

CITY OF LOS ALAMITOS

3191 Katella Avenue
Los Alamitos, CA 90720

AGENDA CITY COUNCIL SPECIAL MEETING

Monday, February 4, 2013 – 6:00 P.M.

I, Warren Kusumoto, as Mayor of the City of Los Alamitos, do hereby call a special meeting of the City Council of the City of Los Alamitos, to be held at the time and place listed above to discuss the matters listed below.



Warren Kusumoto, Mayor of the City of Los Alamitos

NOTICE TO THE PUBLIC

This Agenda contains a brief general description of each item to be considered. Except as provided by law, action or discussion shall not be taken on any item not appearing on the agenda. Supporting documents, including staff reports, are available for review at City Hall in the City Clerk's Office or on the City's website at www.cityoflosalamitos.org once the agenda has been publicly posted.

Any written materials relating to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office, 3191 Katella Ave., Los Alamitos CA 90720, during normal business hours. In addition, such writings or documents will be made available for public review at the respective public meeting.

It is the intention of the City of Los Alamitos to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee, or a participant at this meeting, you will need special assistance beyond what is normally provided, please contact the City Clerk's Office at (562) 431-3538, extension 220, 48 hours prior to the meeting so that reasonable arrangements may be made. Assisted listening devices may be obtained from the City Clerk at the meeting for individuals with hearing impairments.

Persons wishing to address the City Council on any item on the City Council Agenda should complete a blue "Request to Speak" card and will be called upon at the time the agenda item is called or during the City Council's consideration of the item and may address the City Council for up to three minutes.

1. CALL TO ORDER
2. ROLL CALL
Council Member Edgar
Council Member Grose
Council Member Murphy
Mayor Pro Tem Graham-Mejia
Mayor Kusumoto

3. **SPECIAL ORDERS OF THE DAY**

A. Approval of Agreement with Steven N. Skolnik for Interim City Attorney Services (City Manager)

Mayor Warren Kusumoto is recommending Steven N. Skolnik to serve as Interim City Attorney. Approval of the attached agreement would formalize the appointment of Mr. Skolnik as the Interim City Attorney effective February 5, 2013.

Recommendation: Authorize the Mayor to execute the attached agreement with Steven N. Skolnik for the provision of Interim City Attorney services.

B. City Attorney Services – Development of Evaluation Plan for Scoring and Weighting of Proposals (City Manager)

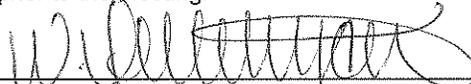
This workshop will allow the City Council to develop an Evaluation Plan to score proposals received for City Attorney Services.

Recommendation: Approve the Evaluation Plan for scoring and weighting of City Attorney Services Proposals.

4. **ADJOURNMENT**

The next meeting of the City Council is scheduled for **TUESDAY, February 19, 2013, at 6:00 p.m.**, in the City Council Chamber.

I hereby certify under penalty of perjury under the laws of the State of California, that the foregoing Agenda was posted at the following locations: Los Alamitos City Hall, 3191 Katella Ave.; Los Alamitos Community Center, 10911 Oak Street; and, Los Alamitos Museum, 11062 Los Alamitos Blvd.; not less than 24 hours prior to the meeting.


Windmera Quintanar, CMC
City Clerk

1/30/13
Date

City of Los Alamitos

Agenda Report

February 4, 2013

Special Order of the Day

Item No: 3A

To: Warren Kusumoto & Members of the City Council

From: Angie Avery, City Manager

Subject: Approval of Agreement with Steven N. Skolnik for Interim City Attorney Services

Summary: Mayor Warren Kusumoto is recommending Steven N. Skolnik to serve as Interim City Attorney. Approval of the attached agreement would formalize the appointment of Mr. Skolnik as the Interim City Attorney effective February 5, 2013.

Recommendation: Authorize the Mayor to execute the attached agreement with Steven N. Skolnik for the provision of Interim City Attorney services.

Background and Discussion

The City of Los Alamitos released a Request for Proposal for City Attorney Services on January 23, 2013, and responses are due on February 19, 2013. Evaluation of the proposals and interviews will take between two and one-half to three months. It is anticipated that the selection of a new City Attorney will be made in May 2013. While the search for a permanent City Attorney is underway, it is necessary to hire an Interim City Attorney.

Mayor Kusumoto interviewed several candidates and is recommending the hiring, on a contractual basis, of Mr. Steven N. Skolnik. The attached agreement provides for the delivery of Interim City Attorney Services, as specified on "Attachment 1" at the rate of \$225.00 per hour. The rate includes general retainer services work and covers the majority of services provided by the firm, including attendance at City Council, Planning Commission and West County Communications JPA meetings.

The agreement may be terminated by either party by giving written notice of termination to the other party.

Fiscal Impact

The rate specified in the agreement does not differ significantly from current legal fees paid by the City. Staff anticipates no fiscal impact.

