



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 3/21/2017

Agenda Placement: 6K

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: 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 license fee commencing April 1, 2017 continuing in effect until terminated by either party with thirty (30) days prior written notice for the use of approximately 172 square feet of dedicated space and shared use of common areas located at 1500 Cedar Street in Calistoga for the Health and Human Services Women, Infants and Children (WIC) program.

EXECUTIVE SUMMARY

The Health and Human Services Women, Infant and Children (WIC) Program currently provides services two days per month at the Calistoga Community Center, but due to other uses in the space, it has been difficult to provide consistency in scheduling and access for clients. Approval of this Space License Agreement will provide a new location in Calistoga for the WIC Program that will improve upon the services currently provided.

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 Health and Human Services Women, Infant and Children (WIC) Program provides support and supplemental nutrition for qualified infants, children and pregnant, postpartum and breastfeeding women. These services include: nutrition education/counseling, breastfeeding education and support, resource referrals, and vouchers for supplemental healthy foods.

In 2007, the County Board of Supervisors approved Space License Agreement No. 6883 with the City of Calistoga, allowing the WIC Program to operate for two days per month at the Calistoga Community Center. The current location has provided adequate space, but due to other uses in the facility, it has been difficult to provide consistency in scheduling and access for WIC clients.

Up Valley Family Centers of Napa County leases approximately 960 square feet of real property located at 1500 Cedar Street in Calistoga from the Calistoga Elementary School. They are willing to make available to the WIC Program the use of two private offices, nonexclusive use of common area facilities, and use of certain furnishings and office equipment, two days per month commencing April 1, 2017 and continuing in effect until terminated by either party giving thirty (30) days prior written notice. No fee will be charged for the use of this space.

The proposed location of the lease is only 0.3 miles away from the current site in Calistoga and would benefit the program and program participants in multiple ways including:

- | greater flexibility in scheduling;
- | improved client privacy; and
- | convenience of co-location (as many WIC families receive other services provided by Up Valley Family Centers).

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula