

**Hourly Fees Total**

**30.6 hrs**

**\$8,109.00**

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**Balance: \$8,109.00**