

Council Meeting of
January 24, 2012

Honorable Mayor and Members
of the Torrance City Council
City Hall
Torrance, California

Members of the Council:

**SUBJECT: City Attorney – Approve fee agreement to provide legal services
Expenditure: Not to exceed \$20,000**

RECOMMENDATION

Recommendation of the City Attorney that City Council approve a fee agreement with Rutan & Tucker to provide general legal services to the City, for a total contract amount not to exceed \$20,000.

Funding

Funding is available from the City Attorney Department's general operating budget.

BACKGROUND AND ANALYSIS

Since April 1, 2009, the City Attorney has retained the law firm of Rutan & Tucker to assist the City with occasional legal advice pertaining to general matters. Over the past two years, the cumulative cost of these matters was approximately \$20,000.

The City Attorney's office needs to open a new contract for general advice. There are presently no outstanding invoices, however, we do expect to receive a December 2011 invoice in an approximate amount of \$1,600.

Other agreements have been previously approved with Rutan & Tucker this fiscal year. This agreement will exceed our department's allowable cumulative annual purchases with this law firm, absent City Council approval.

Therefore, the City Attorney recommends that City Council enter into the attached fee agreement with Rutan & Tucker for a total contract amount not to exceed \$20,000.

Respectfully submitted,

John L. Fellows III
City Attorney

By



Alice Rusa
Law Office Administrator

CONCUR:



John L. Fellows III, City Attorney

NOTED:



LeRoy J. Jackson, City Manager
Attachment A Fee Agreement

December 1, 2011

John L. Fellows, City Attorney
City of Torrance
3031 Torrance Boulevard
Torrance, CA 90503

Re: Fee Agreement for General Legal Services

Dear John:

Pursuant Alice Rusa's request, this letter will serve as Rutan & Tucker, LLP's fee agreement for general legal services rendered to the City.

The hourly rate Rutan & Tucker will charge the City for legal services is the standard hourly rates of attorneys in our office which begin at \$245 per hour, with a cap of \$300 per hour. Paralegals are billed at an hourly rate of \$125 per hour, and documents clerks are billed at \$45 per hour. Under this proposal, the City would be charged either the attorney's standard hourly rate, or the cap rate, whichever is less. I am the lead attorney working on this matter. Fees and costs billed to this matter will not exceed \$20,000, unless this agreement is amended and approved in writing by both parties.

Rutan & Tucker also requires reimbursement for various costs incurred in performing legal services, including long distance telephone charges for calls outside the Los Angeles/Orange County area, postage, parking, out-of-town travel expenses (not mileage), duplication (@ 19¢ per page), telecopying, messengers, computer-assisted research (e.g. LEXIS), and other out-of-pocket expenses.

Detailed monthly invoices will be sent directly to you.

If this proposal is acceptable to the City, please execute and return a copy of this letter to me.

RUTAN
ATTORNEYS AT LAW

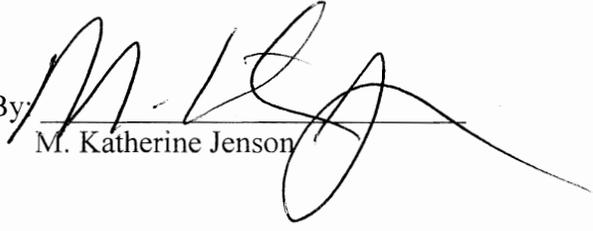
John L. Fellows, City Attorney
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If you have any questions regarding this proposal, please call me at 1-800-76RUTAN.

CITY OF TORRANCE,
a municipal corporation

RUTAN & TUCKER LLP

By: _____
Frank Scotto, Mayor

By:  _____
M. Katherine Jenson

ATTEST:

Sue Herbers, City Clerk

JOHN L. FELLOWS III
City Attorney

By: _____