

**MINUTES OF THE CITY COUNCIL
OF THE CITY OF LOS ALAMITOS**

SPECIAL MEETING – February 4, 2013

1. CALL TO ORDER

The City Council met in Special Session at 6:02 p.m., Monday, February 4, 2013, in the Council Chamber, 3191 Katella Avenue, Mayor Kusumoto presiding.

2. ROLL CALL

Present: Council Members: Edgar, Grose, Murphy, Mayor Pro Tem Graham-Mejia, Mayor Kusumoto

Absent: Council Members: None

Present: Staff: Angie Avery, City Manager
Corey Lakin, Recreation Director
Todd Mattern, Police Chief
Steven Mendoza, Community Development Dir
Windmera Quintanar, CMC, City Clerk

3. SPECIAL ORDERS OF THE DAY

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

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

City Manager Avery summarized the Staff report referring to the information contained therein and answered questions from the City Council.

City Council and Staff discussed the following topics:

- Concern regarding the selection process
- Preference to have all Council Members involved in the interview process
- Current candidate is not interested in permanent position
- Transparency was provided through the whole process and resumes and answers had been given to Council
- Concern that Council questions had not been brought up before the meeting
- Support for moving forward with the current candidate
- Ad Hoc Committee was not able to agree on the action to take and had informed Council it had completed its task

- Concern regarding a Brown Act Violation
- Clarification there was no inappropriate discussions of the process
- Concern that all Council Members were not offered the opportunity to interview all the candidates
- Support for additional meetings to involve all Council Members in the process
- Support for all Council Members being involved in the selection process for the permanent City Attorney
- Prior City Attorney was Interim and then appointed with no process
- Mr. Skolnik came highly recommended

Motion/Second: Graham-Mejia/Murphy

Carried 4/1 (Edgar cast the dissenting vote): The City Council authorized the Mayor to execute the agreement with Steven N. Skolnik for the provision of Interim City Attorney services.

Mayor Kusumoto indicated he was not well and recused himself. He turned the meeting over to Mayor Pro Tem Graham-Mejia and left the Council Chamber.

Council welcomed Mr. Skolnik. Mr. Skolnik gave a brief background on himself.

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

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

Community Development Director Mendoza summarized the Staff report, referring to the information contained therein, and answered questions from the City Council.

Community Development Director Mendoza passed out draft evaluation forms for Council's review.

City Council and Staff discussed the following topics:

- Criteria as listed on the draft form was in no particular order and was up to Council's discretion to move around
- Mayor Pro Tem Graham-Mejia stated cost and quality of proposal were most important to her
- Good quality proposal should be a given
- Weighting versus ranking 1 through 10 for a 100% total
- Current rating model was successfully used by the General Plan Sub Committee
- Support for establishing a recruitment process that can be reused
- Interviews can be misleading and should be scored separately
- Desire for a strong, non-political City Attorney

- Staff should weigh in on the process since they routinely interact with the City Attorney
- Comparing cost will be challenging as there are many differentials
- Importance of the firm's rate and ability to self govern

Mayor Pro Tem Graham-Mejia opened the item for public comment.

Dave Emerson, resident, spoke in favor of the workshop.

Mayor Pro Tem Graham-Mejia closed the item for public comment.

City Council and Staff discussed the following topics:

- Difficulty in comparing cost
- Cost difference between structures based on rate or how services are rendered
- Difficulty in gauging the time necessary to do a job properly and the cost associated
- Desire for transparency through the process
- Reporting authority for the City Attorney
- Understanding how a firm provides a service will be a good indicator of associated cost
- Previous work history is as important as cost
- Scoring should be used as a guide in making a decision and should not be considered the final decision

City Council provided their ranking of each criteria for the record and Community Development Director Mendoza projected the results on the screen (Attachment 1).

Mayor Pro Tem Graham-Mejia requested reference be taken from the Council as a whole and not by individual Council Members.

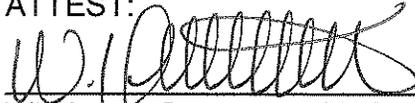
Motion/Second: Edgar/Murphy

Unanimously Carried: The City Council approved the Evaluation Plan for scoring and weighting of City Attorney Services Proposals.

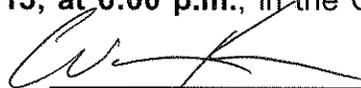
4. **ADJOURNMENT**

The City Council adjourned at 7:18 p.m. The next meeting of the City Council is scheduled for **TUESDAY, February 19, 2013, at 6:00 p.m.**, in the City Council Chamber.

ATTEST:



 Windmera Quintanar, CMC, City Clerk



 Warren Kusumoto, Mayor

CITY OF LOS ANGELES approved by council City Attorney Services Proposal Evaluation Form Note: Scoring is 0, 5, 6, 7, 8, 9, 10		Weighting	Firm 1				Comments	
			WK	CGM	TE	DG		RM
1	Experience of firm, particularly staff assigned to supervise & administer contract	1.3	0	1	1.2	1.3	1.3	
2	Understanding of the needs and requirements of the City	1.3	0	1.3	1.2	1.2	1	
3	Proposed costs (Refer to Cost Analysis Sheet 1)	1.2	0	1	1.3	1.3	1.3	
4	Number and type of declared conflicts (High Score = Few Conflicts)	1.2	0	1.2	1.3	1.2	1	
5	Demonstrated knowledge of public agencies, particularly municipalities	1.2	0	1.2	1.2	1.2	1.2	
6	Content, quality, completeness and form of submitted proposal (Refer to Proposal Analysis Checklist - Sheet 2)	1	0	1.3	1	1	1	
7	Education and experience of personnel assigned to City	1	0	1	1	1	1	
8	Location of firm and availability of personnel assigned to City	1	0	1.2	1	1	1	

City Attorney Services Proposal Evaluation Form Criteria for Finalists (Scoring is 0, 5, 6, 7, 8, 9, 10)		Weighting	Firm 1				Comments	
			WK	CGM	TE	DG		RM
9	Interviews (To be scored at later date)	1.3	0	1.3	1.3	1.3	1.3	
10	Quality of references (only to be done on finalists)	1.2	0	1	1.2	1.2	1.2	