








Riviera Beach CRA Payment Authorization Checklist

Vendor Name: J MICHAEL HAYGOOD

Control No.: _____ Invoice No.: NC-131

Invoice Date: 3/5/2019 Payment Amount: \$ 7128.50

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 checked="" 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.


 _____ Date: 3/2/2019
 Approving Authority

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: 3/6/2019
 VENDOR NAME: J MICHAEL HAYGOOD
 VENDOR #: 12285
 INVOICE #: NC-131
 INVOICE DATE: 3/5/2019
 PO #: _____

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-531000	FEBRUARY 2019 SERVICES		\$ 7,128.50
INVOICE TOTAL			\$7,128.50

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 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

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: _____
 ENTERED IN TYLER: MAR 0 6 2019
 DATE MAILED: _____

#1582 - #



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

Statement

Invoice No: NC-131
 Date: 3/5/19

Bill to: Riviera Beach Community Redevelopment Agency
 Scott Evans
 2001 Broadway
 Suite 300
 Riviera Beach, FL 33404

V-12285

81150101 - 531000

#1582

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MAR 05 2019

General Administration

Hourly Fees

<u>Date</u>	<u>Description</u>	<u>Timekeeper</u>	<u>Time</u>	<u>Rate</u>	<u>Amount</u>
2/5/19	Telephone Conference Telephone conference with KiAndra Knighten.	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
2/5/19	Review Document Review bid complaint Market Services.	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
2/5/19	Document Preparation Preparation of modification to Langston Agreement.	J. Michael Haygood	2.1 hrs	\$265.00/HR	\$556.50
2/5/19	Document Preparation Preparation of email to KiAndra Knighten.	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
2/6/19	Document Review Review of proposed response to Mosaic Group.	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
2/7/19	Telephone Conference Telephone conference with Mark Broderick, Palm Beach County re: Event Center Lease.	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
2/7/19	Review Document	J. Michael Haygood	2.3 hrs	\$265.00/HR	\$609.50

Review of proposed RFP for Avenue E.

2/8/19 Telephone Conference J. Michael Haygood 0.6 hrs \$265.00/HR \$159.00

Telephone conference with Scott Evans.

2/8/19 Revise Document J. Michael Haygood 2.3 hrs \$265.00/HR \$609.50

Revised Event Center Lease.

2/8/19 Research J. Michael Haygood 1.5 hrs \$265.00/HR \$397.50

Review of procurement code re: bid protest bond.

2/11/19 Meeting J. Michael Haygood 2.4 hrs \$265.00/HR \$636.00

Meeting with Scott Evans and Dawn Wynn.

2/11/19 Meeting. J. Michael Haygood 1.3 hrs \$265.00/HR \$344.50

Commissioner Anderson and Scott Evans

2/11/19 Meeting J. Michael Haygood 1.2 hrs \$265.00/HR \$318.00

Meeting with Commissioner Botel and Scott Evans.

2/12/19 Research J. Michael Haygood 2.1 hrs \$265.00/HR \$556.50

Review of Consultant's Competitive Negotiations Act.

2/13/19 Meeting J. Michael Haygood 2.7 hrs \$265.00/HR \$715.50

Attendance at CRA meeting.

2/15/19 Document Review J. Michael Haygood 0.5 hrs \$265.00/HR \$132.50

Review of letter re: Workmen's Compensation Claim.

2/19/19 Review Document J. Michael Haygood 2.3 hrs \$265.00/HR \$609.50

Review and revised Management Agreement.

2/22/19 Meeting J. Michael Haygood 1.3 hrs \$265.00/HR \$344.50

Meeting with Commissioner Davis.

2/22/19 Document Review J. Michael Haygood 0.7 hrs \$265.00/HR \$185.50

Review of Purchase and Sale Agreement for Faith Holy Church

2/27/19 Telephone Conference J. Michael Haygood 0.3 hrs \$265.00/HR \$79.50

Telephone conference with Annetta Jenkins.

Hourly Fees Total 26.9 hrs \$7,128.50

Balance: \$7,128.50