



Memorandum

Date: 2/7/2023
Meeting of: City Council

File No. AM No. 23-010
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
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DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Planning and Community Development	Brooke Buckingham	Human Services Manager

TITLE:

Approval to Award Contract to Stein, Lotzkar & Starr, in the Amount of \$575,000 a year, for the Provision of Public Defense Services

OVERVIEW STATEMENT:

The City recently solicited proposals from qualified firms to provide public defender services for indigent criminal defendants. We are seeking approval to award the contract to Stein, Lotzkar & Starr.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
The City is legally required provide a public defender to represent indigent clients. Public defense firms shall be qualified and meet state Standards for Indigent Defense Services. Council approval is required for professional contracts exceeding \$50,000.
- **Council Request:**
N/A
- **Other Key Facts:**
After reaching the limit on extensions to our existing contract with Stein, Lotzkar, & Starr, the City was required to rebid public defense services. The request for proposals was released on December 15, and the City received responses from three firms - Stein, Lotzkar & Starr, Valley Defenders, and Stewart MacNichols Harmell. A staff

team reviewed proposals considering and rating each based on the following factors:

- Experience - firm's background and experience
- Responsiveness of the written proposal and scope of services
- Cost
- Qualifications of the individuals proposed for assignment

Based on the review of these proposals, the staff team concurred that Stein, Lotzkar, & Starr was the most qualified firm to continue providing public defense services to the City. Staff is recommending that we proceed with entering into a new contract with Stein, Lotzkar & Starr.

OUTCOMES:

The City is obligated to provide legal representation to adults and juveniles who have been charged with a crime and cannot afford an attorney. Public defenders:

- Ensure that courts and prosecutors are following the law and applying it fairly;
- Ensure that police investigations are done correctly; and
- Efficiently present and explain their client's circumstances so that judges can make well-informed decisions.

Public defenders are responsible for representational services, including lawyer services and appropriate support staff services, sentencing advocacy, investigatory, and legal services including but not limited to interviews of clients and potential witnesses, legal research, preparation and filing of pleadings, negotiations with the appropriate prosecutor or other agency and court regarding possible dispositions, preparation for and appearance at court proceedings, and social worker services.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
\$575,000/year

Approved in current biennial budget: ☒ Yes ☐ No ☐ N/A

Budget Offer Number:
0037

Budget Priority:
Vibrant and Connected

Other budget impacts or additional costs: ☐ Yes ☒ No ☐ N/A

If yes, explain:

None

Funding source(s):

General Fund

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
01/17/2023	Committee of the Whole - Public Safety and Human Services	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
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Time Constraints:

Timely approval will allow for the new contract to be approved before the existing contract expires on February 28, 2023.

ANTICIPATED RESULT IF NOT APPROVED:

If not approved, we would seek Council guidance on next steps.

ATTACHMENTS:

Attachment A: RFP Public Defender Services