

M E M O R A N D U M

Date: April 30, 2013

TO: Town Commission
FROM: Dave Bullock, Town Manager
SUBJECT: Discussion Regarding Selection of Town Attorney

The Town issued a Request for Proposal for Town Attorney Services (RFP #12-014). At the February 4, 2013 Regular Meeting the Town Commission established a process for selection of a Town Attorney which included establishing a Selection Committee consisting of the Town Commission, Town Manager, and PZB Director.

Five proposals were received on March 20, 2013. The proposals were distributed to Commissioners on March 20, 2013 following the Regular Workshop Meeting.

A review of the proposals was conducted by each Commissioner and discussion was held at the April 1, 2013 Regular Meeting. Of the five respondents, two candidates were selected for one-on-one interviews with Town Commissioners, the Town Manager and PZB Director. Each member of the Selection Committee has held individual interviews with each proposer.

Staff has checked references and verified credentials of the two finalists.

At the May 6, 2013 Regular Meeting the Commission continue their discussion regarding selection of a Town Attorney. The Commission may elect to designate a proposer to negotiate a contract with, schedule further discussion on the topic, or take any other action it chooses as to selection of the future Town Attorney.

I look forward to participating in the discussion and selection process.



End of Agenda Item