



WILDWOOD

City of Wildwood, Missouri

CITY ATTORNEY – LEGAL COUNSEL REQUEST FOR QUALIFICATIONS & FEE PROPOSAL

The Community

The City of Wildwood was incorporated on September 1, 1995. It is located at the far western portion of St. Louis County approximately 20 miles west of downtown St. Louis. The City is bounded on the north by the City of Chesterfield and the Missouri River; on the west by Franklin County; on the south by the City of Eureka and the Meramec River; and on the east by the Cities of Ellisville and Clarkson Valley and a portion of unincorporated St. Louis County. Wildwood occupies an area totaling 68 square miles making it the third largest municipality by area in the State of Missouri. The 2010 census population was 35,517, now estimated to be 36,384. The average annual family income is projected currently to exceed \$135,000. There exists over 11 square miles of public open space within the City including Babler State Park, Rockwoods State Nature Reservation, Greensfelder County Park and the new Community Park which is under construction. Suburban style residential areas characterize the eastern one-third of the community with the remaining area of the community reserved for large lot rural and low density residential development. Wildwood Town Center with higher density mixed use residential and commercial to be developed in accordance with new urbanism, neo-traditional planning and architectural principals, is located in the central portion of the community.

Following incorporation, the City of Wildwood adopted a Master Plan intended to be part of the continuous process of implementing the original incorporation vision. The Master Plan serves as the principal policy framework and guide to ensure decisions and action undertaken by the City are consistent with community-based, long-range planning goals and prudent land utilization practices, and is formally embraced in the City Charter. The Master Plan establishes community vision, goals, objectives and policies concerning issues of environmental protection, municipal planning, community services, transportation and open space and recreation. As the community's vision is implemented and new conditions arise, the Master Plan may be reviewed and, if necessary, modified to reflect the City of Wildwood's response to new circumstances. A formal, comprehensive review of the Master Plan is required every ten years. The first review and update was completed in 2006 and a current year-long process to accomplish a second review and update began this year and will conclude in 2016 with approval of an updated Master Plan.

Municipal Government

On November 4, 1997, Wildwood voters approved a City Charter form of government. The City is governed by an elected Mayor and sixteen (16) member City Council elected from eight (8) Wards to two (2) year overlapping terms of office. The Mayor is elected at-large to a four (4) year term, serves as the presiding officer of the City Council, and may vote only in the event of a tie vote by the City Council.

The Mayor has veto power, and is responsible for the appointment of various City Officials and Board and Commission members upon the approval of a majority of City Council members.

A City Administrator is appointed by the Mayor with the advice and consent of the City Council and serves as the chief administrative officer for the City responsible for the day-to-day management of the City government business and City Staff. Other City Officials appointed by the Mayor with the consent of the City Council include the City Attorney, City Clerk, City Treasurer, City Marshall, Municipal Judge and Prosecuting Attorney.

The Wildwood City Charter stipulates that the City is to be operated with a minimum of governmental bureaucracy, and is to provide public services by contract utilizing private businesses and other governmental entities whenever feasible and appropriate. Accordingly, the City of Wildwood contracts with private vendors to provide public works and maintenance services, recreation programming, various support services, and contracts with St. Louis County for comprehensive police services, building permitting and inspection, and other functions. Fire and emergency ambulance services are provided by separate fire protection districts (3); public water by Missouri American Water Company, and sanitary sewer service by St. Louis Metropolitan Sewer District. This non traditional approach to providing services results in the City operating with a very small staff of municipal employees totaling only nineteen (19) full-time professional City Staff members.

Municipal services provided directly by the City organization include general administration, financial administration, municipal court, planning and zoning, code enforcement, public works administration, recreation programming, and public events activities.

Meeting Schedule

The City of Wildwood requires the attendance and participation of the City Attorney or affiliated legal counsel at the following schedule of City Meetings:

City Council Meetings	Second (2 nd) and fourth (4 th) Mondays of the Month (6:00 pm. Work Session followed by 7:30 pm Regular Meeting)
Planning & Zoning Comm.	First (1 st) and third (3 rd) Mondays of the Month (7:30 pm)
Board of Adjustment	Third (3 rd) Thursday of the Month (7:00 pm)
City Staff Meetings	Weekly, currently Tuesday mornings (9:00 am)

City Attorney City Charter

The Mayor with advice and consent of a majority of the members of the City Council shall appoint an officer as City Attorney, who shall serve an indefinite term of office at the pleasure of the Mayor and of the Council. The performance of the City Attorney shall be reviewed annually by the Mayor, the Council, and the City Administrator. The Council shall fix by ordinance the compensation of the City Attorney. The City Attorney shall be licensed to practice law in the State of Missouri. The City Attorney shall serve as the chief legal officer for the City and shall have duties as may be assigned by law or by the Council.

