Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: **J MICHAEL HAYGOOD**

Control No.: **NA** **Invoice No.:** **NC-140**

Invoice Date: **September 5, 2019** **Payment Amount:** **$8,241.50**

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

	Reviewed/Approved by
☑ Project "scope of work and deliverables" reviewed?	
☑ Payment support documentation appropriate based on work scope?	
☑ Deliverables due with this invoice have been received?	
☐ If final payment, have all deliverables been received?	N/A
☑ 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?	
☐ Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	N/A
☑ The nature of work being performed is within the scope of the CRA plan.	
[X] 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.

_____ **Date:** 9/10/2019

Approving Authority

VENDOR = 12285 ACCOUNT = 81150101-531000

[X] Payment approved by the Board of Commissioners by: Motion No. ___NA__

_____

or the Consent Agenda, at its meeting on _____NA_____. (If applicable)

G:\Finance\Accounting\PROCEDURES\PAYMENT AUTHORIZATION\09-05-2019 NC-Payment Authorization Checklist.docx
(Last Saved - 9/10/2019 11:31 PM)

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM

TODAYS DATE:	9/10/2019
VENDOR NAME:	J MICHAEL HAYGOOD
VENDOR #:	12285
INVOICE #:	NC-140
INVOICE DATE:	9/5/2019
PO #:	

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-531000	AUGUST 2019 GENERAL ADMINISTRATION LEGAL FEES		$ 8,241.50
	INVOICE TOTAL		**$8,241.50**

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 RESONABLE; 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: SEP 12 2019

DATE MAILED:

#2142 9,12

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

Statement

Invoice No: NC-140
Date: 9/5/19

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

General Administration

Hourly Fees

Date	Description	Timekeeper	Time	Rate	Amount
8/1/19	Document Preparation	J. Michael Haygood	1.5 hrs	$265.00/HR	$397.50
	Preparation of contract for Paul Skyers.				
8/1/19	Document Review	J. Michael Haygood	1.9 hrs	$265.00/HR	$503.50
	Review and comments to Court Reporters agreement.				
8/5/19	Review Document	J. Michael Haygood	0.9 hrs	$265.00/HR	$238.50
	Review proposed MOU with Urban Farmers.				
8/6/19	Review Document	J. Michael Haygood	1.8 hrs	$265.00/HR	$477.00
	Review proposal from APD-Tezral.				
8/14/19	Preparation of Response	J. Michael Haygood	1.3 hrs	$265.00/HR	$344.50
	Preparation of response to inquiry from Villari Group.				
8/19/19	Response	J. Michael Haygood	0.6 hrs	$265.00/HR	$159.00
	Response to request re: Mayor's role with CRA.				
8/20/19	Research	J. Michael Haygood	2.1 hrs	$265.00/HR	$556.50

	Research adoption of CRA budget.				
8/20/19	Research	J. Michael Haygood	2.8 hrs	$265.00/HR	$742.00
	Eligibility of a church for CRA rehabilitation program.				
8/21/19	Document Preparation	J. Michael Haygood	2.1 hrs	$265.00/HR	$556.50
	Preparation of resolution approving award of commercial rehabilitation grants.				
8/21/19	Review Document	J. Michael Haygood	1.8 hrs	$265.00/HR	$477.00
	Review of draft of development agreement for Villaria Group.				
8/22/19	Meeting	J. Michael Haygood	1.8 hrs	$265.00/HR	$477.00
	Meeting with the Villari Group representatives.				
8/22/19	Meeting	J. Michael Haygood	1.7 hrs	$265.00/HR	$450.50
	Meeting with CRA Staff.				
8/22/19	Document Preparation	J. Michael Haygood	3.2 hrs	$265.00/HR	$848.00
	Review of existing lease for Clean and Safe Office and preparation of first amendment to lease; telephone conference with Scott Evans.				
8/27/19	Meeting	J. Michael Haygood	2.1 hrs	$265.00/HR	$556.50
	Attendance at CRA Budget Workshop.				
8/27/19	Document Preparation	J. Michael Haygood	3.7 hrs	$265.00/HR	$980.50
	Review of City of Riviera Beach Procurement Policy and preparation of resolution adopting City Procurement Policy with amendments.				
8/28/19	Meeting	J. Michael Haygood	1.5 hrs	$265.00/HR	$397.50
	Attendance at CRA regular meeting.				
8/29/19	Telephone Conference	J. Michael Haygood	0.3 hrs	$265.00/HR	$79.50
	Telephone conference with Jolinda Herring re: bond issue for purchase of 2600 Broadway.				
	Hourly Fees Total		**31.1 hrs**		**$8,241.50**

Balance: $8,241.50

Conrad Koller

From: Scott Evans
Sent: Thursday, September 5, 2019 10:46 AM
To: MICHAEL HAYGOOD; Conrad Koller; Sherley Desir
Subject: RE: August Invoice

Please pay the invoice asap, we are cancelling the CRA meeting scheduled for September 11 (since our office has been closed due to the hurricane since Friday)
The next meeting will be September 25th

Michael lets try to get the Villari property sale on that agenda.

Thanks

Florida's Dynamic Waterfront Community

Scott Evans, AICP
Interim Executive Director
2001 Broadway, Suite 300 | Riviera Beach, FL 33404
P. 561.844.3408 | **F.** 561.881.8043
www.rbcra.com

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From: MICHAEL HAYGOOD <mhaygood@haygoodlaw.com>
Sent: Thursday, September 5, 2019 10:41 AM
To: Conrad Koller <CKoller@rbcra.com>
Cc: Scott Evans <sevans@rbcra.com>
Subject: August Invoice

Attached is my invoice for the CRA for August. Thanks for your assistance.

J. Michael Haygood
J. Michael Haygood, P.A.
701 Northpoint Parkway Suite 209
West Palm Beach, Florida 33407
Tel: 561-684-8311
Fax: 561-686-8764
E-mail: mhaygood@haygoodlaw.com