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February 23, 2021

VIA ELECTRONIC TRANSMISSION

Mounir Bouyounes
County Administrator
Marion County
601 SE 25th Avenue
Ocala, Florida 34471

Re: Proposal for legal services on the County's annual fire assessment program

Dear Mr. Bouyounes:

Enclosed please find this firm's proposal for special assessment legal services for the County. These services will be provided for updating and implementing the Marion County Fire Services District assessment program for Fiscal Year 2021-22

Attached as Appendix A you will find our scope of services, proposed fees, and a payment schedule to assist the County in the annual implementation of this assessment program for Fiscal Year 2021-22.

In addition to the legal work needed to implement the County's assessment program on an annual basis, we will also keep the County informed of any modifications that may be advisable or necessary due to judicial decisions or legislative action.

Please review the attached scope of services. The execution of this letter agreement indicates acceptance of this proposal and notice to proceed. Upon execution of this agreement, please provide me with one signed copy for our file.

Mounir Bouyounes
February 23, 2021
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We have enjoyed our past relationship with the County and look forward to working together again on this project. Please feel free to call me with any questions or concerns you may have.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'HJ Encinosa', written in a cursive style.

Heather J. Encinosa

HJE:sb

Attachment

cc: Guy Minter (w/att.)

Accepted and Agreed To:

Date:

By: _____
Marion County

UPDATING FIRE ASSESSMENT PROGRAM

Scope of Services

- 1) Advise the County on the legal requirements for reimposing annual fire services special assessments for Fiscal Year 2021-2022, including special benefit and fair apportionment.
- 2) Advise the County on any judicial decisions or legislative actions that may require modifications to the County's program.
- 3) Draft the annual rate resolution that conforms to the fire rescue assessment ordinance, already adopted.
- 4) Assist with the legal requirements for the adoption of the preliminary and annual rate resolutions and certification of the assessment roll in accordance with section 197.3632, Florida Statutes, including: (a) the development of the first class notice or TRIM notice, (b) publication of the public hearing, and (c) certification of the assessment roll.

Fees and Costs

For legal services provided by Nabors, Giblin & Nickerson, the County will be billed a lump sum fee of \$4,000.00. The fees will be due and payable in two equal payments as follows:

<u>Payment</u>	<u>Schedule</u>
50% of lump sum fee	June 2021
50% of lump sum fee	September 2021

The lump sum fee includes reimbursement for all actual costs incurred, including by way of example and not limitation, photocopies, long distance telephone charges, and overnight delivery services.

Work will be completed in accordance with the County's proposed budget calendar and public hearing schedule. The annual rate resolution must be adopted no later than September 15, 2021.

This proposed lump sum fee does not include any on-site visits to the County by NG&N staff. Meetings may be arranged at our standard hourly rates, as provided below. Expenses related to meetings will be billed in conformance with section 112.061, Florida Statutes. In lieu of on-site visits, we are available to participate in telephone conferences to discuss project status, assessment issues, and procedural concerns.

Partners	\$300/hr.
Associates	\$275/hr.
Law Clerks	\$75/hr.