



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/11/2020

Agenda Placement: 6D

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Steven Lederer - Director of Public Works  
Public Works

**REPORT BY:** Andrea Salter, Staff Services Analyst I - 7072598603

**SUBJECT:** Amended and Restated Space License Agreement No. 20-009B with Calistoga Art Center at Napa County Fairgrounds

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign amended and restated Space License Agreement No. 20-009B with Calistoga Art Center for the use of the Cropp Building at the Napa County Fairgrounds for the term January 1, 2020 through December 31, 2020, for a monthly license fee of \$1,100 for the period January 1, 2020 through July 31, 2020, a reduced license fee of \$1,000 from August 1, 2020 through December 31, 2020, and a provision to waive the license fee for the period of time when Licensee is unable to operate during COVID-19.

### **EXECUTIVE SUMMARY**

Approval of this amended and restated Space License Agreement will supersede Space License Agreement No. 20-009 to revise terms which add custodial, maintenance and garbage services to Licensee responsibilities, reduce the monthly license fee from \$1,100 to \$1,000 beginning July 1, 2020 through December 31, 2020, and waive monthly facility license fees for the period of time when the Art Center is closed due to COVID-19.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Calistoga Art Center
Is it Mandatory or Discretionary?	Discretionary

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Discretionary Justification:	Approval of the reinstated agreement is needed to waive the license fee for Art Center during the time in which they cannot operate due to COVID-19 and to revise the terms to recognize substantial closure of the Calistoga Fairgrounds.
Is the general fund affected?	No
Future fiscal impact:	Fairgrounds will receive a revenue stream of \$1,000 per month from July 1, 2020 through December 31, 2020 during the period of time where the Art Center can operate during COVID-19 through December 31, 2020.
Consequences if not approved:	Art Center will be required to pay license fee during the time when they are unable to operate and County will be required to provide certain custodial and maintenance services even though the Calistoga Fairgrounds is substantially closed and staff and resources are constrained.
County Strategic Plan pillar addressed:	Effective and Open Government
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**

The Calistoga Art Center (Art Center) has been operating out of the Cropp Building at the Calistoga Fairgrounds since 2011. On April 9, 2020 Napa County entered into License Agreement No. 20-009 with the Art Center to utilize the Cropp Building as a community art center for the term January 1, 2020 through December 30, 2020. Napa County wishes to continue to offer space to the Art Center under modified terms of agreement in recognition that the Calistoga Fairgrounds is substantially closed for most operations and to recognize that the Art Center is unable to operate during COVID-19.

The Art Center operates a community art center to expand and enrich the arts in Napa Valley through education, experience, awareness and involvement. Due to COVID-19, as of March 2020, all physical classes at the art center have been suspended until further notice and the art center is not being utilized. The Calistoga Fairgrounds is also substantially closed and the County is not able to offer on-going custodial and maintenance services to the few organizations utilizing building facilities at the Fairgrounds. The proposed amended and restated agreement will supersede License Agreement No. 20-009, reduce the monthly license fee, waive monthly facility license fees for those months the Art Center is unable to operate due to COVID-19, and transfer many maintenance and custodial terms to the Art Center.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Susan Kuss