

**SULTAN CITY COUNCIL  
AGENDA ITEM COVER SHEET**

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ITEM NO: C - 8  
DATE: October 18, 2007  
SUBJECT: Request for Proposal – Municipal Attorney Services  
CONTACT PERSON: Deborah Knight, City Administrator

**ISSUE:**

The issue before the City Council is approval to proceed with a request for proposal for municipal attorney services.

**STAFF RECOMMENDATION:**

Direct staff to proceed with issuing a request for proposal for municipal attorney services.

**SUMMARY:**

The city attorney retainer agreement with Weed, Graafstra and Benson, Inc. will expire on December 31, 2007. The city has been contracting with Weed, Graatstra and Benson, Inc. since 1999. The city has renewed this contract annually.

The City Council is interested in examining all of its contracts for services. In order to have a municipal attorney contract in place by January 1, 2008, the request for proposal must be issued as quickly as possible. The RFP will be advertised in the Daily Journal of Commerce and the Everett Herald as the city's official newspaper of record and on the City's web site. The tentative timeline is as follows:

Issue RPF	October 22, 2007
RFP's due	November 12, 2007
Proposals Reviewed	November 19 through November 21
Finalist Interviews	December 3 through December 7
Council authorization of Contract	December 13

City staff recommend involving the Mayor elect in the selection process to ensure a good fit between the newly elected mayor and City Council members.

## **SUMMARY:**

The city attorney is an essential member of the municipal team for purposes of managing legal affairs, risk and assisting the City in making legally sound policy decisions. The selection and continuity of the city attorney is one of the most important decisions for a City Council.

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The basic scope of services, for the purpose of the proposal, shall include those legal services generally understood from the field of municipal law to fall within the category of "general counsel" work, and shall include, but not necessary be limited to the following:

1. Routine legal advise, telephone and personal consultations with the mayor, city council and city staff.
2. Assistance in the preparation and review of ordinances, resolutions, agreements, contracts, forms, notices, certificates, deeds and other documents required by the City.
3. Attendance at regular and special city council meetings. Regular meetings are held on the second and fourth Thursdays, monthly at 7:00pm.
4. Attendance at other boards, commission, and committee meetings as required.
5. Attendance at staff meetings and meetings with staff as needed.
6. The rendering of legal advice and opinions concerning legal matters that affect the city.
7. Legal work pertaining to property acquisitions, property disposals, public improvements, easement dedications, right-of-way abandonments.
8. Enforcement of city codes, zoning regulations and building standards through administrative, quasi-judicial, and judicial actions.
9. Represent the city before other governmental bodies and agencies to promote the interests of the city.
10. Represent the city in the community and at professional meetings.
11. Oversee services provided by outside legal specialists engaged by the city for special legal matters.
12. Monitoring pending and current state and federal legislation and court decisions as appropriate.

Initiating a request for proposal process will provide the City with an opportunity to review contract alternatives to ensure the Sultan community is getting the best legal services possible within the City's budget.

**FISCAL IMPACT:**

The cost to issue the request for proposal is approximately \$500 for advertising this will be funded from the legal services budget. The contract price will be reviewed with the City Council prior to authorizing the mayor to execute a contract with the selected firm or individual.

**ALTERNATIVES:**

1. Authorize city staff to issue an RFP for municipal legal services.
2. Do not authorize city staff to issue an RFP for municipal legal services and direct staff to areas of concern.
3. Disapprove or delay issuing an RFP for municipal legal services. Ask City staff to return with a recommendation at a subsequent meeting.

**RECOMMENDED ACTION:**

Direct staff to proceed with issuing a request for proposal for municipal attorney services.

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COUNCIL ACTION:

DATE: