



Agenda Date: 6/21/2005
Agenda Placement: 6L

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, 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 Capital Modular Space for a modular unit located at 2261 Elm Street for a maximum of \$14,640 for the term beginning June 21, 2005 through June 30, 2006 for office space for Health and Human Services staffing and the Mental Health Self-Help Group.

EXECUTIVE SUMMARY

Two HHSA entities (Emergency Medical Services and the Drinking Driver Program) are moving onto the HHSA campus. Moving staff onto the campus has resulted in a need for additional space for HHSA activities. The trailer being leased from GE Capital will house the Mental Health Self-Help Group and a small group of Social Services staff.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Funding for the lease payments is available within the proposed Fiscal Year 2005-2006 budget.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Decisions to move certain HHSA staff onto the HHSA campus and to reconfigure other staffing and activities have resulted in a need for additional space. Moving staff onto the campus eliminates the need for rent payments by the Emergency Medical Services of approximately \$39,476 and custodial and

	maintenance services for the Drinking Driver Program of approximately \$30,000.
Is the general fund affected?	Yes
Future fiscal impact:	This lease terminates June 30, 2006. Future renewal of the lease will be determined in FY 05/06.
Consequences if not approved:	There will not be sufficient space to house all HHSA staff and the Mental Health Self-Help Group.
Additional Information:	None

ENVIRONMENTAL IMPACT

There is no Environmental Impact for this item.

BACKGROUND AND DISCUSSION

Napa County has leased a modular unit from GE Capital Modular Space since 2002. Juvenile Justice Center used the trailer to house staff, however with the the completion of the new Juvenile Justice Center, staff will be relocated to the new facility. At this time, Health and Human Services wishes to take over the lease of the modular unit to house the Mental Health Self-Help Group program. Two HHSA entities (Emergency Medical Services and the Drinking Driver Program) are moving onto the HHSA campus. Moving staff onto the campus has resulted in a need for additional space for HHSA activities. The trailer being leased from GE Capital will house the Mental Health Self-Help Group and a small group of Social Services staff. The lease amount is \$1,220 per month.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey