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Town of Inglis
Post Office Box 429
Inglis, Florida 34449

July 28, 2011

Statement of Fees For Legal Services Rendered in the Following Matters:

DATE	DESCRIPTION	HOURS	ATTY/ASST
Matter: 6-005	Miscellaneous		
Jul-14-11	FIREARMS: review legislative alert; place on 07/12/11 agenda for commission review; upon request of commission research code and determine where changes need to be made	0.50	NF
Jul-15-11	BUSINESS TAX: receive phone call from town hall regarding the procedures for delinquent business taxes and if the town can advertise in paper; research code and statutes for rules and regulations; prepare memo and transmit to Town hall for distribution	1.00	NF
Jul-18-11	FIREARMS: prepare and transmit firearm repeal ordinance for the 09/09/11 meeting	1.50	NF
	MATTER TOTALS:	3.00	\$555.00
Matter: 6-017	Code Enforcement Ordinance		
Jul-14-11	Receive and review several faxes from Town Hall regarding the duties of the code enforcement officer; telephone communications with town hall to discuss; telephone call with parties to schedule a meeting; research personnel policy and administrative directives; receive and review copy of Ordinance 7-98 for clarification	2.00	NF
Jul-27-11	Review file to prepare for conference; office conference with Code Officer and Police Chief to discuss code Town Commission designation of enforcement officers, alternative code enforcement procedures and potential issues related to citation process	1.40	NF
	MATTER TOTALS:	3.40	\$629.00
Matter: 6-021	Retainer		
Jul-01-11	Monthly retainer for July, 2011		NF

Jul-12-11	Additional time in attendance at Town Commission meeting	1.80	NF
	MATTER TOTALS:	1.80	\$833.00
Matter: 6-071 Police Department Misc.			
Jul-12-11	HICKORY ISLAND LIGHTHOUSE LOUNGE: Receive and review fax from town hall regarding a letter received from Gilligan, King & Gooding PA concerning the police department procedures: receive and review a copy of the police and fire commissioner responsibilities	0.80	NF
	MATTER TOTALS:	0.80	\$148.00
Matter: 6-106 Special Assessments (Stormwater) 2011-2012			
Jul-13-11	Prepare reports for Trim Notice. Required Format for Tax Collector Roll, Citizens review by name and account number reports, verify number of parcels, units and changes necessary due to parcel classification changes by property appraiser.	4.00	NF
Jul-14-11	Prepare assessment package for commission review and approval at 08/09/11 meeting; transmit to Town hall via email	1.00	NF
Jul-21-11	Telephone communication with Town Clerk regarding the road and bridge budget; compare budget with assessment study	0.80	NF
	MATTER TOTALS:	5.80	\$1,073.00
Matter: 6-107 Special Assessments (Fire) 2011-2012			
Jul-13-11	Prepare Trim Notice Spreadsheet for 2010-2011 fire assessments; prepare required format spreadsheet for Tax Collector Roll; Prepare citizens review by name spreadsheet; prepare citizens review by account number spreadsheet; make final adjustments and verify number of parcels and ERU's being charged	4.10	NF
Jul-14-11	Prepare assessment package for commission review and approval at 08/09/11 meeting; transmit to Town hall via email	1.00	NF
	MATTER TOTALS:	5.10	\$943.50
TOTAL THIS STATEMENT		19.90	\$4,181.50

COSTS ADVANCED

Matter: 6-021 Retainer

Jul-14-11 Fedex to the Town of Inglis 7/14/2011 11.38

MATTER TOTALS: \$11.38

Total Costs Advanced-This Statement \$11.38

Total Fees and Costs-This Statement \$4,192.88

Previous Balance \$3,219.50

Previous Payments \$3,219.50

Total Balance Due \$4,192.88