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January 11, 2024

Via Electronic Mail

Wilbur Dean
Levy County Coordinator
P. O. Box 310
Bronson, Florida 32621

Re: Fire Protection, Solid Waste Assessment, and EMS Tax Assessment Programs

Dear Mr. Dean:

Nabors, Giblin & Nickerson, P.A. ("NG&N") is pleased to have assisted the Levy County in undertaking and successfully reimplementing these recurring revenue sources since their creation and implementation. As previously discussed with County staff, an update of the assessment methodology is recommended every three to five years based on a determination of whether such an update is required due to changes in service areas, delivery of services, call data, parcel data, new case law, and/or new legislation. Based on discussions with the County, we understand the County will be updating its program this year to account for new information and projected service delivery changes.

In order to continue this relationship and the achievements realized thus far, I have attached as Appendices A through C the proposed work plans under which NG&N would assist the County in updating the assessment program and the annual reimposition of the service assessments for Fiscal Year 2024-25. We have included a scope and price for Anser Advisory Consulting, LLC (f/k/a Government Services Group, Inc.) ("Anser"), to perform the necessary rate work in Appendices D through F.

Please review the attached work plans and upon review and satisfactory determination, please sign this letter on page 2 to acknowledge acceptance of the work plans and to serve as proper notice to proceed. Upon execution, please provide us with a signed copy for our files.

Wilbur Dean
January 11, 2024
Page 2

As we are currently preparing our schedule for the upcoming assessment season, we would appreciate your prompt reply which will help us to accommodate your programs' schedules and ensure the continuation of these successful recurring revenue sources. If you have any questions, please do not hesitate to contact me. We look forward to working with Levy County again this year.

Sincerely,



Heather J. Encinosa

HJE:sb

Attachment

cc: Nicolle M. Shalley, County Attorney (w/att.)
Sandi Neubarth, Anser Advisory Consulting, LLC (w/att.)

ACCEPTED AND AGREED TO
FOR FISCAL YEAR 2024-25:

BY _____
Levy County

Date

Appendix A

NG&N SCOPE
FIRE PROTECTION SERVICES ASSESSMENTS
FISCAL YEAR 2024-2025

- Task 1:** Assist the County's designated rate consultant and County staff in evaluating ad valorem tax roll information, fire incident data, agreements, reports and other data pertaining to the provision of fire rescue services.
- Task 2:** Assist the County's designated rate consultant and County staff in evaluating the full cost of the fire protection service delivery using the County's most current financial information and identify service delivery issues which may affect the apportionment methodology, identify the alternative sources of revenue to fund the service delivery costs and determine the net service delivery revenue requirements.
- Task 3:** Assist the County's designated rate consultant and County staff in determining the total fire protection assessment revenue requirements to ensure the County recovers the costs of: (a) net fire protection service delivery revenue requirements; (b) implementing the program; and (c) collecting the assessments.
- Task 4:** Assist the County's designated rate consultant and County staff in using the current ad valorem tax roll and assessment roll, fire incident data, and service delivery revenue requirements, update and develop a revised method of apportionment. Review the updated assessment apportionment methodology for data validity and legal sufficiency.
- Task 5:** Assist the County's designated rate consultant and County staff in calculating a proforma schedule of rates based on the updated apportionment methodology and revenue requirements for the updated Fiscal Year 2024-25 assessment program.
- Task 6:** Assist the County's designated rate consultant and County staff in preparation and presentation of an Assessment Memorandum which documents proposed modifications to apportionment methodology and proforma assessment rates.
- Task 7:** Advise the County on any judicial decisions or legislative actions that may affect or require modifications to the County's fire services assessment program.
- Task 8:** Draft all legal documents, including amended and restated initial and final assessment resolutions that conform to the assessment ordinance, impose the updated fire rescue assessment program, and implement the County's policy decisions and proposed methodology.
- Task 9:** Assist with the legal requirements for the adoption of the implementing 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

The fee for NG&N to provide the professional services and specialized legal assistance described in this Scope of Services for the update of the annual assessment program will be \$12,500. This fee includes reimbursement for all out-of-pocket expenses except as noted below.

The fees for professional services for maintenance of the annual assessment program includes two (2) on-site visits by NG&N staff to the County, which will be scheduled in conjunction with on-site trips for the EMS and solid waste assessment updates. Additional, on-site visits may be arranged at our standard hourly rates provided below. All expenses related to travel to meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

| | |
|------------|-------|
| Partners | \$300 |
| Associates | \$275 |
| Law Clerks | \$75 |

The County will be responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The County will also be responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

PAYMENT SCHEDULE

The fee for professional services will be due and payable, based on the following schedule and assuming that notice to proceed is received prior to January 31, 2024. If notice to proceed occurs after this date, the payment schedule will be condensed over the anticipated number of months remaining to complete the project.

| Payment Due | Percent of Total | Annual Maintenance Amount Due |
|-------------|----------------------------------|-------------------------------|
| May 2024 | 25% of professional services fee | \$ 3,125 |
| June 2024 | 25% of professional services fee | \$ 3,125 |
| July 2024 | 25% of professional services fee | \$ 3,125 |
| August 2024 | 25% of professional services fee | \$ 3,125 |
| Total | | \$12,500 |

DELIVERABLE SCHEDULE

We will adhere to the Critical Events Schedule prepared by the County's rate consultant and approved by the County.

Appendix B

NG&N SCOPE
EMS TAX ASSESSMENTS
FISCAL YEAR 2024-2025

- Task 1:** Assist the County's designated rate consultant and County staff in evaluating ad valorem tax roll information, EMS call, agreements, reports and other data pertaining to the provision of EMS services.
- Task 2:** Assist the County's designated rate consultant and County staff in evaluating the full cost of the EMS service delivery using the County's most current financial information and identify service delivery issues which may affect the apportionment methodology, identify the alternative sources of revenue to fund the service delivery costs and determine the net service delivery revenue requirements.
- Task 3:** Assist the County's designated rate consultant and County staff in determining the total EMS Tax assessment revenue requirements to ensure the County recovers the costs of: (a) net EMS service delivery revenue requirements; (b) implementing the program; and (c) collecting the assessments.
- Task 4:** Assist the County's designated rate consultant and County staff in using the current ad valorem tax roll and assessment roll, EMS call data, and service delivery revenue requirements, update and develop a revised method of apportionment. Review the updated assessment apportionment methodology for data validity and legal sufficiency.
- Task 5:** Assist the County's designated rate consultant and County staff in calculating a proforma schedule of rates based on the updated apportionment methodology and revenue requirements for the updated Fiscal Year 2024-25 assessment program.
- Task 6:** Assist the County's designated rate consultant and County staff in preparation and presentation of an Assessment Memorandum which documents proposed modifications to apportionment methodology and proforma assessment rates.
- Task 7:** Advise the County on any judicial decisions or legislative actions that may affect or require modifications to the County's EMS Tax assessment program.
- Task 8:** Draft all legal documents, including amended and restate initial and final rate resolutions that conform to the EMS tax assessment ordinance, impose the updated EMS Tax assessment program, and implement the County's policy decisions and proposed methodology.
- Task 9:** Assist with the legal requirements for the adoption of the updated 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

The fee for NG&N to provide the professional services and specialized legal assistance described in this Scope of Services for the update and reimposition of the annual assessment program will be \$8,000. This fee includes reimbursement for all out-of-pocket expenses except as noted below. In expectation of efficiencies to be achieved from updating fire and EMS together, this fee represents a discounted amount.

The fees for professional services for maintenance of the annual assessment program includes two (2) on-site visits by NG&N staff to the County which will be scheduled in conjunction with on-site trips for the fire and solid waste assessment updates. Additional, on-site visits may be arranged at our standard hourly rates provided below. All expenses related to travel to meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

| | |
|------------|-------|
| Partners | \$300 |
| Associates | \$275 |
| Law Clerks | \$75 |

The County will be responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The County will also be responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

PAYMENT SCHEDULE

The fee for professional services will be due and payable, based on the following schedule and assuming that notice to proceed is received prior to January 31, 2024. If notice to proceed occurs after this date, the payment schedule will be condensed over the anticipated number of months remaining to complete the project.

| Payment Due | Percent of Total | Annual Maintenance Amount Due |
|-------------|----------------------------------|-------------------------------|
| May 2024 | 25% of professional services fee | \$ 2,000 |
| June 2024 | 25% of professional services fee | \$ 2,000 |
| July 2024 | 25% of professional services fee | \$ 2,000 |
| August 2024 | 25% of professional services fee | \$ 2,000 |
| Total | | \$ 8,000 |

DELIVERABLE SCHEDULE

We will adhere to the Critical Events Schedule prepared by the County's rate consultant and approved by the County.

