

# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council

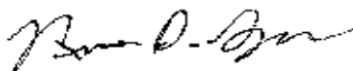
**FROM:** Richard Spitler, City Manager

**DATE:** April 21, 2015

**SUBJECT:** Consideration of a Resolution authorizing the City Manager enter into a two year lease agreement with the Napa County Fair Association for Use of Professional Office Space located at 1435 North Oak Street, Calistoga in an amount of \$800 per month.

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APPROVAL FOR FORWARDING:




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Richard D. Spitler, City Manager

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2 **ISSUE:** Consideration of a Resolution authorizing the City Manager enter into a two year

3 lease agreement with the Napa County Fair Association for Use of Professional Office

4 Space located at 1435 North Oak Street, Calistoga in an amount of \$800 per month.

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6 **RECOMMENDATION:** Adopt Resolution.

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8 **BACKGROUND:** The Recreation Services Division has been temporarily located in a

9 modular building at Logvy Park since they were forced to vacate the Monhoff Center last

10 year. This modular does not have restrooms and is of a temporary nature. Staff has

11 looked at relocating staff to a professional office nearby Logvy Park for some time. The

12 Fairgrounds Manager was approached about sharing their administrative office space at

13 the Fairgrounds. The City would like to lease about 1,000 square feet for staff office use

14 and a place for the public to drop by to sign up for recreation classes or to obtain

15 information.

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17 **DISCUSSION:** The negotiations with the Fair Manager were successful and a monthly

18 rent of \$800 was determined. This is the market rate for this kind of office. This covers

19 use of a portion of the administrative offices and includes the cost of all utilities except

20 telephone and internet services. The City Attorney prepared the attached lease

21 agreement which has a one year time period, with the opportunity for two six month time

22 extensions. This proposal was taken to the Fair Board on April 16, 2015 where it was

23 approved.

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25 The site is proximate to Logvy Park which is of great benefit to staff and the general  
26 public. It also presents opportunities for the Fairground staff and city staff to interact and  
27 coordinate more closely.

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29 **FISCAL IMPACT:** The cost of the lease agreement is \$800 per month or \$9,600 per  
30 year. Staff would initially ask the insurance company to pay for this (or a portion of it) due  
31 to the condition of the Monhoff building. There may be need for tenant improvements at a  
32 future date.

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34 **ATTACHMENTS:**

- 35 1- Draft Resolution  
36 2- Proposed Lease agreement

**RESOLUTION 2015-XXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A LEASE AGREEMENT WITH NAPA COUNTY FAIR ASSOCIATION FOR USE OF PROFESSIONAL OFFICE SPACE LOCATED AT 1435 NORTH OAK STREET, CALISTOGA**

**WHEREAS**, the city of Calistoga Recreation Services Division is in need of professional office space to house staff and to allow public access to staff; and

**WHEREAS**, City staff has negotiated directly with staff of the Napa County Fair Association, and has prepared a lease agreement for use of professional office space, which has been approved by the City Attorney; and

**WHEREAS**, on April 16, 2015 the Napa County Fair Association Board of Directors approved the proposed lease with the City of Calistoga for partial use of their administration offices; and

**WHEREAS**, on April 21, 2015 the City Council of the City of Calistoga reviewed the proposed lease agreement, the terms set forth therein and determined that it was in the mutual benefit of the both parties to enter into a lease agreement; and

**WHEREAS**, the City Council finds that a recreation office use at the Napa County Fair Grounds located at 1435 N. Oak Street is located within the Public Use land use designation of the Calistoga General and a potential lease agreement is consistent with the general plan.

**NOW, THEREFORE BE IT RESOLVED**, that the Calistoga City Council hereby authorizes the City Manager to enter into a two year lease agreement with the Napa County Fair Association for Use of professional office space located at 1435 North Oak Street, Calistoga at an amount of \$800 per month to include all utilities except telephone and internet services.

**PASSED, APPROVED, AND ADOPTED** by the City Council of the City of Calistoga at a regular meeting held this **21st day of April 2015** by the following vote:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

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**CHRIS CANNING, Mayor**

**ATTEST:**

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**KATHY FLAMSON, City Clerk**