

City of Union
Request for Proposals
City Attorney

The City of Union invites qualified firms or individuals to submit proposals for City Attorney Services as described in the scope of work responsibilities set forth below. The City Attorney will be an independent contractor and will serve at the pleasure of the City Council. Services may be ended with a thirty day notice by either party. Proposals should be submitted no later than November 5, 2013. The monthly retainer fee for said services is set at \$1,000 per month.

City Attorney Duties and Responsibilities

- The City Attorney will attend regular or special meetings of the City Council and work sessions of City Council when specifically requested to attend, but no less than once per quarter.
- The City Attorney will be available for consultations and meetings with Mayor or the Mayor's designee at all reasonable times.
- The City Attorney will review legal documents, ordinances, and other paperwork prepared by others.
- The City Attorney will prepare letters, memos, and opinions that are approved by the Mayor or the Mayor's designee. Upon approval of the Mayor or the Mayor's designee, the City Attorney is authorized to provide legal services related to litigation in which the City of Union is the plaintiff or defendant. The City of Union shall be billed on an hourly basis for these services.
- The City Attorney will take telephone calls from individuals or agencies referred by the Mayor or the Mayor's designee.
- The City Attorney will prepare and file all legal documents related to the enforcement of the building codes including Property Maintenance Code.
- The City Attorney will assist the Mayor and City Clerk with reviewing legal recommendations made as part of the codification of the city code.

Proposals are to be sent to:

City of Union
Attn: City Clerk
P.O. Box 987
Union, SC 29379