Appendix C

NG&N SCOPE
RESIDENTIAL SOLID WASTE DISPOSAL ASSESSMENTS
FISCAL YEAR 2024-25

- Task 1:** Assist the County's designated rate consultant and County staff in evaluating ad valorem tax roll information, agreements, reports and other data pertaining to the provision of residential solid waste disposal services.
- Task 2:** Assist the County's designated rate consultant and County staff in evaluating the full cost of the residential solid waste disposal service delivery using the County's most current financial information and identify service delivery issues which may affect the apportionment methodology, identify the alternative sources of revenue to fund the solid waste disposal service costs and determine the net solid waste disposal service revenue requirements.
- Task 3:** Assist the County's designated rate consultant and County staff in determining the total residential solid waste disposal assessment revenue requirements to ensure the County recovers the costs of: (a) net solid waste disposal service revenue requirements; (b) implementing the program; and (c) collecting the assessments.
- Task 4:** Assist the County's designated rate consultant and County staff in using the current ad valorem tax roll and assessment roll and disposal service revenue requirements, update and develop a revised method of apportionment. Review the updated assessment apportionment methodology for data validity and legal sufficiency.
- Task 5:** Assist the County's designated rate consultant and County staff in calculating a proforma schedule of assessment rates based on the updated apportionment methodology and revenue requirements for the updated Fiscal Year 2024-25 assessment program. Assist in calculating a revised schedule of tipping fee rates for the County landfill.
- Task 6:** Assist the County's designated rate consultant and County staff in preparation and presentation of an Assessment Memorandum which documents proposed modifications to apportionment methodology and proforma assessment and tipping fee rates.
- Task 7:** Advise the County on any judicial decisions or legislative actions that may affect or require modifications to the County's solid waste disposal assessment program.
- Task 8:** Draft all legal documents, including amended and restated initial and final assessment resolutions that conform to the assessment ordinance, impose the updated solid waste disposal assessment program and revised tipping fees, and implement the County's policy decisions and proposed methodology.
- Task 9:** Assist with the legal requirements for the adoption of the initial and final 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

The fee for NG&N to provide the professional services and specialized legal assistance described in this Scope of Services for the update and reimposition of the annual assessment program will be \$12,500. This fee includes reimbursement for all out-of-pocket expenses except as noted below.

The fee for professional services includes two on-site visits by NG&N staff to the County, which will be scheduled in conjunction with on-site trips for the fire and EMS assessment updates. Any additional on-site meetings by NG&N may be arranged at our standard hourly rates provided below. All expenses related to requested meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status. The standard hourly rates for NG&N are as follows:

NABORS, GIBLIN & NICKERSON, P.A.

| | |
|-----------------------|-------|
| Firm Partners..... | \$300 |
| Firm Associates | \$275 |
| Law Clerks..... | \$75 |

The County will be responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The County will also be responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

PAYMENT SCHEDULE

The lump sum fee for professional services and specialized assistance related to Tasks 1 – 9 will be due and payable based on the following schedule:

| Payment Due | Percent of Total | Amount Due |
|--------------------|----------------------------------|-------------------|
| May 2024 | 25% of professional services fee | \$ 3,125 |
| June 2024 | 25% of professional services fee | \$ 3,125 |
| July 2024 | 25% of professional services fee | \$ 3,125 |
| August 2024 | 25% of professional services fee | \$ 3,125 |
| Total | | \$12,500 |

DELIVERABLES SCHEDULE

We will adhere to the Critical Events Schedule prepared by the County's rate consultant and approved by the County.

