



**Minutes**  
**Town of Atherton**  
**CITY COUNCIL/ATHERTON CHANNEL DRAINAGE**  
**DISTRICT**  
**FEBRUARY 28, 2012**  
**2:00 P.M.**  
**Town Council Chambers**  
94 Ashfield Road  
Atherton, California  
**Special Meeting**

**ROLL CALL**      **Widmer, Lewis, Dobbie McKeithen, Carlson**

McKeithen was excused.

**PUBLIC COMMENTS** – None.

**REGULAR**

**APPROVAL OF BUDGET AMENDMENT TO HIRE AN EXECUTIVE FIRM TO RECRUIT A PERMANENT CITY MANAGER**

**Report:** Interim City Manager Theresa DellaSanta

**Recommendation:** Adopt Resolution 12-xx approving budget amendment to hire an executive search firm to recruit a permanent City Manager in the amount not to exceed \$17,000

DellaSanta noted that the recruiter will be hired on a partial basis since staff has already begun advertising and the criteria will already be developed.

**MOTION by Carlson, second by Lewis to adopt resolution approving budget amendment to hire an executive search firm to recruit a permanent City Manager in the amount not to exceed \$17,000. The motion passed unanimously.**

**REVIEW AND DISCUSS WORK IN PROGRESS FOR RECRUITMENT OF PERMANENT CITY MANAGER AND ESTABLISH A TIMELINE FOR COMPLETION; DISCUSS, DEVELOP AND TAKE ACTION ON CRITERIA FOR VETTING RESUMES**

**Report:** Interim City Manager Theresa DellaSanta

**Recommendation:** To Be Determined

City Council agreed that they would prefer to set May 16, 2012 as the date to announce a permanent City Manager.

Council discussed the qualities they would like to see in their next City Manager.

The following is a list of developed criteria:

1. Candidate will have excellent communication skills and be strongly grounded in supporting the council-manager form of government in a general law city.

2. Candidate will be someone who molds with the current department heads; and inspires, motivates and engages staff.
3. Candidate will be financially astute and bring ideas for short and long-term fiscal sustainability.
4. Candidate will be capable of working in a union environment and have experience and/or knowledge of labor laws and negotiations.
5. Candidate will have knowledge and the ability to understand regional, state and local issues.
6. Candidate will desire longevity in his/her position.
7. Preference will be given to local candidate

Council discussed that it would be best for the Town and its residents if they can find a City Manager who wants to stay on board for many years.

### **ADJOURN**

**MOTION by Dobbie, second by Carlson to adjourn the meeting. Mayor Widmer adjourned the meeting at 2:26 p.m.**

Respectfully submitted:

Theresa N. DellaSanta  
Deputy City Clerk