

# Riviera Beach CRA Payment Authorization Checklist

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







Control No.: **NA**

Invoice No.: **NC-138**


Invoice Date: **AUGUST 5, 2019**

Payment Amount: **\$9,010.50**

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

	Reviewed/Approved by
<input 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 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 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.	CJK

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

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

Date: Aug 5, 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)

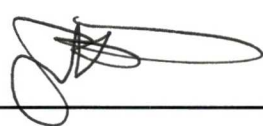
**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY  
PAYMENT REQUISITION FORM**

TODAYS DATE: 7/2/2019  
 VENDOR NAME: J MICHAEL HAYGOOD  
 VENDOR #: 12285  
 INVOICE #: NC-138  
 INVOICE DATE: 8/5/2019  
 PO #: \_\_\_\_\_

<b>X</b>

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-531000	JULY 2019 GENERAL ADMINISTRATION LEGAL FEES		\$ 9,010.50
<b>INVOICE TOTAL</b>			<b>\$9,010.50</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:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SECTION B - OTHER**      CONTRACT SERVICES

**SECTION C - QUOTES**

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: \_\_\_\_\_  
 ENTERED IN TYLER: \_\_\_\_\_  
 DATE MAILED: \_\_\_\_\_

*AUG 08 2019*

**#2050      8 / 8**

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

# Statement

Invoice No: NC-138  
 Date: 8/5/19

**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>
7/1/19	Review Document  <i>Review and revised contract for Artists for public murals.</i>	J. Michael Haygood	2.5 hrs	\$265.00/HR	\$662.50
7/1/19	Document Preparation  <i>Preparation of Resolution and Interlocal for TCRPC.</i>	J. Michael Haygood	2.7 hrs	\$265.00/HR	\$715.50
7/2/19	Review Document  <i>Review of proposed lease with Palm Beach County Schools for Event Center.</i>	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
7/3/19	Document Review  <i>Review of resolution for KCI.</i>	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
7/9/19	Review Document  <i>Review changes to proposed Interlocal with TCRPC.</i>	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
7/10/19	Meeting  <i>Attendance at regular CRA meeting and Workshop.</i>	J. Michael Haygood	3.2 hrs	\$265.00/HR	\$848.00
7/10/19	Telephone Conference	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00

	<i>Telephone conference with Tony Brown.</i>				
7/12/19	Review Document	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	<i>Review of final changes to Interlocal with TCRPC.</i>				
7/16/19	Review Document	J. Michael Haygood	2.1 hrs	\$265.00/HR	\$556.50
	<i>Review of CRA copier leases.</i>				
7/16/19	Review Document	J. Michael Haygood	2.5 hrs	\$265.00/HR	\$662.50
	<i>Review and revised resolution for commercial grants.</i>				
7/17/19	Revise Document	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	<i>Revised resolution approving commercial grant agreements.</i>				
7/17/19	Telephone Conference	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
	<i>Telephone conference with Scott Evans.</i>				
7/23/19	Review Document	J. Michael Haygood	3.1 hrs	\$265.00/HR	\$821.50
	<i>Review of Chapter 2019-163 and the City of Riviera Beach Procurement Policy.</i>				
7/23/19	Review Document	J. Michael Haygood	0.9 hrs	\$265.00/HR	\$238.50
	<i>Review of Kummerien, attorney for the Vallari Group, comments to Intial Draft of Development Agreement.</i>				
7/24/19	New Task	J. Michael Haygood	2.8 hrs	\$265.00/HR	\$742.00
	<i>Attendance at regular CRA meeting and budget workshop.</i>				
7/24/19	Review Document	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	<i>Review draft of discussion items for City/CRA meeting.</i>				
7/26/19	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	<i>Telephone conference with Paul Skyers.</i>				
7/29/19	Telephone Conference	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
	<i>Telephone conference with Conrad Koller re: copier leases.</i>				
7/29/19	Document Preparation	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	<i>Draft letter of termination for copier leases.</i>				
7/30/19	Review Document	J. Michael Haygood	2.1 hrs	\$265.00/HR	\$556.50
	<i>Review proposed agreement for transcription services.</i>				
7/31/19	Review Document	J. Michael Haygood	1.9 hrs	\$265.00/HR	\$503.50
	<i>Review proposed agreement for Paul Skyers.</i>				
7/31/19	Review Document	J. Michael	2.5 hrs	\$265.00/HR	\$662.50

*Haygood*

*Review and revised agreement for Endeavors by Ali.*

***Hourly Fees Total***

**34.0**  
**hrs**

**\$9,010.00**

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***Balance: \$9,010.00***