



Lou Ann Teixeira  
 Executive Officer

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August 12, 2020 (Agenda)

Contra Costa Local Agency Formation Commission  
 40 Muir Road, 1<sup>st</sup> Floor  
 Martinez, CA 94553

August 12, 2020  
 Agenda Item 10

**Contract Amendment with Economic & Planning Systems, Inc./Berkson Associates**

Dear Commissioners:

Contra Costa LAFCO’s annual work plan includes preparing at least one MSR each year; and most of our MSRs are prepared by consultants. In December 2019, the Commission approved a contract with Economic & Planning Systems, Inc and Berkson Associates to prepare the 2<sup>nd</sup> round “Parks & Recreation” MSR covering all 19 cities, four community services districts, three parks & recreation districts, one regional park district, and eight County Service Areas.

The current schedule provides for completing this MSR by November 30, 2020. However, due to the pandemic, the cities requested a 4-month extension to provide the requested data, which LAFCO staff and the MSR consultants granted. The proposed revised schedule is as follows:

- ✚ January 2021 - Release of Public Review Draft MSR (public comment period)
- ✚ March 10, 2021 – Commission receives overview of Public Review Draft MSR and provides input
- ✚ April 2021 – Release of Final Draft MSR (public comment period)
- ✚ June 9, 2021 – Commission accepts Final MSR and updates SOIs

It is proposed that the Commission approve an amendment to the contract with Economic & Planning Systems, Inc. and Berkson Associates to extend the contract term to complete the MSR work.

**RECOMMENDATION:** Authorize LAFCO staff to execute a contract amendment with Economic & Planning Systems, Inc. and Berkson Associates to extend the term of the contract from November 30, 2020 to June 30, 2021 in order to complete the 2<sup>nd</sup> round “Parks & Recreation” MSR/SOI updates.

Sincerely,

LOU ANN TEXEIRA  
 EXECUTIVE OFFICER

c: Ashleigh Kanat, Economic & Planning Systems, Inc.  
 Richard Berkson, Berkson Associates  
 County Auditor-Controller