



**FY 2025**

# Legal Department Year in Review

Director/Department Head  
Staff: Deputy City Attorney  
Paralegal/Executive  
Assistant

Laura Mueller  
Aniz Alani  
Kevin Campbell

## **Services & Service Levels (October 2024-September 2025):**

Comprehensive Ordinance Rewrites:	(7) PIA Policy; Site Plan; City Logo; EMC Amendment; Landscaping and Tree Preservation; Solicitation Ordinance; Farmers Market Ordinance
Ordinance Updates (Other):	35 Ordinances
Resolutions:	32 Resolutions
Agreements:	Approximately 250 agreements
Policies:	15 updated policies including Personnel and Agenda Policies
Bidding Documents:	20 review/draft RFPs, RFQs, and RFBs

## **Projects:**

Ordinance rewrites.  
Update Contract handling and processes including draft forms, checklists, and trainings.  
Open Government Trainings.  
Legislative Session.  
Personnel Manual and Agenda Policy Updates.

## **Budget:**

Primarily salaries. We also set aside funds for non-utility legal assistance which has been minimal. We also set aside funds for municipal court prosecution. We have case law software and request required training costs for CLEs related to municipal law.

## **Future:**

The City Attorney's Office plans on working on updating the Historic Preservation Ordinance and Zoning Ordinances while continuing to support staff on regular ordinance changes including those required by legislation. We are currently fully staffed, but will seek a staff member in the future whose primary focus is contract tracking and management in conjunction with the finance department.