



AGENDA
Town of Atherton
CITY COUNCIL/ATHERTON CHANNEL DRAINAGE
DISTRICT
September 8, 2010
10:00 A.M.
Town Council Chambers
94 Ashfield Road
Atherton, California
Special Meeting

10:00 A.M. ROLL CALL Lewis, Dobbie, Marsala, McKeithen, Carlson

10:02 A.M. PUBLIC COMMENTS

10:15 A.M. REGULAR

- 1. REVIEW AND DISCUSS CITY ATTORNEY REQUEST FOR PROPOSAL PROCESS; DISCUSS COMPOSITION, TERMS AND DUTIES OF THE AD-HOC COMMITTEE AND REVIEW WORK IN PROGRESS BY AD-HOC LEGAL SERVICES COMMITTEE**

Report: City Manager Jerry Gruber

Recommendation: To Be Determined.

11:30 A.M. 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)

Potential Publication and Timeline from Ad-Hoc Legal Services Committee

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.

Councilmembers Dobbie 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 would 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 in 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

Potential timeline for selection process:

Thurs Sept 9 submit ad for volunteers to Almanac

Tues Sept 14 ad runs

Tues Sept 21 ad runs

Application deadline of October 6

Bring to Council recommendations and all applications for Oct 20 council meeting

Any comments / changes welcome.



Request for Proposals Release Date: October 27, 2008
Deadline for Proposals: Noon (12:00 p.m.), December 1, 2008

**TOWN OF ATHERTON
REQUEST FOR PROPOSALS
CITY ATTORNEY**

**SECTION I
GENERAL INFORMATION**

Introduction

The City Council of the Town of Atherton invites qualified firms or individuals to submit proposals for City Attorney Services as described in the scope of work set forth in Section II of this request for proposals (RFP).

Background

The Town of Atherton was incorporated in 1923 and is a residential community with a population of 7,475 in January 2008 according to the State of California Department of Finance. Atherton is a General Law City with five City Council members elected at large operating under a council-manager form of government. The City Council selects the Mayor and appoints the City Manager, City Attorney, and members of the Town boards, commissions and committees. The City Attorney reports to the City Council. The City Council meets on the third Wednesday of the month at 7:00 p.m. and the Planning Commission meets on the fourth Wednesday of the month at 6:00 p.m.

Atherton encompasses approximately six square miles and is bounded by the City of Redwood City, unincorporated County of San Mateo, Town of Woodside and City of Menlo Park. Services provided by the Town include administration, police, recreation services, street maintenance, planning and building inspection. Fire protection and paramedic service are provided by the independent Menlo Park Fire Protection District. Ambulance service is provided through a countywide joint power agreement. Sewer service is provided by the West Bay Sanitary District and Fair Oaks Sewer Maintenance District and water service is provided by the California Water Service company. The Town has 53 employees. The FY 2008-2009 General Fund budget for the Town of Atherton is over \$10.5 million. The FY 2008-2009 budget for legal services is \$206,228.

More information can be found on the Town of Atherton's website: www.ci.atherton.ca.us.

Issues of Concern

The Town of Atherton has similar issues of concern as other municipalities. However, the Town has particular concern about the following issues:

- Cost control
- Service delivery effectiveness
- Creating successful revenue measures
- Developing appropriate fee structures
- Records retention
- Code enforcement
- Quality of life

RFP Contact

Questions regarding the RFP should be directed to:

Jan Perkins, Partner
Management Partners, Inc.
(949) 202-8870
jperkins@managementpartners.com

Proposal Due Dates

One original and nine copies of the proposal must be **received** by Management Partners no later than **Noon (12:00 p.m.) on Monday, December 1, 2008**. Proposals are to be sent to:

Management Partners, Inc.
Attention: Town of Atherton City Attorney RFP
2107 North First Street, Suite 470
San Jose, CA 95131

Proposals should be marked “**Town of Atherton City Attorney RFP**”. Facsimile proposals will not be accepted. Additionally, please **email an electronic copy** of your proposal to Helen Nichols, hnichols@managementpartners.com by Noon (12:00 p.m.) on Monday, December 1, 2008. Proposals received after Noon (12:00 p.m.) on December 1, 2008 will be disqualified.

