



Agenda Date: 1/15/2008
Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Martha Burdick, Public Works Admin Manager, 259-8188
SUBJECT: Meeting Room Use Agreement with NCOE

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign a Meeting Room Use Agreement with Napa County Office of Education under the Civic Center Act at no cost for a term ending June 30, 2008, with provision for an annual automatic renewal for use the Imola Avenue conference room on an as needed basis.

EXECUTIVE SUMMARY

Pursuant to the Civic Center Act, Napa County Office of Education (NCOE) is willing to make its conference room located at 2121 Imola Avenue available to County departments at no cost on a first-come, first serve basis with other public agencies desiring such use. The attached agreement sets forth the conditions of such County use for the period ending June 30, 2008 and includes provisions for annual automatic renewal, indemnification and insurance. The Risk Manager has reviewed the document and provided the necessary certificates of insurance. Today's action will authorize the Chair to sign the Agreement as a master agreement which will allow department heads to schedule specific uses of the room as needed during the term of the Agreement.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

Categorical Exemption Class 1: It has been determined that this type of project does not have a significant effect on the environment and is exempt from the California Environmental Quality Act. [See Class 1 ("Existing Facilities") which may be found in the guidelines for the implementation of the California Environmental Quality Act at 14 CCR

§15301; see also Napa County's Local Procedures for Implementing the California Environmental Quality Act, Appendix B.] because it relates to use and operation of an existing public facility.

BACKGROUND AND DISCUSSION

Periodically, County staff has need for off site meeting space. The NCOE has a room which it is willing to make available to the County at no cost under the the Civic Center Act. This Act allows for the use of the room by government agencies and community groups on a first come, first serve basis. The proposed agreement is a master agreement for an initial term expiring June 30, 2008, with annual automatic renewal thereafter, which outlines the conditions of use and indemnifies and holds NCOE harmless. The County's Risk Manager has reviewed the document and has provided NCOE with the appropriate certificates of insurance. Today's action will authorize the Chair to sign the Agreement as a master agreement. Execution of the Agreement by the Chair and by NCOE will allow department heads to schedule the room during the term of the Agreement by filing an application as described in the Addendum to the Agreement.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi