

# EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

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## *AGENDA OF APRIL 25, 2007*

### *REGULAR MEETING*

**TO:** Ted Long, Chairman, and  
Members of the El Dorado County Local Agency Formation  
Commission

**FROM:** José C. Henríquez, Executive Officer

**AGENDA ITEM #4:** CONSIDERATION AND APPROVAL OF THE CONTRACT  
WITH PMC FOR THE COMPLETION OF THE GENERAL  
GOVERNMENT SERVICES I MUNICIPAL SERVICES REVIEW

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#### **RECOMMENDATION**

Staff recommends that the Commission:

1. Approve the contract with PMC to prepare and present the General Government Services I Municipal Service Review at a cost of \$22,000.
2. Authorize the Chair to sign the final document. There are sufficient funds in the Professional Services – MSR Outsourcing account of the El Dorado LAFCO 2006-2007 Budget to fund this contract.

#### **REASON FOR RECOMMENDED ACTION**

El Dorado LAFCO is required to create municipal service reviews (MSRs) and update spheres of influence for districts in the County. As the Commission is aware, some of these MSRs will be outsourced to, and completed by, outside consultants. PMC has demonstrated that it has the experience, skills, resources and understanding of the scope of work to complete a report to the Commission's satisfaction. By authorizing the Chair to sign the contract, PMC commits to completing and presenting the report by August of 2007.

#### **BACKGROUND**

The Commission allocated \$130,000 in this year's budget to outsource and complete as many municipal service reviews (MSRs) as feasible. Last December, the Commission signed contracts with Dudek and Associates and PMC to conduct the Water, Wastewater and Power MSR and the Road and Road Maintenance MSR, respectively. After these two contracts, approximately \$19,000 was left in the budget for outsourcing MSRs.

At the December 6, 2006 meeting, the Commission re-prioritized the order of the MSR's so that the General Government Services I MSR would be the next MSR to complete after the two aforementioned MSR's and the Cemetery MSR (which is being completed in-house). The General Government Services I MSR request for proposals (RFP) was sent on December 11, 2006 requesting a scope of services and cost to complete this study, broken into two "components." The RFP asked for two quotes: the cost of completing a study of Component 1 (drainage, parks and recreation and lighting and landscaping services) and the cost of completing Components 1 and 2 (the previous three in addition to law enforcement, mosquito and vector abatement, solid waste and weed abatement services). The reason for breaking these seven services into two components was that at the time it was unknown whether there would be additional funds to outsource MSR's after the current fiscal year.

Responses from four consulting firms were received in February and two of those firms were selected for an interview. Prior to March 29, 2007, the Executive Officer assembled an interview panel composed of Carl Clark, General Manager for Georgetown Parks and Recreation District; Beverly Howard, Customer and Development Services Manager for the El Dorado Irrigation District; and Randy Pesses, Director of Public Works for the City of Placerville. Through reference checks and an interview with the principal members of the PMC team, the panel determined PMC to be the most appropriate choice between the candidates. In particular, the interview panel was impressed by the PMC team's understanding of the technical requirements for an MSR and the level of competence of the resources PMC committed to the project. In addition, the panel has had a positive experience with working with PMC on other projects.

### *Project*

PMC will complete Components 1 and 2 of the General Government Services I MSR within a time period of April to August 2007. While the MSR will reference Cameron Park, El Dorado Hills, Holiday Lake and Springfield Meadows CSDs, it will not duplicate efforts of the West County Parks, Recreation and Open Space MSR (adopted by the Commission in 2004). The total cost for the project would be \$22,000, to be paid in installments at the completion of four separate tasks and to the satisfaction of the Executive Officer. While there is only \$19,000 in the current budget for this task, the Commission allocated additional funds for outsourcing MSR's in the next fiscal year. The project timeline ensures that the additional funds will be available to fully compensate the consultant at the appropriate times.

This proposal will yield 15 spheres of influence, helping El Dorado LAFCO meet its deadline to complete the MSR's and SOI updates by January 2008.

### Attachment:

Attachment A: Consulting Contract with PMC