



Agenda Date: 9/13/2005  
Agenda Placement: 6V

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Michael Stoltz for Robert Peterson - Director  
Public Works  
**REPORT BY:** Gladys Coil, Staff Services Analyst, 259-8603  
**SUBJECT:** Approval of additional expenditures related to Lease #6463 with GE Capital Modular

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### **RECOMMENDATION**

Director of Public Works requests approval of additional expenditures in the amount of \$8,138 for structural modifications to the modular units identified in Agreement No. 6583 with GE Capital Modular Space approved on June 21, 2005.

### **EXECUTIVE SUMMARY**

On June 21, 2005 the Board approved Lease Agreement No. 6463 with GE Capital Modular Space to house the Emergency Medical Services and Drinking Driver Programs relocated from the Carithers Building to the Health and Human Service Agency campus. Staff was able to establish a new lease with GE Capital to house these programs by using the existing trailers set up for the Juvenile Justice Center project. However, modifications were necessary - the addition of one handicap restroom and two interior doors with locks to existing breezeway. Additional costs associated with the modifications were authorized in the Lease but omitted from the total dollar amount stated in the agenda's recommendation language approved by the Board on June 21, 2005.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Funding for the lease payments and trailer modifications 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 or adequate space to house all HHS staff and the Mental Health Self-Help Group.

Additional Information:

### **ENVIRONMENTAL IMPACT**

There is no Environmental Impact for this item.

### **BACKGROUND AND DISCUSSION**

On June 21, 2005 the Board approved Lease Agreement No. 6463 with GE Capital Modular Space to house the Emergency Medical Services and Drinking Driver Programs relocated from the Carithers Building to the Health and Human Service Agency campus. Staff was able to establish a new lease with GE Capital to house these programs by using the existing trailers set up for the Juvenile Justice Center project. However, modifications were necessary - the addition of one handicap restroom and two interior doors with locks to existing breezeway. Additional costs associated with the modifications were authorized in the Lease but omitted from the total dollar amount stated in the agenda's recommendation language approved by the Board on June 21, 2005.

The lease maximum as submitted and approved on June 21, 2005 was \$14,640. The trailer modifications totaled \$8,138 for a new maximum of \$22,778. Both the Lease Agreement and the appropriate HHS FY 2005/2006 budgets recognize the \$22,778 total. Approval of today's request will ratify the signed Agreement.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey