

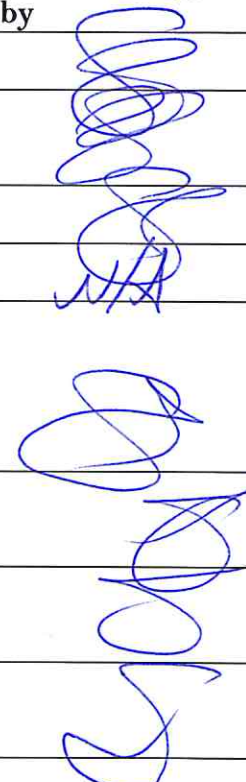
# Riviera Beach CRA Payment Authorization Checklist

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

Control No.: **NA** Invoice No.: **NC-106** \_

Invoice Date: **JANUARY 9, 2018** Payment Amount: **\$8,718.50**

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.**

\_\_\_\_\_  
Approving Authority

Date: 1/10/2018

Payment approved by the Board of Commissioners by:

Motion No. NA

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



entered 1-10-2018



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

January 9, 2017

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

Re: December Invoice

Dear Mr. Evans:

Attached are the statements for legal services from December 1, 2018 through December 31, 2017, in the total amount of \$8,718.50.

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

Sincerely yours,

J. Michael Haygood

A handwritten signature in blue ink, appearing to read "J. Michael Haygood", written over the typed name.

Enclosures

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

# Statement

Invoice No: NC-106  
 Date: 1/9/18

*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>
12/4/17	Revise Document  <i>Revised Development Agreement.</i>	J. Michael Haygood	2.1 hrs	\$265.00/HR	\$556.50
12/5/17	Telephone Conference  <i>Telephone conference with Darlene and Broussard.</i>	J. Michael Haygood	0.6 hrs	\$265.00/HR	\$159.00
12/5/17	Document Preparation  <i>Preparation of Property of Distinction Grant Agreement (Blue Lagoon).</i>	J. Michael Haygood	2.5 hrs	\$265.00/HR	\$662.50
12/5/17	Document Review  <i>Review of lease for food bank.</i>	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
12/5/17	Meeting  <i>Meeting with Arnold Broussard and Darlene re: Amendment to Policies and Procedures.</i>	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
12/6/17	Document Review  <i>Review of Property of Distinction manuel.</i>	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
12/6/17	Review Document	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00

<i>Review of changes to Development Agreement from Scott Evans.</i>					
12/6/17	<i>Review Document</i>	<i>J. Michael Haygood</i>	<i>0.7 hrs</i>	<i>\$265.00/HR</i>	<i>\$185.50</i>
<i>Review changes to Purchase and Sale Agreement from Evans.</i>					
12/6/17	<i>Document Preparation</i>	<i>J. Michael Haygood</i>	<i>1.8 hrs</i>	<i>\$265.00/HR</i>	<i>\$477.00</i>
<i>Preparation of resolution authorizing execution of revised Policy and Procedure Manuel.</i>					
12/6/17	<i>Document Review</i>	<i>J. Michael Haygood</i>	<i>0.8 hrs</i>	<i>\$265.00/HR</i>	<i>\$212.00</i>
<i>Review and revised agenda memorandum for Development Agreement.</i>					
12/7/17	<i>Revise Document</i>	<i>J. Michael Haygood</i>	<i>3.4 hrs</i>	<i>\$265.00/HR</i>	<i>\$901.00</i>
<i>Revised Development Agreement.</i>					
12/7/17	<i>Document Preparation</i>	<i>J. Michael Haygood</i>	<i>2.3 hrs</i>	<i>\$265.00/HR</i>	<i>\$609.50</i>
<i>Preparation of resolution authorizing execution of Development Agreement.</i>					
12/7/17	<i>Revise Document</i>	<i>J. Michael Haygood</i>	<i>2.3 hrs</i>	<i>\$265.00/HR</i>	<i>\$609.50</i>
<i>Revised Property of Distinction Grant Agreement.</i>					
12/7/17	<i>Document Preparation</i>	<i>J. Michael Haygood</i>	<i>0.9 hrs</i>	<i>\$265.00/HR</i>	<i>\$238.50</i>
<i>Preparation of resolution approving lease for Food Bank.</i>					
12/7/17	<i>Review Document</i>	<i>J. Michael Haygood</i>	<i>2.8 hrs</i>	<i>\$265.00/HR</i>	<i>\$742.00</i>
<i>Review of comments from Scott Evans of Development Agreement and revised.</i>					
12/8/17	<i>Document Preparation</i>	<i>J. Michael Haygood</i>	<i>1.8 hrs</i>	<i>\$265.00/HR</i>	<i>\$477.00</i>
<i>Preparation of lease agreement for Food Bank.</i>					
12/13/17	<i>Meeting</i>	<i>J. Michael Haygood</i>	<i>2.5 hrs</i>	<i>\$265.00/HR</i>	<i>\$662.50</i>
<i>Attendance at CRA meeting.</i>					
12/14/17	<i>Research</i>	<i>J. Michael Haygood</i>	<i>0.8 hrs</i>	<i>\$265.00/HR</i>	<i>\$212.00</i>
<i>Research Public Records Act re: pending proposals.</i>					
12/14/17	<i>Document Review</i>	<i>J. Michael Haygood</i>	<i>0.3 hrs</i>	<i>\$265.00/HR</i>	<i>\$79.50</i>
<i>Review e-mail re: procurement for retrofit of Kid's splash pool.</i>					
12/19/17	<i>Revise Document</i>	<i>J. Michael Haygood</i>	<i>2.5 hrs</i>	<i>\$265.00/HR</i>	<i>\$662.50</i>
<i>Revised Development Agreement and Ancillary Documents.</i>					
12/19/17	<i>Telephone Conference</i>	<i>J. Michael Haygood</i>	<i>0.5 hrs</i>	<i>\$265.00/HR</i>	<i>\$132.50</i>
<i>Telephone conference with Scott Evans.</i>					

12/21/17	Revise Document	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	<i>Revised proposed modification to Miller3 Agreement.</i>				
	<i>Hourly Fees Total</i>		<i>32.9 hrs</i>		<i>\$8,718.50</i>

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*Balance: \$8,718.50*