



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/1/2016

Agenda Placement: 6F

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 I - 259-8603

SUBJECT: Amendment No. 1 to Lease Agreement 160001B-16 with Calistoga Rental Homes for 1705 Washington St. Calistoga

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chairman to sign Amendment No. 1 to Lease Agreement 160001B-16 with Calistoga Rental Homes, LLC for the term March 1, 2016 through January 6, 2017 for Suite I, with an option to renew for one additional year, increasing the amount by \$425 for a new monthly maximum of \$850 for space located at 1705 Washington Street, Calistoga, to house Health and Human Services Agency staff.

EXECUTIVE SUMMARY

The County currently leases Suite B at 1705 Washington Street in the City of Calistoga for HHSA to provide Self Sufficiency Services and Comprehensive Services for Older Adults to the local community. Suite I in the same location is now available for lease. HHSA proposes to lease this additional space to expand on those services currently being provided.

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:	Leasing Suite I would give HHSA staff multiple spaces for client confidentiality. 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. Commencing January 6, 2017, if the County still requires this space, the rental fee amount will be increased by 3%.
Consequences if not approved:	If this item is not approved, Health and Human Services will have limited space for conducting private conversations with clients.
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

On January 6, 2016, the County entered into Lease Agreement 160001B-16 for approximately 350 square feet of office space at 1705 Washington Street, Suite B, in the City of Calistoga, for satellite office space for Health and Human Services Agency staff to provide services to the residents in the northern portion of the County. Suite I at the same location has now become available for lease. This additional 350 square feet of space will be used to expand services in Calistoga provided by HHSA's older adults and self-sufficiency divisions.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula