



## MEMORANDUM

**City of Austin  
Financial Services Department  
Purchasing Office**

**DATE:** January 22, 2014  
**TO:** Memo to File  
**FROM:** Lynn Rich, Buyer II  
**RE:** Various master agreements—refer to email referenced below

These master agreements were extended per email from Teresa Medina in the Law Department dated 12/9/2013.

There were no changes made to the funding of these master agreements.

The expiration dates were extended as work with the legal vendors was still pending at the time of the extension.

Yolanda Miller, Deputy Purchase Officer approved this method of contract extension in lieu of a formal amendment.

**Contracts:**

13010900007, PA080000074, PA080000079, PA090000004, PA090000008, PA090000041, PA090000062, PA090000063, PA100000039, PA100000044, PA100000045, PA100000053, PA100000059, PA100000080, PA110000010, PA110000079, PA110000086, PA120000015, PA120000020, PA120000023, PA120000025, PA120000027, PA120000029, PA120000030, PA120000031, PA120000032, PA120000039, PA120000040, PA120000041, PA130000007, PA130000009, PA130000011, PA070000008, PA080000023, PA110000002, PA110000021, PA110000026, PA110000027, PA110000029, PA110000049, PA110000051, PA110000077, S011246, S030424 and S050375

## Rich, Lynn

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**From:** Medina, Teresa  
**Sent:** Monday, December 09, 2013 2:06 PM  
**To:** Rich, Lynn  
**Subject:** RE: Central Purchasing Buyer for Law Dept  
**Attachments:** FY13 Contracts Status.xlsm

Below are the contracts that need to be extended in the green column is the date that they should be extended to. I've attached the document that you sent me with the same information.  
Blue rows are contracts that you are currently working on.

DOCUMENT ID	VENDOR NAME	DOCUMENT DESCRIPTION	AUTHORIZED-AMT	BEGIN DATE	EXPIR DATE
13010900007	Charles Phillip Forster	COA v ACME Brick Company	\$10,000.00	12/13/2012	12/12/2014
PA080000074	LAW OFFICES OF KEN RAMIREZ PLL	Waller Creek Tunnel Project TC	\$30,000.00	7/30/2008	7/29/2014
PA080000079	THOMPSON & KNIGHT L L P	Campaign Finance	\$10,000.00	9/8/2008	9/7/2014
PA090000004	EDWARDS FIRM (THE)	Establish Court Reporting Cont	\$10,000.00	12/1/2008	11/30/2013
PA090000008	Christina A. Mondrik	Sales Tax Audit 2002-2006	\$25,000.00	12/10/2008	12/9/2014
PA090000041	Smith, Robertson, Elliott, Gle	RFP for Commercial Retail Trac	\$75,000.00	3/24/2009	3/23/2014
PA090000062	Law Office of Randy T. Leavitt	Campaign Finance	\$50,000.00	9/8/2009	9/7/2014
PA090000063	GREENBERG TRAURIG L L P	Greenbert Traurig LLP for Wate	\$260,000.00	9/15/2009	9/14/2014
PA100000039	GREENBERG TRAURIG L L P	Holly Street Power Plant	\$40,000.00	1/29/2010	1/28/2014
PA100000044	Taylor Olson Adkins Srolla & E	Brackenridge Tract	\$152,000.00	2/19/2010	2/18/2014
PA100000045	Freilich & Popowitz LLP	Brackenridge Tract	\$152,000.00	2/19/2010	2/14/2014
PA100000053	Haynes and Boone, LLP	Tax Penalty 2009	\$15,000.00	4/2/2010	4/1/2014
PA100000059	LLOYD GOSSELINK ROCHELLE & TOW	2012 rate proceeding	\$2,850,000.00	5/13/2010	5/12/2014
PA100000080	ANDREWS & KURTH L L P	New Central Library	\$80,000.00	7/29/2010	7/28/2014
PA110000010	DENTON NAVARRO ROCHA & BERNAL	Urban Renewal Project	\$57,500.00	11/10/2010	11/9/2014

PA110000079	Reeves & Brightwell LLP	Central Texas 2011 Fires	\$150,000.00	9/22/2011	9/21/2013
PA110000086	THOMPSON & KNIGHT L L P	Gables/Seaholm Parking Garage	\$92,608.00	9/20/2011	9/19/2013
PA120000015	GREENBERG TRAURIG L L P	AE Contract for IBM Billing Sy	\$125,000.00	12/15/2011	12/14/2013
PA120000020	RANDY T. LEAVITT	Elected Official Complaint	\$10,000.00	2/28/2012	2/27/2014
PA120000023	SCOTT DOUGLASS & MCCONNICO LLP	Austin Lifecare & Roman Cathol	\$20,000.00	3/19/2012	3/18/2014
PA120000025	BROWN MCCARROLL L L P	American Airlines Bankruptcy	\$25,000.00	2/22/2012	2/21/2014
PA120000027	GREENBERG TRAURIG L L P	Fayette Power Plant	\$53,000.00	5/3/2012	5/2/2014
PA120000029	Meyertons, Hood, Kivlin, Kower	AFO Software	\$5,000.00	5/24/2012	5/23/2014
PA120000030	LAW OFFICES OF KEN RAMIREZ PLL	Water Rights	\$100,000.00	5/24/2012	5/23/2014
PA120000031	GREENBERG TRAURIG L L P	Guadalupe Power Partners	\$25,000.00	5/30/2012	5/29/2014
PA120000032	GREENBERG TRAURIG L L P	HUD 108 Family Business Loan	\$15,000.00	5/24/2012	5/23/2014
PA120000039	GREENBERG TRAURIG L L P	Industrial Development Corpora	\$30,000.00	7/23/2012	7/24/2014
PA120000040	GREENBERG TRAURIG L L P	Utility governanace matters	\$35,000.00	8/14/2012	8/13/2014
PA120000041	DENTON NAVARRO ROCHA & BERNAL	Texas Disciplinary Rules of Pr	\$5,000.00	9/6/2012	6/5/2014
PA130000007	Reeves & Brightwell LLP	Ronya Aigner	\$931,000.00	11/26/2012	11/25/2014
PA130000009	DENTON NAVARRO ROCHA & BERNAL	2013 Bargaining	\$250,000.00	10/18/2012	10/17/2014
PA130000011	Perkins Coie LLP	AE Compliance of Risk Manageme	\$25,000.00	11/20/2012	11/19/2014
PA070000008	Colette Holt & Associates	MBE-WBE Program - 2006	\$50,000.00	10/19/2006	10/18/2012
PA080000023	Foley & Lardner, Attorneys at Law	General Aviation Advice & Counsel (General Regulatory Matters)	\$49,000.00	1/23/2008	1/22/2014
PA110000002	Brown McCarroll, L.L.P.	Fayette Power Plant	\$259,550.00	11/1/2010	10/31/2012
PA110000021	Public Financial Management, Inc.	Reagan National Advertising v COA	\$10,700.00	12/9/2010	12/8/2012
PA110000026	Law Office of Randy T. Leavitt	Texas Open Meetings Act Process - Law Office of Randy T. Leavitt	\$203,000.00	1/28/2011	1/27/2013
PA110000027	Thompson & Knight, L.L.P.	Texas Open Meetings Act Issues - Thompson & Knight	\$163,000.00	1/28/2011	1/27/2013
PA110000029	Bickerstaff Heath Delgado Acosta LLP	Texas Open Meetings Act Issues - Bickerstaff Heath Delgado Acosta	\$78,000.00	1/28/2011	1/27/2013
PA110000049	Thompson & Knight, L.L.P.	The Austin Bulldog v Council Members	\$160,000.00	4/28/2011	4/27/2013
PA110000051	Max Renea Hicks Attorney at Law	Texas State Senate and Federal Congressional Redistricting	\$223,000.00	5/27/2011	5/26/2013
PA110000077	Richards Rodriguez & Skeith	North Walnut Trail Project	\$50,000.00	9/9/2011	9/8/2013
S011246	Law Offices of Ken Ramirez	Water Right Permit Matters	\$1,970,000.00	6/30/2000	6/6/2014
S030424	Clarence A. West Attorney at Law	Telecommunication-Cable-Right-of-way mgmt	\$53,000.00	8/28/2003	12/22/2014
S050375	Thompson & Knight, L.L.P.	Seaholm (T&K)	\$436,000.00	6/13/2005	6/12/2014



City of Austin  
Law Department

301 W. 2<sup>nd</sup> Street, P.O. Box 1088  
Austin, Texas 78767-1088  
(512) 974-2268

(512) 974-2268  
Writer's Direct Line

(512) 974-2912  
Writer's Fax Line

December 10, 2008

Via Facsimile and U.S. Mail

Christi Mondrik  
Mondrik & Associates  
Bank of America Tower  
515 Congress Avenue, Suite 1850  
Austin, TX 78701

RE: Legal advice regarding sales tax and representing the City in challenging  
administratively the Texas sales and use tax audit from April 1, 2002 through  
September 30, 2006, as assigned by the City Attorney

Dear Ms. Mondrik:

This Engagement Letter confirms that you will represent the City of Austin or provide legal services concerning the above-referenced matter, as assigned by the City's Managing Attorney for this matter. The City requires outside counsel to follow certain policies outlined in this letter and the attached Terms of Engagement. Please sign and return this Engagement Letter to Teresa Medina in the enclosed envelope confirming that you agree to these policies. Additionally, you must register through the City's Vendor Self Service System (VSS) at [www.ci.austin.tx.us/purchase/default.htm](http://www.ci.austin.tx.us/purchase/default.htm) before any invoice can be paid.

Assistant City Attorney Teresa Benkenstein Rojo is the in-house attorney responsible for managing this matter (the "Managing Attorney"). All future correspondence, pleadings, legal advice, research, and billing invoices should be directed to her.

We have agreed that your billing rate for this matter is **\$225.00** per hour. The agreed billing rates for any other named attorney(s) and paralegal(s) authorized to work on this matter, if any, are shown on the attached **Rate Schedule**. **The City will not pay for work by any person not listed on the Rate Schedule unless I preauthorize the change in writing in an amendment to the Rate Schedule.** Unless later agreed to in writing, these hourly rates are set for the duration of this engagement. Additionally, we have agreed on an authorized expenditure ceiling not to exceed **\$15,000.00** for all fees and expenses.

**SCOPE OF WORK and WORKING WITH THE MANAGING ATTORNEY**

We expect matters to be leanly staffed and economically handled. The Managing Attorney will be contacting you to discuss the specific work assignments, possible sharing of work between in-house

Christi Mondrik  
December 10, 2008  
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staff and your firm, and how most efficiently to work together to fulfill the engagement and constrain costs. All decisions will be made jointly by you and the Managing Attorney.

Examples of such decisions include whether to:

- engage in extensive research on an issue and who will do the research;
- file a motion;
- hire an expert;
- take a particular deposition; and
- engage in settlement negotiations and the scope of those negotiations

The potential outcome of a case in litigation should be evaluated early and if early settlement is appropriate, it should be pursued at every stage of the case. If necessary and appropriate, use of a third party neutral is encouraged. Some cases, of course, must be fully litigated.

Any decision to appeal a case must be made by me.

In litigation matters, all briefs, and any affidavits of City of Austin employees drafted by your firm must be forwarded to the Managing Attorney for review at least three business days before filing. No brief or affidavit may be filed until it has been approved by the Managing Attorney.

In non-litigation matters, discuss with the Managing Attorney the precise services requested and whether a formal opinion is desired, or informal oral or written assistance.

Copies of all legal research or memoranda which you create, whether intended for internal or external use, must be timely furnished to the Managing Attorney.

#### BILLING INSTRUCTIONS

**I cannot emphasize enough the importance of following the directions contained in this letter and in the attached Terms of Engagement. Failure to follow these policies may result in no payment for part or all of the fees associated with work that does not comport with these policies.**

**The City will not pay for work outside the scope of work and assignments approved by the Managing Attorney.**

If you require consultant or subcontractor services, you must receive prior written approval from me. Pursuant to the City's accounting and auditing policies, you must bill the City on your letterhead for services rendered by other firms, i.e., court reporters, record companies, and consultants. The City cannot pay invoices from other businesses if they were not hired directly by the City.

All invoices must be submitted with a remittance page. Your firm's name and remittance address must exactly match your registration on the Vendor Self Service System (VSS).

Christi Mondrik  
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If your firm has a change of address, you must notify the Managing Attorney immediately and update your registration on VSS. If you move to a different firm, you must indicate in writing your final date with the firm, submit a final invoice from the firm, and indicate your start date with your new firm. The continuation of this engagement and any staffing changes at your new firm must be approved in writing by me.

#### CONFLICTS OF INTEREST

Before commencing work on this assignment, you must verify whether your firm has a conflict of interest with respect to the parties involved. If any conflicts are present, please advise the Managing Attorney immediately in writing.

