

Legal Services Update (2024)

MEMORANDUM

TO: Kay Kuhlmann

FROM: Amy Mace

DATE: February 19, 2025

RE: Update on City Attorneys' Work for 2024

During 2024, the firm opened thirty-nine new files in response to questions posed by City staff and legal issues that arose. The attorneys in our office spent approximately 1,612 hours on retainer files and 367 hours on non-retainer files in 2024. Most day-to-day legal tasks do not involve the creation of a new separate file, and we continue to bill these tasks under the City's miscellaneous file. Besides the new files opened, we continued to work on files that had previously been opened and that continued to need work in 2024.

We continued to attend Council meetings in 2024. The majority of our office's time for 2024 was spent on potential sales of City property, labor negotiations, revisions to the Purchasing Manual, ensuring clean-up of a nuisance property, questions and ordinance work related to the new cannabis law, several data practices requests, general land use matters, and analysis and revision of contracts. Most projects are short-term, such as providing advice on employment matters and land use/zoning issues. Given that a lot of our work is advice that is protected by the attorney-client privilege, details related to the work that our office performs are not included.