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May 12, 2022

Via Electronic Mail

Trailer Estates Park and Recreation District
Mary Chandler, Treasurer
1903 69th Avenue West
Bradenton, FL 34207

Re: Proposal for Non-Ad Valorem Assessment Program

Dear Mary:

Enclosed please find this firm's proposal and scope of services regarding the development and implementation of a non-ad valorem special assessment for construction, reconstruction, repair, and capital maintenance efforts associated with the marina seawall located within the Trailer Estates Park and Recreation District ("District").

I propose that Nabors, Giblin & Nickerson, P.A. ("NGN") provide the legal services associated with the development and imposition of the above-described special assessment program on an hourly basis, as specified herein.

The following services would be provided by NGN:

- Task 1: Legal Advice.** Provide ongoing legal advice and assistance to the District's chosen assessment consultant and the District during the imposition process for the special assessment program as they pertain to the structure of the assessment program, special benefit, apportionment, prepayments, and the legal requirements for the adoption of the annual assessment rates.
- Task 2: Critical Event Schedule.** Draft a proposed critical event schedule covering all necessary events related to the implementation of the proposed capital assessment.
- Task 3: Draft Resolutions.** Draft the necessary resolutions, which conform to general law, the District's charter, and plan of financing. It is anticipated

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that this will include three resolutions in total: a procedural resolution, the initial assessment resolution, and the final assessment resolution.

- Task 4: Draft Legal Notices.** Draft any necessary published and mailed first class notices for the assessment programs in accordance with section 197.3632, Florida Statutes and the District's charter.
- Task 5: Assist with Imposition process.** If requested by the District, we would be available to assist with the preparation of the assessment agenda items, briefings with the District Board, and attendance at the public hearings for the adoption of the FY 22-23 assessment rates.

For the above-described services, NGN would be paid a lump sum fee in the amount of \$20,000, which would be paid in accordance with the following schedule:

- 40% upon adoption of Procedural Resolution.
- 40% upon adoption of Initial Assessment Resolution
- 20% upon adoption of Final Assessment Resolution.

In addition to legal fees, we would be reimbursed for actual costs incurred on long-distance telephone charges, travel expenses and overnight delivery charges. All travel expenses will be reimbursed in accordance with section 112.061, Florida Statutes, and photocopies will be billed at 25¢ per page.

If this arrangement is acceptable, please execute this letter agreement and provide me with a signed copy for my files. If you have any questions, please do not hesitate to contact me.

Very truly yours,

Evan Rosenthal

Evan J. Rosenthal

ACCEPTED AND AGREED TO:

By: *Audrey Trotter*
Trailer Estates Park and Recreation District

5/24/2022
Date

**TRAILER ESTATES – 2022 SEAWALL IMPROVEMENTS ASSESSMENT
DETAILED CRITICAL EVENTS SCHEDULE
Meeting times: ?**

EVENT	DATE
District and Consultant Develop Assessment Rate	May – June 2022
Draft Assessment Report Provided to NGN and District for Review and Comment	June 1, 2022
NGN Provides Comments on Draft Assessment Report	June 8, 2022
NGN Provides Draft Assessment Procedural Resolution and Initial Assessment Resolution for District and Consultant Review and Comment	June 22, 2022
District and Consultant Provide Comments on Draft Procedural Resolution and Initial Assessment Resolution	June 29, 2022
NGN Provides Final Versions of Procedural Resolution and Initial Assessment Resolution to District for Agenda	July 8, 2022
District Board Adopts Procedural Resolution and Initial Assessment Resolution	July 13, 2022
District provides Assessment Rates and other Information to Property Appraiser for TRIM [DISTRICT TO PROVIDE]	No later than July 31 2022
NGN Prepares Newspaper and First Class Mailed Notices	July 27, 2022
District Advertises Notice of Public Hearing in Newspaper	By August 24, 2022
District Mails First Class Mailed Notices	By August 24, 2022
TRIM Notice Mailed Containing Proposed Assessment	By August 24, 2022
District Publishes Notice of Public Hearing to Finally Adopt Budget and Assessment in Accordance with Sec. 200.065, F.S.	September 10, 2022
District Posts Notice of Public Hearing on Website in Accordance with Sec. 189.016, F.S. (must remain on website for at least 45 days)	By September 11, 2022
Public Hearing to Adopt Final Assessment Resolution	September 14, 2022
Assessment Roll Certified	By September 15, 2022
Tax Bill Mailed	By November 1, 2022

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