



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 7/10/2018

Agenda Placement: 6H

## 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:** Amendment No. 4 to Lease Agreement 160001B with Calistoga Rental Homes for 1705 Washington St. Calistoga

---

### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 4 to Lease Agreement 160001B with Calistoga Rental Homes, LLC removing Suites D and F from the lease, decreasing the monthly rental fee from \$2,255 to \$1,352 from August 1, 2018 through December 31, 2018 with annual 3% increases for the lease term January 6, 2016 through December 31, 2022 for the remaining 1,050 square feet of office space known as Suites B, E and I located at 1705 Washington Street, Calistoga, to house Health and Human Services Agency (HHSA) staff.

### **EXECUTIVE SUMMARY**

The County currently leases approximately 1,750 square feet of office space commonly known as 1705 Washington Street, Suites B, D, E, F and I in the city of Calistoga for HHSA to provide Eligibility Services, Self Sufficiency Services and Comprehensive Services for Older Adults to the local community. In early February 2018, Up Valley Family Centers of Napa County requested of HHSA the 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. With prior permission from Calistoga Rental Homes, LLC, County provided space to Up Valley Family Centers, through Space License Agreement No. 8550, approved by the Board on February 27, 2018. The Space License Agreement expired on June 30, 2018 but the need for the space by Up Valley Family Centers will continue past the expiration date. Because of the continued need, staff requests Approval of Amendment No. 4 to Lease Agreement No. 160001B to remove approximately 700 square feet of office space also known as Suites D and F with a decrease in rental fee for County's lease agreement with Calistoga Rental Homes, LLC, allowing Up Valley Family Centers to enter into a formal lease agreement with Calistoga Rental Homes, LLC for these two suites. All other terms and conditions of the lease agreement remain the same.

**FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health and Human Services Agency (Fund 2000, Sub-Division 2000600)
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Suites B, E, and I contain adequate space for Health and Human Services Agency's older adults and self-sufficiency divisions. Releasing suites D and F would not only reduce the monthly cost for leased space at 1705 Washington Street within the city of Calistoga but would assist Up Valley Family Centers in helping local households.
Is the general fund affected?	No
Future fiscal impact:	Annual rental fee is reduced by \$10,082 in Fiscal Year 2018/2019 . Previously agreed upon annual increases of 3% January 1st through the term of the agreement ending December 31, 2022 are still effective.
Consequences if not approved:	Up Valley Family Centers of Napa County would not be able to enter into their own lease with the Property Owners to provide emergency assistance relating to the 2017 Napa Fire Complex, and the County would continue to lease space that is not necessary for the provision of HHSA services.
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**

The County entered into Lease Agreement 160001B on January 6, 2016 for office space at 1705 Washington Street, in the City of Calistoga, for satellite office space for Health and Human Services Agency staff to offer Eligibility Services for residents needing cash aid, food and/or medical benefits assistance, eligibility services are available on both a walk-in and by-appointment basis; and Comprehensive Services for Older Adults provides a variety of services to meet the needs of older adults and persons with disabilities. In early 2018, HHSA was contacted by Up Valley Family Centers of Napa County to use a portion of the leased space to provide emergency financial assistance for fire impacted households. While at the time, HHSA still required the additional space to expand its' services in Calistoga the Agency temporarily released space to Up Valley Family Centers through Space License Agreement No. 8550 approved by the Board of Supervisors on February 27, 2018 to support these effected households. The Space License Agreement expired on June 30, 2018. Up Valley Family Centers does not have the space in their offices to provide services to the victims of the 2017 Napa Fire Complex. HHSA has since evaluated its' space needs at this location and would now like to release approximately 700 square feet of

space so Up Valley Family Centers may remain at this location. Amendment No. 4 will also add language to the agreement relating to ADA compliance.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Bret Prebula