Appendix D

Anser Advisory Consulting, LLC (Anser)

SCOPE OF SERVICES
FIRE ASSESSMENT UPDATE PROPOSAL
FISCAL YEAR 2024-25

Scope of Services

- Task 1:** Evaluate the County's existing legal documents, ad valorem tax roll information, fire incident data, reports and other data pertaining to the provision of fire protection services.
- Task 2:** Evaluate the full cost of the fire protection service delivery using the County's most current financial information and identify service delivery issues, which may affect the apportionment methodology. Determine the net service delivery revenue requirements.
- Task 3:** Using the current ad valorem tax roll and fire incident data, update and develop a revised method of apportionment. Review the updated assessment apportionment methodology for legal sufficiency and compatibility with the tax bill method of collection.
- Task 4:** Advise the County in determining the total fire protection services assessment revenue requirements to ensure that the County recovers the costs of: (a) net fire protection service delivery revenue requirements, (b) implementing the program, and (c) collecting the assessments.
- Task 5:** Using the ad valorem tax roll already obtained and the completed fieldwork; create a preliminary assessment roll database. Test the sufficiency of the database by developing reports to access property information.
- Task 6:** Using the current ad valorem tax roll, apply the apportionment methodology to the preliminary assessment roll database to test the data validity and legal sufficiency. Revise the apportionment methodology as necessary.
- Task 7:** Using the developed assessment roll; calculate a proforma schedule of rates based on the proposed apportionment methodology and revenue requirements for the assessment program.
- Task 8:** Prepare and present the assessment memorandum, which documents the proposed apportionment methodology and proforma assessment rates.
- Task 9:** Assist with the adoption of the preliminary assessment resolution that conforms to the assessment ordinance and that implements the County's policy decisions and proposed methodology.
- Task 10:** Advise and assist with fulfilling the legal requirements for the adoption of the annual assessment rate resolution including: (a) development and distribution of first class notices and/or TRIM notices, (b) publication of notice of the public hearing, and (c) attendance at public hearing.

PROFESSIONAL FEES FOR SERVICES

For the professional services and specialized assistance described in the proposed Scope of Services, Anser will work under a "lump sum" fee arrangement of \$21,500. This fee includes reimbursement for all out-of-pocket expenses except as noted below.

The lump sum fee for professional services includes a total of two (2) on-site visits to the County by Anser staff. While the purpose of these trips is negotiable, the intent of these

meetings is to obtain initial information, participate in individual briefing sessions with elected officials, present the memorandum at a County Commission Workshop, and/or assist in the implementation of the updated fire assessment methodology.

Any additional on-site meetings may be arranged at our standard hourly rates. All expenses related to these requested meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

The standard hourly rates for Anser are as follows:

ANSER ADVISORY CONSULTING, LLC

| | |
|---|-------|
| Senior Advisor | \$285 |
| Vice President/Managing Director | \$285 |
| Assistant Director/Senior Program Manager | \$235 |
| Project Manager/Project Coordinator | \$185 |
| Senior Data Analyst..... | \$185 |
| Database Analyst/Technical Services | \$150 |
| Lead Project Analyst..... | \$100 |
| Project Analyst..... | \$ 90 |
| Administrative Support..... | \$ 75 |

The lump sum fee **does not include the costs of producing and mailing first class notices, if required.** Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.53 per parcel. Payment of mailing and production costs is due at the time of adoption of the initial assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate. Should U.S. postage rates increase prior to mailing, the additional postage per notice will be charged.

The County is responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

The County is responsible for working with the Property Appraiser to obtain the necessary information for properties with exempt “home addresses” pursuant to Section 119.071, Florida Statutes.

The County is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

Please note that Anser works with the premise of developing and implementing assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. Nonetheless, the fees outlined above for professional services do not include any provision for litigation defense. Accordingly, in the event there is a legal challenge, Anser would be available, on an hourly basis, to assist the County in its defense.

Appendix E

Anser Advisory Consulting, LLC (Anser)

SCOPE OF SERVICES
EMS TAX ASSESSMENT UPDATE PROPOSAL
FISCAL YEAR 2024-25

Scope of Services

- Task 1:** Evaluate the County's existing documents, ad valorem tax roll information, EMS call data, agreements, reports and other data pertaining to the provision of EMS services.
- Task 2:** Evaluate the full cost of the EMS service delivery using the County's most current financial information and identify service delivery issues, which may affect the apportionment methodology. Determine the net service delivery revenue requirements.
- Task 3:** Using the ad valorem tax roll and EMS call data already obtained; develop the methods of apportionment, classification of properties and the use of the data on the assessment roll. Review the assessment methodologies for legal sufficiency and compatibility with alternative methods of collection.
- Task 4:** Advise the County in determining the total EMS tax assessment revenue requirements to ensure the County recovers the costs of: (a) net EMS service delivery revenue requirements, (b) implementing the program, and (c) collecting the assessments.
- Task 5:** Using the ad valorem tax roll already obtained and the completed fieldwork; create a preliminary assessment roll database. Test the sufficiency of the database by developing reports to access property information.
- Task 6:** Using the current ad valorem tax roll, apply the apportionment methodology to the preliminary assessment roll database to test the data validity and legal sufficiency. Revise the apportionment methodology as necessary.
- Task 7:** Using the developed assessment roll; calculate a proforma schedule of rates based on the proposed apportionment methodology and revenue requirements for the assessment program.
- Task 8:** Prepare and present the assessment memorandum, which documents the proposed apportionment methodology and proforma assessment rates.
- Task 9:** Assist with the adoption of the preliminary assessment resolution that conforms to the assessment ordinance and that implements the County's policy decisions and proposed methodology.
- Task 10:** Advise and assist with fulfilling the legal requirements for the adoption of the annual assessment rate resolution including: (a) development and distribution of first class notices and/or TRIM notices, (b) publication of notice of the public hearing, and (c) attendance at public hearing.

PROFESSIONAL FEES FOR SERVICES

For the professional services and specialized assistance described in the proposed Scope of Services, Anser will work under a "lump sum" fee arrangement of \$16,500. This fee includes reimbursement for all out-of-pocket expenses except as noted below.

The lump sum fee for professional services includes a total of two (2) on-site visits to the County by Anser staff. While the purpose of these trips is negotiable, the intent of these meetings is to obtain initial information, participate in individual briefing sessions with elected

officials, present the memorandum at a County Commission Workshop, and/or assist in the implementation of the updated EMS tax assessment methodology.

Any additional on-site meetings may be arranged at our standard hourly rates. All expenses related to these requested meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

The standard hourly rates for Anser are as follows:

ANSER ADVISORY CONSULTING, LLC

| | |
|---|-------|
| Senior Advisor | \$285 |
| Vice President/Managing Director | \$285 |
| Assistant Director/Senior Program Manager | \$235 |
| Project Manager/Project Coordinator | \$185 |
| Senior Data Analyst..... | \$185 |
| Database Analyst/Technical Services | \$150 |
| Lead Project Analyst..... | \$100 |
| Project Analyst..... | \$ 90 |
| Administrative Support..... | \$ 75 |

The lump sum fee **does not include the costs of producing and mailing first class notices, if required.** Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.53 per parcel. Payment of mailing and production costs is due at the time of adoption of the initial assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate. Should U.S. postage rates increase prior to mailing, the additional postage per notice will be charged.

The County is responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

The County is responsible for working with the Property Appraiser to obtain the necessary information for properties with exempt “home addresses” pursuant to Section 119.071, Florida Statutes.

The County is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

Please note that Anser works with the premise of developing and implementing assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. Nonetheless, the fees outlined above for professional services do not include any provision for litigation defense. Accordingly, in the event there is a legal challenge, Anser would be available, on an hourly basis, to assist the County in its defense.

Appendix F

Anser Advisory Consulting, LCC (Anser)

