

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

TODAYS DATE: 11/6/2019  
 VENDOR NAME: J MICHAEL HAYGOOD  
 VENDOR #: 12285  
 INVOICE #: NC-142  
 INVOICE DATE: 10/5/2019  
 PO #: \_\_\_\_\_

<b>X</b>

BCP  
C & S  
CDE  
CRA  
MEC  
MV  
RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
811-50101-531000	OCTOBER 2019 GENERAL ADMINISTRATION LEGAL FEES		\$ 9,487.00
<b>INVOICE TOTAL</b>			<b>\$9,487.00</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: \_\_\_\_\_

NOV 06 2019 

**#2374 / 1107**

# Riviera Beach CRA Payment Authorization Checklist

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

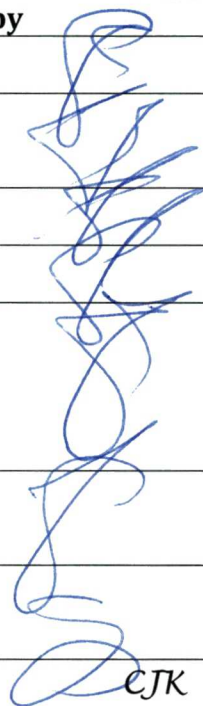
Control No.: **NA**

Invoice No.: **NC-142**

Invoice Date: **NOVEMBER 5, 2019**

Payment Amount: **\$9,487.00**

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

	Reviewed/Approved by
<input checked="" type="checkbox"/> Project "scope of work and deliverables" reviewed?	 CJK
<input type="checkbox"/> Payment support documentation appropriate based on work scope?	
<input type="checkbox"/> Deliverables due with this invoice have been received?	
<input checked="" type="checkbox"/> If final payment, have all deliverables been received?	
<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 checked="" 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.	

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

 \_\_\_\_\_ Date: 11/6/2019 \_\_\_\_\_  
**Approving Authority**

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)



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

# Statement

Invoice No: NC-142  
 Date: 11/5/19

**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>
10/2/19	Review Document  <i>Review on Interim Director's Employment Agreement.</i>	J. Michael Haygood	0.9 hrs	\$265.00/HR	\$238.50
10/3/19	Review Document  <i>Review and edit proposed resolution, memorandum, and contract for AK Bulding Services.</i>	J. Michael Haygood	2.3 hrs	\$265.00/HR	\$609.50
10/3/19	Review Document  <i>Preparation of resolution re: Community Grants Program.</i>	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50
10/3/19	Revise Document  <i>Finalized AK Services Agreement and resolution approving contract.</i>	J. Michael Haygood	1.3 hrs	\$265.00/HR	\$344.50
10/3/19	Telephone Conference  <i>Telephone conference with CRA Staff re: AK Building Services.</i>	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50



10/4/19	Telephone Conference	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
	<i>Review of Lease and telephone conference with Annetta Jenkins re: Guy Hill lease.</i>				
10/5/19	Meeting	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50
	<i>Attendance at City Council Workshop.</i>				
10/7/19	Review File	J. Michael Haygood	1.3 hrs	\$265.00/HR	\$344.50
	<i>Review of Closing file for 2615 Broadway.</i>				
10/7/19	Revise Document	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	<i>Review and revised Commercial Facade Agreement.</i>				
10/9/19	Meeting	J. Michael Haygood	2.3 hrs	\$265.00/HR	\$609.50
	<i>Attendance at CRA meeting.</i>				
10/10/19	Review File	J. Michael Haygood	2.1 hrs	\$265.00/HR	\$556.50
	<i>Review NMTC file and Recovable Grant Agreement.</i>				
10/10/19	Preparation of correspondence	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
	<i>Preparation of correspondence to Gregory Kummerlen re: Singer Island Project.</i>				
10/14/19	Review Document	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	<i>Review changes to Commercial Grant Agreements.</i>				
10/15/19	Document Preparation	J. Michael Haygood	3.1 hrs	\$265.00/HR	\$821.50
	<i>Preparation of Second Modifications to previous approved Commercial Grant Agreements.</i>				
10/18/19	Review File	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
	<i>Review approval of Agreements for Second Round of Approval of Artist for Murals.</i>				
10/21/19	Review File	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	<i>Review CDC organizational documents.</i>				
10/21/19	Document Preparation	J. Michael Haygood	3.1 hrs	\$265.00/HR	\$821.50
	<i>Preparation of resolution, memorandum and agreement for IT services.</i>				
10/22/19	Meeting.	J. Michael Haygood	2.5 hrs	\$265.00/HR	\$662.50
	<i>Meeting with Evans and Nottingham re: Marina Development Phase II.</i>				
10/23/19	Meeting	J. Michael Haygood	2.2 hrs	\$265.00/HR	\$583.00

Meeting with CRA and City Staff.

10/29/19	Review File	J. Michael Haygood	0.9 hrs	\$265.00/HR	\$238.50
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Review of file on Bicentennial Park development.

10/30/19	Telephone Conference	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
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Telephone conference with Scott Evans.

10/31/19	Revise Document	J. Michael Haygood	2.8 hrs	\$265.00/HR	\$742.00
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Review of Procurement Policy; review and revised memorandum and resolution for AllSite Construction Co.

10/31/19	Document Preparation	J. Michael Haygood	1.7 hrs	\$265.00/HR	\$450.50
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Preparation of resolution selecting developer for Marina Phase II development,

<b>Hourly Fees Total</b>			<b>35.8</b>		<b>\$9,487.00</b>
			<b>hrs</b>		

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**Balance: \$9,487.00**