



ALLEN NORTON & BLUE
PROFESSIONAL ASSOCIATION

121 Majorca Ave., Coral Gables, FL 33134
305-445-7801
EIN: 59-1287650

August 5, 2024

Invoice No. 181207

Town of Longboat Key
Magda McDowell
Attn: Magda McDowell
email to: MMcDowell@longboatkey.org
Longboat Key, FL 342283196

INVOICE SUMMARY

For Professional Services Rendered through July 31, 2024

Client-Matter: 1401-00000

RE: Re: General Labor Matters

Total Professional Fees	\$ 2,310.00
Total Expenses	<u> \$.00</u>
TOTAL THIS INVOICE	\$ 2,310.00
Previous Balance	<u> \$.00</u>
TOTAL BALANCE DUE	<u> \$ 2,310.00</u>

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PROFESSIONAL SERVICES

Date	TKPR	Description	Hours	Amount
7/08/24	BK	Review complaint submitted by marine officer and resignation forwarded by Lisa Silvertooth	.30	82.50
7/09/24	BK	Phone conference with W.R.A. re: allegations of Officer Connor and review additional materials re: same and discussion with M.S. re: investigation	.60	165.00
7/09/24	WRA	Review correspondence from LS re coast guard leave	.30	82.50
7/09/24	WRA	Review memo from HT to T comm, Review claims by former employee re military service. Telephone conference with KS re same	.90	247.50
7/09/24	WRA	Extended telephone conference with LS and Cris re military leave investigation	.60	165.00
7/09/24	WRA	Extended telephone conference with LS re conversations with former employee, memo to BK and MS and file re same	.60	165.00
7/10/24	BK	Review emails from W.R.A. and Lisa Silvertooth re: Connor complaint and conference call with W.R.A. and M.S. re: same and review and revise draft letter to employee re: Same	1.30	357.50
7/10/24	WRA	Review correspondence from LS re PC with former employee	.30	82.50
7/10/24	WRA	Prepare correspondence to LS review pc with ex employee	.30	82.50
7/10/24	WRA	Attorney's conference with BK and MS re investigation of former employee claim, draft memo to former employee	.60	165.00
7/10/24	MS	Review Connors complaint and conduct conference call with BK and WRA re: same	.40	110.00
7/11/24	MS	Phone call with Lisa Silvertooth et al re: Connors complaint	.50	137.50
7/11/24	MS	Review and respond to emails from Chris Kopp re: Connors matter	.20	55.00
7/12/24	MS	Phone call with Lisa Silvertooth et al re: Connors matter (.3) and review multiple follow-up emails re: same (.2)	.50	137.50
7/17/24	MS	Review and respond to email from Chris Kopp re: investigation	.20	55.00
7/29/24	MS	Review and respond to emails from Chris Kopp re: media inquiries and potential statement, prepare draft statement re: same (.5), conduct follow-up phone call with Chris Kopp re: same (.1)	.60	165.00
7/31/24	MS	Review and respond to email from Chris Kopp re: draft press release	.20	55.00
TOTAL PROFESSIONAL FEES				\$ 2,310.00

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SUMMARY OF PROFESSIONAL SERVICES

Name	Staff Level	Hours	Rate	Total
W. Reynolds Allen	Partner	3.60	275.00	990.00
Brian Koji	Partner	2.20	275.00	605.00
Matthew Stefany	Partner	2.60	275.00	715.00
Total		8.40		\$ 2,310.00

TOTAL THIS INVOICE

\$ 2,310.00

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OUTSTANDING INVOICES

Matter	Prior Balance	Invoice Amount	Payments Received	Balance Due
Longboat Key, Town	.00	2,310.00	.00	2,310.00
	Previous Balance			\$.00
	Balance Due This Invoice			<u>\$ 2,310.00</u>
	TOTAL BALANCE DUE			<u><u>\$ 2,310.00</u></u>

AGED ACCOUNTS RECEIVABLE

Current - 30	31 - 60	61 - 90	91 - 120	Over 120	Total
\$.00	\$.00	\$.00	\$.00	\$.00	\$.00



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REMITTANCE ADVICE

Client-Matter: 1401-00000

RE: Re: General Labor Matters

BALANCE DUE THIS INVOICE	\$ 2,310.00
Previous Balance	_____ \$.00
TOTAL BALANCE DUE	<u>_____ \$ 2,310.00</u>

All checks should be made payable to:
(Please return this advice with payment.)

Allen Norton & Blue, P.A.
ATTN: Accounts Receivable
121 Majorca Avenue
Coral Gables, Florida 33134

For payment by wire or ACH in USD:

Name: Allen Norton & Blue, P.A.
Address: 121 Majorca Avenue
Coral Gables, FL 33134
Routing Number: 084000026
Account #: 20001844164
Bank Name: First Horizon
Bank Address: 2109 Ponce De Leon Blvd.,
Coral Gables, FL 33134
Telephone Number: 305-442-9991

Please reference: Invoice 181207, File # 1401 - 00000

INVOICES ARE PAYABLE UPON RECEIPT

Proudly Representing Management for Over 50 Years