



Agenda Date: 12/11/2007
Agenda Placement: 6C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Lederer, Steven - Director
Environmental Management
REPORT BY: Steven Lederer, DIRECTOR OF ENVIRONMENTAL MGT , 253-4471
SUBJECT: Support Services Agreements with Upper Valley and Napa Vallejo Waste Management Agencies

RECOMMENDATION

Director of Environmental Management requests approval of and authorization for the Chair to sign the following revenue agreements for Fiscal Year 2007-08 each with an automatic renewal to provide ongoing staff support services:

1. Amendment No. 10 to Agreement No. 3352 with Napa-Vallejo Waste Management Authority;
2. Amendment No. 5 to Agreement No. 3353 with Upper Valley Waste Management and;
3. Approval of Budget Transfer No. 12 appropriating \$15,500 with offsetting revenues from the above agreements.
(4/5 vote required)

EXECUTIVE SUMMARY

Since 1993 Napa County has provided various services in support of UVA and NVWMA. The attached contracts continue this practice, while updating the rates charged to the agencies for Department of Environmental Management (DEM) services, and specifically adding a rate for provision of clerical services, which previously were provided at no charge.

FISCAL IMPACT

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|-----------------------------------|--|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | No |
| What is the revenue source? | Increased expenses are offset by increased revenues from the two Waste Management Agencies, resulting in no change to net county cost. |
| Is it Mandatory or Discretionary? | Discretionary |

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| Discretionary Justification: | This action provides necessary staff to support both DEM and the two Waste Management Agencies, with no increase to net county costs. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | There is no fiscal impact beyond the current fiscal year as expenses and revenues will continue to offset each other. |
| Consequences if not approved: | If this action is not approved DEM may not be able to provide contracted support services to the two Waste Management Agencies. |
| 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

Since 1993 Napa County has provided various services in support of UVA and NVWMA. This agreement was put into place to help these Joint Powers Agencies (of which the County is a member) carry out their functions in the most cost-effective manner possible. The Agencies oversee the important function of coordinating solid waste and recycling functions in their assigned areas.

The subject contracts continue this practice, while updating the rates charged to the agencies for Department of Environmental Management (DEM) services, and specifically adding a rate for provision of clerical services, which previously were provided at no charge.

Clerical services provided to UVA and NVWMA have historically amounted to approximately 0.25 FTE per year. While DEM has no objection to providing these services, provision of these services has not been reimbursed and has strained resources in the Department. Both UVA and NVWMA Agencies Boards have approved modifications to the support services agreements providing specific rates for reimbursing DEM for clerical services, which will increase DEM revenues. A separate agenda item on today's Board agenda prepared by Human Resources increases DEM's personnel allotment by 0.25 FTE, which will provide the resources to properly provide the services. The increased revenue offset the increased expenses, resulting in no change to net county costs.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi