



ALLEN NORTON & BLUE
PROFESSIONAL ASSOCIATION

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July 17, 2023

Tammie Hechler
Human Resources Director
City of Hollywood
2600 Hollywood Blvd., Rm 212
Hollywood, FL 33020

Proposal to Serve as City of Hollywood's Civil Service Board Attorney

Dear Tammie,

Thank you for the opportunity to submit a proposal for serving as the City of Hollywood's Civil Service Board Attorney. I understand the importance of this role and the responsibility it carries in ensuring fair and just proceedings for the board.

After carefully reviewing the requirements outlined in the Request for Proposal, I am pleased to offer legal services as the Civil Service Board Attorney. The proposal includes the following details:

Cost: I propose to provide legal services to the board at a rate of \$300.00 per hour blended. This rate takes into consideration the complexity and specialized nature of the work involved in serving as the board attorney. It reflects our commitment to delivering high-quality legal support while being mindful of the budgetary considerations of the City of Hollywood.

Scope of Services: As the Civil Service Board Attorney, my primary role will be to provide legal advice and guidance to the board. I will be available to the board during appeal hearings, where I will rule on all points of law and admissibility of evidence. My rulings will be binding on the board, ensuring consistency and adherence to legal standards. I have closely reviewed the relevant ordinance, rules, and regulations to familiarize myself with the specific requirements of the board attorney, particularly in relation to the appeal procedures.

Additional Responsibilities: I understand that the board is comprised of volunteers who may benefit from guidance and education on legal procedures. In this regard, I am committed to providing comprehensive support by offering guidance to the board members and educating them

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July 17, 2023

Page 2

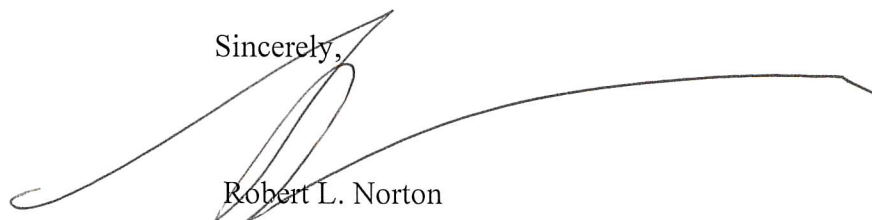
on legal processes as outlined in the established ordinance, rules, and regulations. Additionally, I will ensure the ability to swear in witnesses as needed during proceedings.

I am confident in the ability to fulfill the responsibilities of the Civil Service Board Attorney role effectively and efficiently. I have tried over one thousand (1,000) arbitrations and over ten (10) jury trials. My extensive experience in providing legal counsel to governmental bodies, coupled with in-depth knowledge of civil service laws and regulations, uniquely positions me to serve the City of Hollywood's Civil Service Board.

I appreciate the opportunity to be considered for this important position and am ready to discuss any further details or answer any questions you may have. Please feel free to contact me at 305-445-7801. I look forward to the possibility of working with you to uphold the principles of fairness and justice within the Civil Service Board.

Thank you for your attention, and I await your response.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert L. Norton", with a long, sweeping horizontal stroke extending to the right.

Robert L. Norton

RLN/bh
cc Tami Thornton