



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 12/5/2017

Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Julie Kirk, Staff Services Analyst II - 259-8603

SUBJECT: Amendment No. 3 to Lease Agreement 160001B with Calistoga Rental Homes for 1705 Washington St. Calistoga

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 3 to Lease Agreement 160001B with Calistoga Rental Homes, LLC for a monthly rental fee of \$2,255 with annual 3% increases for the term January 6, 2016 through December 31, 2022 for approximately 1,750 square feet of office space located at 1705 Washington Street, Calistoga, to house Health and Human Services Agency staff.

EXECUTIVE SUMMARY

The County currently leases approximately 1,050 square feet of office space commonly known as 1705 Washington Street, Suites B, E, and I in the city of Calistoga for HHSA to provide Eligibility Service, Self Sufficiency Services and Comprehensive Services for Older Adults to the local community. Suites D and F in the same location are now available for lease. HHSA proposes to lease these two additional spaces to further expand the services currently being provided. The current lease for suites B, E, and I will expire on January 6, 2018.

Approval of Amendment No. 3 to Lease Agreement No. 160001B will increase the monthly rental fee as of January 1, 2018 from \$1,313 to \$2,255 (\$451 per suite) with a 3% increase annually through the lease term, will add approximately 700 square feet of office space commonly known as Suites D and F and will extend the term of the lease through December 31, 2022.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted?	Yes
Where is it budgeted?	Health and Human Services Agency (Fund 2000, Sub-Division 2000600)
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of this lease amendment will allow HHSA continued use of office space in the city of Calistoga so they can continue providing services closer to where people live. To the extent these costs are reimbursable, federal and state sources will be used to help fund the cost of this space. Providing services closer to where people live also supports the County's goal to reduce Greenhouse Gas emissions.
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:	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. If not approved, HHSA will not be able to provide services to clients in the northern part of the County.
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

The County entered into Lease Agreement 160001B on January 6, 2016 for office space at 1705 Washington Street, in the City of Calistoga, for satellite office space for Health and Human Services Agency staff to offer Eligibility Services for residents needing cash aid, food and/or medical benefits assistance, eligibility services are available on both a walk-in and by-appointment basis; and Comprehensive Services for Older Adults provides a variety of services to meet the needs of older adults and persons with disabilities.

Currently, the lease comprises of approximately 1,050 square feet of space known as Suites B, E and I. The current lease will expire on January 6, 2018. Staff proposes to add an additional 700 square feet of office space known as Suites D and F to expand County social services to residents of the northern portion of the County, increasing the monthly rental fee as of January 1, 2018 from \$1,313 to \$2,255 (\$451 per suite) with a 3% increase annually thereafter through the remaining term of the lease and extending the term of the lease through December 31, 2022.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri