



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 8/15/2017

Agenda Placement: 6L

## 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:** Julie Kirk, Staff Services Analyst II - 259-8603  
**SUBJECT:** Space License Agreement with Napa County Bicycle Coalition

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign a Space License Agreement with Napa County Bicycle Coalition for a fee of \$1,060 per month for the term September 1, 2017 through August 31, 2018 with an option to extend for two (2) additional six (6) month terms for use of approximately 900 square feet of office and storage space as well as a designated parking area for a bike trailer and shared use of common areas located at the County's South Campus, 2721 Napa Valley Corporate Drive in Napa.

### **EXECUTIVE SUMMARY**

Approval of this Space License Agreement will provide Napa County Bicycle Coalition (NCBC) with temporary office and storage space to accommodate work associated with newly received grant funding. The approximate 400 sq. ft. of first floor storage space will be leased to NCBC at a rate of \$0.50 per square foot for a charge of \$200 and approximately 500 sq. ft. of office space on the second floor at a rate of \$1.50 per square foot for a charge of \$750 plus an additional monthly charge of \$110 for custodial services for a total monthly license fee of \$1,060 through the term of the agreement.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Space license revenue would be deposited into Fund 1000 Sub-division 1220000 (Public Works Administration Building Revenue Budget).

Additional charges of \$110 per month for minimal custodial services will be deposited into Fund 4300 Sub-division 4300005 (Property Management Custodial Budget).

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: The space is currently not needed by the County and the license agreement will allow for additional revenue to the General Fund.

Is the general fund affected? Yes

Future fiscal impact: Revenue would be collected for the full term of the agreement.

Consequences if not approved: NCBC would be unable to use the area at South Campus and the County would not receive the additional rental revenue this space license would generate.

Additional Information:

### **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 Napa County Bicycle Coalition (NCBC) is a local nonprofit advocacy organization working to make riding a bike in Napa County safe, convenient, and accessible for riders of all ages and abilities. NCBC outreach and education programs reach thousands of local residents each year and provide essential bike safety education to low-income youth. NCBC approached the County regarding use of 2721 Napa Valley Corporate Drive for temporary office and storage space to accommodate work associated with newly received grant funding.

Given the public purpose of their mission and the short term nature of their request staff is recommending approval of a space license agreement with NCBC that would allow use of approximately 900 square feet of office and storage space, a designated space to park a bike trailer and nonexclusive use of related common area facilities in 2721 Napa Valley Corporate Drive. The County will provide limited custodial service to the space for an additional monthly fee. The use of the space will not interfere with any anticipated County needs, but the agreement does allow for a 48-hour prior written notice of "Emergency Termination" should additional requirements for the space become necessary due to an issuance of an Emergency Declaration by the County and a sixty-day termination clause for any other reason the County may need to terminate the lease.

Staff is recommending a term of September 1, 2017 to August 31, 2018 with an option to renew for two (2) additional six month terms for a monthly total of \$1,060.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri