



	Approved	Denied
Date Action Taken:	2/23/09	
Other:	Approved Option #3	
Verified by:	K. Smithers	

WASILLA CITY COUNCIL ACTION MEMORANDUM

AM No. 09-10

TITLE: General Counsel Legal Services Request for Proposal (RFP)

Agenda of: February 23, 2009
 Originator: Kristie Smithers, City Clerk

Date: February 18, 2009

Route to:	Department	Signature/Date
X	Chief Financial Officer	<i>[Signature]</i> 2/18/09
X	Deputy Administrator	<i>[Signature]</i>
X	City Clerk	<i>[Signature]</i>

REVIEWED BY VERNE E. RUPRIGHT: *[Signature]*

FISCAL IMPACT: yes \$ _____ or no Funds Available yes no
 Account name/number:
 Attachments:

SUMMARY STATEMENT:

At the February 9, 2009, City Council meeting, the Council made a motion to "direct the Purchasing and Contracting Officer to draft an RFP for Attorney Services and bring back to the Council for final approval at the February 23rd meeting."

Since that time, another option might be considered by the Council. Mayor Rupright would like to discuss the option of creating a position of an *in-house* City Attorney.

If the Council wishes consider this option, this item will be brought forward during the upcoming FY-10 budget deliberations which will be held in April.

Pending the discussions of the option of hiring an *in-house* City Attorney, the draft RFP that was going to be presented to Council on February 23rd is not finalized.

ACTION BY COUNCIL:

Option 1: If the City Council wishes to consider the position of an *in-house* City Attorney during the FY-10 budget deliberations, the following direction is needed:

To request the Mayor to coordinate with the:

- Purchasing and Contracting Officer to negotiate with Birch, Horton, Bittner and Cherot to extend their existing contract until July 31, 2009 and to bring back for Council approval;
- HR Generalist to prepare a job description and salary range for the position of City Attorney;
- Deputy Administrator and City Clerk to prepare an operating budget for the Office of the City Attorney; and
- Direct the City Clerk to cancel the Special City Council Meeting of April 28, 2009, scheduled for attorney interviews. If during the FY-10 budget deliberations the Council does not fund the position of an *in-house* City Attorney, the RFP process and interview procedure for a contract City Attorney will then be discussed.

OR

Option 2: If the City Council wishes to continue with the past practice of contracting services of a City Attorney, the following direction is needed:

To request the Mayor to direct the Purchasing and Contracting Officer to prepare a RFP for General Counsel Legal Services, and bring back to the Council for final approval during the March 9th Special City Council meeting.

OR

Option 3: Bring back the following items at the March 23, 2009, Regular City Council meeting and request the Mayor to coordinate with the:

- HR Generalist to prepare a job description and salary range for the position of City Attorney;
- Deputy Administrator and City Clerk to prepare an operating budget for the Office of the City Attorney; and
- Purchasing and Contracting Officer to prepare a final RFP for General Counsel Legal Services, for consideration.