

# City of Calistoga

## Staff Report

**TO:** Honorable Mayor and City Council  
**FROM:** Kathy Flamson, City Clerk  
**DATE:** July 19, 2016  
**SUBJECT:** Consideration of a Professional Services Agreement with UpValley Family Centers

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**APPROVAL FOR FORWARDING:**




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Dylan Feik, City Manager

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2 **ISSUE:** Consider of a Resolution authorizing the City Manager to execute a Professional  
3 Services Agreement in the amount not to exceed \$30,000 with the UpValley Family Centers to  
4 provide family support services to residents of Calistoga for Fiscal Year 2016-17.  
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6 **RECOMMENDATION:** Adopt Resolution.  
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8 **DISCUSSION:** The City Council has long recognized and supported the UpValley Family  
9 Centers and its value and service to the community. In Calistoga, the UpValley Family Centers  
10 provides health and social services that are not easily accessible to our residents through  
11 county or state agencies. Services provided by the Calistoga Family Centers range from Clinic  
12 Olé, child and family counseling, to housing assistance services.  
13  
14 Last year, the City Council allocated \$30,000 to the UpValley Family Centers for Fiscal Year  
15 2015-16 to formalize the City's partnership with the organization and their outreach services.  
16 This arrangement was anticipated to benefit both the City and the Calistoga Family Centers,  
17 and establish specific terms and milestones through the Scope of Services. It also assisted the  
18 Center in their planning and budgeting efforts. The executed Professional Services Agreement  
19 had a one-year term renewable annually with Council approval through the budget process.  
20  
21 Staff recommends execution of the attached Professional Services Agreement enabling the  
22 UpValley Family Centers to maintain its formalized relationship with the City of Calistoga.  
23  
24 **FISCAL IMPACT:** Funds not to exceed \$30,000 (01-4107-4479) have been budgeted for this  
25 professional services contract for Fiscal Year 2016-17.  
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27 **ATTACHMENTS:**  
28 1. Draft Resolution  
29 2. Draft Professional Services Agreement

- 30 3. UpValley Family Centers Annual Report – July 1, 2015 thru June 30, 2016

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**RESOLUTION NO. 2016-XXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA, COUNTY OF NAPA, STATE OF CALIFORNIA, AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT FOR THE UPVALLEY FAMILY CENTERS**

**Authorizing Agreement No. XXX**

11           **WHEREAS**, the Calistoga City Council has placed great emphasis on the need  
12 to support and enhance services to foster family support and outreach services; and  
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14           **WHEREAS**, the Calistoga City Council has, for a number of years, fiscally  
15 supported the activities of UpValley Family Centers for essential family services that are  
16 necessary to sustain a healthy community; and  
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18           **WHEREAS**, the Calistoga City Council wishes to enter into a professional  
19 services agreement with UpValley Family Centers to formalize its relationship and to  
20 establish a set of specific outreach tasks and services which will be provided to the City  
21 by the Upvalley Family Center; and  
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23           **WHEREAS**, funding will be established through the 2016-2017 Fiscal Year.  
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25           **NOW, THEREFORE BE IT RESOLVED**, that the Calistoga City Council hereby  
26 authorizes the City Manager to execute a professional services agreement with  
27 UpValley Family Centers and further authorizes the payment of invoices for services  
28 rendered by Calistoga Family Center in the amount of \$30,000 (01-4107-4479)  
29 annually.  
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31           **PASSED, APPROVED, AND ADOPTED** by the City Council of the City of  
32 Calistoga at a regular meeting held this **19th day of July, 2016**, by the following vote:  
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35           **AYES:**

36           **NOES:**

37           **ABSTAIN:**

38           **ABSENT:**  
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**CHRIS CANNING, Mayor**

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45           **ATTEST:**  
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**KATHY FLAMSON, City Clerk**