#### MEDIA INQUIRIES

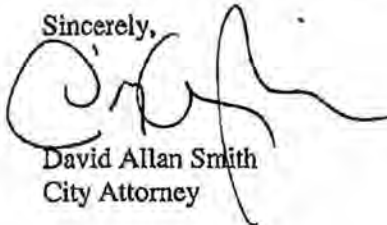
All inquiries from the media must be referred to the Managing Attorney for response. No public comment on litigation matters may be made without prior approval from me.

#### MINORITY COUNSEL PROGRAMS

The City of Austin Law Department is committed to equal employment opportunities. The City is also committed to providing opportunities for diverse outside counsel representation. For that reason, the City encourages you to put forth your best efforts to use minority partners or associates on this assignment, as approved on the Rate Schedule.

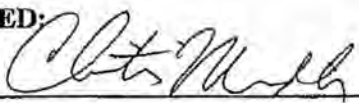
If you have any questions, please do not hesitate to call me or the Managing Attorney.

Sincerely,



David Allan Smith  
City Attorney

AGREED:



Christi Mondrik  
Mondrik & Associates

Attachments: Terms of Engagement  
Rate Schedule

DAS/tmm

**Outside Counsel Hourly Rate Schedule and Authorized Staff**

The City will only pay for work done by the staff named and at the hourly rates listed below.

The City expects that this matter will be leanly staffed and economically handled.

Work is to be done by the person with the appropriate qualifications and an appropriate hourly rate for the services performed.

The City expects that work on city matters will be done at hourly rates that are a substantial discount from the firm's general billing rates.

These hourly rates are set for the duration of the engagement.

Only the following people are authorized to work on this matter:

Christi Mondrik	Partner	\$225/hr
JoAnne Garcia	Law Clerk	\$110/hr
Kelly Hubbard	Legal Assistant	\$85/hr
Name	Classification (e.g., "partner," "associate," "paralegal")	Hourly Rate

Agreed:



Outside Counsel Initials



## CITY OF AUSTIN OUTSIDE COUNSEL – TERMS OF ENGAGEMENT

### I. DEFINITIONS

"Agreement" means this Terms of Engagement, including all exhibits and any written amendments, and the Engagement Letter.

### II. DUTIES OF FIRM

#### A. Scope of Services

The Firm shall provide legal services as specified in the Engagement Letter and this Agreement.

#### B. Representation

The Firm shall coordinate all aspects of its services with the Managing Attorney assigned to this matter. Contemporaneous copies of all pleadings, legal memoranda, and correspondence shall be submitted to the Managing Attorney. All policy decisions, including but not limited to all settlement actions shall be made by the Managing Attorney. Please note that formal action by the Austin City Council may be required to approve certain actions, including settlement. All contact with City Officials must be coordinated through the Managing Attorney.

#### C. Conflict of Interest

Your Firm may be asked to represent various clients whose interests are adverse to those of the City. By signing the Engagement Letter, you affirm that no such conflict exists. Further, during the course of this representation, your firm shall refrain from representing clients whose interests may conflict with those of the City. Should such a conflict arise, you shall contact the Managing Attorney immediately to discuss the situation.

#### D. Assignment

The Firm may not assign this Agreement in whole or in part, or subcontract any legal services without the prior written consent of the Managing Attorney.

#### E. Budget Cap to Complete the Engagement

If required by the Managing Attorney for this engagement, the Firm's budget for this matter is **attached**. The budget may include an agreement that work on this matter will be billed on an hourly basis with **total fees to complete work on the matter capped at the budget limit**. The budget shall include a list of specific legal services, including a detailed estimate of all fees, expenses, and costs for each legal service to be performed. If it becomes apparent to the Firm that it may exceed the budget cap because of unforeseeable, exceptional circumstances, the Firm may notify the Managing Attorney in writing describing in detail the reason why the Firm seeks to increase the budget cap. **It is solely within the City's discretion to deny or agree to a budget cap increase.**

#### F. Ethics

In providing legal services to the City, the Firm and each attorney providing services to the City shall fully comply with the Texas Disciplinary Rules of Professional Conduct. The law firm shall promptly notify the City if any disciplinary action or malpractice action is instituted against the law firm or an attorney providing services to the City.

#### G. Authorized Expenditure Ceiling

The total cost of fees and expenses to the City for representation in this matter shall not exceed the authorized expenditure ceiling specified in the Engagement Letter. If the City requires additional services, a new or amended Agreement is required before fees or expenses exceeding the expenditure ceiling are incurred. **The City will not pay any amount in excess of the authorized**



expenditure ceiling without a new or amended written agreement. Unlike the Budget Cap which is fixed for the engagement, the authorized expenditure ceiling may be increased if additional work is authorized.

**H. Expenses**

The Firm shall exercise prudence in incurring expenses. The Firm agrees to timely pay for all reasonable expenses incurred during representation of the City in this matter, including litigation expenses, if applicable. Such payments shall be made as they become due and payable subject to reimbursement as provided in this Agreement. The City agrees to reimburse the Firm for the reasonable, actual cost of expenses incurred in this matter as provided in the Billing Requirements section of this Agreement.

**I. No Increase in Billing Rates**

The City will not increase billing rates for any matter which is in progress without the written approval of the City Attorney in an amended Rate Schedule.

**J. Indemnity and Insurance**

The Firm shall indemnify and hold the City harmless from any claims, liability, damages, suits, causes of action, and judgments arising out of or caused by the negligence, gross negligence, malpractice, or willful misconduct of the Firm, or any attorney associated with the Firm, in the rendering of legal services. The Firm shall carry professional liability insurance with minimum limits of one million dollars (\$1,000,000.00) per occurrence and shall not permit such insurance to be canceled or lapse during this engagement. The Firm shall provide an insurance certificate or other proof of insurance to the Managing Attorney with the return of the signed Engagement Letter.

**K. Work Products**

It is agreed that all files, reports, exhibits, pleadings, data compilations, memoranda, and other work product produced under this Agreement, collectively, the "Documents," are the property of the City of Austin. Upon termination, the Firm may retain a copy of the Documents, but the Firm shall deliver the original Documents to the City Attorney on request, at no expense to the City.

**III. BILLING REQUIREMENTS**

**A. Billing Requirements**

1. Itemized bills must be submitted on Firm letterhead on a monthly basis.
2. Itemized bills must include a remittance page.
3. The Firm shall bill time in 1/10<sup>th</sup> of an hour increments.
4. The negotiated hourly rates on the attached Rate Schedule include all overhead and internal charges associated with your firm's practice. The City expects that work for the City will be done at a substantial discount from the firm's general billing rates. The City will not separately pay for overhead or law firm costs associated with services of secretaries, word processors, librarians, investigators, or other support staff.
5. The City will not pay for time spent preparing, discussing, or correcting a billing statement.
6. The City will not pay for opening routine correspondence which does not require a response or impact the merits of the case.
7. The City expects inefficiently spent time to be shown on the bill and written off in the sound exercise of billing judgment.
8. Any attorney work product for which the City is billed shall be provided to the City, either electronically or as a paper copy at the time it is completed.

9. If the Firm requests attorney fees in a contested motion and fees are awarded, the draft should be made payable to the City of Austin, or the amount of the award must be specifically credited on the next billing statement.

10. A copy of all invoices, bills, and receipts for expenses shall be attached to the monthly bill.

11. Expenses over and above the limits set forth herein shall be borne solely by the Firm and shall not be reimbursed under this Agreement.

**B. Billing Statement Requirements**

All billing statements must contain the following information:

1. IRS taxpayer identification number of the firm or attorney.
2. The vendor's name and address which must exactly match the name and address on the VSS (e.g., if the name includes L.L.P., it must match on the bill and on VSS).
3. Style of case or Matter description.
4. A remittance page with the monthly statement.
5. Dates of service and a detailed description of service. Vague descriptions, such as "review," "update," "attention to file," "research," and "trial preparation" without more specifics are not acceptable.
6. Name, classification (e.g., "partner," "associate," "legal assistant"), billing rate for the person doing the task, and specific time for service to a tenth of an hour.
7. Detailed listing of all expenses with supporting documentation for all third party and travel expenses.

The City is exempt from payment of Federal Excise and Transportation Tax and Texas Sales and Use Tax. The Firm's invoices to the City must not contain assessments of any of these taxes.

**C. Consultations**

1. The City will not pay for inefficient conferences among outside attorneys or support staff. The City expects the matter to be leanly staffed.
2. The City will not pay for time involved educating an outside attorney on a particular matter when it has previously been handled by another attorney in the Firm.

