

**CITY OF ALBANY  
CITY COUNCIL AGENDA  
STAFF REPORT**

Agenda Date: 7/18/11  
Reviewed by: BP

**SUBJECT:** Request for Proposals for City Attorney services

**REPORT BY:** Beth Pollard, City Manager

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**STAFF RECOMMENDATION**

That Council authorize the issuance of the Request for Proposals for City Attorney services, and authorize the Council subcommittee and staff to make any minor revisions if needed.

**BACKGROUND**

At its meeting of January 18, 2011, the City Council appointed a Council subcommittee comprised of Council Members Lieber and Thomsen to work with staff to identify alternatives for a process to recruit and select an appointed City Attorney, and to develop some initial criteria and structure options, for Council discussion and direction.

The subcommittee presented initial options on March 21. (Staff report attached) Council accepted the recommendations, and directed staff to return with a draft Request for Proposals for city attorney services that was timed with the anticipated retirement of the incumbent City Attorney.

**DISCUSSION**

The attached draft request for proposals incorporates the initial selection criteria and position structure as identified by Council. Among the key points is that the Council is open to either an employee or a contract arrangement, and an individual or a firm, but that commitment to Albany and flexibility in the City's use of specialized legal counsel are important.

The City has a contract with the incumbent, Robert Zweben, through December 31, 2011. A tentative timeline for the recruitment and selection is:

- ✓ Release of Request for Proposals: July 25, 2011
- ✓ Responses due: September 8, 2011
- ✓ City Council initial review: September 19, 2011
- ✓ Further screening/interviews: October & November
- ✓ Council selection: November 21, 2011

## **SUSTAINABILITY IMPACT**

N/A

## **FINANCIAL IMPACT**

There will be some staff time involved in issuing the proposal and coordinating the recruitment and selection.

## **Attachments**

1. Draft Request for Proposals
2. March 21, 2011 staff report - attachments can be found at [www.albanyca.org](http://www.albanyca.org)