

**Exhibit "A"**



BRETT J. SCHNEIDER, ESQ.  
bschneider@wsh-law.com

September 12, 2024

VIA EMAIL ([tpyburn@coconutcreek.net](mailto:tpyburn@coconutcreek.net))

Terrill Pyburn, Esq.  
City Attorney  
City of Coconut Creek  
4800 West Copans Road  
Coconut Creek, FL 33063

Re: Retainer Agreement:

Dear Terrill:

Our Firm has had the honor and privilege of providing labor and employment law services to the City of Coconut Creek since 2012. The City has been, and always will remain, a treasured Firm client. We value our relationship with the City and enjoy working closely with you and the City's non-attorney staff.

This letter is intended to set forth our continuing understanding as to the nature and scope of the legal services we will continue to perform for the City, the amount of our fees for those services, the manner in which our fees for those services shall be determined, and the terms upon which the City will make payment.

1. Nature of Legal Services. The City has engaged us to continue to provide it with labor and employment law services.
2. Fees for Services. We are requesting an increase in our hourly rates to \$335/hour for all attorney time effective December 1, 2024. We agree to continue to bill the City on a monthly basis at the conclusion of each calendar month. It is our practice to charge for actual time expended on the City's behalf, but not less than 2/10ths of an hour for each activity.

3. Costs. In addition to the fees discussed in paragraph 2, we anticipate that certain expenses may be incurred and advanced on the City's behalf. These expenses may include filing fees, , delivery charges, long distance telephone charges, photocopies (xerox), and special postage (express mail, certified mail and the like). In addition to our fees for legal services, the City agrees to pay us for such out-of-pocket expenditures. In the event unusually large costs or advances are anticipated, we reserve the right to require an additional cost deposit from the City prior to undertaking the expenditures of funds on the City's behalf.

4. Payment of Fees and Costs. Our invoices will be submitted to the City on a monthly basis and each invoice will be due and payable when rendered. The City must understand that if any invoice remains unpaid for more than thirty (30) days after it is rendered, we reserve the right, in our discretion (subject to court approval, if necessary), to cease to provide further legal services to the City. The City will, however, be liable to us for the payment of any fees earned and any costs incurred by us to that time, together with any applicable taxes. In the event we are ultimately required to bring suit to collect any unpaid fees and costs, The City understands that the City will be required to pay reasonable attorneys' fees as well as legal interest on the amount of any fees and costs due us. The City further understands that we have the right to retain any and all files, papers and other property coming into our possession in connection with our engagement without any liability to the City until we have been paid all costs, fees and interest due us under this agreement. The City also agrees to the imposition of a charging lien for any monies due us on all real and personal property that is preserved, protected or obtained as a result of the representation undertaken herein. Interest at the rate of 12% per annum will be added to any invoice which remains unpaid for more than thirty (30) days after it is rendered.

5. Withdrawal from Representation. We reserve the right to withdraw from representing the City if the City misrepresents or fails to disclose material facts to us, or if we disagree about the course of action which should be pursued.

6. Representation of Other Clients. We are bound by rules of legal ethics not to represent any client if the representation of that client will be directly adverse to the interests of another client unless each such client consents to such representation after consultation.

7. Fees for Other Services. In the event the City asks us to render legal services with respect to other matters, in the absence of a written agreement specifically addressing that representation, the other matters will be handled on an hourly basis, and fees and costs will be payable under the same terms and conditions as provided for in paragraph 2, 3, and 4 of this letter.

8. Commencement of Representation. If the foregoing is agreeable to the City, please acknowledge the City's understanding and agreement by signing this letter and delivering it to us.

9. Public Records. We will keep and maintain public records required by you to perform the service. However, the parties agree that the nature of the retention contemplated herein does not render us a “public agency” within the meaning of the term in Chapter 119, Florida Statutes.

Upon request by your custodian of public records, as identified in the next section, we will provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

For public records requests that require significant administrative time or the use of technology to fulfill, we will prepare an estimate of the cost of fulfilling the public records request and provide same to you in writing. If you have a policy regarding the manner of calculating charges for significant administrative time or the use of technology, we will follow the policy in developing the cost estimate. The policy will be attached hereto upon execution by you. If you do not have a specific policy for calculating charges for significant administrative time or the use of technology, we shall develop the estimate based on our actual cost. Significant administrative time will be considered time in excess of 30 minutes. Labor costs shall be estimated based on 1.25 x the hourly rate of our lowest paid member capable of performing the work. The cost of technology shall be estimated based on actual cost, with no mark-up.

We will ensure that public records maintained or created in connection with this representation that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Agreement term and following completion of the representation if we do not transfer the records to you.

Upon completion of the representation, we shall transfer, at no cost to you, all public records in our possession related to the representation, in the format in which those records were ordinarily kept, provided that all electronic records shall be produced to you in a format that is compatible with your information technology systems. If you desire the records to be transferred in a format that is different than the above-referenced format, we shall prepare a cost estimate for the records conversion upon request, and provide the converted records to you upon approval of the cost estimate.

We shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. We may retain duplicate copies of non-exempt and non-confidential public records after the record copies are transferred to you. If you receive a public records request for materials the record copies of which are maintained by us, you shall immediately notify us of the request in writing. We will provide the records to you, or allow the records to be inspected or copied within a reasonable time, as directed by you. If you desire for us to review the records for responsiveness and/or exemption/privilege, you shall advise us of its desire in writing and we shall provide the service at the rates provided herein.

If you seek for us to “certify” a public record, you should provide us with direction on the desired format of such certification along with the records request.

**IF WE HAVE QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO OUR DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, WE WILL CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**(954) 973-6774**  
**Telephone Number**

**PublicRecords@coconutcreek.net**  
**E-mail Address**

**4800 West Copans Road**  
**Coconut Creek, FL 33063**  
**Mailing Address**

10. Venue. If any arbitration or enforcement action or any other litigation arises regarding this Agreement, venue will be exclusively in Broward County, Florida.

11. Binding and Entire Agreement. This Agreement and any concurrent attachments represent the entire Agreement between the parties, and no party is relying or is entitled to rely on any representations not expressly contained herein. In addition, no changes may be made to this Agreement without the written consent of all the parties hereto.

We appreciate the City’s confidence in our Firm, and we assure the City that we will make every effort to perform our services in a prompt and efficient manner.

Sincerely,

WEISS SEROTA HELFMAN  
COLE & BIERMAN, P.L.



Brett J. Schneider

AGREED AND ACCEPTED on this \_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF COCONUT CREEK, a  
Florida municipal corporation

ATTEST:

By: \_\_\_\_\_  
Sheila Rose, City Manager

\_\_\_\_\_  
JOSEPH J. KAVANAGH

APPROVED AS TO LEGAL FORM  
AND SUFFICIENCY:

By: \_\_\_\_\_  
Terrill C. Pyburn, City Attorney