



Town of Yountville

6550 Yount Street
Yountville, CA 94599

Staff Report

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

Yountville Town Council Staff Report

DATE: February 18, 2025
TO: Mayor and Town Council
FROM: John Ferons, Public Works Director
PREPARED BY: Erica Rodgers, Management Analyst

RECOMMENDATION

Adopt Resolution Number 25-4340 authorizing a Professional Services Agreement with Pavement Engineering Inc. to prepare street rehabilitation plans, specifications and engineering, and provide bid support services for the Washington Street Corridor Project, in a not to exceed amount of \$71,485 and authorizing the Town Manager to execute the Agreement up to the budgeted amount along with any subsequent Amendments.

DISCUSSION/BACKGROUND

At the May 21, 2024, Town Council meeting, the Town Council adopted the 2024/2025 Capital Improvement Program and operating budget which includes special revenue Fund 20 (gas tax). This special revenue fund receives revenue restricted only for specific types of street improvements and alleviates the use of general funds. The Town has developed a system whereby Fund 20 is designated to pay for engineering support services for the Annual Street Maintenance and Paving Program which allows all the Fund 25 (Measure T) funds to be applied to the hard construction costs for paving the streets of the town.

Pavement Engineering Inc. (PEI) has provided a proposal to prepare pavement plans, specifications, and engineering (PS&E), and bid support services for the Washington Street Corridor Project at a cost not to exceed \$71,485. This amount exceeds the Town Manager's signing authority as outlined in Municipal Code 3.32.520, which states that the Town Manager may approve professional service contracts up to and including \$45,000, while contracts exceeding this amount require Town Council approval.

The total cost of the PEI proposal is \$71,485, which will be funded from Special Revenue Fund 20 (gas tax). This allocation will cover the necessary engineering design services and oversight of the Washington Street Corridor Project. The funds are earmarked specifically for this type of work, ensuring that the town's gas tax revenue is used appropriately.

Staff respectfully requests that the Town Council adopt Resolution Number 25-4340 authorizing a Professional Services Agreement with Pavement Engineering Inc. to prepare street rehabilitation plans, specifications and engineering, and provide bid support services for the Washington Street Corridor Project, in a not to exceed amount of \$71,485 and authorizing the Town Manager to execute the Agreement up to the budgeted amount along with any subsequent Amendments.

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? 20-6000-5400

Is it Mandatory or Discretionary? Discretionary

Is there a Staff Resource Impact? No

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. Improving road conditions helps keep the town's infrastructure up to date and manages risk.

ATTACHMENTS

1. Resolution No 25-4340
2. Professional Services Agreement