SCOPE OF SERVICES
SOLID WASTE ASSESSMENT STUDY PROPOSAL
FISCAL YEAR 2024-25

Scope of Services

- Task 1: Evaluate Reports and Research Issues** Evaluate the County's existing ad valorem tax roll information, waste stream analyses, budget and any other data, agreements and reports pertaining to the provision of solid waste services.
- Task 2: Determine Sufficiency of Data for Assessment Program** Based on the evaluation in Task 1, determine if all of the data available is sufficient for developing the assessment program. This includes the waste stream analysis, tonnage information, operations (disposal versus collection) and budget (disposal versus collection) information related to the provision of solid waste services. Anser will rely on waste stream information that is provided by the County to determine the tonnage for non-residential parcels.
- Task 3: Identify Full Costs of Service** Evaluate the full cost of the solid waste service delivery using the County's most current financial information and identify service delivery issues, which may affect the apportionment methodology. Determine the net service delivery revenue requirements. Based upon the nature of the County's delivery of solid waste services.
- Task 4: Develop a Method of Apportionment Methodology** Using ad valorem tax roll and waste stream analysis data, develop a method of apportionment and classification of properties. Review the assessment methodology for legal sufficiency and compatibility with the tax bill method of collection.
- Task 5: Determine Preliminary Revenue Requirements** Advise the County in determining the total solid waste assessment revenue requirements to ensure the County recovers the costs of: (a) net solid waste service delivery revenue requirements, (b) implementing the program, and (c) collecting the assessments.
- Task 6: Develop Preliminary Assessment Roll Database** Using the current ad valorem tax roll, create a preliminary assessment roll database. Test the sufficiency of the database by developing reports to access property information.
- Task 7: Apply Apportionment Methodology to Database** Apply the apportionment methodology to the preliminary assessment roll database to test the data validity and legal sufficiency. Revise the apportionment methodology as necessary.
- Task 8: Calculate a Preliminary Proforma Schedule of Rates** Using the preliminary assessment roll database, calculate a pro forma schedule of rates based on the apportionment methodology and revenue requirements for the assessment program.
- Task 9: Prepare and Present Assessment Report** Prepare and present a draft Assessment Report to County staff that identifies the methodology for apportioning the assessment among the properties, and the calculation of the proforma assessment rates. The Assessment Report will provide recommendations regarding the appropriate authority and collection method to be used for the special assessment program. The Assessment Report will also provide the next steps the County would have to follow to successfully implement the recommendations outlined in the document. Anser will incorporate any comments from County staff and prepare the Final Assessment Report. Anser will then present the Final Assessment Report to the County Commission.

Task 10: Initial and Final Assessment Resolutions Anser will advise and assist the County’s legal counsel in drafting the implementing assessment resolutions that conform to the existing assessment ordinance to impose the solid waste assessment to implement the County’s policy decisions and proposed methodology.

Task 11: Implementation Anser will advise and assist with fulfilling the legal requirements for the adoption of the annual assessment rate resolution including: (a) development and distribution of first class notices and/or TRIM notices, (b) publication of notice of the public hearing, and (c) attendance at public hearing.

PROFESSIONAL FEES FOR SERVICES

For the professional services and specialized assistance described in the proposed Scope of Services, Anser will work under a “lump sum” fee arrangement of \$17,500. This fee includes reimbursement for all out-of-pocket expenses except as noted below.

The lump sum fee for professional services includes a total of two (2) on-site visits to the County by Anser staff. While the purpose of these trips is negotiable, the intent of these meetings is to obtain initial information, participate in individual briefing sessions with elected officials, present the memorandum at a County Commission Workshop, and/or assist in the implementation of the assessment methodology.

Any additional on-site meetings may be arranged at our standard hourly rates. All expenses related to these requested meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

The standard hourly rates for Anser are as follows:

ANSER ADVISORY CONSULTING, LLC

| | |
|---|-------|
| Senior Advisor | \$285 |
| Vice President/Managing Director | \$285 |
| Assistant Director/Senior Program Manager | \$235 |
| Project Manager/Project Coordinator | \$185 |
| Senior Data Analyst..... | \$185 |
| Database Analyst/Technical Services | \$150 |
| Lead Project Analyst..... | \$100 |
| Project Analyst..... | \$ 90 |
| Administrative Support..... | \$ 75 |

The lump sum fee **does not include the costs of producing and mailing first class notices, if required.** Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.53 per parcel. Payment of mailing and production costs is due at the time of adoption of the initial assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate. Should U.S. postage rates increase prior to mailing, the additional postage per notice will be charged.

The County is responsible for any costs incurred to obtain information from the property appraiser or other public officials that is necessary for the assessment program.

The County is responsible for working with the Property Appraiser to obtain the necessary information for properties with exempt "home addresses" pursuant to Section 119.071, Florida Statutes.

The County is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

Please note that Anser works with the premise of developing and implementing assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. Nonetheless, the fees outlined above for professional services do not include any provision for litigation defense. Accordingly, in the event there is a legal challenge, Anser would be available, on an hourly basis, to assist the County in its defense.