

## **PROFESSIONAL SERVICES AGREEMENT**

This Professional Service Agreement (“the Agreement”) is made and entered into by and between the City of Broken Arrow, a municipal corporation (“City”), and Kivell, Rayment & Francis, P.C., Triad Center, 7666 East 61<sup>st</sup> Street, Suite 550, Tulsa, Oklahoma 74133 (“Outside Counsel”).

### **I. PURPOSE OF REPRESENTATION**

City is retaining Outside Counsel to provide counsel and legal advice to the City regarding title opinions and property law.

### **II. OUTSIDE COUNSEL REPORTS TO CITY ATTORNEY**

Outside Counsel agrees to keep City informed of the status of the matters covered by this Agreement by:

- A. communicating orally with the City Attorney and designated representative as needed and as requested by City;
- B. providing timely copies of all pleadings, discovery, and correspondence to the City Attorney (unless correspondence is protected by attorney-client privilege as asserted by the Employees/Employee); and
- C. submitting to the City Attorney a detailed monthly statement identifying by separate entries:
  - 1. each date work was performed under the Agreement,
  - 2. the amount of time billed for the work,
  - 3. the attorney or paralegal billing for the entry,
  - 4. the hourly rate of the attorney or paralegal billing the entry,
  - 5. a description of the work performed, and
  - 6. the dollar amount billed for the entry.

All written communications required by this Agreement should be sent to Beth Anne Childs, Esq., City Attorney, City of Broken Arrow, City Hall, 220 South 1<sup>st</sup> Street, Broken Arrow, Oklahoma 74012.

### **III. CONFLICT OF INTEREST**

Outside Counsel must conduct a conflicts check covering potential and actual conflicts of interest before representing the Employees/Employee or other defendants. Outside Counsel must promptly notify the City Attorney in writing of all actual or potential conflicts. Outside Counsel must disclose past or present representation of a client associated directly, indirectly, actually, or potentially with the subject of the representation. No waiver of an actual or potential conflict will be valid unless in writing and executed by the Employees/Employee. Outside Counsel must obtain any necessary third party waivers in writing prior to representing the

Employee/Employees. Outside Counsel will monitor whether any actual or potential conflicts arise in connection with Outside Counsel's proposed representation of other defendants while representing the Employee/Employees and shall promptly notify the City Attorney in writing of any such conflicts.

#### **IV. TIMELY ACTION BY OUTSIDE COUNSEL**

By executing this Agreement, Outside Counsel agrees to act in a timely manner in conducting work under this Agreement.

#### **V. FEES AND EXPENSES**

City agrees to pay Outside Counsel an hourly fee based on the following hourly rates:

Partners:	\$200.00 per hour maximum
Associates:	\$175.00 per hour maximum
Paralegals:	\$90.00 per hour maximum

The maximum fees and costs and expenses shall not exceed \$30,000.00

City will pay Outside Counsel's out-of-pocket costs and expenses reasonably incurred in these matters as follows:

- Out-of-pocket necessary copying costs
- Out-of-pocket long distance telephone charges
- Out-of-pocket automated research costs
- Out-of-pocket postage charges
- Courier and messenger services
- Local mileage or parking
- Other items as necessary if City Attorney approves prior to expenditure.

The following types of expenditures will not be paid by City:

- Administrative overhead, including time spent copying, filing, docketing or calendaring deadlines, attending internal firm meetings for planning or status updates, reviewing or processing this Agreement or invoices for services or expenses rendered under this Agreement, or any clerical or secretarial work,
- Air conditioning and electricity for overtime work,
- Client entertainment,
- Local and suburban telephone calls,
- Refreshments during meetings,
- Meals during meetings or any other time unless associated with pre-approved overnight travel,
- Fees for telecopying other than out-of-pocket long distance telephone charges associated therewith, and
- Off-duty hours while traveling (not to include travel to or from the location of a meeting or hearing by counsel)

## **VI. SETTLEMENT**

Settlement possibilities should be identified and considered early and at subsequent stages in the proceedings. Outside Counsel must promptly report settlement overtures to the City Attorney or her designated representative. Cases may be settled only with the prior approval of the City Attorney and appropriate City officials.

