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September 9, 2024

VIA ELECTRONIC MAIL

Allentown City Council
President Cynthia Mota
435 Hamilton St.
Allentown, PA 18101
Email: cynthiaymota@gmail.com

Re: Allentown City Council Solicitorship
Engagement Letter for Legal Services

Dear Council:

Disciplinary Rules require a lawyer to confirm in writing the scope of the representation as well as the fee arrangement with the client.

It is my understanding Allentown City Council (hereinafter Council) is seeking an attorney to act as its solicitor. I, Maria Montero—Attorney at Law, share this letter to express my interest in serving as Council's solicitor in the following capacity which includes scope of representation, fee rate, and term of service.

Scope of Representation:

Maria Montero, Esquire will serve as Council's Solicitor and act in the role of Parliamentarian overseeing Council's Regularly Scheduled Evening Council Meetings on the 1st & 2nd Wednesday of every month, sans the first week of July – and will provide procedural and/or legal advice as needed. In addition, Attorney Montero will:

- Attend other Council related meetings when legal assistance might be needed – i.e. Public Hearings, which typically occur before a council meeting.
- Respond to properly submitted Legal Service Requests which require three Council member sponsors and the concurrence of the Council President. Noting this position is Solicitor for Council, as a whole.
- Review legislation with the Council President and City Clerk prior to council meetings.
- Consult with the Mayor's Office Solicitor if requested by the Council President or a majority of Council.

The total hours per month dedicated towards Council business is estimated between 15-20 hours.

The Solicitor has no obligation to provide legal services outside or in addition to the Scope of Services. Entering an appearance and/or providing legal services with regard to litigation matters (actions at law, suits in equity, administrative claims) in which Council is involved or has been named a party and initiating litigation on behalf of Council is beyond the Scope of Services contemplated herein. The Solicitor shall have no obligation to advance costs on behalf of Council even if that means Council will miss a filing or submission deadline.

Term of Service:

The term of the engagement will commence upon approval of Council. Council's Resolution will contain the dates of commencement and conclusion of Attorney Montero's Solicitorship.

Fee Arrangement:

The Solicitor's total compensation over the term shall equal Fifty-Thousand Dollars (\$50,000). The Fee will be paid over the course of twelve (12) months. The first invoice will be submitted in September 2024 in the amount of \$4,166.67 and is payable by October 1, 2024. The eleven invoices thereafter will be submitted before the end of each month in the amount of \$4,166.67 and are due by the 1st of each month as listed on the invoice. The final 2025 invoice will be in the amount of \$4,166.63.

Schedule:

Solicitor will make scheduling decisions and control her own calendar with the exception of appearances contemplated herein.

File Storage:

It is Solicitor's policy to store a closed file for three (3) years after which the file will be destroyed without notice to Council. Council may pick up the file prior to that by making arrangements with Solicitor. All of the file will be stored as electronic data and Solicitor has no obligation to provide printed copies.

Termination:

Council, with the consent of Council President and the majority of Council, may terminate this engagement at any time in writing. Council may pick up its file upon payment to Solicitor of all amounts owed on the file including legal fees, expenses, and costs. Solicitor will provide file contents electronically. Solicitor may terminate this engagement without Council's consent if Council fails to comply with the terms set forth herein in which case Council will be so notified in writing and Council will remain obligated to pay Solicitor for all outstanding legal fees, expenses, and costs.

Please sign this letter and to indicate your acceptance of the terms set forth herein. Thank you very much for the opportunity to assist you.

Sincerely,



Maria Montero, Esq.

Allentown City Council wishes to retain Maria Montero, Attorney at Law, to represent Allentown City Council as Solicitor and agrees to the terms and conditions set forth herein.



Cynthia Mota, Allentown City Council President

Date signed by City Council President