

**Riviera Beach CRA  
Payment Authorization Checklist**

Vendor Name: J. Michael Haygood

Control No.: \_\_\_\_\_ Invoice No.: NC 45

Invoice Date: 11/04/2015 Payment Amount: \$ 3948.50

Project Supervisor/Responsible Official: Tony Brown

	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 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 ?	<u>KAC</u>
<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 checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<u>KAC</u>

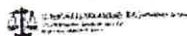
The invoice and supporting documentation have been reviewed and it is approved for payment.

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

Date: \_\_\_\_\_

<input type="checkbox"/> Payment approved by the Board of Commissioners by Motion No. _____ or the Consent Agenda, at its meeting on _____. (If applicable)
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processed  
11/11/15 (KAC)



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

# Statement

Invoice No: NC-45  
 Date: 11/4/15

Bill to: Riviera Beach Community Redevelopment Agency  
 Tony T. Brown  
 2001 Broadway  
 Suite 300  
 Riviera Beach, FL 33404

## Viking/Marina Development

### Hourly Fees

<u>Date</u>	<u>Description</u>	<u>Timekeeper</u>	<u>Time</u>	<u>Rate</u>	<u>Amount</u>
10/6/15	Document Preparation	J. Michael Haygood	1.3 hrs	\$265.00/HR	\$344.50
	Preparation of changes to Exchange Agreement.				
10/7/15	Telephone Conference	J. Michael Haygood	2.5 hrs	\$265.00/HR	\$662.50
	Telephone conference re: Marine Way; review and receipt of various emails.				
10/8/15	Review Document	J. Michael Haygood	2.5 hrs	\$265.00/HR	\$662.50
	Review of Brown's term sheet for Marine Way.				
10/14/15	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	Telephone conference with Jay Taplin.				
10/15/15	Meeting	J. Michael Haygood	3.5 hrs	\$265.00/HR	\$927.50
	Meeting with CRA staff and Taplin.				
10/15/15	Document Preparation	J. Michael Haygood	2.5 hrs	\$265.00/HR	\$662.50

entered 11-10-15

*Preparation of easement agreement.*

10/19/15	Telephone Conference	J. Michael Haygood	2.0 hrs	\$265.00/Hr	\$530.00
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*Telephone conference with CRA staff.*

10/21/15	Conference Call	J. Michael Haygood	0.3 hrs	\$265.00/Hr	\$79.50
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*Conference call with Jay Taplin.*

<b>Hourly Fees Total</b>			<b>14.9 hrs</b>		<b>\$3,948.50</b>
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<b>Balance:</b>				<b>\$3,948.50</b>
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