

**CITY OF MANHATTAN BEACH  
MINUTES OF THE CITY COUNCIL  
AD HOC CITY ATTORNEY SELECTION SUBCOMMITTEE  
COMMUNITY MEETING  
MAY 31, 2011**

The Ad Hoc City Attorney Selection Subcommittee Community Meeting of the City Council of the City of Manhattan Beach, California, was held on the 31<sup>st</sup> day of May, 2011, at the hour of 6:07 p.m., in the Manhattan Beach Library Conference Room, at 1320 Highland Avenue, in said City.

**PLEDGE TO THE FLAG**

Councilmember Amy Howorth led the pledge of allegiance.

**ROLL CALL**

Present: Howorth and Lesser  
Absent: None  
Staff: David Carmany, City Manager  
Clay Curtin, Management Analyst  
Ariana Kennedy, Management Analyst

**GENERAL BUSINESS**

05/31/11-1. **Public Comment Regarding the Draft Request For Proposal (RFP) and City Attorney Selection Process**

**Ed Caprielian, No Address Provided**, asked if the Subcommittee has made a decision about recommending a contract or in-house City Attorney; suggested that results-oriented performance appraisal forms be added to the Request for Proposal (RFP); passed out his suggestions: 14 areas of effectiveness (“City Attorney Effectiveness Areas”) to be added to the RFP; suggested that the “Scope of Work” and “List of Priorities” in the RFP could be improved; spoke about dual client representation and how the effectiveness areas could be used to evaluate future City Attorneys; and how the City Attorney that the City Council seeks to hire might not be a contract City Attorney.

**Gerry O’Connor, No Address Provided**, participated throughout the meeting. He commended the Subcommittee for their openness; expressed his hope that the openness would continue; suggested a standing agenda item be left on the City Council agenda to allow for regular updates; asked if a decision had been made to hire (or not hire) a recruitment firm; asked the Subcommittee to make job performance reviews an annual priority; asked if the City Attorney works for the City or just City Council; stated that he would like the relationship between the City Attorney and public to change and expressed that one of his main concerns is the City Attorney relationship with the public; suggested an adequate job description be included in the RFP; asked if the RFP is leaving room for individuals to apply; and suggested giving the City Attorney direction regarding meetings and excused absences.

**Viet Ngo, No Address Provided**, spoke of Subcommittee members having an equal voice and equal authority as other City Councilmembers; recommended that the Municipal Code be amended if a contract City Attorney is hired; provided comments regarding formatting of the RFP; and suggested the Subcommittee incorporate Ed Caprielian’s suggestions.

**Christi Hogin, No Address Provided**, assured the Subcommittee that they may create any kind of RFP they like; recommended a few wording changes; and suggested the following specific language “adhering to the rule of law in representation of the City and being responsive to the residents” be added as well.

**Bill Victor, No Address Provided**, expressed his gratitude regarding the openness of the Subcommittee meeting.

05/31/11-2. Subcommittee Questions and Discussion of Draft Request for Proposal (RFP) and City Attorney Selection Process.

Councilmembers Howorth and Lesser led a discussion about the draft Request for Proposal and the City Attorney Selection Process. After a lengthy discussion, the Subcommittee agreed to move forward with revisions to the Request for Proposal and directed staff to add this subject matter to the June 7, 2011 City Council agenda.

**ADJOURNMENT**

At 8:57 p.m. the meeting was duly adjourned.

---

Ariana Kennedy  
Recording Secretary

---

David Lesser  
Councilmember

ATTEST:

---

Liza Tamura  
City Clerk