

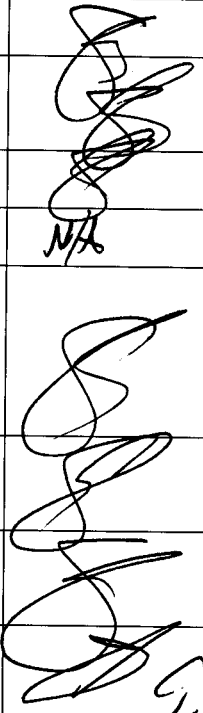
# Riviera Beach CRA Payment Authorization Checklist

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

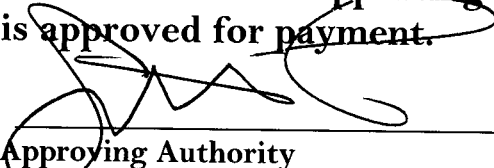
Control No.: **NA** Invoice No.: **NC-130**

Invoice Date: **FEBRUARY 4, 2019** Payment Amount: **\$10,759.00**

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

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	
<input 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?	
<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.	
<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.**

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

Date: 2/4/2019

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)

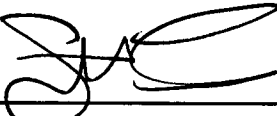
**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY  
PAYMENT REQUISITION FORM**

TODAYS DATE: 2/5/2019  
 VENDOR NAME: J MICHAEL HAYGOOD  
 VENDOR #: 12285  
 INVOICE #: NC-130  
 INVOICE DATE: 2/4/2019  
 PO #: \_\_\_\_\_

<b>X</b>

BCP  
 C & S  
 CDE  
 CRA  
 MEC  
 MV  
 RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101531000	JANUARY 2019 SERVICES		\$ 10,759.00
<b>INVOICE TOTAL</b>			<b>\$10,759.00</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:

PROFESSIONAL MARKET EXPERIENCE

**SECTION B - OTHER**

**SECTION C - QUOTES**

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: \_\_\_\_\_  
 ENTERED IN TYLER: FEB 05 2019   
 DATE MAILED: \_\_\_\_\_

**# 1476**



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

February 4, 2019

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

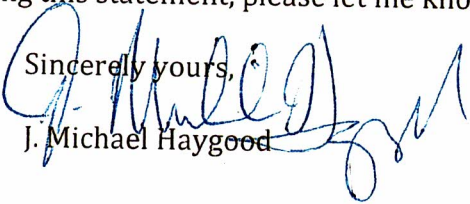
Re: February Invoice

Dear Mr. Evans:

Attached are the statements for legal services from January 1, 2019 through January 31, 2019, in the total amount of \$10,759.00.

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

Sincerely yours,

  
J. Michael Haygood

Enclosures



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

# Statement

Invoice No: NC-130  
Date: 2/4/19

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>
1/4/19	Meeting	J. Michael Haygood	1.8 hrs	\$265.00/HR	\$477.00
	<i>Meeting with CRA staff re: pending legal matters.</i>				
1/4/19	Meeting	J. Michael Haygood	2.0 hrs	\$265.00/HR	\$530.00
	<i>Meeting with Staff and Sand's hotel development team.</i>				
1/7/19	Document Preparation	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	<i>Preparation of modification to Grant Writing Contract.</i>				
1/8/19	Revise Document	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	<i>Revised cleaning service agreement.</i>				
1/11/19	Meeting	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	<i>Telephone conference with Staff and APD and Tezral representatives.</i>				
1/15/19	Document Preparation	J. Michael Haygood	2.4 hrs	\$265.00/HR	\$636.00
	<i>Preparation of Agreement and resolution authorizing execution for marketing services.</i>				
1/15/19	Correspondence	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50

Telephone conference with Annetta Jenkins and review of resolution approving matching funds for FHFC project.

1/17/19	Document Review	J. Michael Haygood	4.8 hrs	\$265.00/HR	\$1,272.00
	<i>Review of Proposed LOI from Tezral and APD.</i>				
1/17/19	Document Review	J. Michael Haygood	2.3 hrs	\$265.00/HR	\$609.50
	<i>Review and comment to RFP for disposition of CRA property for Parking.</i>				
1/18/19	Telephone Conference	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
	<i>Telephone conference with Scott Evans and representatives from Tezral and APD.</i>				
1/21/19	Meeting	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	<i>Meeting with Scott Evans.</i>				
1/21/19	Meeting	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50
	<i>Meeting with Scott Evans and Commissioner T&gt;D&gt; Davis.</i>				
1/22/19	Meeting	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50
	<i>Meeting with Scott Evans.</i>				
1/23/19	Meeting	J. Michael Haygood	2.0 hrs	\$265.00/HR	\$530.00
	<i>Attendance at CRA meeting.</i>				
1/23/19	Phone Call	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	<i>Telephone conference with CRA Staff.</i>				
1/24/19	Meeting	J. Michael Haygood	1.1 hrs	\$265.00/HR	\$291.50
	<i>Meeting with Scott Evans and Commissioner Hubbard.</i>				
1/24/19	Document Preparation	J. Michael Haygood	2.4 hrs	\$265.00/HR	\$636.00
	<i>Preparation of opinion re: procurement.</i>				
1/25/19	Research	J. Michael Haygood	2.4 hrs	\$265.00/HR	\$636.00
	<i>Research public records and selection committees.</i>				
1/29/19	Review Document	J. Michael Haygood	3.8 hrs	\$265.00/HR	\$1,007.00
	<i>Review of proposal from APD and Tezral and procurement code; business entities and assignments.</i>				
1/29/19	Meeting	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	<i>Meeting with Scott Evans and Dana Nottingham.</i>				
1/29/19	Telephone Conference	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
	<i>Telephone conference with Dawn Wynn.</i>				

1/30/19	Telephone Conference	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
	<i>Telephone conference with Scott Evans.</i>				
1/30/19	Review Document	J. Michael Haygood	2.1 hrs	\$265.00/HR	\$556.50
	<i>Review and revised First Modification to Lease for parking on Singer Island and resolution authorizing execution.</i>				
1/31/19	Revise Document	J. Michael Haygood	2.3 hrs	\$265.00/HR	\$609.50
	<i>Revised Facility Use Agreement for the Event Center.</i>				
	<b>Hourly Fees Total</b>		<b>40.6 hrs</b>		<b>\$10,759.00</b>
					<b>Balance: \$10,759.00</b>