



Michael Cavendish
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June 6, 2024

Via Electronic Mail (sikesa@lcfla.com)

Audrey E. Sikes
City Clerk
City of Lake City
205 North Marion Avenue
Lake City, FL 32055

Dear Ms. Sikes:

This law firm engages in the representation of Florida City and County governments, among other areas of legal practice.

This letter confirms that your office contacted me to request an estimate for the provision of a formal independent legal opinion on a matter involving a final employment payment made to a departing City Manager.

This letter confirms that you and I spoke today by telephone about this request, and that I provided the following information and guidance:

- (1) This firm does not have conflicts, and can engage in the matter described;
- (2) The matter described is within the areas of experience in this firm's legal practice representing Florida City and County governments, and providing legal advice to their attorneys and to their governing bodies;

- (3) A typical amount of legal labor to complete an opinion for a matter like this, in our experience, is a hypothetical 10 hours;
- (4) An actual amount of legal labor hours required to complete the specific project you request may vary from this hypothetical estimate, depending chiefly upon the quantity of facts, records, and witnesses with knowledge that the matter entails;
- (5) We would extend our firm's discounted municipal government client rate of \$330.00 per hour to the City of Lake City for this engagement;

In addition, I will add that

- (6) This engagement would be performed by attorney Michael Cavendish, and no part of the legal work required would be performed by an associate or of counsel attorney;
- (7) Once the opinion is completed, reduced to a formal writing, and delivered, we would send our firm's first invoice for services. These typically are payable on a 30 day standard, although if a municipal client requires a longer invoice payment period, we work with the client to help them maintain uniformity in their accounts payables policy;
- (8) If, after the opinion is delivered, additional time is requested, such as for instance, meetings with City personnel, or attendance at a Council or Commission meeting to present the opinion and answer questions, we would bill for such additional requested time at the same hourly rate.

Please contact me at (904) 234-6002 or cavendish@cavpartners.com with any questions. Thank you for the privilege of discussing this matter.

Sincerely yours,



Michael Cavendish