



MEMORANDUM

DATE: April 10, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Dave Perrault, City Administrator
SUBJECT: Request for Proposal for Attorney Services

Budgeted Amount:	Actual Amount:	Funding Source:
N/A	N/A	N/A

Council Should Consider

Motions to approve, table, or deny the following:

- Staff drafting an updated Request for Proposal (RFP) for attorney services for future Council approval.

Background

This was requested by a Councilmember for tonight’s agenda. The City Attorney, Joel Jamnik, has announced his retirement with cities he serves, but is planning to serve Arden Hills through at least the end of the year. The last time the City did an RFP for attorney services was in 2017, that proposal is attached for reference under Attachment A. In 2017, the City chose to remain with both Campbell Knutson as its Civil Attorney and Kelly and Lemmons as its Prosecuting Attorney (both firms still serve the City in their respective capacities).

Tonight’s action would direct Staff to move forward with drafting an updated RFP for attorney services for future approval by Council. Council should consider the following if it moves this item forward:

- Does Council want to do an RFP for both civil and prosecution?
- What timeframe does Council want to consider? If we move this forward now, are we still using the current attorney through the end of the year?

Budget Impact

Budget impacts would be based on new rates for attorneys, our current rates are \$155 per hour for civil and \$90 per hour for prosecuting, along with other rates for support staff.

Attachments

Attachment A: 2017 RFP for Attorney Services