

RESOLUTION NO.: 10-2025  
INTRODUCED BY: Mayor Thomas

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT  
WITH R. TODD HUNT AND THE LAW FIRM OF ROETZEL & ANDRESS,  
LPA TO PROVIDE DIRECTOR OF LAW AND OTHER LEGAL SERVICES TO  
THE CITY.

WHEREAS, the City entered into an agreement with R. Todd Hunt and the law firm of Roetzel & Andress, LPA for Director of Law services, consisting of routine services, litigation services and special legal services, as authorized by Resolution No. 28-2023, passed by this Council on February 28, 2023, for the period commencing January 1, 2023 and ending December 31, 2023 (the “Initial Agreement”);

WHEREAS, pursuant to Resolution No. 23-2024 of this Council, the Council authorized the extension of the Initial Agreement to be in effect from January 1, 2024, through December 31, 2024, under the same terms as the Initial Agreement (the “First Extension”);

WHEREAS, this Council finds that the continued provision of the legal services of Mr. Hunt and Roetzel & Andress LPA is necessary and essential to the continued operations of the City, and Council desires to amend and extend the Initial Agreement with updated rates for services and to extend the term of the Agreement for an additional calendar year, effective January 1, 2025, through December 31, 2025.

NOW, THEREFORE, Be It Resolved by the Council of the City of Richmond Heights, State of Ohio, that:

Section 1: The Mayor is authorized and directed to execute the Amendment to the Agreement that is attached hereto as “Exhibit A” and fully incorporated herein by reference, which Amendment is effective as of January 1, 2025, through December 31, 2025.

Section 2: The Director of Finance is authorized to utilize funds from the General Fund #100-7210-52100 to cover the costs of the legal services authorized in Section 1 of this Resolution.

Section 2: It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section 3: This Resolution shall take effect from and after the earliest period allowed by law.

PASSED: January 28, 2025

APPROVED: January 28, 2025

ATTEST: Tracey Blair

Tracey Blair  
Clerk of Council

  
Kim A. Thomas, Mayor

  
Bobby Jordan  
President of Council

## **EXHIBIT A**

### **AMENDMENT TO AGREEMENT BETWEEN THE CITY OF RICHMOND HEIGHTS, R. TODD HUNT AND THE LAW FIRM OF ROETZEL & ANDRESS, LPA FOR DIRECTOR OF LAW SERVICES AND OTHER LEGAL SERVICES**

This Agreement is for legal services between the City of Richmond Heights, an Ohio municipal corporation, (“City”), R. Todd Hunt, and the law firm of Roetzel & Andress, LPA (“Roetzel”), effective January 1, 2025. (Each entity or person in the foregoing sentence is a “Party” and collectively are “Parties” herein.)

#### **WITNESSETH:**

**WHEREAS**, the City wishes to continue the appointment of R. Todd Hunt as the City’s Director of Law, pursuant to Section VI-2 of the City Charter, to perform the duties of Director of Law and also to engage the Roetzel firm, at which Mr. Hunt is an attorney/shareholder, to perform routine legal services and special legal services on an as needed basis;

**WHEREAS**, pursuant to as of March 1, 2023, R. Todd Hunt will cease to be an employee on the payroll of the City but will continue to serve as Director of Law pursuant to the City Charter and the terms of this Agreement;

**NOW, THEREFORE**, intending to be bound by this Agreement, the Parties agree as follows:

1. (a) **Routine Legal Services.** Except as otherwise provided herein, R. Todd Hunt and Roetzel agree to provide the following Routine Legal Services at the rates provided herein:
  - a. Attending all regular and special Council meetings, except as otherwise directed by the Mayor or Council;
  - b. Attending City board and commission meetings to provide legal advice, upon the request of the Mayor or Chair of the board or commission;
  - c. Drafting ordinances and resolutions upon request of the Mayor and/or Councilmembers;
  - d. Researching and drafting legal memoranda as requested by the Mayor or Council;
  - e. Providing legal advice to City officials on a daily basis, as necessary.
  - f. Responding to inquiries to and from the City.
  - g. Attending meetings and discussions with City, County, State and Federal officials and other governmental officials that are unrelated to “Litigation” and “Additional Projects” as defined below.

- h. Reviewing and approving contracts, ordinances, resolutions and any other written documents, as requested by the Mayor, Council, Directors or Division heads. This shall not encompass significant revision or any required extensive drafting of such documents.
- i. The following types of work shall not be “Routine Legal Services” but shall be treated as “Special Legal Services” subject to the rates set forth in Paragraph 3 of this Agreement:
  - (1) Personnel matters that involve investigations and/or pre-disciplinary conferences or union employee matters;
  - (2) Revisions to the City’s personnel policy manual or similar such documents;
  - (3) Applications before the Planning Commission or Board of Zoning Appeals that require extensive legal review, including review of or drafting of documents, such as, easements or deed restrictions, bonds or guarantees, or homeowners’ association documents, and acting as an advocate for a position before the Commission or Board;
  - (4) Drafting of contracts/agreements and extensive drafting of new provisions or amendments to the Codified Ordinances;
  - (5) Real estate development project reviews and tax incentives/financing matters related thereto; and
  - (6) Matters related to the Belle Oaks project where legal fees are reimbursed by a third party.

(b) **Compensation for Routine Legal Services.** R. Todd Hunt shall, pursuant to Section VI-2 of the City Charter, continue his appointment as the Director of Law for the City for the performance of Routine Legal Services and Roetzel attorneys and paralegals will perform Routine Legal Services at a monthly flat fee of Seven Thousand Five Hundred Dollars (\$7,500.00) per month (\$90,000.00 per year) which shall be payable to Roetzel. Mr. Hunt shall work an average of twenty (20) hours per month and attorneys and paralegals at Roetzel, other than R. Todd Hunt, shall work an average of fifteen (15) hours per month for the compensation identified in this paragraph.

For Routine Legal Services that includes hours beyond twenty (20) per month worked by Mr. Hunt and fifteen (15) hours per month worked by other attorneys and paralegals at Roetzel, Roetzel shall charge the City at the rate of \$235 per hour for all attorney work and \$120 per hour for all paralegal work.

2. **Litigation.** “Litigation” is defined as all work performed in preparing or conducting pleadings, discovery or any motion practice, and attendance at hearings,

trials or other events before judges, juries, magistrates, arbitration panels, mediators, or court staff members, and all post-judgment/decision activities, including all appellate work. “Litigation” includes all work performed in response to Ohio Revised Code Chapter 2506 appeals. “Litigation” shall not include routine services regarding workers compensation matters (e.g., an evaluation of a claim or conference with the City’s TPA) but shall apply to preparation for and attendance at administrative hearings or representation in workers compensation appeals to court. All rates for Litigation shall be \$300 per hour for shareholders/partners of Roetzel and \$240 per hour for associate attorneys of Roetzel, absent agreement of the City and Roetzel to a higher rate depending upon the complexity of the Litigation. For Litigation, paralegals of Roetzel shall be charged at the rate of \$125 per hour.

3. **Special Legal Services.** Subject to agreement of Roetzel and the Mayor, Roetzel may undertake “Special Legal Services” which are outside the scope of Routine Legal Services on an hourly basis or if agreed to by the Parties, a flat fee. For Special Legal Services that are billed on an hourly basis, Roetzel will charge \$250 per hour for all attorneys and \$120 per hour for paralegals, unless higher rates are agreed upon by Roetzel and the City as evidenced by the written approval of the Mayor. For all legal services related to the Belle Oaks development project, the fees for which are reimbursed by the developer or a third party, Roetzel shall charge \$350 per hour for shareholders/partners and \$250 per hour for associates.
4. **Billing.** Roetzel shall bill the City monthly for all Routine Services, Litigation and Additional Projects, which billings shall set forth the date the services were rendered, the attorney performing such services, a brief description of the services provided, and the time spent for each service entry by the tenth of an hour increments.
5. **Term.** The term of this Agreement and the rates set forth in this Agreement shall take effect retroactively to January 1, 2025, and exist through December 31, 2025. However, either Party may terminate this Agreement upon providing thirty (30) days’ notice of its intent to terminate to the other Party but subject to the provisions of Section VI-2 of the City Charter.
6. **Miscellaneous Provisions.**
  - a. **Expenses.** Roetzel shall also be reimbursed for out-of-pocket expenses incurred by it or its personnel in connection with providing the services included in this Agreement, including but not by way of limitation, charges for court/administrative agency filings, depositions, expert witness fees, appraisers’ fees, computer-assisted research, photocopies, messenger/delivery services, mileage at the current IRS rate, and any long-distance travel expenses, including meals and lodging associated with long distance travel. Roetzel will not charge for mileage to and from the City of Richmond Heights.