Incurred Costs

The Town of Atherton is not liable for any costs incurred by a proposer in the preparation and/or presentation of the proposal.

Equal Opportunity

The Town of Atherton requires all proposers to comply with equal opportunity policies. The Town of Atherton’s programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, handicap, or political affiliation.

Independent Contractor

The City Attorney will be an independent contractor. All persons employed by a firm in accordance with a contract resulting from this RFP will be employees of the firm and not the Town of Atherton.



SECTION II
LEGAL SERVICE REQUIREMENTS
SCOPE OF WORK

Services To Be Provided

The City Attorney is appointed by and reports to the City Council. The City Attorney is the chief legal counsel for the Town of Atherton and, as such, is responsible for advising on all legal matters.

The following are the primary responsibilities for the legal services the Town will require in a City Attorney:

- Advise the Council, Town Boards and Commissions, and all Town officials on municipal government legal matters including the Brown Act and parliamentary procedures for running meetings.
- Attend all City Council and Planning Commission meetings unless excused by the Mayor or Council. Attend other meetings as assigned by the City Manager or Mayor.
- Coordinate and manage the services and costs of all outside legal counsel.
- Provide legal advice to staff, upon request of the City Manager.
- Prepare and/or review all ordinances, resolutions, municipal contracts, joint powers agreements, and other agreements and contracts entered into by the Town.
- Research and submit legal opinions on municipal or other legal matters as requested by the City Council or City Manager.
- Provide written updates on new State or Federal legislation or judicial decisions impacting the Town and suggested action or changes in operations or procedures to assure compliance.
- Provide guidance on personnel matters, including employee disciplinary and grievance matters.
- Perform legal work pertaining to land use issues including but not limited to property acquisitions, property disposals, public improvements, easements, dedications and right-of-way vacations.
- Enforce Town codes, zoning regulations, and building standards through administrative and judicial actions.
- Assist in the preparation of Environmental Impact Reports.
- Attend staff meetings at the request of the City Manager (currently held weekly on Tuesdays).
- Hold office hours at Town Hall once a week for at least four (4) hours on a day to be set by the City Manager.
- Communicate with the press, when authorized to do so by the City Manager or Mayor regarding Town legal matters.
- Promptly return all calls and e-mails from the City Council and staff.



SECTION III **PROPOSAL FORM AND CONTENT**

Proposal Submittal

All pages of the proposal must be numbered consecutively. The proposal shall not exceed fifteen (15) pages in length. Resumes and licenses shall not count against this page limit. The proposal must be organized in accordance with the list of proposal contents.

Proposal Form and Content

Proposers must include the following items in their proposals addressing the scope of work in Section II. All items must fall within the maximum page count. Proposals and cost schedule shall be valid and binding for ninety (90) days following the proposal due date and will become part of the contract that is negotiated with the Town.

A. Letter of Transmittal

Include a cover letter signed by a duly authorized representative of the firm. The cover letter must include name, address, telephone number and e-mail address of the proposer submitting the proposal. In addition, the name, title, address, telephone number, fax number and e-mail address of the person or persons to contact whom are authorized to represent the proposer and to whom correspondence should be directed should also be included. Additionally, the cover letter must include the following table containing the requested information:

Name of proposed City Attorney	
Office address for proposed City Attorney	
Monthly retainer	
Services included in monthly retainer (Include estimated weekly office hours on-site in Atherton)	
Hourly rates for services not included in retainer	
Areas of expertise within your firm	
References (name, municipality, phone, email)	1.
	2.
	3.

B. Table of Contents

Include a clear identification of the submitted material by section and by page number.

C. Executive Summary

Introduce the proposal and summarize the key provisions of the proposal. Provide a statement describing why the proposer is qualified to perform this work, the name of the individual who would serve as City Attorney, and the proposed fees.



