



## MEMORANDUM

**TO:** File

**FROM:** Diana McIntosh, Procurement Specialist II

**DATE:** June 15, 2020

**SUBJECT:** Contract No. MA 5700 PA200000072

The Master Agreement was created, administered, and maintained by the Law Department. All original documents are located with the Law Department. The Purchasing Office is not responsible for any procurement actions taken for this Master Agreement Contract other than the creation of the payment mechanism for accounting purposes.



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

April 28, 2020

Lowell Denton  
Denton, Navarro, Rocha Bernal & Zech, P.C.  
2517 N. Main Avenue  
San Antonio, TX 78212

RE: Austin Fire Dept. Contract Grievance: Vacation Leave Grievance, as assigned  
by the City Attorney

Dear Mr. Denton:

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 at [Teresa.medina2@austintexas.gov](mailto:Teresa.medina2@austintexas.gov), confirming that you agree to these policies. Please include proof of professional liability insurance with minimum limits of one million dollars (\$1,000,000) per occurrence, per "Section II L" of attached Terms of Engagement.

Division Chief Bernard L. Crawford 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 **\$25,000.00** for all fees and expenses billed under this agreement.

We have agreed that your billing rate for this matter is **\$350.00** 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.

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

Sincerely,

*Anne L. Morgan*  
Anne L. Morgan  
City Attorney *by n5/Thomas*

**AGREED:**

  
Lowell Denton  
Denton, Navarro, Rocha Bernal & Zech, P.C.

Attachments: Terms of Engagement  
Rate Schedule

ALM/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:

Lowell Denton	Partner	\$350/hr
Ricardo J. Navarro	Partner	\$350/hr
Albert Pena	Partner (NEP)	\$270/hr
Sarah Griffin	Associate	\$250/hr
Robyn Katz	Associate	\$250/hr
Christy Burke	Paralegal	\$95/hr
Suzanne Davis	Paralegal	\$95/hr

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Name	Classification (e.g., "partner," "associate," "paralegal")	Hourly Rate
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Agreed:

  
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Outside Counsel Initials

  
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Date

Revised April 28, 2008