# Riviera Beach CRA
## Payment Authorization Checklist

**Vendor Name:** **J MICHAEL HAYGOOD** _____

**Control No.:** **NA** **Invoice No.:** **NC-129**

**Invoice Date:** **JANUARY 7, 2018** **Payment Amount:** **$6,068.50**

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

| | Reviewed/Approved by |
|---|---|
| ☑ Project "scope of work and deliverables" reviewed? | |
| ☑ Payment support documentation appropriate based on work scope? | |
| ☑ Deliverables due with this invoice have been received? | |
| ☐ If final payment, have all deliverables been received? | N/A |
| ☑ 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? | |
| ☑ Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement. | |
| ☑ The nature of work being performed is within the scope of the CRA plan. | |
| ☑ 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:** 1/7/2019

**Approving Authority**

VENDOR = 12285 ACCOUNT = 81150101-531000

☐ Payment approved by the Board of Commissioners by:

Motion No. _____NA_____

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

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

# Statement

Invoice No: NC-129
Date: 1/7/19

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 |
|---|---|---|---|---|---|
| 12/3/18 | Meeting | J. Michael Haygood | 2.5 hrs | $265.00/HR | $662.50 |
| | Meeting with Scott Evans. | | | | |
| 12/4/18 | Review Document | J. Michael Haygood | 2.4 hrs | $265.00/HR | $636.00 |
| | Review and preparation of Agreement for lawn maintance and resolution approving. | | | | |
| 12/4/18 | Review Document | J. Michael Haygood | 2.5 hrs | $265.00/HR | $662.50 |
| | Review and revised memorandum to Board of Commissioners. | | | | |
| 12/5/18 | Meeting | J. Michael Haygood | 2.5 hrs | $265.00/HR | $662.50 |
| | Meeting with Developers of Sands Hotel Project and Scott Evans. | | | | |
| 12/6/18 | Meeting | J. Michael Haygood | 1.0 hrs | $265.00/HR | $265.00 |
| | Meeting with Scott Evans and Chairman. | | | | |
| 12/6/18 | Document Preparation | J. Michael Haygood | 1.3 hrs | $265.00/HR | $344.50 |
| | Preparation of resolution for Night porter Services. | | | | |
| 12/10/18 | Meeting | J. Michael Haygood | 1.3 hrs | $265.00/HR | $344.50 |

| | | | | | |
|---|---|---|---|---|---|
| | Meeting with Commissioner Botel and Scott Evans. | | | | |
| 12/10/18 | Meeting | J. Michael Haygood | 2.1 hrs | $265.00/HR | $556.50 |
| | Meeting with Scott Evans. | | | | |
| 12/10/18 | Meeting | J. Michael Haygood | 1.0 hrs | $265.00/HR | $265.00 |
| | Meeting with Kashamba Miller Anderson | | | | |
| 12/11/18 | Meeting | J. Michael Haygood | 1.3 hrs | $265.00/HR | $344.50 |
| | Meeting with Commisoner Davis. | | | | |
| 12/12/18 | Meeting | J. Michael Haygood | 4.5 hrs | $265.00/HR | $1,192.50 |
| | Attendance at CRA meeting. | | | | |
| 12/17/18 | Telephone Conference | J. Michael Haygood | 0.5 hrs | $265.00/HR | $132.50 |
| | Telephone conference re: Workmens's Compensation Claim. | | | | |
| | **Hourly Fees Total** | | **22.9 hrs** | | **$6,068.50** |

**Balance: $6,068.50**

# RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
## PAYMENT REQUISITION FORM

| | |
|---|---|
| **TODAYS DATE:** | 1/7/2019 |
| **VENDOR NAME:** | J MICHAEL HAYGOOD |
| **VENDOR #:** | 12285 |
| **INVOICE #:** | NC-129 |
| **INVOICE DATE:** | 1/7/2019 |
| **PO #:** | |

| | |
|---|---|
| | BCP |
| | C & S |
| | CDE |
| X | CRA |
| | MEC |
| | MV |
| | RBEC,LLC |

| FUND ACCOUNT NUMBER | DESCRIPTION | JOB | AMOUNT |
|---|---|---|---|
| 81150101531000 | DECEMBER 2018 SERVICES | | $ 6,068.50 |
| | | | |
| | | | |
| | | | |
| | **INVOICE TOTAL** | | **$6,068.50** |

| 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 RESONABLE; 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:

PROFESSIONAL MARKET EXPERIENCE

**SECTION B - OTHER**

**SECTION C - QUOTES**

| VENDOR | PRICE QUOTED | COMMENT / RANKING |
|---|---|---|
| 1 | | |
| 2 | | |
| 3 | | |

| | |
|---|---|
| **RECEIVED BY FINANCE:** | |
| **ENTERED IN TYLER:** | JAN 0 8 2019 |
| **DATE MAILED:** | |