

# **City Council Agenda Item Memo**

**From:** Paul Briseno, City Manager

**Council Meeting:** April 10, 2025

**Subject:** City Attorney Proposals

**Presenter:** Paul Briseno, City Manager

**Summary and Recommended Action:**

The current City Attorney, Steve Britzman, is expected to retire this spring. In response, the City received proposals from Cutler Law Firm and Woods, Fuller, Schultz and Smith P.C. Law Firm. City Council is scheduled to conduct public interviews with both firms during the April 10<sup>th</sup> Study Session.

**Item Details:**

A request for proposals was issued in January and publicly advertised statewide. The City received two proposals by the March 14<sup>th</sup> deadline; submitted by Cutler Law Firm and Woods, Fuller, Schultz and Smith P.C. Law Firm.

Per Section 3.02 of the City Charter, the City Council is responsible for appointing the Legal Officer. The April 10<sup>th</sup> Study Session will provide an opportunity for public interviews with both firms, including time for public questions. The City Council may proceed with an appointment at the April 22<sup>nd</sup> meeting.

**Legal Consideration:**

The City Attorney has reviewed all proposals.

**Strategic Plan Consideration:**

Service and Innovation Excellence – The City of Brookings will provide an accessible environment committed to ongoing innovation and outstanding service through listening and engagement.

**Financial Consideration:**

Legal services are budgeted annually.

**Supporting Documentation:**

Request for Proposals

Cutler Law Firm Proposal

Woods, Fuller, Schultz and Smith P.C. Law Firm Proposal