



Lou Ann Teixeira
Executive Officer

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September 9, 2015 (Agenda)

September 9, 2015
 Agenda Item 10

Local Agency Formation Commission
 651 Pine Street, Sixth Floor
 Martinez, CA 94553

**Authorize Service Contract - Countywide 2nd Round Municipal Service Review
 and Sphere of Influence Updates – Emergency Medical and Fire Services**

Dear Members of the Commission:

DISCUSSION

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act) requires that on or before January 1, 2008, and every five years thereafter, LAFCO review and update the sphere of influence (SOI) of each local agency, as necessary. As part of the SOI update, LAFCO must prepare a corresponding Municipal Service Review (MSR) to determine the range and adequacy of governmental services provided.

In April 2013, Contra Costa LAFCO completed its inaugural MSR cycle covering all 19 cities and 75 special districts. In conjunction with the MSRs, LAFCO updated the SOIs for most agencies. In August 2013, LAFCO initiated its second round MSRs/SOI updates, and in June 2014, completed a countywide review of water/wastewater services. We are currently working on the 2nd round MSR covering reclamation (levee) services, which should be complete by the end of the calendar year.

In conjunction with the FY 2015-16 LAFCO budget, the Commission directed staff to move forward with the 2nd round MSR covering fire and emergency medical services (EMS).

Consultant Recruitment Process - Contra Costa LAFCO has relied primarily on consultants to prepare MSRs. Given the technical nature of EMS and fire services, LAFCO will utilize professional consulting services for this MSR. In July, the Commission approved release of a Request for Proposals (RFP) and Scope of Services for this MSR. The RFP was released on July 10th, was sent to over 30 firms, and posted on the Contra Costa LAFCO, CALAFCO and California Special Districts Association websites. Proposals were submitted by four firms (copies of the proposals are available upon request):

- **Emergency Services Consulting International** – Sheldon Gilbert, Dawn Mittleman, John Lehr, and Rob Strong
- **Harvey M. Rose Associates, LLC** – Fred Brousseau, Amanda Guma, and Adrian Gonzales
- **Municipal Resource Group, LLC (MRG) and Berkson Associates (BA)** – Mike Oliver and Brian M. Kelly (MRG), and Richard Berkson (BA)
- **Policy Consulting Associates, LLC (PCA) and E. Mulberg & Associates (EMA)** – Jennifer Stephenson, Oxana Wolfson, and Chief Steve Kovacs (PCA) and Elliot Mulberg (EMA)

The proposals varied in terms of approach, number of team members and timelines; and costs ranged from \$47,410 to \$80,000.

As directed by the Commission, the screening included a *fire management professional* – **David Rocha**, Fire Chief, Alameda County Fire Department with nearly 30 years of fire service experience with Alameda County and the City of San Leandro; a *representative from a fire labor organization* – **Kevin Brown**, Firefighter/Paramedic, City of Vallejo Fire Dept. and Board Member, Professional Firefighters Local 1186; and a *public manager* – **Theresa Smith Rude**, Administrative Analyst, Alameda County Administrator's Office with over 25 years of budget and program analysis experience in two counties, focusing on fire, health care, police services and public assistance. Your Executive Officer also participated in the review of the written proposals and interviews.

The four firms were interviewed on August 27th. The interviews were structured, with questions designed to gauge the consultants' understanding of the required tasks, proposed approach to the MSR, experience and familiarity with LAFCO, knowledge of EMS and fire service, qualifications of personnel assigned to work on the MSR, budget and other factors.

Following the interviews, the committee deliberated and concluded that while all firms are qualified and could provide the needed services, it is recommended that the Commission hire Municipal Resource Group, LLC and Berkson Associates to prepare the 2015-16 EMS/Fire Services MSR. Subsequently, LAFCO staff conducted a reference check and reviewed some of the firms' sample MSR work products; all were positive and support the committee's recommendation.

The project team has significant experience working with LAFCOs and local agencies.

- ❖ **Mike Oliver** has served as City Manager for the cities of Oakley, Citrus Heights and San Leandro. Mike brings significant experience in the areas of fiscal and operational analysis; service realignment and enhancement; public safety studies for cities and counties; and alternative service delivery options for local governments.
- ❖ **Brian M. Kelly** has over 35 years of experience in the EMS and fire service, including serving as Fire Chief for over 20 years for the cities of Millbrae, Union City and San Mateo, as Fire Marshal for Sonoma County, and as interim Fire Chief for local and federal agencies. Brian has also worked in various capacities for the International Association of Fire Chiefs,

State of California FIRESCOPE operations group, and the California Fire Chiefs Association.

- ❖ **Richard L. Berkson** (Principal, Berkson Associates) has over 30 years of experience working with local agencies throughout California. Areas of expertise include government organization, fiscal, financial and market analysis, and public finance. Richard has prepared numerous LAFCO governance studies and municipal service reviews; studies addressing incorporations, annexations, special district formations, consolidations, and dissolutions; design and preparation of financial strategy studies, capital and infrastructure plans, fee, tax and related studies.

The Municipal Resource Group, LLC and Berkson Associates proposal and consultant resumes are available through the LAFCO office.

FINANCING

Adequate funding is included in the FY 2015-16 budget to cover costs associated with this MSR.

RECOMMENDATION

Authorize staff to execute a contract with Municipal Resource Group, LLC and Berkson Associates to prepare the 2nd round EMS/Fire Services MSR/SOI updates for the term October 1, 2015 through September 30, 2016 in an amount not to exceed \$80,000.

Sincerely,

LOU ANN TEXEIRA
EXECUTIVE OFFICER

c: Distribution