



Agenda Date: 3/27/2007
Agenda Placement: 9A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Hillary Gitelman - Director
Conservation, Development & Planning
REPORT BY: John Woodbury, Principal Planner , 259-5933
SUBJECT: Approval of a professional services agreement and a grant agreement between the County of Napa and the Napa County Regional Park and Open Space District

RECOMMENDATION

Director of Conservation, Development and Planning requests approval of and authorization for the Chair to sign the following agreements with the Napa County Regional Park and Open Space District:

1. Support services agreement for the term April 1, 2007 through June 30, 2007 specifying the terms under which the County will provide support services; and
2. Grant agreement for a maximum of \$169,350 for the term April 1, 2007 through June 30, 2007 including the Scope of Work which the District will perform and the eligible use of grant funds.

EXECUTIVE SUMMARY

The recommended action implements the direction set by the Board of Supervisors on June 13, 2006 when it approved Resolutions 06-110 and 06-111 authorizing the formation of the Napa County Regional Park and Open Space District, subject to voter approval of Measure I on the November 2006 ballot. The attached grant agreement and support services agreement establish a clearly defined legal, financial and service delivery framework which is intended to bring accountability and transparency to the relationship between the County and the District.

FISCAL IMPACT

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|---------------------------|---|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | In the FY2005-06 budget the Board established the Special Projects Fund and approved the transfer into it of \$650,000 from the General Fund to finance programs in two areas: (1) parks and open space and (2) visitor |

management. In the FY 2006-07 budget the Board approved the transfer of an additional \$900,000 into the Special Projects Fund. Expenditures so far from the Fund include a two year grant of \$500,000 to the Napa Valley Convention and Visitor's Bureau and \$300,000 to fund park operations in FY 2006-07. The proposed agreements would provide for expenditures consistent with the \$300,000 park operations item plus costs associated with the Measure I election, which could not be anticipated at the time of budget adoption.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: The proposed agreements are necessary to establish a well defined relationship between the County and the District in which finances can be readily tracked and audited, and in which responsibilities and expectations are clearly established. The amount of money involved is consistent with the FY06-07 budget except that it also includes the cost of the November 2006 Measure I election.

Is the general fund affected? Yes

Future fiscal impact: The support services and grant agreements are drafted to roll over to the subsequent fiscal year unless terminated by either party, to ensure a stable framework around which the relationship between the County and the District is built. However, the actual approval of grant funds is limited to the current fiscal year; any future fiscal year grant from the County to the District requires approval by the Board of Supervisors. The County parks and District budgets for FY 2007-08 are still under development, but are currently projected to together total less than the total for FY 2006-07, at about \$300,000.

Consequences if not approved: Without approval of these two agreements, there will not be a clearly defined fiscal or legal relationship between the County and the District. Further, there will be no contractually agreed upon responsibilities related to District performance nor the level and type of services expected to be provided by County staff.

Additional Information: At the time Measure I was placed on the ballot, the total of direct County park expenditures plus grant support for the District for FY 2006-07 was expected to be approximately \$350,000. The proposed grant agreement provides a grant to the District of \$169,350. This includes election costs. The proposed grant, together with estimated County park expenditures for the current fiscal year, is currently projected to come to \$343,700 for the full year, which is just under the originally expected amount.

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

Board approval on June 13, 2006 of Resolutions 06-110 and 06-111 authorizing the formation of the Napa County Regional Park and Open Space District, subject to voter approval of Measure I on the November 2006 ballot, was

made with the understandings that the District would not initially have any independent funding, that the County would provide funding and staff support at a level to be determined by the Board on an annual basis, and that the County would fund the District through the end of fiscal year 2008-09 in the range of \$300,000 to \$350,000.

Actual park operating costs in the current fiscal year have been held substantially below the \$300,000 appropriation from the Special Projects Fund which was approved by the Board at the beginning of FY 2006-07. When election costs are added in, the projected total cost for park operations in the current fiscal year, including both past and projected County costs for the remainder of the fiscal year, as well as the costs associated with the new District through the end of this fiscal year, is \$343,697, which is a little below the originally estimated total cost of \$350,000.

The proposed grant and support services agreements cover park district operating costs for the fourth quarter of this fiscal year, which is the period from April 1, 2007 through June 30, 2007, as well as costs from the November 2006 election.

The grant and support services agreements establish the legal and procedural framework by which the County will provide grant funds to the District, and the District will contract with the County for staff services. The use of distinct but linked grant and support services agreements is recommended by County Counsel and the County Auditor to ensure a clearly defined and auditable legal and financial relationship between the County and the District. The terms and conditions in these agreements are based on the County's standard Professional Service Agreement template.

Exhibit "A" to the Grant Agreement contains the scope of work, including objectives, tasks and activities, which the District agrees to provide, and for which grant funds may be used. The Exhibit is attached to this memo as Attachment A. Exhibit "A" of the Support Services Agreement describe the scope of services which the District is contracting to have the County provide. This Exhibit is attached to this memo as Attachment B.

SUPPORTING DOCUMENTS

A . Attachment A

B . Attachment B

CEO Recommendation: Approve

Reviewed By: Andrew Carey