

# Memorandum



CITY OF DALLAS

DATE July 5, 2019

TO Honorable Mayor and Members of the City Council

SUBJECT **City Attorney Search**

Larry Casto resigned his position as City Attorney with the City of Dallas effective August 31, 2018. On September 5, 2018, City Council appointed Christopher J. Caso as Interim City Attorney. At the Mayor's request, staff was authorized to execute a national search for City Attorney beginning January 2019.

A request for Competitive Sealed Proposal (RFCSP) process for an executive search firm for the City Attorney position was released on January 18, 2019, and the pre-solicitation meeting was held with potential vendors on January 25, 2019. The original RFCSP required bidders to submit a fixed fee and did not allow the option to contract via retainer. The Evaluation Committee for these proposals included:

Mayor Rawlings  
Council Member Adam Medrano  
Council Member Jennifer Gates  
Council Member Tennell Atkins

Three (3) proposals were received and presented to the Evaluation Committee, but none were selected. The Committee requested a second RFCSP be issued. The second RFCSP was released on April 18, 2019. This solicitation allowed vendors the opportunity to bid their fees on a percentage basis, retainer, or flat fee.

The RFCSP closed on May 2, and two proposals were received. After careful review, the Evaluation Committee recommended S. Renee Narloch and Associates. Human Resources responded to vendor questions regarding the contract terms. After revisions requested by the vendor, a contract was sent on June 27, 2019. We received the signed contract from the vendor on July 3, 2019.

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Staff is scheduled to meet with the vendor by July 10, 2019, to begin discussions regarding the search process and finalize the search timeline. Should you have any questions, please contact Kimberly Bizzor Tolbert, Chief of Staff or Nina Arias, Director, Human Resources at (214) 671-9050.



T.C. Broadnax  
City Manager

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|---|---|
| Chris Caso, City Attorney (Interim)                         | Joey Zapata, Assistant City Manager                                       |
| Mark Swann, City Auditor                                    | Nadia Chandler Hardy, Assistant City Manager and Chief Resilience Officer |
| Biliera Johnson, City Secretary                             | Michael Mendoza, Chief of Economic Development and Neighborhood Services  |
| Preston Robinson, Administrative Judge                      | M. Elizabeth Reich, Chief Financial Officer                               |
| Kimberly Bizzor Tolbert, Chief of Staff to the City Manager | Laila Aleqresh, Chief Innovation Officer                                  |
| Majed A. Al-Ghafry, Assistant City Manager                  | M. Elizabeth (Liz) Cedillo-Pereira, Chief of Equity and Inclusion         |
| Jon Fortune, Assistant City Manager                         | Directors and Assistant Directors   |