



CITY *of* CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: OCTOBER 9, 2024

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: KINDON MEIK, CITY MANAGER

SUBJECT: LEGAL SERVICES AGREEMENT WITH THE LAW FIRM OF ALESHIRE & WYNDER, LLP

MEETING DATE: OCTOBER 23, 2024

SUMMARY RECOMMENDATION:

Approve and authorize the Mayor to sign a Legal Services Agreement with the law firm of Aleshire & Wynder, LLP for legal services and to appoint Pam K. Lee, Esq. as the City Attorney.

BACKGROUND:

Pursuant to Calabasas Municipal Code Chapter 2.20, the City Council may contract with a law firm or individual admitted to practice law before the Supreme Court of the State of California to provide City Attorney services, the duties and powers of which are specified in Government Code Sections 41801 through 41805.

On May 22, 2024, at the direction of the City Council, a Request for Proposals (RFP) was issued for City Attorney Services.

At the submission deadline, five firms submitted complete and qualified proposals. During Special City Council meetings on September 11 and September 13, 2024, the City Council interviewed all five firms. The evaluation of proposals and interview process resulted in the firm of Aleshire & Wynder, LLP (A&W) being

selected to provide legal services to the City of Calabasas with the designation of Pam K. Lee, Esq. as the City Attorney.

The proposed agreement, including the RFP as the scope, is provided as Attachment A.

FISCAL IMPACT/SOURCE OF FUNDING:

The funds necessary to cover the costs of this Agreement are included in the 2024-25 Fiscal Year Budget. The hourly rates charged by A&W are detailed in the attached agreement. The City anticipates a 15% to 20% increase for legal services for the current fiscal year. Staff will return with a budget amendment once an average monthly cost is determined.

REQUESTED ACTION:

Approve and authorize the Mayor to sign a Legal Services Agreement with Aleshire & Wynder, LLP for legal services.

ATTACHMENTS:

A. Agreement with Aleshire & Wynder, LLP for City Attorney Services