



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: March 31, 2020

Subject: Sublease with the International Education Center for office space at 2151 Salvio Street, Suite 299, Concord, for the Library, Project Second Chance

RECOMMENDATION(S):

APPROVE a sublease, subject to approval by the County Administrator and approval as to form by County Counsel, with the International Education Center for approximately 2,075 square feet of office space for use by the County Library's adult literacy program, Project Second Chance.

AUTHORIZE the County Librarian, or designee, to execute the sublease and any renewal option.

FISCAL IMPACT:

The sublease will obligate the County to pay rent of approximately \$300,000 through January 2026. (100% Library Fund)

BACKGROUND:

The County is entering into this sublease with the International Education Center (IEC) for approximately 2,075 square feet of office space at 2151 Salvio Street, Suite 299, in Concord. The space is to be used by the County Library's adult literacy program, Project

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **03/31/2020** ☒ 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: March 31, 2020

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

By: Laura Cassell, Deputy

Contact: Stacey Sinclair, 925.
957-2464

cc:

Second Chance. The term of the sublease is through

BACKGROUND: (CONT'D)

January 31, 2026, which is the term of the underlying master lease. The sublease has one renewal option, which can only be exercised if the term of the underlying master lease is extended. The County will pay rent in an amount equal to \$4,046 per month through December 2021. Rent is subject to annual increases thereafter. In addition, the County will be required to pay ICE an amount equal to the County's proportionate share of amounts due under the master lease for taxes and operating expenses.

Project Second Chance is currently housed at the Pleasant Hill Library. Since the Pleasant Hill Library is scheduled to be permanently closed in early June, the materials used by Project Second Chance need to be relocated.

Project Second Chance provides free basic reading, writing, and spelling tutoring to adults at each of the County's 26 libraries and at other public locations throughout the county.

CONSEQUENCE OF NEGATIVE ACTION:

If the sublease is not approved, the Library will not be able to fully move out of the Pleasant Hill location by the target move-out date of June 3, 2020.