

**Riviera Beach CRA
Payment Authorization Checklist**

Vendor Name: J MICHAEL HAYGOOD


Control No.: DECEMBER 2020 Invoice No.: NC-155

Invoice Date: 3/16/2021 Payment Amount: \$ 2,968.00

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: 03/16/2021


☐ 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: 3/16/2021
 VENDOR NAME: J MICHAEL HAYGOOD
 VENDOR #: 12285
 INVOICE #: NC-155
 INVOICE DATE: 3/16/2021
 PO #: _____
 COMPLETED BY: TAMARA SEGUIN

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

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
811-50101-531000	DECEMBER 2020		\$ 2,968.00
	ADMINISTRATION LEGAL FEES		
INVOICE TOTAL			\$2,968.00

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 CONTRACT SERVICES

SECTION C - QUOTES

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

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

B3813

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

Statement

Invoice No: NC-155
Date: 3/16/21

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
12/1/20	Telephone Conference	J. Michael Haygood	1.1 hrs	\$265.00/Hr	\$291.50
	Telephone conference, Joint Task Force meeting				
12/2/20	Review Document	J. Michael Haygood	1.3 hrs	\$265.00/Hr	\$344.50
	Review and revised draft agreement for Endeavors by Ali				
12/7/20	Review Document	J. Michael Haygood	0.4 hrs	\$265.00/Hr	\$106.00
	Review and revised Memorandum re: Marina Phase II				
12/8/20	Review Document	J. Michael Haygood	0.3 hrs	\$265.00/Hr	\$79.50
	Review of Public Records request re: Crab Pot Site Plan Review				
12/9/20	Meeting	J. Michael Haygood	5.3 hrs	\$265.00/Hr	\$1,404.50
	Attendance at Special and Regular CRA Meeting				
12/11/20	Telephone Conference	J. Michael Haygood	1.2 hrs	\$265.00/Hr	\$318.00
	Telephone conference re: Marina Phase II				
12/16/20	Telephone Conference	J. Michael Haygood	0.8 hrs	\$265.00/Hr	\$212.00
	Telephone conference Marina Phase II				
12/18/20	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/Hr	\$79.50
	Telephone conference with Dawn Wynn				
12/30/20	Telephone Conference	J. Michael Haygood	0.5 hrs	\$265.00/Hr	\$132.50
	Telephone conference re: Rafiki Tikki				
Hourly Fees Total			11.2 hrs		\$2,968.00

Balance: \$2,968.00