

# PAIS COTRONEO LAW

CITY ATTORNEYS + CITY PROSECUTORS

April 3, 2018

City of Aransas Pass, Texas  
600 West Cleveland Blvd.  
Aransas Pass, Texas 78336

Re: Engagement Letter for Professional Legal Services

Dear Aransas Pass City Council,

Thank you for the opportunity to represent the City of Aransas Pass, Texas. I look forward to a productive business relationship. This is an engagement letter for professional legal services. Its purpose is to set the roles and responsibilities of my law firm.

**Scope of Engagement.** As City Attorney for the City, my law office shall:

- Serve as the legal advisor to the City Council and the City Manager;
- Represent the City in litigation and legal proceedings as directed by the City Council or City Manager;
- Review and provide opinions as requested by the City Council or City Manager on contracts, legal instruments, ordinances, resolutions, and other City business; and
- Such other legal duties as assigned by the City Council or City Manager.

By signing this agreement, the City appoints my office as its agent and lawful attorney-in-fact.

**Specific Identity of Client.** Please understand that although my law office maintains its relationship with the City of Aransas Pass, Texas primarily through contact with the City Manager, my firm represents the City of Aransas Pass, Texas. The City agrees to immediately notify me if there is a change in City Manager or should any public official's interest become adverse to the City.

**Hourly Legal Fees & Other Expenses.** My professional legal services fee is \$125 per hour. In addition to monthly and hourly legal fees, the City will be responsible for all out-of-pocket expenses incurred in connection with my legal representation. Such expenses include charges for filing and serving court documents, courier or messenger services, filing, recording and certifying documents, travel, postage and other expenses.

**Monthly Billing.** I forward my billing statements on a monthly basis. They will contain a description of my services, including the date, the amount of time involved and a brief description of what was accomplished. Expenses are also detailed. My customary procedure is to send a statement to you each month for services rendered and expenses incurred during the previous month. Any statement not paid in full within 30 calendar days from date of statement will be considered overdue. Overdue invoices may result in discontinuance of legal representation.

THE FORUM ONE  
8000 IH10 WEST, SUITE 1500  
SAN ANTONIO TX 78230  
O 214.957.8960  
E ROXANN@CITYLAW.US

**Additional Legal Consultants.** The City authorizes me to employ other persons or firms deemed necessary for the proper handling of assigned projects, at City's expense, but shall not obligate the City for any expense in excess of \$500.00 without your prior approval. Should it become advisable to refer any matter to another attorney or law firm, we will advise the City of any fee-sharing arrangement. This fee-sharing arrangement will include: (a) the identity of all lawyers or law firms who will participate in the fee-sharing arrangement, (b) the basis upon which the fees will be divided among the other lawyers, law firms and attorney, and (c) the share of the fee that each lawyer or law firm will receive, or the basis upon which the division will be made. We will ask you to consent to the terms of the fee-sharing arrangement in writing before the referral is made.

**Withdrawal or Termination of Contract.** Our relationship may be terminated by either of us at any time by written notice to the other party.

**No Legal Guarantees.** No promise or guarantee has been made as to the outcome of any legal matter.

**Texas Ethics Professional Responsibility.** As an attorney, I am required to provide you with the attached notices regarding attorney-client communications, attorney grievance process, and the Texas Lawyer's Creed on professionalism.

Aransas Pass is a great city; and, I'm honored to be a part of it. Please call me to help in anyway.

Respectfully,



Roxann Pais Cotroneo, Attorney  
State Bar License No. 00794415

Enclosures

AGREED TO AND ACCEPTED:

\_\_\_\_\_  
Authorized Representative  
City of Aransas Pass, Texas

\_\_\_\_\_  
Date