



**Contra  
Costa  
County**

To: Contra Costa County Fire Protection District Board of Directors  
 From: Jeff Carman, Chief, Contra Costa County Fire Protection District  
 Date: June 13, 2017

Subject: Relocation of Fire District Administrative Divisions to Leased Office Space

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Fire Chief, or designee, to continue negotiations on a lease agreement with Seecon Financial & Construction Co., Inc. for 19,704 square feet of office space located at 4005 Port Chicago Highway, Suite 250, Concord, for use as the Contra Costa County Fire Protection District's administrative offices, and DIRECT the Fire Chief to return to the Board of Directors with the final version of the lease agreement.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **06/13/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, Director  
 Candace Andersen, Director  
 Diane Burgis, Director  
 Karen Mitchoff, Director  
 Federal D. Glover, Director

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 13, 2017

David Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Aaron McAlister, Asst  
 Fire Chief (925) 941-3503

By: June McHuen, Deputy

cc:

### FISCAL IMPACT:

While the District is still negotiating final lease terms, the significant financial terms are not expected to change. The initial term of this lease is five (5) years. The monthly rent starts at \$42,372 and rises to \$47,693 over the initial five year period. The lease provides for two 30-month renewal terms for a total potential term of ten (10) years.

Currently, \$400,000 is appropriated for lease payments in the 2017-2018 adopted budget, and the earliest anticipated occupation date is December 2017. In addition to budgeted lease payments, there are other costs involved in the move, such as tenant improvements.

The tenant improvements have been negotiated to allow a build out allowance of \$591,120. Initial estimates for tenant improvement work is up to \$65 per square foot, for a total of \$1,280,760 for construction. This leaves the District responsible for \$689,640.

In addition to tenant improvement work, the District will be responsible for the low voltage cabling (telephone and internet) and furniture. The costs are currently estimated at \$150,000 for IT related telephone, security and data; \$250,000 for furniture; and \$25,000 for the physical move.

The source of funding for these improvements will be the District's General Operations Fund and the EMS Transport Fund. The final lease agreement will come before the Board of Directors for final approval.

### BACKGROUND:

The Contra Costa County Fire Protection District Administration and Fire Prevention Bureau has been located at 2010 Geary Road in Pleasant Hill since 1975. The population served by the District has grown substantially since that time, as has the mission and scope of services provided by the District. The present headquarters is no longer adequate for the needs of the District.

The District has administrative and support staff working in multiple location throughout the District due to space constraints. Not only does the present location lack the physical space for staff, it lacks adequate conference space and adequate storage space for sensitive records such as personnel records and fire investigation reports. Through this relocation and combining of staff who presently work in different locations, some efficiencies will be achieved. The new location will provide more functional work space to serve the needs of the public. The plan review area and public service counter will be compliant with the Americans with Disabilities Act and public restrooms will be available.

The long term vision is for the District to relocate administration, dispatch, EMS, and other District functions to the Public Safety Campus on the former Concord Naval Weapons site. This plan is not fully developed and will take several years to become formalized. Leasing an office building to fill this gap is the best option for the District. The District has worked with the Real Estate Division of the County to search, identify, and negotiate a lease

agreement for the property located at 4005 Port Chicago Highway in Concord. The proposed location is near the Concord Naval Weapons site and will provide easy access for District staff to be intimately involved in the development of the future public safety campus. The planning and construction process will take substantial time and close proximity will be a benefit.

The District is in final lease negotiations and will return to the Board with the terms of the final lease agreement.

CONSEQUENCE OF NEGATIVE ACTION:

The District could search for alternative sites or choose not to relocate. If this lease is not approved, the District will continue to operate from multiple locations with a lack of available space. The District could incur additional expense while searching for alternatives.

CHILDREN'S IMPACT STATEMENT:

No impact.