



Agenda Date: 2/7/2006
Agenda Placement: 6G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Gladys Coil, Staff Services Analyst II, 259-8603
SUBJECT: Lease with GE Capital Modular at 2261 Elm Street, Napa, CA

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign a Lease Agreement with GE Modular Space for a maximum of \$122,724 for the term January 16, 2006 through January 16, 2007 for two modular units and furnishings located at 2261 Elm Street to provide office space and furnishings for disaster related agencies relating to the 05/06 New Year's Eve Flood and for future Health and Human Services office space.

EXECUTIVE SUMMARY

Two trailers and furnishings were delivered to the Napa County Health and Human Services campus on Old Sonoma Road to provide for a disaster services center for Federal Emergency Management Agency's (FEMA), Office of Emergency Services (OES), Small Business Administration (SBA) and possibly other disaster related agencies' use. These trailers will temporarily serve as offices for the Local Assistance Center (LAC) during the disaster claim process. Upon closeup of the LAC, the trailers will become offices for present and anticipated new staff at the Health and Human Services campus.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Emergency Services will be the revenue source during disaster related agencies' use. Insurance coverage as well as OES and FEMA flood assistance will be sought as reimbursement for the time period FEMA occupies the trailers. Health and Human Services Administration will be the revenue source afterwards.

Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	FEMA and other disaster agency staff will need temporary offices while located in the Napa County to assist citizens in need of assistance due to flood losses.
Is the general fund affected?	Yes
Future fiscal impact:	This lease terminates January 16, 2007. Health and Human services anticipates using the trailers after FEMA staff have completed the disaster relief for housing staff. Future renewal of the lease will be determined in FY 06/07.
Consequences if not approved:	Other temporary offices will need to be located for FEMA and other disaster agency staff during the disaster relief period.
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

On Friday, January 6, 2006, the County Executive Office requested that Public Works obtain trailers to use as temporary offices for twenty-five (25) FEMA, OES and SBA and other disaster services related staff members.

Public Works has had a successful working relationship with leasing trailers from GE Modular Space since 2002. Due to this successful relationship, GE Modular was contacted and requested to provide two trailers by Wednesday January 11, 2006. GE responded with a lease agreement for the requested trailers, and furnishings within the time period requested.

Public Works engineering staff coordinated contractors to prepare the site with aggregate base, electric power, sewer and water connections. Napa County communications provided the needed communication equipment and setup.

The intention of Health and Human Services is to leave the trailers onsite after the disaster related services staff have gone. The furnishings will not be needed by Health and Human Services and will be picked up by GE Modular Space. Health and Human Services has a need for additional office space until a decision is made on how to accommodate additional staff expected in the very near future.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey