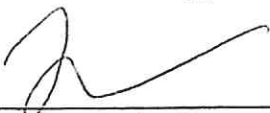


Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Jay Taplin, PA
 Control No.: _____ Invoice No.: 1321
 Invoice Date: 2-29-16 Payment Amount: \$ 890⁰⁰
 Project Supervisor/Responsible Official: J. Michael Huygood

	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>Ey</u>
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<u>Ey</u>
<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>Ey</u>

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


 Approving Authority

Date: 4-18-16

☐ Payment approved by the Board of Commissioners by Motion No. _____ or the Consent Agenda, at its meeting on _____. (If applicable)

JAY A. TAPLIN, P.A.

1555 Palm Beach Lakes Blvd.
Suite 1510
West Palm Beach, FL 33401

Invoice

Date	Invoice #
2/29/2016	1321

Project
Riviera Beach CRA General Lease Matters; CBRE

Bill To
Riviera Beach CRA

Date	Item	Description	Hours	Rate	Amount
2/3/2016	Taplin, J.	Telephone discussion with Michael Haygood regarding Listing Agreement with CBRE and commission structure, and matters related thereto.	0.1	325.00	32.50
2/4/2016	Taplin, J.	Initial reviews and searches regarding issues of defaulting tenant and commissions payable on re-lease by same broker with exclusive, and matters related thereto; Telephone call to Broker; Telephone call to Michael Haygood, and matters related thereto.	0.7	325.00	227.50
2/5/2016	Taplin, J.	Telephone discussion with Michael Haygood regarding CBRE listing issues, and matters related thereto; Preparation of e-mail to Michael Haygood regarding and remitting documentation.	0.2	325.00	65.00
2/16/2016	Taplin, J.	Telephone discussion with Michael Haygood regarding redlined CBRE draft Letter Agreements; Receipt and review of e-mail from Michael Haygood regarding and remitting e-mail containing redline draft CBRE Letter Agreements; Initial scan read of agreement and matters and notes related thereto; Begin preparation of Memorandum to Michael Haygood regarding foregoing.	1.4	325.00	455.00
2/17/2016	Taplin, J.	Finalize preparation of Memorandum to Mike Haygood regarding draft CBRE Agreement, and matters related thereto; Preparation of e-mail to Michael Haygood regarding and remitting foregoing.	1.7	325.00	552.50
2/22/2016	Taplin, J.	Telephone call to Michael Haygood, and matters related thereto.	0.1	325.00	32.50
2/29/2016	DISCOUNT	TOTAL LEGAL FEES			1,365.00
2/29/2016		COURTESY DISCOUNT AND ADJUSTMENT		-475.00	-475.00

Total \$890.00

Balance Due \$890.00

PROCESSED

APR 14 2016

extended 4-14-16

From: MICHAEL HAYGOOD <mhaygood@haygoodlaw.com>
Sent: Thursday, March 31, 2016 12:39 PM
To: Conrad Koller
Subject: Fwd: City of Riviera Beach CRA-CBRE; Invoice
Attachments: 12-0159 City of Riviera Beach CBRE #1321 2-29-16 890.pdf

This is Jay Taplin's latest invoice. I approve the invoice. Please put on next agenda. Thanks.

J. Michael Haygood
J. Michael Haygood, P.A.
701 Northpoint Parkway Suite 209
West Palm Beach, Florida 33407
Tel: 561-684-8311
Fax: 561-686-8764
E-mail: mhaygood@haygoodlaw.com

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Begin forwarded message:

From: Jay Taplin <JTaplin@taplinlaw.net>
Subject: City of Riviera Beach CRA-CBRE; Invoice
Date: February 29, 2016 at 6:15:55 PM EST
To: MICHAEL HAYGOOD <mhaygood@haygoodlaw.com>

Mike, I hope all is well.

I am attaching my invoice.

Thanks Mike, Jay.

Jay A. Taplin
Florida Bar Board Certified Real Estate Law
Taplin & Associates
Suite 1510
1555 Palm Beach Lakes Boulevard
West Palm Beach, Florida 33401
(561) 684-8399 (ph)
(561) 471-8055 (fax)
jtaplin@taplinlaw.net

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