




March 21, 2016

MEMORANDUM

TO: District Board of Trustees

FROM: Jim Murdaugh, President 

SUBJECT: Attorney Invoice - Andrews, Crabtree, Knox & Andrews, LLP: February 19, 2016

Item Description

Request for approval to pay the Board's attorney.

Overview and Background

On a monthly basis, the Board's attorney submits an invoice for services provided.

Past Actions by the Board

The Board of Trustees approved the contract at the October 19, 2015 Board meeting and shall be effective through October 31, 2016. The contract may be renewed on an annual basis with four (4) consecutive one (1) year renewals for a total contract period of five (5) years. The Board shall be billed on an annual flat fee of \$195,000 for services of the firm as approved by the Board at the October 19, 2015 meeting.

Funding/Financial Implications

Funding is budgeted in Fund 1, the Current Unrestricted Fund. The current amount due is \$16,250.00.

Staff Resource

Barbara Wills

Recommended Action

Authorize payment of invoice as presented.

ANDREWS, CRABTREE, KNOX & ANDREWS, LLP

1558 VILLAGE SQUARE BLVD.

SUITE 1

TALLAHASSEE, FL 32309

TAX ID #59-3621660

February 22, 2016

Barbara Wills
Vice President for Administrative Services and CBO
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304

Invoice# 13582 JCK
Our file# T00007 02276
Billing through 02/19/2016

Tallahassee Community College (General)
P.O. Number: PO-003086

FOR PROFESSIONAL SERVICES RENDERED

01/25/2016	JCK	Receipt and review of emails from A. Moran re public records request for nursing students legal correspondence (.2); Telephone conference with B. Mabile re 2009 correspondence (.2); Email to A. Moran re specific public records from 2009 (.1); Receipt and review of email from A. Moran re public records request (.1);	0.60 hrs.
01/26/2016	JCK	Review 2009/2010 legal files for potential correspondence for public records request (1.4); Preparation of email to A. Moran re search for documents sought in public records request (.2);	1.60 hrs.
01/27/2016	JCK	Receipt and review of email from Ki. Moore re notice to tenant of eviction (.1); Email to Ki. Moore re tenant status (.1); Receipt and review of email from Ki. Moore re SEP Program Referral Form (.1); Review and analysis of SEP Program Referral Form (.8); Revise SEP Program Referral Form (.6); Review record retention requests under state and Federal law (.4); Email to Ki. Moore re SEP Program Referral Form (.1); Email to Ki. Moore re potentially abandoned rental unit (.1); Receipt and review of email from Ki. Moore re	2.60 hrs.

		potentially abandoned rental unit (.1); Telephone conference with Ki. Moore re tenant abandonment and rent recovery (.2);	
01/27/2016	MK	Review and analysis of case law re: what constitutes abandonments of a commercial property (.7); Review and analysis of case law re: procedure for evicting commercial tenant when abandonment occurs and how this procedure varies to recover monetary damages (1.0);	1.70 hrs.
01/29/2016	JCK	Telephone conference with B. Wills re Bond counsel (.1); Receipt and review of email from A. Gaughf re Public Safety Institute Social Media (.1); Review and analysis of Training Force and TCC MOU re social media (.8); Receipt and review of email from S. Search re student reimbursement (.1); Email to S. Search re student reimbursement (.1); Review files for suitable Bond counsel (.6); Email to B. Wills re suggested bond counsel (.2); Email to A. Gaughf re Public Safety Social Media Contract (.1);	2.10 hrs.
02/01/2016	JCK	Receipt and review of email from Ki. Moore re tenant abandonment (.1); Review 34CFR Section 104.35 re manifestation determination review (.6); Email to S. Search re manifestation determination review (.1); Receipt and review of email from S. Search re manifestation determination review (.1);	0.90 hrs.
02/01/2016	MK	Review and analysis of case law re: whether a student who was subject to a Baker Act proceeding is required to have a Manifestation Determination Review in college (.9); Review and analysis of policies at TCC to see what refund policy is after students have missed a number of classes to determine if student who was subject to a Baker Act proceeding is entitled to reimbursement (.7);	1.60 hrs.
02/02/2016	JCK	Receipt and review of email from A. Mathews	2.00 hrs.

re employee discipline issue (.1); Review and analysis of employee evaluations for 2005-2013 (.5); Review and analysis of Referral for Fitness of Duty evaluation (.2); Review and analysis of employee discipline file (1.2); Review and analysis of employee's response to written reprimand (.2); Receipt and review of email from A. Mathews re employee discipline (.1); Telephone conference with A. Mathews re employee discipline (.1); Review TCC policy re employee discipline (.8);