D. Statement of Understanding

Include a detailed statement of understanding of the City Attorney services to be provided. If there are services listed in this RFP that the proposer will not be able to provide, describe those services in this section.

E. Approach to Legal Services

Provide a response to each of the following items:

1. Describe your view of the role of the City Attorney.
2. Describe how you will keep the Town informed about the status of litigation and other legal matters.
3. Provide an example of a written communication (not to exceed 5 pages) to the governing body about a legal issue, in which options are explained and a recommendation is given.
4. Describe how you track and manage legal costs so that Town legal costs are held to a minimum. Please provide an example.
5. Describe how you would proactively advise the City Council about legal developments or issues of concern, without being asked.
6. Describe how as the City Attorney you would work with the City Manager and staff.
7. Describe how as the City Attorney you would work with the Mayor and City Council, and participate in City Council, Planning Commission, and other meetings. Would you describe your style of participation in such meetings as proactive or reactive?
8. How much over the retainer would you expect the Town of Atherton to spend engaging the services of your firm for litigation, special expertise, or other services?
9. How do you evaluate the costs/benefits of litigating or settling cases?
10. How would you evaluate whether to use an attorney within your law firm or an attorney from another firm to handle a case, provide expert advice, or provide other needed services? How will fees enter into your judgment of who to use in your role as City Attorney representing the interests of the Town of Atherton?
11. Describe the firm's practices regarding professional development, training, and keeping current in the law and legal matters affecting their clients.

F. Background and Capacity

1. Describe your firm's background and history; include number of years in business.
2. Describe your firm's municipal legal services training, experience.
3. Location of office(s) that would serve the Town of Atherton.
4. Types of communications devices that would be used by the firm in communicating with the Town of Atherton (e.g., email, telephone, cell phones, voice mail, conference call numbers, websites, etc.)
5. Staff services available (clerical support, paralegals, other non-attorney staff).

G. Proposed Attorney(s)

Name the person whom you propose to designate as City Attorney, as Assistant City Attorney(s). Provide the following for each:

1. Certificates or licenses, including the date of admission to the State Bar of California;
2. Description of education (including name of educational institutions, degrees conferred, and year of each degree);
3. Professional background and professional associations;
4. Experience with and knowledge of the law relating to general law cities related to land use and planning, environmental law including the California Environmental Quality Act



(CEQA), redevelopment law, general plans, code enforcements and other related areas of law, administrative law; labor relations/personnel law, and other areas of municipal law;

5. Expertise and training.

H. Expertise of Other Attorneys to Assist the Town of Atherton

1. Indicate the expertise your firm is able to provide the Town of Atherton (e.g., redevelopment, labor, etc.).
2. Provide names and qualifications of attorneys in your firm which would be able to provide such legal services.
3. If you are an individual proposing to provide City Attorney services, please indicate the attorneys you would expect to use on behalf of the Town of Atherton for specific areas of expertise.

I. References

Provide contact information for three municipal clients for which services have been provided in the last three years, so reference checks can be conducted. Please include the contact person's name, municipality, phone, and email address.

J. Clients/Potential Conflicts of Interest

1. List all public clients for whom your firm currently provides services under a fee for services basis or on a retainer basis. Indicate the services provided (e.g., City Attorney services, special legal expertise in specific disciplines, etc.). Identify any foreseeable or potential conflicts of interest that could result from such representation and the manner in which you would propose to resolve such conflicts.
2. For the person to be designated as City Attorney, list all public clients that person presently represents as city attorney or general counsel, along with the meeting dates and times for each governing body.
3. List all private clients that could potentially pose a conflict of interest with your representing the Town of Atherton.
4. Identify all situations in the last five years in which you have been adverse to public entities, either in litigation or administrative matters.

K. Fee Schedule

The selected City Attorney will be required to provide services under a monthly retainer fee format for regular City Council meetings, special City Council meetings, weekly staff meetings, office hours on site at the Town of Atherton, communications with the Town of Atherton and legal work provided under the retainer. Routine travel expenses would be the responsibility of the law firm.

