



Agenda Date: 4/1/2008
Agenda Placement: 7M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Martha Burdick for Robert Peterson - Director
Public Works
REPORT BY: Patricia Grisham, Executive Assistant - 253-4424
SUBJECT: Lease Agreement with De La Salle Institute (Christian Brothers Retreat and Conference Center)

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign a Rental Agreement with De La Salle Institute (Christian Brothers Retreat and Conference Center) for the use of the conference center on April 7, 2008 for a total maximum amount of \$3,000.

EXECUTIVE SUMMARY

The annual Board of Supervisors retreat will be held April 7 at the De La Salle Institute (Christian Brothers Retreat and Conference Center) in Napa.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funding is included in the Central Service budget unit 17800.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Each year the Board and staff meet to discuss various topics dealing with County governance. This location has been selected as it affords the necessary conference room amenities, parking, and catering needed for the all day event.
Is the general fund affected?	Yes
Future fiscal impact:	Each year costs for the retreat are included in the recommended budget.
Consequences if not approved:	The Board retreat will need be held at a different location.

Additional Information:

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Traditionally, the Board of Supervisors holds an annual offsite retreat. This year, the retreat will be held at the De La Salle Institute (Christian Brothers Retreat and Conference Center) in Napa.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi