

City Council Agenda Item Memo

From: Paul Briseno, City Manager

Council Meeting: December 9, 2025

Subject: City Attorney Legal Services Agreement

Person(s) Responsible: Paul Briseno, City Manager

Summary and Recommended Action:

Staff recommends the reappointment of the City Attorney and approval of the annual 2026 Legal Services Agreement with Woods, Fuller, Schultz & Smith P.C. The attached agreement is consistent with the 2025 agreement.

Item Details:

The City contracts annually for legal services. In 2025, the City Council selected Woods, Fuller, Schultz & Smith P.C. to provide legal representation, appointing Attorney Vince Jones as City Attorney and identifying Susan T. Rasmussen and Seth A. Lopour as Assistant City Attorneys. The agreement outlines service expectations, conflict-of-interest provisions, reimbursement procedures, and the scope of services, including hourly billing for work performed by additional staff.

The proposed 2026 agreement maintains the same structure and service parameters as the 2025 contract. The 2026 operating budget includes \$200,000 for legal services, with the City billed at the hourly rate of the attorney performing the work. An additional \$4,000 is budgeted for professional membership and training costs.

Legal Consideration:

The City Attorney was engaged in the proposed increase and contract changes for 2026.

Financial Consideration:

The financial considerations is approved within the 2026 budget.

Strategic Plan Consideration:

This action aligns with the City Council's Strategic area of Fiscal Responsibility – financial transparency, service delivery, service level, outside agency funding.

Supporting Documentation:

2026 Agreement and Rate sheet