City Attorney Code of Ordinances

DEPARTMENT CREATED

There is hereby created the Legal Department which shall consist of the office of City Attorney and the office of City Prosecutor. (Ord. No. 23 §1, 9-1-95)

FUNCTIONS

It shall be the function of the Legal Department to prosecute or defend any and all suits or actions at law or equity to which the City may be a party or in which it may be interested, to provide legal advice and consultation to all elected and appointed City Officials and to prosecute all alleged violations of the traffic ordinances of the City and such other violations of the Codes and ordinances of the City as the City Council may authorize. (Ord. No. 23 §2, 9-1-95)

CITY ATTORNEY AND CITY PROSECUTOR—APPOINTMENT, TERM AND REMOVAL

The offices of City Attorney and City Prosecutor shall be filled by appointment made by the Mayor with the advice and consent of the Council, of persons competent to carry out the duties of said offices. Such appointments shall be for an indefinite term. The Attorney and the Prosecutor may be removed from office by the Mayor with the advice and consent of the Council. The Mayor, with the advice and consent of the City Council, may also retain special counsel to advise or represent the City on special matters. (Ord. No. 23 §3, 9-1-95)

DUTIES OF CITY ATTORNEY

The City Attorney shall prosecute or defend any and all suits or actions at law or equity to which the City may be a party or in which it may be interested, or which may be brought against or by any officer of the City on behalf of the City or in the capacity of such persons as an officer of the City; provided however, that the Prosecutor shall prosecute all violations of traffic ordinances of the City and such other violations of City ordinances as the Council may provide; and further provided, nothing contained in this Section shall be deemed to preclude the defense of actions seeking to assess a monetary liability against the City by counsel selected and retained by the insurance carrier of the City or to request that the City Attorney prosecute or defend any particular suit or action at law or in equity referred to in this section

CITY OF WILDWOOD
CITY ATTORNEY – LEGAL COUNSEL
REQUEST FOR QUALIFICATIONS

1. *Advice.* The City Attorney shall be the principal legal advisor of the City and shall render advice on all legal questions affecting the City whenever requested to do so by any City Officer. Upon request by the Mayor and Council he/she shall reduce any such opinion to writing.
2. *Judgments.* It shall be the duty of the City Attorney to see to the full enforcement of all judgments or decrees entered in favor of the City and all similar interlocutory orders
3. *Special assessments.* It shall be the duty of the City Attorney to see to the completion of all special assessment proceedings and condemnation proceedings.
4. *Legal questions affecting the City.* It shall be the duty of the City Attorney to render advice on legal questions affecting the City and to prepare ordinances, resolutions, and prepare legal instruments whenever requested and to provide such other legal counsel and services as the Mayor or Council may from time to time specify on request.
5. *Approval of legislation and contracts as to legal form.* The City Attorney shall approve all contracts, ordinances and resolutions as to legal form prior to their passage and approval. (Ord. No. 23 §4, 9-1-95)

COMPENSATION

The City Attorney and the City Prosecutor shall be compensated either on an annual retainer basis and/or on a per hour of work basis, whichever is mutually agreed to by each officer and the City Council. (Ord. No. 23 §7, 9-1-95)



WILDWOOD

CITY ATTORNEY/LEGAL SERVICES PROFILE

Required Professional Expertise and Experience

Experience serving as City Attorney (minimum 5 years)

Broad-based municipal representation experience – law firm and individual assigned

Knowledgeable and experienced in contemporary municipal zoning, land use, planning law and theories

Experienced in municipal litigation, trial court experience

Expertise in administering and interpreting Robert's Rules of Order

Client base history of representation that avoids municipal or private conflicts of interest

Availability for regular staff conferences, evening meetings, non-scheduled contacts

Ability to provide timely responses to questions, preparation of work product documents

Excellent negotiation skills

Extensive contract preparation and review experience

Experienced with preparation and interpretation of municipal legal documents including ordinances, resolutions, municipal code, development agreements, variety of other agreements

Experienced in real estate law

Desired Professional Expertise and Experience

Experience in legal representation for St. Louis County municipalities with comparable characteristics to Wildwood

Excellent research capabilities
Stays current on municipal law, municipal issues

Experienced in public personnel, employment law

Experienced in public development finance law and procedures

Experienced in environmental law, regulations, enforcement

Knowledgeable of Missouri legislative processes

Personal Qualities

Proactive

Highest level of integrity

Problem-solver, creative

Articulate, excellent public communication skills, able to clearly and concisely explain issues, positions, recommendations

Capable of becoming strong advocate for City's position, interests

Capable of quickly becoming committed to City of Wildwood and its vision

Self-assured, confident

Intelligent, insightful, intuitive, able to quickly comprehend and interpret issues

Strategic thinker

Personable, sense of humor

Dependable

Responsive

Respected by fellow legal professionals

**City of Wildwood
ORGANIZATION CHART**