- b. **Applicable Laws.** Roetzel shall comply with all applicable federal, state, and local laws, rules, regulations, orders, ordinances and government requirements in the performance of this Agreement.
- c. **Notices.** All notices and other communications hereunder must be in writing and will be deemed to have been duly given if delivered by hand, electronic mail, or on the next business day if delivered by a recognized overnight courier, or on the third business day if mailed (by certified mail, return receipt requested, first class postage prepaid), to the Parties with written confirmation of receipt at the following addresses:

If to City of Richmond Heights:

Mayor  
City of Richmond Heights  
26789 Highland Road  
Richmond Heights, OH 44143  
Email: MayorThomas@richmondheightsohio.org

If to Roetzel & Andress, LPA:

R. Todd Hunt, Esq.  
Roetzel & Andress, LPA  
1375 East Ninth Street, 10<sup>th</sup> Floor  
Cleveland, OH 44114  
Email: rthunt@ralaw.com

- d. **Waiver.** No delay or failure on the part of any Party hereto in exercising any right, power, or privilege under this Agreement or under any other instruments given in connection with or pursuant to this Agreement shall impair any such right, power, or privilege or be construed as a waiver of any default or any acquiescence therein. No single or partial exercise of any such right, power, or privilege shall preclude the further exercise of such right, power, or privilege, or the exercise of any other right, power or privilege.
- e. **Severability.** If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable to any extent, such provision shall be enforced to the greatest extent permitted by law and the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law.
- f. **Parties in Interest.** This Agreement is enforceable only by Roetzel and the City. The terms of this Agreement are not a contract or assurance regarding compensation, continued employment, or benefit of any kind to any of Roetzel's personnel assigned to the City's work, or any beneficiary of any

such personnel, and no such personnel, or any beneficiary thereof, shall be a third-party beneficiary under or pursuant to the terms of this Agreement.

- g. **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of Ohio without regard to its conflict of law principles.
- h. **Entire Agreement.** This Agreement constitutes the entire understanding of the Parties hereto with respect to the subject matter hereof and supersedes all prior negotiations, discussions, undertakings and agreements between the Parties. This Agreement may be amended or modified only by a writing executed by the duly authorized persons of the Parties hereto.
- i. **Assignment.** This Agreement may not be assigned or transferred in whole or in part by either Party without the written consent of the other. Any purported assignment without the express written consent of the other is void.
- j. **Findings for Recovery.** Ohio law prohibits any state agency or political subdivision from awarding a contract, in excess of twenty-five thousand dollars (\$25,000.00), for goods, services, or construction to any person against whom a finding of recovery has been issued by the Auditor of State, if that finding is unresolved. Persons or entities contracting with a political subdivision, including the City of Richmond Heights, must certify that an unresolved finding for recovery has not been issued against the persons or entities. Roetzel & Andress, LPA certifies herein that no unresolved finding for recovery has been issued against it and attached is a completed Findings for Recovery Certification.

[The remainder of this page is intentionally left blank.  
Signatures are on the following page.]

**The Parties have executed this Agreement as of the date first appearing above.**

**ROETZEL & ANDRESS, LPA**

**and**

**R. TODD HUNT**

By: \_\_\_\_\_  
R. Todd Hunt, Shareholder

**CITY OF RICHMOND HEIGHTS**

By: \_\_\_\_\_  
Kim A. Thomas, Mayor

### **FISCAL OFFICER'S CERTIFICATE**

I certify that the money required to meet this Agreement has been lawfully appropriated for such purpose and is in the treasury or in the process of collection to the credit of the appropriate fund, free from any previous obligation or certification as required by Ohio Revised Code §5705.01 to §5705.47.

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Date

Thomas DiLellio, Interim Director of Finance

### **FINDINGS FOR RECOVERY CERTIFICATION**

I am aware that Ohio law, under certain circumstances, prohibits a political subdivision from awarding a contract for goods, services or construction to any person against whom a finding of recovery has been issued by the Auditor of State, if that finding is unresolved. I hereby certify that an unresolved finding for recovery has not been issued against Roetzel & Andress, LPA.

ROETZEL & ANDRESS, LPA

By: \_\_\_\_\_  
SIGNATURE

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PRINTED NAME

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TITLE

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DATE