

**BUSINESS OF THE CITY COUNCIL
WINDSOR HEIGHTS, IOWA
AGENDA STATEMENT**


Item No. 5d
For Meeting of 03.03.08

ITEM TITLE: Consideration of an RFQ for City Attorney/City Prosecutor.

CONTACT PERSON(S): Marketa George Oliver, City Administrator

SUMMARY EXPLANATION

The Policy, Administration and Finance Committee recommends as a matter of policy the periodic review of business agreements the city has entered into in order to provide the most cost effective services to the city and its citizens. They recommend the City request proposals for banking and professional services approximately every five years to ensure competitive rates and services.

Resolution _____ Ordinance ____ Contract _____ Other (Specify) _____
Funding Source _____
APPROVED FOR SUBMITTAL  _____
City Administrator

RECOMMENDATION: Approve RFQ on a voice vote.

COUNCIL ACTION:

**City Attorney/City Prosecutor
City of Windsor Heights**

Requests for Letters of Interest and qualifications for an attorney and/or firm to represent the city regarding legal matters. Our desire is to hire an attorney to be the primary contact, but also have the ability to draw upon the expertise of other attorneys within a firm. Please note that the City may not appoint the City Attorney and the City Prosecutor from the same firm.

Scope of Services for City Attorney/City Prosecutor

- Interpret and provide opinions on questions regarding a variety of legal issues.
- Review and provide written legal opinions on proposed ordinances, when requested.
- Draft or review and provide recommendations for proposed ordinances and resolutions.
- Interpret and provide staff and Council written opinions on questions interpreting City and State Code matters.
- Act as legal advisor to all city officials, boards and commissions.
- Attend all regular and special meetings of the City Council unless otherwise directed by staff.
- At the request of Council or staff, attend board or commission meetings to provide legal guidance.
- Review materials prepared for the City Council and confer with the City Administrator and/or staff regarding issues that may need to be discussed prior to a meeting.
- Prosecute traffic citations, simple misdemeanor offenses, and other police matters.
- Assist staff on personnel issues, including collective bargaining issues.
- Advisor staff on planning and zoning issues.
- Advise staff on code enforcement and nuisance abatement issues.
- Prepare and review documents related to land acquisition and/or development.

The Selection Process

Letters of interest and qualifications must be submitted by Marketa Oliver. The address is:

City of Windsor Heights
Attn: City Administrator
1133 66th Street
Windsor Heights, IA 50311

Information required in the submittal:

- Letter highlighting related legal experience of the primary attorney(s) as well as the experience of that attorney's firm.
- Resume of all attorneys who would be providing services to the City.
- Hourly cost to retain the services of the attorney and/or firm (based on the proposed scope of services.)
- Attorneys should have at least three (3) years experience in municipal or criminal law.

Process and basis of selection

City staff, in conjunction with the Policy, Administration and Finance Committee, will select the candidates to be interviewed, conduct the interviews and make a recommendation to the City Council, who will interview finalists. Once the attorney(s) and/or firm is/are chosen, the scope of services will be further defined and a contract will be prepared to be acted upon by the City Council.

The amount of expertise in municipal legal issues by the lead attorney and others within the firm and the estimated cost of services will be used to determine selection of the successful firm/candidate.

Timeline

Proposals should be submitted to the above-reference address on or before 4:30 p.m. March 21, 2008.

The City of Windsor Heights reserves the right to reject any and/or all proposals.

Questions should be directed to Marketa George Oliver, City Administrator at 515/279-3662.