



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Julia R. Bueren, Public Works Director/Chief Engineer  
Date: July 11, 2017

Subject: Execute Lease of Office Space at 190 E. 4th Street, Pittsburg, for use by Supervisor of District V

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a lease with Balbir Singh and Joginder Kaur Singh for a 4-year term for approximately 3,412 square feet of office space located at 190 E. 4th Street, Pittsburg, for use by the Supervisor of District V. The lease includes two four-year renewals. The annual rental payment for the first year is \$20,472 and \$40,944 for each of the remaining three years, under the terms and conditions set forth in the lease.

AUTHORIZE the Public Works Director, or designee, to execute any renewal options under the terms and conditions set forth in the lease.

**FISCAL IMPACT:**

Monthly rent (\$20,472/month year 1) plus the county's share of the cost of tenant improvements (not to exceed \$200,000 including the cost of furnishings) (100% General Fund.)

**BACKGROUND:**

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/11/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

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: July 11, 2017

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

By: Stephanie Mello, Deputy

Contact: David Silva, (925)  
313-2132

cc:

The District V Supervisor is currently located at 315 E. Leland Road, Pittsburg. In recent years, the building has experienced a number of problems, including problems with the roof and the air conditioning systems. The new building, located in downtown Pittsburg, will provide more space for staff and a more convenient space for the Supervisor to meet with the public.

BACKGROUND: (CONT'D)

The lessor is providing the County with a \$100,000 allowance for tenant improvements. The County is contributing a \$200,000 allowance for the tenant improvements. The total cost for tenant improvements shall not exceed \$300,000 in total. The lessor is responsible for constructing the tenant improvements.

CONSEQUENCE OF NEGATIVE ACTION:

If this lease is not approved, the Supervisor of District V will continue to operate from an old building that is experiencing building system failures and the County will incur additional expenses in finding a new location.