Submitted By:



Angie Avery, City Manager

Attachment: 1) *Agreement with Steven N. Skolnik for Legal Services*

INTERIM CITY ATTORNEY AGREEMENT

This Agreement is made and entered into as of February 4, 2013, by and between the City of Los Alamitos, a municipal corporation ("City"), and Steven N. Skolnik ("Skolnik").

The parties agree as follows:

1. City hereby engages Skolnik to serve as City's Interim City Attorney. It is anticipated that Skolnik will serve in that capacity for approximately three months, during which period City shall take steps to select a permanent City Attorney; however, Skolnik shall serve in that capacity from the effective date of this Agreement until such engagement is terminated. Either party may terminate this Agreement at any time by giving written notice of termination to the other party.

2. Skolnik shall provide services pursuant to this Agreement as an independent contractor, as distinguished from an employee of City.

3. Skolnik shall attend all meetings of the City Council, the Planning Commission and the West County Communications JPA, and shall meet with City staff members on an as-needed basis at times of mutual convenience. In addition, he shall perform other tasks within the customary scope of City Attorney work, as may be requested from time-to-time by the City Council and/or the City Manager.

4. Skolnik shall be paid for his time at a rate of \$225.00 per hour. In the event that Skolnik incurs any out-of-pocket costs in rendering services to City, he shall be reimbursed at cost. Skolnik shall submit an itemized monthly invoice to City at the end of each calendar month. City shall place payment on the warrant register for the City Council meeting to be held during the following month.

5. This Agreement constitutes the full agreement between the parties with respect to the subject matter hereof.

In consideration of the mutual promises set forth above, and intending to be legally bound, the parties have executed this Agreement, below, as of February 4, 2013.

City of Los Alamitos

Mayor

Attest:

City Clerk

Steven N. Skolnik

City of Los Alamitos

Agenda Report Special Order of the Day

February 4, 2013
Item No: 3B

To: Mayor Warren Kusumoto & Members of the City Council

Via: Angie Avery, City Manager

From: Steven A. Mendoza, Director of Community Development

Subject: City Attorney Services – Development of Evaluation Plan for Scoring and Weighting of Proposals

Summary: This workshop will allow the City Council to develop an Evaluation Plan to score proposals received for City Attorney Services.

Recommendation: Approve the Evaluation Plan for scoring and weighting of City Attorney Services Proposals.

Background

The City Council approved the release of a Request for Proposal (RFP) for City Attorney Services during their January 22, 2013 meeting. Immediately thereafter staff placed the RFP on the City's website and distributed to firms representing smaller Los Angeles County and Orange County cities.

Proposals are due Tuesday, February 19, 2013. Tonight is an opportunity for Council to establish an Evaluation Plan which will first score each proposal, and then secondly, establish a weight to the scoring.

Discussion

While we await the receipt of proposals, there exists an opportunity for the Council to develop a uniform Evaluation Plan, including Rating Forms and Scoring Sheets, to be used by each Council Member in the evaluation of the proposals.

A standardized Evaluation Plan is necessary to properly evaluate proposals, many of which will have their own look and format and therefore may be difficult to compare. This task can be simplified if each Council Member uses the same Evaluation Plan including Rating Forms and Scoring Sheets to rate the proposals.

In a typical rating system, the items identified as the most important to the success of the assignment are given the most points. For City Attorney Services, the criteria have been established within the released Request for Proposal (RFP), but the importance of each criterion remains to be determined. The criteria from the RFP are listed in the table below.

Criteria
1. Experience of the firm, particularly of staff assigned to supervise and administer this contract.
2. Education and experience of personnel assigned to CITY.
3. Demonstrated knowledge of public agencies, particularly municipalities.
4. Understanding of the needs and requirements of CITY.
5. Number and type of declared conflicts.
6. Location of firm and availability of personnel assigned to CITY.
7. Quality of references.
8. Proposed costs.
9. Content, quality, completeness and form of submitted proposal.
10. Interviews.

Assigning weighting factors to each criterion should be based on the importance of each. These weighting factors are used to define the level of importance of individual criterion. For example, if cost is a key criterion in evaluating proposals, efforts should be made to assign a high weighting factor relative to cost. Assigning meaning to weighting factors can be subjective. For this reason, it will be important to keep the number of weighting factors within a small range.

During this workshop, staff will walk the City Council through the task of determining the importance of each criterion by assigning weight factors. To simplify this complex assignment, a scoring mechanism will be displayed on the screen for all to see. The Council will have an opportunity to move the weighted scores to the category most important to the City Council. Once completed, Staff will formalize the document for each Council Member to use during their private review of the proposals. The proposals are due on February 19, 2013. The Evaluation Plan spreadsheets will be delivered to the City Council with the Proposals.

Fiscal Impact

There are no costs to the City in developing this scoring mechanism

Submitted By:



Steven A. Mendoza
Community Development Director

Approved By:



Angie Avery
City Manager