



Agenda Date: 5/8/2007
Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Jane Slattery, Engineering Assistant , 259-8372
SUBJECT: HHSA Trailers R & S Utility Installation Project - Notice of Completion

RECOMMENDATION

Director of Public Works requests acceptance of the work as complete and authorization for the Chair to sign and Clerk of the Board to file a Notice of Completion with the Clerk/Recorder for Contract No. PW 06-23, "HHSA Trailer R & S Utility Installation Project".

EXECUTIVE SUMMARY

On November 14, 2006 the Board of Supervisors awarded the contract "Health & Human Services Administration (HHSA) Office Trailers R & S Utility Installations Project", PW 06-23, to Hess Construction of American Canyon, for its low bid of \$58,854. The work is complete and the Director of Public Works requests approval to file Notice of Completion.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Capital Improvement Program
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Additional office space needed by the Health and Human Services Department.
Is the general fund affected?	Yes
Future fiscal impact:	Cost of leasing trailers
Consequences if not approved:	The Notice of Completion cannot be filed.

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

The two trailers involved in this Project, are a part of a group of six trailers that are leased by the County. The trailers are located just west of the Health and Human Services Agency (HHS) Building K, north of the new Juvenile Justice Center. One of the two trailers provides office space for the Full Service Partnership Child and Family Behavioral Health staff members which is a part of the MHS plan. The second trailer is used to relieve overcrowding in the most severely impacted program buildings such as the Public Health offices in Building G and/or the Child Welfare Services office in Building H. Minor grading and utility work was performed to complete the installation of the office trailers. Construction has been completed and a Notice of Completion is ready to be filed.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi