

**Gilligan, Anderson & Phelan, P.A.**  
1531 SE 36th Ave  
Ocala, FL 34471

City of Ocala  
110 SE Watula Avenue  
Ocala, FL 34471

Date: 12/8/2022

<b>Invoice</b>	<b>Matter</b>	<b>Fees</b>	<b>Expenses</b>	<b>Amount</b>
65463	Barnes, Joyce Estate of	\$637.50	\$0.00	\$637.50
65464	Capra, Christina	\$130.00	\$315.00	\$445.00
65465	Clerk	\$333.75	\$0.00	\$333.75
65466	CMO	\$160.00	\$0.00	\$160.00
65467	Code Enforcement Board	\$137.50	\$0.00	\$137.50
65468	Council	\$445.00	\$0.00	\$445.00
65469	Felicien, Phillip	\$90.00	\$0.00	\$90.00
65470	Givner, SaVon	\$34.50	\$0.00	\$34.50
65471	McCoy, Branden	\$362.50	\$281.50	\$644.00
65472	Medina, Rafael	\$124.50	\$0.00	\$124.50
65473	Muth, Wyatt	\$35.00	\$0.00	\$35.00
65474	Ocala Petro, Inc.	\$97.50	\$0.00	\$97.50
65475	OPD	\$119.00	\$0.00	\$119.00
65476	PG Sarres, Inc.	\$65.00	\$0.00	\$65.00
65477	Risk Management	\$240.00	\$0.00	\$240.00
<i>Total</i>		\$3,011.75	\$596.50	\$3,608.25

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**INVOICE # 65463****DATE 11/30/2022****MATTER**

Barnes, Joyce Estate of

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/11/2022	CAA: Finalize settlement agreement; Draft email to Attorney Patrick Gilligan about same	0.10	32.50
11/14/2022	CAA: Meeting about placing settlement on agenda	0.30	97.50
11/23/2022	CAA: Review and finalize memorandum to Council; Telephone call with City Attorney Will Sexton about settlement; Finalize settlement agreement for approval by Council	0.50	162.50
11/23/2022	CAA: Review email from Attorney Will Sexton about final revisions to settlement agreement; Telephone call about same; Make final revisions; Email to Attorney Craig Panholzer about same	1	325.00
11/23/2022	SC: Email exchange with Attorney Chris Anderson regarding agenda deadline and council memo	0.20	20.00

Subtotal: 637.50

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Hours Summary:

- Christopher Anderson (CAA): 1.9h @\$325.00 = \$617.50
- SC- PGG (SC): 0.2h @\$100.00 = \$20.00

**BALANCE DUE****\$637.50**

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**INVOICE # 65464****DATE 11/30/2022****MATTER**

Capra, Christina

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/04/2022	SC: Review email instruction from Attorney Gwen Williams regarding complaint for filing; Revise complaint and small claims summons; Prepare exhibits for filing with complaint; File complaint with Clerk and submit summons to be issued by Clerk;	0.50	50.00
11/04/2022	SC: Prepare and send email to Attorney Gwen Williams regarding issuance of summons; Update case diary and note for receipt of issued summons	0.20	20.00
11/07/2022	SC: Review issued summons and notice from Attorney Gwen Williams; Calendar small claims pretrial and mediation; Prepare and send email to Lyn Cole regarding appearance at same; Update case diary	0.30	30.00
11/07/2022	SC: Online research in an attempt to obtain information or photo of Christina Capra to assist processes server with service; Prepare and send email to processes server attaching complaint and summons for service on Capra;	0.30	30.00
			Subtotal: 130.00
	===== Expenses		
11/04/2022	Marion County Clerk of Court: Filing and summons fee		315.00
			Subtotal: 315.00

Hours Summary:

- SC- PGG (SC): 1.30h @\$100.00 = \$130.00

**BALANCE DUE****\$445.00**

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**INVOICE # 65465****DATE 11/30/2022****MATTER**

Clerk

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/21/2022	SC: Email exchange with Tracey Florence regarding closed files and imaging of records	0.10	10.00
11/22/2022	SC: Review file list from Tracey at Clerk's office; Look up case numbers and review case status; Prepare and send email to Tracey noting which cases that are closed and can be imaged	1	100.00
11/30/2022	SC: Phone call with City Clerk Angel Jacobs regarding pending public records requests	0.10	10.00
11/30/2022	PGG: Draft email to Will Sexton about Public Records Act request for shade meeting records in Forsyth case	0.35	113.75
11/30/2022	SC: Review records (file, notices and calendar appointments) related to attorney client sessions and create list of session dates per request of City Clerk Angel Jacobs; Prepare and send email to City Clerk Angel Jacobs attaching same	1	100.00

Subtotal: 333.75

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Hours Summary:

- SC- PGG (SC): 2.20h @\$100.00 = \$220.00
- Patrick Gilligan (PGG): 0.35h @\$325.00 = \$113.75

**BALANCE DUE****\$333.75**

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**INVOICE # 65466****DATE 11/30/2022****MATTER****CMO**

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/04/2022	SC: Email exchange with Lori Boley regarding City Hall key cards;	0.20	20.00
11/04/2022	SC: Email exchange with Attorney Jimmy Gooding and Attorney Rob Batsel regarding real estate software; Office/phone conference with Attorney Jimmy Gooding and City Attorney Will Sexton regarding same	0.30	30.00
11/15/2022	SC: Review email regarding proofing supplements for Municode; Prepare and send email to Attorney Patrick Gilligan regarding procedure going forward; Prepare and send email to City Attorney Will Sexton regarding same	0.30	30.00
11/21/2022	SC: Follow up call to Richard Sanford, LexisNexis rep regarding transferring real estate program to City Attorney	0.10	10.00
11/30/2022	SC: Phone call with LexisNexis customer support regarding transferring software subscription to City Attorney; Prepare and send email to City Attorney Will Sexton, Attorney Jimmy Gooding and Attorney Robert Batsel	0.70	70.00

Subtotal: 160.00

## Hours Summary:

- SC- PGG (SC): 1.60h @\$100.00 = \$160.00

**BALANCE DUE****\$160.00**

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**INVOICE #** 65467**DATE** 11/30/2022

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**MATTER**

Code Enforcement Board

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/01/2022	PCE: Meeting with Attorney Chris Anderson regarding pending Case Management Conference	0.20	20.00
11/03/2022	PCE: Review docket and Motion and Notice of Lack of Prosecution; update court calendar	0.20	20.00
11/22/2022	CAA: Veres - Ebert - Review previous records about response to public records request	0.30	97.50
			Subtotal: 137.50

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Hours Summary:

- Christopher Anderson (CAA): 0.30h @\$325.00 = \$97.50  
- PCE- CAA (PCE): 0.40h @\$100.00 = \$40.00

**BALANCE DUE****\$137.50**

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**INVOICE # 65468****DATE 11/30/2022**

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**MATTER**

Council

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/21/2022	PGG: Locate and review Research on interference with traffic ordinance from Lee County; Draft email to Attorney Will Sexton about same	1	325.00
11/21/2022	SC: Office conferences with Attorney Patrick Gilligan regarding proposed ordinance formatting; Revise section information; Review email instruction from Attorney Patrick Gilligan regarding ordinance format; Prepare section information with ordinance format, including title and signatures; Prepare and send email to Attorney Patrick Gilligan attaching same	1	100.00
11/28/2022	SC: Review email from Mayor Guinn regarding new ordinance; Prepare and send email to Attorney Patrick Gilligan regarding status and placement on council agenda	0.20	20.00

Subtotal: 445.00

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Hours Summary:

- Patrick Gilligan (PGG): 1.00h @\$325.00 = \$325.00  
- SC- PGG (SC): 1.20h @\$100.00 = \$120.00

**BALANCE DUE****\$445.00**

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**INVOICE # 65469****DATE 11/30/2022****MATTER**

Felicien, Phillip

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/07/2022	SC: Prepare and send email to Lyn Cole regarding enforcement of order to provide fact information sheet vs sending matter to collections; Update case diary	0.20	20.00
11/08/2022	SC: Review email from Chief Mike Balken; Prepare letter to Chief Balken closing our file and enclosing final judgment; Prepare and send email to Attorney Gwen Williams attaching same for review and approval	0.30	30.00
11/09/2022	SC: Review email from Attorney Gwen Williams; Revise closing letter to Chief Balken; Prepare and send email to Chief Balken attaching same; Update case diary	0.40	40.00

Subtotal: 90.00

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**Hours Summary:**

- SC- PGG (SC): 0.90h @\$100.00 = \$90.00

**BALANCE DUE****\$90.00**

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**INVOICE #** 65470

**DATE** 11/30/2022

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**MATTER**

Givner, SaVon

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/11/2022	SC: Email exchange with Attorney Gwen Williams regarding status of case	0.10	10.00
11/11/2022	GPW: Email correspondence with City Paralegal Shannon Crandall re status of case	0.10	24.50

Subtotal: 34.50

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Hours Summary:

- GPW- PGG (GPW): 0.10h @\$245.00 = \$24.50  
- SC- PGG (SC): 0.10h @\$100.00 = \$10.00

**BALANCE DUE**

**\$34.50**

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**INVOICE # 65471****DATE 11/30/2022****MATTER**

McCoy, Branden

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/01/2022	SC: Review Progress Memo, Affidavit of Service and Served Alias Summons from Investigator Leo Smith; Office conference with Attorney Gwen Williams regarding service;	0.30	30.00
11/01/2022	SC: File return of service with Marion County Clerk;	0.30	30.00
11/01/2022	GPW: Read letter from Leo Smith re service of process; Review statute re same; Office conferences with City Paralegal Shannon Crandall re sufficiency of service issues and next steps	0.50	122.50
11/01/2022	SC: Review F.S. 48.031; Follow up office conference with Attorney Gwen Williams to confirm effective service of process	0.30	30.00
11/01/2022	SC: Calculate McCoy's deadline to respond to the Complaint and calendar same; Prepare and send email to client attaching Progress Memo and filed return of service and informing client of McCoy's deadline to respond to the Complaint	0.20	20.00
11/02/2022	SC: Email exchange with Investigator Leo Smith regarding McCoy's law enforcement certification	0.20	20.00
11/22/2022	SC: Telephone call with McCoy; Office conference with Attorney Patrick Gilligan; Prepare Motion for Default and Default; Prepare and send email to Attorney Patrick Gilligan attaching same; Review email from Attorney Patrick Gilligan and file the approved motion; Update case diary regarding entry of default	0.60	60.00
11/28/2022	SC: Review entered default; Update case diary	0.20	20.00
11/28/2022	SC: Calculate payoff amount; Prepare and send email to McCoy with payoff amount through today	0.30	30.00
			Subtotal: 362.50
	===== Expenses		
11/01/2022	Leo Smith Investigations: Locate and serve Branden McCoy		281.50
			Subtotal: 281.50

## Hours Summary:

- SC- PGG (SC): 2.40h @\$100.00 = \$240.00  
- GPW- PGG (GPW): 0.50h @\$245.00 = \$122.50

**BALANCE DUE****\$644.00**

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**INVOICE # 65472****DATE 11/30/2022****MATTER**

Medina, Rafael

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/07/2022	SC: Prepare and send email to Lyn Cole to confirm matter sent to collections; Update case diary	0.20	20.00
11/15/2022	SC: Review email response from Lyn Col confirming matter sent to collections; Prepare letter to Chief Balken regarding closing our file; Prepare and send email to Attorney Gwen Williams to review and approve same	0.50	50.00
11/15/2022	GPW: Read email and closing letter from City Paralegal Shannon Crandall and email City Paralegal Shannon Crandall re sending	0.10	24.50
11/15/2022	SC: Review approval email from Attorney Gwen Williams; Revise letter to Chief Balken; Prepare and send email to Chief Balken attaching same; Update case diary	0.30	30.00
			Subtotal: 124.50

## Hours Summary:

- SC- PGG (SC): 1.00h @\$100.00 = \$100.00  
- GPW- PGG (GPW): 0.10h @\$245.00 = \$24.50

**BALANCE DUE****\$124.50**

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**INVOICE # 65473**

**DATE 11/30/2022**

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**MATTER**

Muth, Wyett

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/15/2022	GPW: Office conference with City Paralegal Shannon Crandall re status of case and next steps	0.10	25.00
11/15/2022	SC: Office conference with Attorney Gwen Williams regarding status	0.10	10.00
			Subtotal: 35.00

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Hours Summary:

- GPW- PGG (GPW): 0.10h @\$250.00 = \$25.00

- SC- PGG (SC): 0.10h @\$100.00 = \$10.00

**BALANCE DUE**

**\$35.00**

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**INVOICE #** 65474

**DATE** 11/30/2022

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**MATTER**

Ocala Petro, Inc.

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/01/2022	CAA: Review and respond to email from opposing counsel about preparation of record on appeal	0.30	97.50

Subtotal: 97.50

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Hours Summary:

- Christopher Anderson (CAA): 0.30h @\$325.00 = \$97.50

**BALANCE DUE**

**\$97.50**

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**INVOICE # 65475****DATE 11/30/2022****MATTER**

OPD

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/29/2022	GPW: Office conference with City Paralegal Shannon Crandall re letter to OPD re statute of limitations for new recruit cases	0.10	24.50
11/29/2022	SC: Office conference with Attorney Gwen Williams regarding statute of limitations for breach of contract actions on closed files	0.10	10.00
11/30/2022	SC: Review F.S. 95.11 regarding statute of limitations on contracts; Review closed recruit breach of contract files to determine which were closed without obtaining judgment; Prepare and send email to Attorney Gwen Williams for her review before sending to Chief Balken	0.50	50.00
11/30/2022	SC: Review email from Attorney Gwen Williams; Send email to Chief Mike Balken regarding breach of contract claims against new recruits	0.10	10.00
11/30/2022	GPW: Review draft email to OPD from City Paralegal Shannon Crandall and email City Paralegal Shannon Crandall re same	0.10	24.50
			Subtotal: 119.00

## Hours Summary:

- SC- PGG (SC): 0.70h @\$100.00 = \$70.00  
- GPW- PGG (GPW): 0.20h @\$245.00 = \$49.00

**BALANCE DUE****\$119.00**

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**INVOICE #** 65476

**DATE** 11/30/2022

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**MATTER**

PG Sarres, Inc.

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/15/2022	CAA: Review and respond to email from Attorney Leonard Ireland about amended order imposing fines	0.10	32.50
11/16/2022	CAA: Telephone call with Attorney Leonard Ireland about compliance with code enforcement board order	0.10	32.50
			Subtotal: 65.00

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Hours Summary:

- Christopher Anderson (CAA): 0.20h @\$325.00 = \$65.00

**BALANCE DUE**

**\$65.00**

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**INVOICE # 65477****DATE 11/30/2022****MATTER**

Risk Management

DATE	DESCRIPTION	HOURS	AMOUNT
	===== Services		
11/02/2022	SC: Review email from Wolters Kluwer rep re outstanding bill related to Chubb entries made before SIR met; Respond with copy to Richard Dennis; Review email from Richard Dennis to Devan Kikendall regarding same	0.30	30.00
11/03/2022	SC: Telephone call from Richard Dennis regarding payment to Chubb; Office conference with Office Manager Traci Heinrich regarding same; Call to Richard to confirm payment to Chubb	0.30	30.00
11/04/2022	SC: Email exchange with Ashley Brown regarding reimbursement for expense paid under Marin case;	0.30	30.00
11/04/2022	SC: Email exchange with Richard Dennis regarding bill payment to Wolters Kluwer; Email exchange with Jacqueline regarding same; Prepare and send email to office manager requesting check for payment	0.30	30.00
11/07/2022	SC: Create updated litigation budget form	0.10	10.00
11/07/2022	SC: Review email from Jakelyn at Wolters Kluwer requesting proof of payment; Prepare and send email to Jakelyn attaching copy of check and invoice	0.20	20.00
11/07/2022	SC: Review email from Ashley Brown at PMA with instruction on issuing payment to City for refunded costs	0.10	10.00
11/09/2022	SC: Prepare and send email to Richard Dennis regarding receipt of payment	0.10	10.00
11/09/2022	SC: Update case status report	0.10	10.00
11/14/2022	SC: Review email from Ashley Brown regarding unpaid invoice; Review sent emails to locate initial email attaching invoice for payment; Prepare and send email to Ashely regarding same	0.30	30.00
11/22/2022	SC: Review email from Ashley Brown requesting confirmation of charges and bill to a particular matter; Review billing records and email sent to claims at PMA; Respond to email from Ashley Brown attaching email sent to claims at PMA; Review response from Ashley Brown	0.30	30.00

Subtotal: 240.00

Please make checks payable to: Gilligan, Anderson & Phelan, P.A.



Retainer information:

+ Previous account balance: \$0.00  
+ New charges: \$240.00  
- Previous retainer balance: \$0.00  
- Payment made from retainer: \$0.00  
= New account balance: \$240.00  
= New retainer balance: \$0.00

BALANCE DUE

**\$240.00**

Hours Summary:

- SC- PGG (SC): 2.40h @\$100.00 = \$240.00

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