



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 2/10/2015

Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Public Works

REPORT BY: Carlos Solorio, Staff Services Analyst II - 707-259-8603

SUBJECT: Space License Agreements for SPL and First American Title

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign Space License Agreements with First American Title and SPL, for the use of office space at the Assessor-Recorder-County Clerk Department temporarily located at 2741-2751 Napa Valley Corporate Drive, and permanently located at 900 Coombs Street Room 116, in Napa, with no license fee, with the term effective immediately and termination upon 30 day written notice or mutual agreement.

EXECUTIVE SUMMARY

Approval of these Space License Agreements will allow First American Title and SPL to use a desk and chair within the Assessor-Recorder-County Clerk Department to prepare documents for recording.

FISCAL IMPACT

Is there a Fiscal Impact? No

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

First American Title and SPL are Title companies that record documents with the Recorder Division of the Assessor-Recorder-County Clerk Department. Approval of these Space License Agreements will allow First American Title and SPL to have a desk and chair within the Recorder division for purposes of preparing documents for recording. SPL will also have their own computer equipment and First American will have a telephone line. All computer equipment and phone lines are covered by the firms. The desk would be made available to both Title companies at the temporary location at 2751 Napa Valley Corporate Drive, and at the Permanent Recorder office space at 900 Coombs when the division returns.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan