



Agenda Date: 11/21/2006
Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Nancy Oweyong, STAFF SERVICES ANALYST I , 253-4603
SUBJECT: Amendment No. 1 to Agreement No. 6123 for lease of warehouse space for Elections
Department

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign Amendment No. 1 to Lease Agreement No. 6123 with Napa/Livermore Properties, LLC. increasing the amount by \$3,180 for a new maximum of \$40,564 and amending the Scope of Work to include janitorial services for leased warehouse space at 50 Executive Court.

EXECUTIVE SUMMARY

The County leases warehouse space for the storage of County election equipment. This amendment would add janitorial services as part of the lessor's responsibilities.

FISCAL IMPACT

| | |
|-----------------------------------|---|
| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | Elections |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | Sufficient funds are available in the fiscal year 2006-07 Election budget. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | The current lease will expire on September 30, 2008 with an option to renew for an additional five year term. |
| Consequences if not approved: | County employees will not have a safe and clean work environment. |

Additional Information: None

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

Since September 2003, the Elections Department has leased 3,100 square foot of warehouse space for the storage of electronic ballot machines. The space currently houses over 350 voting machines and printers and over 100 activators. During an election cycle, staff spends considerable time in the warehouse programming and maintaining the equipment. It is essential to include janitorial services given that staff works in this warehouse environment.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey