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TexasMunicipalLawyers.com

August 9, 2023

Ms. Priscilla Aguirre
City Secretary/City Administrator
City of Eden
Email: cityadmin@edentexas.com

REGARDING: Potential Engagement of our Legal Services

Ms. Aguirre:

On behalf of the Firm, I wish to thank you for your interest in engaging our team to represent the City of Eden. It is my understanding that you are considering retaining us to serve as *City Attorney*. That is a service we provide often for cities statewide.

The firm was founded 20 years ago specifically to serve Texas cities. Our emphasis is primarily on Municipal Law. We are based in Austin but have 25 lawyers officing in 8 regions of the state. The breadth of our expertise ranges from Budgets to Elections, Human Resources to Purchasing, Real Estate Acquisition to Utilities and Zoning. For more information about our team, our values, and our capabilities you are encouraged to visit our website.

Lawyers at our firm advise clients over the phone, by email, in online meetings, and in person. We help draft ordinances, review contracts, and develop policies. Our clients rely upon us to advocate in municipal courts, trial courts, and administrative tribunals.

Our standard policy is to bill our clients only for the time actually spent working on client projects. Our hourly rates for attorneys range from \$175 for routine municipal law issues to \$350 for highly specialized endeavors (e.g., Litigation, Real Estate Acquisition). The smallest increment in which we bill is the 10th of an hour (i.e., every 6 minutes). We charge for travel time and expenses. Typically, retainers are not required, and we do not mandate a monthly minimum. Clients pay as they go and are invoiced monthly.

If you have any additional questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Krista Evans". The signature is written in a cursive style.

Krista Evans
Chief Administrative Officer

cc: Alan Bojorquez, Managing Partner

- c. **Retainers & Minimums:** Typically, we do not require retainers in advance from public entities. We do not charge monthly minimums unless the client negotiates a flat monthly fee.
- d. **Estimates:** When asked by a client to provide an estimate of the fees that will be charged for completing a particular task or providing representation on a specific matter, that estimate is an approximation based on the anticipated amount of time and expected degree of difficulty. An estimate is not a guarantee. If a client seeks a flat fee that is a not-to-exceed figure, we can calculate such an amount upon request.
- e. **Invoices:** We provide detailed monthly billing statements. Our invoices include only projects requested or authorized by the client. Invoices are submitted after services have been performed. All invoices specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made by the client within 30 days of receipt of the invoice.
- f. **Expenses:** Our firm is to be reimbursed by the client for these standard, customary out-of-pocket expenses incurred in the course of representing the client.

Postage: Actual
Copies / Scans: \$.033 / pg
Color Copies: \$1 / pg

Faxes: \$1 / pg
Mileage: IRS rate
Expenses: Actual

g. Hourly Rates:

Managing Attorney (<i>Alan Bojorquez</i>):	\$310.00 per hour
Of Counsel Attorney:	\$275.00 per hour
Senior Associate Attorney:	\$226.00 per hour
Associate Attorney:	\$210.00 per hour
Junior Associate Attorney:	\$200.00 per hour
Municipal Court Prosecutor:	\$191.00 per hour
Consulting City Planner:	\$125.00 per hour
Law Clerk	\$113.00 per hour
Paralegal / Legal Assistant:	\$108.00 per hour
Developer Reimbursed Projects:	\$285.00 - \$350.00 per hour
Litigator (Trial Lawyer/Appellate Attorney)	\$285.00 - \$350.00 per hour
Real Estate Acquisition/Eminent Domain	\$285.00 - \$350.00 per hour
Water/Sewer/Utilities Attorney:	\$285.00 - \$350.00 per hour
Intellectual Property Attorney:	\$285.00 - \$350.00 per hour

To schedule an interview or receive more information, please contact:

Krista Evans, Chief Administrative Officer

Phone: (512) 250-0411