



Lou Ann Texeira  
 Executive Officer

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*City Member*  
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*Special District Member*

August 10, 2016 (Agenda)

August 10, 2016  
 Agenda Item 8

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

**Contract Amendment – Berkson Associates**

Dear Members of the Commission:

Earlier this year, the Commission approved a work plan that includes preparing two special governance options studies – one relating to the West Contra Costa Healthcare District (WCCHD), and one relating to the Rollingwood Wilart Park Recreation & Park District (RWPRPD). Both districts face ongoing financial challenges, and the provision of future services is tenuous.

In March 2016, LAFCO entered into a contract with Berkson Associates (BA) to prepare the WCCHD study, which is currently underway. A Public Review Draft report will be released this month, and the Commission will receive an overview of the report in September.

In addition to working on the WCCHD study, Mr. Berkson is also working on Contra Costa LAFCO’s Fire/Emergency Medical Services Municipal Service Review (MSR) in conjunction with Municipal Resource Group, LLC. Previously, Mr. Berkson worked for Contra Costa LAFCO on the Mt. Diablo Healthcare District special study, and has worked on various other fiscal and governance projects in Contra Costa County.

Mr. Berkson has over 30 years of experience working with public agencies. He has prepared numerous fiscal and governance studies, along with MSRs, and studies addressing incorporations, annexations, special district formations, consolidations, and dissolutions. Mr. Berkson is available to assist with the RWPRPD study.

In general, the scope of work will include the following components.

- ❖ **Overview of RWPRPD** (e.g., history/evolution; property taxes, fees and charges; population served; services and facilities)
- ❖ **Financial Review** (e.g., operating expenditures, revenues, assets, debt obligations)
- ❖ **Governance and Service Options** (e.g., dissolution, successor agencies, other)

LAFCO staff and the consultant will finalize the scope of work and timeline following the Commission's approval. The special study will take approximately five months to complete. Following the special study, should the Commission wish to initiate a change of organization or reorganization, such a process will take several months to complete.

**RECOMMENDATION:** Authorize the LAFCO Executive Officer to execute a contract amendment with Berkson Associates to prepare a governance options study for the RWPRPD, which will extend the contract term from September 30, 2016 to February 28, 2017; and increase the total contract amount from \$25,000 to \$43,000. Adequate funds are included in the FY 2016-17 LAFCO budget.

Sincerely,

LOU ANN TEXEIRA  
EXECUTIVE OFFICER

Attachment – Proposed Contract Amendment

PO Number: \_\_\_\_\_

**AGREEMENT AMENDMENT**

Reference is made to that contract entered into on the 23<sup>rd</sup> day of March 2016, by and between the Contra Costa Local Agency Formation Commission and Berkson Associates.

Said contract is hereby amended:

PURPOSE will be amended to include the Rollingwood Wilart Park Recreation & Parks District (RWPRPD) special study

TERM will be from March 23, 2016 through **February 28, 2017**

SCOPE OF SERVICE (Exhibit 1) will be amended to include a Scope of Service for the RWPRPD study

PROJECT TIMELINE (Exhibit 2) will be amended to include a Project Timeline for the RWPRPD study. In addition, the Project Timeline for the WCCHD study will also be amended to reflect the current timeline.

PAYMENT LIMIT (Exhibit 3) will be amended to include a payment schedule for the RWPRPD study, and add \$18,000 to the total contract for a total contract amount not to exceed **\$43,000**.

This amendment is effective August 10, 2016.

IN WITNESS THEREOF, the parties hereto have executed this amendment this 10<sup>th</sup> day of August 2016.

CONTRA COSTA LAFCO

BERKSON ASSOCIATES

By: \_\_\_\_\_  
LAFCO Executive Officer

By: \_\_\_\_\_

Taxpayer ID#: \_\_\_\_\_

APPROVED AS TO FORM

\_\_\_\_\_  
LAFCO Legal Counsel

I hereby certify under penalty of perjury that the Executive Officer of the Contra Costa LAFCO was duly authorized to execute this document on behalf of the Contra Costa LAFCO by a majority vote of the Commission on August 10, 2016.

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Contra Costa LAFCO Clerk