

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: April 8, 2015

CAO File No. 0130-01756-1590

Council File No. ---

Council District: ---

To: Budget and Finance Committee

From: Miguel A. Santana, City Administrative Officer



Reference: Attorney Conflicts Panel

Subject: **REQUEST TO EXTEND THE EXISTING ATTORNEY CONFLICTS PANEL**

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### SUMMARY

The Office of the City Administrative Officer (CAO) is requesting a six month extension for the current Attorney Conflicts Panel (ACP) through November 1, 2015, to complete its Request for Proposal (RFP) process. The ACP consists of a pre-established list of law firms readily available when conflict counsel needs arise in legal matters which preclude the City Attorney's Office from handling. The ACP Panel is administered and managed by the City Administrative Officer (CAO), and retention of conflict counsel is made on an "as-needed" basis. The Attorney Conflicts Panel is valid for three years and the current ACP Panel will expire on May 1, 2015.

The City Attorney's Office, in conjunction with the CAO, are in the preliminary phases of RFP process, which includes revisiting programmatic needs. Ultimately, solicitations will include for qualified law firms with experience in the areas of employment/labor litigation, police employment litigation, police tort/complex police litigation, general/business litigation, tort litigation, and other specializations such as redevelopment, appellate, pension and fiduciary, and cyber law.

Council authority to extend the ACP Panel is necessary. If the existing ACP Panel is not extended, the ACP cannot retain conflict counsel nor enter into new contracts for legal representation services for new case assignments beyond May 1, 2015.

### RECOMMENDATION

That the Council authorize the City Administrative Officer to extend the existing Attorney Conflicts Panel for six months, from May 1, 2015 through November 1, 2015, to allow for the completion of the Request for Proposal process to re-establish the new Attorney Conflicts Panel.

### FISCAL IMPACT STATEMENT

The recommendations in this report will have no additional impact upon the General Fund.