



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: February 27, 2018

Subject: APPROVE an Outlease Agreement with USPS for office space at 815 Court Street, Martinez for use by the Sheriff – Coroner Department.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute an Outlease Agreement with United States Postal Service for a 5-year renewal term for 1,763 square feet of office space and 460 square feet of storage space located at 815 Court Street, Martinez, for use by the Sheriff – Coroner Department - Court Security Services. The lease includes one five-year renewal. The annual rent of the initial term is \$34,596 for the first year with 2.5% annual increases thereafter.

FISCAL IMPACT:

100% General Fund. Office of the Sheriff – Court Security Services Budget Org#: 2591. The lease expenses included in Fiscal Year 2017/2018 budget.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/27/2018** ☒ 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

ABSENT: 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: February 27, 2018

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

By: June McHuen, Deputy

Contact: Charlotte Nelson, 925.
313-2227

cc:

BACKGROUND:

The Sheriff currently has his office and locker room at 815 Court Street, Martinez and has been at that location since 2007. The building, its location and current build-out/configuration work well and would be difficult to replicate due to lack of similar alternative relocation options.

The lessor is providing the County with a fair market renewal as well as a fair market option to renew after the initial 5 year term.

CONSEQUENCE OF NEGATIVE ACTION:

If this lease is not approved, the Sheriff's office will need to vacate immediately and the County will incur additional expenses in holdover fees and in finding a new location.

ATTACHMENTS

Outlease Agreement