1. Please describe what is included in the retainer (including typical number of office hours on site each week).
2. Please provide an hourly rate for all of the individuals who may be working with the Town of Atherton from the firm. In addition, please provide a rate for special legal services.

Please provide the retainer fee and rates in a **table** format.

L. Additional Information

Any other information that the proposer feels applicable to the evaluation of the proposal or of their qualification for accomplishing the legal services should be included in this section. You may use this section to address those aspects of your services that distinguish your firm from other firms.





SECTION IV **EVALUATION/SELECTION PROCESS**

Evaluation Criteria

The following information will be taken into consideration during the evaluation process:

1. Qualifications identified in the proposal.
2. Cost of providing services.
3. Complete and clear responses to items requested in the Proposal Form and Content Section.
4. Familiarity with laws and regulations governing California municipal governments and operating procedures relative to the conduct of Town business.
5. Demonstrated expertise in the following areas as it relates to municipalities:
 - a. Land use and zoning law
 - b. Building Code compliance law
 - c. Public construction law
 - d. Real estate law
 - e. Environmental law
 - f. Administrative law
 - g. Labor relations/personnel law
 - h. Laws pertaining to fees/taxes, including Proposition 218
 - i. Other relevant areas pertaining to municipal law
6. Adequate local availability, support staff, and range of services offered.
7. Demonstration of workload capacity and level of experience commensurate with the level of service required by the Town.
8. Professional reputation for providing high-quality services, ability to work cooperatively with City Council, City Manager, department directors and media.
9. Demonstrated sound judgment, integrity, and reliability as determined by references provided.
10. Results of interview(s) with the City Council.

Clarifications

The Town of Atherton reserves the right to seek clarification of each proposal submitted. The Town also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection.

Interviews

The Town of Atherton may invite one or more proposers to be interviewed by the City Council on January 13, 2009 (time to be determined).

Method of Selection

The City Council will review the submitted proposals. After review, the Council and its advisors will interview the finalists. The City Council will choose a finalist with whom to negotiate a contract and will make the final determination.

Agreement

A contract between the Town of Atherton and the selected individual or firm will define the extent of services to be rendered, method and amount of compensation. The contract will be executed upon City Council approval.





Incorporated Jan. 20, 1948

**CITY OF ORANGE COVE
REQUEST FOR PROPOSALS
CITY ATTORNEY**

The City of Orange Cove is seeking proposals from qualified legal firms to provide services as the City Attorney on a contractual basis. An individual from the firm will be designated at the City Attorney, with other attorneys to be available as appropriate. This request for proposal includes background information, objective, scope of work, general provisions regarding services, submission requirements, and selection criteria. The City Attorney is selected by the City Council and works closely with the City Manager and other City staff.

Submittal Guidelines

Law firms or individuals interested in submitting proposals for City Attorney shall submit six complete copies of the proposal, with a proposed contractual agreement, in a sealed envelope bearing the caption "City of Orange Cove – City Attorney Proposal." The envelope shall be address to:

Alan J. Bengyel, City Manager
City of Orange Cove
633 Sixth Street
Orange Cove, CA 93646

Proposals may be submitted in person at the City Manager's office or by mail, but must be received in the City Manager's office by 4:00 p.m. on Friday, March 26, 2010. Late proposals will not be considered. All proposals will be deemed confidential and will be retained by the City of Orange Cove.

The City Council reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all

proposals, and to waive any irregularities if such would serve the best interests of the City as determined by the City Council.

All inquiries regarding the Request for Proposals and current legal services of the City should be directed to Alan J. Bengyel, City Manager, at the above address or by telephone at 559-626-4488 Ext #215, or email at ctvmgr@cityoforange Cove.com.

Background

Orange Cove is a general law city located in Fresno County, approximately 39 miles southeast of Fresno County. The City encompasses approximately 4 square miles and has a population of approximately 11,000.

Orange Cove was incorporated in 1948. The City operates under the council-manager form of government and is a general law municipality. The City Council consists of five members, each elected at large for four year overlapping terms. The position of Mayor is currently a direct elected position. However, the June 2010 ballot measure could change that. The City has a variety of commissions and committees. The City Manager, who is appointed by the City Council, is responsible for the day-to-day operation of the City. The City attorney is also appointed by the City Council.

