



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/27/2018

Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Liz Habkirk for Steven Lederer - Director of Public Works
Public Works

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

SUBJECT: Space License Agreement with Up Valley Family Centers of Napa County

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign a Space License Agreement with Up Valley Family Centers of Napa County for no rental fee for the term February 21, 2018 through June 30, 2018 for use of approximately 350 square feet of office space also known as Suite D at 1705 Washington Street in the City of Calistoga for the purpose of providing emergency assistance relating to the 2017 Napa Fire Complex.

EXECUTIVE SUMMARY

Napa County, through Lease Agreement No. 160001 with Calistoga Rental Homes, LLC, is leasing Suites B, D, E, F, and I located at 1705 Washington Street, in the City of Calistoga which is used as office space for Napa County Health & Human Services Agency's older adults and self-sufficiency divisions. Up Valley Family Centers of Napa County has requested use of a portion of the space within this leased facility to provide fire recovery case management services to up valley victims of the 2017 Napa Fire Complex. Calistoga Rental Homes, LLC has given written authorization to Napa County pursuant to Section 2 of the lease, for Up Valley Family Centers to use some of the office space currently leased to Napa county.

Approval of this Space License Agreement will provide Napa Valley Family Centers of Napa County with approximately 350 sq. ft. of temporary office space also known as Suite D for no rental fee for the term beginning February 21, 2018 and expiring June 30, 2018.

FISCAL IMPACT

Is there a Fiscal Impact? No

ENVIRONMENTAL IMPACT

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 Up Valley Family Centers is one of three family centers in Napa County that have been funded by the Community Foundation to provide emergency financial assistance for fire impacted households. Their collective work has identified approximately 77 households experiencing a housing crisis due to the fire. Another 50-75 households are experiencing severe, persistent economic hardship from wage loss or decline due to the fires. The Up Valley Family Centers does not have sufficient space in their offices to provide services to these households. The Health & Human Services Agency (HHSA) has leased office space in Calistoga and recently expanded that lease to include two more offices. While HHSA ultimately requires this additional space to expand its' service footprint in Calistoga, the Agency can temporarily release space to the Up Valley Family Centers while the need exists to support these households.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula