



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 4/14/2015

Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Tracy Schulze - Auditor-Controller
Auditor - Controller

REPORT BY: Tracy Schulze, AUDITOR-CONTROLLER - 299-1733

SUBJECT: Local Assistance Center Cost Sharing Agreement between the County and City of Napa

RECOMMENDATION

County Executive Officer and Auditor-Controller request approval and authorization for the Chair to sign a cost sharing agreement with the City of Napa to operate the Napa Local Assistance Center established for the August 24, 2014 South Napa Earthquake.

EXECUTIVE SUMMARY

Following the August 24, 2014 South Napa Earthquake, the County of Napa ("County") and City of Napa ("City") cooperatively opened a Local Assistance Center ("LAC") on September 9, 2014 with the intent to share the costs of the LAC on a 50/50 basis.

The LAC offered a single location for residents and businesses to access earthquake assistance information and connected available resources offered by the City, County, non-profits and partner agencies, including State and Federal Assistance. Services included, but were not limited to: a building permit center; information on financial assistance, food assistance and housing assistance; family resources; mental health resources; eligibility resources; legal aid and contracting information; tax relief information; information on Federal Assistance (FEMA grants, SBA loans, and field outreach teams), State grants, and the Community Disaster Relief Fund grants. The LAC provided services from over 42 partner agencies and assisted approximately 8,200 people. On December 30, 2014, the LAC transitioned to an SBA loan center until its closure on February 13, 2015.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted?	Yes
Where is it budgeted?	General Fund, Declared Emergency Division 10580
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	To provide public assistance during the 2014 South Napa Earthquake.
Is the general fund affected?	Yes
Future fiscal impact:	None
Consequences if not approved:	The County would not be reimbursed for 75% of eligible costs for CalOES reimbursement for operating the Local Assistance Center.

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

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The LAC offered a single location for residents and businesses to access earthquake assistance information and connected available resources offered by the City, County, non-profits and partner agencies, including State and Federal Assistance. Services included, but were not limited to: a building permit center; information on financial assistance, food assistance and housing assistance; family resources; mental health resources; eligibility resources; legal aid and contracting information; tax relief information; information on Federal Assistance (FEMA grants, SBA loans, and field outreach teams), State grants, and the Community Disaster Relief Fund grants. The LAC provided services from over 42 partner agencies and assisted approximately 8,200 people. On December 30, 2014, the LAC transitioned to an SBA loan center until its closure on February 13, 2015.

The LAC played a significant role in residents and businesses recovery from the disaster. Since opening the LAC, over \$45 million dollars in federal aid has been provided to local residents and businesses. The Community Disaster Relief Fund has distributed over \$2 million dollars. These figures do not include the many resources that were provided by partner agencies through the LAC.

California Governor's Office of Emergency Services ("CalOES") provides for reimbursement of up to 75% of the costs to establish the LAC, keep the facility open and wind down. This includes costs such as overtime labor costs, equipment, materials, contract services, and building/utility costs. Per the proposed cost sharing Agreement, the City would serve as the lead agency for the joint CalOES reimbursement claim and the City and County will share those costs that are not eligible for reimbursement from CalOES on a 50/50 basis. Specifically, costs associated with the operation, administration and staffing of the LAC shall be apportioned between the County and City as follows:

- 1 Payroll costs related to staffing/set up of the LAC will be shared between the County and City. This includes

staffing costs of greeters, interpreters, LAC call center staffing, overtime costs for network set up, overtime costs for facilities/maintenance, overtime costs for Police Department staff for security. The majority of these costs were originally paid by the City.

- | Contract costs related to set up and ongoing maintenance of the LAC will be shared between the County and City. This includes contracted security, janitorial services, and electrical contract. The majority of these costs were originally paid by the City.
- | Payroll and contract costs that were incurred directly attributable to County and City services will be borne by the County and City respectively.
- | Purchases of supplies and materials specifically required for the LAC will be shared between the County and City. However, any equipment purchases that will remain in the City of County inventory (for example: computers and copy machines) will not be subject to cost share.

County and City staff are currently in the process of determining the total costs related to the LAC. Once the close out is completed and all invoices are paid, City staff will prepare a reimbursement claim to CalOES and determine the final cost share amounts for each agency. Although the City took lead responsibility for payment of the majority of the expenses for the LAC, the County incurred direct expenses of \$26,759 for purchases of materials, supplies and equipment. Of that, with this agreement, the City will fully reimburse the direct expenses and include all eligible costs in the CalOES claim. At this time, the final cost share is uncertain. However, based on a preliminary analysis of costs, estimated eligible expenses are approximately \$153,000 and the County and City would each contribute \$20,000 after the 75% of the State's reimbursement is received.

Staff recommends approval of the Cost Sharing Agreement with the City of Napa for the operations of the Napa Local Assistance Center established for the August 24, 2014 South Napa Earthquake.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi