

**Riviera Beach CRA
Payment Authorization Checklist**

Vendor Name: J MICHAEL HAYGOOD


Control No.: NOVEMBER 2020 Invoice No.: NC-154

Invoice Date: 03/12/2021 Payment Amount: \$ 5,856.50

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

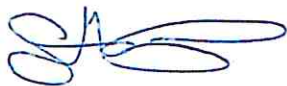
☐ Payment approved by the Board of Commissioners by Motion No. _____ or the Consent Agenda, at its meeting on _____.
(If applicable)

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

TODAYS DATE: 3/15/2021
 VENDOR NAME: J MICHAEL HAYGOOD
 VENDOR #: 12285
 INVOICE #: NC-154
 INVOICE DATE: 3/12/2021
 PO #: _____
 COMPLETED BY: TAMARA SEGUIN

	BCP
	C & S
	CDE
X	CRA
	MEC
	MV
	RBEC, LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
811-50101-531000	Nov-21		\$ 5,856.50
	ADMINISTRATION LEGAL FEES		
INVOICE TOTAL			\$5,856.50

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 CONTRACT SERVICES

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: 3/15/2021
 ENTERED IN TYLER: 3/16/2021
 DATE MAILED: _____

B3816

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

Statement

Invoice No: NC-159
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
11/2/20	Meeting	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
	Review of Agreement with Biddle Alliance Tax.				
11/3/20	Review Document	J. Michael Haygood	1.3 hrs	\$265.00/HR	\$344.50
	Review of RFP for Art & Branding and preparation of resolution approving RFP.				
11/3/20	Document Preparation	J. Michael Haygood	2.5 hrs	\$265.00/HR	\$662.50
	Preparation of Opinion of Title-Blue Lagoon.				
11/5/20	Revise Document	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	Revised Miami Subcontract for sale and purchase.				
11/5/20	Review Document	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	Review memorandum from Daren Wynn re: Exemption to Physical Presence to Public meeting.				
11/6/20	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	Telephone conference with Kate Weiner re: Miami Subs.				
11/9/20	Telephone Conference	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	Telephone conference with Joint Work Team re: Marina Phase II.				
11/10/20	Review Document	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	Review of proposed agreement with Safold Paving.				
11/12/20	Meeting	J. Michael Haygood	4.0 hrs	\$265.00/HR	\$1,060.00
	Attendance at regular CRA meeting.				
11/12/20	Document Preparation	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	Preparation of memorandum to Board re: Marina Phase II.				
11/16/20	Revise Document	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	Modified Commercial Grant Agreements.				
11/16/20	Telephone Conference	J. Michael Haygood	0.2 hrs	\$265.00/HR	\$53.00
	Telephone conference with Lorenzo Biddle.				
11/16/20	Review Document	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
	Review and comments to Agreement for Veterans Memorial.				
11/17/20	Review Document	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
	Preparation of affidavits for Commercial Grant Agreements.				
11/17/20	Revise Document	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
	Finalized Opinion of Title re: Blue Lagoon.				
11/18/20	Telephone Conference	J. Michael Haygood	1.1 hrs	\$265.00/HR	\$291.50
	Telephone conference with Joint Work Team re: Marina Phase II.				
11/18/20	Review Document	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
	Review and comments to letter to Rafiki Tiki, LLC.				
11/18/20	Review Document	J. Michael Haygood	1.3 hrs	\$265.00/HR	\$344.50
	Review and comments to Tiki Market contract.				
11/18/20	Review Document	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	Review of response to Public Records request.				
11/19/20	Review Document	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
	Review of Agreement and survey for EV Recharge Station.				
11/23/20	Telephone Conference	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	Conference call re: Marina Phase II.				
11/30/20	Telephone Conference	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	Telephone conference Joint Work Team re: Marina Phase II.				
11/30/20	Review Document	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	Review of revisions to Miami Subs Agreement.				
Hourly Fees Total			22.1 hrs		\$5,856.50

Balance: \$5,856.50