



To: Honorable City Council
From: John Moreno, City Manager
By: Grissel Chavez, Assistant City Manager
Date: July 9, 2024

SUBJECT: AGREEMENT WITH COLE HUBER LLP FOR INTERIM CITY ATTORNEY SERVICES

BACKGROUND

After 27 years of dedicated service, City Attorney John Cavanaugh has announced his retirement from the City, effective August 1, 2024. In an effort to continue operating in a consistent and seamless manner, the City is desirous of retaining the law firm of Cole Huber LLP for interim City Attorney services. As the City Attorney currently also serves as City Prosecutor, staff will be contracting with another firm for interim City Prosecutor services under a short-term contract within the City Manager signa authority.

DISCUSSION

Mr. Cavanaugh's extensive knowledge, expertise, and commitment have significantly contributed to the city's legal stability and progress. In light of his departure, it is imperative for the City to ensure a seamless transition in legal services to maintain continuity in its operations and governance. Betsy Martyn is currently serving as the Assistant City Attorney through the law offices of Cole Huber LLP. She is familiar with City staff, projects, current services and support provided through the City Attorney. Ms. Martyn has also been providing legal counsel to the City on existing litigation.

Staff recommends City Council approve the retainer agreement with Cole Huber LLP for interim City Attorney services provided by Betsy Martyn, for an initial 3-month term from August 1, 2024 to October 31, 2024. Thereafter, the contract term may be extended on a month-to-month basis as necessary.

Upon City Council approval, staff will proceed with executing the contract with Cole Huber LLP. This interim arrangement will ensure that the City's legal affairs remain in capable hands, providing the necessary support and guidance to City officials and staff.

During this timeframe, City staff will work on a recruitment process to seek proposals for permanent City Attorney services. Staff anticipates this process will be finalized by end of the year.

FISCAL IMPACT

None. The City's FY 2024-25 operating budget includes \$564,100 for City Attorney services.

VISION, MISSION, VALUES, AND STRATEGIC OUTCOMES

The City's Vision, Mission, and Values set the standard for the organization, establish priorities, uniformity and guidelines; and provide the framework for policy decision making. The Strategic Outcomes were implemented to provide a pathway to achieving the City's Vision. This item aligns with Strategic Outcome No 6: Efficient, Effective, and Fiscally Responsible - Deliver an efficient and effective City government in a fiscally responsible, transparent and collaborative manner.

RECOMMENDED ACTION

Approve the retainer agreement with Cole Huber LLP for interim City Attorney services provided by Betsy Martyn, for an initial 3-month term from August 1, 2024 to October 31, 2024; with an option to extend on a month-to-month basis as needed.