

# Capitola City Council

## Agenda Report



**Meeting:** August 22, 2024

**From:** City Manager Department

**Subject:** City Attorney Services Contract

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**Recommended Action:** Authorize the City Manager to enter a five-year contract with Burke, Williams, & Sorenson, LLP to continue providing City Attorney services, effective September 1, 2024.

**Background:** Burke, Williams, & Sorenson, LLP (BWS) is a full-service public law firm with multiple offices in California, including San Francisco and Oakland. BWS was founded in 1927 and represents more than 200 local government agencies, including serving as city attorney for more than 20 cities. The City of Capitola first entered a five-year contract with BWS in 2019, and Samantha Zutler has served as the City Attorney since September of that year.

**Discussion:** The City's 2019 agreement with BWS expires August 31, 2024. The City Council wishes to adopt a new five-year agreement with BWS. The agreement reflects updated rates and \$5 annual increases.

**Fiscal Impact:** BWS's current hourly rates are shown in Attachment 2. The Fiscal Year 2024-25 adopted budget includes \$270,000 for City Attorney Services, allocated across multiple City departments. Staff monitors monthly billing for City Attorney services and can update the City Council during the fiscal year. Staff anticipates slightly less specialized attorney work in this fiscal year because of the upcoming adoption of the Housing Element and the recent conclusion of employee contract negotiations.

**Attachments:**

1. 2024-2029 Contract
2. Fee Update Chart

**Report Prepared By:** Chloé Woodmansee, Assistant to the City Manager

**Reviewed By:** Julia Gautho, City Clerk; Jim Malberg, Finance Director

**Approved By:** Jamie Goldstein, City Manager