



Agenda Date: 3/8/2005  
Agenda Placement: 6E

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Kim Henderson for Robert Peterson - Director  
Public Works  
**REPORT BY:** Gladys Coil, Staff Services Analyst, 259-8603  
**SUBJECT:** Lease Agreement with Thomas R. Mills at 650 Imperial Way, Suite 103

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign a Lease Agreement with Thomas R. Mills for County owned space located at 650 Imperial Way, Suite 103, Napa, reimbursing the County \$12,168 annually for the term April 1, 2005 through June 30, 2006 with an option to renew for two additional years.

### **EXECUTIVE SUMMARY**

Mr. Thomas Mills has expressed a desire to continue leasing suite 103 located at 650 Imperial Way under the County's ownership. Approval of this lease agreement will provide for reimbursement of rent in the amount of \$12,168 annually. There is no negative impact on the General Fund.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Property Management
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Thomas R. Mills has leased Suite 103 at 650 Imperial Way from the previous owners, the Bell Family Trust, since April of 2003. Mr. Mills has expressed a desire to continue leasing this suite under the County's ownership. Approval of this lease agreement will provide for reimbursement of rent in the amount of \$12,168 annually. There is no negative impact on the General Fund.
Is the general fund affected?	Yes

Future fiscal impact: If the term is extended commencing on July 1, 2006 the rent will be adjusted to reflect any percentage increase in the San Francisco-Oakland and San Jose consumer Price Index in April of 2005 or 3% whichever is greater. Thomas R. Mills has approved this rate.

Consequences if not approved: The County will lose the annual income derived from this lease.

Additional Information:

### **ENVIRONMENTAL IMPACT**

There is no Environmental Impact for this item.

### **BACKGROUND AND DISCUSSION**

On April 13, 2004 Napa County Board of Supervisors approved the purchase of 650 Imperial Way in Napa and on July 1, 2004, the property officially became part of the County's building inventory.

Thomas R. Mills has leased 636 square feet of space at 650 Imperial Way since April of 2003 under the previous owners, Bell Family Trust. Prior to entering into a lease agreement with Mr. Mills, Public Works staff explored the possibility of another County department occupying the space and found that the minimal square footage cannot be utilized by present County department occupants.

Approval of this lease agreement will provide for reimbursement of rent in the amount of \$12,168 annually. There is no negative impact on the General Fund.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Michael Stoltz