

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: Torcivia, Donlon, Goddeau & Ansay, P.A

Control No.: _____ Invoice No.: 14128

Invoice Date: 9/7/16 Payment Amount: \$ 294.00

Project Supervisor/Responsible Official: J. Michael Haygood

	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.	<u>SM</u>

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

 Date: 10-19-16
Approving Authority

Payment approved by the Board of Commissioners by:

Motion No. _____

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

entered 9-27-16 SM

**TORCIVIA, DONLON,
GODDEAU & ANSAY, P.A.**

701 Northpoint Parkway, Suite 209
West Palm Beach, Florida 33407

Riviera Beach Community Redevelopment Agency
2001 Broadway, Suite 300
Riviera Beach, FL 33404
Attn: Darlene Hatcher

561-686-8700
561-686-8764 fax
www.torcivialaw.com

September 07, 2016

In Reference To: *General Employment Matters*

Federal Tax ID 65-0195026

Invoice # 14128

Professional Services

RECEIVED
SEP 21 2016
RIVIERA BEACH COMMUNITY
REDEVELOPMENT AGENCY

	<u>Hours</u>	<u>Amount</u>
8/4/2016 JO Confer with M. Haygood regarding personnel issue; review of employment agreement; receipt and review of email correspondence from M. Haygood with draft correspondence attached; review and revise draft correspondence; prepare email correspondence with same to M. Haygood.	1.30	
8/30/2016 JO Phone conversation with Mike Haygood regarding personnel matter	0.10	
For professional services rendered		1.40 \$294.00
Total Balance due		\$294.00

Timekeeper Summary			
<u>Name</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Jonathan O'Connell, Senior Associate	1.40	210.00	\$294.00

Darlene Hatcher

From: MICHAEL HAYGOOD <mhaygood@haygoodlaw.com>
Sent: Wednesday, September 21, 2016 11:12 AM
To: Darlene Hatcher
Cc: Scott Evans
Subject: Re: Open Invoices

Yes, I approve the one CRA invoice.

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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On Sep 21, 2016, at 10:51 AM, Darlene Hatcher <dhatcher@rbkra.com> wrote:

There is one for the CRA. Take a look at invoice 14128 from Torcivia, Donlon Goddeau & Ansay, P.A.

<image001.png>

Darlene Hatcher

Operations Manager & Public Information Officer

2001 Broadway, Suite 300 | Riviera Beach, FL 33404

P. 561.844.3408
| F.561.881.8043 www.rbkra.com <image002.png> <image003.png>

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From: MICHAEL HAYGOOD [<mailto:mhaygood@haygoodlaw.com>]
Sent: Wednesday, September 21, 2016 10:51 AM
To: Darlene Hatcher <dhatcher@rbkra.com>
Cc: Scott Evans <sevans@rbkra.com>
Subject: Re: Open Invoices

These are for services rendered to the City not the CRA.

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

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On Sep 21, 2016, at 9:04 AM, Darlene Hatcher <dhatcher@rbkra.com> wrote:

Please review and approve the invoice for the CRA. Once approved, I will forward to Finance for processing.

Thanks,

Darlene

Sent from my iPhone

Begin forwarded message:

From: "James ,Shelia Y"
<Sjames@Rivierabch.com>
To: "Darlene Hatcher"
<dhatcher@rbcra.com>
Subject: FW: Open Invoices

Good Morning Darlene:

Please review and pay invoice 14128 from Torcivia, Donlon
Goddeau & Ansay, P.A.

Thanks,
Shelia

From: Christina Delaney [<mailto:cdelaney@torcivialaw.com>]
Sent: Tuesday, September 20, 2016 4:04 PM
To: Degraffenreidt, Andrew <ADegraffenreidt@Rivierabch.com>; James ,Shelia Y
<Sjames@Rivierabch.com>
Subject: Open Invoices

Good Afternoon,

Please see the attached open invoices. We have 2 that are open from June.
The others are from August, but ! just thought I would give send all that were
outstanding for your information..
Please call me with any questions.
Please confirm receipt.
Thank you!

Have a Great Day!
Christina Delaney

**TORCIVIA, DONLON,
GODDEAU & ANSAY, P.A.**

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