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September 6, 2016

Via U.S. Mail

And Email – bloomk@cityofmounddora.com

Mr. Ken Bloom
Director of Human Resources
City of Mt. Dora
510 Baker Street
Mt. Dora, FL 32757

**Re: Internal Investigation of Complaint regarding Workplace Harassment and
Hostile Work Environment**

Dear Mr. Bloom:

It was a pleasure talking with you. Thank you for retaining me to conduct an internal investigation for the City of Mt. Dora (the "Client") with regard to a complaint made to Human resources regarding an alleged workplace and hostile workplace environment. I look forward to working with you.

Please be assured that I will do our best to provide you with the highest level of professional legal services and counseling. As I am sure you understand, we can never guarantee the success of any given venture, but we will always strive to represent your interests to the best of our abilities. If you have any questions or concerns about our representation, please contact me at once.

The remainder of this letter further describes the basis on which Latham, Shuker, Eden & Beaudine, LLP provides legal services, how we expect to be compensated for both our services and any expenses incurred on behalf of our clients, and how we maintain and administer our general billing procedures.

I will have the overall responsibility for the investigation requested by you on behalf of the City of Mt. Dora. I also may utilize other attorneys and paralegals as deemed necessary.

LATHAM, SHUKER, EDEN & BEAUDINE, LLP

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It is our policy to assign responsibilities and tasks based on the degree of experience and expertise required for a particular component of the representation. We will make every effort to assign needed work and research to the most economical level while maintaining, at all times, the legal competence required. In every matter, all legal work performed will be carefully monitored and approved by one of the attorneys of the firm.

Our attorneys, paralegals and legal assistants have e-mail addresses for your convenience. My e-mail address is dgreen@lseblaw.com. My legal assistant, Sharlene Harrison-Carera's e-mail address is sharrisoncarera@lseblaw.com. You may also obtain more information about Latham, Shuker, Eden & Beaudine, LLP by reviewing our web site at www.lseblaw.com. If you choose to use e-mail to contact us or to provide us with information, we ask that you use all appropriate measures to safeguard your message and any attachments that accompany it. Your communications with us are usually protected by the attorney-client privilege unless third parties are copied or receive the information with your permission. Of course, we too will use appropriate care in communicating with you via e-mail.

Our schedule of hourly rates for attorneys and other members of the professional staff are based upon years of experience, specialization, training and level of professional attainment. My public sector hourly rate is two hundred fifty dollars (\$250.00). To the extent that other attorneys and legal assistants are involved, their hourly rates will vary. These rates are subject to change, generally on an annual basis.

Our fees take into consideration the factors set forth in Rule 4-1.5(b)(1)-(8) of The Florida Bar Rules of Professional Conduct. These factors include the time and labor required, the novelty and difficulty of the problem involved, the skill necessary to perform the legal services properly, the likelihood that our representation will prevent retention of the law firm by others, any time limitations imposed by you, the amount involved, and the results obtained for you. We charge in increments of six minutes (.10).

In providing services on your behalf, the firm will necessarily incur out-of-pocket expenses. You will be required to reimburse the firm for these expenses which may include, among others, costs for couriers, long distance telephone calls and facsimiles, computer research, copying, filing fees, secretarial overtime when required by a matter's timing, and charges in connection with on-line research. Internal firm costs are incurred at rates established by the firm from time to time.

It is the firm's policy that invoices from third party vendors for costs incurred on your behalf will be forwarded directly to you for payment to the vendor.

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The attorneys and professional staff of the firm maintain a daily detailed time sheet providing a narrative of services performed on behalf of our clients. At the end of each calendar month, we compile and prepare our computerized statements for legal services and costs incurred for the preceding calendar month. The amount reflected as due on each invoice is payable within thirty (30) days following receipt by you. The firm reserves the right to charge interest on past due invoice balances at an amount not to exceed one and one half percent (1½%) per month. If you have a question about your invoice, please do not hesitate to call me directly.

Upon payment of services and expenses rendered to date, you have the right to terminate our representation at any time and for any reason without prior notice. We retain the same right and we may discontinue legal services if invoices are not paid currently.

Please return the enclosed copy of this letter with your signature on the line provided to indicate your understanding of the terms of our representation in the enclosed stamped return envelope.

Please provide me with all information and documentation that is related to this complaint.


Again, it is my pleasure to conduct this investigation for the City of Mt. Dora. I look forward to working with you. Please contact me should you have any questions.

Sincerely,

/s/Dorothy F. Green
Dorothy F. Green

LATHAM, SHUKER, EDEN & BEAUDINE, LLP

DFG/shc
Enclosures



Ken Bloom
City of Mt. Dora
Director, Human Resources

9/6/16

Date