



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: November 10, 2020

Subject: Lease Amendment 1340 Arnold Drive, Suite 226, Martinez, for the Contra Costa Health Plan Claims Department..

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a lease amendment with RPE MUIR, LLC, for office space located at 1340 Arnold Drive, Suite 226, Martinez, to extend the term of the lease through June 30, 2022, at an annual rent of \$51,096, with no rent increases, for continued occupancy by the Contra Costa Health Plan Claims Department.

**FISCAL IMPACT:**

100% HMO Enterprise Fund Cost Center 6123

**BACKGROUND:**

This space has served as the office for Contra Costa Health Plan (CCHP) Claims Department since November 2001. This operation is critical to CCHP as it provides operations necessary to pay the claims to County's Community Provider Network. The space continues to meet the needs of this operation. Renewing the lease allows this operation to remain active at this location, without any disruption in service, and the County will save money in relocation expenses and rents.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **11/10/2020** ☒ 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: November 10, 2020

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

By: June McHuen, Deputy

Contact: Julin Perez, 925.  
957-2460

cc:

#### CONSEQUENCE OF NEGATIVE ACTION:

If the lease extension is not approved the Health Services Department may experience interruptions in its ability to provide services to the County community.

#### CLERK'S ADDENDUM

**Corrected to Read: APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a lease amendment for the office space located at 1340 Arnold Drive, Suite 266-226, Martinez, to extend the term of the lease through June 30, 2022, at an annual rent of \$51,096 with no rent increases, for continued occupancy by Health Services-Office of Consumer Empowerment. (100% HMO Enterprise Fund)**

#### ATTACHMENTS

Lease Amendment