



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/29/2019

Agenda Placement: 6L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Liz Habkirk, Deputy Dir. of PW-Gen Services - 259-8321

SUBJECT: Delegation of authority to enter into License agreements at Fairgrounds & establish fee schedule

RECOMMENDATION

Director of Public Works requests the adoption of a resolution adopting the Napa County Fairgrounds Fee Schedule and delegating authority to execute facility use agreements at the Fairgrounds to the Director of Public Works consistent with Government Code Section 25908.

EXECUTIVE SUMMARY

As of December 31, 2018, the Napa County Fair Association (NCFA) no longer manages and operates the County Fairgrounds. In order to continue to offer the benefit of the various components of the Fairgrounds, including rental event center space, recreational vehicle parking, and golf course access to the citizens of Calistoga and the county, as well as visitors to the region, staff is requesting adoption of a resolution that will establish a fee schedule for these services and delegate certain authority to enter into agreements to the Director of Public Works. Staff is not recommending any changes to the fee schedule at this time. It is recommended that the Board adopt the current charges for services established previously by NCFA.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Fees generated by use of services at the Fairgrounds.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	Any revenues received through charged fees will offset General Fund contribution to the Fairgrounds operations.
Is the general fund affected?	Yes
Future fiscal impact:	Revenues will be budgeted accordingly in future fiscal years.
Consequences if not approved:	The County would not receive the benefit of fees generated by the delivery of services at the Fairgrounds.
Additional Information:	While operating the Fairgrounds will result in a net financial loss to the County for the foreseeable future, these fees at least off set a small portion of those expenses.

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 began acquiring portions of the Napa County Fairgrounds property ("Fairgrounds") in Calistoga in 1938, with the full 70.6 acres property under County ownership by 1976. Until December 31, 2018, the Fairgrounds was operated by the Napa County Fair Association (NCFA), a non-profit organization, who oversaw day-to-day use of the Fairgrounds for golf course operations, recreational vehicle parking, speedway events, and other special events as well as hosting the annual fair event. NCFA terminated their agreement with the County at the end of the calendar year and since January 1, 2019, the County assumed on-going Fairgrounds operations with responsibility for such assigned to the Public Works Department.

While the County continues to negotiate with the City of Calistoga for the purchase of a portion of the Fairgrounds, and during a Due Diligence period before final sale, it has been the direction of the Board of Supervisors to maintain existing levels of service at the Fairgrounds. This direction has been based on a desire to continue to provide access to the Fairgrounds for the benefit of the citizens of Calistoga, as well as residents countywide and visitors to the region. In order to effectively manage the operations, staff is requesting adoption of today's resolution which will establish a uniform fee schedule for the use of the facilities by private entities, associations, and individuals and establishing the fees as of January 1, 2019. Additionally, under Government Code Section 25908, staff is requesting the Board delegate the authority to execute facility use agreements to the Director of Public Works or designee. This will allow operations to continue uninterrupted, while also allowing the County to receive revenue to offset operational costs. Once finalization of the property sale is completed, the appropriate fee schedule and license agreement designations would continue to apply to activities at the golf course. At the request of Supervisor Pedroza, staff will be returning by the end of February with a discussion of Fairgrounds operation.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Helene Franchi