



Finance Agenda Item

Meeting Date: March 25, 2025

Agenda Item: City Attorney Services

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BACKGROUND

(Enter the who, what when, where, why)

1. On December 6, 2024, the City issued a Request for Proposals (RFP) for City Attorney Services, with a submission deadline of January 6, 2025. Three proposals were received from the firms of Stafford Rosenbaum; Wesolowski, Reidenbach & Sajdak; and Russell Law Offices.
2. The City Manager, along with a review committee composed of representatives from departments that most frequently utilize legal services, evaluated and ranked the written proposals. Based on these rankings, Russell Law Offices and Wesolowski, Reidenbach & Sajdak were selected to participate in in-person interviews.
3. Following the interviews, Russell Law Offices emerged as the top-ranked firm.

PREVIOUS ACTIONS – COMMITTEE RECOMMENDATIONS

(Dates, committees, action taken)

1. N/A

FINANCIAL IMPACT

(If none, state N/A)

The agreement includes a flat monthly fee of \$8,000, beginning April 1, 2025, for general City Attorney services. Additional costs may be incurred for:

- Specialized legal matters not covered under the agreement, which will be handled under separate agreements at a minimum \$50/hour discount from the firm's standard rates.
- Circuit court prosecutions, which will be billed at a rate of \$175 per hour.
- Expenses related to outside counsel, experts, accountants, or investigators, if deemed necessary and approved by the City.
- Reimbursable out-of-pocket costs such as travel, mileage (IRS rate), parking, copies, postage, process service, and court-related fees.
- Legal research fees, billed at \$50 per issue search when Westlaw or similar services are utilized.

STAFF RECOMMENDATION

Staff is not seeking a recommendation. Although the City Manager has the authority to appoint the City Attorney, this information is being shared with the Finance Committee in the interest of transparency and to keep members informed of significant administrative decisions. Given the importance of the City Attorney role in supporting the organization and advising on legal matters that often come before the Council, it is appropriate to provide an overview of the selection process, the outcome, and the associated financial impact.

ATTACHMENT(S) INCLUDED

(If none, state N/A)

1. N/A