**D. Court Proceedings Attendance**

1. Attendance of more than one attorney at depositions or court proceedings, including trials, is not reimbursable without prior approval by the Managing Attorney. Generally, one attorney is expected to handle matters.
2. Time involved for clerks, junior associates, or paralegals to accompany counsel to depositions, hearings, or trials for training purposes is not reimbursable.

**E. Inefficient or Duplicate Work**

The City will not pay for inefficient work, including the following:

1. More than one attorney performing any one task on a matter.
2. An attorney to re-do the work of a paralegal or another attorney.
3. Multiple entries for reviewing correspondence, documentation, trial, and/or deposition transcripts, indicative of inefficient work.
4. Repeat and inefficient research on an issue.
5. Legal research over 3 hours, or any paralegal project over 5 hours, without prior Managing Attorney approval.
6. Research for matters which should be within the knowledge of an experienced practitioner.
7. Time spent training junior or other lawyers.

**F. Expenses**

The City will **not** pay for the following expenses:

1. General operating expenses other than long-distance phone bills, postage, and copying (not to exceed 10 cents per page).
2. Unnecessary use of express mail, facsimile transmissions, or couriers.
3. Any computerized legal research over \$200.00 without prior Managing Attorney approval.

The Firm must evaluate the need to engage experts, investigators, visual aid companies, etc. on a case by case basis, and must obtain approval of the Managing Attorney before retaining any such services.

**G. Travel**

The City will **not** pay:

1. For time spent traveling unless productive work is done during that time or a specific arrangement is agreed to in writing with the City Attorney in an amendment to this agreement.
2. For air travel expenses in excess of standard coach or economy fares. Counsel are expected to take advantage of special fares or discounts whenever possible and will check with the Managing Attorney for information on City vendor discounts.
3. For lodging and meals that exceed the per diem rates established by the U. S. General Services Administration.
4. For alcoholic beverages.
5. For charges from in room hotel "honor" bars.

The City **will** pay for automobile mileage not to exceed the amount permitted as a business expense under the Internal Revenue Code.

**IV. DUTIES OF CITY**

**A. Payment Terms**

1. The City shall pay the Firm on the basis of monthly invoices submitted by the Firm and approved by the City Attorney or his designee.
2. The City shall make payments to the Firm within 30 days of receipt of an invoice meeting contract and billing requirements.

**B. Disputed Payments**

1. If the City disputes any item in an invoice the Firm submits for any reason, the Managing Attorney shall advise the Firm of the issue and request that the Firm submit a new invoice of current date that does not include the disputed amount. The City will not pay for time spent discussing or correcting an invoice.
2. If the dispute is later resolved in the Firm's favor, the Firm may include the disputed amount on a separate invoice or on a subsequent monthly invoice.

**C. Written Amendment**

Unless otherwise specified, this Agreement may be amended only by written instrument executed by the City Attorney.

**V. GENERAL PROVISIONS**

**A. Compliance with Laws**

This Agreement and all disputes concerning this Agreement shall be governed by the laws of the State of Texas. Venue of any civil action between the parties regarding this Agreement shall lie

exclusively in Travis County, Texas. All obligations of the parties shall be deemed performable in Travis County, Texas.

**B. Right to Audit**

The City has the right to inspect and audit all books, records, and documents of the Firm pertaining to this engagement at any reasonable time, to the extent necessary to verify the accuracy of any statement, charge, or computation.

**C. Audit Expenses**

If the Firm is asked to provide information to the City, including, but not limited to City auditors (either City employees or professionals hired by the City to audit the City's records) or the City finance department, the Firm shall provide such information at no additional cost to the City.

**D. Entireties**

This Agreement, together with the engagement letter, shall constitute the entire Agreement and understanding of the parties concerning the engagement of the law firm. There shall be no amendment or modification to this Agreement, except in writing signed by all parties.

**E. Severability**

If any provision of this Agreement is declared invalid, illegal, or unenforceable by a court or an agency of competent jurisdiction, such declaration shall not affect the remainder of this Agreement and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

**VI. TERMINATION**

**Termination of Agreement**

The City may terminate this Agreement with or without cause at any time. Upon receipt of a written request by the City, the Firm shall immediately discontinue work under the Agreement and transmit all files or written materials to the City. Thereafter, only those legal services necessary to effectuate termination of representation or transfer to another attorney may be performed. All such services must be expressly authorized in advance and in writing by the Managing Attorney.

*(April 28, 2008)*