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MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL
FROM: JOSHUA TETZLAFF, CITY ADMINISTRATOR
SUBJECT: APPOINTMENT OF CITY ATTORNEY
DATE: DECEMBER 16, 2025

According to City Charter Section 3.05, the City Council shall make appointments for 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 \$212 (up \$8 or 3.92%) for general civil and prosecution matters, \$250 (up \$10 or 4.17%) for litigation, general city development projects, real estate, cable and telecom matters, and employment matters, and \$300 (up \$13 or 4.53%) 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 2026.