Orange Cove provides basic governmental services including police, public works, parks and recreation, planning, building inspection, economic development, wastewater collection and treatment, water distribution, finance and internal management support functions. The City has a volunteer fire department and is served by the Orange Cove Fire Protection District. The City has a current General Fund budget of 3 million and 32 full-time employees.

Current issues relative to the City Attorney include a recently re-establishment of Police Department, and recent elimination of Contractual Public Safety County Contract. Active litigations currently relate to zoning and construction issues and former employee issues.

The City belongs to risk management pool (San Joaquin Risk Management Authority Services) comprised of numerous cities in the region. Attorneys qualified by the pool handle lawsuits and claims involving potential city liability through the risk management pool.

Requested Information

The proposal **must** provide specific and succinct answers to **all** questions and requests for information. Indirect, imprecise, or incomplete responses can serve only to the disadvantage of the applicant. Submission of individual resumes is optional but encouraged, although alone will not be considered responsive to any specific questions.

1. Please describe the nature of your practice or your law firm's practice and your qualifications for providing city attorney series for the City. Please provide a professional chronology of the individual who will be designated to serve as city attorney as well as others who you anticipate will be involved in providing legal services to the City.
2. Please provide the overall capabilities, qualifications, training and areas of expertise for each of the principals, partners and associates of the law firm, including the length of employment for each person and his/her area of specialization.
3. For the person whom you propose to designate as city attorney, and for each person you propose to designate as a deputy or back-up, please provide the following:
 - ❖ Legal training and years of practice (including date of admission to the California Bar). Years of municipal or other local public sector law practice as a full-time local government attorney and/or in a private law office specializing in local government.
 - ❖ Knowledge of, and experience with, California Municipal Law or other public sector experience.
 - ❖ Types of clientele represented and years representing each.
 - ❖ Litigation experience and demonstration of a good court track record. Cite examples. Knowledge and practice of law relating to land use and planning, environmental law including the California Environmental Quality Act (CEQA), risk management, general plan, real estate, wastewater regulations and other related law.
 - ❖ Experience in the area of contracts and franchises.
 - ❖ Experience in the area of personnel, disability law rights and obligation, workers' compensation, employee relations and negotiations and employee discrimination claims.

- ❖ Experience in the preparation and review of ordinance and resolutions.
 - ❖ Experiences in the area of the Public Records Act, the Brown Act and Conflict of Interest Laws and regulations.
 - ❖ Intended office location and accessibility to the City.
 - ❖ Scholastic honors and professional affiliations.
 - ❖ If the firm/individual, or any of the attorneys employed by the firm, have ever been sued by cities of other clients for malpractice, been the subject of complaints filed with the State Bar, or had discipline imposed by the State Bar, please provide information on the nature of the incident, the dates of which the matter began and was concluded, and the results of the situation.
4. Describe the staffing of your office, including all permanent and temporary employees and their general duties and working schedules. Include any staffing changes you would propose should you be awarded the contract to provide city attorney services for the City.
 5. Describe how you would structure the working relationship between City Attorney and the City Council, City Manager, Department Heads and other members of staff.
 6. Define the standard time frames for response by the City Attorney to direction and/or inquiry from the City Council or City Manager.
 7. Describe the systems or mechanisms that would be established for monthly reporting of the status of projects, requests and litigation.
 8. Describe the computer resources currently utilized within your office. The City presently utilizes Microsoft Word for Windows word-processing software and compatibility with Microsoft Word is necessary. The City also utilized Microsoft Excel, Microsoft Access, and Microsoft Office Outlook. The City will also require the City Attorney's office maintain electronic mail services such that mail and files can be transmitted between City staff and the City Attorney.

Current Clients/Conflict of Interest

1. Please list all current or former clients residing in, having an interest in a business or owning an interest in property within the City of Orange Cove within the past three years.

- 2. Please list all public clients for which you or your firm currently provides services under a fee for services basis or on a retainer basis. Please identify any foreseeable or potential conflicts of interest which could result from such representation and the manner in which you would propose to resolve such conflicts.**
- 3. For the person to be designated as City Attorney, please list all public clients that person presently presents as city attorney or general counsel. Please list the meeting dates and times for the city council or governing body of these clients.**

Compensation and Reimbursement

The present City Attorney provides services under a monthly retainer with additional services provided at an hourly rate.

Please describe how the firm intends to provide legal services, either on a flat-rate monthly retainer (state the amount of the requested retainer), or on a different basis. Basic services, for the purpose of this proposal, shall include those legal services generally understood within the field of municipal law to fall within the category of “general counsel:” work, and shall include, but not necessarily be limited to, the following:

- ❖ Routine legal advice, telephone and personal consultations with the City Council and City staff.**
- ❖ Assistance the preparation and review of ordinances, resolutions, agreements, contracts, forms, notices, certificates, deeds and other documents required by the City.**
- ❖ Attendance at all City Council regular and special meetings (regular meetings are held on the second and fourth Wednesday of each month beginning at 6:30 p.m.**
- ❖ Attendance at other board, commission and committee meetings as required (Planning Commission meets on the 2nd Tuesday of each month and may require attendance from time to time).**
- ❖ Attendance at staff meetings and meetings with City staff as needed.**
- ❖ The rendering of legal advice and opinions concerning legal matters that affect the City.**

- ❖ The handling of City personnel matters, including employee disciplinary and grievance matters.
- ❖ Legal work pertaining to property acquisitions, property disposals, public improvements, easement dedications, right-of-way abandonments.
- ❖ Enforcement of City codes, zoning regulations and building standards through administrative and judicial actions.
- ❖ The monitoring of pending and current state and federal legislation and court decisions as appropriate.
- ❖ The coordination of outside legal counsel as needed as directed by the City Council and City Manager.

Please define what type of work you would consider to be extra or specialized work which would be billed in addition to basic services. Please state the hourly rates for the designated city attorney and associates for such specialized services.

If hourly rate billing is preferred, please state the hourly rates for the designated city attorney and associates for general work and for special services such as litigation, if such services will be billed at a different hourly rate.

Please define the type and unit rates for reimbursement for expenses such as mileage, reproduction of documents, faxed documents and word reprocessing charges.

Professional References

Please provide three professional references for the individual designated as city attorney. Please include for each reference and address and work telephone number.

Evaluation and Selection Process

All proposals must be received at the City Manager's office by 4:00 p.m. on Friday, March 26, 2010. Proposals will be screened and the top candidates will be selected by the City Council and City Manager. The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, the City will carefully weigh:

- a) Depth and breadth of experience and expertise in the practice of law, most specifically in those areas most often encountered in municipal government operations;

- b) Capability to perform legal services promptly and in a manner that permits the City Council and City Manager to meet established deadlines and to operate in an effective and efficient manner;**
- c) Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems;**
- d) Degree to which firm and individual attorneys stay current through continued professional development and active communication with practitioners in the municipal law field;**
- e) Communication skills;**
- f) Costs of services; and**
- g) Other qualifications/criteria ad deemed appropriate by the City Council.**

The City Council will conduct interviews of the top candidates and make the final selection.

The City Council will negotiate the terms and conditions of a contract with the individual or law firm selected. The contract will require that the individual or law firm selected as city attorney maintain general liability, automobile, workers' compensation and errors and omissions insurance. The contract will also contain provisions requiring the selected individual or law firm to indemnify the City and providing that the city attorney is an independent contractor serving at the will of the City Council. Provisions will also be included in the contract allowing the City Council to terminate the agreement, at its sole and entire discretion, upon the provision of notice.

The City Council will formally approve the contract and appoint the next city attorney. Services to the city are anticipated to begin in May or as soon as possible thereafter.

On behalf of the City Council and the staff of the City of Orange Cove, thank you for your consideration and efforts.

**Alan J. Bengyel
City Manager
City of Orange Cove**