



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/11/2020

Agenda Placement: 6N

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Kathy Wagenknecht, Staff Services Analyst II - 259-8683

SUBJECT: Amendment No. 1 to Napa County Agreement No. 190151B with St. Francis Electric

RECOMMENDATION

Director of Public Works requests the following actions related to Agreement No. 190151B with St. Francis Electric:

1. Approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 190151B, increasing compensation by \$34,900 per fiscal year for a new maximum of \$69,900 per fiscal year, effective February 11, 2020 and amending the scope of work to include specialized streetlight maintenance and repairs in County Service Area No. 3; and
2. Approval of Budget Transfer No. DPW023 increasing appropriations in other professional services by \$30,000 in the County Service Area No. 3 Streets & Roads budget (Fund 2800, Sub-Division 2800005) offset from its available fund balance to supplement existing budget to pay for streetlight maintenance and repair services.
(4/5 vote required).

EXECUTIVE SUMMARY

On October 12, 2018, the County entered into a Professional Services Agreement ("Agreement") with St. Francis Electric for specialized street lighting maintenance and repairs within the County's roadway network. In order to maintain the County Service Area No. 3 (CSA 3) streetlight infrastructure on an ongoing basis, staff recommends approval of Amendment No. 1 to the Agreement increasing the contract maximum from \$35,000 to \$69,900 to include street lighting maintenance and repair services in CSA 3. Additionally, staff requests approval of a budget transfer increasing appropriations for CSA 3 to cover this additional work.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	\$35,000 is already budgeted in the Public Works, Roads Division budget for Napa County Agreement No. 190151B. Approval of Amendment No. 1 to the Agreement and the requested budget adjustment would include County Service Area No. 3 (CSA 3) in the scope of work and would increase appropriations by \$30,0000 in the CSA 3 Streets and Roads budget from its available fund balance to supplement existing CSA 3 budget to cover the cost of added services.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	St. Francis Electric possesses resources and specialized expertise to provide the necessary electrical services in CSA 3. There is an existing agreement between the County and St. Francis Electric for street lighting maintenance and repairs. Approval of this agreement will allow CSA 3 management to properly maintain the streetlights within the District.
Is the general fund affected?	No
Future fiscal impact:	Additional years will be budgeted accordingly within CSA 3.
Consequences if not approved:	CSA 3 would not be able to amend Professional Services Agreement No. 190151B with St. Francis Electric in order to provide the necessary streetlight repairs and maintenance within the District.
County Strategic Plan pillar addressed:	Healthy, Safe, and Welcoming Place to Live, Work, and Visit
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: General Rule. It can be seen with certainty that there is no possibility the proposed action may have a significant effect on the environment and therefore CEQA is not applicable [See Guidelines For the Implementation of the California Environmental Quality Act, 14 CCR 15061(b)(3)]. There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

Professional Services Agreement No. 190151B for electrical services between the County and St. Francis Electric was approved on October 12, 2018. The contract provides for preventative maintenance, repairs and inspection services for traffic signals, street lights, and lighted crosswalks located within the County's roadway network. The current contract has a maximum of \$35,000 per fiscal year, which is encumbered within the Public Works, Roads Division budget through June 30, 2021.

Approval of Amendment No. 1 will allow for Professional Services Agreement No. 190151B to be amended to include needed street light maintenance and repair work to be performed within County Service Area No. 3 (CSA 3). A recent assessment of CSA 3 streetlights revealed aging solar units requiring component replacements, inoperative streetlights with missing copper wiring, and a need to replace numerous bulbs. Approval of the

requested budget transfer will provide for an additional \$30,000 specifically for services to be provided in CSA 3. The total Agreement amount for both Roads Division and CSA 3 will be a maximum amount of \$69,900 per fiscal year through June 30, 2021.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Leigh Sharp