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August 23, 2018

**VIA E-MAIL DELIVERY**

Honorable Mayor Nick Girone  
Robin Hayes, City Manager  
City of Mount Dora  
510 N. Baker Street  
Mount Dora, Florida 32757

Dear Mayor Girone and Mrs. Hayes:

This letter shall serve to confirm that you have retained Sherry G. Sutphen and the firm of Bell & Roper, P.A., to serve as the interim City Attorney for the City of Mount Dora. The term of this engagement shall extend until such time as the City selects a permanent City Attorney. Nothing about this interim arrangement shall preclude Sherry G. Sutphen and the firm of Bell & Roper, P.A. from being named as the permanent City Attorney for the City of Mount Dora.

The purpose of this letter is to set forth our mutual understanding regarding this engagement and the manner in which we will charge for professional services rendered. I will be the interim City Attorney responsible for handling the City's affairs on behalf of the firm. As discussed, I have agreed to the existing hourly rate of \$155.00, for this interim assignment. There will be a minimum charge of one tenth of an hour for any activity completed on the City's behalf.

We generally render statements for services on a monthly basis and have agreed to do so as discussed, categorizing the same by City department. It is agreed that payments on such statement will be made by ACK on either the 15<sup>th</sup> or 30<sup>th</sup> of each month. You agree to carefully read all billing statements and promptly notify us, in writing, of any claimed errors, discrepancies or objections, within ten (10) days from the date of the statements.

Honorable Mayor Nick Girone  
Robin Hayes, City Manager  
City of Mount Dora  
August 23, 2018  
2 | Page

If the foregoing is acceptable to you, please so indicate by having this agreement signed below and returned to us. We greatly appreciate the opportunity to serve as your City Attorney and look forward to working with you and your staff.

Sincerely,




Sherry G. Sutphen


**ACCEPTANCE**

AGREED AND ACCEPTED this 24<sup>th</sup> day of August, 2018.

By:

  
\_\_\_\_\_  
Honorable Mayor Nick Girone

By:

  
\_\_\_\_\_  
Robin Hayes, City Manager