

To: Olin Woods, Chair and
Members of the Yolo County Local Agency Formation Commission

From: Elizabeth Castro Kemper, Executive Officer

Date: October 27, 2008

Subject: Consider Request for Proposal for Special Commission Counsel Services for the
Yolo LAFCO

RECOMMENDED ACTIONS

1. Review the draft Request for Proposal (RFP) to contract for legal services for special situations that the Yolo LAFCO may encounter.
2. Direct staff to circulate the RFP to appropriate legal firms.
3. Determine the process for considering the responses to the RFP should be a Commission subcommittee to screen and rank the firms to be interviewed, followed by interviews by the full Commission.

FISCAL IMPACT

The Commission should have sufficient funds in the professional and legal services accounts of the 2008--09 budget. If it is determined that, after receipt of proposals the amount is not sufficient, staff will return to the Commission for further direction.

REASON FOR RECOMMENDED ACTION

Yolo County LAFCO recently appointed County Counsel, Robyn Drivon, to serve as Commission Counsel. The hiring of an outside legal advisor for special situations would provide immediate availability for staff or commission issues in case of a conflict or interest or the unavailability of regular counsel.

BACKGROUND

The retirement of the long-term Deputy County Counsel who was Commission Counsel created a need for a replacement. The appointment of County Counsel Robyn Drivon as Commission Counsel has assuaged the vacuum created by the retirement. However, due to the possibility of conflicts of interest or unavailability of county counsel due to work load pressures, the Commission authorized staff to prepare an RFP for legal services to be used in special situations. The RFP outlines a process including a commission screening committee and interviews by the full Commission to select the legal firm.

ATTACHMENT: Request for Proposal for legal services

COMMISSIONERS

★ Public Member Olin Woods, Chair ★

★ County Member Matt Rexroad, Vice Chair ★

★ City Members Tom McMasters-Stone, Stephen Souza ★ County Member Helen M. Thomson ★

ALTERNATE COMMISSIONERS

★ Public Member Robert Ramming ★ City Member Skip Davies ★ County Member Mariko Yamada ★

STAFF

★ Executive Officer Elizabeth Castro Kemper ★ Senior Management Analyst Elisa Carvalho ★

★ Commission Clerk Terri Tuck ★ Commission Counsel Robyn Drivon ★