



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/28/2020

Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Andrea Salter, Staff Services Analyst I - 7072598603

SUBJECT: Amendment No. 1 to Lease Agreement No. 8307 with the Waltraud and John Tuteur 1989 Revocable Family Trust

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign Amendment No.1 to Lease Agreement No. 8307 with Waltraud and John Tuteur 1989 Revocable Family Trust for space located at 1917 First Street, Napa, for a five (5) year term beginning July 1, 2020 through June 30, 2025, with a monthly rental amount of \$3,306.67 during FY 2020-2021 and a 2% annual increase for the remaining four (4) years.

EXECUTIVE SUMMARY

Napa County currently leases 1917 First Street in the city of Napa for HHSA to conduct meetings for the SB 163 Wraparound program (also known as Nexus) and as a Receiving Center.

The amendment will extend the term through June 30, 2025 and incorporates a 3% increase in the rental amount in fiscal year 2020-21 for a total annual rental rate of \$39,680. The rental amount will increase 2% for the remaining 4 years. Amendment No. 1 will allow the Health and Human Services Agency to continue operating Nexus and the Receiving Center at this location for an additional 5 years.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Child Welfare Services

Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Health and Human Services has had a long established history of operating programs at this location and would like to continue leasing this property rather than look for a new, possibly more expensive facility to lease. Public Works staff performed research and found no other suitable locations at the rental rate proposed by the Waltraud and John Tuteur 1989 Revocable Family Trust.
Is the general fund affected?	No
Future fiscal impact:	The monthly rental amount for each term is as follows: Fiscal Year 2020-2021: \$3,306.67 per month Fiscal Year 2021-2022: \$3,372.79 per month Fiscal Year 2022-2023: \$3,440.25 per month Fiscal Year 2023-2024: \$3,509.05 per month Fiscal Year 2024-2025: \$3,579.24 per month This Lease agreement allows the County to terminate this Lease by giving sixty (60) day written notice if funds to meet the obligations under this Lease Agreement are made unavailable.
Consequences if not approved:	Health and Human Services will need to find another facility to house these programs.
County Strategic Plan pillar addressed:	Effective and Open Government
Additional Information:	

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

Napa County has leased 1917 First Street for Health and Human Services Agency (HHSA) since 1986. HHSA operated an adult program called Community House at this location until the end of 2004. John Tuteur, an elected official, is a co-owner with his wife of this property and has reported the income from this property on his annual Statement of Economic Interests (FORM 700) annually since taking office as Assessor in 1987.

In 2015, HHSA continued leasing the building to house the SB 163 Wraparound program (also known as the Village Project) and the Child Welfare Services (CWS) Receiving Center. The Wraparound program provided services for children who would otherwise be in high-level residential programs, with full time staff.

At this time, HHSA wishes to continue leasing the building to operate the SB 163 Wraparound program (also known as Nexus) and Receiving Center. Probation and CWS staff also have desks in their respective divisions and come together for meetings throughout the week on-site. The current lease term expires June 30, 2020.

Funding for the lease comes from the SB 163 wraparound program designed to keep kids out of group homes. It allows the County to set up a trust fund from monies that would have been used for group home placements and

instead use the funds to provide a variety of intensive services designed to keep the participants out of group homes. There are adequate funds to pay the space costs into the foreseeable future.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Leigh Sharp