



M E M O R A N D U M

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

DATE: March 2, 2016
TO: Memo to File
FROM: Terry V. Nicholson, Senior Buyer Specialist
RE: MA 5700 PA160000024

This MA was created as a payment mechanism only. The original contract is with the Law Department.



City of Austin
Law Department

301 W. 2nd 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

January 20, 2016

Carolyn Bartelli
Boulette & Golden
2801 Via Fortuna Drive, Suite 530
Austin, TX 78746

RE: H1B Visa Renewal for Tope Eletu-Odibo to work for the City Auditor's office,
as assigned by the City Attorney

Dear Ms. Bartelli:

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.

Assistant City Attorney Monika Arvelo 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 **\$4,000.00** for all fees and expenses billed under this agreement. We have agreed that your billing rate for this matter is a **flat rate** of **\$1,750**.

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.

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

Sincerely,

Handwritten signature of Anne L. Morgan.

Anne L. Morgan
City Attorney

AGREED,

Handwritten signature of Carolyn Bartelli.

Carolyn Bartelli
Boulette & Golden

Attachments: Terms of Engagement

ALM/tmm

TM# 64250

MA



LAWYERS PROFESSIONAL LIABILITY POLICY DECLARATIONS

Agency:
700324

Branch:
912

Policy Number:
425389366

Insurance is provided by Continental Casualty Company,
333 S. Wabash Ave. Chicago IL 60604
A Stock Insurance Company.

1. NAMED INSURED AND ADDRESS:

Boulette Golden & Marin L.L.P.
2801 Via Fortuna, Suite 530
Austin, TX 78746

NOTICE TO POLICYHOLDERS:

This is a Claims Made and Reported policy. It applies only to those claims that are both first made against the insured and reported in writing to the Company during the policy period. Please review the policy carefully and discuss this coverage with your insurance agent or broker.

2. POLICY PERIOD:

Inception: 06/01/2017

Expiration: 06/01/2018

at 12:01 A.M. Standard Time at the address shown above

3. LIMITS OF LIABILITY:

Inclusive of Claims Expenses

Each Claim: \$1,000,000

Aggregate: \$1,000,000

Death or Disability and Non-Practicing
Extended Reporting Period Limit of Liability:

Each Claim: \$1,000,000

Aggregate: \$1,000,000

4. DEDUCTIBLES:

Inclusive of Claims Expenses

Aggregate: \$10,000

5. POLICY PREMIUM:

Annual Premium: \$17,232.00

Total Amount: \$17,232.00

Includes CNA Risk Control Credit of \$ 0.00

Includes Lawyers Data Breach and Network Security Premium, see coverage endorsement if applicable

6. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION:

G-118011-A (Ed. 06/2015), G-118012-AC (Ed. 03/1999), CNA-83525-TX (Ed. 09/2015), G-118016-ACC (Ed. 12/2011), G-118024-A (Ed. 04/2008), G-118029-A (Ed. 04/2008)

7. WHO TO CONTACT:

To report a claim:
CNA – Claims Reporting
P.O. Box 8317
Chicago, IL 60680-8317
Fax: 866-773-7504 / Online: www.cna.com/claims
Email: SpecialtyProNewLoss@cna.com
Lawyers Claim Reporting Questions: 800-540-0762

Authorized Representative

05/30/2017
Date



Continental Casualty Company
333 S. Wabash Ave.
Chicago, IL 60604

LAWYERS PROFESSIONAL LIABILITY POLICY

ATTORNEY SCHEDULE

Policy Number: 425389366

Name of Each Lawyer

Ann Abrams Price
Carolyn Gutierrez Bartelli
Jason S Boulette
Laura M. Merritt
Michael D Marin
Michael J Golden
Steven H. Garrett
Tanya Dement

Named Individual Retroactive Date

Same as Policy Retroactive/Prior Acts Date
10/19/2006
Same as Policy Retroactive/Prior Acts Date
02/09/2015
06/02/2010
Same as Policy Retroactive/Prior Acts Date
08/19/2013
07/23/2007



**LAWYERS PROFESSIONAL LIABILITY POLICY
DECLARATIONS**

<u>Agency:</u> 700324	<u>Branch:</u> 912	<u>Policy Number:</u> 425389366	Insurance is provided by Continental Casualty Company, 333 S. Wabash Ave. Chicago IL 60604 A Stock Insurance Company.
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1. NAMED INSURED AND ADDRESS:
Boulette Golden & Marin L.L.P.
2801 Via Fortuna, Suite 530
Austin, TX 78746

NOTICE TO POLICYHOLDERS:
This is a Claims Made and Reported policy. It applies only to those claims that are both first made against the insured and reported in writing to the Company during the policy period. Please review the policy carefully and discuss this coverage with your insurance agent or broker.

2. POLICY PERIOD: Inception: 06/01/2015 <i>at 12:01 A.M. Standard Time at the address shown above</i>	Expiration: 06/01/2016
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3. LIMITS OF LIABILITY: <i>Inclusive of Claims Expenses</i>	Each Claim: \$1,000,000 Aggregate: \$1,000,000
Death or Disability and Non-Practicing Extended Reporting Period Limit of Liability:	Each Claim: \$1,000,000 Aggregate: \$1,000,000

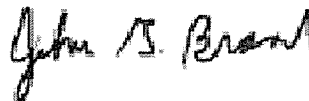
4. DEDUCTIBLES: <i>Inclusive of Claims Expenses</i>	Aggregate: \$10,000
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5. POLICY PREMIUM:

Annual Premium:	\$14,624.00
Total Amount:	\$14,624.00
<i>Includes CNA Risk Control Credit of</i>	\$ 0.00
<i>Includes Net Protect Premium, see coverage endorsement if applicable</i>	

6. FORMS AND ENDORSEMENTS ATTACHED AT INCEPTION:
G-118011-A (Ed. 12/2011), G-118012-A (Ed. 03/1999), G-118016-A (Ed. 12/2011), G-118024-A (Ed. 04/2008), G-118029-A (Ed. 04/2008), G-145184-A (Ed. 06/2003)

7. WHO TO CONTACT:	To report a claim: CNA – Claims Reporting P.O. Box 8317 Chicago, IL 60680-8317 Fax: 866-773-7504 / Online: www.cna.com/claims Email: SpecialtyProNewLoss@cna.com Lawyers Claim Reporting Questions: 800-540-0762
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Authorized Representative

05/29/2015

Date