

Law Offices of Pam E. Booker, Esq.

Riviera Beach, FL 33404

(772) 971-8676

July 11, 2016

City Council
City of Westlake
4005 Seminole Pratt Whitney Road
Loxahatchee, FL 33470

Ref: Agreement for City Attorney Services

Dear Mayor and Council Members:

I am pleased that you choose to engage my services as legal counsel for the City of Westlake. This is an exciting opportunity as we embark on the creation of a new City, with your leadership and guidance, you can create the City of your collective vision. I have been in local government for approximately twenty years, most recently serving as City Attorney for one of the largest cities in the state of Florida. In that twenty-year period, I gained experience in the areas of land use and zoning, community redevelopment areas, annexations, municipal finance, procurement and contract law, litigation and appellate representations to name a few. I am confident that those experiences will be beneficial to the City of Westlake.

Please allow this letter to set forth our understanding as to the nature and scope of the legal services I will provide for the City, the amount of my fees for those services, the manner in which my fees for those services shall be determined and the terms upon which you will make payment.

1. **Nature of Services:** You have engaged me to serve as City Attorney. My services will include the representation of the City, working with the Mayor, City Council, the City Manager and all administrative staff, in all legal matters relating to the City's affairs, from day to day administrative issues to the development of policies and programs from Council and the City Manager. The general services that the Firm will provide include, but are not limited to, all areas of general municipal law, land use and zoning, building, permitting, code enforcement and lien law, procurement and contract law, constitutional and legislative issues, as well as some litigation and dispute resolution in all administrative levels.

I will attend the regular, special and workshop meetings of City Council, Planning and Zoning meetings and meetings with the administration as they arise from time to time. If clerks or paralegals are used, there will not be additional costs for their services to the City.

Outside counsel may be required for more specialized services such as civil rights, labor and employment issues, collective bargaining, eminent domain, litigation, appellate representation, environmental and sustainability law, and municipal finance.

2. **Fees for Services:** You will be charged and agree to pay for my services on the following basis:

A. ***Monthly Retainer Fee:***

The Firm will charge a base fixed retainer fee \$132.69 per hour, based upon a forty (40) hour work week, for an annual amount of \$276,000, to be paid in monthly increments of \$23,000.00, per month for the preparation of ordinances and resolutions and attending up to two regular monthly Council meetings, one monthly Planning & Zoning Board meeting and one monthly Code Enforcement Magistrate meeting, up to a total of 50 Council/Planning Advisory Board/Code meetings per year for the twelve-month period commencing July 2016. The fee also includes providing general legal advice to the City and its council members, attending meetings with other community representatives as required to carry out the legal services for the City.

The monthly retainer includes, the cost of liability insurance, medical benefits, training and continuing education courses. The monthly retainer includes the review of standard documents and response with comments, a quarterly report and a litigation report as needed. The drafting and preparation of legal documents will be included. The monthly retainer includes all telephone calls/email/teleconference/video conference with individual City Council members, the City Manager, staff, consultants, City Board members and Committee members as authorized by the City Council.

B. ***Hourly Rate:***

The Firm will charge for those matters not covered by the base retainer fee, and hourly rate of \$225.00 per hour for all attorney's handling all other legal services including litigation, municipal bond financing, labor law and any other general legal advice or services including meeting with Council Members, the City Manager, staff and/or consultants related to such work, review and preparation of proposed ordinances, contract or other matters. The Firm's practice is to charge for actual time expended, but not less than 2/10ths of an hour for each activity.

C. **Fiscal Year Budget:**

For each fiscal year of the City, the compensation paid to the City Attorney under the terms and conditions of this agreement shall be an amount approved by the City in its fiscal year budget. Each fiscal year during the budget review and approval proceedings, the City may consider price adjustments to compensate

for market conditions and the anticipated type and amount of work to be performed by the City Attorney during the upcoming fiscal year of the City.

In the event the fiscal year budget is not approved prior to the first day of the fiscal year, the City Attorney's compensation under this Agreement will continue at the rate currently in effect at the time of renewal. Upon the approval of the fiscal year budget, there will be a retroactive fee adjustment, which will be invoiced on the first month thereafter.

3. **Costs:** In addition to attorney's fees included above, the Firm will add a 2.5% administrative fee to each bill to cover administrative cost such as delivery charges, communication services/telephone charges, photocopies, postage, faxes, legal software and computer research expenses.

Non-incident costs such as court reporter expenses (including cost of transcript and court reporter's fee for attendance), court costs (such as filing fees, service of process, newspaper publication costs, subpoena costs, witness fees, recording fees, etc.), accounting and appraisal fees, expert fees, trial/hearing exhibit costs, investigation costs, and applicable lobbyist registration fees, will continue to be itemized and billed.

