

CM3432
CS-22-299



December 14, 2022

PERSONAL AND CONFIDENTIAL

SENT VIA UNITED STATES
and ELECTRONIC MAIL
(ajorandby@nassaucountyfl.com)

Ms. Abigail Forester Jorandby
Assistant County Attorney
Board Certified Specialist, City, County, Local Government
Nassau County, Florida Board of County Commissioners
96135 Nassau Place
Yulee, Florida 32097

Re: Annual Retainer

Dear Ms. Jorandby:

It was a pleasure speaking with you and thank you for considering Allen, Norton & Blue, P.A to represent Nassau County.

As you know from working with Bob Norton, Allen, Norton & Blue, P.A. is a labor and employment law firm that specializes in representing various public entities in all labor employment related matters. These matters include advising employers on general employment issues, union matters, employment discrimination, wage and hour law, and revising and developing employment policies. We have offices in four cities: Miami, Tampa, Orlando, and Tallahassee. We have more than twenty-five (25) lawyers that devote all of their time to this practice who you are welcome to contact at any time in the event that I am unavailable.

One of my firm's unique services is the retainer relationship that we have with a number of our clients. Under this retainer relationship, in exchange for an **annual fee** of one thousand five hundred dollars (\$1,500.00), Nassau County would be entitled to the **following**:

1. Unlimited telephone conferences with you and/or other members of your management or human resources department regarding matters within our area of practice **where no specific case or research is involved**, i.e., employment issues, equal employment, wage-hour matters, termination decisions, etc;

Miami • Orlando • Tallahassee • Tampa

*Mailed
2-8-23*

2. Review and answer all correspondence on the above subjects where there is no specific case or substantial research involved;

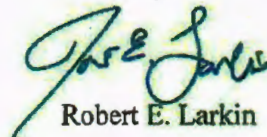
3. Periodic newsletters and e-mail alerts on subjects of interest to management in the area of employment.

For work not covered by the **retainer**, we could represent **Nassau County** at our hourly rate of \$300.00 per hour for partners and \$250.00 for associates. **Law clerk research time** will be billed at \$100.00 per hour, plus associated costs (Westlaw usage fees, postage, copying, etc.). Obviously, prior to incurring any hourly charges (fees not covered by the retainer) you will be notified so that we can discuss the matter in detail.

As I am sure you can appreciate, we have found that many of our clients avoid costly and protracted litigation by **calling on us** with respect to an **employment** matter before it **matures into** an Equal Employment **Opportunity** Commission charge, **litigation**, etc. Clients are, **of course**, much more likely to call with a matter that they may consider to be trivial when the retainer covers the call.

I hope that you will find the above information to be an attractive option for Nassau County. If you have any comments or questions regarding this proposal, please feel free to contact me, and I would be happy to discuss this with you in greater detail. If you would like to engage in this arrangement, please sign below and return this document at your convenience.

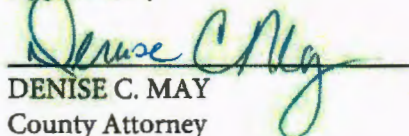
Sincerely,



Robert E. Larkin

Approved by: Abigail Jorandby

Approved by:



DENISE C. MAY
County Attorney

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
12221	ALLEN, NORTON, & BLUE PA	286860	02/03/2023	\$1,500.00

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
01/31/2023	FY23-RETAIN	ANNUAL RETAINER - LABOR AND EMPLOYMENT COUNSEL GL#: 01141514-531000	\$1,500.00

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE



Nassau County
 Board of County Commissioners
 76347 Veterans Way
 Suite 4000
 Yulee, FL 32097

SUNTRUST
63-215651

Vendor Number: 12221
 Check Number: 286860
 Check Date: 02/03/2023

VOID AFTER SIX MONTHS

*** One Thousand Five Hundred Dollars And Zero Cents ***

\$1,500.00

Pay To
The
Order Of

ALLEN, NORTON, & BLUE PA
 906 NORTH MONROE STREET
 TALLAHASSEE, FL 32303

[Signature]
 Authorized Signature

MP

[Signature]
 Authorized Signature

MP

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