



## MEMORANDUM

TO: Hon. Mayor and Board of Commissioners  
VIA: Robin Gomez, City Manager  
FROM: Clara VanBlargan, City Clerk  
DATE: April 18, 2023  
RE: **RFP for City Attorney Professional Legal Services**

---

### **Background:**

The Board of Commissioners will discuss the RFP for city attorney professional legal services at the April 26, 2023 BOC Workshop Meeting. This item was prepared for that purpose.

Since 2019, the Board of Commissioners discussed going out for an RFP for city attorney professional legal services. Until an RFP was sent out and a city attorney hired through the process, the Board approved an agreement with Thomas J. Trask, Esquire of Trask Daigneault, LLP (Firm) at a BOC special meeting on April 28, 2020 for interim city attorney services. The RFP was delayed. The Board approved an Agreement with Trask Daigneault, LLP at the August 11, 2021 BOC Regular Meeting so they could assist the City in drafting an RFP and related documents to obtain proposals for the Marina high/dry project. The agreement needed to be active to perform that service. The RFP was delayed.

### **Options**

1. If the Board chooses to send out an RFP for city attorney professional legal services, the RFP document attached is made available. It is the same document discussed by the Board in the past and will be revised with current information and the changes the Board decides to make at the workshop. A final RFP will be prepared for approval at the May 10, 2023 BOC Regular Meeting.

The entire RFP process will be conducted in Board of Commissioners meetings. This includes the bid opening, bid selections, interviewing candidates, and appointing and hiring a city attorney. Interim City Attorney Tom Trask is welcome to submit a proposal.

2. If the Board chooses to appoint Attorney Trask to be the city attorney, not on an interim basis, an agreement will need to be approved with him for that purpose.

**Attachment(s):**

- “draft” RFP for City Attorney Professional Legal Services
- April 28, 2020 BOC Special Meeting Minutes
- August 11, 2021, BOC Regular Meeting Minutes (Pages 12 & 13)
- City Charter, Sections 5.1, Charter Officers, and 5.3, City Attorney