



## AGENDA ITEM 6A

**MEETING:** May 16, 2018  
**TO:** Humboldt LAFCo Commissioners  
**FROM:** Paul Brisso, Legal Counsel  
**SUBJECT:** **LAFCo Executive Officer Staffing Services Contract**  
The Commission will receive a report regarding proposals received in response to the Commission's Request for Proposals (RFP) for its Executive Officer Staffing Services Contract.

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Local Agency Formation Commissions (LAFCos) are individually responsible under the Cortese-Knox-Hertzberg Local Governmental Reorganization Act of 2000 for making their own provisions for personnel and facilities. In making their own provisions, LAFCos may choose to contract with a public or private entity in accordance with Government Code Section 56380. The CKH Act also prescribes personnel requirements for LAFCo under Government Code Section 56384, and marked by appointing an executive officer to conduct and perform the day-to-day business of the agency. This statute also directs LAFCos to appoint additional staff as it deems appropriate in fulfilling its regulatory and planning duties.

### BACKGROUND

Humboldt LAFCo has contracted with Planwest Partners Inc. for executive officer services since 2007, with contract renewal considered every two-years by mutual written agreement. At the March 2016 meeting, the Commission discussed its professional services contracts and approved a recommendation to extend contracts for an additional two-years, through June 30, 2018, with a commitment to carry out a Request for Proposals (RFP) process for the next two-year contract period: July 1, 2018 – June 30, 2020.

Because it was anticipated that Planwest Partners, Inc. would probably submit a proposal for continued executive officer services, legal counsel was tasked with providing staff assistance to the Commission in the RFP process.

At the March 21, 2018 meeting, the Commission reviewed a draft RFP and directed distribution by legal counsel in coordination with the appointed Selection Recommendation Committee, consisting of Commissioners McPherson, Nicolini, and Long. A notice of RFP distribution was posted on the LAFCo website, sent to CALAFCO for distribution on the state-wide LAFCo Executive Officer List-Serve, sent to local consulting firms, posted on a bulletin board at the Humboldt County Courthouse, published in the Northcoast Journal, and published as a legal notice in the Times Standard on three dates (4/1, 4/3, and 4/8). The deadline for submitting proposals was April 27, 2018.

Two submittals were received in response to the RFP. One proposal was from Grafton Staffing Companies of Overland Park, Kansas and appeared, in the opinion of legal counsel, to not be a proposal to actually provide executive services, but a solicitation for a contract to conduct an executive search on behalf of the Commission. The other proposal was submitted by Planwest Partners Inc., the entity that currently provides executive officer services.

Both submissions were forwarded by legal counsel to the Selection Recommendation Committee for review. Planwest proposes to continue to provide staffing services with transition of key staff roles. This includes assigning Colette Metz as LAFCo Executive Officer, George Williamson as LAFCo Senior Advisor, and Sarah West as LAFCo Analyst/Clerk. Planwest's full proposal is included as Attachment A.

Legal counsel defers additional comment on this issue to the members of the Selection Recommendation Committee.

## **RECOMMENDATION**

It is recommended the Commission discuss Planwest's Executive Officer Staffing Services proposal and provide direction concerning contract authorization. Potential options include, but are not limited to, acceptance of the proposal as submitted, interviewing the Planwest applicants concerning details of the proposal, negotiating with the Planwest applicants re possible modification of the proposal, and/or rejecting all proposals and continuing the search process.

## ***Attachments***

Attachment A: Planwest Proposal for Executive Officer Services