



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

Agenda Item #: {{section.number}}|

Yountville Town Council Staff Report

DATE: June 18, 2024
TO: Mayor and Town Council
FROM: Irene Borba, Planning & Building Director
PREPARED BY: Irene Borba, Planning & Building Director

RECOMMENDATION

Adopt Resolution Number 24-4280 Approving Professional Service Agreement with Metropolitan Planning Group (M-Group) to provide on-call planning support services for development and environmental review projects under the Town's cost recovery agreement. M Group is to provide contracted development project materials review services, environmental technical studies, staff reports, attendance at meetings, historic resource preservation, research and recommendations, present at public meetings, and advanced planning and special projects in an amount not to exceed \$40,000 per fiscal year. This Professional Service Agreement with M Group is for two fiscal years: FY 24/25 and FY 25/26 for the total \$80,000.

DISCUSSION/BACKGROUND

In April 2023, the Town entered into a one-year Professional Services Agreement with Metropolitan Planning Group (M-Group) to provide temporary planning Staff support for the management and design of a special project. These specialized services are needed to ensure the Town of Yountville meets the State of California's timeline requirements and high standards of service for the residents and businesses within the jurisdiction.

In March 2024, the Town amended the Professional Service Agreement with M-Group which is set to expire at the end of June 2024.

The agreement with M-Group needs to be renewed to allow for continuation of these services for the upcoming fiscal year. The current Professional Service Agreement will expire at the end of June 2024. The Town has been satisfied with the services provided by M-Group.

Staff recommends adoption of the resolution to continue these important services within the Town.

ENVIRONMENTAL REVIEW

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3)

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it Currently Budgeted? Yes

Where is it Budgeted? Planning & Building Department.

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Nominal

STRATEGIC PLAN GOAL

Is item Identified in Strategic Plan? Yes

If yes, Identify Strategic Goal and Objective. **Exceptional Town Services and Staff:** The Town supports its talented staff who deliver high quality municipal programs and services while maintaining public infrastructure for the benefit of the community.

Briefly Explain Relationship to Strategic Plan Goal and Objective. Given Yountville's lean staffing, consultant services are necessary to deliver high quality services to the community.