Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: J Michael Haygood

Control No.: NA Invoice No.: NC-125 + NC 126

Invoice Date: 10/3/18 Payment Amount: $ 6466.00

Project Supervisor/Responsible Official: Scott Evans

		Reviewed/Approved by
☑	Project "scope of work and deliverables" reviewed ?	HB
☑	Payment support documentation appropriate based on work scope ?	HB
☑	Deliverables due with this invoice have been received ?	HB
☐	If final payment, have all deliverables been received ?	
☑	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 ?	HB
☑	Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	HB
☑	The nature of work being performed is within the scope of the CRA plan.	HB
☑	Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	HB

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

Approving Authority

Date: 10/4/2018

☒ Payment approved by the Board of Commissioners by Motion No. N/A or the Consent Agenda, at its meeting on N/A . (If applicable)

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

September 6, 2018

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 two statements for legal services through September 30, 2018, in the total amount of $6,466.00.

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-125
Date: 10/3/18

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

Issuance of New Debt

Hourly Fees

Date	Description	Timekeeper	Time	Rate	Amount
9/11/18	Telephone Conference	J. Michael Haygood	0.4 hrs	$265.00/HR	$106.00
	Telephone conference with Joilinda Herring				
9/13/18	Review Document	J. Michael Haygood	1.8 hrs	$265.00/HR	$477.00
	Review of Proposal from Hilltop Securties and preparation of contract.				
9/18/18	Document Preparation	J. Michael Haygood	2.5 hrs	$265.00/HR	$662.50
	Preparation of PSA for Financial Advisory.				
9/18/18	Document Review	J. Michael Haygood	0.5 hrs	$265.00/HR	$132.50
	Review of Engagement letter for Bond Counsel.				
9/21/18	Telephone Conference	J. Michael Haygood	0.3 hrs	$265.00/HR	$79.50
	Telephone conference with Joel Tindal.				
9/27/18	Telephone Conference	J. Michael Haygood	0.9 hrs	$265.00/HR	$238.50
	Telephone conference with Financing Group re: new debt.				
9/28/18	Document Review	J. Michael Haygood	1.8 hrs	$265.00/HR	$477.00

Review of Time Schedule, financing loan scenario, and propose request for loan proposals.		
Hourly Fees Total	**8.2 hrs**	**$2,173.00**

Balance: $2,173.00

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

Statement

Invoice No: NC-126
Date: 10/3/18

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
9/4/18	Document Review	J. Michael Haygood	0.4 hrs	$265.00/HR	$106.00
	Review of public records request re: Crab Pot.				
9/5/18	Telephone Conference	J. Michael Haygood	0.7 hrs	$265.00/HR	$185.50
	Telephone conference with Scott Evans.				
9/5/18	Correspondence	J. Michael Haygood	0.4 hrs	$265.00/HR	$106.00
	Review of correspondence re: Sale of City owned property.				
9/6/18	Review Document	J. Michael Haygood	1.9 hrs	$265.00/HR	$503.50
	Review and revised of proposed agreement for Harvard Jolly.				
9/6/18	Document Review	J. Michael Haygood	1.4 hrs	$265.00/HR	$371.00
	Review and preparation of resolution for Singer Island Community Garden.				
9/6/18	Document Review	J. Michael Haygood	0.5 hrs	$265.00/HR	$132.50
	Review of proposed letter to Busch Canvas.				
9/12/18	Meeting	J. Michael Haygood	1.8 hrs	$265.00/HR	$477.00

	Attendance at CRA meeting.				
9/20/18	Document Review	J. Michael Haygood	1.3 hrs	$265.00/HR	$344.50
	Review of proposed payment and performance bonds for Seawall Removal.				
9/24/18	Document Review	J. Michael Haygood	0.6 hrs	$265.00/HR	$159.00
	Review of public request.				
9/24/18	Document Review	J. Michael Haygood	0.8 hrs	$265.00/HR	$212.00
	Review of proposal for plans for various development parcels in CRA.				
9/25/18	Document Preparation	J. Michael Haygood	2.1 hrs	$265.00/HR	$556.50
	Preparation of contract for grant writer.				
9/27/18	Telephone Conference	J. Michael Haygood	0.4 hrs	$265.00/HR	$106.00
	Telephone conference with Annetta Jenkins re: proposed loan to developer.				
9/27/18	Document Preparation	J. Michael Haygood	2.5 hrs	$265.00/HR	$662.50
	Review and comments to documents for RFP for Business Incubator.				
9/27/18	Document Review	J. Michael Haygood	0.9 hrs	$265.00/HR	$238.50
	Review of proposed FHFC form for loan commitment.				
9/28/18	Telephone Conference	J. Michael Haygood	0.5 hrs	$265.00/HR	$132.50
	Telephone conference with Kevin Kroll re: loan.				
	Hourly Fees Total		**16.2 hrs**		**$4,293.00**

Balance: $4,293.00