



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 5/5/2020

Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: David Morrison - Director
Planning, Building and Environmental Services

REPORT BY: Brian Bordona, Deputy Director of PBES - (707) 259-5935

SUBJECT: Approval of Amendment No. 1 to Agreement No. 200156B with TRC Environmental Corporation

RECOMMENDATION

Director of Planning, Building and Environmental Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 200156B with TRC Environmental Corporation to increase the annual maximum to \$100,000 for the Fiscal Year 2019-2020 to support staff on an as-needed basis with the preparation of staff reports and CEQA documents related to use permit applications.

EXECUTIVE SUMMARY

On September 26, 2019 the County signed an agreement with TRC Environmental to provide professional planning services for processing Use Permit applications as required by the County of Napa Planning Department. The original agreement had an annual maximum of \$65,000. Due to recent shortages in staffing within the Planning Division, temporary support is needed to assist in the review of use permits for private development projects and the Director of Planning, Building and Environmental Services would like to increase this annual maximum to \$100,000. The department has spent approximately \$50,000 for services provided through February 2020.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Budgeted in Planning division 17000-00
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	Due to staffing shortages, the department cannot process use permit applications as expeditiously as desired or process erosion control plans in a timely manner. Use of this contract will help to support staff and improve customer service.
Is the general fund affected?	Yes
Future fiscal impact:	No fiscal impact is anticipated to occur as a result of this amendment as the costs will be passed on to the project applicant.
Consequences if not approved:	If the amendment is not approved, the County may be unable to review use permits in a more timely manner.
County Strategic Plan pillar addressed:	Livable Economy for All
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 September 26, 2019 the County entered into an agreement with TRC Environmental to provide professional planning review services. TRC was chosen as a previous Napa County planner was employed for the firm. The former County planner was able to continue the work they had been doing on County projects without a lapse that would have occurred had the projects been transferred to another firm. In addition, for the past several months there have been three vacant planning positions (two have recently been filled). Without this contract, these vacancies would further delay the processing of the use permit projects. The maximum amount under the current agreement is \$65,000 per fiscal year. The vendor has been paid \$50,000 on this agreement for services provided through February and expects to spend another \$30,000-\$40,000 for the remainder of this fiscal year. These funds are fully reimbursed by the applicants. The Director of Planning, Building and Environmental Services would like to increase the annual maximum to \$100,000 with no other changes to the term of the agreement.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi