



Agenda Date: 3/18/2020

Agenda Placement: 7C

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors

FROM: Timothy Healy - General Manager
NS-General Manager Office

REPORT BY: Timothy Healy, General Manager - 258-6000

SUBJECT: Authorize General Manager to Sign Agreement with Colliers Parrish International for Real Estate services for Hartle Court

RECOMMENDATION

Authorize General Manager to sign an agreement with Colliers Parrish International Inc. (Bill Kampton) for Real Estate services related to the marketing and leasing of District-owned property on Hartle Court that is substantially similar to the attached agreement.

EXECUTIVE SUMMARY

In 2019, the Board of Directors declared the property owned by NapaSan on Hartle Court to be surplus. Following state law, the property was offered to local area governments an opportunity to negotiate a sale or lease with the District prior to the property being offered to the general public. After the required notification and waiting period, and after having direct discussions with City of Napa staff, it has been determined that this property is now available to be offered to the general public.

The attached Professional Services Agreement with Colliers Parrish International Inc. ("Contractor") will allow Bill Kampton to provide professional real estate marketing services to the District for the leasing of the property. The agreement sets the following terms and conditions:

- | The agreement will begin once signed and terminate on June 30, 2021, but can automatically renew for two additional years if both parties agree.
- | Contractor shall be compensated by being paid 2.5% of the negotiated lease, excluding inflationary increases and lease extensions, plus 10% of an lease option payment.
- | Contractor shall not be paid by the hour. If no lease or lease option agreement is consummated, then Contractor shall not be compensated.

Staff recommends that the Board authorize the General Manager to enter into a contract with Colliers Parrish International Inc. in a form substantially similar to the one attached.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

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

None.

SUPPORTING DOCUMENTS

A . Agreement

Napa Sanitation District: Approve

Reviewed By: Timothy Healy