

City of Brisbane

Memo

Date: Meeting of August 27, 2012

To: Honorable Mayor and City Council

From: Clayton Holstine, City Manager

RE: City Attorney Recruitment Process

Hal has notified the Council that he will be retiring sometime in October of this year. He has also indicated that he will be available some time after that to help in the transition.

Council may wish to form a Council Subcommittee to make a recommendation to Council on a recruitment and selection process to hire a new city attorney.

The last time a city attorney was hired was in late 1991. Records show that a Request for Proposals was done and that a Council subcommittee was formed to determine how to proceed and to review submittals in order to select the top candidates for further interviews. At that time twenty-four applicants submitted proposals.