

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


TODAYS DATE: 4/26/2021  
 VENDOR NAME: J MICHAEL HAYGOOD  
 VENDOR #: 12285  
 INVOICE #: NC-157  
 INVOICE DATE: 4/21/2021  
 PO #:  
 COMPLETED BY: TAMARA SEGUIN

<b>X</b>

BCP  
C & S  
CDE  
CRA  
MEC  
MV  
RBEC,LLC

FUND ACCOUNT NUMBER	DESCRIPTION	JOB	AMOUNT
811-50101-531000	FEBRUARY 2021		\$ 5,114.50
	ADMINISTRATION LEGAL FEES		

**INVOICE TOTAL** \$ 5,114.50 H3

COMMENTS: APPROVED BY:  4-29-2021

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:

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**SECTION B - OTHER**      CONTRACT SERVICES

**SECTION C - QUOTES**

VENDOR	PRICE QUOTED	COMMENT / RANKING
1		
2		
3		

RECEIVED BY FINANCE: 4/26/2021  
 ENTERED IN TYLER: 5/7/2021  
 DATE MAILED:

**B3940**

## Riviera Beach CRA Payment Authorization Checklist

Vendor Name: J MICHAEL HAYGOOD


Control No.: FEBRUARY 2021 Invoice No.: NC-157

Invoice Date: 4/21/2021 Payment Amount: \$ 5,114.50

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.

 Date: 4/26/2021  
 Approving Authority

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

# Statement

J. Michael Haygood, PA  
 2001 Broadway  
 Suite 209  
 West Palm Beach, Florida 33401  
 561-884-8311

Invoice No: NC-157  
 Date: 7/21/21

**Bill to:** Riviera Beach Community Redevelopment Agency  
 Scott Evans  
 2001 Broadway  
 Suite 300  
 Riviera Beach, FL 33404

### General Administration

Date	Description	Timesheet	Time	Rate	Amount
2/1/21	Review Document	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
2/1/21	Document Preparation	J. Michael Haygood	2.6 hrs	\$265.00/HR	\$689.00
2/1/21	Document Preparation	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
2/1/21	Review Document	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
2/1/21	Review Document	J. Michael Haygood	0.4 hrs	\$265.00/HR	\$106.00
2/1/21	Telephone Conference	J. Michael Haygood	0.3 hrs	\$265.00/HR	\$79.50
2/10/21	Telephone Conference	J. Michael Haygood	0.8 hrs	\$265.00/HR	\$212.00
2/11/21	Review Document	J. Michael Haygood	0.6 hrs	\$265.00/HR	\$159.00
2/15/21	Preparation of Response	J. Michael Haygood	0.9 hrs	\$265.00/HR	\$238.50
2/17/21	Review Document	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
2/18/21	Meeting	J. Michael Haygood	1.2 hrs	\$265.00/HR	\$318.00
2/22/21	Research	J. Michael Haygood	2.8 hrs	\$265.00/HR	\$742.00
2/13/21	Review Document	J. Michael Haygood	0.5 hrs	\$265.00/HR	\$132.50
2/23/21	Research	J. Michael Haygood	1.5 hrs	\$265.00/HR	\$397.50
2/13/21	New Task	J. Michael Haygood	3.1 hrs	\$265.00/HR	\$821.50
2/14/21	Meeting	J. Michael Haygood	1.8 hrs	\$265.00/HR	\$477.00
<b>Hourly Fees Total</b>					<b>\$5,114.50</b>

**Balance: \$5,114.50**