

**Riviera Beach CRA
Payment Authorization Checklist**

Vendor Name: J MICHAEL HAYGOOD

Control No.: JANUARY 2021 Invoice No.: NC-156

Invoice Date: 3/16/2021 Payment Amount: \$ 4,558.00

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-156
 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	JANUARAY 2021		4558 \$ 7,393.50
	ADMINISTRATION LEGAL FEES		
INVOICE TOTAL			\$7,393.50

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: 3/16/2021
 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-156
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
1/4/21	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	Telephone conference with Andre Lewis re: Commercial Grant Agreements.				
1/4/21	Review Document	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
	Review of revised Commercial grant agreements.				
1/5/21	Review Document	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
	Review of revisions to Miami Subs Agreement.				
1/7/21	Review Document	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	Review of memorandum from J. Evans re: Marina Phase II.				
1/11/21	Meeting	J. Michael Haygood	1.3 hrs	\$265.00/HR	\$344.50
	Meeting with Tamara and Sherley re: CRA owned property.				
1/12/21	Meeting	J. Michael Haygood	0.9 hrs	\$265.00/HR	\$238.50
	Telephone conference with Scott Evans and Yolanda Herring				
1/12/21	Review Document	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
	Review of letter to Rafiki Tiko re: default.				
1/12/21	Document Preparation	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	Review of revised Miami Subs contract and preparation of resolution approving contract.				
1/12/21	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	Telephone conference with attorney for Miami Subs.				
1/13/21	Meeting	J. Michael Haygood	4.0 hrs	\$265.00/HR	\$1,060.00
	Attendance at Regular CRA meeting.				
1/13/21	Review Document	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	Review of revised Mildly Deterious contract.				
1/13/21	Review Document	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
	Review of Rafiki Tiko lease and amendments.				
1/13/21	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
	Telephone conference with Tamara.				
1/20/21	Review Document	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
	Review of memorandum from Scott Evans re: Marina Phase II.				
1/21/21	Telephone Conference	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
	Telephone conference re: Marina Phase II.				
1/27/21	Meeting	J. Michael Haygood	3.8 hrs	\$265.00/HR	\$1,007.00
	Attendance at CRA Workshop.				
1/29/21	Telephone Conference	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
	Telephone conference with attorney for Miami Subs.				
Hourly Fees Total			17.2 hrs		\$4,558.00

Balance: \$4,558.00