



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: May 14, 2019

Subject: APPROVE a Lease with Wang Brothers Investment, LLC for office space at 3095 Richmond Parkway for the Probation Department

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a Lease with Wang Brothers Investment, LLC (the Lessor), to lease approximately 7,779 square feet of office space located at 3095 Richmond Parkway in Richmond for use by the Probation Department for an initial term of 10 years with two 5-year renewal terms at \$12,446 per month for the first year with annual increases thereafter. The County shall pay (i) the cost of all flooring installed in the premises, and (ii) up to \$20,000 toward the cost of architect and design fees and engineering fees related to the design and construction of the Tenant Improvements.

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

FISCAL IMPACT:

100% General Fund. The Lease costs and related Tenant Improvement costs were anticipated and budgeted in the approved FY 2018/19 Probation Admin budget (org. 3000).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/14/2019** ☒ 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: May 14, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Charlotte Nelson, 925.
957-2458

cc:

BACKGROUND:

In August 2017, Probation requested the Real Estate Division investigate and recommend potential office space to relocate the West County Probation office to a more suitable location. The West County Probation office currently shares space with Employment and Human Services Department who now needs the entire premises for its staff. Following a long and thorough search, the potential relocation site identified provides the Probation Department with an ideal location, ample parking, and fair market rates. In addition, the Landlord has agreed to perform the Tenant Improvements needed.

CONSEQUENCE OF NEGATIVE ACTION:

If this Lease is not approved, the Employment and Human Services Department, which currently shares office space with Probation, would not have offices for incoming employees that will be backfilling the office space that Probation would be vacating. Probation would still need to find an alternative relocation site that will take 9-12 months and may be at a higher cost.