

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

TODAYS DATE: 4/28/2021
 VENDOR NAME: J MICHAEL HAYGOOD
 VENDOR #: 12285
 INVOICE #: NC-159
 INVOICE DATE: 4/28/2021
 PO #:
 COMPLETED BY: TAMARA SEGUIN

X

BCP
 C & S
 CDE
 CRA
 MEC
 MV
 RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
811-50101-531000	Mar-21		\$ 4,478.50
	ADMINISTRATION LEGAL FEES		
INVOICE TOTAL			\$4,478.50

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: _____
 ENTERED IN TYLER: _____
 DATE MAILED: _____

Riviera Beach CRA Payment Authorization Checklist

Vendor Name: J MICHAEL HAYGOOD

Control No.: MARCH 2021 Invoice No.: NC-159

Invoice Date: 4/28/2021 Payment Amount: \$ 4478.50

Project Supervisor/Responsible Official: SCOTT EVANS, DIRECTOR OF PLANNING & DEVELOPMENT

	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: 4/28/2021

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



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

Statement

Invoice No: NC-159
 Date: 4/28/21

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
3/1/21	Review Document Review of proposed application for tax credits Element 8.	J. Michael Haygood	1.3 hrs	\$265.00/HR	\$344.50
3/2/21	Review Document Review contract re: Due Diligence.	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
3/2/21	Review Document Review Tikki lease re: sales tax on additional rent.	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
3/2/21	Review Document Review and approved Modification of agreement for 1601 Broadway	J. Michael Haygood	0.6 hrs	\$265.00/HR	\$159.00
3/3/21	Review Document Review and comments to memo re: Tikki restaurant.	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
3/3/21	Document Preparation Preparation of resolution for approval of TCRPC item and review of proposed agreement.	J. Michael Haygood	1.3 hrs	\$265.00/HR	\$344.50
3/4/21	Review Document Review and comments to letter re: Tikki	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
3/9/21	Review Document Review of proposal for Debt Coverage	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
3/15/21	Review Document Review of tax bills and settlement statements for properties that the CRA acquired.	J. Michael Haygood	0.7 hrs	\$265.00/HR	\$185.50
3/16/21	Telephone Conference Telephone conference with Tamara Sequin re: Public records request.	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
3/17/21	Telephone Conference Telephone conference with Tamara Sequin re: public records request.	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
3/23/21	Review Document Review of entities for the Phae II Marina Parking	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50
3/23/21	Review Document Review of proposed letter to Ms. Waddle re: Public Records request.	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
3/26/21	Document Preparation Preparation of Demolition contract for 2600 Broadway	J. Michael Haygood	2.4 hrs	\$265.00/HR	\$636.00
3/26/21	Review Document Review of letter to ms. Waddle re: public record request.	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
3/29/21	Review Document Review of draft restrictive covenant.	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
3/30/21	Review Document Review Memo re: CRA Board appointment.	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
3/30/21	Document Preparation Preparation of resolution approving Demolition contract.	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
3/31/21	Document Preparation Initial preparation of Development Agreement for 11th Street Project.	J. Michael Haygood	2.5 hrs	\$265.00/HR	\$662.50
Hourly Fees Total			16.9 hrs		\$4,478.50

Balance: \$4,478.50