

# Riviera Beach CRA Payment Authorization Checklist

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

Control No.: **NA**

Invoice No.: **NC-115**

Invoice Date: **April 10, 2018**

Payment Amount: **\$6,068.50**

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

	Reviewed/Approved by
<input type="checkbox"/> Project "scope of work and deliverables" reviewed?	
<input type="checkbox"/> Payment support documentation appropriate based on work scope?	
<input type="checkbox"/> Deliverables due with this invoice have been received?	
<input type="checkbox"/> If final payment, have all deliverables been received?	
<input 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 type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	
<input type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	
<input 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: April 10, 2018  
 Approving Authority \_\_\_\_\_

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

April 10, 2018

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

Re: March Invoice

Dear Mr. Evans:

Attached are the statements for legal services from March 1, 2018 through March 31, 2018, in the total amount of \$6,068.50.

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

Sincerely yours,

  
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-115  
 Date: 4/10/18

*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>
3/1/18	Telephone Conference  Telephone conference with Damian Albert re: Coogle.	J. Michael Haygood	0.6 hrs	\$265.00/HR	\$159.00
3/5/18	Document Review  Review of title information for applicant for housing grant.	J. Michael Haygood	0.2 hrs	\$265.00/HR	\$53.00
3/5/18	Document Review  Review of legislative alert.	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
3/6/18	Telephone Conference  Telephone conference with Andy DeGraffenreidt.	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
3/6/18	Telephone Conference  Telephone conference with Darlene.	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
3/6/18	Document Preparation	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50



	<i>Review of CRA office lease and preparation of email to Carlos Santerio.</i>				
3/13/18	<i>Research</i>	<i>J. Michael Haygood</i>	<i>1.1 hrs</i>	<i>\$265.00/HR</i>	<i>\$291.50</i>
	<i>Review of City Charter regarding term of lease for Marina.</i>				
3/15/18	<i>Telephone Conference</i>	<i>J. Michael Haygood</i>	<i>0.3 hrs</i>	<i>\$265.00/HR</i>	<i>\$79.50</i>
	<i>Telephone conference with Tanya Davis Johnson.</i>				
3/15/18	<i>Document Review</i>	<i>J. Michael Haygood</i>	<i>0.7 hrs</i>	<i>\$265.00/HR</i>	<i>\$185.50</i>
	<i>Review of letter re: home improvement grant.</i>				
3/20/18	<i>Meeting</i>	<i>J. Michael Haygood</i>	<i>1.1 hrs</i>	<i>\$265.00/HR</i>	<i>\$291.50</i>
	<i>Meeting with Commissioner Davis and Scott Evans.</i>				
3/21/18	<i>Document Review</i>	<i>J. Michael Haygood</i>	<i>3.1 hrs</i>	<i>\$265.00/HR</i>	<i>\$821.50</i>
	<i>Review of O&amp;E Reports for Commercial grant program.</i>				
3/22/18	<i>Telephone Conference</i>	<i>J. Michael Haygood</i>	<i>0.3 hrs</i>	<i>\$265.00/HR</i>	<i>\$79.50</i>
	<i>Telephone conference with Darlene re: Boys Club.</i>				
3/23/18	<i>Document Preparation</i>	<i>J. Michael Haygood</i>	<i>1.7 hrs</i>	<i>\$265.00/HR</i>	<i>\$450.50</i>
	<i>Preparation of resolution and contract for Anderson &amp; Carr.</i>				
3/23/18	<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 and agreement for Miller3.</i>				
3/23/18	<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 for Commercial grants.</i>				
3/26/18	<i>Document Review</i>	<i>J. Michael Haygood</i>	<i>1.5 hrs</i>	<i>\$265.00/HR</i>	<i>\$397.50</i>
	<i>Review of email from Conrad re: CAM payment from Tikki and Sublease agreement.</i>				
3/28/18	<i>Meeting</i>	<i>J. Michael Haygood</i>	<i>3.0 hrs</i>	<i>\$265.00/HR</i>	<i>\$795.00</i>
	<i>Attendance at CRA meeting.</i>				
3/28/18	<i>Research</i>	<i>J. Michael Haygood</i>	<i>0.9 hrs</i>	<i>\$265.00/HR</i>	<i>\$238.50</i>
	<i>Review of State statute and bylaws re: appointed of Chairman of CRA.</i>				
3/29/18	<i>Review Document</i>	<i>J. Michael Haygood</i>	<i>1.5 hrs</i>	<i>\$265.00/HR</i>	<i>\$397.50</i>
	<i>Review of Neighborhood Garden lease.</i>				
	<b>Hourly Fees Total</b>		<b>22.9 hrs</b>		<b>\$6,068.50</b>