



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 6/19/2018

Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Shelli Brobst for Howard Himes - Director
Health & Human Services Administration

REPORT BY: JoAnn Melgar, Staff Services Analyst II - 707-253-4722

SUBJECT: Amendment No. 3 to Agreement with Crown Realty Property Management, Inc.

RECOMMENDATION

Director of Health and Human Services requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 160104B with Crown Realty Property Management, Inc., increasing the amount by \$5,000 for a new annual contract maximum of \$20,000 and incorporating an Addendum to the Compensation (Exhibit B) for the term July 1, 2017 through June 30, 2018 to provide property management services for three homes located on the property of Napa State Hospital.

EXECUTIVE SUMMARY

The purpose of today's requested action is to increase the contractor's maintenance budget in order to address an unplanned emergency at one of the Fresh Start homes and incorporate Addendum 2 to the Compensation Exhibit B.

Pursuant to County policy, agreements in excess of 3 years in length require Board approval. Crown Realty Property Management, Inc. is a local vendor.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Health & Human Services Mental Health 20002-00
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	While approval of this amendment is not mandatory, the amendment would allow for an increase to the contract maximum for maintenance costs for the Fresh Start Housing Program.
Is the general fund affected?	No
Future fiscal impact:	This agreement terms on June 30, 2018. However, it contains a provision for auto renewal and will be included in future fiscal year appropriations accordingly.
Consequences if not approved:	If this amendment is not approved the County will be unable to reimburse the contractor for unplanned emergencies that need immediate attention.
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 Health and Human Services Mental Health Division entered into a five-year agreement with the State of California, Department of State Hospital (DSH) to lease three homes and two garages located on the property of Napa State Hospital known as "Fresh Start." This program provides transitional housing for thirteen individuals with serious and persistent mental illness who are stepping down from more restrictive, higher levels of care, have a co-occurring disorder, are over the age of 59, are homeless, and are in need of stable housing to decrease symptoms of mental illness and improve overall wellness.

All individuals enrolled in the Fresh Start program are also enrolled in one of HHSA Mental Health Division's Full Service Partnership programs. Individuals in this program live in single and shared rooms for up to 24 months. Case management services are provided by Napa County Mental Health (NCMH) Adult Full Service Partnership staff.

To maintain effective treatment and clinical relationships with each individual in the program, NCMH contracted with Crown Realty to provide property management services. Crown Realty is a local company with more than 60 years of experience that handles over 3,000 residential properties throughout Napa, Solano and Sonoma Counties. Crown Realty provides property management services at the Fresh Start residences including rent collection, eviction notices, minor repairs up to \$1000, and notification to Napa County Public Works of property repairs costing over \$1,000. Crown Realty provides workshops and mentoring to enable each individual in the program to establish or re-establish a solid rental history with a property management company.

Crown Realty Property Management, Inc. is a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri