

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF DECEMBER 1, 2021

REGULAR MEETING

TO: John Hidahl, Chair, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: Erica Sanchez, Interim Executive Officer

AGENDA ITEM #6: **FIRST AMENDMENT TO THE PROFESSIONAL SERVICES
AGREEMENT WITH CAL INTERNET SERVICES (SHIVA
FRENTZEN) FOR SUPPORT SERVICES THROUGH
FEBRUARY 28, 2022**

RECOMMENDATION

Staff recommends that the Commission approve a request from contract consultant Shiva Frentzen to amend the Professional Services Agreement with CAL Internet Services for Support Services, to extend the contract to February 28, 2022.

REASON FOR RECOMMENDED ACTION AND BACKGROUND

The two-month extension is being requested in order to allow sufficient time for the consultant to complete and present the draft FY 2022-23 budget to the Commission at a regularly scheduled public hearing.

Background

On October 7, 2021, the Commission entered into a contract with Shiva Frentzen, doing business as CAL Internet Services, for support services through December 31, 2021, at an hourly rate of \$175 with a total not-to-exceed amount of \$10,000. The scope of the contract focuses on preparation of the draft LAFCO budget for FY 2022-23 and emergency backup duties.

Ms. Frentzen began work on the draft budget in October, including meeting separately with the Budget and Strategic Planning Committees in early-mid November to discuss the Commission's goals and priorities for the upcoming year. The work is ongoing and Ms. Frentzen is committed to completing the draft budget and presenting it to the Commission; however, she was not ready to do so by the December 1 meeting, which is the last meeting scheduled prior to the December 31 end of her contract. Ms. Frentzen is requesting a two-month extension to February 28, 2022 to allow additional time to complete and present the proposed budget at the January 26 or February 23 meeting.

Contract Amendment

Commission approval of the two-month extension would require an amendment to the contract with CAL Internet Services. Legal Counsel also recommended amending the scope of services (Exhibit A) to remove the reference to MSR work, to better reflect Commission direction to primarily focus on the 2022-23 budget and emergency backup services. All other terms of the contract would remain the same.

Attachments:

- Attachment A: Draft First Amendment to the Professional Services Agreement with CAL Internet Services (Shiva Frentzen) for Support Services Through February 28, 2022
- Attachment B: Professional Services Agreement with CAL Internet Services (Shiva Frentzen) for Support Services, *Executed October 7, 2021*