



Agenda Date: 10/2/2007
Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Stacie McCambridge for Ernie Loveless - Fire Chief
County Fire Department
REPORT BY: Stacie McCambridge, Staff Services Analyst, 707-967-1417
SUBJECT: Citygate

RECOMMENDATION

County Fire Chief requests approval of and authorization for the Chair to sign an agreement with Citygate Associates, LLC for a maximum of \$23,455 for the term May 1, 2007 through June 30, 2008 for completion of the final stages of the Standards of Coverage Study.

EXECUTIVE SUMMARY

As part of an ongoing effort to implement both a Strategic Plan and a long term master plan, the Napa County Fire Department retained the services of Citygate Associates, LLC to conduct a Standards of Coverage Study on October 3, 2006. Due to the complexity of compiling the data needed for the study, work continued past the contract termination date of April 30, 2007. This new contract beginning May 1, 2007 through June 30, 2008 will cover the balance of work, tasks four and five. In task four, the objectives will be to prepare and deliver a draft report from the data obtained in tasks one through three. In task five, Citygate Associates will deliver and verbally present the final draft report. This contract is not an addition to the original contracted amount.

FISCAL IMPACT

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|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | County Fire Department |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | On October 3, 2006, the Board approved a contract with Citygate Associates, LLC with a maximum amount of \$58,845. As of the end of the agreement, only \$35,390 had been expended. The proposed contract will utilize the balance of |

the original amount to compensate Citygate for completion of the tasks outlined in the Standards of Coverage Study proposal.

Is the general fund affected? No

Future fiscal impact: None

Consequences if not approved: If this agreement is not approved, there will not be authorization for the contractor to be paid for services performed for the period of May 2007 through today.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

On October 3, 2006, the Napa County Board of Supervisors approved an agreement with the Citygate Associates, LLC, to prepare a Standards of Coverage Study for the Napa County Fire Department.

The purpose of the study was to provide Napa County Fire with the following:

- | A detailed deployment analysis to determine if, where, and how service improvements could be made, and identify the costs versus the benefits of any recommended changes in deployment.
- | Identify funding options for new revenue, if needed, to support on going operations and suggested alternative formulas on how to manage or distribute costs.
- | Recommendations on how to provide 24/7 chief officer coverage for emergencies and administrative matters, including jurisdictional meeting attendance.
- | Recommendations regarding the number of personnel needed at each rank to provide the suggested service levels (fire station, prevention, training, administrative support, chief officers, etc.).
- | An assessment of administrative support necessary for identified organizational options.

The Citygate Associates, LLC work plan identified five tasks to be completed by April 30, 2007. Of the five tasks to be completed in the original contract, tasks one through three were completed by April 30, 2007. The complexity, depth of research and extended time compiling the data exceeded the projections of the Citygate Associates, LLC and Napa County Fire. This new contract for the period of May 1, 2007 through June 30, 2008 covers the balance of work, tasks four and five. In task four, Citygate will prepare and distribute a Draft Report as well as supporting exhibits to the Napa County Fire Department Project Manager for review and written feedback. Task five will consist of compiling the appropriate feedback from task four to prepare a Final Draft Report. The report will then be presented verbally to leadership in a meeting of the Department's choice.

The contract is for the balance owed, \$23,455. The payments under the original contract and under this contract do not exceed the maximum amount of compensation proposed in the original agreement.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi