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**ENGAGEMENT LETTER AND  
BILLING PROCEDURE MEMO  
FOR  
KLAMATH INTEROPERABILITY RADIO GROUP**

We appreciate Klamath Interoperability Radio Group's (KIRG) interest in the Local Government Law Group P.C. This engagement letter is intended to cover services our firm will provide to KIRG for a special project related to drafting an Intergovernmental Agreement for the Law Enforcement Repeater Channels Project.

The relationship between client and attorney works best when we both have a clear understanding of the firm's policies regarding legal services, the inquiry process, and our billing practices. If the policies explained in this document are acceptable to you, please sign a copy of this memo and return it to the firm. If you have any questions, please do not hesitate to call us.

**Working with your Attorneys**

During the course of our representation, it is our goal to maintain open lines of communication with KIRG and your staff. To this end, it is important that KIRG also communicates with us. This will allow us to better serve you and keep you fully informed about the status of the work we are doing.

You have retained our firm specifically to provide special project legal services related to drafting an Intergovernmental Agreement for the Law Enforcement Repeater Channels Project. This is a limited engagement that will end upon completion of this special project.

During our representation of KIRG, please remember to provide us with any changes to your current addresses, telephone numbers, Board and staff members, and other relevant information.

## Billing Statements and Hourly Rates

You will receive a monthly statement for any services we provided to KIRG that month. Most statements for services are simply the product of the hours worked multiplied by the hourly rates for the attorneys, law clerks and legal assistants who did the work. However, if we feel that too much time was expended for the nature of the matter, we will reduce the fee accordingly. Occasionally, we are able to split our services (and the attorney fees) among multiple government clients who have the same legal needs. This helps you share attorney costs when possible. We will discuss these opportunities with you when they arise.

Our hourly rates for attorneys and other members of the professional staff are as follows:

- |    |   |                   |
|----|---|-------------------|
| A. | General Attorney time:  | \$295.00 per hour |
| B. | Law clerk and paralegal time:   | \$150.00 per hour |
| C. | Legal assistant time:   | \$110.00 per hour |
| D. | Mediations, arbitrations, hearings, administrative agency contested matters, other contested matters, litigation, Outside Counsel and legislative advocacy: | To be determined  |

The firm's rates will be reviewed from time to time. We will inform you if we believe the rates should be adjusted for a future billing period.

One-half of the time required for necessary travel will be billed at the applicable attorney fee rate, plus the IRS mileage rate. KIRG is responsible for all costs incurred by the firm, including but not limited to document recording fees, filing fees, service fees, court reporter fees for depositions and hearings, court trial fees, and other necessary court and office costs. However, you will not be charged for basic computer research, phone, or photocopy charges.

If we determine, in partnership with you, that a matter requires outside counsel, then we will ask the outside counsel to prepare a bill for our firm to review. Once that bill has received our approval, we will forward it to you for payment. We will not work with outside counsel for specialty services without first consulting KIRG. KIRG projects may involve current or former clients of our firm, potentially giving rise to conflicts of interests. We will discuss those situations with you as they arise, which may require a waiver of conflict letter or our firm to recuse itself from representing KIRG for that specific project.

We bill for time expended on your behalf from the initial consultation to the closing of the matter. Activities requiring the expenditure of time may include office conferences, telephone discussions, preparation and review of correspondence, document preparation and review, and any other services associated with the work we have undertaken on your behalf.

Your monthly statement will indicate the amount of time spent, the attorneys who worked on the matter, and the charges for services based upon your current rates. You will receive an itemized billing statement each month, at which time the amount billed is due and payable. A late fee of 1.5% per month will be imposed on unpaid charges within 60 days after they are billed. We try to ensure that our billings are accurate and understandable. If ever you wish to discuss your bill or the legal services rendered, please call Jenny Hornby in our accounting department or contact the attorney working on the matter. If we receive no questions or comments from you within 30 days of the billing statement's date, we will assume that you agree to the charges billed.

**File Closing and Relationship Wind Up**

At the conclusion of each legal matter, we review the file to ensure that you have copies of all important documents, return any original documents to you, and close the file. We store closed files for 10 years (and may do so in an electronic format). After 10 years, we destroy the file. By signing below, KIRG is giving us its consent to destroy files pursuant to this policy.

We each have the right to terminate our attorney-client relationship at any time. If there is any unresolved dispute over our representation or fees and it is necessary to initiate a claim, the prevailing party will be entitled to reasonable attorney fees to be set by the court.

Again, thank you for considering the Local Government Law Group. We appreciate your business and look forward to working with you.

READ AND APPROVED:

KLAMATH INTEROPERABILITY RADIO GROUP

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_