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### STAFF

**Carolyn Emery**

Executive Officer

**Scott Smith**

General Counsel

**MEETING DATE:** January 10, 2024

**TO:** Local Agency Formation Commission  
of Orange County

**FROM:** Executive Officer  
Policy Analyst II

**SUBJECT:** OC LAFCO Professional Services Agreements Update

### BACKGROUND

OC LAFCO utilizes private sector firms to complement staff resources for a variety of professional services, such as accounting, auditing, legal counsel, project facilitation, and other services. In accordance with local policy, each year the Commission receives a report on the agency's current professional services agreements. Some of the agreements are for services that are ongoing or as needed, whereas others are for one-time projects.

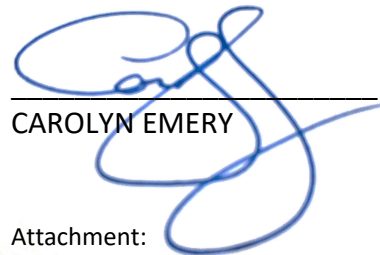
The comprehensive list, referenced as **Attachment 1** to this report, includes agreements approved by the Commission and within the signature authority of the Executive Officer. In accordance with OC LAFCO's Accounting and Financial Policies, the Commission delegates authority to the Executive Officer 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 list also includes an agreement with RSG, Inc. to prepare the Central Region MSR and an amendment to the current agreement with Best Best & Krieger to continue providing general counsel services to OC LAFCO. Both agreements are proposed for Commission consideration in reports prepared under the Commission Discussion section of the agenda.

**RECOMMENDED ACTION**

Staff recommends the Commission:

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

Respectfully submitted,



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CAROLYN EMERY



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GAVIN CENTENO

Attachment:

1. FY 23-24 OC LAFCO Professional Services Agreements Summary

**OC LAFCO Professional Services Agreements  
Fiscal Year 2023-2024**

OC LAFCO Consultant	Primary Responsibilities	Agreement Status/Amount	Comments
<b>Berkson Associates</b>	Preparation of Fiscal Indicators for MSRs and staff training.	Current/not to exceed \$20K per fiscal year	Assist with fiscal analyses and preparation of fiscal indicators for MSRs and website.
<b>Best Best &amp; Krieger LLP</b>	Legal Services	Proposed at \$60K for FY 2023-24	Ongoing agreement for all Commission legal services; some costs reimbursable by applicants.
<b>Chase Design, Inc.</b>	Website Design	Current/not to exceed \$30,000	One time agreement for website design services.
<b>CSUF/Center for Demographic Research</b>	Specialized Demographic Data and Reports	Current/not to exceed \$19,500 per fiscal year	Three-year MOU for FYs 2023-2026 to provide annual updates on specialized demographic data, prepare an annual countywide annexation boundary change report, and mapping of Orange County's disadvantaged unincorporated communities.
<b>Davis Farr LLP</b>	Annual Audit Services	Current/Budgeted at \$7,600 for FY 2023-24	Four-year agreement for auditing services through 2024.
<b>Eide Bailly</b>	Accounting, Budgeting and Bookkeeping	Current/not to exceed \$45K per fiscal year	Ongoing agreement for accounting, bookkeeping and budget services awarded through a competitive quote process.
<b>Paycor</b>	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.
<b>Respond Tech</b>	Information Technology Support Services	Current/not to exceed \$10K per fiscal year	Ongoing agreement for information technology services awarded through a competitive quote process.
<b>RSG, Inc.</b>	Central Municipal Service Reviews	Proposed/not to exceed \$96,945	One time agreement for preparation of municipal service review and SOI reviews for the Central Region.