

# City of Lafayette

*"Third Oldest City in Oregon"*

Phone: (503) 864-2451

Fax: (503) 864-4501



486 Third Street --- PO Box 55 — Lafayette, Oregon 97127-0055

January 9, 1998

Mr. Timothy V. Ramis  
O'Donnell, Ramis, Crew, Corrigan & Bachrach, LLP  
1727 NW Hoyt street  
Portland, Oregon 97209

Re: City Attorney Services

Dear Tim,

This letter is to advise you that the City Council of Lafayette, Oregon voted on January 8, 1998 to select the firm of Beery & Elsner as City Attorney, effective immediately.

Please arrange immediately for the transfer of all current, open city of Lafayette files (irrespective of the form, electronic or otherwise) to the Beery & Elsner office at 1750 SW Harbor Way, Suite 250, Portland, Oregon 97201. Because of our immediate need for legal services and representation, we request that this file transfer be accomplished no later than the close of business on Tuesday, January 13, 1998. We need the file on our water project transferred today due to the urgent nature of this project. We hereby request that you not retain copies of any of the files or electronic media.

If you will provide your final billing for services rendered through the end of December, 1997, we will promptly remit payment. Please let me know if you have any questions concerning this letter.

Sincerely,

Robert S. Willoughby  
City Administrator

cc: Judy Sylvan, Firm Administrator  
Anja Mundy, Legal Assistant  
Paul C. Elsner, Esq., City Attorney's Office