


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

TODAYS DATE: 4/2/2019
 VENDOR NAME: J MICHAEL HAYGOOD
 VENDOR #: 12285
 INVOICE #: NC-132
 INVOICE DATE: 4/1/2019
 PO #: _____

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

| FUND ACCOUNT NUMBER | DESCRIPTION | JOB | AMOUNT |
|----------------------|---------------------|-----|-------------------|
| 81150101-531000 | MARCH 2019 SERVICES | | \$ 7,499.50 |
| | | | |
| | | | |
| INVOICE TOTAL | | | \$7,499.50 |

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:

PROFESSIONAL MARKET EXPERIENCE

SECTION B - OTHER

SECTION C - QUOTES

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

RECEIVED BY FINANCE: _____
 ENTERED IN TYLER: APR 03 2019
 DATE MAILED: _____

#1693 #






Riviera Beach CRA Payment Authorization Checklist

Vendor Name: J MICHAEL HAYGOOD

Control No.: _____ Invoice No.: NC-132

Invoice Date: 4/1/2019 Payment Amount: \$ 7499.50

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: 4-2-19

Approving Authority

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-132
 Date: 4/1/19

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> |
|-------------|--|--------------------|-------------|-------------|---------------|
| 3/6/19 | Document Review <i>Review of proposed memorandum re: Public Arts.</i> | J. Michael Haygood | 1.6 hrs | \$265.00/HR | \$424.00 |
| 3/11/19 | Meeting <i>Meeting with City Staff and CRA Staff.</i> | J. Michael Haygood | 1.5 hrs | \$265.00/HR | \$397.50 |
| 3/14/19 | Document Preparation <i>Preparation of resolution re: Round II of Public Art.</i> | J. Michael Haygood | 1.8 hrs | \$265.00/HR | \$477.00 |
| 3/14/19 | Document Preparation <i>Preparation of Agreement for Paul Skyers.</i> | J. Michael Haygood | 2.3 hrs | \$265.00/HR | \$609.50 |
| 3/18/19 | Contract <i>Review of proposed contract re; underground utilities.</i> | J. Michael Haygood | 1.8 hrs | \$265.00/HR | \$477.00 |
| 3/21/19 | Research <i>Research and telephone conference with Andre Lewis re: public records request</i> | J. Michael Haygood | 1.8 hrs | \$265.00/HR | \$477.00 |
| 3/21/19 | Research | J. Michael Haygood | 2.3 hrs | \$265.00/HR | \$609.50 |

Review of CCNA and RFP for Avenue E redevelopment.

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|---------|----------------------|--------------------|---------|-------------|----------|
| 3/25/19 | Telephone Conference | J. Michael Haygood | 0.5 hrs | \$265.00/HR | \$132.50 |
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Telephone conference with Andre Lewis re: public record request.

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|---------|-----------------|--------------------|---------|-------------|----------|
| 3/25/19 | Document Review | J. Michael Haygood | 1.5 hrs | \$265.00/HR | \$397.50 |
|---------|-----------------|--------------------|---------|-------------|----------|

Review and edit of Lewis response to public record request.

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|---------|-----------------|--------------------|---------|-------------|----------|
| 3/26/19 | Document Review | J. Michael Haygood | 2.3 hrs | \$265.00/HR | \$609.50 |
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Review and preparation of response to emails re: public records request and research.

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| 3/27/19 | Telephone Conference | J. Michael Haygood | 0.7 hrs | \$265.00/HR | \$185.50 |
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Telephone conference with Scott Evans and Andre Lewis re: RFP.

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| 3/27/19 | Document Review | J. Michael Haygood | 1.5 hrs | \$265.00/HR | \$397.50 |
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Review of RFP for Parking Lot Development.

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| 3/27/19 | Meeting | J. Michael Haygood | 1.7 hrs | \$265.00/HR | \$450.50 |
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Meeting with Scott Evans.

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| 3/27/19 | Document Review | J. Michael Haygood | 2.1 hrs | \$265.00/HR | \$556.50 |
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Review of legislation re: CRA.

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| 3/28/19 | Meeting | J. Michael Haygood | 1.0 hrs | \$265.00/HR | \$265.00 |
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Meeting with CRA staff and Commissioner McCoy.

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|---------|---------|--------------------|---------|-------------|----------|
| 3/28/19 | Meeting | J. Michael Haygood | 0.7 hrs | \$265.00/HR | \$185.50 |
|---------|---------|--------------------|---------|-------------|----------|

Meeting with Scott Evans.

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| 3/28/19 | Document Preparation | J. Michael Haygood | 1.4 hrs | \$265.00/HR | \$371.00 |
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Preparation of Audit letter.

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| 3/29/19 | Review Document | J. Michael Haygood | 1.8 hrs | \$265.00/HR | \$477.00 |
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Review and amend resolution and memorandum re: Small Business Program.

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|--------------------------|--|--|-------------|--|-------------------|
| Hourly Fees Total | | | 28.3 | | \$7,499.50 |
| | | | hrs | | |

Balance: \$7,499.50