## **VII. MALPRACTICE INSURANCE**

Outside Counsel shall maintain professional liability insurance acceptable to the City Attorney with appropriate and adequate coverage. Upon request, Outside Counsel shall submit a certificate from its insurance carrier that provides that written notice will be provided to the City Attorney before cancellation of the insurance is effective. Outside Counsel shall promptly advise the City if its insurance is canceled or lapses.

## **VIII. RIGHT TO AUDIT**

The City shall have the right by use of internal or external resources to audit Outside Counsel's time records and billings, upon reasonable notice provided in writing to Outside Counsel. Outside Counsel will cooperate with an audit request by providing reasonable access to appropriate records and personnel necessary to conduct an audit.

## **IX. RETENTION OF OUTSIDE COUNSEL**

Outside Counsel is being retained because of Outside Counsel's experience and expertise in the area of employment and labor law. The goal of the City Attorney's office is to meet all ethical and professional standards applicable to government lawyers and to meet mandates of the City of Broken Arrow Code of Ordinances with regard to the City Attorney. In appropriate instances, screening measures will be created and used with policies and procedures and restricting the flow of and access to information regarding the representation between the Staff Attorney and other attorneys within the office of the City Attorney representing the City. The City Attorney's office and Outside Counsel will in such instances discuss appropriate procedures to accomplish ethical representation and will comply with all professional rules of conduct. Outside Counsel will be required in such circumstances to identify all concerns with such process immediately and prior to commencing representation.

## **X. ACCEPTANCES**

This Agreement constitutes the entire agreement between the City and Outside Counsel and supersedes all prior agreements, written or oral, relating to the subject matter. Any change must be made or confirmed in writing, duly executed by both parties.

**XI. ASSIGNABILITY OF AGREEMENT**

This Agreement is personal in nature and may not be assigned by Outside Counsel.

**XII. INDEPENDENT CONTRACTOR.**

Outside Counsel agrees and acknowledges that during the existence of this Agreement, it acts in the capacity of an independent contractor and that Outside Counsel is not an employee of the City of Broken Arrow.

**XIII. APPLICABLE LAW AND VENUE.**

This Agreement and its incorporated documents shall be governed by and construed in accordance with the laws of the State of Oklahoma. The venue of any suit brought concerning this Agreement or its incorporated documents is fixed in any court of competent jurisdiction in Tulsa County, Oklahoma.

**XIV. TERMINATION**

The City may terminate this Agreement upon reasonable notice to Outside Counsel if it determines any of the following:

- a. the Employee/Employees reasonably fail to cooperate in good faith and in the defense of the action; or
- b. the actions or omissions from which this litigation arises are reasonably determined to be the result of the fraudulent conduct or corruption by the Employee/Employees.

**XV. TERM**

This Agreement shall commence on the date below and shall remain in full force and effect through June 30, 2018, unless the term of this Agreement is extended by agreement of the parties.

IN WITNESS WHEREOF, this Agreement has been executed in multiple copies and is effective as of THIS 15th day of August, 2017.

**SIGNATURES CONTINUED ON THE NEXT PAGE**

KIVELL, RAYMENT & FRANCIS, P.C.

By: \_\_\_\_\_  
Joe Francis

CITY OF BROKEN ARROW, a municipal corporation

By: \_\_\_\_\_  
Craig Thurmond, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

Date: \_\_\_\_\_

APPROVED AS TO FORM:

\_\_\_\_\_  
Assistant City Attorney

[illegible]

KIVELL, RAYMENT & FRANCIS, P.C.

By: \_\_\_\_\_  
Joe Francis

---

Notary Public

My commission number: \_\_\_\_\_

**THIS SIGNED AFFIDAVIT MUST BE RETURNED WITH THE AGREEMENT**