

City of Calistoga

Staff Report

TO: Honorable Mayor and City Council
FROM: Dylan Feik, City Manager
DATE: June 20, 2017
SUBJECT: Consideration of a Professional Services Agreement with UpValley Family Centers to Provide Immigration-Related Programs and Support Services to Immigrants, Residents and Members of the Calistoga Community

APPROVAL FOR FORWARDING:



Dylan Feik, City Manager

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2 **ISSUE:** Consideration 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 immigration-related programs and support services to immigrants, residents and
5 members of the Calistoga community for Fiscal Year 2017-18.
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7 **RECOMMENDATION:** Adopt Resolution.
8
9 **DISCUSSION:** The City Council has long recognized and supported the UpValley Family
10 Centers (UVFC) and its value and service to the community. In Calistoga, the UVFC already
11 provides health and social services that are not easily accessible to our residents through
12 county or state agencies. Services provided by the UVFC range from Clinic Olé, child and family
13 counseling, to housing assistance services. UVFC, with offices in Calistoga and St. Helena,
14 provide important and essential services to the Calistoga community which the City of Calistoga
15 does not have the ability, expertise or staff to provide.
16
17 Recently, UVFC has experienced a significant increase in demand for assistance with
18 immigration related needs by Calistoga residents, mostly due to stated or proposed changes in
19 implementation of federal immigration laws. Residents in the community are expressing worry,
20 fear and serious concerns for themselves and/or their loved ones based on pronouncements at
21 the federal level related to changes immigration policy and enforcement. Between January and
22 April, the demand for services at UVFC has increased over 300% compared with the entire
23 2016 calendar year. From January-December 2016, UVFC served a total of 88 Calistoga
24 residents with citizenship applications, general consultations and educational workshops. From
25 January 2017 to April 15, 2017, UVFC served 390 Calistoga residents with citizenship
26 applications, U Visas, general consultations, educational workshops, and support completing
27 family preparedness plans. Demand for immigration services is expected to remain high for the
28 foreseeable future and affects the entire community.
29
30 This funding (\$30,000) will be used to increase staff capacity in Calistoga offices to two (2)
31 days/week for immigration services and covers salary and benefits – one day/week for an
32 Immigration Program Coordinator, and one day/week for a Program Director to serve Calistoga

33 residents. Staff are bilingual, knowledgeable of the community, trained in immigration law and
34 are partially-accredited representatives by the Board of Immigration Appeals/US Department of
35 Justice.

36
37 Staff recommends execution of the attached Professional Services Agreement enabling the
38 UpValley Family Centers to maintain its formalized relationship with the City of Calistoga.

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40 **FISCAL IMPACT:** Funds not to exceed \$30,000 (01-4107-4479) have been budgeted for this
41 professional services contract for Fiscal Year 2017-18.

42
43 **ATTACHMENTS:**

- 44 1. Draft Resolution
 - 45 2. Draft Professional Services Agreement and Scope of Work
 - 46 3. UpValley Family Centers Request for Funding, Dated April 18, 2017
- 47

RESOLUTION NO. 2017-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. XXXX

WHEREAS, the Calistoga City Council has placed great emphasis on the need to support and enhance services to foster family support and outreach services; and

WHEREAS, the Calistoga City Council has, for a number of years, fiscally supported the activities of UpValley Family Centers for immigration-related programs and support services to immigrants, residents and members of the Calistoga community; and

WHEREAS, the Calistoga City Council wishes to enter into a professional services agreement with UpValley Family Centers to formalize its relationship and to establish a set of specific tasks and services which will be provided to the City by the Upvalley Family Center; and

WHEREAS, funding will be established through the 2017-2018 Fiscal Year.

NOW, THEREFORE BE IT RESOLVED that the Calistoga City Council hereby authorizes the City Manager to execute a professional services agreement with UpValley Family Centers and further authorizes the payment of invoices for services rendered by Calistoga Family Center in the amount of \$30,000 annually.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a regular meeting held this 20th day of June 2017, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

CHRIS CANNING, Mayor

ATTEST:

KATHY FLAMSON, City Clerk