

REQUEST FOR QUALIFICATIONS FOR CITY ATTORNEY

The City of Tonganoxie, Kansas is seeking statements of qualifications for legal services for the position of City Attorney. This position is appointed by the Mayor with consent of the City Council. The City Attorney serves at the pleasure of the Governing Body and is appointed to a two-year term.

Statements of qualifications will be accepted electronically or at **City Hall until 2:00 p.m. on March 20, 2019.**

If interested, please submit an electronic copy of all materials to dporter@tonganoxie.org by the deadline. By March 18, 2019 please also submit ten physical copies to:

City of Tonganoxie
526 E 4th St
PO Box 326
Tonganoxie, Kansas 66086
Attention: Dan Porter

Background

Tonganoxie has a modified version of a Council-Manager form of government. The Mayor and five Council members are elected at-large and serve four-year terms. The City Manager has responsibility for management of all City programs and departments in accordance with policies and annual budgets adopted by the Council. The City provides services in the areas of Administration, Economic Development, Public Works, Police, Fire, Municipal Court, and Water Park.

Scope of Services

The applicant shall provide services to the City related to City Attorney duties:

- Provide legal advice to the Governing Body, Administration, and Department Heads regarding legal matters.
- Advise all relevant personnel on municipal specific law, including but not limited to: home rule, planning and zoning, eminent domain, open records, open meetings, meeting procedures, intergovernmental cooperation, employment law, economic development, billing and finance, and public relations.
- Attend all City Council meetings.
- Attend workshops or special meetings when requested.
- Draft and review charter ordinances, ordinances, resolutions, and other forms of municipal legislation.
- Review and write policies, municipal codes, correspondences, and other routine documents of governmental functions.
- Understand the budget implications of policy determinations.
- Review and draft contracts and other forms of municipal agreements.
- Report changes in federal, state, or county legislation that affects the City.
- Provide consultation related to litigation, arbitration, or other legal/administrative proceedings and appearances.

- Maintain an ethical and professional relationship with the City, as well as elected officials, employees, and citizens of the community.
- Comply with all Federal, State, and City codes and laws.

Selection Criteria

- General qualifications of the candidate(s) for the position.
- Experience in municipal law.
- Timeliness, responsiveness, and follow-through.
- Minimal conflicts of interest when representing the City.
- Hourly rates of staff anticipated as part of legal team.

Statement of Qualifications Requested Material

- Cover Letter: Signed by an authorized representative of the firm committing to provide the legal services described above.
- Qualifications: Provide a brief description of yourself or your firm, including qualifications, experience, and depth of staff, and the demonstration of your ability to be the City Attorney for Tonganoxie. Identify qualifications of individuals who would be assigned to the City.
- Resumes: Include the resumes of individuals who will provide services for the City.
- References: Provide a list of references (including names, addresses, phone numbers, and email addresses) with whom you or your firm currently have contracted service agreements.
- Compensation and Billing Practices: Provide a description of the proposed compensation schedule (hourly rates per legal team member) and the firm's billing practices. Monthly invoices describing the services in detail, showing hours, and identifying the lawyer providing the services is required.
- Insurance: Provide proof of professional liability insurance and workers compensation insurance.
- Value of Your Team: Describe how your team's level of service and ability distinguishes from other and articulate how this translates to benefit to the City including enhanced governance.

Review

Statements of Qualifications will be reviewed by a Committee of designated City staff, followed by interviews of the selected semi-finalists. Appointment of a City Attorney is expected to take place at the April 1st City Council meeting.