



Agenda Date: 4/25/2006
Agenda Placement: 6H

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: Amendment No. 2 to Lease Agreement No. 4313 for the Record Center

RECOMMENDATION

Director of Public Works and Records Manager request approval of and authorization for the Chair to sign Amendment No. 2 to Lease Agreement No. 4313 with Joseph Lenzi Potter for office and warehouse space located at 994 Kaiser Road for the Records Center increasing the amount by \$19,050 for a new maximum of \$80,509 annually, extending the term through June 30, 2009 and adding 1,804 square feet of storage space.

EXECUTIVE SUMMARY

On May 23, 2000 the Board of Supervisors approved a lease of 5,820 square feet of warehouse and office space located at 994 Kaiser Road for use by the County Records Center. On January 9, 2002, the Board approved Amendment No. 1 for additional lighting.

Approval of Amendment No. 2 will authorize the leasing of an additional 1,804 square feet of storage space adjacent to the current space.

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:	The Record Center is currently filled to capacity and has had to turn away records for storage. Approval of this lease will allow records being held in other facilities to be stored centrally at the Napa County Record Center.

Is the general fund affected?	Yes
Future fiscal impact:	Departments will be able to store records at the Records Center rather than out-sourcing to private storage facilities. There will be increased costs to the Property Management budget offset by lesser costs to other county departments that will not need to provide their own storage.
Consequences if not approved:	
Additional Information:	County contingencies are being used to purchase shelving for the Records Center.

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: General Rule. It can be seen with certainty that there is no possibility the proposed action may have a significant effect on the environment and therefore CEQA is not applicable. [See Guidelines For the Implementation of the California Environmental Quality Act, 14 CCR 15061(b)(3)].

BACKGROUND AND DISCUSSION

The Records Center currently occupies 5,820 square feet in the 994 Kaiser Road building, including 3,820 square feet for general records storage, 950 square feet for the Archives, and 1,050 square feet for the County Mail Processing Center and associated office and utility space. The current capacity of the general records storage area is 12,012 boxes. The Center is currently 98% full, with the remaining 219 empty locations already allocated. For the past several months only very small groups of new boxes have been accepted for storage, depending on how much space has been freed up by the on-going purging.

At this time at least 595 boxes from various County departments are being housed elsewhere, some in expensive off-site commercial storage facilities. Numerous other boxes of records are being retained or housed wherever space can be found, all due to the limitations in accepting new boxes. The Records Center box inventory has been steadily growing almost since its inception back in the 1980's. The number of incoming new boxes in a given year has almost always exceeded the number of boxes outgoing (purged & destroyed).

The new bay will accommodate 56 new storage units of the type and configuration that are currently used at the Records Center (12' high, 6 shelves, 12 boxes per shelf, total 72 boxes per unit). Additional capacity is 4,032 boxes, bringing the total Records Center capacity to 16,044 boxes (not including the Archives). With the on-going regular purge activity, the additional space should accommodate needs over at least the next three years (the period of the renegotiated lease).

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey