



February 13, 2019

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CAROLYN EMERY
Executive Officer

TO: Local Agency Formation Commission

FROM: Executive Officer
Assistant Executive Officer

SUBJECT: OC LAFCO Professional Services Agreements Update

BACKGROUND

OC LAFCO utilizes private sector firms to augment 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 current professional services agreements (*Attachment A*). Some of these agreements are for services that are ongoing while others are for one-time projects.

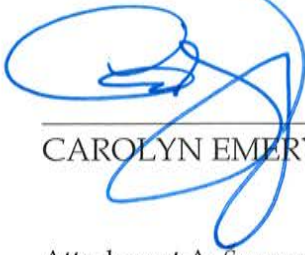
This comprehensive list includes agreements that have been approved by the Commission, as well as those that are within the signature authority of the Executive Officer. In accordance with OC LAFCO's policy on "Accounting and Financial Procedures," the Commission delegates authority to the Executive 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. The policy requires Commission approval of agreements and contracts exceeding \$10,000 and the consent of the Chair and Vice Chair for sole-source contracts under \$10,000.

RECOMMENDATION

Staff recommends that the Commission:

1. Receive and file the annual update on professional services agreements.

Respectfully submitted,



CAROLYN EMERY



DEBRA KURITA

Attachment A: *Summary of OC LAFCO Professional Services Agreements*

OC LAFCO Professional Services Agreements Summary

OC LAFCO Consultant	Primary Responsibilities	Agreement Status/Amount	Comments
Alta Mesa Group	Professional Facilitation for Strategic Plan Workshop	Current/not to exceed \$4,675	One-time agreement to conduct 2019 Strategic Plan Workshop awarded through sole-source process with consent from Chair and Vice-Chair.
Best, Best & Krieger LLP	Legal Services	Current/Budgeted at \$60,000 for 2018-19	Three-year agreement with option for two one-year extensions awarded in 2018 through a competitive process.
CSUF/Center for Demographic Research	Specialized Demographic Data and Reports	Current/ not to exceed \$16K per fiscal year	Three-year MOU for 2017-20 to provide annual updates on specialized demographic data and prepare an annual countywide annexation boundary change report.
Davis Farr LLP	Annual Audit Services	Current/ \$7,000 for 2018-19 and \$7,100 for 2019-20	Four-year agreement with option for one-year extension for auditing services awarded in 2016 through a competitive RFP process involving five LAFCOs.
Platinum Consulting Group	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.
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.
Sharon Browning & Associates	Professional Facilitation Services	Current/not to exceed \$30K per fiscal year	Ongoing agreement for facilitation of stakeholder and working group meetings, as needed.