

**SUBJECT: APPROVAL OF ENGAGEMENT LETTER WITH SGR, LLC FOR
SAFE TO REPORT PROCESS**

DATE: FEBRUARY 18, 2025

**PRESENTED BY: COUNCILMEMBER BARBARA HAMLINGTON
MAYOR PRO TEM CALEB DICKINSON**

SUMMARY:

On December 3, 2024 the City Council designated Councilmember Hamlington and Mayor Pro Tem Dickinson to serve as a committee to work with staff on a new “Safe to Report” process whereby staff will be able to report concerns about council appointees to an outside third party if the need arises. Staff met with a few attorneys who could help with this process and recommended Courtney Kramer of the SGR law firm to the committee. The committee in turn spoke with Ms. Kramer and they too recommend her for this service. The attached engagement letter would bring Ms. Kramer on as special counsel to help staff design a safe to report process and to serve as the third-party representative.

FISCAL IMPACT:

Setting up the process will take a few hours of legal time; however, once the process is in place legal services will only be used as needed. These costs will be paid from the City Council legal budget.

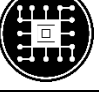
RECOMMENDATION:

Approve the letter of engagement.

ATTACHMENT(S):

1. Letter of Engagement

STRATEGIC PLAN IMPACT:

☐		Financial Stewardship & Asset Management	☐		Reliable Core Services
☐		Vibrant Economic Climate	☐		Quality Programs & Amenities
☐		Engaged Community	☒		Healthy Workforce
☐		Supportive Technology	☐		Collaborative Regional Partner



February 12, 2025

VIA EMAIL ONLY

kathleen@kellypc.com

Kathleen Kelly
General Counsel for City of Louisville
Kelly PC
2840 Fairfax St. Ste 203
Denver, CO 80207

RE: Engagement Letter
City of Louisville – Safe to Tell Path Program

Dear Ms. Kelly:

This letter confirms my retention through my firm SGR, LLC and our agreement of the terms upon which my firm will provide legal counsel on behalf of the City of Louisville. Salient terms are as follows:

1. Scope of Engagement: I have been retained to provide employment counsel and litigation services in connection with the City of Louisville's Safe to Tell Path program. Specifically, my role will be to provide support for the program by being the contact person for any claims brought by City employees with respect to the four positions that directly report to City Council, ensuring prompt communication about any such concerns or complaints to City Council, and facilitating further discussion, investigation and the like as directed by City Council. My retention includes attending public meetings as directed by City Council. My firm will endeavor to provide all services requested under this agreement to the best of our legal abilities.

2. Fees: Our fees will be charged on an hourly basis. Hourly rates are as follows:

- Partner attorney \$230
- Associate attorney \$200
- Paralegal \$185

3. Costs: Any out-of-pocket disbursements or in-house administrative expenses will be billed at cost with no markup or handling fee. We agree not to incur any such items of cost in excess of \$500.00 without first obtaining your consent to such.

SGR, LLC
ATTORNEYS AT LAW
3900 E. Mexico Avenue | Suite 700 | Denver, Colorado 80210
Telephone 303-320-0509 | Fax 303-320-0210
ckramer@sgrllc.com
www.sgrllc.com

4. Investigations: Should a complaint warrant an investigation by a third-party, we will facilitate retention and engagement of a third party investigator. We will oversee the investigation and work to preserve associated attorney-client and work product privileges. The City agrees to pay all invoices from the investigator directly, as SGR cannot front such costs in excess of \$500.00.

5. Statements: Our itemized statements for fees and costs, separate from an investigation, will be issued monthly and emailed to the City's attention via its City Manager. Fees will be billed in one-tenth increments with accompanying description of services. Statements are due within 30 days of issuance.

6. Termination: This agreement may be terminated by either party at any time upon written notice.

Should you have any questions, or if I can provide additional information, please do not hesitate to contact me. At present, we intend to staff this case with myself as the lead attorney. My paralegal, Sheileen O'Hayre, also handles various case aspects and will serve as another point of contact. Should a situation warrant, we can add an associate on an as-needed basis. Please let me know if you have any questions or concerns with this procedure.

It is my pleasure to have this opportunity to work with the City of Louisville.

Very truly yours,

SGR, LLC

/s/ Courtney B. Kramer

Courtney B. Kramer

CBK

cc: Samma Fox, *via e-mail* sfox@louisvilleco.gov
Meredyth Muth, *via e-mail* mmuthm@louisvilleco.gov
Robin Brookart, *via e-mail* robinb@louisvilleco.gov