4. **Payment of Fees and Costs:** My invoices will be submitted to you on a monthly basis and each invoice will be due and payable when rendered. You must understand that if any invoice remains unpaid for more than thirty (30) days after it is rendered, the firm reserves the right in our discretion (subject to court approval, if necessary) to cease to provide further legal services to you. You will, however be liable to the firm for the payment of any fees earned and any cost incurred by the firm through that time, together with applicable taxes.
5. **Representation of Other Clients:** The Firm is bound by the rules of legal ethics not to represent any client if the representation of that client will be directly adverse to the interest of another client, unless each such client consents to such representation after consultation. Should such a situation arise, you will be immediately informed and a proposed manner to address the conflict will be provided by the firm.
6. **Withdrawal from Representation and Termination:** The City may at any time choose to terminate this agreement with or without cause with ninety (90) days notice to the firm. The City will be liable for fees and costs incurred through the date of termination, including the monthly retainer. The firm likewise, reserves the right to withdraw from representing the City, if you have misrepresented or failed to disclose material facts to the firm or if we disagree about the course of action which should be pursued.

7. **Fees for Other Legal Services:** In the event the City requests the Firm to render legal services with respect to other matters outside the scope of this representation agreement, the other matters will be handled on an hourly basis, and fees and costs will be payable under the same terms and conditions as provided for in paragraph two of this letter.
8. **Governing Law:** This agreement shall be governed by the laws of the State of Florida, Palm Beach County. Any and all legal action necessary to enforce the Agreement will be held in Palm Beach County, Florida. No remedy herein conferred upon any party is intended to be exclusive of any other remedy and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.
9. **Notices:** All notices will be in writing and shall be sent by certified mail, return receipt requested or by overnight delivery using a nationally recognized courier service.

Notices to City Attorney:
Pam E. Booker
2650 Lake Shore Drive, Unit 1704
Riviera Beach, FL 33404

Notices to the City:
City of Westlake, Mayor
4001 Seminole Pratt Whitney Road
Loxahatchee, FL 33470

Notices to City Manager:
Severn Trent Environmental Services, Inc.
210 North University Drive, Suite 702
Coral Springs, Florida 33071
Attn: Bob Koncar, General Manager

10. **Commencement of Representation:** If the foregoing is agreeable to you, please acknowledge your understanding and agreement by signing this letter and delivering it to the Firm. The Firm shall commence representation pursuant to the monthly retainer agreement as of June 27, 2016, with payment due for July 2016. At the discretion of the City Manager, the Firm shall commence work at the hourly rate contained herein as of the date of the City's acknowledgment and agreement below.
11. **Risk Management:** To the extent occasioned by the negligent act or omission or failure of the City Attorney, the attorney may defend and hold harmless the City, its officers, agents and employees, from and against any and all claims, losses or

liability, or any portion thereof, including attorney's fees and costs, the employees, or damage to property accessioned by a negligent act, omission or failure of attorney.

To the extent not attributable to the negligence or willful misconduct of the City, and to to extent permitted by Florida law and to the extent not attributable to the negligence or willful misconduct of Attorney, City shall indemnify, defend and hold harmless the attorney, its officers, agents and employees, from and against any and all claims, losses or liability, or any portion thereof, including attorneys fees and costs, arising from injury or death to person, the employees, or damage to property occasioned by a negligent act, omission or failure of the City. Nothing herein shall constitute or be construed as a waiver of the protections, immunities, and limitations of liability afforded City pursuant to Florida Statutes §768.28.

In the event that claim(s) raised against the Attorney on account of this agreement, or on account of the services performed hereunder, is/are covered under Attorney insurance policies, the Attorney shall not be responsible for any loss, damage or liability beyond the limits and conditions of such insurance policies. With respect to any other causes of actin and/or claims arising under this Agreement, or otherwise arising as a result of, or on account of, the services provided hereunder, Attorney total aggregate liability shall not exceed an amount equal to the amount of annual compensation for such services during the Agreement year in which such cause of action and/or claim is raised against the Attorney.

The Firm is honored to represent the City of Westlake and looks forward to a long and positive relationship as we build the City together. I appreciate the confidence you have placed in my Firm and will make every effort to perform my services in a prompt and efficient manner. If you have any questions or concerns, please do not hesitate to contact me to discuss your concerns.

Sincerely,
The Law Offices of Pam E. Booker, P.A.



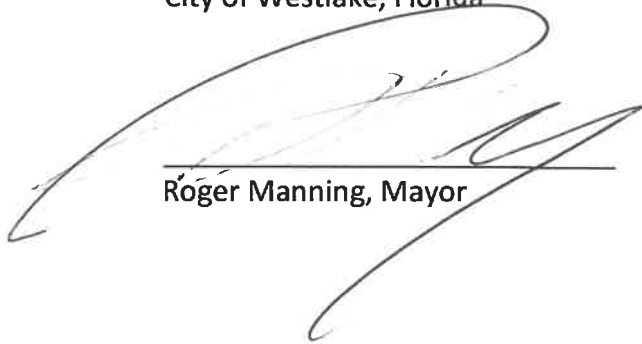
By: Pam E. Booker, Esq.

ACKNOWLEDGEMENT AND AGREEMENT

Having been duly authorized by an affirmative majority vote of the members of the City Council for the City of Westlake, Florida, the undersigned has read this representation agreement and on behalf of the City of Westlake, Florida, agrees to the terms and conditions contained herein.

AGREED AND ACCEPTED on July 11, 2016, 2016

City of Westlake, Florida

A large, stylized handwritten signature in black ink, appearing to read 'R. Manning', is written over a horizontal line.

Roger Manning, Mayor