

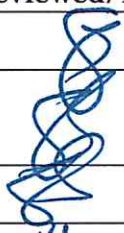


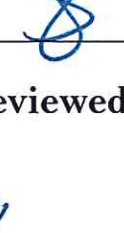

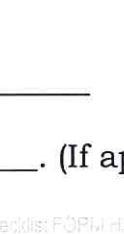
# Riviera Beach CRA Payment Authorization Checklist

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


Control No.: **NA** Invoice No.: **NC-122**

Invoice Date: **August 6, 2018** Payment Amount: **\$7,234.50**

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

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	
<input type="checkbox"/> If final payment, have all deliverables been received?	N/A
<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?	
<input type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	N/A
<input checked="" 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.	

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

 \_\_\_\_\_ Date: Aug 14, 2018

VENDOR = 12285 ACCOUNT = 811-3000-512-1-3102

Payment approved by the Board of Commissioners by:

Motion No. NA

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

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY  
PAYMENT REQUISITION FORM**

TODAYS DATE: 8/8/2018  
 VENDOR NAME: J MICHAEL HAYGOOD  
 VENDOR #: 12285  
 INVOICE #: NC-122  
 INVOICE DATE: 8/6/2018  
 PO #: \_\_\_\_\_

X

BCP  
C & S  
CDE  
CRA  
MEC  
MV  
RBEC, LLC

(48)

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
<del>842-3008-559-0-3102</del>	LEGAL SERVICES		\$ 7,234.50
811-3000-512-1-3102			
<b>INVOICE TOTAL</b>			<b>\$7,234.50</b>

COMMENTS: \_\_\_\_\_ APPROVED BY: 

CRA POLICY ON PURCHASES LESS THAN \$2,500 REQUIRES THAT THE PURCHASE PRICE IS "FAIR AND REASONABLE." IF COMPETITIVE QUOTES ARE REQUIRED, PLEASE COMPLETE SECTION C AND SUBMIT QUOTES WITH INVOICE. IF UNDER \$2500 PLEASE COMPLETE SECTION A OR B BELOW.

**SECTION A - CERTIFICATION**

PLEASE ANNOTATE BELOW HOW YOU DETERMINED THAT THE PRICE IS FAIR AND REASONABLE; EXAMPLES INCLUDE: PROFESSIONAL MARKET EXPERIENCE, MARKET TREND, PREVIOUS PURCHASE, CATALOG PRICE, ADVERTISING PUBLICATIONS, ETC.  
 I HAVE DETERMINED THAT THE PRICE IS FAIR AND REASONABLE. MY REASONS INCLUDE:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION B - OTHER AGREEMENT**

**SECTION C - QUOTES**

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: \_\_\_\_\_  
 ENTERED IN FMS / ADG: \_\_\_\_\_  
 DATE MAILED: \_\_\_\_\_



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

August 6, 2018

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

Re: July Invoice

Dear Mr. Evans:

Attached are the statements for legal services from July 1, 2018 through July 31, 2018, in the total amount of \$7,234.50.

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

Sincerely yours,

J. Michael Haygood

Enclosures

✓ = 12285

811-3000-5127-3102

entered 8-6-18



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

# Statement

Invoice No: NC-122  
 Date: 8/6/18

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>
7/9/18	Document Preparation	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50
	Preparation of resolution re: Event Center pricing.				
7/9/18	Document Review	J. Michael Haygood	0.9 hrs	\$265.00/HR	\$238.50
	Review of contract for Code Fever.				
7/10/18	Meeting	J. Michael Haygood	1.7 hrs	\$265.00/HR	\$450.50
	Meeting with Scott Evans.				
7/11/18	Telephone Conference	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
	Telephone conference with Scott Evans.				
7/11/18	Meeting	J. Michael Haygood	1.7 hrs	\$265.00/HR	\$450.50
	Attendance at CRA meeting.				
7/11/18	Document Preparation	J. Michael Haygood	3.1 hrs	\$265.00/HR	\$821.50
	Preparation of Management Agreement.				
7/11/18	Review Document	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50

	<i>Review of appraisals for 2600 Broadway</i>				
7/16/18	<i>Review Document</i>	<i>J. Michael Haygood</i>	<i>0.3 hrs</i>	<i>\$265.00/HR</i>	<i>\$79.50</i>
	<i>Review of emails re: fire retardant for tikki roof.</i>				
7/19/18	<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 proposed confidentiality agreement.</i>				
7/19/18	<i>Research</i>	<i>J. Michael Haygood</i>	<i>2.3 hrs</i>	<i>\$265.00/HR</i>	<i>\$609.50</i>
	<i>Review of CRA Procurement Code Re: RFP.</i>				
7/19/18	<i>Review Document</i>	<i>J. Michael Haygood</i>	<i>1.8 hrs</i>	<i>\$265.00/HR</i>	<i>\$477.00</i>
	<i>Review three contracts for media contracts.</i>				
7/24/18	<i>Research</i>	<i>J. Michael Haygood</i>	<i>2.5 hrs</i>	<i>\$265.00/HR</i>	<i>\$662.50</i>
	<i>Research exemption of City Marina from property taxes.</i>				
7/24/18	<i>Document Review</i>	<i>J. Michael Haygood</i>	<i>0.6 hrs</i>	<i>\$265.00/HR</i>	<i>\$159.00</i>
	<i>Review letter to Healthy Food Healthy Living.</i>				
7/25/18	<i>Document Preparation</i>	<i>J. Michael Haygood</i>	<i>3.2 hrs</i>	<i>\$265.00/HR</i>	<i>\$848.00</i>
	<i>Preparation of LOI for purchase of 2600 Broadway</i>				
7/25/18	<i>Telephone Conference</i>	<i>J. Michael Haygood</i>	<i>0.8 hrs</i>	<i>\$265.00/HR</i>	<i>\$212.00</i>
	<i>Telephone conference with Scott Evans.</i>				
7/26/18	<i>Research</i>	<i>J. Michael Haygood</i>	<i>0.9 hrs</i>	<i>\$265.00/HR</i>	<i>\$238.50</i>
	<i>Research Sunbiz for corporate status of Vendors.</i>				
7/27/18	<i>Meeting</i>	<i>J. Michael Haygood</i>	<i>2.3 hrs</i>	<i>\$265.00/HR</i>	<i>\$609.50</i>
	<i>Meeting with CRA Staff re: RFP for Marina.</i>				
7/30/18	<i>Document Review</i>	<i>J. Michael Haygood</i>	<i>0.3 hrs</i>	<i>\$265.00/HR</i>	<i>\$79.50</i>
	<i>Review of revised agreement for Mosaic Group.</i>				
	<b><i>Hourly Fees Total</i></b>		<b><i>27.3 hrs</i></b>		<b><i>\$7,234.50</i></b>

***Balance: \$7,234.50***