



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/5/2016

Agenda Placement: 6D

NAPA COUNTY BOARD OF SUPERVISORS

Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Steven Lederer, DIR OF PUB WKS/DIST ENGINEER - 259-8228

SUBJECT: Lease Agreement with Calistoga Rental Homes for 1705 Washington St. Calistoga

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chairman to sign a lease agreement with Calistoga Rental Homes, LLC for the term January 6, 2016 through January 6, 2017, with an option to renew for one additional year, for a monthly charge of \$425 for space located at 1705 Washington Street, Calistoga, to house Health and Human Services Agency staff.

EXECUTIVE SUMMARY

HHSA proposes to locate services in Calistoga that are currently in demand by residents or services that would directly impact the prevailing needs or conditions of the local community. A small space near the UpValley Family Resource Centers has become available. The primary services to be offered will be Self Sufficiency Services and Comprehensive Services for Older Adults.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health and Human Services Agency
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Although there is no mandate to lease space in Calistoga, it is desirable that the County offer services to clients near where they live or work. To the extent

	these costs are reimbursable, federal and state sources will be used to help fund the cost of this space.
Is the general fund affected?	No
Future fiscal impact:	The rental fee will be included in the Health and Human Services Agency budget request into the foreseeable future.
Consequences if not approved:	If this item is not approved, Health and Human Services will not have adequate space to support these services in the proper location.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: **Consideration and possible adoption of a 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.]

BACKGROUND AND DISCUSSION

There is an ongoing need for a satellite office for Health and Human Services Agency staff to provide services to the residents in the northern portion of the County. On this point, the 2014-2015 Grand Jury report on Napa County Health and Human Services Agency (HHSA) noted the lack of dedicated space up valley for HHSA staff to provide services. Space became available in December ideally located in the same building that houses the UpValley Family Resource Center. Rental of this office will allow for a very small satellite office for HHSA. Opening this satellite office is an important step in continuing to improve access to County social services to residents of the northern portion of the County. Initially, there will be office hours for Eligibility Services for residents needing cash aid and food and/or medical benefits assistance, eligibility services will be available on both a walk-in and by-appointment basis; and Comprehensive Services for Older Adults providing a variety of services to meet the needs of older adults and persons with disabilities.

Commencing January 6, 2017, if the County still requires this space, the rental fee amount will be adjusted by 3% per month.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan