



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Approving a Contract for City Prosecutor Services

Preferred Agenda: September 8, 2026

Submitted By: Cecily Hope Pretty, Deputy City Manager

Reviewed By: Jason Ogden, City Manager / Police Chief

Type of Action: Resolution ☐ Motion ☐ Roll Call ☒ Other ☐

Relevant Code/Policy: Sweet Home City Charter Section 2.2

Towards Council Goal: Efficient City Government

Attachments: Draft Personal Services Agreement for City Prosecutor Services

Purpose of this RCA:

To seek City Council approval of an approval of a contract for City Prosecutor Services.

Background/Context:

The Sweet Home City Charter states that “the Council shall appoint and keep in office a City Attorney.” The City Attorney resigned effective August 28, 2026. Following a City Council Work Session on July 14, 2026, staff was directed to issue three separate solicitations for various City Attorney services, including an independent Request for Proposal for work specific to City prosecutions. There were two responses to this solicitation, with the firm of Miller, Castleton & Flinn scoring the highest of the two.

The Challenge/Problem:

The City typically holds Municipal Court twice monthly and currently does not have an attorney available to serve as the City Prosecutor.

Issues and Financial Impacts:

The firm’s proposed rate is included in the draft contract as a \$4,500 monthly retainer for the first year, plus potential additional costs in case of legal appeals. It is not possible to estimate these additional costs.

Elements of a Stable Solution:

Direction that will ensure continuity in City operations and provide the least possible interruption to City prosecution.

Options:

1. Move to approve the contract as proposed: The Mayor will execute the contract and staff will engage the firm for the transition.
2. Provide suggested modifications to the contract: Staff will re-engage the firm to discuss the proposed changes and return to City Council for final approval.
3. Provide other guidance to staff: Direct staff to do something else.