

**Riviera Beach CRA  
Payment Authorization Checklist**

Vendor Name: J MICHAEL HAYGOOD

Control No.: OCTOBER 2020 Invoice No.: NC-153

Invoice Date: 03/12/2021 Payment Amount: \$ 7,393.50

Project Supervisor/Responsible Official: JONATHAN EVANS, EXECUTIVE DIRECTOR

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

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

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

Date: 03/15/2021

☐ Payment approved by the Board of Commissioners by Motion No. \_\_\_\_\_ or the Consent Agenda, at its meeting on \_\_\_\_\_.  
(If applicable)

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

TODAYS DATE: 3/15/2021  
 VENDOR NAME: J MICHAEL HAYGOOD  
 VENDOR #: 12285  
 INVOICE #: NC-153  
 INVOICE DATE: 3/12/2021  
 PO #: \_\_\_\_\_  
 COMPLETED BY: TAMARA SEGUIN

|          |           |
|----------|-----------|
|          | BCP       |
|          | C & S     |
|          | CDE       |
| <b>X</b> | CRA       |
|          | MEC       |
|          | MV        |
|          | RBEC, LLC |

| FUND ACCOUNT NUMBER  | DESCRIPTION               | JOB | AMOUNT            |
|----------------------|---------------------------|-----|-------------------|
| 811-50101-531000     | OCTOBER 2020              |     | \$ 7,393.50       |
|                      | ADMINISTRATION LEGAL FEES |     |                   |
|                      |                           |     |                   |
|                      |                           |     |                   |
| <b>INVOICE TOTAL</b> |                           |     | <b>\$7,393.50</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:

3/15/2021  
3/16/2021  
 \_\_\_\_\_

B3816

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

# Statement

Invoice No: NC-153  
Date: 3/12/21

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     |
|-------------------|---|--------------------|----------|-------------|------------|
| 10/2/20           | Review Document<br>Review Public Records request.   | J. Michael Haygood | 0.2 hrs  | \$265.00/HR | \$53.00    |
| 10/2/20           | Review Document<br>Review of Dr. Fishkind's response to Developer's request for clarification.                  | J. Michael Haygood | 0.6 hrs  | \$265.00/HR | \$159.00   |
| 10/2/20           | Telephone Conference<br>Telephone conference with Dr. Fishkind.   | J. Michael Haygood | 0.2 hrs  | \$265.00/HR | \$53.00    |
| 10/2/20           | Document Preparation<br>Preparation of resolution for tax credit applications.                                  | J. Michael Haygood | 1.2 hrs  | \$265.00/HR | \$318.00   |
| 10/6/20           | Review Document<br>Review and prepared comments to memorandum and contract for Block Redevelopment agenda item. | J. Michael Haygood | 0.9 hrs  | \$265.00/HR | \$238.50   |
| 10/7/20           | Document Preparation<br>Preparation of Contract for Purchase and Sale Miami Subs.                               | J. Michael Haygood | 2.4 hrs  | \$265.00/HR | \$636.00   |
| 10/8/20           | Meeting<br>Attendance at Special CRA meeting.   | J. Michael Haygood | 4.0 hrs  | \$265.00/HR | \$1,060.00 |
| 10/8/20           | Telephone Conference<br>Telephone conference with James Dinneen.  | J. Michael Haygood | 0.5 hrs  | \$265.00/HR | \$132.50   |
| 10/8/20           | Review Document<br>Review and prepared response to Sands Hotel Proposal.  | J. Michael Haygood | 0.7 hrs  | \$265.00/HR | \$185.50   |
| 10/9/20           | Review Document<br>Review questions for ED candidates.  | J. Michael Haygood | 0.7 hrs  | \$265.00/HR | \$185.50   |
| 10/10/20          | Meeting<br>Attendance at Special CRA meeting.   | J. Michael Haygood | 8.0 hrs  | \$265.00/HR | \$2,120.00 |
| 10/14/20          | Meeting<br>Attendance at Regular CRA meeting.   | J. Michael Haygood | 3.5 hrs  | \$265.00/HR | \$927.50   |
| 10/23/20          | Telephone Conference<br>Telephone conference re: Sands Hotel.   | J. Michael Haygood | 1.0 hrs  | \$265.00/HR | \$265.00   |
| 10/26/20          | Telephone Conference<br>Telephone conference with Joint Work Team re: Marina Phase II.                          | J. Michael Haygood | 1.1 hrs  | \$265.00/HR | \$291.50   |
| 10/26/20          | Review Document<br>Review and revised Nottingham contract.  | J. Michael Haygood | 0.5 hrs  | \$265.00/HR | \$132.50   |
| 10/27/20          | Telephone Conference<br>Telephone conference Marina Phase II.   | J. Michael Haygood | 0.7 hrs  | \$265.00/HR | \$185.50   |
| 10/28/20          | Telephone Conference<br>Telephone conference re: Blue Lagoon.   | J. Michael Haygood | 0.9 hrs  | \$265.00/HR | \$238.50   |
| 10/28/20          | Document Preparation<br>Preparation of contract for Brown Electric.   | J. Michael Haygood | 0.8 hrs  | \$265.00/HR | \$212.00   |
| Hourly Fees Total |   |                    | 27.9 hrs |             | \$7,393.50 |

Balance: \$7,393.50



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**From:** Donna Bourbeau <[dbourbeau@rbkra.com](mailto:dbourbeau@rbkra.com)>  
**Sent:** Friday, March 19, 2021 10:22 AM  
**To:** Sherley Desir <[SDesir@rbkra.com](mailto:SDesir@rbkra.com)>  
**Subject:** Telephone call from Michael Haygood  
**Importance:** High

Please call Michael Haygood, he's calling about his checks. His number is: 758-1210.  
Thank you



**Donna Bourbeau**

**Administrative Assistant - Receptionist**

2001 Broadway, Suite 300 | Riviera Beach, FL 33404

P. 561.844.3408 | F. 561.881.8043  
[www.rbkra.com](http://www.rbkra.com)



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