



# Napa County

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## Legislation Text

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**TO:** Board of Supervisors  
**FROM:** Steve Lederer - Director of Public Works  
**REPORT BY:** Andrea Salter, Staff Services Analyst I  
**SUBJECT:** Amendment No. 6 to Lease Agreement 160001B with Calistoga Rental Homes for 1705 Washington St., Calistoga

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 6 to Lease Agreement 160001B with Calistoga Rental Homes, LLC adding Suite K (approximately 360 square feet) to the lease of office space located at 1705 Washington Street, Calistoga, increasing the monthly rental fee from \$2,091 to \$2,614 from January 1, 2023 through December 31, 2023, and maintaining annual 3% increases effective each January 1, for the purpose of improving access to County social services to residents in the northern portion of the County.

### **EXECUTIVE SUMMARY**

The County currently leases approximately 1,410 square feet of office space commonly known as 1705 Washington Street, Suites B, C, E and I in the City of Calistoga for the County's Health and Human Service Agency (HHS) to provide Eligibility Services, Self Sufficiency Services, and Comprehensive Services for Older Adults to the local community. There is a need for additional satellite office space for HHS staff to provide services to the residents in the northern portion of the County. Suite K, in the same location as Suites B, C, E, and I at 1705 Washington Street, is now available for lease. Suite K is approximately 360 square feet and HHS proposes to lease this additional space to expand the satellite office in order to improve access to County social services to residents in the northern portion of the County. The lease expires on December 31, 2027.

Approval of Amendment No. 6 to the Lease Agreement will add Suite K, and increase the total monthly rent for the period January 1, 2023 through December 31, 2023 by \$523, from \$2,091 to \$2,614. Monthly rent will increase 3% annually starting on January 1, 2024.

**FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Agency, Self Sufficiency Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of this lease amendment will allow HHSA to expand the satellite office space in the city of Calistoga in order to improve access to County social services to residents in the northern portion of the County.
Is the general fund affected?	No
Future fiscal impact:	Previously agreed upon annual increases of 3% each January 1 through the term of the agreement (ending December 31, 2027) are still effective and will be budgeted accordingly.
Consequences if not approved:	Although there is no mandate to lease space in Calistoga, it is desirable that the County offer social services to clients near where they live or work. If not approved, HHSA will not be able to expand services to clients in the northern part of the County.
County Strategic Plan pillar addressed:	Effective and Open Government

**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 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 assistance, 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. Transportation and travel time does not allow a significant amount of commuting clients to access social services at South Campus during business hours. There is an ongoing need to expand satellite office space in order for HHSA staff to continue to improve access to social services, including CalFresh, housing outreach workers and therapists from both Mental Health and Alcohol and Drug Services, and other services, for residents in the northern portion of the County.

Currently, the lease comprises approximately 1,410 square feet of space known as Suites, B, C, E, and I. The current lease will expire on December 31, 2027. Staff proposes to add an additional 360 square feet of space known as Suite K to improve access to social services for residents in the northern portion of the County, increasing the rental fee as of January 1, 2023, from \$2,091 to \$2,614 (\$523 per suite) with a 3% increase annually thereafter through the remaining term of the lease.

