



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/17/2012

Agenda Placement:

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Nancy Johnson for Florin, Lawrance - Director
Housing and Intergovernmental Affairs

REPORT BY: Lawrance Florin, DIR HOUSING AND INTERGOVERNMENTAL AFFAIRS - 253-4621

SUBJECT: Presentation on Phase I of the City-County joint service-sharing feasibility study

RECOMMENDATION

Director of Housing and Intergovernmental Affairs request that the Napa City Council and the Napa County Board of Supervisors receive a presentation and update on the status of Phase I of the City-County joint service sharing feasibility study.

EXECUTIVE SUMMARY

In June 2011, the County and City jointly issued a Request for Qualifications (RFQ) for qualified consultants to develop service delivery efficiencies through voluntary merging and co-locating/consolidating similar programs. Staff from both the County and City reviewed the statements of qualifications submitted by consultants in response to the RFQ and mutually recommended the selection of Management Partners (consultants) to perform an organizational analysis and feasibility study to identify services or programs that may be shared or consolidated between the two jurisdictions. The analysis and feasibility study has been divided into two phases:

- Phase I: Identify potential service areas where the County and City may have the highest potential for increasing efficiencies, productivity and customer service through consolidation and the sharing or co-location of services
- Phase II: Pending the recommendations from Phase I, a separate Scope of Work will be developed that will include an implementation strategy

The results of the Phase I study and recommendations for service sharing ideas to pursue further will be presented at the meeting.

PROCEDURAL REQUIREMENTS

No action required

FISCAL IMPACT

Is there a Fiscal Impact? No

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

In June 2011, the County and City jointly issued a Request for Qualifications (RFQ) for qualified consultants to develop service delivery efficiencies through voluntary merging and co-locating/consolidating similar programs. Staff from both the County and City reviewed the statements of qualifications submitted by consultants in response to the RFQ and mutually recommended the selection of Management Partners (consultants) to perform an organizational analysis and feasibility study to identify services or programs that may be shared or consolidated between the two jurisdictions. The analysis and feasibility study has been divided into two phases:

- Phase I: Identify potential service areas where the County and City may have the highest potential for increasing efficiencies, productivity and customer service through consolidation and the sharing or co-location of services
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In October 2011, the City and County created an ad hoc Advisory Committee consisting of 2 members from each agency: Mayor Jill Techel and Councilmember Juliana Inman from the City and Supervisors Brad Wagenknecht and Keith Caldwell from the County Board of Supervisors. The Committee has met 3 times since October to discuss service sharing opportunities and review draft analyses. The consultants met with staff and elected officials to identify potential service sharing opportunities and gather data. 6 focus areas were identified and included the following:

- Engineering/Construction Management
- Streets and Roads Management (including striping and signing)
- Fleet Management/Maintenance
- Law Enforcement Investigations
- Law Enforcement Records
- Permit Services and Plan Review

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SUPPORTING DOCUMENTS

A . Presentation Outline

CEO Recommendation: Approve

Reviewed By: Danny Nguyen