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## MEMORANDUM

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**TO:** HONORABLE MAYOR AND CITY COUNCIL  
**FROM:** JOSHUA TETZLAFF, CITY ADMINISTRATOR  
**SUBJECT:** APPOINTMENT OF CITY ATTORNEY  
**DATE:** DECEMBER 31, 2024

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According to City Charter Section 3.05, the City Council shall make appointments of various positions. When those positions are contract in nature and subject to change on a yearly basis, it is prudent for the City Council review any proposed changes and re-appoint those positions. When the positions are filled by City employees, yearly re-appointment isn't necessary, since each employee's continuing employment with the City acts as a continuous appointment to their position.

One of the positions that is filled by contracted service is the City Attorney. Scott J. Riggs of Kennedy & Graven has acted as the City's City Attorney since April 2003. For continued service, Mr. Riggs, is proposing an hourly rate of \$204 (up \$8 or 4.08%) for general civil and prosecution matters, \$240 (up \$9 or 3.4%) for litigation, general city development projects, real estate, cable and telecom matter, and employment matters, and \$287 (\$11 or 3.99%) for reimbursable/developer pass through matters.

I have attached a letter from Mr. Riggs outlining these proposed rates.

### **Recommendation**

Staff recommends appointment of Kennedy & Graven as the City's legal counsel in 2025.