



January 8, 2020

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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
and One-Year Extension of Agreement with Davis Farr
LLP for Auditing Services

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.

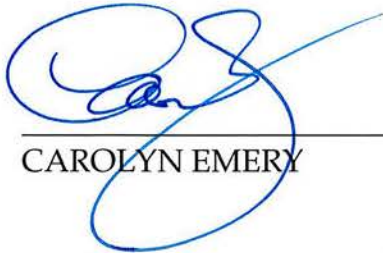
One of the items listed on Attachment A is an extension of the agreement with Davis Farr LLP to perform the annual audit services for the 2019-20 fiscal year. The original agreement, which was awarded in 2016 through a competitive process involving five LAFCOs, was for four years with an option to extend the agreement for an additional year. All of the LAFCOs involved in that process are recommending exercising the extension option. State law and the Commission's policy require that a change in auditor be considered every six years. During the coming year, OC LAFCO will participate with other LAFCOs in issuing a Request for Proposal for providing auditing services for multiple years beginning with the audit for the 2020-21 fiscal year.

RECOMMENDATION

Staff recommends that the Commission:

1. Receive and file the annual update on professional services agreements.
2. Authorize the Executive Officer to execute a one-year agreement extension with Davis Farr LLP to perform the auditing services for the 2019-20 fiscal year.

Respectfully submitted,



CAROLYN EMERY



DEBRA KURITA

OC LAFCO Professional Services Agreements Summary

Fiscal Year 2019-20

OC LAFCO Consultant	Primary Responsibilities	Agreement Status/Amount	Comments
Best, Best & Krieger LLP	Legal Services	Current/Budgeted at \$60,000 for FY 2019-20	Three-year agreement with option for two one-year extensions awarded in 2018 through a competitive process.
CV Strategies	Communication Plan Assessment and Development	Current/not to exceed \$12,100	One-time agreement for the assessment and development of a communications plan awarded 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 FY 2017-18 through FY 2019-20 to provide annual updates on specialized demographic data and prepare an annual countywide annexation boundary change report.
Davis Farr LLP	Annual Audit Services	One-year Extension to Current Four-year Agreement/ \$7,200 in 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.
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.
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 website 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.
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.