



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 12/20/2016

Agenda Placement: 6S

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Liz Habkirk for Steven Lederer - Director of Public Works  
Public Works

**REPORT BY:** Julie Kirk, Staff Services Analyst II - 259-8603

**SUBJECT:** Lease Agreement with Senator Dodd-2721 Napa Valley Corporate Drive

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chairman to sign a lease agreement with the Senate Rules Committee, California Legislature, for a monthly charge of \$696 for the term January 15, 2017 through November 30, 2020 for office space located at 2721 Napa Valley Corporate Drive, Napa, California.

### **EXECUTIVE SUMMARY**

The Senate Rules Committee has requested the use of approximately 593 sq. ft. of space to provide office space for Senator Dodd at 2721 Napa Valley Corporate Drive (formerly known as South Campus Building 4). The lease term will begin on January 15, 2017 and expire on November 30, 2020 for a monthly base rent charge of \$641 and a custodial charge of \$55 per month through the term of the lease.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Base rent of \$641 per month will be deposited in Non-Departmental Revenue Fund 1000 Subdivision 1050000. Additional charges of \$55 per month for minimal custodial services will be deposited into Property Management Fund 4300 Subdivision 4300005.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: Approval of this lease will generate revenue for the County's General Fund and the Property Management Internal Service fund.

Is the general fund affected? Yes

Future fiscal impact: Continued General Fund revenue through the term of the lease.

Consequences if not approved: The space will not be leased and the Senator will not be able to occupy the space.

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**

The Senate Rules Committee has requested the use of approximately 593 sq. ft. of office space at 2721 Napa Valley Corporate Drive along with weekly custodial services. Today's action will provide for a lease with the Senate, California Legislature providing district office space to Senator Dodd at \$1.08 per sq. ft. with a monthly base rent amount of \$641 and monthly custodial fee of \$55 for a total monthly charge of \$696 for the term beginning January 15, 2017 and expiring on November 30, 2020.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve  
Reviewed By: Bret Prebula