



Agenda Date: 6/27/2006
Agenda Placement: 6Q

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 Agreement for 1500 Third Street Suite 4-7 with Third Street Properties, LLC

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Third Street Properties, LLC for a maximum of \$71,058 for the term July 1, 2006 through June 30, 2009 for Social Services leased space at 1500 Third Street, Suites 4-7 in Napa, California.

EXECUTIVE SUMMARY

The County of Napa has leased this space since 1994. The current lease agreement expires on June 30, 2006. The new lease agreement commences on July 1, 2006 for a three year term expiring on June 30, 2009 with a monthly rental rate of \$5,922. This represents a five percent increase over the present lease amount. The lease amount for the second and third year shall be adjusted subject to the Bureau of Labor Statistics Consumer Price Index for the Oakland, San Jose area, with a minimum annual adjustment of three percent and a maximum annual adjustment of five percent.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Social Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County of Napa has leased this space since 1994. Suite No. B1 is used as a training room for all of the Health and Human Service departments. Social Services Special Investigations Unit is also housed in this leased space.

Is the general fund affected? Yes

Future fiscal impact: The term of this lease is for three years.

Consequences if not approved: New space would need to be sought to house this unit and training area. There would also be additional expenses to move this unit and training room to another location.

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

The training lab for Public Assistance Eligibility Induction training has been located at this address since 1994. The Social Services Special Investigations Unit (SIU) has also occupied this leased space for the last several years. SIU, due to the nature of its duties, must be located in a separate location from the Public Assistance eligibility determination offices. The current lease agreement expires on June 30, 2006. The Lessor has requested a new lease agreement which commences on July 1, 2006 for a three year term. The leased space consists of 3,345 square feet at a new monthly rental rate of \$1.77 per square foot.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey