



**City of Hollywood**  
Attn: Tami Thornton  
2600 Hollywood Boulevard  
Hollywood, FL 33020-4807

**VIA EMAIL ONLY: [TThornton@hollywoodfl.org](mailto:TThornton@hollywoodfl.org)**

**Re: Proposal for Civil Service Board Attorney**

July 11, 2023

Dear Ms. Thornton,

Thank you for this opportunity to assist you with the above-referenced matter. This letter sets forth the proposal of MDM Legal, PLLC to serve as the Board Attorney for the City of Hollywood's Civil Service Board ("Board").

Denise Mutamba of MDM Legal, PLLC would serve as the Board Attorney. As the Board Attorney, Ms. Mutamba would serve as the legal advisor to the Board, attend Board meetings, advise the presiding officer during appeal hearings arising out of an eligible employee's demotion, suspension, or termination, and rule on motions and objections that emerge during such hearings.

MDM Legal would perform the above-referenced professional services on an hourly basis. In performing the above-referenced professional services, the firm will bill for the following:<sup>1</sup> telephone calls; conferences and consultations with you or made on your behalf, including conferences with other attorneys and/or paralegals in the firm; research; court and arbitration appearances; review and preparation of documents; correspondence; preparation of and responses to e-mails; and travel time.

Expenses incurred by the firm on your behalf include but are not limited to: travel

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<sup>1</sup> This list is non-exhaustive.



expenses, including mileage to and from meetings or hearings; expert and/or consultant fees; and photocopying. The firm may require you to pay certain expenses directly to the vendor.

We will bill you for professional services and expenses on a monthly basis on the last business day of the month. Unless otherwise requested, invoices for such professional services and expenses would be sent electronically on the last business day of the month. Bills are due upon receipt. We reserve the right to assess interest on all bills outstanding more than sixty (60) days at a rate of 1% per month. If a bill remains outstanding for more than sixty (60) days, further work on your behalf may be discontinued until the outstanding bill is paid. We reserve the right to discontinue work on your behalf sooner, but only after written notice to you. If it is necessary for us to commence collection proceedings against you, you agree to be responsible for all costs of collection including reasonable attorneys' fees.

The hourly rate for attorneys in our firm is \$300.00. Paralegals are billed at a rate of \$100.00.

The foregoing rates are the current rates for this engagement and are subject to change from time to time to reflect additional experience, inflation, and market conditions. We will provide 30 days' notice of any changes in the Firm's rates.

As the Client, you are free to terminate our representation of your interests at any time. We may terminate our representation of you for any reason at any time.

We look forward to the opportunity to serve the City of Hollywood.

**Denise A. Mutamba, Esq.**  
Founder & Managing Partner