Riviera Beach CRA
Payment Authorization Checklist

Vendor Name: **J MICHAEL HAYGOOD**

Control No.: **NA** **Invoice No.:** **NC-146**

Invoice Date: **MARCH 4, 2020** **Payment Amount:** **$8,056.00**

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?	NA
☑ 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.	
☑ 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:** March 2020

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)

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
PAYMENT REQUISITION FORM

TODAYS DATE:	3/4/2020		**BCP**
VENDOR NAME:	J MICHAEL HAYGOOD		**C & S**
VENDOR #:	12285		**CDE**
INVOICE #:	NC 146	X	**CRA**
INVOICE DATE:	3/4/2020		**MEC**
PO #:			**MV**
COMPLETED BY:	CONRAD		**RBEC,LLC**

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
81150101-531000	LEGAL SERVICES FOR FEBRUARY, 2020		$ 8,056.00
	INVOICE TOTAL		**$8,056.00**

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

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: MAR 0 5 2020

ENTERED IN TYLER:

DATE MAILED:

#2760 - 03/5

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

Statement

Invoice No: NC-146
Date: 3/4/20

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
2/4/20	Revise Document	J. Michael Haygood	1.5 hrs	$265.00/HR	$397.50
	Review of Parking Information re: Riviera Resorts and Parking requirements in Development Agreement.				
2/4/20	Review Document	J. Michael Haygood	2.1 hrs	$265.00/HR	$556.50
	Finalized Agreement for Sale and Purchase for Gerald Properties.				
2/5/20	Draft Document	J. Michael Haygood	3.7 hrs	$265.00/HR	$980.50
	Draft Purchase and Sale Agreement for RBCRA-Rivera Resorts				
2/5/20	Review Document	J. Michael Haygood	1.4 hrs	$265.00/HR	$371.00
	Finalized Development Agreement for Riviera Resorts.				
2/5/20	Review Document	J. Michael Haygood	0.9 hrs	$265.00/HR	$238.50
	Review proposal from RMVII				

2/6/20	Document Preparation	J. Michael Haygood	2.7 hrs	$265.00/HR	$715.50
	Preparation of Resolution and Agreement for Sale and Purchase of City Owned Property for Parking.				
2/6/20	Review Document	J. Michael Haygood	2.4 hrs	$265.00/HR	$636.00
	Review and revise memorandum and resolution for Round IV of Commercial Grant Program.				
2/12/20	Meeting	J. Michael Haygood	2.1 hrs	$265.00/HR	$556.50
	Attendance at CRA meeting.				
2/12/20	Telephone Conference	J. Michael Haygood	0.4 hrs	$265.00/HR	$106.00
	Telephone conference with Commissioner Miller-Anderson and Evans.				
2/14/20	Telephone Conference	J. Michael Haygood	0.8 hrs	$265.00/HR	$212.00
	Telephone conference with Working Group re: New Loan for Property Acquisition.				
2/18/20	Draft Document	J. Michael Haygood	2.4 hrs	$265.00/HR	$636.00
	Draft Modification to Hollis Agreement.				
2/18/20	Review Document	J. Michael Haygood	1.4 hrs	$265.00/HR	$371.00
	Review of proposed engagement letter for financial advisor.				
2/19/20	Telephone Conference	J. Michael Haygood	0.5 hrs	$265.00/HR	$132.50
	Telephone conference with Work Team re: financing for Property Acquisition.				
2/20/20	Review Document	J. Michael Haygood	2.7 hrs	$265.00/HR	$715.50
	Review proposed RFP for Financial Consultant for Phase II Marina Project.				
2/20/20	Review Document	J. Michael Haygood	0.8 hrs	$265.00/HR	$212.00
	Review surveys of proposed exchange properties.				
2/24/20	Review Document	J. Michael Haygood	1.4 hrs	$265.00/HR	$371.00
	Review of Grant Documents for 1148 MLK Jr Blvd re: restrictions on use.				
2/26/20	Review Document	J. Michael Haygood	1.1 hrs	$265.00/HR	$291.50
	Review of proposed release and waiver for Safety Toolkit.				
2/26/20	Review Document	J. Michael Haygood	2.1 hrs	$265.00/HR	$556.50
	Review and revised property demolition contract.				

Hourly Fees Total	*30.4 hrs*	*$8,056.00*

Balance: $8,056.00