

**Memorandum**  
**Human Resources Department**

**To:** Randy Tweet, Interim City Manager  
**Subject:** City Attorney Legal Services  
**Date:** 02/02/17



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City Council approved a three-year contract with the law firm of Kutsunis, Weng and Morrison for City Attorney legal services effective April 1, 2012. Upon termination of the contract, the City had the option to renew the contract for two additional one-year periods beginning April 1, 2015. The current contract with Kutsunis, Weng and Morrison will expire March 31, 2017.

Under city ordinances (Chapter 2, Article 1, Section 2-2 – Municipal Year), the code reads as follows:

- (a) The municipal year of the city shall coincide with the calendar year. Therefore, the municipal year shall commence on January 1 in each year and conclude on December 31 of the same year.
- (b) Beginning January 1, 2015, the city will use the calendar year as the fiscal period and the municipality's budget, financial statements, and comprehensive annual financial report shall be prepared to reflect financial activities based upon an operating period of January 1 through December 31 of each year. The mayor, city manager, city attorney, accounts and financial officer, city treasurer and all other city staff are authorized to do all things necessary to efficiently and effectively accomplish this change.
- (c) In order to efficiently and effectively accomplish this change, there will be an interim municipal year commencing on Tuesday, April 1, 2014, and concluding on Wednesday, December 31, 2014.
- (d) This section shall be effective as of January 1, 2015, with regard to the code change and shall be effective with regards to all other portions from and after passage, approval, and, if required by law, publication in the manner provided for by law. (Ord. 052-2013, 9-9-2013)

City Council is requested to grant a nine-month contract extension for City Attorney legal services (through December 31, 2017). Human Resources plans to develop a request-for-qualifications and align the new legal contract starting on the fiscal year which is permitted under ordinance. There will be no increase in the hourly fee and retainer charged by the law firm during the nine-month period. City Attorney Morrison has indicated that he is agreeable to the extension.

**Recommendation:** City Council grants a nine month extension of the City Attorney legal services contract with the law firm of Kutsunis, Weng and Morrison (Dave Morrison) through December 31, 2017.

Submitted by: John Thorson, Human Resources Director

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Approved by: Randy Tweet, Interim City Manager