



MEMO

Legal Department

To: Mayor Campbell and Members of the Ames City Council

From: Judy K. Parks, City Attorney

Date: July 22, 2016

Subject: Approval of Retainer Agreement with Hopkins and Huebner

As you recall, at the last Council meeting, I received your approval to move ahead with a proposal to retain additional outside counsel in light of the fact that the original attorney who was doing city prosecutions very recently had a baby.

Additionally, the process to fill the vacant attorney position in the Legal Department is moving forward very slowly, exacerbating the challenge the Legal staff has in keeping up with the volume of non-prosecution work it receives. In light of these circumstances continuing into the foreseeable future, this agreement has been written to allow use all of Hopkins and Huebner's services on an as-needed basis. Due to the short deadlines that we often face and considering time consuming nature of several projects that we know are coming soon, the City may find it beneficial to keep the option open to engage them for other select projects when needed.

A retainer arrangement has been reached with the Hopkins and Huebner Law Firm of Des Moines for this purpose. We have had very good experience with this firm when they have served as our outside counsel in the past. It is also worth noting that it is a large enough firm to specialize in many areas and to be able to take on additional work from the City on short notice, should the need arise.

Your approval and authorization to enter into this agreement is respectfully requested.