



January 13, 2021

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CAROLYN EMERY
EXECUTIVE OFFICER

TO: Local Agency Formation Commission
FROM: Executive Officer
Policy Analyst
SUBJECT: Orange County LAFCO Professional Services
Agreements Update

BACKGROUND

Orange County LAFCO utilizes private sector firms to supplement staff resources for a variety of professional services, such as accounting, auditing, legal counsel, project facilitation, and other services. Annually, the Commission receives an update on the status of current professional services agreements (Attachment A). Some of these agreements are for services that are ongoing, while others are for one-time projects.


The comprehensive list includes agreements that have been approved by the Commission, as well as those that are within the signature authority of the Executive Officer. In accordance with Orange LAFCO's policy on "Accounting and Financial Procedures," the Commission delegates authority to the Executive Officer for: (1) the purchase of goods and materials for office use not exceeding \$10,000, and (2) the approval and execution of agreements not exceeding \$10,000.

RECOMMENDATION

Staff recommends that the Commission:

- 1. Receive and file the annual update of professional services agreements.

Respectfully Submitted,



CAROLYN EMERY



GAVIN CENTENO

Attachment A: Orange LAFCO Professional Services Agreements for FY 2020-2021

**Orange County LAFCO Professional Services Agreements
Fiscal Year 2020-2021**

OC LAFCO Consultant	Primary Responsibilities	Agreement Status/Amount	Comments
Berkson Associates	Fiscal Analysis	Current/ not to exceed \$9,000	One-time agreement for updating of fiscal indicators web-based program.
Best, Best & Krieger LLP	Legal Services	Current/Budgeted at \$60,000 for FY 2020-21	Three-year agreement with option for two one-year extensions awarded in 2018 through a competitive process.
CPS HR Consulting	Staff Recruitment	Current/ not to exceed \$10,000	One-time agreement for staff recruitment.
CV Strategies	Implementation of Communications Plan	Current/ not to exceed \$56,700	One-time agreement for the development and implementation of the Communications Plan.
CSUF/Center for Demographic Research	Specialized Demographic Data and Reports	Current/ not to exceed \$17K per fiscal year	Three-year MOU for FYs 2020-21 – 2022-23 to provide annual updates on specialized demographic data and prepare an annual countywide annexation boundary change report.
Davis Farr LLP	Annual Audit Services	Current/ Budgeted at \$7,200 for FY 2020-21	Four-year agreement with option for one-year extension for auditing services awarded in 2016 through a competitive RFP process involving five LAFCOs.
Eide Baily	Accounting, Budgeting and Bookkeeping	Current/ not to exceed \$36K per fiscal year	Ongoing agreement for accounting, bookkeeping and budget services awarded through a competitive quote process.
Respond Tech	Information Technology Support Services	Current/ not to exceed \$10K per fiscal year	Ongoing agreement for information technology and web maintenance services awarded through a competitive quote process.
Respond Tech	Specialized Website Development and Programming Services	Current/ not to exceed \$7,900	One-time agreement for programming, design and support services required for web-based programs for the fourth cycle of Sphere of Influence Updates and Municipal Service Reviews.
Robert Aldrich & Associates	Specialized Project Assistance	Current/not to exceed \$20K per fiscal year	Ongoing agreement for assistance with special projects as needed.
Sentric	Commissioner Payroll Processing	Current/not to exceed \$1,500 per fiscal year	Ongoing agreement for processing of Commissioner stipends, mileage reimbursements, and W-2s awarded through a competitive quote process.

ATTACHMENT A

OC LAFCO Consultant	Primary Responsibilities	Agreement Status/Amount	Comments
Sharon Browning Associates	Professional Facilitation Services	Current/not to exceed \$30k per fiscal year	Ongoing agreement for facilitation of community workshops and stakeholder and working group meetings, as needed.