



## MEMORANDUM

**City of Austin  
Financial Services Department  
Purchasing Office**

**DATE:** July 6, 2015  
**TO:** Memo to File  
**FROM:** Jonathan Dalchau, Senior Buyer  
**RE:** MA 5700 PA130000067

These master agreements were all extended by one (1) year per email from Teresa Medina in the Law Department dated 7/6/2015.

There were no changes made to the funding of these master agreements.

The expiration dates were extended as work with the legal vendors was still pending at the time of the extension.

Yolanda Miller, Deputy Purchase Officer approved this method of contract extension in lieu of a formal amendment.

**Contracts:**

- PA110000048
- PA110000049
- PA110000051
- PA110000079
- PA130000034
- PA130000037
- PA130000041
- PA130000051
- PA130000052
- PA130000055
- PA130000056
- PA130000058
- PA130000060
- PA130000066
- PA130000067
- PA130000071
- PA140000008
- S020289

## Dalchau, Jonathan

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**From:** Medina, Teresa  
**Sent:** Monday, July 06, 2015 8:45 AM  
**To:** Dalchau, Jonathan  
**Subject:** OC Extensions

Please extend the following contracts by 1 year with no increase in the contract amount at this time.

Mayer Brown	2/14/2013	2/13/2015	MBE/WBE Issues	PA130000055
McCall, Parkhurst & Horton, L.L.P - Dallas	3/18/2013	3/17/2015	Public Finance and Tax Related Airport Matters	PA130000041
Thompson & Knight, L.L.P.	3/21/2013	3/20/2015	Seaholm Redevelopment	PA130000037
Scott Douglass & McConnico, L.L.P.	3/22/2013	3/21/2015	Chapter 245-Project Duration	PA130000034
Thompson & Knight, L.L.P.	5/31/2002	4/3/2015	RMMA	S020289
Thompson & Knight, L.L.P.	4/28/2011	4/27/2015	The Austin Bulldog v Council Members	PA110000049
Bickerstaff Heath Delgado Acosta LLP	5/13/2011	5/12/2015	Elections - Redistricting 2011	PA110000048
Thompson & Knight, L.L.P.	5/20/2013	5/19/2015	City Auditor	PA130000052
Max Renea Hicks Attorney at Law	5/27/2011	5/26/2015	Texas State Senate and Federal Congressional Redistricting	PA110000051
Andrews Kurth L.L.P	6/4/2013	6/3/2015	ROCIP-General	PA130000056
Webb & Webb	6/6/2013	6/5/2015	Wholesale Water Rate Appeal	PA130000058
Clarence A. West Attorney at Law	6/11/2013	6/10/2015	Telecommunication	PA130000060
Mary K. Sahs, P.C.	5/23/2013	6/25/2015	LCRA Water Management Plan	PA130000051
Richards Rodriguez & Skeith	8/2/2013	7/31/2015	Larry Jackson Jr. vs City of Austin [Jackson, Larry (OC- City)]	PA130000067
Lynn Ross & Gannaway, LLP	8/15/2013	8/14/2015	Personnel Issues	PA130000071
Robert Icenhauer-Ramirez	8/22/2013	8/21/2015	Jackson, Larry (OC-Kleinert)	PA130000066
David Richards	8/24/2013	8/23/2015	ICRC	PA140000008



City of Austin  
Law Department

301 W. 2<sup>nd</sup> Street, P.O. Box 1088  
Austin, Texas 78767-1088  
(512) 974-2268

(512) 974-2268  
Writer's Direct Line

(512) 974-2912  
Writer's Fax Line

August 1, 2013

Dan Richards  
Richards Rodriguez & Skeith  
816 Congress Avenue, Suite 1200  
Austin, TX 78701

RE: Represent City of Austin in matters related to officer involved shooting (Larry Jackson Jr.), as assigned by the City Attorney

Dear Mr. Richards: *Dan*

This Engagement Letter confirms that you will represent the City of Austin to provide legal services concerning the above-referenced matter. The City requires outside counsel to follow certain policies outlined in the attached Terms of Engagement. Please sign and return this Engagement Letter to Teresa Medina in the enclosed envelope, confirming that you agree to these policies.

Division Chief Meghan L. Riley is the in-house attorney responsible for managing this matter (the "Managing Attorney"). The City will pay for the legal services you provide, in a total amount not to exceed **\$56,000.00** for all fees and expenses billed under this agreement.

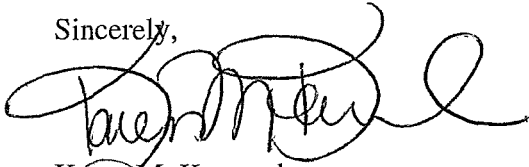
We have agreed that your billing rate for this matter is **\$275.00** per hour. The agreed billing rates for any other named attorney(s) and paralegal(s) authorized to work on this matter, if any, are shown on the attached **Rate Schedule**. **The City will not pay for work by any person not listed on the Rate Schedule unless I preauthorize the change in writing in an amendment to the Rate Schedule.** Unless later agreed to in writing, these hourly rates are set for the duration of this engagement.

If you require consultant or subcontractor services, you must receive prior written approval from me. Pursuant to the City's accounting and auditing policies, you must bill the City on your letterhead for services rendered by other firms, i.e., court reporters, record companies, and consultants. The City cannot pay invoices from other businesses if they were not hired directly by the City.

Dan Richards  
August 1, 2013  
Page 2

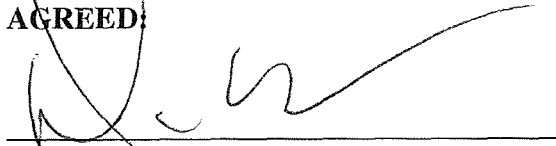
If you have any questions, please do not hesitate to call me or the Managing Attorney.

Sincerely,

A handwritten signature in black ink, appearing to read "Karen M. Kennard", written over a horizontal line.

Karen M. Kennard  
City Attorney

**AGREED:**

A handwritten signature in black ink, appearing to read "Dan Richards", written over a horizontal line.

Dan Richards  
Richards Rodriguez & Skeith

Attachments: Terms of Engagement  
Rate Schedule

KMK/tmm

**Outside Counsel Hourly Rate Schedule and Authorized Staff**

**The City will only pay for work done by the staff named and at the hourly rates listed below.**

The City expects that this matter will be leanly staffed and economically handled.

Work is to be done by the person with the appropriate qualifications and an appropriate hourly rate for the services performed.

The City expects that work on city matters will be done at hourly rates that are a substantial discount from the firm's general billing rates.

These hourly rates are set for the duration of the engagement.

Only the following people are authorized to work on this matter:

Dan Richards	Partner	\$275/hr
Clark Richards	Attorney	<del>\$235/hr</del> <i>\$275/hr</i> *
Karina Esparza	Paralegal	\$85/hr
Name	Classification (e.g., "partner," "associate," "paralegal")	Hourly Rate

Agreed:

*DR*  
Outside Counsel Initials

8/28/13  
Date

Submitted successfully - Pending Approval

g(RQM)

Dept: 5700

ID: 13090500573

Ver.: 1

Function: New

Phase: Pending

Modif

X

Header

General Information

Contact


Extended Description

Additional Information

Default Shippin

Extended Description:

Establish contract for legal services with Richards Rodriguez & Skeith, in an amount not to exceed \$56,000, regarding Larry Jackson Jr. Vendor code HIL8322365. Effective 8/1/13 to 7/31/15.

  
9/9/2013