



Staff Report

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

Yountville Town Council Staff Report

DATE: November 5, 2024

TO: Mayor and Town Council

FROM: Aaron Hecock, Planning & Building Director; Celia King, Administrative Service Director

PREPARED BY: Celia King, Administrative Service Director

RECOMMENDATION

Adopt Resolution Number 24-4316 approving and authorizing the Town Manager to sign Amendment #1 to Professional Services Agreement #2024-907 with Swan Stream Studios LLC increasing the agreement to a maximum amount of \$145,000, and approving a transfer of \$100,000 from the General Fund Assigned for Budget Contingencies Fund Balance Allocation into Planning Department Contract Services to cover these additional costs.

DISCUSSION/BACKGROUND

On July 25, 2024, the Town entered into a Professional Services Agreement (PSA) with Kari Svanstrom of Swan Stream Studios, an AICP certified, and LEED accredited professional planning consultant, to provide on-call planning support as the retirement and resignations of Planning Department staff resulted in several vacant positions.

The scope of work includes general staffing assistance, development project and entitlement processing, housing related services, California Environmental Quality Act (CEQA) review for projects, and other advanced planning support. The original agreement amount is for \$45,000 based on Swan Stream Studios' proposal to provide these services on a time and materials basis, which is within the signing authority of the Town Manager.

The Town will soon exhaust the original agreement amount and wishes to extend the services of Swan Stream Studios LLC to provide necessary and ongoing support to the Planning Department for currently assigned and future projects. This support will include the tasks referenced above, as well as general consulting for building permits and meetings with staff and planning applicants. The cost for these continued services is estimated at \$100,000 based on the updated proposal provided by Swan Stream Studios LLC.

Staff recommend that the Town Council approve and authorize the Town Manager to sign Amendment #1 to this agreement, revising Section 3.4 of the original agreement, increasing the "Maximum Amount" by \$100,000 to a new maximum amount of \$145,000. This will allow the Town to continue its partnership with Swan Stream Studios LLC and ensure that consistent and expert planning services are provided to the community during this time of transition. Amendment #1, along with the updated proposal and the original PSA #2024-907, are included with this staff report as Exhibit A for Town Council review.

To cover the cost of this amendment, staff also recommend that the Town Council approve transferring \$100,000 from the General Fund Assigned for Budget Contingencies Fund Balance Allocation into Planning Department Contract Services (01-2115-4210).

The General Fund Assigned for Budget Contingencies Fund Balance Allocation has a balance of \$657,793 in the adopted Fiscal Year 2024/2025 budget and has not yet been used. Approval of this \$100,000 utilization will leave a balance of \$557,793 remaining for future use as needed.

A portion of Swan Stream Studios LLC planning services are cost-recoverable and will be billed to the appropriate planning account. This expected revenue is included in the Adopted Fiscal Year 2024/2025 Budget under General Fund, Planning Department, Planning Services revenue line item.

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? General Fund Planning Department, Contract Services 01-2115-4210

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? Nominal

STRATEGIC PLAN GOAL

Is the 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.

ATTACHMENTS

1. Resolution No. 24-4316
2. Exhibit A – Amendment #1, updated proposal, and original PSA #2024-907