



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: August 6, 2019

Subject: APPROVE a lease of County-owned office space to LAFCO at 40 Muir Road, Martinez.

RECOMMENDATION(S):

AUTHORIZE the Public Works Director, or designee, to execute a lease with Contra Costa Local Agency Formation Commission (LAFCO) at the County-owned property located at 40 Muir Road, Martinez. The term of this lease is for 5 years with two 5-year renewal options under which LAFCO will pay base rent equal to 3.2% of the cost of operating and maintaining the building and additional rent equal to \$1,000 per month to reimburse the County for the cost of tenant improvements.

DETERMINE that the office space is not needed for County purposes during the term of the proposed lease.

FISCAL IMPACT:

Building occupancy reimbursement 100% General Fund
Additional rent for tenant improvement reimbursement 100% DCD.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **08/06/2019** ☒ 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
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: August 6, 2019

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

By: Stacey M. Boyd, Deputy

Contact: Stacey Sinclair, 925.
957-2464

cc:

BACKGROUND:

LAFCO currently occupies space at the County Administration Building at 651 Pine Street in Martinez. In anticipation of the closure of the Administration Building, LAFCO is being relocated to currently unoccupied space within the County-owned building at 40 Muir Road. The building at 40 Muir Road is the site of a portion of the Public Works Department and the Department of Conservation and Development. The base rent, equal to 3.2% of the cost of operating and maintaining the building is intended to allocate to LAFCO its pro rata share of the cost of operating and maintaining the building. The additional rent of \$1,000 per month to be paid by LAFCO is intended to reimburse the County for the cost of tenant improvements.

CONSEQUENCE OF NEGATIVE ACTION:

If the lease is not approved, LAFCO will have to move to a different location and, potentially pay higher rent.

ATTACHMENTS

Lease