

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: J MICHAEL HAYGOOD

Control No.: _____ Invoice No.: NC-137

Invoice Date: 7/1/2019 Payment Amount: \$ 9063.00

Project Supervisor/Responsible Official: SCOTT EVANS

| | Reviewed/Approved by |
|---|----------------------|
| <input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed? | SE |
| <input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope? | SE |
| <input checked="" type="checkbox"/> Deliverables due with this invoice have been received? | SE |
| <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? | SE |
| <input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement. | SE |
| <input checked="" type="checkbox"/> The nature of work being performed is within the scope of the CRA plan. | SE |
| <input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment. | SE |

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

 Date: July 2, 2019
Approving Authority

Payment approved by the Board of Commissioners by Motion No. _____ or the Consent Agenda, at its meeting on _____.
(If applicable)

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

TODAYS DATE: 7/2/2019
 VENDOR NAME: J MICHAEL HAYGOOD
 VENDOR #: 12285
 INVOICE #: NC-137
 INVOICE DATE: 7/1/2019
 PO #: _____

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

| FUND ACCOUNT NUMBER | DESCRIPTION | JOB | AMOUNT |
|----------------------|--------------------|-----|-------------------|
| 81150101-531000 | JUNE 2019 SERVICES | | \$ 9,063.00 |
| | | | |
| | | | |
| INVOICE TOTAL | | | \$9,063.00 |

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: _____
 DATE MAILED: JUL 0 2 2019

#1947 / #

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

Statement

Invoice No: NC-137
 Date: 7/1/19

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> |
|-------------|---|--------------------|-------------|-------------|---------------|
| 6/3/19 | Document Review <i>Review of letter re: termination of employee.</i> | J. Michael Haygood | 0.5 hrs | \$265.00/HR | \$132.50 |
| 6/3/19 | Revise Document <i>Revised FTC Agreement.</i> | J. Michael Haygood | 1.5 hrs | \$265.00/HR | \$397.50 |
| 6/5/19 | Document Review <i>Review of Townhome Development documents.</i> | J. Michael Haygood | 0.7 hrs | \$265.00/HR | \$185.50 |
| 6/5/19 | Document Review <i>Review and revise resolution and memorandum for Avenue E project.</i> | J. Michael Haygood | 1.7 hrs | \$265.00/HR | \$450.50 |
| 6/5/19 | Telephone Conference <i>Telephone conference with Andre Lewis re: Avenue E project and revised resolution.</i> | J. Michael Haygood | 0.8 hrs | \$265.00/HR | \$212.00 |
| 6/5/19 | Document Review <i>Review of resolution authorizing execution of contract for construction contract for Urban Farmers.</i> | J. Michael Haygood | 0.5 hrs | \$265.00/HR | \$132.50 |
| 6/5/19 | Document Review | J. Michael | 2.8 hrs | \$265.00/HR | \$742.00 |

Haygood

Review and revised resolution for disposition of Singer Island property.

| | | | | | |
|--------|-----------------|--------------------|---------|-------------|----------|
| 6/5/19 | Document Review | J. Michael Haygood | 1.6 hrs | \$265.00/HR | \$424.00 |
|--------|-----------------|--------------------|---------|-------------|----------|

Review and revised resolution and memorandum re: Amendment to CRA office lease.

| | | | | | |
|--------|-----------------|--------------------|---------|-------------|----------|
| 6/5/19 | Revise Document | J. Michael Haygood | 1.9 hrs | \$265.00/HR | \$503.50 |
|--------|-----------------|--------------------|---------|-------------|----------|

Revised Anderson and Carr contract and resolution.

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|---------|----------------------|--------------------|---------|-------------|----------|
| 6/11/19 | Document Preparation | J. Michael Haygood | 2.7 hrs | \$265.00/HR | \$715.50 |
|---------|----------------------|--------------------|---------|-------------|----------|

Research and preparation of response to Kimber's email.

| | | | | | |
|---------|---------|--------------------|---------|-------------|----------|
| 6/12/19 | Meeting | J. Michael Haygood | 2.5 hrs | \$265.00/HR | \$662.50 |
|---------|---------|--------------------|---------|-------------|----------|

Attendance at CRA meeting.

| | | | | | |
|---------|----------------------|--------------------|---------|-------------|------------|
| 6/18/19 | Document Preparation | J. Michael Haygood | 3.8 hrs | \$265.00/HR | \$1,007.00 |
|---------|----------------------|--------------------|---------|-------------|------------|

Initial preparation of Development Agreement/Villarri Group

| | | | | | |
|---------|---------|--------------------|---------|-------------|----------|
| 6/19/19 | Meeting | J. Michael Haygood | 1.5 hrs | \$265.00/HR | \$397.50 |
|---------|---------|--------------------|---------|-------------|----------|

Meeting with Scott Evans and representatives from APD/Tezral.

| | | | | | |
|---------|----------------------|--------------------|---------|-------------|----------|
| 6/20/19 | Document Preparation | J. Michael Haygood | 2.5 hrs | \$265.00/HR | \$662.50 |
|---------|----------------------|--------------------|---------|-------------|----------|

Preparation of Development Agreement/Villarri Group.

| | | | | | |
|---------|----------------------|--------------------|---------|-------------|------------|
| 6/25/19 | Document Preparation | J. Michael Haygood | 3.8 hrs | \$265.00/HR | \$1,007.00 |
|---------|----------------------|--------------------|---------|-------------|------------|

Preparation of Grant Agreement and Resolution for Top Shelf Events.

| | | | | | |
|---------|----------------------|--------------------|---------|-------------|------------|
| 6/26/19 | Document Preparation | J. Michael Haygood | 5.4 hrs | \$265.00/HR | \$1,431.00 |
|---------|----------------------|--------------------|---------|-------------|------------|

Finalize preparation of Initial draft of Development Agreement/Villarri Group.

| | | | | | |
|--------------------------|--|--|-------------|--|-------------------|
| Hourly Fees Total | | | 34.2 | | \$9,063.00 |
| | | | hrs | | |

Balance: \$9,063.00