

# Riviera Beach CRA Payment Authorization Checklist

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

Control No.: **NA**

Invoice No.: **NC-145**

Invoice Date: **February 5, 2020**

Payment Amount: **\$8,427.00**

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

	Reviewed/Approved by
<input type="checkbox"/> Project "scope of work and deliverables" reviewed?	<i>SE</i>
<input checked="" type="checkbox"/> Payment support documentation appropriate based on work scope?	<i>SE</i>
<input checked="" type="checkbox"/> Deliverables due with this invoice have been received?	<i>SE</i>
<input type="checkbox"/> If final payment, have all deliverables been received?	
<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?	<i>SE</i>
<input checked="" type="checkbox"/> Expense reimbursement amounts meet Agency guidelines or amounts approved by the agreement.	<i>SE</i>
<input type="checkbox"/> The nature of work being performed is within the scope of the CRA plan.	<i>SE</i>
<input checked="" type="checkbox"/> Funds for payment have been budgeted and are available from the appropriate source(s) for payment.	<i>SE</i> CJK

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

*Signature for Scott Evans* Date: 2-5-20  
**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)

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

TODAYS DATE: 2/5/2020  
 VENDOR NAME: J MICHAEL HAYGOOD  
 VENDOR #: 12285  
 INVOICE #: NC-145  
 INVOICE DATE: 2/5/2020  
 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	FEBRUARY 2020 GENERAL ADMINISTRATION LEGAL FEES		\$ 8,427.00
<b>INVOICE TOTAL</b>			<b>\$8,427.00</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: FEB 04 2020  
 DATE MAILED: \_\_\_\_\_

**#2617 - 217**

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

# Statement

Invoice No: NC-145  
 Date: 2/5/20

**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>
1/2/20	Telephone Conference <i>Telephone conference with Greg Kummerlen.</i>	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
1/2/20	Review Document <i>Review POA for Single Family Home Beautification.</i>	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
1/6/20	Revise Document <i>Review of Rafi Kiki Lease.</i>	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
1/6/20	Telephone Conference <i>Telephone conference with Bill Mueller.</i>	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
1/7/20	Meeting <i>Meeting with Scott Evans re: Villari Group Agreement.</i>	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50
1/8/20	Telephone Conference	J. Michael	0.3 hrs	\$265.00/HR	\$79.50

Haygood

Telephone conference with Andre Lewis.

1/8/20	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	Telephone conference with Lina Busby.				
1/9/20	Review File	J. Michael Haygood	1.3 hrs	\$265.00/HR	\$344.50
	Review of surveys for Exchange Properties.				
1/9/20	Document Review	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	Review of Viking Merger documents.				
1/13/20	Meeting	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50
	Meeting with CRA Staff.				
1/14/20	Revise Document	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	Revised IT agreement.				
1/15/20	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	Telephone conference with Bill Mueller.				
1/15/20	Revise Document	J. Michael Haygood	2.1 hrs	\$265.00/HR	\$556.50
	Preparation of revised contract and resolution authorizing execution.				
1/15/20	Review Document	J. Michael Haygood	2.1 hrs	\$265.00/HR	\$556.50
	Review of Villari Group comments to last draft of Developemnt Agreement.				
1/15/20	Document Preparation	J. Michael Haygood	1.3 hrs	\$265.00/HR	\$344.50
	Preparation of resolution for approval of purchase from Gerald Properties.				
1/16/20	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	Telephone conference with Greg Kummerlin.				
1/16/20	Document Preparation	J. Michael Haygood	1.8 hrs	\$265.00/HR	\$477.00
	Preparation of resolution approving Villari group agreement.				
1/16/20	Revise Document	J. Michael Haygood	2.3 hrs	\$265.00/HR	\$609.50
	Review of title commitments for Exchange of properties with Viking Entities.				
1/21/20	Telephone Conference	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
	Telephone conference with Greg Kummerlin.				

1/22/20	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	<i>Telephone conference with Sherley.</i>				
1/22/20	Meeting	J. Michael Haygood	2.5 hrs	\$265.00/HR	\$662.50
	<i>Attendance at CRA meeting.</i>				
1/22/20	Revise Document	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	<i>Revised contract for Constant Computing.</i>				
1/23/20	Revise Document	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
	<i>Revised resolution for Phase I of Improvements to CRA property.</i>				
1/27/20	Review Document	J. Michael Haygood	1.1 hrs	\$265.00/HR	\$291.50
	<i>Review of proposed agreement for JC Planning.</i>				
1/27/20	Review Document	J. Michael Haygood	1.8 hrs	\$265.00/HR	\$477.00
	<i>Review and revised Agreement for Dairy Belle renovations.</i>				
1/28/20	Review Document	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	<i>Review Scott's changes to Development Agreement.</i>				
1/28/20	Revise Document	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
	<i>Revised Contract for Sale and Purchase with Gerald Properties.</i>				
1/29/20	Document Preparation	J. Michael Haygood	2.5 hrs	\$265.00/HR	\$662.50
	<i>Preparation of Lease Agreement for property to be purchased for parking.</i>				
1/31/20	Revise Document	J. Michael Haygood	0.9 hrs	\$265.00/HR	\$238.50
	<i>Revised legal descriptions for Contract for sale of property from Gerald to CRA.</i>				

**Hourly Fees Total**

**31.8  
hrs**

**\$8,427.00**

**Balance: \$8,427.00**