

# Riviera Beach CRA Payment Authorization Checklist

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

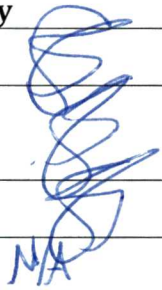

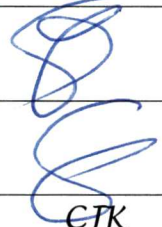
Control No.: **NA**

Invoice No.: **NC-144**

Invoice Date: **JANUARY 7, 2020**

Payment Amount: **\$8,056.00**

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?	NA
<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.**

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

Date: 1/8/2020

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: 1/7/2020  
 VENDOR NAME: J MICHAEL HAYGOOD  
 VENDOR #: 12285  
 INVOICE #: NC-144  
 INVOICE DATE: 1/7/2020  
 PO #:  
 COMPLETED BY: TAMARA SEGUIN

<b>X</b>

BCP  
C & S  
CDE  
CRA  
MEC  
MV  
RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
811-50101-531000	DECEMBER 2019 GENERAL ADMINISTRATION LEGAL FEES		\$ 8,056.00
<b>INVOICE TOTAL</b>			<b>\$8,056.00</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:

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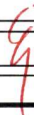


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**SECTION B - OTHER CONTRACT SERVICES**

**SECTION C - QUOTES**

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: JAN 08 2020  
 ENTERED IN TYLER:   
 DATE MAILED:

# Statement

Invoice No: NC-144

Date: 1/7/20

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

**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>
12/2/19	Meeting	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50
	<i>Meeting with CRA staff re: Public Records request.</i>				
12/2/19	Review Document	J. Michael Haygood	2.4 hrs	\$265.00/HR	\$636.00
	<i>Review of comments from Vilari Group re: Development Agreement.</i>				
12/3/19	New Task	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50
	<i>Initial preparation of Contract for Sale and Purchase with Viking for Broadway Property.</i>				
12/3/19	Review Document	J. Michael Haygood	1.4 hrs	\$265.00/HR	\$371.00
	<i>Review of appraisal for Viking Property.</i>				
12/4/19	Review Document	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	<i>Review of license agreement for Murals.</i>				

12/10/19	Meeting	J. Michael Haygood	2.7 hrs	\$265.00/HR	\$715.50
	<i>Meeting with City/CRA staff.</i>				
12/10/19	Meeting	J. Michael Haygood	1.0 hrs	\$265.00/HR	\$265.00
	<i>Meeting with Commissioner McCoy.</i>				
12/11/19	Meeting	J. Michael Haygood	3.5 hrs	\$265.00/HR	\$927.50
	<i>Attendance at CRA meeting.</i>				
12/12/19	Meeting	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50
	<i>Meeting with CRA/City Staff and Chairperson Miller-Anderson.</i>				
12/12/19	Meeting	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	<i>Meeting with Tamara Sequin.</i>				
12/12/19	Meeting	J. Michael Haygood	1.0 hrs	\$265.00/HR	\$265.00
	<i>Meeting with Commissioner Lanier and CRA/City Staff.</i>				
12/12/19	Meeting	J. Michael Haygood	1.0 hrs	\$265.00/HR	\$265.00
	<i>Meeting with Commissioner Lawson and CRA/City Staff.</i>				
12/13/19	Document Preparation	J. Michael Haygood	2.5 hrs	\$265.00/HR	\$662.50
	<i>Preparation of Contract for Sale and Purchase with Viking entities.</i>				
12/13/19	Telephone Conference	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
	<i>Telephone conference with William Mueller attorney for Viking.</i>				
12/16/19	Review File	J. Michael Haygood	3.2 hrs	\$265.00/HR	\$848.00
	<i>Review file and initial preparation of closing documents for Viking Exchange.</i>				
12/17/19	Phone Call	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
	<i>Telephone conference with Jolinda Herring.</i>				
12/18/19	Review File	J. Michael Haygood	1.4 hrs	\$265.00/HR	\$371.00
	<i>Initial review of file for proposed parking lot agreement.</i>				
12/18/19	Review File	J. Michael Haygood	2.8 hrs	\$265.00/HR	\$742.00
	<i>Review prior title commitments, surveys, etc. for Swap of properties.</i>				

**Hourly Fees Total**

**30.4  
hrs**

**\$8,056.00**

*Balance: \$8,056.00*