02/03/2016	JCK	Receipt and review of email from A. Mathews re employee discipline issue (.1); Email to A. Mathews re employee discipline issue (.1); Receipt and review of email from A. Mathews re employee discipline issue (.1); Telephone conference with A. Mathews re employee discipline issue (.4); Receipt and review of email from B. Wills re ADP contract (.1); Review and analysis of ADP contract (1.4); Email to B. Wills re ADP contract options (.4);	2.60 hrs.
02/04/2016	JCK	Receipt and review of email from B. Jones re Title IV Disbursement changes (.2); Review and analysis of Tier 2 Arrangements (1.4); Receipt and review of email from B. Wills re ADP contract costs (.1); Review ADP contract re cost issue (.8); Email to B. Wills re ADP contract costs (.2); Review Tier 2 Flow Chart and background for financial institutions (.6); Email to B. Jones regarding Title IV Disbursement changes (.4); Receipt and review of email from B. Jones regarding Title IV Disbursement changes (.1);	3.80 hrs.
02/04/2016	MK	Review and analysis of Federal Register's Title IV Cash Management Rules and related case law re: whether TCC has a possible Tier 2 relationship with other financial institutions on campus (1.9);	1.90 hrs.
02/05/2016	JCK	Receipt and review of email from A. Mathews re employee disability issue (.2); Review and	0.70 hrs.

		analysis of report from psychotherapist (.2); Email to A. Mathews re employee disability issue (.2); Receipt and review of email from A. Mathews re employee disability issue (.1);	
02/06/2016	JCK	Receipt and review of emails (3) from Ki. Moore re abandoned rental units (.3); Emails (2) to Ki. Moore re abandoned rental units (.2);	0.50 hrs.
02/09/2016	JCK	Review and analysis of Sportsmanship and Advertising Agreement between Tampa Bay Rays Baseball, LTP, TCC and Florida DOT (.9); Email to B. Wills re Tampa Bay Bucs and TCC/FDOT Agreement (.2); Receipt and review of email from C. Summers re campus assault (.1); Receipt and review of email from B. Wills re campus assault (.1); Receipt and review of email from B. Jones re FSRMC Agreements (.1); Review and analysis of Subscriber Agreement and Power of Attorney letter (1.2);	2.60 hrs.
02/10/2016	JCK	Review and analysis of United Educators Rules and Regulations of Reciprocal Risk Retention Group (1.4); Review and analysis of Administrative Management Service Agreement and Power of Attorney (1.0); Email to B. Jones re United Educators Agreements (.5);	2.90 hrs.
02/11/2016	JCK	Receipt and review of email from B. Jones re proposed agreements with United Educators (.1); Review Subscription Agreement and Power of Attorney and Rules and Regulations of United Educators Insurance (1.3); Email to B. Jones re proposed Agreement with United Educators (.2);	1.60 hrs.
02/12/2016	JCK	Receipt and review of emails from Ki. Moore re Starbucks Master Lease (.1); Review and analysis of Starbucks Master Licensing Agreement (2.8); Receipt and review of email from A. Mathews re employee discipline (.1); Email to A. Mathews re employee discipline	6.20 hrs.

(.1); Receipt and review of email from H. Mitchell re Hops Half Shell Registration Form (.1); Review and analysis of Hops Half Shell Registration Form (.4); Revise Hops Half Shell Registration Form (.4); Email to H. Mitchell re Hops Half Shell Registration Form (.1); Attend conference call with A. Mathews, workers' compensation attorney Ralph Douglas and Gallagher-Bassett claim representative re injured employee job status (.8); Receipt and review of emails (2) from H. Mitchell re Hops Half Shell Run (.2); Email to H. Mitchell re Hops Half Shell Run (.1); Receipt and review of email from B. Jones re United Educators Subscriber Agreement (.1); Email to B. Jones re United Educators Subscriber Agreement (.1); Receipt and review of email from B. Wills re United Educators Subscriber Agreement (.1); Receipt and review of email from M. Hackathorn re United Educators Subscriber Agreement (.1);

02/12/2016	MK	Review and analysis of language of Article 16 of Starbucks Master Licensing Agreement in preparation for finding out if TCC can or should legally comply with this section (.3); Review and analysis of case law re: statutes and regulations Starbucks cited to in Article 16 of Starbucks Master Licensing Agreement in preparation for finding out if TCC can or should legally comply with this section (1.2);	1.50 hrs.
02/15/2016	JCK	Continued review of Starbucks Master Licensing Agreement (1.8); Review and analysis of memo from Mike Kelly re Florida Franchise law (.4); Telephone call to Ki. Moore re Starbucks Master Licensing Agreement (.1); Attend Trustee Board Meeting at Wakulla Environmental Institute (3.4); Revise Starbucks Master Licensing Agreement (1.2); Receipt and review of email from Ki. Moore re Starbucks Agreement (.1);	7.00 hrs.
02/15/2016	MK	Review and analysis of case law re: whether	1.70 hrs.

TCC meets the Washington state or federal requirements to be classified as a "sophisticated investor" in preparation for finding out if TCC can comply with Article 16 of Starbucks Agreement (.8); Review and analysis of case law re: whether out of state franchises can require Florida public entities to follow guidelines for those states or if Florida law is the only law which can/should be followed in preparation for finding out if TCC can legally comply with Article 16 of Starbucks Agreement (.9);

02/16/2016	JCK	Receipt and review of email from Ki. Moore re Starbucks Agreement (.1); Receipt and review of emails from R. Douglas with summary of medical treatment for employee injured in accident at work at TCC and plan of action for workers' compensation claim (.4);	0.50 hrs.
02/18/2016	MK	Review and analysis of TCC's Bid Protest Procedures to see if it complied with state and federal law (.3); Review and analysis of case law discussing whether TCC's Bid Protest Procedures complied with state and federal law (.9); Draft changes to TCC's Bid Protest Procedures to make sure the procedures complied with state and federal law (.2); Review and analysis of case law re whether we must provide a student's name, zip code, year of compensation, hire date, wages and position for a public records request if the student is an employee (.9); Review and analysis of case law re whether marital records can be protected from a public records request (1.1);	3.40 hrs.
02/19/2016	JCK	Receipt and review of email from R. Douglas re employee injury and mediation (.2); Receipt and review of email from R. Douglas re employee injury and accommodations offered by TCC (.3); Email to R. Douglas re employee's accommodations (.1); Receipt and review of email from D. Parker re Renaissance Orlando Hotel Contract (.1); Review and analysis of	6.90 hrs.

Renaissance Orlando Airport Hotel Contract (.6); Email to D. Parker re Renaissance Orlando Airport Contract (.1); Receipt and review of email from D. Parker re Marriott Group Sales Agreement (.1); Review and analysis of Marriott Group Sales Agreement (.6); Email to D. Parker re Marriott Group Sales Agreement (.1); Receipt and review of email from A. Moran re two public record requests from Openthebooks.com (.4); Email to A. Moran re two public records requests from Openthebooks.com (.2); Telephone conference with A. Moran re Openthebooks.com public records request (.2); Email to A. Moran re Openthebooks.com public records request (.1); Receipt and review of email chain from A. Moran re public records request from prison inmate (.1); Telephone conference with A. Moran re public records request from prisoner inmate (.3); Receipt, review and analysis of correspondence and other file materials re prisoner public records request (.4); Email to A. Moran re prisoner public record request (.2); Receipt and review of email chain from A. Mathews re public records request (.1); Email to A. Mathews re scope of public records request (.1); Receipt and review of email from A. Moran re prisoner's public records request (.1); Receipt and review of email from A. Moran re Openthebooks.com public records request (.1); Receipt and review of email from H. Wright re injured employee's restraints, absence from work, and claimed inadequate accommodations by TCC (.2); Receipt and review of email from D. Frost re Food Services Contract (.1); Review and analysis of Lease Agreement between TCC and JJ Orlando (1.4); Email to D. Frost re definition of terms in Agreement (.1); Revise Lease Agreement between TCC and JJ Orlando (.4); Email to D. Frost re revised lease agreement (.2);

Barbara Wills

Invoice# 13582

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02/19/2016	JCK	Partial Monthly Fee;		13,000.00
02/19/2016	MK	Partial Monthly Fee;		3,250.00
			Fees for this matter	\$16,250.00

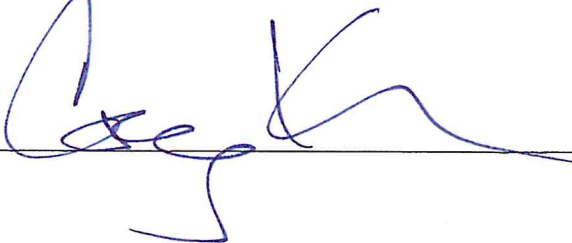
BILLING SUMMARY

Knox, J. Craig	Partner	45.10 hrs	\$13,000.00
Kelly, Michael	Attorney	11.80 hrs	\$3,250.00
Fees		56.90 hrs	\$16,250.00
Disbursements			\$0.00

TOTAL CHARGES FOR THIS BILL

\$16,250.00

I certify that all costs and fees claimed for payment are accurate and were performed in furtherance of the Agreement between Andrews, Crabtree, Knox & Andrews, LLP and the BOARD.


_____, *Firm Contract Administrator*