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General Counsel

January 12, 2022

TO: Local Agency Formation Commission
of Orange County

FROM: Executive Officer
Policy Analyst

SUBJECT: Orange County LAFCO Professional Services
Agreements Update

BACKGROUND

OC 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 1). Some of these agreements are for services that are ongoing or as needed, while others are for one-time projects.

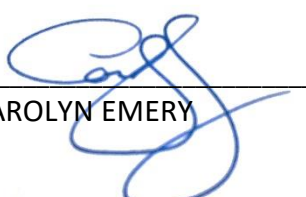
The comprehensive list includes agreements that have been approved by the Commission, as well as those that are within the signature authority of the Executive Officer. In accordance with OC LAFCO's policy on "Accounting and Financial Procedures," the Commission delegates authority to the Executive Officer 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.

RECOMMENDED ACTION

Staff recommends that the Commission:

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

Respectfully submitted,



CAROLYN EMERY



GAVIN CENTENO

Attachment 1: Orange County LAFCO Professional Services Agreements
for FY 2021-2022

**Orange County LAFCO Professional Services Agreements
Fiscal Year 2021-2022**

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 2021-22	Three-year agreement for legal services through 2023.
Chase Design	Branding	Current/not to exceed \$10,000	One-time agreement to provide graphic design services.
CV Strategies	Implementation of Communications Plan	Current/ not to exceed \$56,700	One-time agreement for the development and implementation of the Communications Plan awarded through a competitive RFP process.
CSUF/Center for Demographic Research	Specialized Demographic Data and Reports	Current/ not to exceed \$17K per fiscal year	Three-year MOU for FYs 2020-2023 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 2021 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.
Planeteria	Website Redesign	Current/ not to exceed \$19,360	One-time agreement for redesign of the agency's website awarded through a competitive RFP process.
Respond Tech	Information Technology Support Services	Current/ not to exceed \$10K per fiscal year	Ongoing agreement for information technology 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 for fiscal indicators, shared services, and MSR dashboard web-based programs.

OC LAFCO Consultant	Primary Responsibilities	Agreement Status/Amount	Comments
Robert Aldrich & Associates	Specialized Project Assistance	Current/not to exceed \$20K per fiscal year	Agreement for assistance with special projects, as needed.
Sentric	Commissioner Payroll Processing	Current/not to exceed \$1,700 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	Agreement for facilitation of community workshops and stakeholder and working group meetings, as needed.