



February 13, 2025

VIA ELECTRONIC MAIL

Allentown City Council President Daryl
Hendricks 435 Hamilton St.
Allentown, PA 18101
Email: Daryl.Hendricks@allentownpa.gov

Re: Allentown City Council Investigation
Engagement Letter for Legal Services

Dear Council President,

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 to expand the scope of my engagement as City Council Solicitor to additionally act as the point of contact between Duane Morris, the firm who will be conducting an investigation of the City of Allentown per Ordinance 10. Below lists the expectations of the engagement:

Scope of Representation:

Maria Montero, Esq. will facilitate the Ordinance 10 investigation conducted by Duane Morris.

In addition, Attorney Montero will:

- Serve as the point of contact for Duane Morris and Council.
- Conduct weekly investigation briefings with Duane Morris.
- Review all monthly billings from Duane Morris for accuracy, shall confirm the work product is within the work scope of Ordinance 10 and Duane Morris's engagement letter, and shall recommend remuneration for such billings.
- Respond to properly submitted Legal Service Requests regarding the investigation which require three Council member sponsors and the concurrence of the Council President.
- Consult with the City of Allentown's Solicitor as necessary for proper implementation of the investigation.

Term of Service:

The terms of this engagement will commence upon approval of Council. Council's Resolution will contain the date of commencement and conclusion will occur when the investigation is complete and report rendered. It is Council's prerogative for this investigation to start immediately and completed by the end of the Summer of 2025.

Fee Arrangement:

Attorney Montero's compensation over the term of the investigation shall equal fifteen thousand dollars (\$15,000). The Fee will be paid over the course of six (6) months. The first invoice will be submitted to the Council's Clerk's office in March of 2025 in the amount of \$2,500.00. The five invoices thereafter will be submitted monthly in the amount of \$2,500.00. Attorney Montero will be permitted access to City Hall's underground car parking and plug-in while conducting Council business.

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

Sincerely,



Maria Montero, Esq.

Allentown City Council wishes to retain Attorney Maria Montero to facilitate the investigation conducted by Duane Morris and agrees to the terms and conditions set forth herein.

Daryl Hendricks, Allentown City Council President

Date signed by City Council President