

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

TODAYS DATE: 12/3/2019
 VENDOR NAME: J MICHAEL HAYGOOD
 VENDOR #: 12285
 INVOICE #: NC-143
 INVOICE DATE: 12/3/2019
 PO #:
 COMPLETED BY: TAMARA SEGUIN

X

BCP
 C & S
 CDE
 CRA
 MEC
 MV
 RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
811-50101-531000	NOVEMBER 2019 GENERAL ADMINSTRATION LEGAL FEES		\$ 8,135.50
INVOICE TOTAL			\$8,135.50

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:

SECTION B - OTHER

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

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

#2455 / 1206

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: **J MICHAEL HAYGOOD** _____







Control No.: **NA**

Invoice No.: **NC-143**

Invoice Date: **DECEMBER 3, 2019**

Payment Amount: **\$8,135.50**

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.	CJK

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

 _____ Date: 12/3/19 _____
 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)

Michael Haygood, PA
01 Northpoint Parkway
Suite 209
West Palm Beach, Florida 33401
61-684-8311

Statement

Invoice No: NC-143
Date: 12/3/19

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>
11/5/19	Revise Document <i>Revised resolution approving Developer.</i>	J. Michael Haygood	1.6 hrs	\$265.00/HR	\$424.00
11/5/19	Preparation of communications <i>Review and comments to draft of IT resolution.</i>	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
11/6/19	Review Document <i>Review changes to IT resolution.</i>	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50

Haygood

Revised resolution for selection of Developer for Phase II.

11/12/19 Telephone Conference J. Michael Haygood 0.6 hrs \$265.00/HR \$159.00

Telephone conference with Annetta Jenkins.

11/12/19 Telephone Conference J. Michael Haygood 0.4 hrs \$265.00/HR \$106.00

Telephone conference with Andre Lewis.

11/12/19 Telephone Conference J. Michael Haygood 0.6 hrs \$265.00/HR \$159.00

Telephone conference with Scott Evans

11/13/19 Meeting J. Michael Haygood 3.2 hrs \$265.00/HR \$848.00

Attendance at CRA meeting.

11/13/19 Preparation of memo J. Michael Haygood 0.8 hrs \$265.00/HR \$212.00

Preparation of memorandum re: single bid.

11/13/19 Review Document J. Michael Haygood 0.9 hrs \$265.00/HR \$238.50

Review Rafiki Tikki lease and amendments.

11/14/19 Review Document J. Michael Haygood 1.1 hrs \$265.00/HR \$291.50

Review Blue Lagoon Development Agreement.

11/19/19 Review Document J. Michael Haygood 2.7 hrs \$265.00/HR \$715.50

Review revisions to proposed development agreement fro Riviera Resort.

11/19/19 Review Document J. Michael Haygood 0.9 hrs \$265.00/HR \$238.50

Review of revisions to IT agreement.

11/19/19 Review Document J. Michael Haygood 1.9 hrs \$265.00/HR \$503.50

Review proposed agreement for renovations for Dairy Bell building.

11/19/19 Review document J. Michael Haygood 0.4 hrs \$265.00/HR \$106.00

11/20/19	Telephone Conference	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
	<i>Telephone conference with Tamara Sequin.</i>				
11/20/19	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	<i>Telephone conference with Sherley Desir.</i>				
11/21/19	Meeting	J. Michael Haygood	2.5 hrs	\$265.00/HR	\$662.50
	<i>Attendance at meeting with CRA Staff.</i>				
11/21/19	Review Document	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
	<i>Review of minutes from Staff meeting.</i>				
11/21/19	Review File	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	<i>Review of closing file for 2601 Broadway.</i>				
11/22/19	Review File	J. Michael Haygood	1.8 hrs	\$265.00/HR	\$477.00
	<i>Review Agreement for Exchange with Viking.</i>				
11/26/19	Telephone conference	J. Michael Haygood	0.6 hrs	\$265.00/HR	\$159.00
	<i>Telephone conference with Scott Evans.</i>				

Hourly Fees Total

**30.7
hrs**

\$8,135.50

Balance: \$8,135.50
