



Agenda Date: 3/14/2006  
Agenda Placement: 6F

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Britt Ferguson for Nancy Watt - County Executive Officer  
County Executive Office  
**REPORT BY:** Helene Franchi, Management Analyst III, 253-4820  
**SUBJECT:** Amendment to Contract

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### **RECOMMENDATION**

County Executive Officer requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 6395 with John Pearson increasing the amount by \$50,000 for a new maximum of \$120,000 and amending the Scope of Work to include facilitating the Adult Correctional System Master Plan process.

### **EXECUTIVE SUMMARY**

Staff is recommending the approval of an amendment to the contract with John Pearson expanding the scope of the work and increasing the maximum amount of compensation. The revised scope of work will involve providing additional support to the Adult Correctional System Master Plan process. As originally envisioned, Mr. Pearson's involvement was a supporting role to the consultant awarded the contract to prepare the Phase I of the Adult Correctional System Master Plan (the OMNI Group). Because the Criminal Justice Committee (the committee overseeing the Adult Correctional Master Planning process) has determined to pursue a more staff-intensive approach to develop projections which will enable the Board of Supervisors to determine the scope of any recommended expansion, the OMNI Group will be replaced by a number of other consultants who will support and assist staff and the Criminal Justice Committee. Thus it is necessary to revise the original scope of work for Mr. Pearson's contract to accurately reflect the additional analytical support he will be providing. In addition, Mr. Pearson will be available to assist staff in the development, negotiation, and management of additional consultant contracts necessary for the completion of the Master Plan.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Funding is available in the Central Service budget unit for FY 05-06. The

original OMNI Group contract was for \$188,000. Actual costs incurred for the preparation of the First Interim Report were approximately \$60,000, leaving approximately \$128,000 that can be spent on additional consultant costs for Phase I of the Adult Correctional Master Plan.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: With the termination of the contract between the County and Omni Group, Inc., staff will be developing the analysis of the inmate and probation populations as well as working with additional consultants to develop projections and facility options, John Pearson will assist staff with these tasks. John Pearson has extensive experience in jail management and corrections planning as well as an intimate familiarity with Napa County's corrections system which will be instrumental in completing this process.

Is the general fund affected? Yes

Future fiscal impact: Funding is allocated in the requested Fiscal Year 2005-06 budget and will be appropriated in the Fiscal Year 2006-07 recommended budget as well.

Consequences if not approved: Projections of inmate and probation populations will not be completed and facility expansion options will be inadequate and incomplete or additional consultants would need to be hired.

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 February 1, 2005, your Board approved an \$18,000 contract with John Pearson to assist staff in: (1) drafting the RFP for the Adult Correctional System Master Plan (Master Plan) consultants; (2) evaluating the responses to the RFP; (3) managing the resulting consultant and coordinating the involvement of the members of the criminal justice system in the planning process; (4) reviewing the quality of current data available to identify the amount of data collection the consultants will need to do; and (5) providing technical advice concerning corrections policies and practices, both related to the master plan and to ongoing corrections issues.

The contract has been amended twice; once in May to include both a staffing study and an organizational review of the jail and once in September to provide advice and assistance to the Acting Director of Corrections on day-to-day jail operations. In September, the Board was made aware that there may be additional work required on the Master Plan. Since that time, staff has worked with Omni Group, Inc. and Mark Morris Associates to bring the Board the first "Interim Report." In January, the Adult Corrections Master Plan Coordinating Committee (now called the Criminal Justice Committee) unanimously agreed on a revised approach to preparing the Adult Corrections Master Plan. Building on the information provided in the First Interim Report, the new approach calls for a much more active involvement by the Criminal Justice Committee in discussing and developing policy alternatives, heavier use of staff in gathering and analyzing data and replacing the Omni Group with one or more consultants - including Mr. Pearson - who would assist and support staff and the Criminal Justice Committee in their efforts. Specifically, consultants will be involved in assisting in data analysis, corrections population projections and in facility needs

issues. The amendment before you today will further define the scope of work in Mr. Pearson's contract to cover meeting facilitation, data analysis coordination, and assisting staff with the development, negotiations, and management of consultant contracts for the completion of Phase 1 of the Master Plan process.

The proposed contract amendment would provide for these additional services and increase the contract not-to-exceed amount to \$120,000. The exact cost of Mr. Pearson's services are not known at this time, but this will provide some flexibility in the event that additional work is required. Staff will be returning to the Board in the next few months with additional consultant contracts.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi