



Solano Local Agency Formation Commission

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Staff Report

DATE: May 19, 2014

TO: Local Agency Formation Commission

FROM: Elliot Mulberg, Interim Executive Officer

SUBJECT: **Resource Conservation District Municipal Service Review**

Recommendation: That the Commission authorize the Executive Officer to enter into a contract with Policy Consulting Associates for the Municipal Service Review for the Resource Conservation Districts (RCD) in Solano County for an amount not to exceed \$18,560.

Background: When the Commission approved the workplan for FY13/14 one of the top priorities as far as Municipal Service Reviews was an update to the 2006 Resource Conservation District Municipal Service Review. Cortese-Knox-Hertzberg requires updates to the MSR be completed every five years. The last service review was completed in 2006. Besides the fact the MSR is more than five years old the legal requirements have changed. Instead of nine areas to review there are now seven, including the new section on disadvantaged unincorporated communities (DUCS). Should there be any proposals for a change of organization or a sphere of influence update there would need to be an updated MSR in order for LAFCO to process the application. In fact Solano RCD has expressed some interest in expanding its service territory.

Discussion: To meet the needs staff issued a request for proposals on March 11, 2014. The RFP was emailed to five consulting firms which had experience completing RCD service reviews. The RFP was also posted on our website.

Responses were due on April 11. Staff received one proposal from Policy Consulting Associates for \$18,560. This is the same firm that won the

contract for the Fire MSR. Work on that project is progress with a draft expected to be presented to the Commission at it August meeting.

Funds are available in this year's budget as \$80,000 was allocated for studies and the Fire MSR contract was funded for \$39,455. Should the Commission authorize funding this proposal there are sufficient funds in the budget to fund the water district study.

Recommendation: Staff has reviewed this proposal and found the scope of work and the proposed level of effort to be sufficient to complete the MSR. Staff recommends the Commission authorize the Executive Officer to enter into a contract with Policy Consulting Associates for \$18,560.