



AGENDA
Town of Atherton
CITY COUNCIL
ATHERTON CHANNEL DRAINAGE DISTRICT
January 26, 2011

9:00 A.M
TOWN COUNCIL CHAMBERS
94 Ashfield Road
Atherton, California

SPECIAL MEETING

PLEASE NOTE: *Times listed on the Agenda are an approximation and not a time certain. The Council may take up items out of order. Please arrive well in advance of the time listed for any item in which you are interested.*

9:00 A.M. 1. **ROLL CALL** Council Members Lewis, Carlson, McKeithen,
Vice Mayor Widmer, Mayor Dobbie

9:02 A.M. 2. **PUBLIC COMMENT** – limited to particular items on the special agenda

REGULAR AGENDA (Items 3-4)

9:10 A.M. 3. **INTERVIEWS AND APPOINTMENTS FOR LEGAL COUNSEL
SELECTION COMMITTEE**
Report: Staff Report, Attachments, Applications
Recommendation: Appoint members to the Legal Counsel Selection
Committee

10:10 A.M. 4. **ESTABLISH A CHARTER FOR THE LEGAL COUNSEL
SELECTION COMMITTEE AND DEVELOP A PROCESS FOR
SELECTING A CITY ATTORNEY**
Recommendation: Establish a Charter for the Legal Counsel Selection
Committee and Develop a Process for selecting a City Attorney

10:30 A.M. 5. **ADJOURN**

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the City Clerk's Office at (650) 752-0500. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (29 CRF 35.104 ADA Title II)



Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOHN H. DANIELSON, INTERIM CITY MANAGER

DATE: FOR THE SPECIAL MEETING OF JANUARY 25, 2010

**SUBJECT: INTERVIEWS AND APPOINTMENTS FOR LEGAL COUNSEL
SELECTION COMMITTEE**

RECOMMENDATION:

To Be Determined.

BACKGROUND:

At the August 18, 2010 regular City Council an ad-hoc committee was formed to begin preparing an RFP for legal counsel services.

At the September 30 special meeting Council received criteria from the ad-hoc committee for selection of resident members to the committee. The criteria was approved and published with a deadline date of November 1. The Town received six applications. The approved criteria are attached to this report. The six applicants are:

Scott Barnum
Vivian Kral
Christopher Cobey
Elizabeth Hammack
Peter Carpenter
Lynne S. Coonan

Council approved the final RFP for legal counsel services at the November 17, 2010 regular Council meeting. A deadline date of January 18, 2011 for submittal of proposals was set.

The Town received a total of 10 proposals for City Attorney. The applicants include:

Cota Cole LLP in Roseville
Best Best & Krieger LLP in Walnut Creek
William B. Connors in Pebble Beach
Randolph S Hom in Castro Valley
Michael H Rouse in Pleasanton
Burke William & Sorenson in Menlo Park
McCracken Byer & Richardson in Burlingame
ATCHISON, BARISONE, CONDOTTI & KOVACEVICH in Santa Cruz
David J. Larsen in San Ramon
ADCL in Belmont

Under item 2 on this Agenda, Council will need to determine and official process for opening the proposals and how they will work with the Committee during the process. A charter for the Legal Counsel Selection Committee should be established.

Attachments: Interview Schedule
Legal Counsel Applicant Criteria



Town of Atherton
Office of the City Clerk

91 Ashfield Road
Atherton, California 94027
Phone: (650) 752-0500
Fax: (650) 614-1212

DATE: January 20, 2011
TO: Mayor and Council Members
City Manager
FROM: Theresa DellaSanta, Deputy City Clerk
SUBJECT: Application Review and Interview Schedule

Legal Counsel Selection Committee:

9:10 p.m. Scott Barnum
9:20 a.m. Lynne Coonan
9:30 a.m. Vivian Kral
9:40 a.m. Peter Carpenter
9:50 a.m. Christopher Cobey
10:00 a.m. Elizabeth Hammack

Criteria and Process for Selecting Community Volunteers for City Attorney Selection

The City Council of the Town of Atherton has directed the formation of an Ad Hoc Legal Counsel Selection Committee to be formed for the purpose of developing a Request for Proposals, reviewing the proposals and submitting them along with recommendations to the entire City Council for selection of a City Attorney for the Town.

Council Members Carlson and Lewis are the Council representatives who will solicit applications from the Town of Atherton Community for volunteers to serve on the Committee. Three residents will be selected by the entire Council at the October 20, 2010.

Applicants will be chosen based on the following criteria:

1. Atherton resident and homeowner.
2. Experience in public sector law, as counsel or as a public sector manager receiving legal services.
3. Experience in recruitment, selection and hiring (or making hiring recommendations) of counsel for public entities.
4. Independent of any close association with Atherton interests which could pose a conflict.
5. Awareness of Atherton's financial situation and its exposure to lawsuits.
6. Ability to work as a team member, focus on solutions and compromise.
7. Member of the California Bar and experience practicing law in California is highly desirable.

Please submit application no later than September 28, 2010. Final selection of 3 Committee Members will be at the regularly scheduled City Council meeting on October.

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Town of Atherton

CITY COUNCIL STAFF REPORT

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: JOHN H. DANIELSON, INTERIM CITY MANAGER

DATE: FOR THE SPECIAL MEETING OF JANUARY 25, 2010

**SUBJECT: ESTABLISH A CHARTER FOR THE LEGAL COUNSEL
SELECTION COMMITTEE AND DEVELOP A PROCESS FOR
SELECTING A CITY ATTORNEY**

RECOMMENDATION:

Establish a Charter for the Legal Counsel Selection Committee and Develop a Process for selecting a City Attorney.

ANALYSIS:

The following factors need to be considered in establishing a charter for the Legal Counsel Selection Committee and developing a process for selecting a City Attorney.

1. Define, by consensus, how to treat opening and handling City Attorney proposals received.
2. Define the role of the Committee, including their duties and responsibilities for working with and reporting to City Council.
3. For purposes of the selection process, define any additional criteria or unique characteristics (not already in the RFP) that should be considered in the selection of a new City Attorney.
4. Define the specific process for interviewing the law firms who submitted proposals.
 - a. Length of interview time (i.e. 1 hour per firm), including opening presentation, if any, by law firm
 - b. Define whether interviews will be held all in one day (10 firms) or split up into two days (5 firms each).
 - c. Establish a timeline for selection of a new City Attorney